



CITY COUNCIL

WORKSHOP AND REGULAR MEETING AGENDA

December 17, 2025

7:00 PM

202 Railroad Avenue, Rifle, CO 81650

6:00 PM - Workshop Meeting

Discussion and Review

- a. 2026 Strategic Planning
- b. Rifle Apartments Tour / Grand Opening Dates
- c. Community Survey Follow-up Discussion

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)
*(Reserved for general comments or items on the agenda that are not a public hearing)
- 5. **Consent Agenda**
 - 5.a. Consider Minutes of the December 3, 2025 Regular Meeting
 - 5.b. Consider Liquor License Renewal for Kum and Go, LC dba Maverik 5012
 - 5.c. Consider Liquor License Renewal for Super Kidz, LLC dba Super Kidz, LLC
 - 5.d. Consider Approving the 2026 Cleaning Services Purchase Order Request
 - 5.e. Consider Approving the 2026 Landscape Maintenance Purchase Order Request
 - 5.f. Consider the Re-appointment of Annie MacGregor and John Douglas to the Parks and Recreation Advisory Board (PRAB)
- 6. **Action, if any, on Workshop Items**
- 7. **Presentation**

7.a. Rifle Library Annual Update

7.b. Healthy Beverage Partnership

8. Public Hearing

8.a. (Acting as Liquor Licensing Authority) Consider Application by The Catrina, LLC. dba The Catrina for a Hotel and Restaurant Liquor License at 101 E. 26th St.

8.b. Consider Amending the 2025 Budget - Supplemental Appropriations Request #2

8.b.i. Resolution No. 27, Series of 2025

8.b.ii. Ordinance No. 17, Series of 2025

9. Regular Agenda

9.a. Consider Amending Rifle Municipal Code Section 10-2-20 Obstruction of Government Operations - Ordinance No.16, Series of 2025 (1st Reading)

9.b. Consider Engagement of Hinkle & Company, PC for 2025 Financial Audit

9.c. Consider Approving the 2026 Microsoft Licensing Renewal

9.d. Consider Approving the Update to the Police Departments HVAC Controls Purchase Order Request

9.e. Consider Approving the Musco Lighting Retrofit Project Purchase Order Request

9.f. Consider Awarding Contract for Portable Restroom Services

9.g. Consider Awarding City Marketing Services Bid to Align Multimedia

9.h. Consider Direction to Initiate Acquisition Process for the Rifle Creek Golf Course

10. Administrative Reports

10.a. Report to City Manager

11. Comments from Mayor and Council

12. Adjournment

ACCESSIBILITY STATEMENT

The City of Rifle values full inclusion and access for all of our facilities, programs, activities and services. We are pleased to provide meaningful accommodations to comply with the Americans with Disabilities Act (ADA) and reasonably provide translation, interpretation, modifications, accommodations, alternative formats, auxiliary aids, and services. To request special assistance, call City Clerk Alexis Ramirez at 970-665-6405 or email our ADA Team at ADATeam@rifleco.org. Please allow 48 hours for your requests to be met.

La Ciudad de Rifle valora la plena inclusión y acceso para todas nuestras instalaciones, programas, actividades y servicios. Nos complace proporcionar alojamientos significativos para cumplir con la Ley de Estados Unidos con Discapacidades (ADA) y proporcionar razonablemente traducciones, interpretaciones, modificaciones, adaptaciones, formatos alternativos, ayudas auxiliares y servicios. Para solicitar asistencia especial, llame a la City Clerk Alexis Ramírez al 970-665-6405 o envíe un correo electrónico a el equipo ADA a ADATeam@rifleco.org. Por favor, permita 48 horas para que se atiendan sus solicitudes.



**CITY OF RIFLE
AGENDA ITEM REPORT**

MEETING DATE: December 17, 2025

Agenda Item #a.

Agenda Item Name:

2026 Strategic Planning

Presenter:

Patrick Waller, City Manager

Item Description:

Strategic Planning

Recommended Action:

Discussion Only.

Fiscal Impact:

N/A

Operational Impact:

N/A

Prior Board Motions:

N/A

Background Information:

Rifle Municipal Code - (Ord. 10 §3, 2013)

3.12 - STRATEGIC PLANNING SESSION

The Council shall hold at least annually a strategic planning session with department heads and key employees to review, confirm and modify a vision statement, mission statement and goal statements of the City.

Executive Summary:

Council needs to discuss the date and location designation for the 2026 Strategic Planning Meetings.

Notification Requirements:

N/A

Prepared By:

Alexis Ramirez, City Clerk

Attachments:

None



Agenda Item #b.

Agenda Item Name:

Rifle Apartments Tour / Grand Opening Dates

Presenter:

Patrick Waller, City Manager

Item Description:

Recommended Action:

Discussion Only.

Fiscal Impact:

N/A

Operational Impact:

N/A

Prior Board Motions:

N/A

Background Information:

N/A

Executive Summary:

Calendar discussion for Rifle Apartments Tour

Notification Requirements:

None

Prepared By:

Alexis Ramirez, City Clerk

Attachments:

None



Agenda Item #c.

Agenda Item Name:

Community Survey Follow-up Discussion

Presenter:

Austin Rickstrew, Parks & Recreation Director
Patrick Waller, City Manager

Item Description:

Follow-up discussion related to the community survey.

Recommended Action:

No action on workshop items.

Fiscal Impact:

N/A

Operational Impact:

N/A

Prior Board Motions:

N/A

Background Information:

N/A

Executive Summary:

City Staff is seeking direction on a follow-up survey to the recently completed community survey. We have worked with the consultant to generate follow-up questions regarding traffic enforcement and code enforcement. We want the council to give direction on three to four questions we could send out to gather more information. ETC Institute will conduct the follow-up survey online and email it to approximately 500 Rifle residents.

Notification Requirements:

N/A

Prepared By:

Austin Rickstrew, Parks & Recreation Director

Attachments:

1. Traffic Enforcement Questions (112025)

Satisfaction Clarification

Which statement best reflects your preference regarding the enforcement of local traffic laws in your community?

- ____(01) I want more enforcement of local traffic laws
- ____(02) I want about the same level of enforcement as today
- ____(03) I want less enforcement of local traffic laws
- ____(04) Unsure

Types of Behavior Residents Want Enforced: Enforcement Priority Areas
If you think traffic law enforcement needs improvement, which of the following behaviors should be enforced more strictly? (Select all that apply.)

- ____(01) Speeding
- ____(02) Running red lights or stop signs
- ____(03) Texting or using a phone while driving
- ____(04) Aggressive or erratic driving
- ____(05) Driving under the influence
- ____(06) School zone violations
- ____(07) Pedestrian crosswalk violations
- ____(08) Bicycle/micro-mobility violations (e-bikes, scooters, etc.)
- ____(09) Commercial vehicle violations (trucks delivering illegally, blocking lanes, etc.)
- ____(10) Other (please specify)

Enforcement Method Preferences: Methods or Tools Residents Support
How supportive would you be of the following traffic enforcement approaches in your community? (5-point scale: Very Supportive - Very Unsupportive)

- Increased police patrols
- Automated speed cameras
- Red-light cameras
- Speed feedback signs ("Your Speed Is...")
- Education campaigns (school programs, public messaging)
- Additional crossing guards
- More stop signs or signalized intersections

Perception of Enforcement Balance: Where Enforcement Is Too High / Too Low

For each item below, please indicate whether you feel your community currently enforces this too much, too little, or about the right amount. (Too Much / Too Little / About Right / Unsure)

- Speeding
- School zone safety
- Distracted driving
- Neighborhood street enforcement

- Major roadway enforcement
- Parking violations
- Red-light compliance

Outcome-Based Preference: What Results Residents Want Most

What is the main outcome you would like traffic enforcement efforts to focus on?

(Select one.)

- ____ (01) Reducing crashes and serious injuries
- ____ (02) Reducing speeding in residential areas
- ____ (03) Improving pedestrian and cyclist safety
- ____ (04) Improving school zone safety
- ____ (05) Reducing distracted driving
- ____ (06) Reducing aggressive driving
- ____ (07) Fair and unbiased enforcement practices
- ____ (08) Reducing congestion
- ____ (09) Other (please specify)

Satisfaction Drivers: Why Are They Satisfied/Unsatisfied

What is the primary reason for your satisfaction or dissatisfaction with the enforcement of local traffic laws?

- ____ (01) Not enough enforcement
- ____ (02) Too much enforcement
- ____ (03) Inconsistent enforcement
- ____ (04) Unfair enforcement practices
- ____ (05) Wrong behaviors being targeted
- ____ (06) Location-specific issues (please specify)
- ____ (07) Other (please specify)

Ideal Enforcement Locations: Where should additional traffic enforcement efforts be focused? *(Select all that apply.)*

- ____ (01) School zones
- ____ (02) Neighborhood streets
- ____ (03) Major arterial roads
- ____ (04) Near parks, trails, or recreation areas
- ____ (05) Commercial corridors
- ____ (06) Downtown area
- ____ (07) Near high-accident intersections
- ____ (08) Rural roads
- ____ (09) Highway entrances/exits
- ____ (10) Other (please specify)

Tradeoff Question

If your community were to increase traffic enforcement, which approach would you prefer?

- ____(01) Focus on education and warnings first, then citations for repeat offenders
- ____(02) Focus on citations as the primary deterrent
- ____(03) Use automated systems to reduce officer workload
- ____(04) Prioritize engineering improvements (better signs, speed cushions, road design) instead of additional enforcement
- ____(05) I would prefer no increase in enforcement



Agenda Item #5.a.

Agenda Item Name:

Consider Minutes of the December 3, 2025 Regular Meeting

Presenter:

Alexis Ramirez, City Clerk

Item Description:

Consider Minutes of the December 3, 2025 Regular Meeting

Recommended Action:

Move to approve the minutes of the December 3, 2025, 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 December 3, 2025, Regular Meeting

Notification Requirements:

N/A

Prepared By:

Alexis Ramirez, City Clerk

Attachments:

1. 12.03.2025 - DRAFT Minutes



RIFLE CITY COUNCIL

REGULAR MEETING

December 3, 2025
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 City Clerk Alexis Ramirez.

OATHS OF OFFICE

City Clerk Alexis Ramirez administered Oaths of Office to newly elected Councilors Jonathan Rice, Clint Hostettler, Scott Marsh, Alicia Gresley and Michael Clancy.

Present at Roll Call:

Councilor Chris Bornholdt, Councilor Scott Marsh, Councilor Michael Clancy, Councilor Clint Hostettler, Councilor Jonathan Rice, Councilor Karen Roberts and Councilor Alicia Gresley.

Roll Call: Yes - Chris Bornholdt, Scott Marsh, Michael Clancy, Clint Hostettler, Jonathan Rice, Karen Roberts and Alicia Gresley.

No – None.

Others Present:

City Manager Patrick Waller, City Clerk Alexis Ramirez, City Attorney Jim Neu, Parks & Recreation Director Austin Rickstrew, Chief of Police Debra Funston, Procurement & Grant Manager Iris Trevisano, IT Network & Systems Administrator Jake Statler, Community Development Director Zach Higgins, Finance Director Scott Rust, Communication & Engagement Specialist Kyle Mills, Main Street Manager Kim Burner, Post Independent Reporter Katherine Tomanek, Angela Marsh, Mary Ann Carter, Emily Heisel, Journey Home Animal Care Center Executive Director Heather Grant, Journey Home Animal Care Center Shelter Operations Director Morgan Woolard, John Savage and Alyx Bartels.

ELECTION OF MAYOR

Nominations were opened.

Councilor Alicia Gresley nominated Councilor Clint Hostettler to serve as Mayor, Councilor Clint Hostettler presented self-nomination, Councilor Chris Bornholdt presented self-nomination, Councilor Jonathan Rice presented self-nomination. No other nominations were made.

Nominations were closed.

Councilor Alicia Gresley nominated Councilor Clint Hostettler to serve as Mayor; seconded by Councilor Karen Roberts.

Roll Call: Yes - Michael Clancy, Clint Hostettler, Karen Roberts, and Alicia Gresley.

No – Jonathan Rice, Chris Bornholdt, and Scott Marsh.

APPOINTMENT OF MAYOR PRO TEM

Mayor Clint Hostettler appointed Karen Roberts as Mayor Pro Tem.

BOARD APPOINTMENT/ COUNCIL REPRESENTATIVE

<u>BOARDS</u>	<u>REPRESENATIVE</u>	<u>ALTERNATE</u>
A.G.N.C. – Associated Governments of Northwest Colorado	Michael Clancy	Karen Roberts
CLUB 20	Jonathan Rice	Scott Marsh
DDA - Downtown Development Authority	Clint Hostettler	Karen Roberts
Garfield County Liaison	Chris Bornholdt	Scott Marsh
GCECA – Garfield County Emergency Communications Authority	Chris Bornholdt	
Garfield Clean Energy	Scott Marsh	Alicia Gresley
Garfield County Energy Advisory Board	Michael Clancy	Chris Bornholdt
G.R.I.T. – Greater Rifle Improvement Team	Karen Roberts	Michael Clancy
PRAB – Parks & Recreation Advisory Board	Chris Bornholdt	Scott Marsh
Rifle Area Chamber of Commerce	Clint Hostettler	Alicia Gresley
Rifle Community Foundation	Clint Hostettler	Michael Clancy
Rifle Heritage Center Board	Karen Roberts	Jonathan Rice
Rifle Housing Authority	Clint Hostettler	Scott Marsh
Rifle Regional Economic Development Corporation	Alicia Gresley	Clint Hostettler
Senior Center Advisory Board	Alicia Gresley	Jonathan Rice
RFTA – Roaring Fork Transportation Authority	Alicia Gresley	
CML Policy Committee	Jonathan Rice	Karen Roberts

Councilor Alicia Gresley moved to approve the discussed board appointments and council representatives as presented in workshop for 2 years; seconded by Councilor Jonathan Rice.

Roll Call: Yes - Michael Clancy, Jonathan Rice, Alicia Gresley, Chris Bornholdt, Karen Roberts Scott Marsh and Clint Hostettler.

No – None.

PUBLIC COMMENT

Public comment was heard from Emily Heisel.

CONSENT AGENDA – CONSIDER THE FOLLOWING ITEMS:

- A. Consider Minutes of the November 5, 2025 Regular Meeting.
- B. Consider Minutes of the November 19, 2025 Regular Meeting.

Councilor Alicia Gresley moved to approve Consent Agenda Items A and B; seconded by Councilor Michael Clancy.

Roll Call: Yes - Karen Roberts, Jonathan Rice, Alicia Gresley, Chris Bornholdt, Michael Clancy, Scott Marsh, and Clint Hostettler.

No – None.

REGULAR AGENDA

Consider Approval of Contract for Animal Services with Journey Home for 2026

City Manager Patrick Waller gave a brief description on the current and updated contract with Journey Home Animal Care Center. The contract was aligned with current market rates and included a minor change to the contract language to clarify emergency service provisions. The goal is for the City of Rifle to pay equitable share for animal control services originating from Rifle versus other county areas. Journey Home Animal Care Center Executive Director Heather Grant and Shelter Operations Director Morgan Woolard reported successful collaboration with the Rifle Police Department, for accurate documentation and record-keeping. Journey Home continues to serve as a vital community resource, focused on strengthening the human-animal bond through adoption, education and outreach. Activity levels show an increasing service demand with Rifle Police Department animal intakes rising from 23 in 2024 to 92 in 2025, a steady number of strays and surrenders. Veterinary medical expenses decreased significantly from \$10,000 in 2024 to \$5,467(excluding spay/ neutered and vaccines) in 2025, reflecting the improved efficiency and care management. Journey Home is sustained and supported by diverse income streams, led by program fees, grants and donations, demonstrating strong community impact through successful animal rescue cases, expanded education outreach and essential community services; such as humane education, youth programs, dog bite prevention, along with a regional pet food pantry distributing 3,624 pounds of food this year; with 95% of recipients coming from the Rifle community.

Journey Home Animal Care Center Executive Director Heather Grant and Shelter Operations Director Morgan Woolard answered questions for Council.

Comments were heard from Councilor Jonathan Rice, Councilor Michael Clancy, Councilor Alicia Gresley and Mayor Clint Hostettler.

Councilor Michael Clancy moved to approve the 2026 domestic animal shelter and impoundment services contract between the City of Rifle and the Journey Home Animal Care Center, Inc.; seconded by Councilor Karen Roberts.

Roll Call: Yes- Scott Marsh, Karen Roberts, Michael Clancy, Chris Bornholdt, Alicia Gresley, Jonathan Rice and Clint Hostettler.

No – None.

Consider Approving Final Subdivision Plan and Final Subdivision Plat for Vetter Filing No.2 Subdivision - Ordinance No. 15, Series of 2025 (1st Reading)

AN ORDINANCE OF THE CITY OF RIFLE, COLORADO, APPROVING A FINAL SUBDIVISION PLAN AND FINAL SUBDIVISION PLAT FOR VETTER FILING NO. 2 SUBDIVISION.

Community Development Director Zach Higgins and Applicant John W. Savage presented the Final Subdivision Plan and Final Subdivision for Vetter Filing. The “Better Two Subdivision” proposes the division of two parcels into six estate-style single-family lots on approximately 9.4 acres located near 16th Avenue and east-west of Grand Mesa Avenue. The subject properties are located within the City’s Tier One Development Area, indicating they are appropriate for near-term development due to their location and planned growth context. Proposed parcels are currently zoned for estate use, while the Comprehensive Plan envisions moderate-density residential

Rifle City Council Meeting December 3, 2025

development in the broader area. Access to the subdivision will be provided primarily through a private drive, Gallo Drive, with individual lot access varying by lot. Engineering and infrastructure improvements include approvals for irrigation ditch piping, sanitary service connections, hygiene system installation, and construction of public improvements associated with the project. The applicant has agreed to construct interim street improvements along 16th Street, with the understanding that full upgrades to current standards, including curb, gutter, and sidewalks, will occur in coordination with future adjacent subdivision development. Reviewing agencies provided comments, with utility and engineering reviews completed fire protection addressing driveway lengths and turnaround requirements. The Planning and Zoning Commission has provided an initial recommendation; the project has advanced to the sketch plan approval stage on December 17th, 2025 pending final approvals of related subdivision improvement and annexation agreements.

Community Development Director Zach Higgins, Applicant John W. Savage, City Attorney Jim Neu, and City Manager Patrick Waller answered questions for Council

Comments were heard from Councilor Alicia Gresley, Councilor Jonathan Rice, and Mayor Clint Hostettler

Councilor Karen Roberts moved to approve the amendment to the Farm Annexation Agreement and Ordinance No.15, Series of 2025 on first reading and order it be published as required by Charter; seconded by Councilor Michael Clancy.

Roll Call: Yes- Alicia Gresley, Chris Bornholdt, Michael Clancy, Jonathan Rice, Karen Roberts, Scott Marsh, and Clint Hostettler

No – None.

Consider Purchase of Scale Computing Hyperconverged Infrastructure and Resolution No. 26, Series of 2025

A RESOLUTION OF THE OF THE CITY COUNCIL OF THE CITY OF RIFLE, COLORADO, APPROVING A MULTI-YEAR CONTRACT WITH SCALE COMPUTING PURSUANT TO RIFLE MUNICIPAL CODE SECTION 4-3-275

Procurement & Grant Manager Iris Trevisano and IT Network & Systems Administrator Jake Statler presented the request to replace its aging storage and server infrastructure and purchase a modern scale computing hyperconverged system to improve performance, security, and long-term reliability. The current system, built in 2018–2019 and based on mechanical spinning drives, will reach its end-of-support in 2026 and licensing expiration in 2027, creating a strategic window to complete a full infrastructure rebuild in 2026 before critical failures occur. The proposed solution migrates the city from a three-node system to a more efficient two-node architecture and upgrades storage to Non-Volatile Memory Express (NVMe) solid-state technology, delivering approximately 20% faster read/write speeds and noticeably improved system responsiveness for all staff. This project also provides an opportunity to completely rebuild the back-end infrastructure, elimination of technical debt, and implementation of modern security standards. The purchase is being made through the National Association of State Budget Officers (NASBO) cooperative purchasing agreement, providing pre-negotiated pricing and significant cost savings through a six-year licensing structure (five paid years plus one free year).

Because standard procurement rules limit contracts to five years, approval of Resolution No.26, Series of 2025 is required to authorize the six-year term. If approved in December of 2025, with the purchase order issued in January, 2026 all funds will be encumbered and paid for in 2026. The full system deployment and infrastructure rebuild will occur throughout 2026 with no ongoing payments after that year. Staff recommends approval of request as the upgrade ensures improved performance, stronger security, and a stable, modern technology foundation for the city over the next decade.

Procurement & Grant Manager Iris Trevisano and IT Network & Systems Administrator Jake Statler answered questions for Council.

Comments were heard from Councilor Alicia Gresley, and Councilor Karen Roberts

Councilor Jonathan Rice moved to approve Resolution No. 26, Series of 2025 and purchase of two (2) scale computing 3-node cluster for a cost not to exceed \$200,000; seconded by Councilor Scott Marsh.

Roll Call: Yes- Scott Marsh, Chris Bornholdt, Karen Roberts, Michael Clancy, Alicia Gresley, Jonathan Rice and Clint Hostettler.

No – None.

Consider 2025 Mill Levy Certification for the 2026 Fiscal Year - Resolution No. 25, Series of 2025

A RESOLUTION OF THE CITY OF RIFLE, COLORADO LEVYING GENERAL PROPERTY TAXES TO HELP DEFRAY THE COST OF GOVERNMENT FOR THE CITY OF RIFLE FOR THE 2025 BUDGET YEAR

Finance Director Scott Rust presented the Mill Levy Certification for the 2026 fiscal year requesting approval for Resolution No. 25, Series of 2025. The proposed resolution sets the Mill Levy's for both the City of Rifle and Downtown Development Authority. The mill levy is applied to the assess valuations provided by Garfield County to determine the property tax revenue. The property tax revenue collected is a critical revenue source that allows each municipal entity to provide services to Citizens. The City of Rifle will certify and assess \$5.26 million to the General Fund, which is projected to generate about \$904,400 and the Downtown Development Authority (DDA) will certify and assess \$3.774 million estimating to guarantee around \$59,976.00. These figures are slightly above budgeted expectations due to higher assessed values from Garfield County.

Finance Director Scott Rust and City Attorney Jim Neu answered questions for Council.

Comments were heard from Councilor Alicia Gresley.

Councilor Michael Clancy moved to approve Resolution No. 25, Series of 2025 to certify the 2025 City of Rifle and DDA Mill Levy for the 2026 fiscal year to Garfield County; seconded by Councilor Alicia Gresley.

Roll Call: Yes- Karen Roberts, Chris Bornholdt, Michael Clancy, Scott Marsh, Alicia Gresley, Jonathan Rice and Clint Hostettler.

No – None.

Consider Approving the Street Facade Grant Application for 101 East 3rd St.

Main Street Manager Kim Burner presented request to consider approving the street façade grant application for 101 East 3rd St. The Greater Rifle Improvement Team (GRIT) launched a new facade grant program in 2025, funded by lodging tax, with a total budget of \$40,000 to support commercial building improvements within city limits. The program formally opened in August, with applications accepted during September and October. During the first application round, 12 pre-application meetings were conducted, but only one project was submitted from the Midland Arts Building at 101 East 3rd Street. The request focused on replacing an aging mural on the west-facing wall due to the visual impact of a newer, larger mural commissioned nearby. The total project bid was \$1,790.00, and the applicant provided the required 25% match. The grant award request total is \$1,342.50. Low participation was attributed to higher-than-expected project costs and difficulty obtaining the required two contractor bids. To improve participation in 2026, the GRIT Advisory Board approved program adjustments, including adding two application cycles per year and modifying bid and documentation requirements. The program allows grants of up to \$40,000 per project, with property owners with the ability to exceed the required 25% match. Unused funds will be retained in GRIT reserves. Additional support is available through the Main Street program, which provides architectural assistance and renderings for buildings within the downtown core, while the facade grant remains available to all commercial properties citywide. Projects are evaluated based on project scope, building age, and compatibility with surrounding structures.

Main Street Manager Kim Burner answered questions for Council.

Comments were heard from Councilor Alicia Gresley, Councilor Jonathan Rice, Councilor Karen Roberts and Mayor Clint Hostettler

Councilor Scott Marsh moved to approve the Street Facade Grant Award for 101 East 3rd Street in the amount of \$1,342.50 seconded by Councilor Jonathan Rice.

Roll Call: Yes- Chris Bornholdt, Karen Roberts, Scott Marsh, Jonathan Rice, Michael Clancy, Alicia Gresley and Clint Hostettler.

No – None.

Consider Approving the Greater Rifle Improvement Team Advisory Board (GRIT) Grant Application for the New Ute Theater Society (NUTS)

Main Street Manager Kim Burner presented grant application request for the New Ute Theater Society (NUTS) to council for approval. The Greater Rifle Improvement Team (GRIT) Advisory Board has received a grant request from the New Utes Theater Society (NUTS) in the amount of \$3,200 to support the Symphony in the Valley performance that is a key part of the community's Hometown Holidays celebration. GRIT typically awards grants during the January and June funding cycles; however, this request is being considered outside the normal cycle due to the unexpected nature of this funding request. Historically, NUTS has funded the cost of the Ute Theater Events Center for the Symphony in the Valley performance at an annual cost of \$3,200. This year, the Symphony requested a total of \$8,000 from NUTS to cover both theater costs and additional dancer expenses. NUTS was unable to absorb the full increase and submitted this grant application to GRIT to bridge the funding gap.

The GRIT Advisory Board supports this request as a one-time exception and has recommended that future requests be submitted directly by the Symphony in the Valley rather than through intermediary organizations. Funding is available within the Special Events budget and is recommended for approval due to the show's importance to Hometown Holidays.

Main Street Manager Kim Burner answered questions for Council.

Comments were heard from Councilor Karen Roberts, Councilor Jonathan Rice, Councilor Alicia Gresley and Mayor Clint Hostettler

Councilor Karen Roberts moved to approve the GRIT grant application for the New Ute Theater Society in the amount of \$3,200.00; seconded by Councilor Scott Marsh.

Roll Call: Yes - Michael Clancy, Scott Marsh, Chris Bornholdt, Jonathan Rice, Alicia Gresley Karen Roberts and Clint Hostettler.

No – None.

Consider Approval of Purchase of a John Deer 35 P-Tier Compact Excavator for Cemetery
Procurement & Grant Manager Iris Trevisano and Parks & Recreation Director Austin Rickstrew presented request to consider approval to purchase a John Deer 35 P-Tier compact excavator for \$68,581.60 from 4Rivers Equipment, to be included in the 2026 budget. The compact excavator features a closed cab with HVAC, improving operator safety and comfort during winter cemetery operations. It replaces a 2006 Mini-X Excavator that has significant wear and tear after it's long operational life. The primary use of the equipment will be grave excavation at the cemetery, with limited secondary use by the Parks & Recreation Department for major hard-to-access repairs. Funding will come from the Perpetual Care (Cemetery Operations) Fund as the purchase is directly tied to essential cemetery operations. The request aligns with the 2026 budget and represents a cost-effective investment in staff safety, operational efficiency, and long-term equipment reliability.

Parks & Recreation Director Austin Rickstrew and Procurement & Grant Manager Iris Trevisano answered questions for Council.

Comments were heard from Councilor Alicia Gresley and Mayor Clint Hostettler

Councilor Jonathan Rice moved to approve the purchase of a John Deere 35 P-Tier Compact Excavator in the amount of \$68,581.60 from 4Rivers Equipment; seconded by Councilor Alicia Gresley.

Roll Call: Yes- Karen Roberts, Jonathan Rice, Michael Clancy, Alicia Gresley, Chris Bornholdt, Scott Marsh and Clint Hostettler.

No – None

Report to City Manager

Reports were heard from City Manager Patrick Waller, City Clerk Alexis Ramirez, IT Network & Systems Administrator Jake Statler, Finance Director Scott Rust, Main Street Manager Kim Burner, Procurement & Grant Manager Iris Trevisano, Parks & Recreation Director Austin Rickstrew, and Chief of Police Debra Funston.

Comments from Mayor and Council

Comments were heard from Councilor Karen Roberts, Councilor Michael Clancy, Councilor Alicia Gresley, Councilor Scott Marsh, Councilor Chris Bornholdt, Councilor Jonathan Rice and Mayor Clint Hostettler.

Adjournment

Meeting adjourned at 9:00 p.m.

Alexis Ramirez
City Clerk

Clint Hostettler
Mayor



**CITY OF RIFLE
AGENDA ITEM REPORT**

MEETING DATE: December 17, 2025

Agenda Item #5.b.

Agenda Item Name:

Consider Liquor License Renewal for Kum and Go, LC dba Maverik 5012

Presenter:

Alexis Ramirez, City Clerk

Item Description:

Consider Liquor License Renewal for Kum and Go, LC dba Maverik 5012

Recommended Action:

Move to approve the Liquor License Renewal for Kum and Go, LC dba Maverik 5012

Fiscal Impact:

N/A

Operational Impact:

N/A

Prior Board Motions:

N/A

Background Information:

Kum and Go, LC dba Maverik 5012 located at 120 East 26th Street, Rifle, CO has submitted a Fermented Malt Beverage and Wine (off-premise) Liquor License Renewal Application.

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

Executive Summary:

N/A

Notification Requirements:

N/A

Prepared By:

Alexis Ramirez, City Clerk

Attachments:

1. REDACTED- Maverik 5012 2025 Liquor License Renewal

DR 8400 (02/18/24)
COLORADO DEPARTMENT OF REVENUE
 Liquor Enforcement Division
 PO BOX 17087
 Denver CO 80217-0087
 (303) 205-2300

Submit to Local Licensing Authority

MAVERIK 5012
1150 LOCUST STREET
SUITE 301
Des Moines IA 50309

RECEIVED

NOV 25 2025

City Clerk
 City of Rifle

Fees Due	
Annual Renewal Application Fee	\$
Renewal Fee	346.25
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 Movelt on Date

☒ Paid Online

Licensee Name

KUM & GO LC

Doing Business As Name (DBA)

MAVERIK 5012

Liquor License Number

License Type

Fermented Malt Beverage and Wine (city)

Sales Tax License Number

Expiration Date

Due Date

02/07/2026

12/24/2025

Business Address

Street Address

120 EAST 26TH STREET

Phone Number

City, State, ZIP Code

Rifle CO 81650-3107

Mailing Address

Street Address

City, State, ZIP Code

Email

Operating Manager

Date of Birth

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*

02/22/2032

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

(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.

See violation list

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.

See Location List

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

Title

Licensing Coordinator

Signature

Date (MM/DD/YY)

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

Attest

Signature

Date (MM/DD/YY)

DR 8495 (02/16/24)
COLORADO DEPARTMENT OF REVENUE
Liquor Enforcement Division
PO BOX 17087
Denver CO 80217-0087
(303) 205-2300

Tax Check Authorization, Waiver, and Request to Release Information

I,

am signing this Tax Check Authorization, Waiver and Request to Release Information (hereinafter

"Waiver") on behalf of

(the "Applicant/Licensee")

Kum & Go LC / Maverik 5012

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)

Kum & Go LC / Maverik 5012

Social Security Number/Tax Identification Number

Home Phone Number

Business/Work Phone Number

Street Address

120 East 26th Street

City

Rifle

State

CO

ZIP Code

81650

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

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

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).

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**CITY OF RIFLE
AGENDA ITEM REPORT**

MEETING DATE: December 17, 2025

Agenda Item #5.c.

Agenda Item Name:

Consider Liquor License Renewal for Super Kidz, LLC dba Super Kidz, LLC

Presenter:

Alexis Ramirez, City Clerk

Item Description:

Consider Liquor License Renewal for Super Kidz, LLC dba Super Kidz, LLC

Recommended Action:

Move to approve the Liquor License Renewal for Super Kidz, LLC dba Super Kidz, LLC

Fiscal Impact:

N/A

Operational Impact:

N/A

Prior Board Motions:

N/A

Background Information:

Super Kidz, LLC dba Super Kidz, LLC, located at 1733 Railroad Avenue, Unit A, Rifle, CO, has submitted a Beer and Wine Liquor License Renewal Application.

This application is complete, and the appropriate fees have been paid.

Executive Summary:

N/A

Notification Requirements:

N/A

Prepared By:

Alexis Ramirez, City Clerk

Attachments:

1. REDACTED SUPER KIDZ 2025 Liquor License Renewal

Submit to Local Licensing Authority

RECEIVED

DEC - 1 2025

City Clerk
City of Rifle

Fees Due	
Annual Renewal Application Fee	\$ 250
Renewal Fee	
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

Super Kidz LLC

Doing Business As Name (DBA)

Super Kidz LLC

Liquor License Number

License Type

Beer and Wine

Sales Tax License Number

Expiration Date

Due Date

Business Address

Street Address

1733 Railroad Ave Unit A

Phone Number

City

Rifle

State

ZIP Code

CO

81650

Mailing Address

Street Address

City

State

ZIP Code

CO

81621

Email

Operating Manager

Date of Birth

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*

05/30/2029

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

(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

Title

Signature

Date (MM/DD/YY)

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

Attest

Signature

Date (MM/DD/YY)

Tax Check Authorization, Waiver, and Request to Release Information

I, _____

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

(the "Applicant/Licensee")

Super Kidz LLC

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)

Super Kidz LLC

Social Security Number/Tax Identification Number

Home Phone Number

Business/Work Phone Number

Street Address

1733 Railroad Ave Unit A

City

Rifle

State

CO

ZIP Code

81650

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

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

Date Signed

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.d.

Agenda Item Name:

Consider Approving the 2026 Cleaning Services Purchase Order Request

Presenter:

Austin Rickstrew, Parks & Recreation Director

Item Description:

Approval of PO Request

Recommended Action:

Move to approve the 2026 cleaning services purchase order request to Carol Cleaning Service, LLC. in the amount of \$45,526.00

Fiscal Impact:

Cleaning services are budgeted for each building in 2026.

Operational Impact:

The city has contracted cleaning services for a three-year term. These cleaning services are for City Hall and the Police Department twice a week and the Operations and Maintenance building once a week.

Prior Board Motions:

Council approved the three-year agreement with Carol Cleaning Service, LLC. for services in 2025, 2026, and 2027 at the November 20, 2024 regular meeting.

Background Information:

An RFP was posted on the City website and in the Rifle Citizen Telegram in 2024. There was a mandatory pre-bid meeting, and three vendors attended: Carol's Cleaning Service, Starline Custom Cleaning, and Daly Properties. Each vendor was required to complete a proposal spreadsheet with values for 2025, 2026, and 2027.

Executive Summary:

During the RFP process, Carol's Cleaning Service (CCS) was the lowest-qualified bidder. CCS increased its 2026 pricing by 3% and kept the same rate for 2027. City staff are pleased with CCS's work over the last year.

Notification Requirements:

N/A

Prepared By:

Austin Rickstrew, Parks & Recreation Director

Attachments:

1. 20241011 Cleaning Services RFB & Submissions (2)

2. Cleaning Services PO Request 12.2.25

Cleaning Services



Request for Bid

October 11, 2024

Parks & Recreation and Maintenance

City of Rifle

202 Railroad Avenue

Rifle, Colorado 86150

2024

Proposal Due Date: November 8, 2024, 12 pm

Mandatory Pre bid meeting: October 22, 2024, 10 am

Deadline of Questions: October 29, 2024, 12 pm

1. Request for Bids

The City of Rifle is requesting bids for the 3-year services contract for janitorial services for the municipal buildings of the City of Rifle.

2. Scope of work

Cleaning of city offices and buildings per the schedule provided.

- City Hall Tuesday and Thursday evenings
- Police Department Wednesday and Saturday (Must Pass FBI background check)
- Operations and Maintenance Fridays

Cleaning supplies and paper products are supplied by the City.

3. Required Documents

Potential bidders must complete and submit with the sealed bid the 2025 Vendor Proposal Cleaning Services spreadsheet. The spreadsheet can be downloaded from the City's website.

<https://www.rifleco.org/Bids>

4. Questions

Potential bidders may direct questions to Iris Trevisano at itrevisano@rifleco.org. Question deadline is Monday October 29, 2024 at 12 pm

5. Delivery of Bid

Bids must be submitted by hand to the Procurement and Grant Reporting manager's office at City Hall by November 8, 2024, at 12 pm. All Bids received should be sealed until the due date and time indicated in the solicitation. It is the sole responsibility of the respondent that the response is submitted and received before the

due date and time as specified in this document. The City of Rifle is not responsible for delays in transmittal or delays caused by any other occurrence. Please allow sufficient time to complete the response and deliver the documents.

6. Mandatory Pre-Bid Meeting

Potentials bidders must attend a Mandatory Pre-Bid Walk through with the Director of Parks and Recreation. Bidders will meet in front of City Hall October 22, 2024, at 10 am This meeting will include additional buildings within city limits.

7. Evaluation

Bid acceptance and bid evaluation. Bids shall be unconditionally accepted without alteration or correction, except as authorized in this Code. Bids shall be evaluated based on the requirements set forth in the invitation for bids, which may include criteria to determine acceptability such as inspection, testing, quality, workmanship, delivery and suitability for a particular purpose. Those criteria that will affect the bid price and be considered in evaluation for award shall be objectively measurable, such as discounts, transportation costs and total or life cycle costs. The invitation for bids shall set forth the evaluation criteria to be used. In addition to the evaluation criteria set forth in the invitation to bid, the following criteria may be considered, in addition to price:

- (1) The ability, capacity and skill of the bidder to perform the contract or provide the service or construction required;
- (2) Whether the bidder can perform the contract or provide the service or construction promptly or within the time specified, without delay or interference;
- (3) The character, integrity, reputation, judgment, experience and efficiency of the bidder;

- (4) The quality of performance of previous contracts or services;
- (5) The previous and existing compliance by the bidder with laws and ordinances relating to the contract or service;
- (6) The sufficiency of the financial resources and ability of the bidder to perform the contract or provide the service or construction;
- (7) The quality, availability and adaptability of the supplies, services or construction to the particular use required; and
- (8) The ability of the bidder to provide future maintenance and service for the use of the subject of the contract;
- (9) The local preferences set forth herein.

8. Local Preference Code

The following local preferences shall be considered in source selection for all City contracts:

Notwithstanding other provisions of this Article, in the awarding of contracts for goods or services, the City Council and Procurement Officer shall provide the following primary and secondary percentage preferences for local goods and services provided by local vendors when quality, delivery time and services are judged by the Procurement Officer to be essentially equal:

Contract>Amount	Primary Preference City of Rifle Goods/Vendors	Secondary Preference Garfield County Goods/Vendors
Less than \$1,000	10% discount	5% discount
\$1,001 to \$5,000	8% discount	4% discount
\$5,001 to \$25,000	6% discount	3% discount
\$25,001 to \$100,000	5% discount	2.5% discount
\$100,000 to \$200,000	4% discount	2% discount

\$200,001 to \$500,000	3% discount	1.5% discount
\$500,000 or greater	2% discount	1% discount

(c) For all competitive bonded bid purchases in excess of one hundred thousand dollars (\$100,000.00), the City shall provide these local preference provisions within the "Instructions to Bidders" documents.

(d)Exception: Local preference shall not apply to contracts required by applicable state or federal laws or regulations to be awarded to the "lowest responsible bidder" or to any contracts that are statutorily or otherwise precluded from the use of local vendor preference. No local preference shall apply where grant funds are used which expressly prohibit the use of such local preference.

(e) The Procurement Officer may establish an administrative process to pre-qualify local vendors.

(Ord. 7 , § 2, 2022)

9. Award and Purchases

The City reserves the right to reject any or all bids, to waive any informalities or technical defects in bids, and unless otherwise specified by the City or by the bidder, to accept any items or group of items in the bid, as may be in the best interest of the City. No verbal explanations, clarifications, additions or instructions will be binding to either the City or the bidders, except those confirmed in writing. A signed purchase order/bid furnished to the successful bidder results in a binding bid without further action by either party.

City of Rifle Cleaning Services 2025, 2026, 2027				
Vendor Name: _____				
Location	Days	Price/Per Clean 2025	Price/Per Clean 2026	Price/Per Clean 2027
City Hall	Tuesdays and Thursdays	\$ -	\$ -	\$ -
Police/Court Buliding	Wednesdays and Saturdays	\$ -	\$ -	\$ -
Operations and Maintenance Facility	Fridays	\$ -	\$ -	\$ -

City Hall Total for 2025	\$ -
Police/Court Buliding Total for 2025	\$ -
Operations and Maintenance Facility Total for 2025	\$ -

City Hall Total for 2026	\$ -
Police/Court Buliding Total for 2026	\$ -
Operations and Maintenance Facility Total for 2026	\$ -

City Hall Total for 2027	\$ -
Police/Court Buliding Total for 2027	\$ -
Operations and Maintenance Facility Total for 2027	\$ -

ADDENDUM#1

10/22/2024

10222024 – Cleaning Services Prebid attendance

[illegible]

ADDENDUM#2

10/28/2024

10222024 – Cleaning Services Prebid attendance

Questions Received:

Q1: What is the square footage of City Hall, The Police Department and O&M?

A2: City Hall: 23,000sqft, Police Department: 22,000sqf & O&M: 2,500sqft

Q2: What are the hours for cleaning The Police Dept.
and O & M

A2: Police Department: Monday-Friday after 5pm and Saturday between 8am- 9pm

O&M: Fridays between 8 am- 3 pm

10222024-Cleaning Services

Bid Results

Organization Name	Location	2025	2026	2027	Total Contract
CCS Cleaning Service	Parachute	\$50,700.00	\$52,221.00	\$52,221.00	\$155,142.00
Starling Custom Cleaning	Glenwood Springs	\$181,480.00	\$186,966.00	\$192,530.00	\$560,976.00

CCS

CAROLS CLEANING SERVICE

Carol Flint Trucks

Owner Carol Cleaning Service LLC

October 22, 2024

970-618-5860

caroltrucks47@yahoo.com

38 Mesa Vista Place

Parachute, CO 81635

The City of Rifle

202 Railroad Ave

Rifle, CO 81650

(970) 665-6400

Job Reference: Janitorial Service

Dear City of Rifle,

I am writing to apply for the position of cleaning service provider for the City of Rifle's commercial buildings. With 40 years of experience in the cleaning industry and 22 years as the owner of CCS Services, I am confident in my ability to deliver the high-quality, reliable service your facilities require at the best and lowest cost.

Qualifications and Strengths:

As the owner of CCS Services, I offer a wide range of cleaning services, including commercial, residential, construction, and move-in/move-out cleaning. My extensive experience ensures that I can meet the unique needs of municipal buildings and other commercial spaces. My five years of experience cleaning for Alpine Bank has also sharpened my skills in detailed cleaning, floor care, sanitization, waste management, and facility inspections.

I take pride in providing top-notch service at the best value. With a spotless record over my 40 years in the industry—never missing a day of work—you can rely on my commitment to consistently meeting and exceeding expectations. I guarantee that my services are offered at the most competitive rates, ensuring you receive both quality and affordability.

Conclusion:

I am excited about the opportunity to bring my expertise and cost-effective service to the City of Rifle's commercial buildings. My decades of experience, combined with my guarantee of the best and lowest cost, make me a perfect fit for your cleaning needs. Please feel free to contact me at (970) 618-5860 or caroltrucks47@yahoo.com to discuss how CCS Services can support your facility.

Thank you for your time and consideration.

Sincerely,

Carol Flint Trucks

Owner, CCS Services



JANITORIAL CLEANING SERVICE PROPOSAL

Prepared for
City Of Rifle

Prepared by
Carol Flint Trucks
caroltrucks47@yahoo.com
October 22, 2024

Dear City Of Rifle,

I am pleased to submit this proposal for cleaning services for the City of Rifle's commercial buildings. With 40 years in the cleaning industry and 22 years as the owner of CCS Services, I offer high-quality, reliable service at competitive rates.

SCOPE OF SERVICES

CCS Services provides comprehensive cleaning solutions, including:

- General cleaning and sanitization
- Floor care (vacuuming, mopping, sweeping)
- Dusting and surface cleaning
- Waste management
- Restroom cleaning
- Window cleaning
- Routine facility inspections

INDUSTRY STANDARD RATE

The following services are offered at industry standard rates:

- Daily cleaning
- Weekly cleaning
- Monthly deep cleaning

These rates reflect the level of service and can be customized to suit your needs.

WHY CHOOSE US

- 40 Years of Experience: Expertise in commercial, residential, and construction cleaning.
- Proven Reliability: A spotless record with never a missed day of work.
- Competitive Pricing: Guaranteed best rates without compromising quality.

Conclusion:

I look forward to the opportunity to partner with the City of Rifle in maintaining your facilities. Please contact me at (970) 618-5860 or caroltrucks47@yahoo.com to discuss this proposal or customize a cleaning schedule.

Thank you for your consideration.

Sincerely,
Carol Flint Trucks
Owner, CCS Services

City of Rifle Cleaning Services 2025, 2026, 2027

Vendor Name: _____

Location	Days	Price/Per Clean 2025	Price/Per Clean 2026	Price/Per Clean 2027
City Hall	Tuesdays and Thursdays	\$ 225.00	\$ 231.75	\$ 231.75
Police/Court Building	Wednesdays and Saturdays	\$ 200.00	\$ 206.00	\$ 206.00
Operations and Maintenance Facility	Fridays	\$ 125.00	\$ 128.75	\$ 128.75

City Hall Total for 2025	\$ 23,400.00
Police/Court Building Total for 2025	\$ 20,800.00
Operations and Maintenance Facility Total for 2025	\$ 6,500.00

City Hall Total for 2026	\$ 24,102.00
Police/Court Building Total for 2026	\$ 21,424.00
Operations and Maintenance Facility Total for 2026	\$ 6,695.00

City Hall Total for 2027	\$ 24,102.00
Police/Court Building Total for 2027	\$ 21,424.00
Operations and Maintenance Facility Total for 2027	\$ 6,695.00



Dear City of Rifle,

Please accept this bid. Starline Custom Cleaning was established in 2018, Starline is owned and family operated.

At Starline, We are familer and very knowledgable to clean effectively and efficienlty for this type of job. We have worked to this capacity in the past. Starline is set apart from other cleaning companies with considerable attention to detail and being exceptionally goal oriented, we ensure our work is flawless.

Our experience in this industry has taught us how to both reach and exceed customer expectations and provide service they can count on. Starline is focused and willing to go beyond the minimum expectations to make sure we serve customers needs. With our staff, effective cleaning process, and our willingful spirit, Starline Custom Cleaning is the ideal candidate for this position.

Please see below for a list of jobs, projects, and existing happy clients. Pitkin County subcontractor for Construction clean up listed below but not limited to:

Pitkin County Courthouse

Pitkin County North 40 building

Pitkin County Southside Building

Pitkin County fleet building

Pitkin County Maintenance and operations, Public Works

Pitkin County Emma Road Building/s

Pitkin County residential housing

ANB Bank Aspen, Basalt, Carbondale

Columbine Ford

Roto Rooter

We have also volunteered in many fundraisers and non profit organizations to raise money for the City for good causes.

Thank you again for this opportunity, we look forward to hearing from you.

Carrie Voorhees

A handwritten signature in dark ink, appearing to read 'Carrie Voorhees', with a long, sweeping horizontal stroke extending to the right.

Owner Starline Custom Cleaning LLC

CASA of the ninth Advocate

City of Rifle Cleaning Services 2025, 2026, 2027

Starline Custom Cleaning LLC

Location	Days	Price/Per Clean 2025	Price/Per Clean 2026	Price/Per Clean 2027
City Hall	Tuesdays and Thursdays	\$740.00	\$762.00	\$785.00
Police/Court Building	Wednesdays and Saturdays	\$880.00	\$907.00	\$934.00
Operations and Maintenance Facility	Fridays	\$250.00	\$257.50	\$264.50

City Hall Total for 2025	\$	76,960.00
Police/Court Building Total for 2025	\$	91,520.00
Operations and Maintenance Facility Total for 2025	\$	13,000.00

City Hall Total for 2026	\$	79,248.00
Police/Court Building Total for 2026	\$	94,328.00
Operations and Maintenance Facility Total for 2026	\$	13,390.00

City Hall Total for 2027	\$	81,640.00
Police/Court Building Total for 2027	\$	97,136.00
Operations and Maintenance Facility Total for 2027	\$	13,754.00



**CITY OF RIFLE
PURCHASE REQUEST**

1.	Vendor Name	NEW: W-9 attached ☐
	Carol A Flint	

2.	Vendor Address
	38 Mesa Vista Place, Parachute, CO 81635

3.	For the Purchase of (description)
	Cleaning Services 2026 (City Hall/PD)

4.	Amount Requested	Amount Budgeted	Finance Director Verified Funds Avail.
	\$45,526.00	\$50,000.00	

5.	Dept. Name	General Ledger Acct #
	Grounds and Facilities	100-4195-400-431

6.	Type of Purchase
	☐ Capital Construction
	☐ Capital Construction – Change Order
	☐ Capital Equipment
	☐ Plant Equipment
	☐ Materials, supplies, non-profession/technical services (includes computer/software maint.)
	☒ Professional Services
	☐ Utilities (includes equipment installation and ongoing contracts)
	☐ Land, easements, ROW

7.	Purchasing Process Required (Rifle Municipal Code sections for guidance)		
	☐ Cooperative Purchasing:	Sec 4-3-50	
	☐ Emergency Procurement	Sec. 4-3-235	
	☐ Small Purchases	Sec. 4-3-225	
	☐ Request for Proposal:	Sec. 4-3-220(b)	(attach bid tab)
	☒ Competitive Sealed Bid:	Sec.4-3-215	(attach bid tab & advertisement)
	☐ Miscellaneous Exemptions	Sec. 4-2-230	(attach memo)

8.	Authorization Required	
	☒	City Manager
	☒	City Council

9.	Signatures		
	Position	Signature	Date
	Department Director	<i>Austin Rickstrew</i>	12/08/2025
	City Manager		
	City Council Approval (meeting date)		
10.	Purchase Order # assigned by Finance		



TABLE 1 - IS A PURCHASE ORDER NECESSARY

<u>Amount of Purchase</u>	<u>Is Purchase Order Needed</u>	<u>Method of Source Selection</u>
\$0.01 - \$10,000	No – Dept Head Approval	No special sourcing
\$10,000.01 - \$25,000	Yes – City Manager Approval	Yes – see table 2 below
\$25,000.01 or Greater	Yes – Council Approval	Yes – see table 2 below

TABLE 2 - METHODS OF SOURCE SELECTION

<u>Methods of source selection</u>	<u>Contract limits</u>
Competitive sealed bidding	Greater than \$50,000.00
Competitive sealed proposals	Greater than \$10,000.00 and less than \$50,000.00.
**Greater than \$50,000 allowed for Construction Manager/General Contractor proposals, or similar type proposal.	
Small purchases	Less than \$10,000.00 - DEPARTMENT HEAD DISCRETION

TABLE 3 - LOCAL VENDOR PREFERENCE

Contract Amount	Primary Preference In City Limits	Secondary Preference In County Out of City
Less than \$1,000	10% discount	5% discount
\$1,001 to \$5,000	8% discount	4% discount
\$5,001 to \$25,000	6% discount	3% discount
\$25,001 to \$100,000	5% discount	2% discount
\$100,000 to \$200,000	4% discount	2.5% discount
\$200,001 to \$500,000	3% discount	1.5% discount
\$500,000 or greater	2% discount	1% discount



Agenda Item #5.e.

Agenda Item Name:

Consider Approving the 2026 Landscape Maintenance Purchase Order Request

Presenter:

Austin Rickstrew, Parks & Recreation Director

Item Description:

Consider a purchase request for landscape and snow removal for 2026.

Recommended Action:

Move to approve the 2026 landscape and snow removal services purchase order request to All Around Property Maintenance for \$77,460.00.

Fiscal Impact:

In the 2026 budget, \$68,000 was budgeted for landscape and snow removal services, with an additional \$10,000 contingency for snow removal.

Operational Impact:

The City contracts landscape maintenance and snow removal services for a three-year term.

Prior Board Motions:

The three-year contract was approved at the December 4th, 2024, regular City Council Meeting.

Background Information:

A Request for Bid was posted on the City website and in the Rifle Citizen Telegram. There was a Mandatory Pre-bid meeting and two vendors attended: All Around Property Maintenance and Daly Properties. To be considered for the bid, each vendor was required to complete a proposal spreadsheet with values for 2025, 2026 & 2027.

Executive Summary:

All Around Property Maintenance was the sole vendor to submit a bid for consideration. They were also awarded the previous contract and have proven to be a valuable partner to the city. Additionally, they carefully considered the specific requirements of the bid, along with their knowledge of the surrounding areas and the requested services, which were reflected in their submission.

Notification Requirements:

N/A

Prepared By:

Austin Rickstrew, Parks & Recreation Director

Attachments:

1. All Around Property Maintenance RFB
2. AAPM Landscape and Snow Removal PO Request

Vendor: _All Around Property Maintenance	City of Rifle Multiplier	Vendor Pricing--2025									
	Reps	Brenden Plaza	City Calc	Civic Plaza	City Calc	Justice Center	City Calc	Roundabouts	City Calc	DDA	City Calc
Landscape Maintenance:											
Edge/string trimming (1x/week. 4/15 to 10/31)	31	\$ 100.00	\$ 3,100.00	\$ 120.00	\$ 3,720.00	\$ 120.00	\$ 3,720.00	\$ 220.00	\$ 6,820.00	\$ 175.00	\$ 5,425.00
Tree Pruning	1	\$ 1,400.00	\$ 1,400.00	\$ 550.00	\$ 550.00	\$ 540.00	\$ 540.00	\$ 375.00	\$ 375.00	\$ 900.00	\$ 900.00
Tree Wrap/Unwrap	0	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
Tree Fertilizing	1	\$ 750.00	\$ 750.00	\$ -	\$ -	\$ -	\$ -	\$ 400.00	\$ 400.00	\$ 225.00	\$ 225.00
Tree Mulching	1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Tree Staking--Removal	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Perennial Pruning/weed control	2	\$ 810.00	\$ 1,620.00	\$ 450.00	\$ 900.00	\$ 200.00	\$ 400.00	\$ 325.00	\$ 650.00	\$ 270.00	\$ 540.00
Weed Control-Beds	3	\$ 240.00	\$ 720.00	\$ 130.00	\$ 390.00	\$ 200.00	\$ 600.00	\$ 275.00	\$ 825.00	\$ 125.00	\$ 375.00
Weed Control Native Grasses	2	\$ 450.00	\$ 900.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Bed Mulch/Mgmt	1	\$ -	\$ -	\$ 850.00	\$ 850.00	\$ -	\$ -	\$ -	\$ -	\$ 500.00	\$ 500.00
Trash and Litter Removal/in & around planters (Not in Trash Cans)	include with mow/trim/bed maint										
Native Grass/wildflower mow	3	\$ -	\$ -	\$ -	\$ -	\$ 150.00	\$ 450.00	\$ -	\$ -	\$ -	\$ -
Disease/Insect	1	\$ 750.00	\$ 750.00	\$ 850.00	\$ 850.00	\$ 450.00	\$ 450.00	\$ 300.00	\$ 300.00	\$ 800.00	\$ 800.00
Irrigation start/winterize--1ea	2	\$ 275.00	\$ 550.00	\$ 250.00	\$ 500.00	\$ 250.00	\$ 500.00	\$ 450.00	\$ 900.00	\$ -	\$ -
Bed Plant Cleanups--Spring/Fall	2	\$ 810.00	\$ 1,620.00	\$ 500.00	\$ 1,000.00	\$ 400.00	\$ 800.00	\$ 500.00	\$ 1,000.00	\$ 550.00	\$ 1,100.00
Turf fertilizing/each--Spring/Fall	2	\$ -	\$ -	\$ 150.00	\$ 300.00	\$ 225.00	\$ 450.00	\$ 435.00	\$ 870.00	\$ 1,350.00	\$ 2,700.00
Turf Weed Control-herbicide	2	\$ -	\$ -	\$ 250.00	\$ 500.00	\$ 125.00	\$ 250.00	\$ 350.00	\$ 700.00	\$ -	\$ -
Turf Mowing (1x/week. 4/15 to 10/31)	31	\$ 75.00	\$ 2,325.00	\$ 60.00	\$ 1,860.00	\$ 60.00	\$ 1,860.00	\$ 220.00	\$ 6,820.00	\$ 85.00	\$ 2,635.00
Turf Aeration	1	\$ -	\$ -	\$ 200.00	\$ 200.00	\$ 125.00	\$ 125.00	\$ 250.00	\$ 250.00	\$ -	\$ -
Sweeping/ parking lot/1x	1		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
DDA Only--Sweep/Power wash sidewalk East and West 3rd and along East & West side of Railroad Ave. from Centennial Parkway to 5th Street	2									\$ -	\$ -
Other, hourly rate	75										
			\$ 13,735.00		\$ 11,620.00		\$ 10,145.00		\$ 19,910.00		\$ 15,200.00

Total 2025 Landscape Maintenance-- Grounds & Facilites	\$ 55,410.00
Total 2026 Landscape Maintenance-- Grounds & Facilites	\$ 55,410.00
Total 2027 Landscape Maintenance--Grounds & Facilities	\$ 55,410.00
Total 2025 Landscape Maintenance DDA	\$ 15,200.00
Total 2026 Landscape Maintenance DDA	\$ 15,200.00
Total 2027 Landscape Maintenance DDA	\$ 15,200.00

2026									
Brenden Plaza	City Calc	Civic Plaza	City Calc	Justice Center	City Calc	Roundabouts	City Calc	DDA	City Calc
\$ 100.00	\$ 3,100.00	\$ 120.00	\$ 3,720.00	\$ 120.00	\$ 3,720.00	\$ 220.00	\$ 6,820.00	\$ 175.00	\$ 5,425.00
\$ 1,400.00	\$ 1,400.00	\$ 550.00	\$ 550.00	\$ 540.00	\$ 540.00	\$ 375.00	\$ 375.00	\$ 900.00	\$ 900.00
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ 750.00	\$ 750.00	\$ -	\$ -	\$ -	\$ -	\$ 400.00	\$ 400.00	\$ 225.00	\$ 225.00
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ 810.00	\$ 1,620.00	\$ 450.00	\$ 900.00	\$ 200.00	\$ 400.00	\$ 325.00	\$ 650.00	\$ 270.00	\$ 540.00
\$ 240.00	\$ 720.00	\$ 130.00	\$ 390.00	\$ 200.00	\$ 600.00	\$ 275.00	\$ 825.00	\$ 125.00	\$ 375.00
\$ 450.00	\$ 900.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ 850.00	\$ 850.00	\$ -	\$ -	\$ -	\$ -	\$ 500.00	\$ 500.00
\$ -	\$ -	\$ -	\$ -	\$ 150.00	\$ 450.00	\$ -	\$ -	\$ -	\$ -
\$ 750.00	\$ 750.00	\$ 850.00	\$ 850.00	\$ 450.00	\$ 450.00	\$ 300.00	\$ 300.00	\$ 800.00	\$ 800.00
\$ 275.00	\$ 550.00	\$ 250.00	\$ 500.00	\$ 250.00	\$ 500.00	\$ 450.00	\$ 900.00	\$ 550.00	\$ 1,100.00
\$ 810.00	\$ 1,620.00	\$ 500.00	\$ 1,000.00	\$ 400.00	\$ 800.00	\$ 500.00	\$ 1,000.00	\$ 1,350.00	\$ 2,700.00
\$ -	\$ -	\$ 150.00	\$ 300.00	\$ 225.00	\$ 450.00	\$ 435.00	\$ 870.00	\$ -	\$ -
\$ -	\$ -	\$ 250.00	\$ 500.00	\$ 125.00	\$ 250.00	\$ 350.00	\$ 700.00	\$ -	\$ -
\$ 75.00	\$ 2,325.00	\$ 60.00	\$ 1,860.00	\$ 60.00	\$ 1,860.00	\$ 220.00	\$ 6,820.00	\$ 85.00	\$ 2,635.00
\$ -	\$ -	\$ 200.00	\$ 200.00	\$ 125.00	\$ 125.00	\$ 250.00	\$ 250.00	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
								\$ -	\$ -
	\$ 13,735.00		\$ 11,620.00		\$ 10,145.00		\$ 19,910.00		\$ 15,200.00

2027									
Brenden Plaza	City Calc	Civic Plaza	City Calc	Justice Center	City Calc	Roundabouts	City Calc	DDA	City Calc
\$ 100.00	\$ 3,100.00	\$ 120.00	\$ 3,720.00	\$ 120.00	\$ 3,720.00	\$ 220.00	\$ 6,820.00	\$ 175.00	\$ 5,425.00
\$ 1,400.00	\$ 1,400.00	\$ 550.00	\$ 550.00	\$ 540.00	\$ 540.00	\$ 375.00	\$ 375.00	\$ 900.00	\$ 900.00
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ 750.00	\$ 750.00	\$ -	\$ -	\$ -	\$ -	\$ 400.00	\$ 400.00	\$ 225.00	\$ 225.00
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ 810.00	\$ 1,620.00	\$ 450.00	\$ 900.00	\$ 200.00	\$ 400.00	\$ 325.00	\$ 650.00	\$ 270.00	\$ 540.00
\$ 240.00	\$ 720.00	\$ 130.00	\$ 390.00	\$ 200.00	\$ 600.00	\$ 275.00	\$ 825.00	\$ 125.00	\$ 375.00
\$ 450.00	\$ 900.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ 850.00	\$ 850.00	\$ -	\$ -	\$ -	\$ -	\$ 500.00	\$ 500.00
\$ -	\$ -	\$ -	\$ -	\$ 150.00	\$ 450.00	\$ -	\$ -	\$ -	\$ -
\$ 750.00	\$ 750.00	\$ 850.00	\$ 850.00	\$ 450.00	\$ 450.00	\$ 300.00	\$ 300.00	\$ 800.00	\$ 800.00
\$ 275.00	\$ 550.00	\$ 250.00	\$ 500.00	\$ 250.00	\$ 500.00	\$ 450.00	\$ 900.00	\$ 550.00	\$ 1,100.00
\$ 810.00	\$ 1,620.00	\$ 500.00	\$ 1,000.00	\$ 400.00	\$ 800.00	\$ 500.00	\$ 1,000.00	\$ 1,350.00	\$ 2,700.00
\$ -	\$ -	\$ 150.00	\$ 300.00	\$ 225.00	\$ 450.00	\$ 435.00	\$ 870.00	\$ -	\$ -
\$ -	\$ -	\$ 250.00	\$ 500.00	\$ 125.00	\$ 250.00	\$ 350.00	\$ 700.00	\$ -	\$ -
\$ 75.00	\$ 2,325.00	\$ 60.00	\$ 1,860.00	\$ 60.00	\$ 1,860.00	\$ 220.00	\$ 6,820.00	\$ 85.00	\$ 2,635.00
\$ -	\$ -	\$ 200.00	\$ 200.00	\$ 125.00	\$ 125.00	\$ 250.00	\$ 250.00	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
								\$ -	\$ -
	\$ 13,735.00		\$ 11,620.00		\$ 10,145.00		\$ 19,910.00		\$ 15,200.00

Vendor:_All Around Property Maintenance		2025				2026				2027			
Snow Removal:	Multiplier	Brenden Plaza	City Calc	DDA	City Calc	Brenden Plaza	City Calc	DDA	City Calc	Brenden Plaza	City Calc	DDA	City Calc
Snow Plowing per push	10	\$ 350.00	\$ 3,500.00	\$ 225.00	\$ 2,250.00	\$ 350.00	\$ 3,500.00	\$ 225.00	\$ 2,250.00	\$ 350.00	\$ 3,500.00	\$ 225.00	\$ 2,250.00
Sidewalk/walkway light snow hand shoveling each	18	\$ 300.00	\$ 5,400.00	\$ 125.00	\$ 2,250.00	\$ 300.00	\$ 5,400.00	\$ 125.00	\$ 2,250.00	\$ 300.00	\$ 5,400.00	\$ 125.00	\$ 2,250.00
Sanding/snow melt each	18	\$ 175.00	\$ 3,150.00	\$ 85.00	\$ 1,530.00	\$ 175.00	\$ 3,150.00	\$ 85.00	\$ 1,530.00	\$ 175.00	\$ 3,150.00	\$ 85.00	\$ 1,530.00
			\$ 12,050.00		\$ 6,030.00		\$ 12,050.00		\$ 6,030.00		\$ 12,050.00		\$ 6,030.00

Total Snow Removal 2025 Parks Grounds & Facilities

\$ 12,050.00

Total Snow Removal 2026 Parks Grounds & Facilities

\$ 12,050.00

Total Snow Removal 2027 Parks Grounds & Facilities

\$ 12,050.00

Total Snow Removal 2025 DDA

\$ 6,030.00

Total Snow Removal 2026 DDA

\$ 6,030.00

Total Snow Removal 2027 DDA

\$ 6,030.00



**CITY OF RIFLE
PURCHASE REQUEST**

1.	Vendor Name	NEW: W-9 attached ☐
	All Around Property Maintenance	

2.	Vendor Address
	697 County Rd 266, Silt, CO 81652

3.	For the Purchase of (description)
	Landscape and Snow Removal Services

4.	Amount Requested	Amount Budgeted	Finance Director Verified Funds Avail.
	\$78,000.00	\$78,000.00	

5.	Dept. Name	General Ledger Acct #
	Grounds and Facilities	100-4195-400-431

6.	Type of Purchase
	☐ Capital Construction
	☐ Capital Construction – Change Order
	☐ Capital Equipment
	☐ Plant Equipment
	☐ Materials, supplies, non-profession/technical services (includes computer/software maint.)
	☒ Professional Services
	☐ Utilities (includes equipment installation and ongoing contracts)
	☐ Land, easements, ROW

7.	Purchasing Process Required (Rifle Municipal Code sections for guidance)		
	☐ Cooperative Purchasing:	Sec 4-3-50	
	☐ Emergency Procurement	Sec. 4-3-235	
	☐ Small Purchases	Sec. 4-3-225	
	☐ Request for Proposal:	Sec. 4-3-220(b)	(attach bid tab)
	☒ Competitive Sealed Bid:	Sec.4-3-215	(attach bid tab & advertisement)
	☐ Miscellaneous Exemptions	Sec. 4-2-230	(attach memo)

8.	Authorization Required	
	☒	City Manager
	☒	City Council

9.	Signatures		
	Position	Signature	Date
	Department Director	<i>Austin Rickstrew</i>	12/08/2025
	City Manager		
	City Council Approval (meeting date)		
10.	Purchase Order # assigned by Finance		



TABLE 1 - IS A PURCHASE ORDER NECESSARY

<u>Amount of Purchase</u>	<u>Is Purchase Order Needed</u>	<u>Method of Source Selection</u>
\$0.01 - \$10,000	No – Dept Head Approval	No special sourcing
\$10,000.01 - \$25,000	Yes – City Manager Approval	Yes – see table 2 below
\$25,000.01 or Greater	Yes – Council Approval	Yes – see table 2 below

TABLE 2 - METHODS OF SOURCE SELECTION

<u>Methods of source selection</u>	<u>Contract limits</u>
Competitive sealed bidding	Greater than \$50,000.00
Competitive sealed proposals	Greater than \$10,000.00 and less than \$50,000.00.
**Greater than \$50,000 allowed for Construction Manager/General Contractor proposals, or similar type proposal.	
Small purchases	Less than \$10,000.00 - DEPARTMENT HEAD DISCRETION

TABLE 3 - LOCAL VENDOR PREFERENCE

Contract Amount	Primary Preference In City Limits	Secondary Preference In County Out of City
Less than \$1,000	10% discount	5% discount
\$1,001 to \$5,000	8% discount	4% discount
\$5,001 to \$25,000	6% discount	3% discount
\$25,001 to \$100,000	5% discount	2% discount
\$100,000 to \$200,000	4% discount	2.5% discount
\$200,001 to \$500,000	3% discount	1.5% discount
\$500,000 or greater	2% discount	1% discount



Agenda Item #5.f.

Agenda Item Name:

Consider the Re-appointment of Annie MacGregor and John Douglas to the Parks and Recreation Advisory Board (PRAB)

Presenter:

Austin Rickstrew, Parks & Recreation Director

Item Description:

Consider the Parks and Recreation Advisory Board's recommendation to reappoint Annie MacGregor and John Douglas. Annie has completed her second term, serving as the board chair for the past 4 years, and John Douglas has completed a term that was previously vacated; this will be John's first full term.

Recommended Action:

Move to appoint Annie MacGregor and John Douglas to the Parks and Recreation Advisory Board.

Fiscal Impact:

N/A

Operational Impact:

N/A

Prior Board Motions:

N/A

Background Information:

The Parks and Recreation Advisory Board (PRAB) consists of 8 members —7 regular members and 1 alternate member —and serves as an advisory group to the City Council. This appointment will have a term that runs through the end of 2029.

Executive Summary:

Annie and John have expressed interest in serving another term on the PRAB Board. PRAB has recommended to the city council that Annie and John be appointed for another term. PRAB unanimously approved the reappointment recommendations at the regular meeting on December 8, 2025.

Notification Requirements:

N/A

Prepared By:

Austin Rickstrew, Parks & Recreation Director

Attachments:

1. Letter of Interest PRAB
2. Re_ Parks and Recreation Advisory Board seat

City of Rifle Parks and Recreation Department

202 Railroad Avenue

Rifle, CO 81650

RE: Intent to Continue Serving on the Parks and Recreation Advisory Board

10/30/2025

Dear Parks and Recreation Staff and City Council,

I am writing to express my desire to continue serving on the Parks and Recreation Advisory Board. It has been a privilege to contribute to the planning and enhancement of Rifle's parks, trails, and recreational programs. I value the opportunity to help advance projects that strengthen our community and improve quality of life for residents.

I would be honored to continue supporting the department's efforts and ongoing initiatives in the coming term. Thank you for your consideration.

Sincerely,

Annie L MacGregor

From: [John Douglas](#)
To: [Mary Stewart](#); [Austin Rickstrew](#)
Subject: Re: Parks and Recreation Advisory Board seat
Date: Thursday, November 13, 2025 9:50:46 AM
Attachments: [image001.png](#)

Letter of Interest – Rifle Parks and Recreation Advisory Board

Dear PRAB Members,

I would like to express my interest in continuing to serve on the Rifle Parks and Rec Advisory Board. It's been a rewarding and educational experience to be part of the team that helps shape our parks, trails, and recreation programs that make Rifle such a great place to live.

I care deeply about our community and believe in the value of providing spaces and opportunities that bring people together. I would be grateful for the chance to continue contributing my time and ideas to support the department's goals and the needs of our residents.

Thank you for your consideration, and for the opportunity to continue serving our community.

Sincerely,
John Douglas



Agenda Item #7.a.

Agenda Item Name:

Rifle Library Annual Update

Presenter:

Patrick Waller, City Manager

Item Description:

Rifle Library Annual Update

Recommended Action:

Presentation Only. No action needed.

Fiscal Impact:

N/A

Operational Impact:

N/A

Prior Board Motions:

N/A

Background Information:

N/A

Executive Summary:

A member of the Garfield County Library Board will provide an annual update for Rifle City Council.

Notification Requirements:

N/A

Prepared By:

Alexis Ramirez, City Clerk

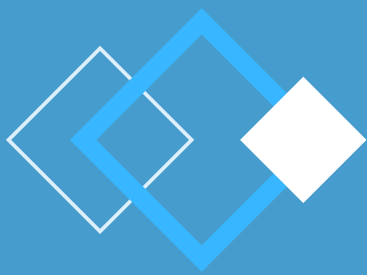
Attachments:

1. 2024_Library_Annual_Report

2024 ANNUAL REPORT

Garfield County Libraries





WELCOME MESSAGE

• Jamie LaRue, Executive Director

The Garfield County Libraries can look back on 2024 with pride. We received three awards from the Colorado Association of Libraries (for the good work of our Spanish Services Team, for our Library Partnership of the Year with Discovery Cafe, and for our Outstanding Library Trustee, Adrian Rippy-Sheehy). The overall use of our collection ("checkouts") is the greatest in our history. We saw over 314,000 visits to the library, and over 42,000 people attended library programs. Looking ahead, our Board of Trustees adopted a long range plan, laying out a framework for us to respond to community needs identified the previous year. With more storytimes and outreach for children, with new programs like our Human Library focused on building community, with an ever growing selection of print and digital resources, the library continues to demonstrate its value as a beloved community asset. My thanks to our all volunteer board, our truly extraordinary and service-minded staff, and to you, our patrons.



2024 HIGHLIGHTS

New Website launched
Multilingual staff increased 29%
Live Board meetings on Zoom
Live and online Spanish translation of Board Meetings
New online meeting and study room reservation system
Human Library projects in Carbondale and Glenwood
Hosted Housing Summit in February
Launched summer Youth Services Intern program
Amaranda Fregoso elected president of CO REFORMA chapter
First annual Día del Niño celebration event
First annual Lisa Detweiler award for service to the Hispanic Community
Adopted Long Range Plan
Added/expanded sensory story times
Increased number of children's story times by 58%
Digitized 9 years of the *Valley Journal*
Expanded International News Coverage
Program attendance rose 5.4%
1:1 tech help sessions surged 239%, and reference transactions increased 32%
Debuted our new Mascot Garfield the dog
Executive Director won Next Generation Indie Book Award
for book on censorship
New monthly library columns in the *Sopris Sun & Post Independent*
Invested in Habitat for Humanity staff housing unit
Summer reading participation grew across all age groups
Digital and tech lending saw significant gains

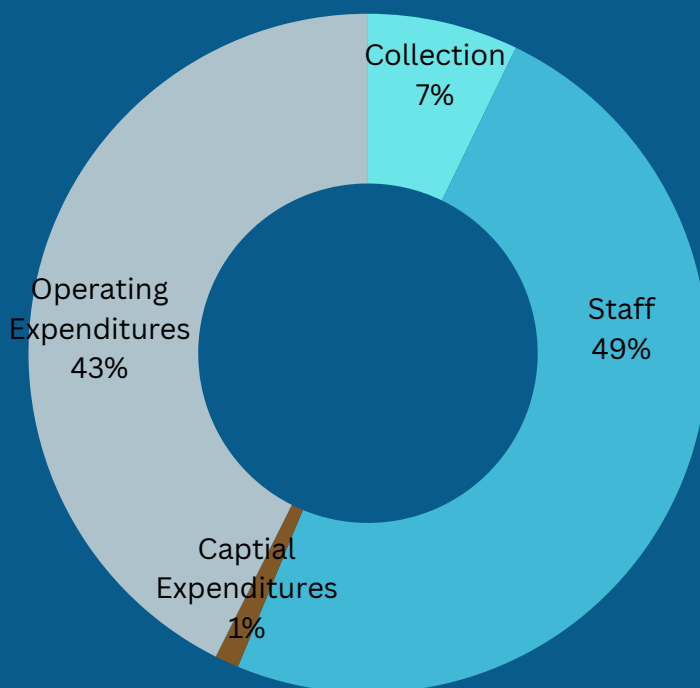
Three Colorado Association of Libraries awards
Equity, Diversity and Inclusion Award for our Spanish Services Team
Library Partnership of the Year Award - Discovery Cafe
Outstanding Library Trustee Award - Adrian Rippy-Sheehy

BUSINESS REVIEW

2024 Total Operating Revenue
\$16,721,609

County Mill Levy	\$10,226,742
County Sales Tax	\$4,672,078
Other Revenue	\$1,804,475
State Revenue	\$18,314

2024 Total Expenditures
\$10,353,457



2024 BY THE NUMBERS



314,157 Library visits

52,422 Card holders

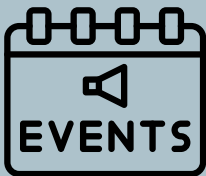


35,804 Public computer uses



70,607 Wifi uses

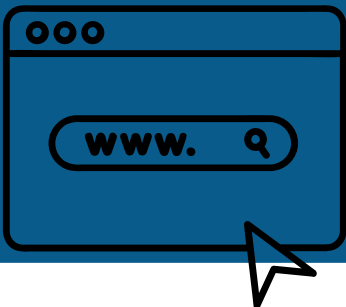
2,052 Programs offered



42,788 Program attendees



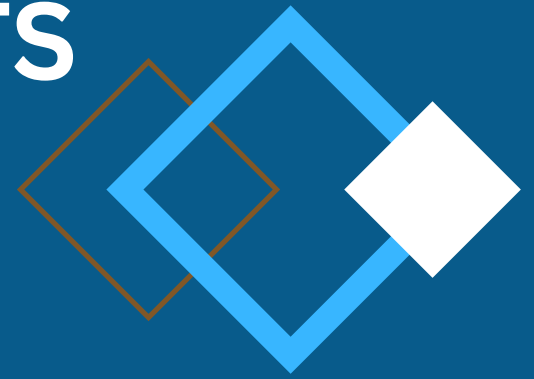
Program attendance rose 5.4% in 2024, even with fewer programs offered—indicating stronger engagement per event (from ~19.4 attendees/program in 2023 to ~20.9 attendees/program in 2024)



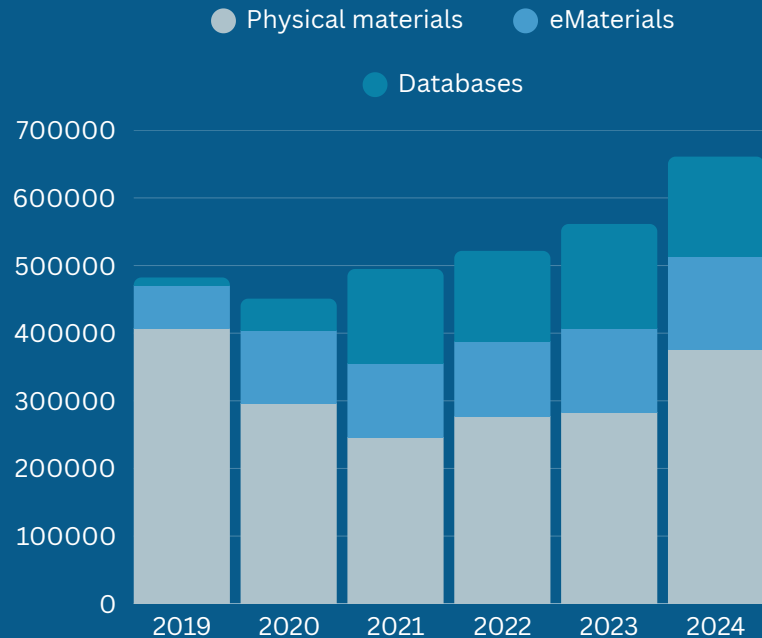
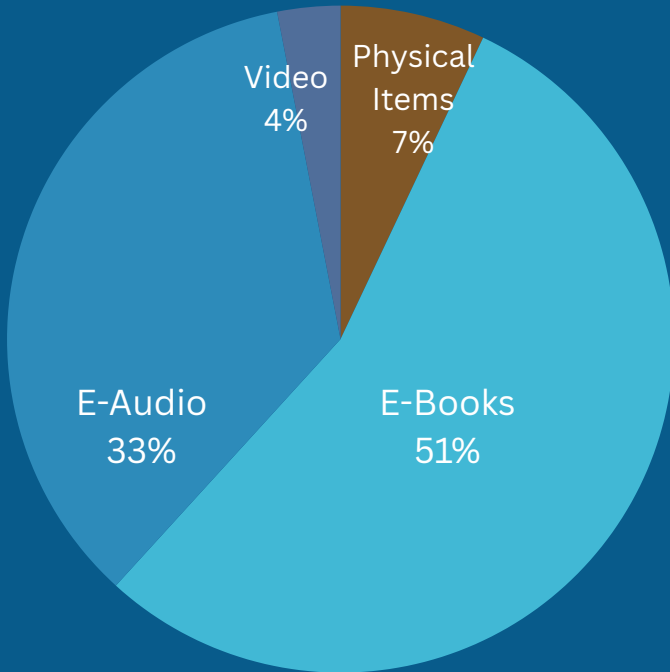
385,723 Website Visits

COLLECTION STATS

Physical items 154,237
Electronic items 2,044,968

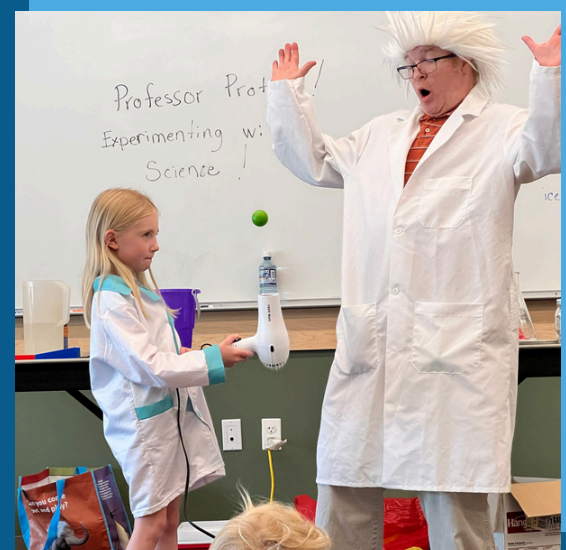
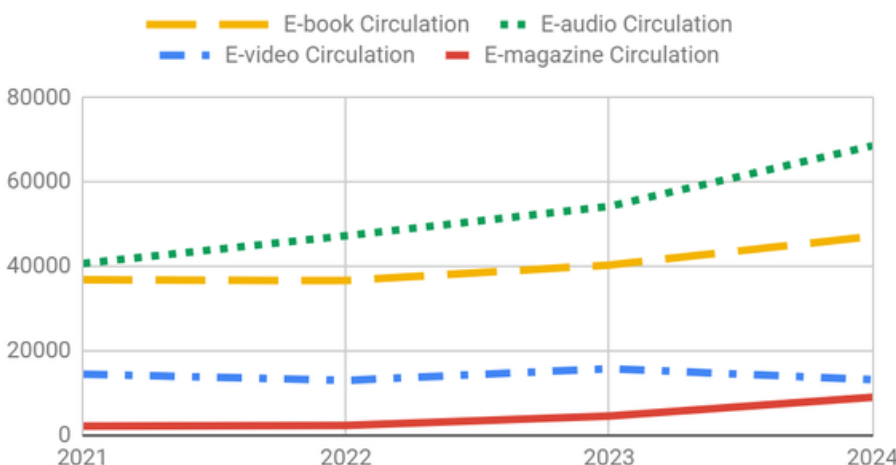


Checkouts = 661,048



- E-audiobooks have remained the most popular digital material since 2021.
- Usage of e-books and e-magazines is slowly increasing the past two years, following a period of more steady usage.
- Patron usage of e-videos remains low but fairly consistent.

Digital Materials Usage 2021-2024





Agenda Item #7.b.

Agenda Item Name:

Healthy Beverage Partnership

Presenter:

Patrick Waller, City Manager

Item Description:

Presentation

Recommended Action:

Informational Presentation Item

Fiscal Impact:

N/A

Operational Impact:

N/A

Prior Board Motions:

N/A

Background Information:

N/A

Executive Summary:

Garfield County Public Health Staff will give a presentation on the Healthy Beverage Partnership.

Notification Requirements:

No additional notice required.

Prepared By:

Patrick Waller, City Manager

Attachments:

1. The Healthy Beverage Partnership Presentation



Healthy Beverage
PARTNERSHIP

The Healthy Beverage Partnership

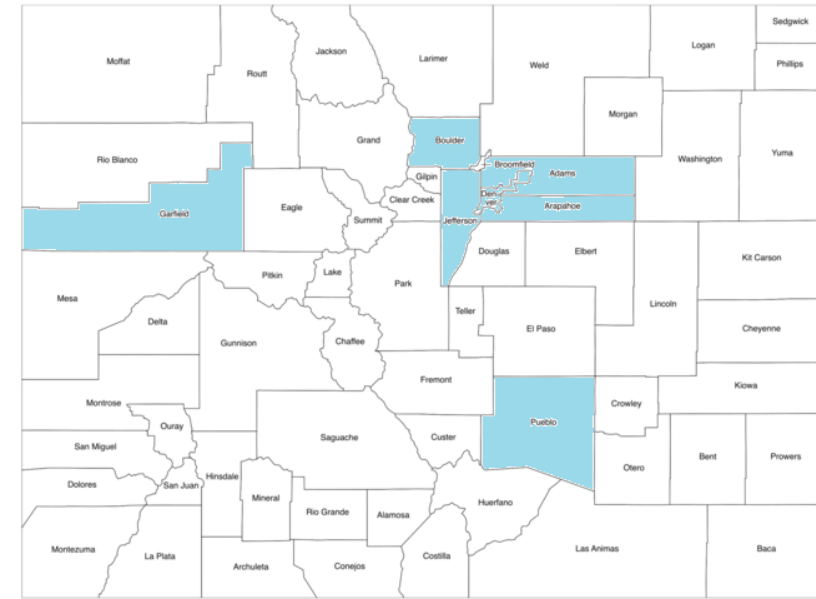
Garfield County Public Health

Christine Dolan RDN
Nutrition Programs Manager

Who We Are

The Healthy Beverage Partnership (HBP) is a group of local **public health agencies** and **community partners** working together to **decrease consumption of sugary drinks** to **prevent chronic diseases** and **address health inequities** across Colorado.

- Adams County Health Department
- Arapahoe County Public Health
- Boulder County Public Health
- **Garfield County Public Health**
- Jefferson County Public Health
- Pueblo Department of Public Health and Environment
- The Public Health Institute at Denver Health Kids in Need of Dentistry
- Pueblo Food Project
- ViVe Wellness



Why focus on sugary drinks?



One sugary drink a day increases your risk of...



heart disease
by 33%



diabetes
by 25%



too much weight
for health by 55%



kidney stones
by 23%

Energy Drinks



Sports Drinks



Flavored Waters



Soda



Sweetened
Tea & Coffee



Fruit Flavored Drinks



Sugary drinks are the #1 source of added sugar in American's diets.

Sugary drinks are the #3 source of added calories in American's diets.

On average, each year, kids consume 30 gallons of sugary drinks.

That's enough to **fill a bathtub.**

Consuming sugary drinks sets children up for a lifetime of health challenges, including tooth decay, type 2 diabetes and heart disease.



American Academy of Pediatrics



DEDICATED TO THE HEALTH OF ALL CHILDREN®

Choose water instead of a sugary drink.

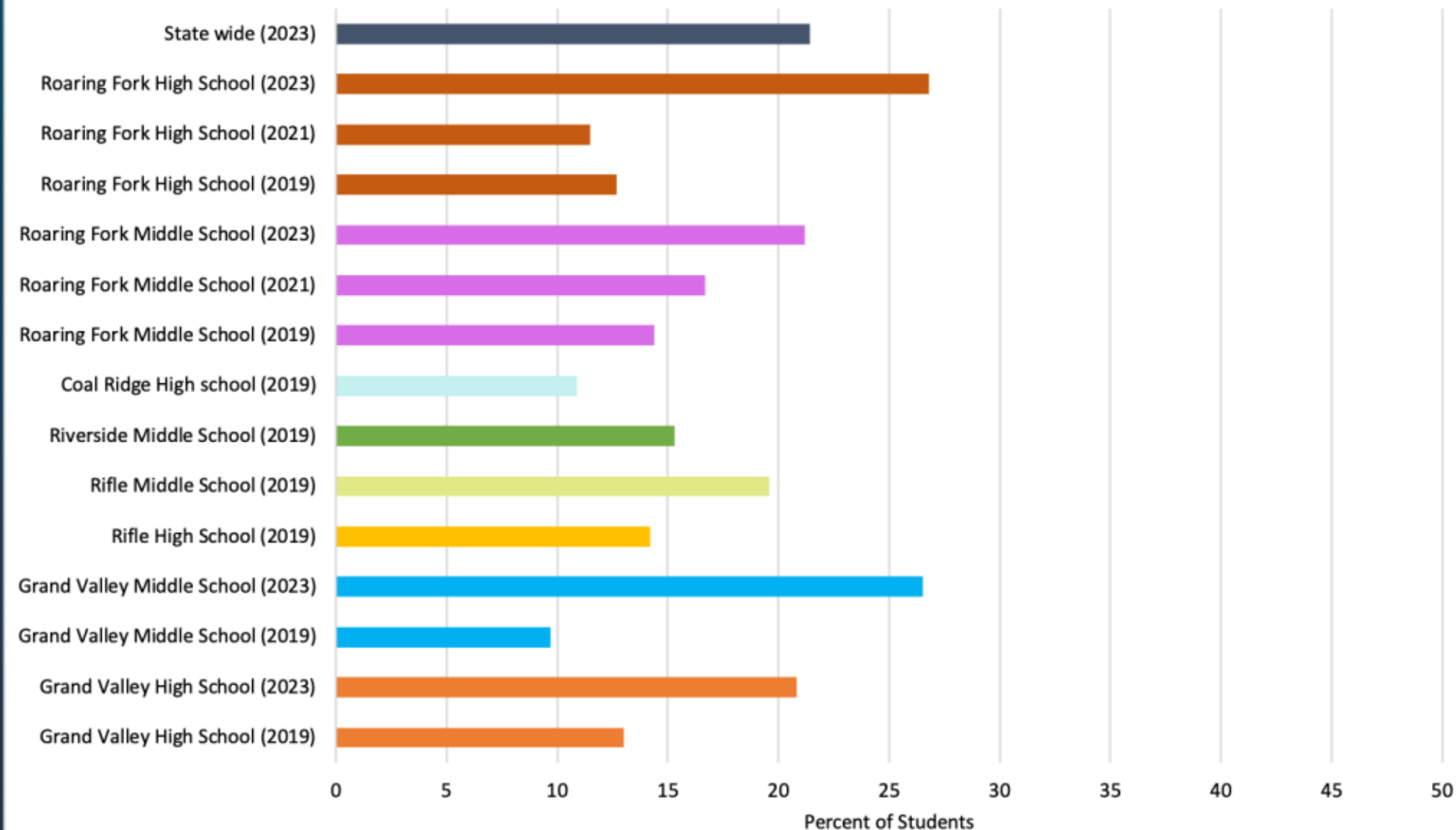
Water is healthy and saves calories ... and money!

Lemonade or fruit drinks are just soda without the bubbles.

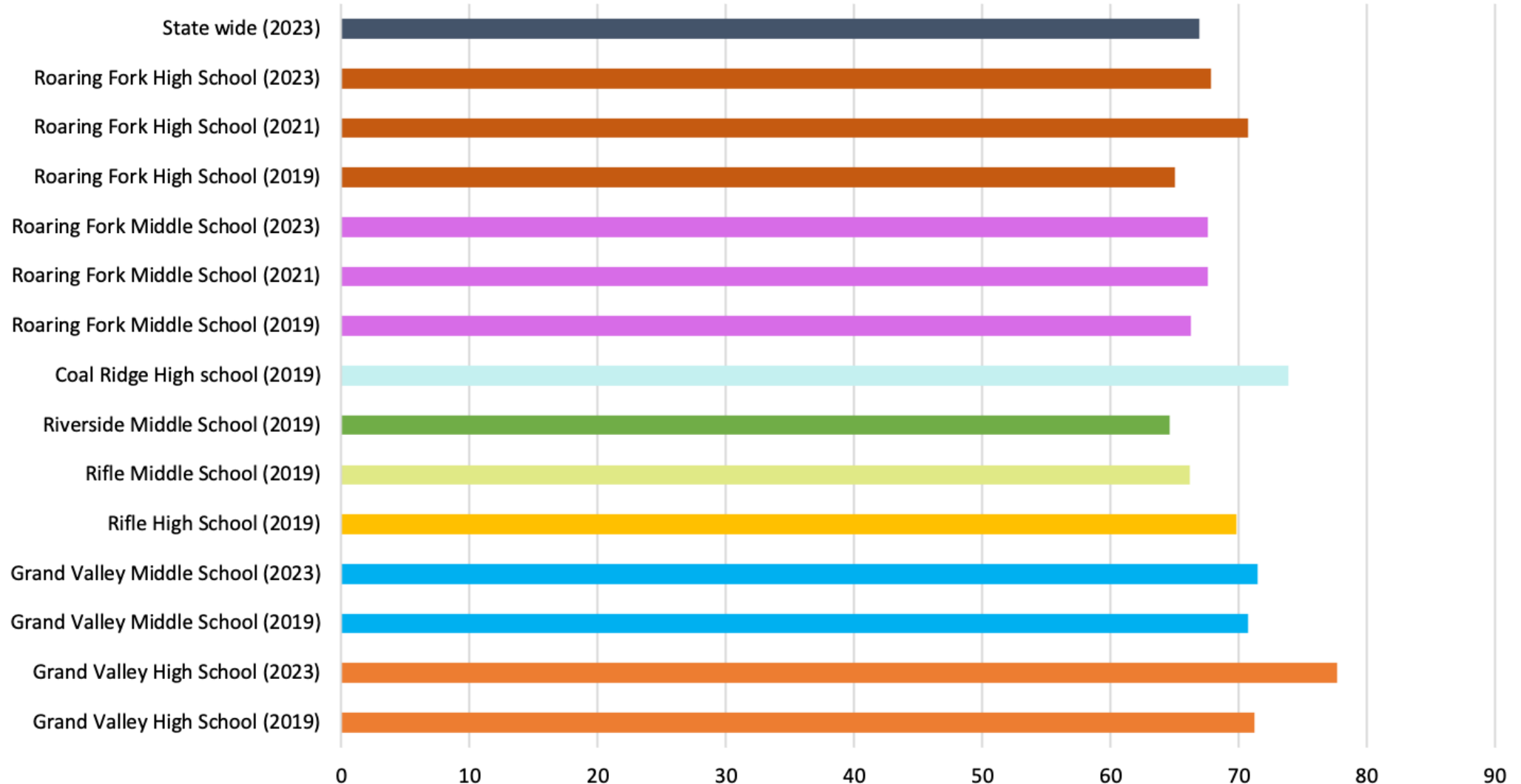


This generation of kids is the first in US history to have a **shorter life expectancy** than their parents.

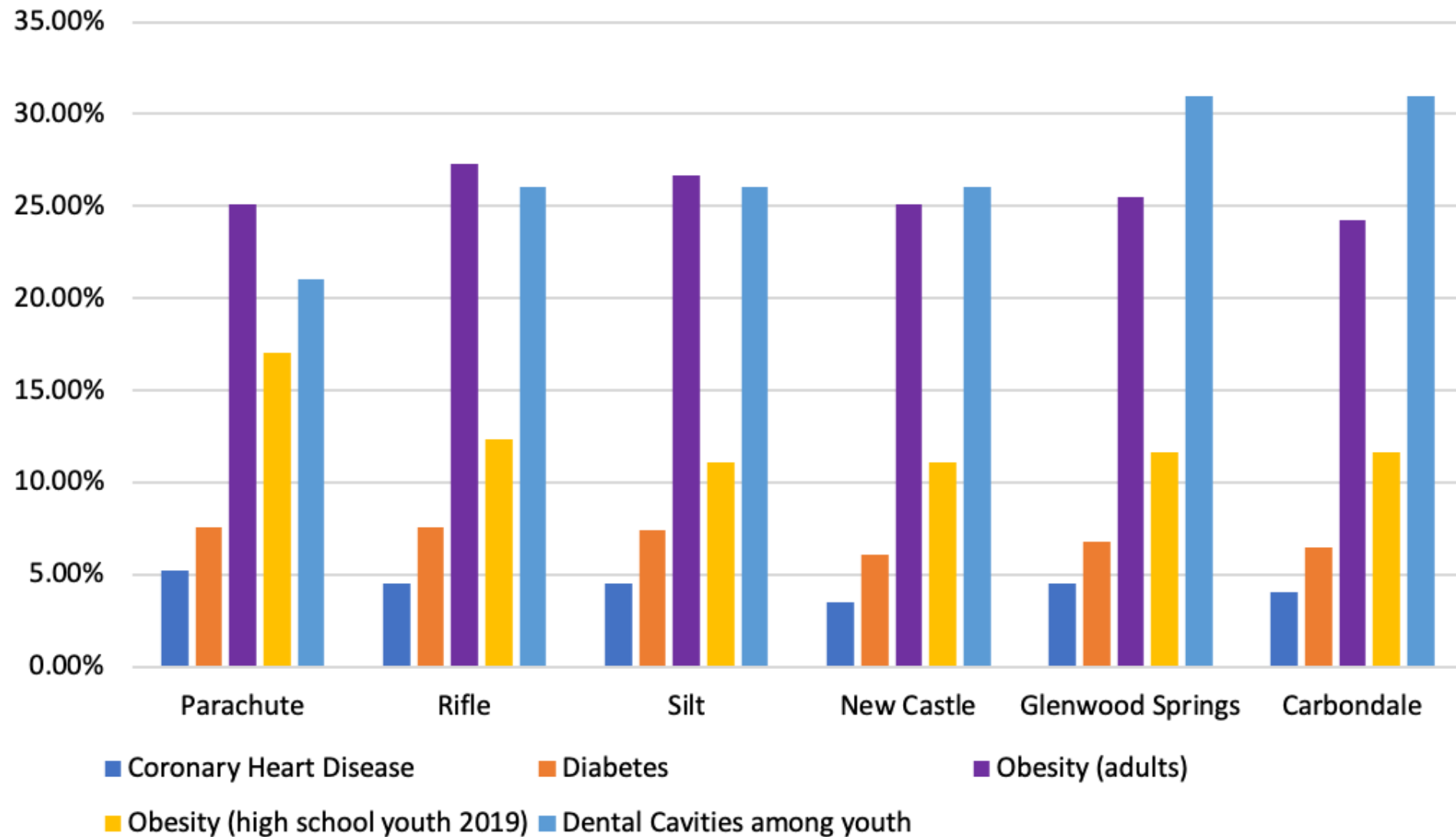
Percentage of students who consumed at least 1 can, glass, bottle of Soda in the last 7 days



Percentage of students who consumed at least 1 sports drink, energy drink, or other SSB in the last 7 days



Chronic Disease Rates & Dental Caries by Municipality

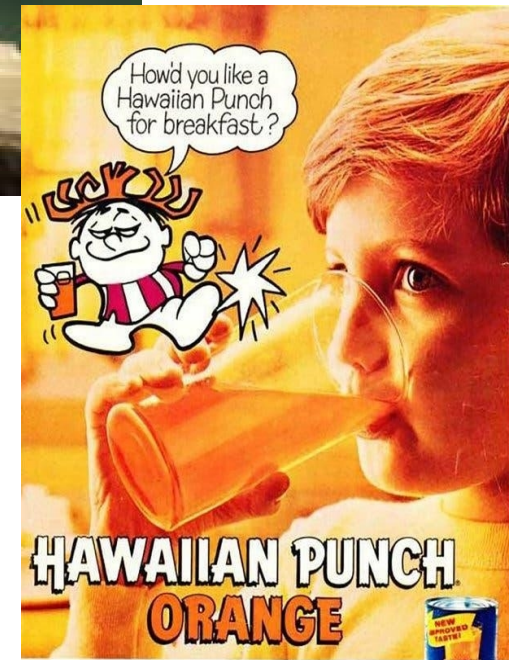
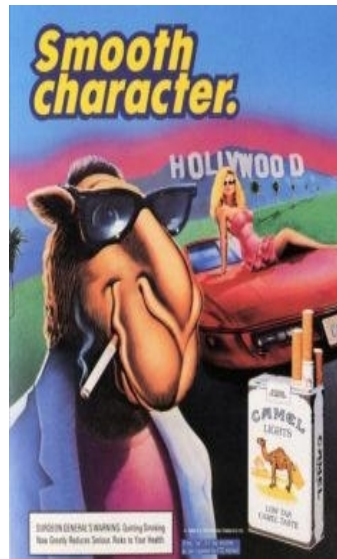


Implement
public
awareness
campaigns
regarding the
harmful effects
of sugary
beverages



Build on federal standards to expand sugary drink restrictions in youth-oriented settings such as childcare, after-school, and educational settings.

Restrict marketing and advertising of sugary drinks targeting children, youth, and low-income populations



Has all the vitamins of orange juice plus—more fun flavor.

Start the day with *Sock, Bam, Pow!* Drink Hawaiian Punch Orange for breakfast—and look out world! Hawaiian Punch Orange is a natural fruit punch. It's a power combo of six fruit juices plus orange. It has all the vitamins of orange juice—is enriched with vitamin C—and has more fun flavor. Kids love the natural sweet flavor, no pulp, no seeds, no sour taste. Glass for sip, for sip, Hawaiian Punch is the one with zip. Start your day with Hawaiian Punch and sock it to the

Healthy Meeting and Event Policies

- Limit sugary drinks through government and private sector procurement policies for vending, cafeterias, and other available foods.

Common Choice:	Healthier Choice:
Breakfast	
Juice drinks, Juice	Water, Unsweetened Coffee, Unsweetened Tea
Fruits in heavy syrup	Fresh fruit
Regular, high-sugar yogurt	Low-fat yogurt with low sugar
Regular-sized, refined grain bagels	Small whole grain bagels – 3-1/2" or smaller
Croissants, doughnuts, sweet rolls, pastries	Small mini muffins, low-fat granola bars
Butter, full-fat cream cheese, stick margarine	Nut butter, low-fat cream cheese, or hummus
Sweetened cereals and refined grain cereals	Unsweetened whole grain cereals
Lunch & Dinner	
Salads with added dressing	Salads with lower-fat dressings on the side
Regular salad dressings	Lower-fat, lower sodium salad dressing
Soups made with cream or half and half	Soups made with vegetable puree or non-fat milk or vegetable based soups
Pasta salads made with mayonnaise	Whole grain pasta salads with light vinaigrette
Sandwiches on croissants or white bread	Sandwiches on whole grain breads
High-fat and fried meats, processed meats, poultry with skin, oil-packed or fried fish	Lean meats (poultry, fish, tofu, tempeh, legumes)
Cooked vegetables in cream sauce or butter	Roasted, sautéed, or grilled veggies with herbs
Bread basket with butter	Vegetable plate with hummus
Croissants or white rolls with butter	Whole grain bread or rolls with olive oil
Desserts with higher saturated fat (ice cream, cheesecake, pies, cream puffs, cake, pastries)	Fruit or desserts cut in half
Snacks	
Cookies	Cut up fruit
Chips	Cut up vegetables
Crackers made with refined grains	Whole grain crackers (5g fat or less/serving)
Potato chips	"Lite" popcorn (5g fat or less/serving)
Ice cream bars	Plain yogurt with berries
Candy	Whole grain granola bars (less than 10g sugar/bar)
Cupcakes, snack cakes	Fruit with yogurt dip
Chips and dip	Veggies with hummus, low-fat dressing, or salsa
Beverages	
Soda or fruit-flavored drinks	Water (plain or flavored, carbonated or not, with no sugar), coffee or tea, sparkling water, 100% fruit or vegetable juices
Whole, 2% milk, or half-and-half	Low-fat, non-fat, or non-dairy milk (soy/almond)
Juice drinks	100% juice

Increase the Price of Sugary Drinks

- Provide education to communities about the benefits of increasing the price of sugary drinks
- Invest in communities most impacted by health conditions caused by consuming sugary drinks.
 - Food insecurity
 - Support community-based organizations to deliver programming and activities that support health





Healthy Drinks in Kids' Meals

- Eliminate bundled sugary drinks from kids' restaurant meals through policies or ordinances regarding default beverage options.
 - The default beverage in bundled kids' meals is milk, water, or seltzer.
 - Parents can choose a sugary drink, but what is automatically offered is a healthy choice
 - Research shows that people tend to choose the default option 66% of the time.

Restaurants Are Part of the Solution

The average American family eats out 4-5 times a week, spending over 50 percent of their food dollars dining out.

One kids' size 12 oz soda contains 10 tsp of sugar; more than the American Heart Association's daily guidelines for kids.

By changing what's on the menu we are sending a message to our kids and families that eating healthy matters.

Research shows when the default beverage option on a children's menu is healthy, it is chosen 66% of the time.

Restaurants are critical to the solution of creating a culture of health.





**CITY OF RIFLE
AGENDA ITEM REPORT**

MEETING DATE: December 17, 2025

Agenda Item #8.a.

Agenda Item Name:

(Acting as Liquor Licensing Authority) Consider Application by The Catrina, LLC. dba The Catrina for a Hotel and Restaurant Liquor License at 101 E. 26th St.

Presenter:

Alexis Ramirez, City Clerk

Item Description:

The Catrina, LLC. dba The Catrina, located at 101 E. 26th St. Rifle, CO, has applied for a new Hotel and Restaurant Liquor License

Recommended Action:

Move to approve the new Hotel & Restaurant Liquor License application for The Catrina, LLC. dba The Catrina located at 101 E. 26th St. Rifle, CO

Fiscal Impact:

N/A

Operational Impact:

N/A

Prior Board Motions:

N/A

Background Information:

The Catrina, LLC dba The Catrina, located at 101 E. 26th St. Rifle, CO, has applied for a new Hotel and Restaurant Liquor License.

Colorado State laws require the business to have an approved kitchen to serve meals.

A preliminary walkthrough by the City Clerk of the premises under remodel was conducted on December 1st, 2025 when public notice poster was posted.

A final inspection of the premises will be conducted on January 6th, 2026 by City Clerk and Chief of Police before the issuance of the local liquor license and after State approval.

Executive Summary:

The Catrina, LLC dba The Catrina, located at 101 E. 26th St. Rifle, CO, has applied for a new Hotel and Restaurant Liquor License.

The following criteria have been met by the applicant:

- * The application is complete

- * The public notice requirements have been met
- * The fees have been paid
- * The petition reflecting the needs and desires of the neighborhood was submitted

This application was submitted to the State of Colorado Liquor Enforcement Division on November 21, 2025 for Concurrent Review. Final approval from the State is pending this Public Hearing.

Notification Requirements:

Public hearing requirements have been met, via publication in the Glenwood Post Independent and the Public Notice poster displayed on the premises.

Prepared By:

Alexis Ramirez, City Clerk

Attachments:

1. REDACTED The Catrina 2025 New Liquor License Application

RECEIVED

Colorado Liquor Retail License Application OCT 20 2025

* Note that the Division will not accept cash ☒ Paid by Check Date Uploaded to MyeClerk
☐ Paid Online 11/21/2025 City of Rifle

☒ New License ☒ New-Concurrent ☐ Transfer of Ownership ☐ State Property Only ☐ Master file

- All answers must be printed in black ink or typewritten
- Applicant must check the appropriate box(es)
- Applicant should obtain a copy of the Colorado Liquor and Beer Code: SBG.Colorado.gov/Liquor

Applicant is applying as a/an ☐ Individual ☒ Limited Liability Company ☐ Association or Other
☐ Corporation ☐ Partnership (includes Limited Liability and Spouse or Partner in a Civil Union)

Applicant Name If an LLC, name of LLC; if partnership, at least 2 partner's names; if corporation, name of corporation

The Catrina, LLC

FEIN Number State Sales Tax Number

Trade Name of Establishment (DBA) Business Telephone

The Catrina

Address of Premises (specify exact location of premises, include suite/unit numbers)

101 E 26th St

City County State ZIP Code
Rifle Garfield CO 81650

Mailing Address (Number and Street)

101 E. 26th St.

City or Town State ZIP Code
Rifle CO 81650

Email Address

If the premises currently has a liquor or beer license, you must answer the following questions.

Present Trade Name of Establishment (DBA)

Present State License Number Present Class of License Present Expiration Date

Section A Nonrefundable application fees*

☐	Application Fee for New License.....	\$1,100.00
☒	Application Fee for New License with Concurrent Review.....	\$1,200.00
☐	Application Fee for Transfer.....	\$1,100.00

Section B Liquor License Fees*

☐	Add Optional Premises to H & R.....	\$100.00 X		Total	
☐	Add Sidewalk Service Area.....				\$75.00
☐	Arts License (City).....				\$308.75
☐	Arts License (County).....				\$308.75
☐	Beer and Wine License (City).....				\$351.25
☐	Beer and Wine License (County).....				\$436.25
☐	Brew Pub License (City).....				\$750.00
☐	Brew Pub License (County).....				\$750.00
☐	Campus Liquor Complex (City).....				\$500.00
☐	Campus Liquor Complex (County).....				\$500.00
☐	Campus Liquor Complex (State).....				\$500.00
☐	Club License (City).....				\$308.75
☐	Club License (County).....				\$308.75
☐	Distillery Pub License (City).....				\$750.00
☐	Distillery Pub License (County).....				\$750.00
☐	Entertainment Facility License (City).....				\$500.00
☐	Entertainment Facility License (County).....				\$500.00
☒	Hotel and Restaurant License (City).....				\$500.00
☐	Hotel and Restaurant License (County).....				\$500.00
☐	Hotel and Restaurant License with one optional premises (City).....				\$600.00
☐	Hotel and Restaurant License with one optional premises (County).....				\$600.00
☐	Liquor-Licensed Drugstore (City).....				\$227.50
☐	Liquor-Licensed Drugstore (County).....				\$312.50
☐	Lodging Facility License (City).....				\$500.00
☐	Lodging Facility License (County).....				\$500.00

Section B Liquor License Fees* (Continued)

☐ Manager Registration - H & R.....	\$30.00
☐ Manager Registration - Tavern.....	\$30.00
☐ Manager Registration - Lodging & Entertainment.....	\$30.00
☐ Manager Registration - Campus Liquor Complex.....	\$30.00
☐ Optional Premises License (City).....	\$500.00
☐ Optional Premises License (County).....	\$500.00
☐ Racetrack License (City).....	\$500.00
☐ Racetrack License (County).....	\$500.00
☐ Resort Complex License (City).....	\$500.00
☐ Resort Complex License (County).....	\$500.00
☐ Related Facility - Campus Liquor Complex (City).....	\$160.00
☐ Related Facility - Campus Liquor Complex (County).....	\$160.00
☐ Related Facility - Campus Liquor Complex (State).....	\$160.00
☐ Retail Gaming Tavern License (City).....	\$500.00
☐ Retail Gaming Tavern License (County).....	\$500.00
☐ Retail Liquor Store License - Additional (City).....	\$227.50
☐ Retail Liquor Store License - Additional (County).....	\$312.50
☐ Retail Liquor Store (City).....	\$227.50
☐ Retail Liquor Store (County).....	\$312.50
☐ Tavern License (City).....	\$500.00
☐ Tavern License (County).....	\$500.00
☐ Vintners Restaurant License (City).....	\$750.00
☐ Vintners Restaurant License (County).....	\$750.00

Questions? Visit: SBG.Colorado.gov/Liquor for more information

Do not write in this space - For Department of Revenue use only

Liability Information

License Account Number

Liability Date

License Issued Through (Expiration Date)

Total

\$

Application Documents Checklist and Worksheet

Instructions: This checklist should be utilized to assist applicants with filing all required documents for licensure. **All** documents must be properly signed and correspond with the name of the applicant exactly. **All** documents must be typed or legibly printed. Upon final State approval the license will be mailed to the local licensing authority. Application fees are nonrefundable. **Questions? Visit:** SBG.Colorado.gov/Liquor for more information

Items submitted, please check all appropriate boxes completed or documents submitted

I. Applicant information

- ☒ Applicant/Licensee identified
- ☒ State sales tax license number listed or applied for at time of application
- ☐ License type or other transaction identified
- ☐ Return originals to local authority (additional items may be required by the local licensing authority)
- ☐ All sections of the application need to be completed
- ☐ Master file applicants must include the Application for Master File form DR 8415 and applicable fees to this Retail License Application

II. Diagram of the premises

- ☒ No larger than 8½" X 11"
- ☐ Dimensions included (does not have to be to scale). Exterior areas should show type of control (fences, walls, entry/exit points, etc.)
- ☐ Separate diagram for each floor (if multiple levels)
- ☐ Return originals to local authority (additional items may be required by the local licensing authority)
- ☐ Kitchen - identified if Hotel and Restaurant
- ☐ Bold/Outlined Licensed Premises

III. Proof of property possession (One Year Needed)

- ☐ Deed in name of the applicant (or) (matching Applicant Name provided on page 1) date stamped / filed with County Clerk
- ☒ Lease in the name of the applicant (or) (matching Applicant Name provided on page 1)
- ☐ Lease assignment in the name of the applicant with proper consent from the landlord and acceptance by the applicant
- ☐ Other agreement if not deed or lease. (matching Applicant Name provided on page 1)

IV. Background information (DR 8404-I) and financial documents

- ☒ Complete DR 8404-I for each principal (individuals with more than 10% ownership, officers, directors, partners, members)
- ☒ Fingerprints taken and submitted to the appropriate Local Licensing Authority through an approved State Vendor. Master File applicants submit results to the State
Do not complete fingerprint cards prior to submitting your application.
The Vendors are as follows:
IdentoGO
Appointment Scheduling Website: <https://uenroll.identogo.com/workflows/25YQHT>
Phone: 844-539-5539 (toll-free)
IdentoGO FAQs: <https://cbi.colorado.gov/sections/biometric-identification-and-records-unit/biometric-identification-and-records-unit-faqs>
State Liquor Code for IdentoGO: 25YQHT
Colorado Fingerprinting
Appointment Scheduling Website: <http://www.coloradofingerprinting.com/cabs/>
Phone: 720-292-2722 833-224-2227 (toll free)
State Liquor Code for Colorado Fingerprinting: C030LIQI

- ☐ Purchase agreement, stock transfer agreement, and/or authorization to transfer license
- ☐ List of all notes and loans (Copies to also be attached)

V. Sole proprietor/Spouse or partners in a civil union (if applicable)

- ☐ Form DR 4679 Lawful Presence Affidavit
- ☒ Copy of State issued Driver's License or Colorado Identification Card for each applicant

VI. Corporate applicant information (if applicable)

- ☐ Certificate of Incorporation
- ☐ Certificate of Good Standing
- ☐ Certificate of Authorization if foreign corporation (out of state applicants only)

VII. Partnership applicant information (if applicable)

- ☐ Partnership Agreement (general or limited).
- ☒ ~~Certificate of Good Standing~~

VIII. Limited Liability Company applicant information (if applicable)

- ☐ Copy of articles of organization
- ☒ Certificate of Good Standing
- ☐ Copy of Operating Agreement (if applicable)
- ☐ Certificate of Authority if foreign LLC (out of state applicants only)

IX. Manager registration for Hotel and Restaurant, Tavern, Lodging & Entertainment, and Campus Liquor Complex licenses when included with this application

- ☐ \$30.00 fee
- ☐ If owner is managing, no fee required

1. Is the applicant (including any of the partners if a partnership; members or managers if a limited liability company; or officers, stockholders or directors if a corporation) or managers under the age of twenty-one years?..... ☐ Yes ☒ No

2. Has the applicant (including any of the partners if a partnership; members or managers if a limited liability company; or officers, stockholders or directors if a corporation) or managers ever (in Colorado or any other state):

a. Been denied an alcohol beverage license?..... ☐ Yes ☒ No

b. Had an alcohol beverage license suspended or revoked?..... ☐ Yes ☒ No

c. Had interest in another entity that had an alcohol beverage license suspended or revoked?..... ☐ Yes ☒ No

If you answered yes to a, b or c above, explain in detail on a separate sheet.

3. Has a liquor license application (same license class), that was located within 500 feet of the proposed premises, been denied within the preceding two years?..... ☐ Yes ☒ No

If "yes", explain in detail.

4. Are the premises to be licensed within 500 feet, of any public or private school that meets compulsory education requirements of Colorado law, or the principal campus of any college, university or seminary?..... ☐ Yes ☒ No

or

Waiver by local ordinance? ☐ Yes ☒ No

Other

5. Is your Liquor Licensed Drugstore (LLDS) or Retail Liquor Store (RLS) within 1500 feet of another retail liquor license for off-premises sales in a jurisdiction with a population of greater than (>) 10,000? **NOTE:** The distance shall be determined by a radius measurement that begins at the principal doorway of the LLDS/RLS premises for which the application is being made and ends at the principal doorway of the Licensed LLDS/RLS..... ☐ Yes ☒ No

6. Is your Liquor Licensed Drugstore (LLDS) or Retail Liquor Store (RLS) within 3000 feet of another retail liquor license for off-premises sales in a jurisdiction with a population of less than (<) 10,000? **NOTE:** The distance shall be determined by a radius measurement that begins at the principal doorway of the LLDS/RLS premises for which the application is being made and ends at the principal doorway of the Licensed LLDS/RLS..... ☐ Yes ☒ No

For additional Retail Liquor Store only.

- a. Was your Retail Liquor Store License issued on or before January 1, 2016?.... ☐ Yes ☒ No
- b. Are you a Colorado resident?..... ☒ Yes ☒ No
7. Has a liquor or beer license ever been issued to the applicant (including any of the partners, if a partnership; members or manager if a Limited Liability Company; or officers, stockholders or directors if a corporation)? If yes, identify the name of the business and list any current financial interest in said business including any loans to or from a licensee.. ☒ Yes ☐ No
8. Does the applicant, as listed on line 2 of this application, **have legal possession of the premises by ownership, lease or other arrangement?**..... ☒ Yes ☐ No

☐ Ownership ☒ Lease ☐ Other (Explain in detail)

- a. If leased, list name of landlord and tenant, and date of expiration, **exactly** as they appear on the lease:

Landlord	Tenant	Expires

- b. Is a percentage of alcohol sales included as compensation to the landlord?
If yes, complete question on page 9..... ☐ Yes ☒ No
- c. Attach a diagram that designates the area to be licensed in black bold outline (including dimensions) which shows the bars, brewery, walls, partitions, entrances, exits and what each room shall be utilized for in this business. This diagram should be no larger than 8½" X 11".

9. Who, besides the owners listed in this application (including persons, firms, partnerships, corporations, limited liability companies) will loan or give money, inventory, furniture or equipment to or for use in this business; or who will receive money from this business? Attach a separate sheet if necessary.

Last Name		First Name	
Date of Birth (MM/DD/YY)	FEIN or SSN Number	Interest/Percentage	

Last Name		First Name	
Date of Birth (MM/DD/YY)	FEIN or SSN Number	Interest/Percentage	

Last Name		First Name	
Date of Birth (MM/DD/YY)	FEIN or SSN Number	Interest/Percentage	

Attach copies of all notes and security instruments and any written agreement or details of any oral agreement, by which any person (including partnerships, corporations, limited liability companies, etc.) will share in the profit or gross proceeds of this establishment, and any agreement relating to the business which is contingent or conditional in any way by volume, profit, sales, giving of advice or consultation.

10. Optional Premises or Hotel and Restaurant Licenses with Optional Premises: Has a local ordinance or resolution authorizing optional premises been adopted?..... ☐ Yes ☒ No

Number of additional Optional Premise areas requested. (See license fee chart)

For the addition of a Sidewalk Service Area per Regulation 47-302(A)(4), include a diagram of the service area and documentation received from the local governing body authorizing use of the sidewalk. Documentation may include but is not limited to a statement of use, permit, easement, or other legal permissions.

11. Liquor Licensed Drugstore (LLDS) applicants, answer the following:

a. Is there a pharmacy, licensed by the Colorado Board of Pharmacy, located within the applicant's L L D S premise?..... ☐ Yes ☒ No

If "yes" a copy of license must be attached.

12. Club Liquor License applicants answer the following: Attach a copy of applicable documentation

a. Is the applicant organization operated solely for a national, social, fraternal, patriotic, political or athletic purpose and not for pecuniary gain?..... ☐ Yes ☒ No

b. Is the applicant organization a regularly chartered branch, lodge or chapter of a national organization which is operated solely for the object of a patriotic or fraternal organization or society, but not for pecuniary gain?..... ☐ Yes ☒ No

c. How long has the club been incorporated?.....

d. Has applicant occupied an establishment for three years (three years required) that was operated solely for the reasons stated above?..... ☐ Yes ☒ No

13. Brew-Pub, Distillery Pub or Vintner's Restaurant applicants answer the following:

a. Has the applicant received or applied for a Federal Permit? (Copy of permit or application must be attached)..... ☐ Yes ☒ No

14. Campus Liquor Complex applicants answer the following:

a. Is the applicant an institution of higher education?..... ☐ Yes ☒ No

b. Is the applicant a person who contracts with the institution of higher education to provide food services?..... ☐ Yes ☒ No

If "yes" please provide a copy of the contract with the institution of higher education to provide food services.

15. For all on-premises applicants.

a. For all Liquor Licensed Drugstores (LLDS) the Permitted Manager must also submit an Manager Permit Application - DR 8000 and fingerprints.

Last Name of Manager

First Name of Manager

16. Does this manager act as the manager of, or have a financial interest in, any other liquor licensed establishment in the State of Colorado? If yes, provide name, type of license and account number...... ☐ Yes ☒ No

Name

Type of License

Account Number

17. Related Facility - Campus Liquor Complex applicants answer the following:

- a. Is the related facility located within the boundaries of the Campus Liquor Complex?..... ☐ Yes ☒ No

If yes, please provide a map of the geographical location within the Campus Liquor Complex.

If no, this license type is not available for issues outside the geographical location of the Campus Liquor Complex.

b. Designated Manager for Related Facility - Campus Liquor Complex

Last Name of Manager

First Name of Manager

18. Entertainment Facility License

- If Applicant is applying for an Entertainment Facility License, you affirm that your business model and aligns with the statutory privileges and requirements:..... ☐ Yes ☒ No

Pursuant to 44-3-103(15.5) C.R.S., an Entertainment Facility means an establishment in which the primary business is to provide the public with sports or entertainment activities within its licensed premises; and that, incidental to its primary business, sells and serves alcohol beverages at retail for consumption on the licensed premises; and has sandwiches and light snacks available for consumption on the licensed premises.

- If Applicant is applying for a Lodging Facility License, you affirm that your business model and aligns with the statutory privileges and requirements:..... ☐ Yes ☒ No

Pursuant to 44-3-103(29) C.R.S., a Lodging Facility means an establishment in which the primary business is to provide the public with sleeping rooms and meeting facilities; and that sells and serves alcohol beverages at retail for consumption on the licensed premises; and has sandwiches and light snacks available for consumption on the licensed premises.

19. Tax Information.

- a. 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

- b. 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

If applicant is a corporation, partnership, association or limited liability company, applicant must list all **Officers, Directors, General Partners, and Managing Members**. In addition, applicant must list any stockholders, partners, or members with **ownership of 10% or more in the applicant**. All persons listed below must also attach form DR 8404-I (Individual History Record), and make an appointment with an approved State Vendor through their website. See application checklist, Section IV, for details.

Name	Date of Birth (MM/DD/YY)

Street Address

City	State	ZIP Code	Position	% Owned
Rifle	CO	81650	Owner	100%

Name	Date of Birth (MM/DD/YY)

Street Address

City	State	ZIP Code	Position	% Owned

Name	Date of Birth (MM/DD/YY)

Street Address

City	State	ZIP Code	Position	% Owned

Name	Date of Birth (MM/DD/YY)

Street Address

City	State	ZIP Code	Position	% Owned

Name	Date of Birth (MM/DD/YY)

Street Address

City	State	ZIP Code	Position	% Owned

- ** If applicant is owned 100% by a parent company, please list the designated principal officer on above.
- ** Corporations - the President, Vice-President, Secretary and Treasurer must be accounted for above (Include ownership percentage if applicable)
- ** If total ownership percentage disclosed here does not total 100%, applicant must check this box:

☐ Applicant affirms that no individual other than these disclosed herein owns 10% or more of the applicant and does not have financial interest in a prohibited liquor license pursuant to Article 3 or 5, C.R.S.

I would like to apply for a Two-Year Renewal..... ☐ Yes ☒ No

Oath Of Applicant

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. I also acknowledge that it is my responsibility and the responsibility of my agents and employees to comply with the provisions of the Colorado Liquor or Beer and Wine Code which affect my license.

Printed Name

Title

Authorized Signature

Date (MM/DD/YY)

Report and Approval of Local Licensing Authority (City/County)

Date application filed with local authority

10 - 20 - 2025

Date of local authority hearing (for new license applicants; cannot be less than 30 days from date of application)

December 17, 2025

For Transfer Applications Only - Is the license being transferred valid?..... ☐ Yes ☒ No

The Local Licensing Authority Hereby Affirms that each person required to file DR 8404-I (Individual History Record) or a DR 8000 (Manager Permit) has been:

☒ Fingerprinted

☒ Subject to background investigation, including NCIC/CCIC check for outstanding warrants

That the local authority has conducted, or intends to conduct, an inspection of the proposed premises to ensure that the applicant is in compliance with and aware of, liquor code provisions affecting their class of license

(Check One)

☐ Date of inspection or anticipated date

☒ Will conduct inspection upon approval of state licensing authority

☐ Is the Liquor Licensed Drugstore (LLDS) or Retail Liquor Store (RLS) within 1,500 feet of another retail liquor license for off-premises sales in a jurisdiction with a population of > 10,000?.....

☐ Yes ☒ No

☐ Is the Liquor Licensed Drugstore (LLDS) or Retail Liquor Store (RLS) within 3,000 feet of another retail liquor license for off-premises sales in a jurisdiction with a population of < 10,000?.....

☐ Yes ☒ No

NOTE: The distance shall be determined by a radius measurement that begins at the principal doorway of the LLDS/RLS premises for which the application is being made and ends at the principal doorway of the Licensed LLDS/RLS.

☐ Does the Liquor-Licensed Drugstore (LLDS) have at least twenty percent (20%) of the applicant's gross annual income derived from the sale of food, during the prior twelve (12) month period?.....

☐ Yes ☒ No

The foregoing application has been examined; and the premises, business to be conducted, and character of the applicant are satisfactory. We do report that such license, if granted, will meet the reasonable requirements of the neighborhood and the desires of the adult inhabitants, and will comply with the provisions of Title 44, Article 4 or 3, C.R.S., and Liquor Rules. **Therefore, this application is approved.**

Report and Approval of Local Licensing Authority (Continued)

Local Licensing Authority approves the Temporary Permit..... ☐ Yes ☒ No

Approval Date of the Temporary Permit

Expiration Date of the Temporary Permit

*If the temporary permit expires or an extension is required, the state liquor licensing authority should be notified of the status of the temporary permit.

**If the temporary permit information is not filled out for the transfer of ownership, the Transfer Application will not be accepted and processed.

Local Licensing Authority Approves this license for a two-year renewal..... ☐ Yes ☒ No

If "No", please cite the law, regulation, local ordinance or resolution that gives the local licensing authority the ability to deny the applicant and grounds for denial. Also, please provide any and all investigative reports, and administrative or criminal action that relate or justify this denial.

Proof of Violation

Local Licensing Authority for

Telephone Number

☒ Town, City

☐ County

Printed Name

Signature

Title

Date (MM/DD/YY)

Printed Name

Signature

Title

Date (MM/DD/YY)

Tax Check Authorization, Waiver, and Request to Release Information

I,

am signing this Tax Check Authorization, Waiver and Request to Release Information (hereinafter

"Waiver") on behalf of

(the "Applicant/Licensee")

The Catrina LLC

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)

Social Security Number/Tax Identification Number

Home Phone Number

Business/Work Phone Number

Street Address

City

State

ZIP Code

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

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

Date Signed

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).

OFFICE OF THE SECRETARY OF STATE
OF THE STATE OF COLORADO

CERTIFICATE OF FACT OF GOOD STANDING

I, Jena Griswold, as the Secretary of State of the State of Colorado, hereby certify that, according to the records of this office,

THE CATRINA LLC

is a

Limited Liability Company

formed or registered on 10/03/2025 under the law of Colorado, has complied with all applicable requirements of this office, and is in good standing with this office. This entity has been assigned entity identification number 20258099629 .

This certificate reflects facts established or disclosed by documents delivered to this office on paper through 10/16/2025 that have been posted, and by documents delivered to this office electronically through 10/17/2025 @ 17:02:52 .

I have affixed hereto the Great Seal of the State of Colorado and duly generated, executed, and issued this official certificate at Denver, Colorado on 10/17/2025 @ 17:02:52 in accordance with applicable law. This certificate is assigned Confirmation Number 17795535 .



Jena Griswold

Secretary of State of the State of Colorado

*****End of Certificate*****

Notice: A certificate issued electronically from the Colorado Secretary of State's website is fully and immediately valid and effective. However, as an option, the issuance and validity of a certificate obtained electronically may be established by visiting the Validate a Certificate page of the Secretary of State's website, <https://www.coloradosos.gov/biz/CertificateSearchCriteria.do> entering the certificate's confirmation number displayed on the certificate, and following the instructions displayed. Confirming the issuance of a certificate is merely optional and is not necessary to the valid and effective issuance of a certificate. For more information, visit our website, <https://www.coloradosos.gov> click "Businesses, trademarks, trade names" and select "Frequently Asked Questions."



Colorado Secretary of State

Colorado Secretary of State

ID#: 20258099629

Document #: 20258099629

Filed on: 10/03/2025 12:47:33 PM

Paid: \$50.00

Articles of Organization for a Limited Liability Company

filed pursuant to § 7-90-301 and § 7-80-204 of the Colorado Revised Statutes (C.R.S.)

The domestic entity name of the limited liability company is THE CATRINA LLC

The principal office street address is

101 E 26th St
Rifle CO 81650
US

The principal office mailing address is

The name of the registered agent is MARIA LUISA HERNANDEZ GONZALEZ

The registered agent's street address is

The registered agent's mailing address is

The person above has agreed to be appointed as the registered agent for this entity.

The management of the limited liability company is vested in Members

There is at least one member of the limited liability company.

Person(s) forming the limited liability company

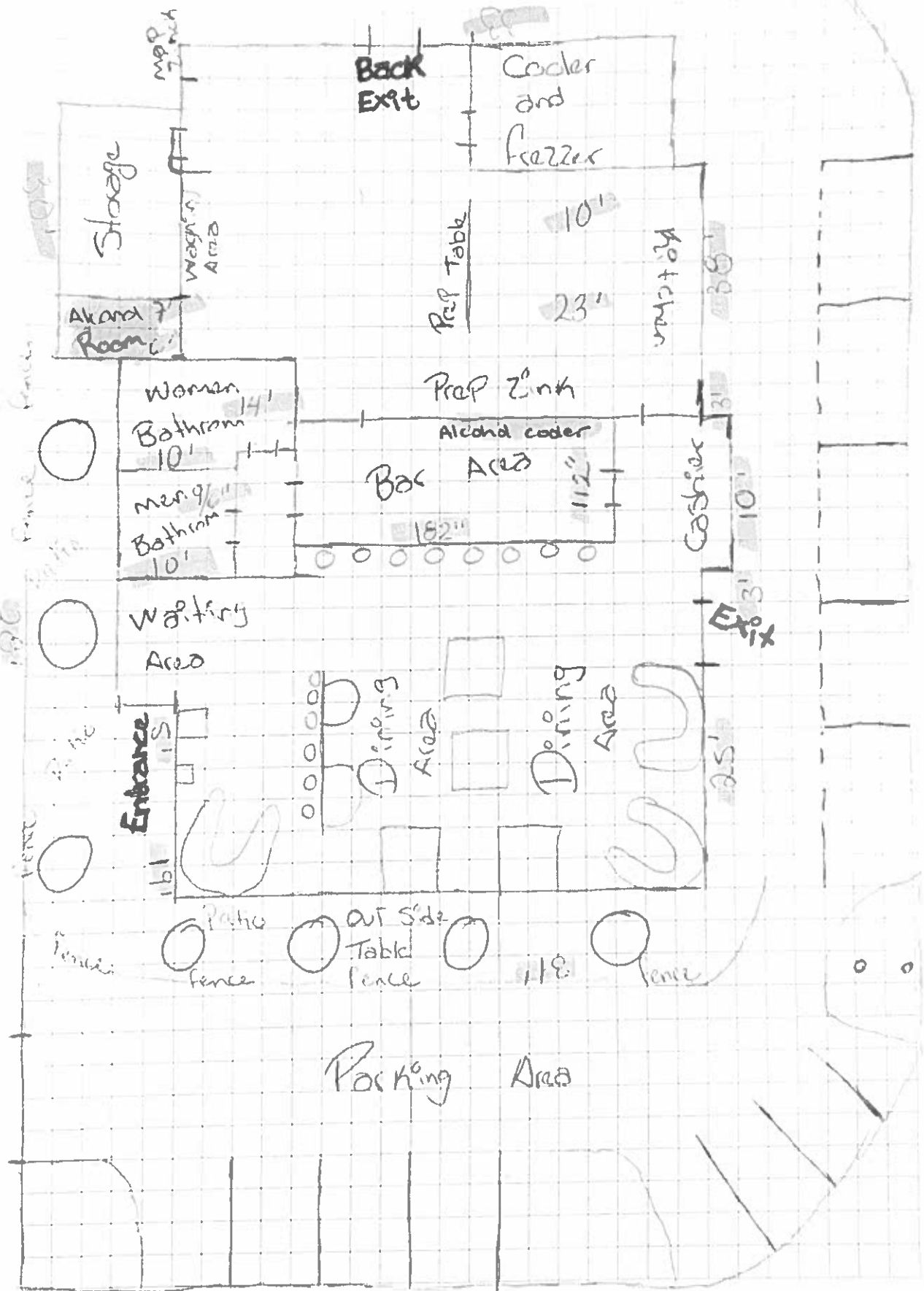
Causing this document to be delivered to the Secretary of State for filing shall constitute the affirmation or acknowledgment of each individual causing such delivery, under penalties of perjury, that the document is the individual's act and deed, or that the individual in good faith believes the document is the act and deed of the person on whose behalf the individual is causing the document to be delivered for filing, taken in conformity with the requirements of part 3 of article 90 of title 7, C.R.S., and, if applicable, the constituent documents, and the organic statutes, and that the individual in good faith believes the facts stated in the document are true and the document complies with the requirements of that Part, the constituent documents, and the organic statutes.

This perjury notice applies to each individual who causes this document to be delivered to the Secretary of State, whether or not such individual is named in the document as one who has caused it to be delivered.

Name(s) and address(es) of the individual(s) causing the document to be delivered for filing

Maria Luisa Hernandez Gonzalez

DIAGRAM OF PREMISES



Tom Regan Responsible Vendor Training
This certificate is presented to

Salvador Contreras

For passing Colorado Responsible Service of Alcohol training

Test name: Responsible Service of Alcohol

Score: 29 / 30 96.7%

This certificate is valid for two years from this date: Sat 18th Oct 2025

Tom Regan
Certified RSOA Instructor

TLZZZDLZZGZ-XXTTMXPPM-RDHLPSLTJD

Tom Regan Responsible Vendor Training
This certificate is presented to

Aracely Vazquez

For passing Colorado Responsible Service of Alcohol training

Test name: Responsible Service of Alcohol

Score: 26 / 30 86.7%

This certificate is valid for two years from this date: Sat 18th Oct 2025

Tom Regan
Certified RSOA Instructor

FLLLLWTLWWP-RRQQSRGDI-WBNQHFQKNZ

Tom Regan Responsible Vendor Training
This certificate is presented to

Maria Hernandez

For passing Colorado Responsible Service of Alcohol training

Test name: Responsible Service of Alcohol

Score: 26 / 30 86.7%

This certificate is valid for two years from this date: Sat 18th Oct 2025

**Tom Regan
Certified RSOA Instructor**

FLLLWTLWCB-RRQQRGQF-WBNQHPQHZN

Name of Establishment: The Catrina, LLC.

Employee Name	Trainer/Training Company Name	Date Certificate Expires
Maria Hernandez	Tom Regan	10-17-2027
Aracely Vazquez	Tom Regan	10-17-2027
Salvador Contreras	Tom Regan	10-17-2027

Information about untrained employees or employees with expired certificates:

Employee Name	Manager (yes or no)	Date Hired	Date That Training Will Occur

OATH OF APPLICANT

I declare under penalty of perjury in the second degree that this Verification of Responsible Serving/Selling of Alcohol Training is true, correct, and complete to the best of my knowledge. I also acknowledge that it is my responsibility and the responsibility of my agents and employees to comply with the provisions of the Colorado Liquor or Beer Code and the Rifle Municipal Code which affect my license.

Maria Hernandez
Applicant

10-20-2025
Date

Attach additional sheets if necessary. Return this form with your Application.

City of Rifle
202 Railroad Ave.
Rifle, CO 81650
www.RifleCo.org

Verification of Responsible Serving/Selling of Alcohol Training

The City of Rifle requires liquor licensees' employees who serve or sell alcohol beverages to attend responsible serving/selling of alcohol training by Responsible Vendor Trainers approved by the Colorado Department of Revenue Liquor Enforcement Division. Approved trainers are listed on the Division's website.

It is the responsibility of the liquor-licensed business to maintain a file of training certificates on all of its managers, sellers, and servers.

The business must ensure that newly-employed sellers, servers, and managers attend the next scheduled educational liquor seminar meeting the above requirements.

When an applicant files an application for issuance, renewal or transfer of an alcoholic beverage license, or to change the location or corporate structure of the licensed premises or entity, the applicant must verify that its managers, sellers, and servers have certificates in full force and effect.

On the next page, please list every employee who sells or serves alcohol beverages and every manager at your establishment. If your employee or manager has not completed training, or if his/her certificate has expired, please list that employee or manager, and register him/her for the next educational liquor seminar.

In addition to filling out the information requested on the next page, please attach a copy of the current completed training certificate for each employee.

Alexis Ramirez, City Clerk
Ph: (970) 665-6405
aramirez@rifleco.org

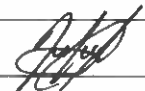
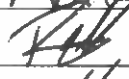
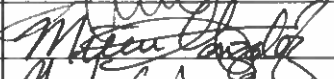
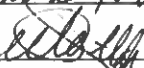
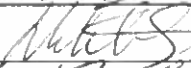
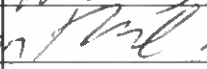
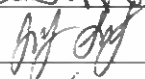
PETITION

Name of Establishment: The Catrina

Address: 101 E 26th St

Type of Liquor License: Hotel & Restaurant

By signing below, I am indicating my support for a Liquor License to be granted at the above named Establishment and Address.

PRINTED NAME	SIGNATURE	OVER 21?	ADDRESS
1. JESUS ODILON ANG		YES	2631 ACACIA AVE. RIFLE CO
2. JESUS HERNAN	J.H.	yes	2631 acacia ave. rifle co.
3. JESUS BLADIMIR	JESUS BLADIMIR	YES	2631 acacia ave rifle co
4. Matilde Viesca Jimenez	Matilde V.	yes	2625 acacia ave rifle co
5. Rodolfo Felix		yes	2625 acacia Ave Rifle co
6. Alberto Inzunza		yes	2620 acacia Ave Rifle co
7. Anabel Osorio Cruz	Anabel Osorio	yes	356 Columbine Dr. Rifle.
8. Elias Cruz	Elias Cruz	yes	357 Columbine Dr. Rifle
9. Sammeer Osorio	Sammeer Osorio	yes	356 Columbine Dr, Rifle.
10. Rocelia Vega		YES	160 E 26th st #3 Rifle
11. Reina Guzman		yes	3005 coal mine ave APT 12A
12. Jorge Melendrez	Jorge Melendrez.	yes	3005 coal mine ave APT 12A
13. Ricardo Esquivel	RE	yes	391 W 25 th st, Rifle.
14. Mariana Pacheco		yes	170 W 11 th St Rifle 10816
15. Miriam Buzalez		yes	1410 E 7 th St. Rifle, CO 8105
16. Pedro Castro S.	Pedro Castro Sanchez	yes	130 W 16 st tr #1 Rifle
17. Ricardo Mtz	Ricardo Mtz	yes	160 E 26th st #4
18. Aldahir Mtz		yes	160 E 26th st #4
19. Cici		yes	Valled Lumber
20. Tony Crisla		yes	610 HSH AVE
21. Mark Stevens		yes	255 CREEK CT
22. Richard Kuster		yes	2495 Railroad ave Rifle Co.
23. Logan Chelowski	Logan Chelowski	yes	2495 railroad ave RIFLE CO
24. Jimmy Sandusky		yes	2495 Railroad Ave Rifle CO
25. Gregg	Gregg	yes	391 W 25 th st Rifle

COMMERCIAL LEASE AGREEMENT

This Commercial Lease Agreement ("Lease") is entered into and made effective the 6th day of October, 2025 ("Effective Date"), and is by and between **IOKUA LLC**, whose address is **P.O. Box 1619, Gypsum, Colorado 81637** (Landlord), and **The CATRINA**, a Colorado corporation, whose address is _____ and _____ an individual, whose address is _____, jointly and severally ("Tenant").

ARTICLE I Property and Term

Section 1.1. In consideration of the payment of rent and the performance of the covenants and agreements by the Tenant set forth below, Landlord does hereby lease to Tenant the premises known as **101 E 26th Street Rifle, CO 81650** (the "Property"), consisting of approximately **2360** square feet, upon and subject to the covenants and agreements contained herein, to all matters of record, and to all matters that would be disclosed by an accurate inspection. The Premises shall be used only as **Restaurant/Sports Bar** ("Permitted Use"), subject to the provisions set forth in this Lease and as permitted by law, and for no other use whatsoever.

Section 1.2.

(a) TO HAVE AND TO HOLD the Property for a term of **24 Months** ("Term") commencing the 1st of December 2025 (the "Commencement Date") and continuing through the 31st of December 2027

(b) Provided that no Event of Default by Tenant has ever occurred under any term or provision contained in the Lease and no condition exists which with the passage of time or the giving of notice or both would constitute an Event of Default by Tenant on the date Tenant exercises an Option Period (as defined herein) and provided that Tenant has continuously occupied the entirety of the Property for the Permitted Use during the initial Term, Tenant shall have the option to extend the Term ("Renewal Option") for **THREE (3)** additional periods of **TWO (2) years** on the same terms and conditions outlined in the Lease, however, the Annual Base Rent during the Option Period shall be as set forth below. In order to exercise the Renewal Option, Tenant must provide to Landlord a written notice of its election no more than six (6) months and no less than two (2) months prior to the expiration of the Lease Term. If Tenant fails to provide Landlord a timely notice of its election to exercise the Renewal Option, the Renewal Option shall automatically become null and void.

ARTICLE II
Rent

Section 2.1.

(a) Tenant's obligation to pay base rent and additional rent as set forth in **Section 2.2** below (together the "Rent") shall commence upon the Commencement Date. The Rent, including increases during the 1st.Term, shall be paid in equal monthly installments as follows:

<u>Initial Lease Term</u>	<u>Per Sq. Ft (2360)</u>	<u>Monthly Rent</u>	<u>Annual Base Rent</u>
Years 1-2 <u>Options #1-3</u>	\$12.50	\$2458.33	\$29,500
Years 2-4	\$13.00	\$2,556.66	\$30,680
Years 4-6	\$13.50	\$2,655.00	\$31,860
Years 6-8	\$14.00	\$2,753.33	\$33,040

(b) In the event that Landlord is unable to provide Tenant with occupancy of the Property for any reason, including, without limitation, a previous tenant's holdover, labor disputes, fire, flood or other natural disasters, Tenant's obligation to pay Rent shall abate for the period of non-occupancy and Landlord shall not be liable to Tenant for any actual, consequential, or other damages incurred by Tenant as a result of said period of non-occupancy.

(c) Landlord requires payment in the amount of Two thousand Dollars (2,000)Security Deposit") for the faithful performance of the Tenant under the terms and conditions of this Lease. Payment of the Security Deposit is required upon execution of this Lease by the Tenant. The Security Deposit shall be held by Landlord as security for the full and faithful performance by Tenant of all terms, covenants and conditions of this Lease to be performed by Tenant during the Term, and as it may be extended. If Tenant defaults with respect to any of its obligations under this Lease beyond applicable notice and cure, Landlord may (but shall not be required to) use, apply or retain all or any part of the Security Deposit for the payment of any Rent, Additional Rent or any other sum in default, or for the payment of any other amount, loss or damage which Landlord may spend, incur or suffer by reason of Tenant's default. If any portion of the Security Deposit is so used or applied, Tenant shall, within ten (10) days after demand therefor, deposit cash with Landlord in an amount sufficient to restore the Security Deposit to its original amount. Landlord shall not be required to keep the Security Deposit separate from its general funds, and Tenant shall not be entitled to interest on the Security Deposit. If Tenant shall fully and faithfully perform every provision of this Lease to be performed by it, the Security Deposit or any balance thereof shall be returned to Tenant within sixty (60) days following the expiration of this Lease. If Landlord sells its interest in the Property during the Term and if Landlord deposits with or credits to the purchaser the Security Deposit (or balance thereof), then, upon such sale and written notification to Tenant of the name and address of such transferee, Landlord shall be

discharged from any further liability with respect to the Security Deposit.

Section 2.2

(A) Tenant agrees to pay Landlord as additional rent, Tenant's proportionate share of the actual costs incurred by Landlord for property insurance and property taxes.

(B) On or before March 1st of each year of this Lease, Landlord shall furnish Tenant with a written statement of total actual costs for insurance, real estate taxes and some utilities (see section 4.2) for the period year. Copies of actual bills and receipts supporting such total shall be made available to Tenant at Landlord's corporate offices for inspection and copying.

(C) If Tenant's payments in any year are less than the amount actually spent by the Landlord, Tenant shall reimburse the Landlord for its proportionate share of the shortfall. If Tenant's payments in any year are more than the amount actually spent by the Landlord, Landlord shall credit Tenant with said amount of excess toward future periods.

(D) For those calendar years in which this Lease begins and ends, Tenant's liability for its proportionate share of real estate taxes and assessments shall be subject to a further adjustment based on the actual number of days Tenant occupied the property. If the amount due from Tenant for the year the lease term ends is unknown at the expiration of the Lease, then the pro-rata and payments of Tenant's obligation will be made when the tax bills are issued. If a refund is obtained for any year in which Tenant paid its share of real estate taxes or assessments, then Landlord shall, within (30) days after receipt of such refund, pay to Tenant its proportionate share, or, if applicable, at Landlord's option, credit, Tenant with said amount of excess toward future periods.

(E) In no event shall Tenant be liable for any tax in the nature of an income personal property tax imposed on Landlord.

(F) In no event shall Tenant be liable for any tax in the nature of an income or personal property tax imposed on Landlord.

Section 2.3. All Rent payments provided for in this Article II shall be made by Tenant using electronic transfer (to be provided by Landlord), or such other means of payment as may from time to time be designated in writing to Tenant. Each such payment shall be made on or before 5:00 p.m. on the day of each calendar month in advance, without notice or demand, and without setoff or deduction except as may be expressly provided for in this Lease. Payment for any partial month shall be prorated.

Section 2.4 Should payment be made after the 15th of each calendar month a 10% late fee will be assessed and will be due with the next month's rent.

Section 2.5. This lease is absolutely "net" to Landlord. Landlord shall receive the Rent and all other charges payable hereunder free from any charges, fees, set-offs or deductions (unless permitted herein) of any and every kind and nature, and any costs of expenses in connection with any construction, care, maintenance, operations, repair, replacement, alteration, addition, change, substitution and improvement of or to the Property.

Section 2.6. Tenant shall pay as "additional rent" all charges required to be paid by Tenant under this Lease, whether or not the same are designated as "additional rent". If such charges are not paid at the time provided for in this Lease, they shall be payable as additional rent upon demand or with the next installment of Rent thereafter falling due, whichever shall occur first, but nothing herein shall be deemed to suspend or authorize delay in the payment of any charge at the time the same becomes due and payable under this Lease.

ARTICLE III

Purchase Option .

Section 3.1. Should IOKUA LLC owner of the property, decide to sell the property at any time during the term of the Lease, the tenant, (The Catrina) shall be allowed to notify Landlord of its intent to purchase the property. At such time, Landlord and Tenant shall negotiate purchase terms.

ARTICLE IV

Personal Taxes and Utilities

Section 4.1. Tenant shall pay to the appropriate agency all taxes, assessment, license fees, and public charges, of whatever kind or nature, levied or assessed during the Term or Option Period by any governmental authority against Tenant's business, fixtures, furniture, appliances and any other personal property kept on the lease Property, or which arise out of Tenant's use, occupancy or possession of the Property.

Section 4.2.

(a) Tenant shall be solely responsible for payment of all charges for utilities consumed in, on or about the Property, including, without limitation, electrical, gas, sanitary and storm sewer, trash, water service, common area and lot maintenance.

(b) If the utilities are separately metered, Tenant shall pay directly to the applicable utility company all charges for all utilities consumed. Such payments shall be paid in a timely manner before any delinquency, penalty or added charge is assessed or imposed.

ARTICLE V
Maintenance and Repairs

Section 5.1.

(a) Tenant shall be solely responsible for payment of the cost of keeping the interior of the Property in good order, condition, and repair, including, without limitation, all doors, and windows, as well as routine maintenance of the plumbing, heating, cooling, and electrical systems exclusively serving the Property. At the expiration of this Lease, the Tenant shall surrender the Property in as good a condition as when the Tenant took possession of the Property, ordinary wear and tear excepted. Tenant shall keep all sidewalks on and around the Property free and clear of debris and obstructions. Tenant shall keep the Property in a clean and sanitary condition as required by the ordinances of the local governing bodies. Tenant is responsible for exterior landscape maintenance.

(b) Any maintenance or repairs contemplated by Tenant that require surface penetration of the roof or walls of the Property shall be submitted in writing to Landlord for Landlord's approval prior to the commencement of such work.

(c) Landlord shall at its sole costs and expense be responsible for the maintenance of the exterior of the property, including the walls, structure (not including doors, windows, and interior walls), foundation and roof, but specifically excepting here from the doors and windows. Landlord shall perform the maintenance or make repairs within a reasonable period of time after its receipt of written notice from Tenant of any damage, defect or condition necessitating such maintenance or repair.

ARTICLE VI
Insurance and Damage

Section 6.1.

(a) Landlord shall obtain and keep the Property insured against loss and damage under "all-risk" insurance, with a special broad form causes-of-loss form including coverage against loss or damage by fire, collapse, lightning, windstorm, tornado, hail, vandalism and malicious mischief, sprinkler leakage, water damage, debris removal and such other and additional risks as now are and hereafter may be embraced by the standard extended coverage forms of endorsements. All such insurance shall be in an amount equal to 100% of the full insurable value of the Property, with all covered losses being paid on a replacement cost basis and may include a loss of rents endorsement in favor of Landlord.

(b) Tenant agrees to reimburse Landlord the Tenant's proportionate share of the cost of insurance required of Landlord under this Article VI. Tenant's proportionate share shall be based upon the percentage specified in Section 2.2(a) above.

(c) Tenant shall, at its sole cost, obtain and keep comprehensive public liability

insurance, including property damage, with coverage limits of not less than two million dollars (\$2,000,000.00), and shall name Landlord as an additional insured in the policy.

(d) All policies required of Tenant shall contain a provision that said policies may not be canceled or modified for any reason without thirty days prior written notice to Landlord. Tenant shall deliver to Landlord a certificate of insurance and renewals thereof required under this Lease. Tenant shall also deliver to Landlord, upon written notice, evidence of payment of the premium not less than thirty days before the expiration of any such policy.

ARTICLE VII

Use and Compliance with Laws

Section 7.1. Tenant agrees to use the Property only for the Permitted Use as a restaurant/sports bar and in accordance with all applicable laws. At its own expense, Tenant further agrees to comply promptly with any such laws, rules, regulations or orders of all federal, state, county and municipal authorities, and also with any certificate of occupancy, building permit or direction of any public officer with appropriate jurisdiction and authority made necessary by reason of any alterations and improvements made by Tenant to the Property.

Section 7.2. Tenant shall not commit or suffer any waste, nuisance, unlawful use, or condition on or about the Property, or commit or suffer any other act which may distract the quiet enjoyment of any others within the immediate vicinity of the Property.

Section 7.3. Plans for promotional activities, marketing, or other activities involving the use of the Property in said activities shall be submitted to Landlord in writing two (2) weeks prior to the event and must have the approval of Landlord prior to the commencement of said activities.

Section 7.4. The tenant agrees to not engage in any activity or permit its business to be used or engaged in any activity that would be considered to be in direct competition with the services provided by any other tenant within the same shopping complex. Provided there is no uncured Event of Default by Tenant and conditioned upon Tenant occupying and operating its business from the Property.

Section 7.5.

(a) Tenant shall have the right to install, at Tenant's sole cost and expense, its sign package as reasonably approved by Landlord, including overhead storefront signage on the pole and front of the building space. Tenant shall not install any other type of interior or exterior sign, placard or other advertising device, including, without limitation, window painting, posters, and information boards, that will be in view of the public, inside or outside of the Property, except professionally produced advertising created by Tenant's parent company to be placed on Tenant's space windows, without first obtaining Landlord's written consent prior to the installation of any such sign.

(b) Tenant shall be solely responsible for all costs of purchasing, installing, and maintaining any sign and for obtaining all necessary permits or other governmental approvals which may be required for the installation thereof. Tenant shall remove any such signage and repair any damage caused by such removal upon the expiration or earlier termination of this Lease, or upon the early termination of Tenant's right to occupy the building.

Section 7.7.

(a) Tenant shall not use, store, generate, handle, treat, sell, transport or dispose of any "hazardous substances" (hereinafter defined) on or about the Property, except such hazardous substances in such amounts and of such type as are commonly used in compliance with the cleaning and maintenance of the Property.

(i) "Hazardous substances" shall mean any substance now or hereafter designated as hazardous, dangerous, toxic, or harmful and/or subject to regulation by any laws.

(b) Tenant shall promptly comply with all laws pertaining to the use, discharge, handling, transportation, disposal treatment, generation, storage, sale, or presence on the Property of hazardous substances.

(c) Tenant shall indemnify and defend Landlord from and against any and all damages, costs, expenses, claims, penalties and other liabilities, including reasonable attorney fees, arising directly or indirectly from any breach of this Section, except such damages, costs, expenses, claims, penalties and other liabilities which arise prior to the effective date of this Lease. Tenant's obligations under this Section shall survive the expiration or termination of this Lease.

ARTICLE VIII Indemnification

Section 8.1. Tenant will indemnify and hold harmless Landlord, its officers, employees, or agents, from and against any and all claims, actions, liability and expense in connection with loss of life, bodily injury and/or damage to property arising from or out of any occurrence on the Property, or the occupancy or use of the Property by the Tenant, or occasioned wholly or in part by any negligent or intentional act or omission of Tenant, its officers, employees or agents. If any action or proceeding is brought against Landlord, upon receiving notice from Landlord, Tenant agrees to defend such action or proceeding by adequate counsel acceptable to Landlord at Tenant's own expense.

Section 8.2. Tenant shall give prompt notice to Landlord in the event of any casualty damage or accidents on or to the Property, as well as any action instituted therefrom.

ARTICLE IX

Alterations and Improvements

Section 9.1. Tenant shall not have the right to make any alterations or improvements without first obtaining Landlord's written consent, except that Tenant may periodically remodel the Property in accordance with Tenant's current decor, at Tenant's expense, as long as no structural alterations are made.

Section 9.2. Any work done by or for Tenant shall be done in a good and workmanlike manner without impairing the structural soundness of the Property and shall conform to all applicable laws, regulations, and codes. Any alterations or improvements made by Tenant shall remain the property of Landlord at the expiration or termination of this Lease or the early termination of Tenant's right to occupy the Property. Any equipment, trade fixtures, and the like shall remain the property of the Tenant and may be removed by the Tenant at the expiration or termination of this Lease, provided that Tenant is not in default. Any damage caused by such removal shall be repaired by the Tenant.

ARTICLE X

Liens

Section 10.1. Tenant shall not suffer any mechanic or materialmen's liens to be filed against the Property by reason of work, labor, services, or material performed or furnished to Tenant. If any such lien shall at any time be filed, Tenant may contest the same in good faith, but, notwithstanding such contest, within fifteen (15) days after the filing thereof, Tenant shall cause such lien to be released of record by payment, bond, order of a court of competent jurisdiction, or otherwise. In the event Tenant fails to release any such lien, Landlord may remove said lien by paying the full amount without investigating the validity thereof, and upon demand, Tenant shall pay Landlord the amount so paid as well as related costs incurred by Landlord, including attorney fees.

Section 10.2. Tenant shall not create or suffer to be created a security interest or other lien against any alterations and improvements made by Tenant, or against any equipment or fixtures installed by Tenant on the Property. Should any security interest be created in breach of the foregoing, Landlord shall be entitled to discharge said interest or lien by exercising the same rights and remedies accorded Landlord in Section 10.1.

ARTICLE XI

Default

Section 11.1. Each of the following events shall be considered "Events of Default" by Tenant under this Lease:

(a) Failure by Tenant to pay any item of Rent, additional rent, or any other sum due hereunder, which failure shall continue for five (5) days following written notice from Landlord to Tenant of such failure;

(b) Failure by Tenant to pay when due charges for utilities or any other services required to be paid by Tenant pursuant to this Lease, which failure shall continue for five (5) days following written notice from Landlord to Tenant of such failure;

(c) Failure by Tenant to perform any of the other terms, conditions, covenants, and obligations of this Lease to be observed and performed, which failure shall continue for ten (10) days following written notice from Landlord to Tenant of such failure;

(d) A general assignment by Tenant for the benefit of creditors; written admission by tenant of the inability of Tenant to pay its debts as they become due; filing of a petition in bankruptcy (including, without limitation, a petition for liquidation or reorganization) by or against Tenant pursuant to the statutes of the United States or any State and such petition is not dismissed within forty-five (45) days after its filing; filing of a petition by Tenant seeking reorganization, arrangement, composition, readjustment, liquidation, dissolution, or similar relief under any present or future statute of law or regulation; filing by Tenant of an answer admitting or not contesting the material allegations of a petition against Tenant in any bankruptcy proceeding; or the seeking, consent to or acquiescence in the appointment of any trustee, receiver or liquidator of Tenant in any material part of the property of Tenant; and

(e) Any attempted assignment or encumbrance of this Lease or sublease of all or part of the Property which is made in contravention of this Lease.

Section 11.2. Upon the occurrence of an Event of Default as defined in Section 11.1., Landlord, in addition to all other rights and remedies available, may, at Landlord's option, do one or more of the following:

(a) If Tenant shall have abandoned the Property, change the locks on the doors to the Property and exclude Tenant therefrom, without terminating this Lease;

(b) Cure such default and charge the cost of curing to Tenant, for which Landlord shall be entitled to immediate reimbursement from Tenant, including eighteen percent (18%) interest per annum accruing from the date payment was made by Landlord;

(c) Terminate this Lease and institute an appropriate action for recovery of possession of the Property and for all Rent and other charges owed by Tenant and all other damages suffered by Landlord;

(d) Terminate Tenant's right to possession of the Property without termination of this Lease and institute appropriate action for recovery of possession of the Property and for all Rent and other charges owed by Tenant and all other damages suffered by Landlord;

(e) Upon any termination of this Lease, whether by lapse of time or by the exercise of any option by Landlord to terminate the same or in any other manner whatsoever; or any termination of Tenant's right to possession without termination of this Lease, Tenant shall immediately surrender possession of the Property to Landlord and immediately vacate the same and remove all effects therefrom, except such effects as may not be removed under other

provisions of this Lease. If Tenant shall not remove all effects from the Property as hereinabove provided, Landlord may, at its option, remove any or all of such effects in any manner it shall choose and store the same without liability for loss thereof, and Tenant shall pay Landlord, on demand, any and all expenses incurred in such removal and storage for any length of time during which the effects shall be in Landlord's possession or in storage. No re-entry or taking possession of the Property by Landlord, as provided in this paragraph, shall be construed as an election on its part to terminate this Lease unless a notice of such intention is given to Tenant. Notwithstanding any reletting without termination, Landlord may at any time thereafter elect to terminate this Lease for such previous Event of Default in the manner provided in this Section;

(f) Make such alterations and repairs as Landlord shall determine may be reasonably necessary to relet the Property and to relet the same or any part thereof for such terms and conditions as Landlord in its sole discretion may deem advisable. Upon each reletting, all rentals received by Landlord from such reletting shall be applied as follows: first, to the payment of any indebtedness other than Rent or other charges due under this Lease from Tenant to Landlord; second, to the payment of any costs and expenses of such reletting, including brokerage fees and attorney's fees and costs of such alterations and repairs, each of which fees and costs shall be reasonable in amount; and third, to the payment of Rent and other charges due and unpaid hereunder. In no event shall Tenant be entitled to receive any surplus of any sums received by Landlord on a reletting in excess of the rental and other charges payable hereunder. If such rental and other charges received from reletting during any month are less than those to be paid during the month by Tenant hereunder, Tenant shall pay any such deficiency to Landlord monthly. Notwithstanding any such reletting without termination, Landlord may at any time thereafter elect to terminate this Lease for such previous Event of Default in the manner provided in this Lease.

(g) To collect from Tenant any unpaid Rent, other loss, or damage which Landlord may sustain by reason of any Event of Default and any diminished value of the Property resulting from such Event of Default, together with interest at the rate of eighteen percent (18%) per annum.

Section 11.3.

(a) No receipt of moneys by Landlord from or for the account of Tenant after the termination in any way of this Lease or after the giving of any notice of termination, shall reinstate, continue or extend the Term or Option Period or affect any notice given to Tenant prior to the receipt of such money, it being agreed that after the service of notice or the commencement of a suit, or after final judgment for possession of the Property, Landlord may receive and collect any rent or other amounts due Landlord, and such payment shall not waive or affect such notice, suit or judgment.

(b) Landlord's and Tenant's rights and remedies shall be cumulative and may be exercised and enforced concurrently. Any right or remedy conferred upon Landlord or Tenant under this Lease shall not be deemed to be exclusive of any other right or remedy it may have.

(c) If Tenant fails to perform any agreement or obligation on its part to be

performed under this Lease, Landlord shall have the right (i) if no emergency exists, to perform the same after giving 10 days' notice to Tenant, and (ii) in any emergency situation to perform the same immediately without notice or delay. For the purpose of rectifying Tenant's defaults as aforesaid, Landlord shall have the right to enter the Property. Tenant shall, on demand, reimburse Landlord for the costs and expenses incurred by Landlord in rectifying Tenant's defaults as aforesaid, including reasonable attorney fees. Except for gross negligence by Landlord, its agents, employees and/or contractors, Landlord shall not be liable or in any way responsible for any loss, inconvenience, annoyance, or damage resulting to Tenant or anyone holding under Tenant for any action taken by Landlord pursuant to this paragraph. Any act or thing done by Landlord pursuant to this paragraph shall not constitute a waiver of any such default by Tenant or a waiver of any covenant, term or condition herein contained or the performance thereof.

Section 11.4. If Tenant fails to pay Landlord any money owed within ten (10) days of its due date, then Tenant shall also owe Landlord a charge of ten percent (10%) of the amount due.

ARTICLE XII

Appropriation and Condemnation

Section 12.1.

(a) If a substantial portion of the Property shall be taken for any public or quasi-public use under statute or by right of eminent domain or private purchase in lieu thereof, and such taking renders the Property unusable, then, when possession shall be taken thereunder, this Lease and all the rights and obligations hereunder shall immediately cease and terminate and the rent shall be adjusted as of the time of such termination. In the event this Lease is not terminated, and Tenant is able to continue in possession, the rent shall not be adjusted, and this Lease will proceed.

(b) In the event of any condemnation or conveyance in lieu thereof of the Property, whether whole or partial, Tenant shall have no claim against Landlord or the condemning authority for the value of the unexpired Term or Option Period and Tenant shall not be entitled to any part of the compensation or award, whether paid as compensation for diminution in value to the leasehold or to the fee of the Property, and Landlord shall receive the full amount thereof, Tenant hereby waiving any right to any part thereof and assigning to Landlord its interest therein. However, to the extent the amount recoverable by Landlord, as hereinabove set forth, is not diminished thereby, Tenant shall have the right to claim and recover from the condemning authority (but not from Landlord) such compensation as may be separately awarded to Tenant in Tenant's own name and right on account of all damage to Tenant's business by reason of the condemnation and any cost which Tenant may incur in removing Tenant's trade fixtures and other items of personal property from the Property.

ARTICLE XIII

Surrender of Property

Section 13.1. Tenant shall, upon the expiration or termination of this Lease for any reason whatsoever, surrender to Landlord the Property in good order, condition, and repair and in accordance with the provisions of this Lease, except for reasonable wear and tear and use thereof.

Section 13.2. In the event Tenant remains in possession of the Property after the expiration of the tenancy created hereunder, and without the execution of a new lease, Tenant, at the option of Landlord, shall be deemed to be occupying the Property as a tenant from month to month, at twice the amount of the Rent last paid and subject to all the other conditions, provisions and obligations of this Lease insofar as the same are applicable to a month-to-month tenancy. Any such holdover Rent shall be paid on a per month basis without reduction for partial months during the holdover. Acceptance by Landlord of Rent after such expiration or earlier termination shall not constitute consent to a hold over hereunder or result in an extension of this Lease. This Section shall not be construed to create any express or implied right to holdover beyond the expiration of the Term or any extension thereof. Tenant shall be liable, and shall pay to Landlord within ten (10) days of demand, for all losses incurred by Landlord as a result of such holdover, and shall indemnify, defend and hold Landlord and the Landlord Parties harmless from and against all liabilities, damages, losses, claims, suits, costs and expenses (including reasonable attorneys' fees and costs) arising from or relating to any such holdover tenancy, including without limitation, any claim for damages made by a succeeding tenant. Tenant's indemnification obligation hereunder shall survive the expiration or earlier termination of this Lease, or the early termination of Tenant's right to occupy the Premises. The foregoing provisions of this Section are in addition to, and do not affect, Landlord's right of re-entry or any other rights of Landlord hereunder or otherwise at law or in equity

ARTICLE XIV

Assignment and Subletting

Section 14.1. Except as provided in Section 14.2 below, Tenant shall not voluntarily, involuntarily or by operation of law assign or encumber this Lease, in whole or in part, nor sublet all or any part of the Property without the prior written consent of Landlord in each instance, which consent will not be unreasonably withheld. The consent by Landlord to any assignment, encumbrance or subletting shall not constitute a waiver of the necessity for such consent to any subsequent assignment, encumbrance, or subletting. Notwithstanding any assignment or subletting, Tenant shall remain fully liable under this Lease and shall not be relieved from performing any of its obligations hereunder. As a condition to any assignment of this Lease by Tenant, which is permitted under this Lease, the assignee thereof shall be required to execute and deliver to Landlord an agreement, in recordable form, whereby such assignee assumes and agrees with Landlord to discharge all obligations of Tenant under this Lease. Any attempted assignment, encumbrance or subletting in violation of this Article shall be deemed void. If Tenant desires to effect a sublease or assignment ("Transfer"), then at least thirty (30) days prior to the date when Tenant desires the Transfer to be effective (the "Transfer Date"), Tenant shall deliver to Landlord

written notice ("Transfer Notice") setting forth the terms and conditions of the proposed Transfer and the identity of the proposed assignee, sublessee or other transferee (sometimes referred to hereinafter as a "Transferee"). Tenant shall also deliver to Landlord with the Transfer Notice, current financial statements (including balance sheet, income statement and statement of cash flows) and such evidence of financial responsibility and standing as Landlord may reasonably require of the Transferee which have been certified or audited by a reputable independent accounting firm acceptable to Landlord, and such other information concerning the business background and financial condition of the proposed Transferee as Landlord may reasonably request. Within fifteen (15) days after Landlord's receipt of any Transfer Notice, and any additional information requested by Landlord pursuant to this Section, Landlord will notify Tenant of its election to do one of the following: (a) consent to the proposed Transfer subject to such reasonable conditions as Landlord may impose in providing such consent; or (b) refuse such consent, which refusal shall be on reasonable grounds. If Tenant effects a Transfer or requests the consent of Landlord to any Transfer (whether or not such Transfer is consummated), then, upon demand, and as a condition precedent to Landlord's consideration of the proposed assignment or sublease, Tenant agrees to pay Landlord's reasonable attorneys' and paralegal fees and other costs incurred by Landlord in reviewing such proposed assignment or sublease. Acceptance of Landlord's attorneys' and/or paralegal fees shall in no event obligate Landlord to consent to any proposed Transfer.

Section 14.2. Landlord shall have the right to assign all of its rights, title, and interests in, to and under this Lease, without restriction.

ARTICLE XV

Notices

Section 15.1. Any and all notices, demands or other communications required or desired to be given shall be in writing and shall either be delivered personally, or deposited in the United States mail, certified, or registered, postage prepaid or delivered by a nationally recognized overnight courier. Delivery of notice shall be deemed effective when given if delivered personally, or seventy-two hours after deposited in the mail if delivered by certified or registered mail or within one (1) day if delivered by an overnight courier. Notice shall be given to the parties at their respective addresses first indicated above unless otherwise notified in writing of a change of address.

ARTICLE XVI

Subordination

Section 16.1.

(a) Tenant agrees, if requested, to subordinate its interest under this Lease to an existing mortgage and to any subsequent mortgage simultaneously with receipt from Landlord of a corresponding non-disturbance agreement from such existing or subsequent mortgagee, the form of such non-disturbance agreement to be that customarily used by such mortgagee. (The term "mortgage" shall also include deed of trust).

(b) Notwithstanding anything to the contrary set out in paragraph (a) of this Section, in the event the holder of any such mortgage elects to have this Lease superior to its mortgage, then upon Tenant being notified to that effect by such encumbrance holder, this Lease shall be deemed prior to the lien of such mortgage (but not in respect to the priority of entitlement of insurance proceeds or any award in condemnation), whether this Lease is dated prior or subsequent to the date of such mortgage, and Tenant shall execute, acknowledge and deliver an instrument within twenty (20) days after receipt of said instrument, in the form customarily used by such encumbrance holder, effecting such priority; provided, however, at the option of the holder of such mortgage, in the event that such instrument is not so delivered, such holder shall be entitled to effect such priority by filing a unilateral declaration to that effect with the real estate property records office in the county where the Property is located.

Section 16.2. Tenant agrees, within twenty (20) days after written request by Landlord, to execute, acknowledge and deliver to and in favor of any proposed mortgagee or purchaser of the Property, an estoppel certificate, in the form customarily used by such proposed mortgagee or purchaser, stating, among other things: (i) whether this Lease is in full force and effect, (ii) whether this Lease has been modified or amended, and, if so, identifying and describing any such modification or amendment, (iii) the date to which rent and any other charge has been paid, and (iv) whether Tenant knows of any default on the part of Landlord or has any claim against Landlord and, if so, specifying the nature of such default or claim.

Section 16.3. Tenant shall, in the event (i) any proceedings are brought for the foreclosure of, or in the event of the exercise of the power of sale under, any mortgage made by Landlord covering all or any part of the Property, or (ii) in the event of any sale of the Property, attorn to the purchaser upon any such foreclosure or sale. Upon the request of any interested party, Tenant shall execute, acknowledge, and deliver within twenty (20) days after receipt of an instrument, in form and substance reasonably satisfactory to such party, evidencing the attornment provided for in this Section.

Section 16.4. Within twenty (20) days after demand by the holder of any mortgage covering all or any part of the Property, Tenant shall execute, acknowledge and deliver an agreement in favor of and in the form customarily used by such encumbrance holder or lessor, by the terms of which Tenant will agree to give prompt notice to such encumbrance holder or lessor in the event of any default on the part of Landlord under this Lease, and will agree to allow such encumbrance holder or lessor a period of time equal to that herein provided to Landlord for curing such default of Landlord, to cure or cause the curing of such default before exercising Tenant's rights under this Lease, or declaring a default under this Lease.

ARTICLE XVII
Period of Dispossession

Section 17.1. If the Tenant's possession of the Property is interrupted by damage caused to the Property by fire which is not attributable to the actions of the Tenant, then the Tenant's obligation for Rent shall abate for the period of dispossession. In the event that Landlord is not able to place Tenant back into possession within 120 days after the date of the fire, flood, or other natural disaster, then at either Landlord or Tenant's option, this Lease may be terminated. In the event the Lease is terminated, Tenant shall still be responsible for all obligations that had accrued through the date of the incident. Landlord shall not be liable to Tenant for any damages incurred by Tenant, actual or consequential, as a result of Tenant's dispossession.

ARTICLE XVIII
General Provisions

Section 18.1. The terms, covenants, conditions, provisions, and agreements herein contained shall be binding upon and inure to the benefit of Landlord and Tenant, their respective successors and assigns, and the covenants of this Lease shall run with the land.

Section 18.2. This Lease shall be governed by the laws of the State of Colorado. In the event of any dispute between the parties, the venue shall be in Garfield County, Colorado.

Section 18.3. In the event that any provision of this Lease is found to be illegal or unenforceable, such provision will be severed or modified to the extent necessary to make it enforceable, and as so severed or modified, the remainder of this Lease shall remain in full force and effect.

Section 18.4. Time is of the essence with respect to the performance by each party of their respective obligations under this Lease. Strict and timely performance of each party's obligations shall be a condition precedent to the enforcement by one party of the other party's obligations, unless said obligation is otherwise waived in writing.

Section 18.5. The paragraph captions are merely for convenience and shall not be construed to limit or otherwise modify the terms of the Lease.

Section 18.6. In the event that legal action is taken to enforce this Lease, the prevailing party shall be entitled to receive reasonable attorney fees and costs.

Section 18.7. This Lease constitutes the entire understanding between Landlord and Tenant. No other agreement or representations, written or oral, not contained within this Lease shall be enforceable. Any amendment or other modification of this Lease must be in writing and signed by both parties.

Section 18.8. The failure of Landlord or Tenant to insist in any one or more cases upon the strict performance of any of the terms or conditions of this Lease shall not be construed as a waiver or a relinquishment for the future of any such term or condition. A receipt by Landlord of

rent or any other payment or the acceptance of performance of anything required by this Lease, with knowledge of the breach of a term or condition, shall not be deemed a waiver of such breach, and no waiver by Landlord of any term or condition shall be deemed to have been made unless expressed in writing and signed by Landlord.

Section 18.9. Except as otherwise set forth in this Lease, including specifically Article IX, Landlord has not made and does not make any representation, agreement or warranty as to the condition, nature, expense, operation or any other matter or thing affecting or relating to the Property, and Tenant leases and takes the Property "AS IS".

Section 18.10. Landlord and his designees shall have the right to enter the Property during reasonable hours, with Tenant's prior approval, which shall not be unreasonably withheld or delayed (except in the event of emergency, when Landlord may enter at any time) for all lawful purposes (including, without limitation, the right to show the Property to prospective purchasers, and prospective tenants) and to whatever extent necessary or appropriate to enable Landlord to exercise all of its rights under this Lease (including, without limitation, the right to perform certain provisions of this Lease on Tenant's behalf as set forth in this Lease) and to carry out all of Landlord's obligations hereunder.

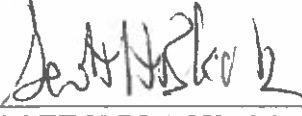
Section 18.11. Anything contained in this Lease to the contrary notwithstanding, Tenant agrees that Tenant shall look solely to the estate of Landlord in the Property for the collection of any judgment (or other judicial process) requiring the payment of money by Landlord in the event of any default or breach by Landlord with respect to any of the terms and provisions of this Lease to be observed or performed by Landlord, or the contemplated purchase of the Property by Tenant, subject, however, to the prior rights of the holder of any mortgage covering the Property. No other assets of Landlord shall be subject to levy, execution or other judicial process for the satisfaction of Tenant's claim, and Landlord shall not be liable for any such default or breach except to the extent of Landlord's estate in the Property.

Section 18.12. The submission of this Lease by Landlord to Tenant for examination shall not be deemed to constitute an offer by Landlord or a reservation to Tenant of an option to lease, and this Lease shall become effective as binding instrument only upon the execution and delivery thereof by both Landlord and Tenant. Neither party shall record this Lease in its entirety. However, upon the request of either party, the other party shall join in the execution of a memorandum or so-called "short form" of this Lease for the purpose of recordation.

Section 18.13. All obligations of Landlord and Tenant which by their nature involve performance, in any particular, after the end of the Term or Option Period, or which cannot be ascertained to have been fully performed until after the end of the Term or Option Period, shall survive the expiration or sooner termination of the Term or Option Period. The parties hereto waive trial by jury for any claims arising from or related to this Lease. No other assets of Landlord shall be subject to levy, execution, or other judicial process for the satisfaction of Tenant's claim, and Landlord shall not be liable for any such default or breach except to the extent of Landlord's estate in the Property.

"LANDLORD" [08]

IOKUA LLC

By: [08]  10/7/25
SCOTT H BLACK, Manager

"TENANT" [08]

THE CATRINA

By: [08] _____

By: [08] _____

Individually- ?



Agenda Item #8.b.

Agenda Item Name:

Consider Amending the 2025 Budget - Supplemental Appropriations Request #2

Presenter:

Scott Rust, Finance Director

Item Description:

Consider Amending the 2025 Budget - Supplemental Appropriations #2

Recommended Action:

Move to approve Resolution No. 27, Series of 2025 to Amend the 2025 Budget as well as Ordinance No. 17, Series of 2025 to Adopt Supplemental Appropriations #2 for the 2025 Budget on its first and only reading, as presented, and order it to be published in full as required by charter.

Fiscal Impact:

The request to amend the 2025 budget will ensure sufficient appropriations are available in each fund to cover the necessary expenses of the City of Rifle. The request to amend the budget is consistent with governmental practices and state law.

Operational Impact:

Amending the 2025 budget and approving the additional appropriations by ordinance will provide the legal authority to cover a number of additional expenditures. Supplemental appropriations are required when the budget is not sufficient due to the approval of additional projects/services or unforeseen cost increases. This supplemental is necessary to appropriate additional funds to cover the following expenditures:

- Events Production Expenses - Tourism & Industry Fund (207) - \$15,000.00
- Ticket Reimbursement Expense - Tourism & Industry Fund (207) - \$45,000.00
- Penwell Transmission Line Replacement - Water Fund (310) - \$1,800,000.00
- Water Plan Chemicals - Water Fund (310) - \$25,000.00
- Utility Services - Water Fund (310) - \$100,000.00
- Water Meters - Water Fund (310) - \$15,000.00
- Pipe/Valves/Fittings - Water Fund (310) - \$15,000.00
- Utility Services - Waste Water Fund (320) - \$200,000.00
- Equipment (Truck Purchase) - Fleet Fund (610) - \$42,835

Also included in this supplemental is a request to increase revenue estimates in two line items, which include:

- Ute Ticket Sales - Tourism & Industry Fund (207) - \$35,000.00
- GCFMLD Revenue - Fleet Fund (610) - \$30,000.00

The total net supplemental across the reporting entity is an \$65,000 net increase to revenue and a \$2,257,835 net increase to expenditures. Therefore, total amended revenues would be \$48,730,532 and total amended appropriations (expenditures) would be \$57,569,716. A detailed table showing these items is attached.

Prior Board Motions:

N/A

Background Information:

Each year, the budget is adopted by the City Council through a resolution and appropriation ordinance to authorize spending at a fund level based on the detailed, line item budget. Amendments to the budget and supplemental appropriations are also adopted by a resolution and ordinance. They are required when the adopted budget is increased to cover increased operational costs, new projects, or to re-appropriate funds for capital projects that began in one year and need to be carried forward to the current year to complete. In this particular case, certain projects were not budgeted when the 2025 budget was created. Therefore, the budget must be amended, and supplemental appropriations authorized to cover these additional costs to remain in compliance with governmental accounting standards and state law.

Executive Summary:

Staff is requesting to amend the 2025 budget and for the Council to approve supplemental appropriations to cover additional expenditures related to a number of additional projects/items which were approved throughout the year.

Notification Requirements:

Public Notice requirements have been met.

Prepared By:

Scott Rust, Finance Director

Attachments:

1. 2025 Supplemental Appropriations Detail #2

City of Rifle - 2025 SUPPLEMENTAL APPROPRIATION SUMMARY

Supplemental #2

Fund Number	Fund Title	Adopted Revenues	Adopted Appropriations	Supplemental Revenue	Supplemental Appropriations	Description	Amended Revenues	Amended Appropriations
100	General Fund	\$ 13,366,914	\$ 14,610,737	\$ 35,000	\$ 106,173	Supplemental #1	\$ 13,401,914	\$ 14,716,910
201	Street Improvement Fund	9,347,558	12,220,706	-	(2,750,079)	Supplemental #1	9,347,558	9,470,627
202	Conservation Trust	149,503	270,000	-	-		149,503	270,000
204	Visitor Improvement	273,439	279,321	-	112,854	Supplemental #1	273,439	392,175
205	Downtown Development	71,356	70,647	-	-		71,356	70,647
206	Capital Fund	80,930	352,500	-	-		80,930	352,500
207	Tourism & Industry	577,158	739,739	50,000	50,000	Supplemental #1	662,158	849,739
				35,000	60,000	Supplemental #2		
208	Urban Renewal	238,007	20,000	-	15,000	Supplemental #1	238,007	35,000
210	Parks & Recreation	5,213,553	5,504,989	-	4,000,000	Supplemental #1	5,213,553	9,504,989
310	Water Fund	10,264,826	11,486,949	-	629,758	Supplemental #1	10,264,826	14,071,707
					1,955,000	Supplemental #2		
320	Waste Water	5,345,105	5,593,924	-	(1,498,537)	Supplemental #1	5,345,105	4,295,387
					200,000	Supplemental #2		
330	Sanitation	1,054,393	1,024,145	-	-		1,054,393	1,024,145
401	Cemetery Perpetual Care	28,808	5,000	-	-		28,808	5,000
610	Fleet	1,338,894	1,248,451	30,000	42,835	Supplemental #2	1,368,894	1,291,286
620	Information Technology	1,230,087	1,219,603	-	-		1,230,087	1,219,603
	Total Budget	\$ 48,580,532	\$ 54,646,712	\$ 150,000	\$ 2,923,004		\$ 48,730,532	\$ 57,569,716

***NOTE: Supplemental #1 passed - See Resolution No. 18, Series of 2025 and Ordinance No. 9, Series of 2025**

2025 Supplemental Appropriations #2- Detail

Sum of Amount				Type	
Supplemental #	Fund	Fund Name	Project	Revenue	Expenditure
Supplemental #2	207	Tourism and Industry Fund	Events Production Expenses		\$ 15,000.00
			Ute Ticket Sales	\$ 35,000.00	
			Ticket Sales Reimbursements to Hosting entity		\$ 45,000.00
	207 Total			\$ 35,000.00	\$ 60,000.00
	310	Water Fund	Chemicals		\$ 25,000.00
			Penwell Transmission Line Replacement		\$ 1,800,000.00
			Utility Services		\$ 100,000.00
			Water Meters		\$ 15,000.00
			Water Pipes/Valves/Fittings		\$ 15,000.00
	310 Total				\$ 1,955,000.00
	320	Waste Water Fund	Utility Services		\$ 200,000.00
	320 Total				\$ 200,000.00
	610	Fleet Maintenance Fund	Truck Purchase - Phil Long Ford		\$ 42,835.00
			Garfield County FMLD Award - 4 post lift	\$ 30,000.00	
	610 Total			\$ 30,000.00	\$ 42,835.00
Supplemental #2 Total				\$ 65,000.00	\$ 2,257,835.00
Grand Total				\$ 65,000.00	\$ 2,257,835.00



Agenda Item #8.b.i.

Agenda Item Name:

Resolution No. 27, Series of 2025

Presenter:

Scott Rust, Finance Director

Item Description:

Resolution No. 27, Series of 2025

Recommended Action:

Review Item - 8a.

Fiscal Impact:

Review Item - 8a.

Operational Impact:

Review Item - 8a.

Prior Board Motions:

N/A

Background Information:

Review Item - 8a.

Executive Summary:

Review Item - 8a.

Notification Requirements:

Review Item - 8a.

Prepared By:

Alexis Ramirez, City Clerk

Attachments:

1. Resolution No. 27, Series of 2025 - Amend the 2025 Budget

CITY OF RIFLE, COLORADO
RESOLUTION NO. 27
SERIES OF 2025

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RIFLE,
COLORADO, AMENDING THE CITY'S BUDGET FOR THE YEAR ENDING
DECEMBER 31, 2025.

WHEREAS, by Resolution No. 22, Series of 2024, the Rifle City Council adopted its annual budget for the fiscal year beginning January 1, 2025 and ending December 31, 2025 ("2025 Adopted Budget"); after holding all necessary public meetings and hearings; and

WHEREAS, at the time the 2025 Budget was adopted, certain expenses were not known, and operating transfers between funds were not anticipated; and

WHEREAS, funds are available in the City Treasury to meet the increased expenses; and

WHEREAS, the City Council desires to approve the amendments to the 2025 Budget set forth herein in order to ensure effective and fiscally responsible administration of City business for the remainder of fiscal year 2025.

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

1. The City incorporates the foregoing recitals as findings by the City Council.
2. The following amendments, highlighted and described as "Supplemental 2", to the 2025 Budget are hereby approved:

City of Rifle - 2025 SUPPLEMENTAL APPROPRIATION SUMMARY								
Supplemental #2								
Fund Number	Fund Title	Adopted Revenues	Adopted Appropriations	Supplemental Revenue	Supplemental Appropriations	Description	Amended Revenues	Amended Appropriations
100	General Fund	\$ 13,366,914	\$ 14,610,737	\$ 35,000	\$ 106,173	Supplemental #1	\$ 13,401,914	\$ 14,716,910
201	Street Improvement Fund	9,347,558	12,220,706	-	(2,750,079)	Supplemental #1	9,347,558	9,470,627
202	Conservation Trust	149,503	270,000	-	-		149,503	270,000
204	Visitor Improvement	273,439	279,321	-	112,854	Supplemental #1	273,439	392,175
205	Downtown Development	71,356	70,647	-	-		71,356	70,647
206	Capital Fund	80,930	352,500	-	-		80,930	352,500
207	Tourism & Industry	577,158	739,739	50,000	50,000	Supplemental #1	662,158	849,739
				35,000	60,000	Supplemental #2		
208	Urban Renewal	238,007	20,000	-	15,000	Supplemental #1	238,007	35,000
210	Parks & Recreation	5,213,553	5,504,989	-	4,000,000	Supplemental #1	5,213,553	9,504,989
310	Water Fund	10,264,826	11,486,949	-	629,758	Supplemental #1	10,264,826	14,071,707
					1,955,000	Supplemental #2		
320	Waste Water	5,345,105	5,593,924	-	(1,498,537)	Supplemental #1	5,345,105	4,295,387
					200,000	Supplemental #2		
330	Sanitation	1,054,393	1,024,145	-	-		1,054,393	1,024,145
401	Cemetery Perpetual Care	28,808	5,000	-	-		28,808	5,000
610	Fleet	1,338,894	1,248,451	30,000	42,835	Supplemental #2	1,368,894	1,291,286
620	Information Technology	1,230,087	1,219,603	-	-		1,230,087	1,219,603
	Total Budget	\$ 48,580,532	\$ 54,646,712	\$ 150,000	\$ 2,923,004		\$ 48,730,532	\$ 57,569,716

***NOTE: Supplemental #1 passed - See Resolution No. 18, Series of 2025 and Ordinance No. 9, Series of 2025**

THIS RESOLUTION was read, passed, and adopted by the Rifle City Council at a regular meeting held this 17th day of December 2025.

CITY OF RIFLE, COLORADO

By _____
Mayor

ATTEST:

City Clerk



Agenda Item #8.b.ii.

Agenda Item Name:

Ordinance No. 17, Series of 2025

Presenter:

Scott Rust, Finance Director

Item Description:

Ordinance No. 17, Series of 2025

Recommended Action:

Review Item - 8a.

Fiscal Impact:

Review Item - 8a.

Operational Impact:

N/A

Prior Board Motions:

N/A

Background Information:

Review Item - 8a.

Executive Summary:

Review Item - 8a.

Notification Requirements:

Review Item - 8a.

Prepared By:

Alexis Ramirez, City Clerk

Attachments:

1. Ordinance No. 17, Series of 2025 - Supplemental Appropriation #2 2025 Budget

CITY OF RIFLE, COLORADO
ORDINANCE NO. 17
SERIES OF 2025

AN ORDINANCE OF THE CITY OF RIFLE, COLORADO, PROVIDING FOR A
SUPPLEMENTAL APPROPRIATION FOR THE BUDGET YEAR ENDING
DECEMBER 31, 2025.

WHEREAS, by Resolution No. 22, Series of 2024, the Rifle City Council adopted its annual budget for the fiscal year beginning January 1, 2025 and ending December 31, 2025 (“2025 Adopted Budget”); and

WHEREAS, based upon the 2025 Budget as adopted, the Council further approved by Ordinance No. 23, Series of 2024 the Annual Appropriations for fiscal year 2025, after duly-noticed public hearings; and

WHEREAS, at the time the 2025 Annual Appropriation was adopted, certain expenses were not known, and operating transfers between funds were not anticipated; and

WHEREAS, funds are available in the City Treasury to meet the increased expenses; and

WHEREAS, the City Council desires to approve the additional appropriations set forth herein in order to ensure effective and fiscally responsible administration of City business for the remainder of fiscal year 2025.

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

1. The City Council incorporates the foregoing recitals as conclusions, facts, determinations and findings by the City Council and hereby approves the additional appropriations (highlighted in grey) set forth below for fiscal year 2025.

City of Rifle - 2025 SUPPLEMENTAL APPROPRIATION SUMMARY								
Supplemental #2								
Fund Number	Fund Title	Adopted Revenues	Adopted Appropriations	Supplemental Revenue	Supplemental Appropriations	Description	Amended Revenues	Amended Appropriations
100	General Fund	\$ 13,366,914	\$ 14,610,737	\$ 35,000	\$ 106,173	Supplemental #1	\$ 13,401,914	\$ 14,716,910
201	Street Improvement Fund	9,347,558	12,220,706	-	(2,750,079)	Supplemental #1	9,347,558	9,470,627
202	Conservation Trust	149,503	270,000	-	-		149,503	270,000
204	Visitor Improvement	273,439	279,321	-	112,854	Supplemental #1	273,439	392,175
205	Downtown Development	71,356	70,647	-	-		71,356	70,647
206	Capital Fund	80,930	352,500	-	-		80,930	352,500
207	Tourism & Industry	577,158	739,739	50,000	50,000	Supplemental #1	662,158	849,739
				35,000	60,000	Supplemental #2		
208	Urban Renewal	238,007	20,000	-	15,000	Supplemental #1	238,007	35,000
210	Parks & Recreation	5,213,553	5,504,989	-	4,000,000	Supplemental #1	5,213,553	9,504,989
310	Water Fund	10,264,826	11,486,949	-	629,758	Supplemental #1	10,264,826	14,071,707
					1,955,000	Supplemental #2		
320	Waste Water	5,345,105	5,593,924	-	(1,498,537)	Supplemental #1	5,345,105	4,295,387
					200,000	Supplemental #2		
330	Sanitation	1,054,393	1,024,145	-	-		1,054,393	1,024,145
401	Cemetery Perpetual Care	28,808	5,000	-	-		28,808	5,000
610	Fleet	1,338,894	1,248,451	30,000	42,835	Supplemental #2	1,368,894	1,291,286
620	Information Technology	1,230,087	1,219,603	-	-		1,230,087	1,219,603
	Total Budget	\$ 48,580,532	\$ 54,646,712	\$ 150,000	\$ 2,923,004		\$ 48,730,532	\$ 57,569,716
*NOTE: Supplemental #1 passed - See Resolution No. 18, Series of 2025 and Ordinance No. 9, Series of 2025								

INTRODUCED at a regular meeting of the Council of the City of Rifle, Colorado held on December 17th, 2025 read in full, passed, approved, and ordered published in full in accordance with Section 4.4(g) of the City Charter.

CITY OF RIFLE, COLORADO

By

Mayor

ATTEST:

City Clerk



**CITY OF RIFLE
AGENDA ITEM REPORT**

MEETING DATE: December 17, 2025

Agenda Item #9.a.

Agenda Item Name:

Consider Amending Rifle Municipal Code Section 10-2-20 Obstruction of Government Operations - Ordinance No.16, Series of 2025 (1st Reading)

Presenter:

Kathy Pototsky, Court Clerk / PIO

Item Description:

Consider amending Rifle Municipal Code 10-2-20 to add a section mirroring state law regarding repeated calls to public safety entities and add an additional section prohibiting individuals from obstructing government operations by making repeated contacts without due cause to any public servant which hinders the employee from performing their job duties.

Recommended Action:

Move to approve amendment to the Rifle Municipal Code 10-2-10 (definitions) and 10-2-20, Obstruction of Government Operations — Ordinance No.16, Series of 2025 on first reading and order it to be published as required by Charter.

Fiscal Impact:

None

Operational Impact:

None

Prior Board Motions:

None

Background Information:

Officer Josh Allison asked us to revisit this after the state added the protections for emergency call centers. Our language mirrors state law, but allows the charges to be written into municipal court instead of state court. Our proposed amendment also provides additional protections for front line and other City staff from individuals who make repeated contacts without due cause.

Executive Summary:

These proposed amendments provide additional safeguards for emergency call centers, emergency workers and City staff from abusive conduct and unreasonable or non-legitimate demands.

Notification Requirements:

None

Prepared By:

Kathy Pototsky, Court Clerk / PIO

Attachments:

1. Ordinance No. 16-Obstruction of Govt

**CITY OF RIFLE, COLORADO
ORDINANCE NO. 16
SERIES OF 2025**

AN ORDINANCE OF THE CITY OF RIFLE, COLORADO, AMENDING
ARTICLE 2 OF CHAPTER 10 OF THE RIFLE MUNICIPAL CODE BY
CREATING NEW REGULATIONS REGARDING OBSTRUCTION OF
GOVERNMENT OPERATIONS

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

WHEREAS, Chapter 10 of the Rifle Municipal Code (the “Code”) regulates General Offences within the City; and

WHEREAS, City staff have recommended updates to the Code in order to bolster the City’s ability to restrict and penalize persons that obstruct government operations within the City; and

WHEREAS, Section 18-8-102, C.R.S., defines and prohibits the obstruction of government operations, which includes, among other conduct, repeated contacts or calls to emergency call centers or public safety entities for non-legitimate purposes or without due cause; and

WHEREAS, the City’s Code does not expressly state that repeated contacts or calls to a public safety emergency call center or a public safety entity for non-legitimate reasons or without due cause, which hinder a public servant’s ability to perform their duties, constitute obstruction of government operations; and

WHEREAS, the City Council has reviewed the regulations contained in this ordinance and has provided comments and recommendations in support of adopting the proposed amendments to the Code; and

WHEREAS, the City Council finds and determines that it is in the best interests of the citizens of Rifle to amend Chapter 10 of the Code to clarify that a person may obstruct government operations by engaging in repeated, non-legitimate actions that hinder a public servant’s ability to perform their duties.

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

Section 1. The foregoing recitals are incorporated herein as if set forth in full.

Section 2. Section 10-2-10 of the Rifle Municipal Code, “Definitions”, is hereby amended as follows, with underlined text added and ~~striketrough text~~ deleted:

Section 10-2-10. – Definitions.

For purposes of this Chapter, the following words shall have the meanings ascribed hereafter:

Contact shall include in-person, by phone, phone network, data network, mail or other paper or physical medium, text message, instant message, computer, computer network or computer system, or other interactive electronic medium. All communications in violation of this section are deemed to have been committed at the location in which the communication was initiated or received.

Government includes any branch, subdivision, institution or agency of the government of the City.

Governmental function includes any activity which a public servant is legally authorized to undertake on behalf of a government.

Public servant means any ~~officer~~ official or employee of the City, ~~whether elected or appointed,~~ and any person participating as an advisor or consultant, engaged in the service of process or otherwise performing a governmental function, but the term does not include peace officers or witnesses.

Section 3. Section 10-2-20 of the Rifle Municipal Code, “Obstructing Government Operations”, is hereby amended as follows, with underlined text added and ~~striktthrough text~~ deleted:

Sec. 10-2-20. – Obstructing government operations.

- (a) It is unlawful to obstruct government operations.
- (b) A person commits the Class A municipal offense of obstructing government operations if he or she intentionally obstructs, impairs or hinders the performance of a governmental function by a public servant, by using or threatening to use violence, force, physical interference or obstacle.
- (c) A person commits the Class A municipal offense of obstructing government operations if the person repeatedly contacts or calls a public safety emergency call center or public safety entity and the contact or call is not for the legitimate reporting of a public safety concern, to report an emergency, or to seek necessary assistance.
- (d) A person commits the Class A municipal offense of obstructing government operations by making repeated contacts without due cause to any public servant which hinders the public servant’s ability to perform their job duties.
- (e) ~~(e)~~It is an affirmative defense that:
 - (1) The obstruction, impairment or hindrance was of unlawful action by a public servant;
 - (2) The obstruction, impairment or hindrance was of the making of an arrest; or

- (3) The obstruction, impairment or hindrance was by lawful activities in connection with a labor dispute with the government.

INTRODUCED, on December 17, 2025, read in full, passed on first reading, and ordered published by title as required by the City Charter.

INTRODUCED a second time at a regular meeting of the Council of the City of Rifle, Colorado, held on January 7, 2026, approved without amendments, and ordered published in full as required by the Charter.

CITY OF RIFLE, COLORADO

By _____
Mayor

ATTEST:

City Clerk



Agenda Item #9.b.

Agenda Item Name:

Consider Engagement of Hinkle & Company, PC for 2025 Financial Audit

Presenter:

Scott Rust, Finance Director

Item Description:

Consider Engagement of Hinkle & Company, PC for 2025 Financial Audit

Recommended Action:

Move to approve the Purchase Order request in the amount of \$20,500 to Hinkle & Company, PC and sign the engagement letter for the 2025 Annual Audit.

Fiscal Impact:

The cost of the annual audit was budgeted at \$25,000 for 2025. Total cost of the audit per the engagement letter should not exceed \$20,500.

Operational Impact:

None

Prior Board Motions:

Council selected Hinkle & Company, PC through the competitive solicitation process in 2023. In total, Hinkle & Company have completed the previous 7 audit cycles. This will be the third year they will complete the annual audit since the competitive solicitation process.

Background Information:

The City Council is responsible for ensuring our organization conducts an annual audit per Rifle Municipal Code 3.11. Hinkle and Company have conducted the last several audits for our City.

Executive Summary:

The City Council is responsible for ensuring our organization conducts an annual audit per Rifle Municipal Code 3.11. Hinkle and Company have conducted the last several audits for our City.

Notification Requirements:

None

Prepared By:

Scott Rust, Finance Director

Attachments:

1. 2025 Rifle City of Engagement Letter 12.31

2. 2025 Audit PO request - Hinkle & CO



October 7, 2025

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

We are pleased to confirm our understanding of the services we are to provide to the City of Rifle, Colorado (the City). We will audit the financial statements of the governmental activities, the business-type activities, each major fund, the aggregate remaining fund information, and the related notes to the financial statements, which collectively comprise the basic financial statements of the City as of and for the year ended December 31, 2025.

In addition, we will audit the entity's compliance over major federal award programs for the period ended December 31, 2025, if required. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter. Our audits will be conducted with the objectives of our expressing an opinion on each opinion unit and an opinion on compliance regarding the entity's major federal award programs.

Accounting principles generally accepted in the United States of America require that supplementary information (RSI), such as management's discussion and analysis (MD&A), budgetary comparison schedule for the General Fund, schedules of the City's proportionate share of the net pension liability and the City's contributions, if applicable, be presented to supplement the City's basic financial statements. Such information, although not a part of the basic financial statements, is required by the *Governmental Accounting Standards Board* who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context.

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

As part of our engagement, we will apply certain limited procedures to the required supplementary information (RSI) in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist primarily of inquiries of management regarding their methods of measurement and presentation and comparing the information for consistency with management's responses to our inquiries. We will not express an opinion or provide any form of assurance on the RSI. The following RSI is required by accounting principles generally accepted in the United States of America. This RSI will be subjected to certain limited procedures but will not be audited:

- Management's Discussion and Analysis
- Budgetary Comparison Schedules
- Schedule of the City's proportionate share of the net pension liability, if applicable
- Schedule of the City's contributions, if applicable

Denver Office:
750 W. Hampden Avenue,
Suite 400
Englewood,
Colorado 80110
TEL: 303.796.1000
FAX: 303.796.1001
www.HinkleCPAs.com

Supplementary information other than RSI will accompany the City's basic financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the basic financial statements and certain additional procedures, including comparing and reconciling supplementary information to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and additional procedures in accordance with auditing standards generally accepted in the United States of America. We intend to provide an opinion on the following information in relation to the financial statements as a whole:

- Schedule of expenditures of federal awards (if required)
- Combining financial statements
- Local highway finance report

Schedule of Expenditures of Federal Awards (if required)

We will subject the schedule of expenditures of federal awards to the auditing procedures applied in our audit of the basic financial statements and certain additional procedures, including comparing and reconciling the schedule to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and additional procedures in accordance with auditing standards generally accepted in the United States of America. We intend to provide an opinion on whether the schedule of expenditures of federal awards is presented fairly in all material respects in relation to the financial statements as a whole.

Data Collection Form (if required)

Prior to the completion of our engagement, we will complete the sections of the Data Collection Form that are our responsibility. The form will summarize our audit findings, amounts and conclusions. It is management's responsibility to submit a reporting package including financial statements, schedule of expenditure of federal awards, summary schedule of prior audit findings and corrective action plan along with the Data Collection Form to the federal audit clearinghouse. The financial reporting package must be text searchable, unencrypted, and unlocked. Otherwise, the reporting package will not be accepted by the federal audit clearinghouse. We will assist you in the electronic submission and certification. You may request from us copies of our report for you to include with the reporting package submitted to pass-through entities.

The Data Collection Form is required to be submitted within the earlier of 30 days after receipt of our auditor's reports or nine months after the end of the audit period, unless specifically waived by a federal cognizant or oversight agency for audits. Data Collection Forms submitted untimely are one of the factors in assessing programs at a higher risk.



Audit of the Financial Statements

We will conduct our audit in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS), the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States of America; the audit requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) and, if applicable, in accordance with any state or regulatory audit requirements. Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether the basic financial statements are free from material misstatement. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to error, fraudulent financial reporting, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements.

An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. If appropriate, our procedures will therefore include tests of documentary evidence that support the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of cash, investments, and certain other assets and liabilities by correspondence with creditors and financial institutions. As part of our audit process, we will request written representations from your attorneys, and they may bill you for responding. At the conclusion of our audit, we will also request certain written representations from you about the financial statements and related matters.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements or noncompliance (whether caused by errors, fraudulent financial reporting, misappropriation of assets, detected abuse, or violations of laws or governmental regulations) may not be detected exists, even though the audit is properly planned and performed in accordance with U.S. GAAS and Government Auditing Standards of the Comptroller General of the United States of America and, if applicable, in accordance with any state or regulatory audit requirements. Please note that the determination of abuse is subjective, and Government Auditing Standards does not require auditors to detect abuse.

In making our risk assessments, we consider internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit. Our responsibility as auditors is, of course, limited to the period covered by our audit and does not extend to any other periods.



We will issue a written report upon completion of our audit of the City's basic financial statements. Our report will be addressed to the governing body of the City. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement.

In accordance with the requirements of Government Auditing Standards, we will also issue a written report describing the scope of our testing over internal control over financial reporting and over compliance with laws, regulations, and provisions of grants and contracts, including the results of that testing. However, providing an opinion on internal control and compliance over financial reporting will not be an objective of the audit and, therefore, no such opinion will be expressed.

Audit of Major Program Compliance

If a Single Audit is required, our audit of the City's major federal award program(s) compliance will be conducted in accordance with the requirements of the Single Audit Act, as amended; and the Uniform Guidance, and will include tests of accounting records, a determination of major programs in accordance with the Uniform Guidance and other procedures we consider necessary to enable us to express such an opinion on major federal award program compliance and to render the required reports. We cannot provide assurance that an unmodified opinion on compliance will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or withdraw from the engagement.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the entity has complied with applicable laws and regulations and the provisions of contracts and grant agreements applicable to major federal award programs. Our procedures will consist of determining major federal programs and performing the applicable procedures described in the U.S. Office of Management and Budget OMB Compliance Supplement for the types of compliance requirements that could have a direct and material effect on each of the entity's major programs. The purpose of those procedures will be to express an opinion on the entity's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Also, as required by the Uniform Guidance, we will perform tests of controls to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each of the entity's major federal award programs. However, our tests will be less in scope than would be necessary to render an opinion on these controls and, accordingly, no opinion will be expressed in our report.

We will issue a report on compliance that will include an opinion or disclaimer of opinion regarding the entity's major federal award programs, and a report on internal controls over compliance that will report any significant deficiencies and material weaknesses identified; however, such report will not express an opinion on internal control.



Management Responsibilities

Our audit will be conducted on the basis that management acknowledge and understand that they have responsibility:

1. For the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America;
2. For the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error;
3. For identifying, in its accounts, all federal awards received and expended during the period and the federal programs under which they were received, including federal awards and funding increments received prior to December 26, 2014 (if any), and those received in accordance with the Uniform Guidance (generally received after December 26, 2014);
4. For maintaining records that adequately identify the source and application of funds for federally funded activities;
5. For preparing the schedule of expenditures of federal awards, if required, (including notes and noncash assistance received) in accordance with the Uniform Guidance;
6. For the design, implementation, and maintenance of internal control over federal awards;
7. For establishing and maintaining effective internal control over federal awards that provides reasonable assurance that the nonfederal entity is managing federal awards in compliance with federal statutes, regulations, and the terms and conditions of the federal awards;
8. For identifying and ensuring that the entity complies with federal statutes, regulations, and the terms and conditions of federal award programs and implementing systems designed to achieve compliance with applicable federal statutes, regulations, and the terms and conditions of federal award programs;
9. For disclosing accurately, currently, and completely the financial results of each federal award in accordance with the requirements of the award;
10. For identifying and providing report copies of previous audits, attestation engagements, or other studies that directly relate to the objectives of the audit, including whether related recommendations have been implemented;
11. For taking prompt action when instances of noncompliance are identified;
12. For addressing the findings and recommendations of auditors, for establishing and maintaining a process to track the status of such findings and recommendations and taking corrective action on reported audit findings from prior periods and preparing a summary schedule of prior audit findings;
13. For following up and taking corrective action on current year audit findings and preparing a corrective action plan for such findings;
14. For submitting the reporting package and data collection form, if required, to the appropriate parties;
15. For making the auditor aware of any significant contractor relationships where the contractor is responsible for program compliance;
16. To provide us with:
 - a. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements, and relevant to federal award programs, such as records, documentation, and other matters;
 - b. Additional information that we may request from management for the purpose of the audit; and
 - c. Unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.



17. For adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the current year period(s) under audit are immaterial, both individually and in the aggregate, to the financial statements as a whole;
18. For maintaining adequate records, selecting and applying accounting principles, and safeguarding assets;
19. For taking reasonable measures to safeguard protected personally identifiable and other sensitive information; and
20. For confirming your understanding of your responsibilities as defined in this letter to us in your management representation letter.

With regard to the schedule of expenditures of federal awards referred to above, if applicable, you acknowledge and understand your responsibility (a) for the preparation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance, (b) to provide us with the appropriate written representations regarding the schedule of expenditures of federal awards, (c) to include our report on the schedule of expenditures of federal awards in any document that contains the schedule of expenditures of federal awards and that indicates that we have reported on such schedule, and (d) to present the schedule of expenditures of federal awards with the audited financial statements, or if the schedule will not be presented with the audited financial statements, to make the audited financial statements readily available to the intended users of the schedule of expenditures of federal awards no later than the date of issuance by you of the schedule and our report thereon.

As part of our audit process, we will request from management, written confirmation concerning representations made to us in connection with the audit.

We understand that your employees will prepare all confirmations we request and will locate any documents or invoices selected by us for testing.

If you intend to publish or otherwise reproduce the financial statements and make reference to our firm, you agree to provide us with printer's proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed.

Fees and Timing

Jim Hinkle is the engagement partner for the audit services specified in this letter. His responsibilities include supervising the auditing services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the audit report.

Our fees are based on the amount of time required at various levels of responsibility, plus actual out-of-pocket expenses. Invoices will be rendered every two weeks and are payable upon presentation. We estimate that our fee for the audit will be \$14,900. If the City is required to perform a Single Audit, the additional fees will not exceed \$5,600. We will notify you immediately of any circumstances we encounter that could significantly affect this initial fee estimate. Whenever possible, we will attempt to use the City's personnel to assist in the preparation of schedules and analyses of accounts. This effort could substantially reduce our time requirements and facilitate the timely conclusion of the audit.



Other Matters

During the course of the engagement, we may communicate with you or your personnel via fax or e-mail, and you should be aware that communication in those mediums contains a risk of misdirected or intercepted communications.

The audit documentation for this engagement is the property of Hinkle & Company, PC and constitutes confidential information. However, we may be requested to make certain audit documentation available to state and federal agencies and the U.S. Government Accountability Office pursuant to authority given to it by law or regulation, or to peer reviewers. If requested, access to such audit documentation will be provided under the supervision of Hinkle & Company, PC's personnel. Furthermore, upon request, we may provide copies of selected audit documentation to these agencies and regulators. The regulators and agencies may intend, or decide, to distribute the copies of information contained therein to others, including other governmental agencies. We agree to retain our audit documentation or work papers for a period of at least five years from the date of our report.

Further, we will be available during the year to consult with you on financial management and accounting matters of a routine nature.

With respect to any nonattest services we perform, the City's management is responsible for (a) making all management decisions and performing all management functions; (b) assigning a competent individual to oversee the services; (c) evaluating the adequacy of the services performed; (d) evaluating and accepting responsibility for the results of the services performed; and (e) establishing and maintaining internal controls, including monitoring ongoing activities.

During the course of the audit, we may observe opportunities for economy in, or improved controls over, your operations. We will bring such matters to the attention of the appropriate level of management, either orally or in writing.

You agree to inform us of facts that may affect the financial statements of which you may become aware during the period from the date of the auditor's report to the date the financial statements are issued.

At the conclusion of our audit engagement, we will communicate to the City Council, the following significant findings from the audit:

- Our view about the qualitative aspects of the entity's significant accounting practices;
- Significant difficulties, if any, encountered during the audit;
- Uncorrected misstatements, other than those we believe are trivial, if any;
- Disagreements with management, if any;
- Other findings or issues, if any, arising from the audit that are, in our professional judgment, significant and relevant to those charged with governance regarding their oversight of the financial reporting process;
- Material, corrected misstatements that were brought to the attention of management as a result of our audit procedures;
- Representations we requested from management;
- Management's consultations with other accountants, if any; and



- Significant issues, if any, arising from the audit that were discussed, or the subject of correspondence, with management.

Please sign and return the attached copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our audit of the financial statements, Single Audit (if required) and compliance over major federal award programs including our respective responsibilities (if required).

In accordance with the requirements of *Government Auditing Standards*, we have attached a copy of our latest external peer review report of our firm for your consideration and files.

We appreciate the opportunity to be your financial statement auditors and look forward to working with you and your staff.

Hick & Company, PC

This letter correctly sets forth our understanding of the City of Rifle, Colorado.

Authorized Signature

Date

Title



Report on the Firm's System of Quality Control

To the Partners of Hinkle & Company, PC and
the Peer Review Committee of the Oklahoma Society of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of Hinkle & Company, PC (the "firm") in effect for the year ended September 30, 2022. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants ("Standards").

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

Firm's Responsibility

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

Peer Reviewer's Responsibility

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

Required Selections and Considerations

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

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

To the Partners of Hinkle & Company, PC and
the Peer Review Committee of the Oklahoma Society of CPAs
Page -2-

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Hinkle & Company, PC in effect for the year ended September 30, 2022, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)*, or *fail*. Hinkle & Company, PC has received a peer review rating of *pass*.

A handwritten signature in black ink that reads "Finley & Cook, PLLC". The signature is written in a cursive, flowing style.

Shawnee, Oklahoma
August 30, 2023

December 04, 2023

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

Dear James Hinkle:

It is my pleasure to notify you that on November 30, 2023, the Oklahoma Peer Review Committee accepted the report on the most recent System Review of your firm. The due date for your next review is March 31, 2026. This is the date by which all review documents should be completed and submitted to the administering entity. Since your due date falls between January and April, you can arrange to have your review a few months earlier to avoid having a review during tax season.

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

Thank you for your cooperation.

Sincerely,

OSCPA Peer Review Committee

Peer Review Committee
peerreview@oscpa.com
1-800-522-8261 ext. 3810

cc: Danny Bledsoe

Firm Number: 900010140928

Review Number: 601404



**CITY OF RIFLE
PURCHASE REQUEST**

1.	Vendor Name	NEW: W-9 attached ☐
	Hinkle & Company, PC	

2.	Vendor Address
750 W. Hampden Ave., Suite 400 Englewood, CO 80110	

3.	For the Purchase of (description)
2025 Financial Audit (includes Single Audit Services)	

4.	Amount Requested	Amount Budgeted	Finance Director Verified Funds Avail.
	\$20,500.00	\$25,000.00	

5.	Dept. Name	General Ledger Acct #
	Finance	100-4151-400-320

6.	Type of Purchase
☐	Capital Construction
☐	Capital Construction – Change Order
☐	Capital Equipment
☐	Plant Equipment
☐	Materials, supplies, non-profession/technical services (includes computer/software maint.)
☒	Professional Services
☐	Utilities (includes equipment installation and ongoing contracts)
☐	Land, easements, ROW

7.	Purchasing Process Required (Rifle Municipal Code sections for guidance)		
☐	Cooperative Purchasing:	Sec 4-3-90	
☐	Open Market:	Sec. 4-3-40(c)	
☐	Comparative Pricing:	Sec. 4-3-40(d)	
☐	Request for Proposal:	Sec. 4-3-40(e)	(attach bid tab)
☐	Competitive Sealed Bid:	Sec.4-3-40(f)	(attach bid tab & advertisement)
☐	Sole Source:	Sec. 4-3-40(a)	(attach memo)

8.	Authorization Required	
☒	City Manager	
☒	City Council	

9.	Signatures		
	Position	Signature	Date
	Department Director	Scott Rust	12/4/2025
	City Manager		
	City Council Approval (meeting date)		
10.	Purchase Order # assigned by Finance		



TABLE 1 - IS A PURCHASE ORDER NECESSARY

<u>Amount of Purchase</u>	<u>Is Purchase Order Needed</u>	<u>Method of Source Selection</u>
\$0.01 - \$10,000	No – Dept Head Approval	No special sourcing
\$10,000.01 - \$25,000	Yes – City Manager Approval	Yes – see table 2 below
\$25,000.01 or Greater	Yes – Council Approval	Yes – see table 2 below

TABLE 2 - METHODS OF SOURCE SELECTION

<u>Methods of source selection</u>	<u>Contract limits</u>
Competitive sealed bidding	Greater than \$50,000.00
Competitive sealed proposals	Greater than \$10,000.00 and less than \$50,000.00.
**Greater than \$50,000 allowed for Construction Manager/General Contractor proposals, or similar type proposal.	
Small purchases	Less than \$10,000.00 - DEPARTMENT HEAD DISCRETION

TABLE 3 - LOCAL VENDOR PREFERENCE

Contract Amount	Primary Preference In City Limits	Secondary Preference In County Out of City
Less than \$1,000	10% discount	5% discount
\$1,001 to \$5,000	8% discount	4% discount
\$5,001 to \$25,000	6% discount	3% discount
\$25,001 to \$100,000	5% discount	2% discount
\$100,000 to \$200,000	4% discount	2.5% discount
\$200,001 to \$500,000	3% discount	1.5% discount
\$500,000 or greater	2% discount	1% discount



Agenda Item #9.c.

Agenda Item Name:

Consider Approving the 2026 Microsoft Licensing Renewal

Presenter:

Kelly Thompson, IT Director

Item Description:

Consider Microsoft Licensing and Maintenance Renewal for 2026

Recommended Action:

Move to approve the purchase of Microsoft Licensing and Maintenance for 2026 totaling \$65,390.26

Fiscal Impact:

Funding for this is included in the 2026 budget.

Operational Impact:

None.

Prior Board Motions:

Previous Councils have approved similar expenditure request.

Background Information:

We utilize Microsoft products and depend on them heavily to conduct business.

Executive Summary:

Maintenance of Microsoft products consists of ongoing licensing and updates for Microsoft operating systems and applications used by the City. New for 2026, the attached quote includes license cost for Microsoft 365, replacing Office 365. Microsoft 365 includes the Office Suite along with hosted Exchange, OneDrive, Sharepoint, etc. We are switching to the more full-featured "Microsoft 365" for security and desktop OS licensing inclusions.

Insight utilizes a NASPO ValuePoint cooperative purchasing contract for this purchase (CTR060025 / 178266). This purchase will come out of the 2026 budget, but a PO is required prior to January 1 in order to process with Insight.

Notification Requirements:

None.

Prepared By:

Kelly Thompson, IT Director

Attachments:

1. Insight PURCHASE REQUEST Microsoft 2026
2. Quotation #0228937759 - City Of Rifle - MPSA Renewal with M365
3. Quotation #0228930910 - City Of Rifle - VDA Annual Payment
4. Memo Purchase of Microsoft licensing and maintenance for 2026



**CITY OF RIFLE
PURCHASE REQUEST**

1.	Vendor Name	NEW: W-9 attached ☐
	Insight Public Sector	

2.	Vendor Address
	2701 E Insight Way, Chandler, AZ 85286

3.	For the Purchase of (description)
	Microsoft Licensing for 2026

4.	Amount Requested	Amount Budgeted	Finance Director Verified Funds Avail.
	\$65,390.26	\$70,000	

5.	Dept. Name	General Ledger Acct #
	IT	620-4192-400-431

6.	Type of Purchase
☐	Capital Construction
☐	Capital Construction – Change Order
☐	Capital Equipment
☐	Plant Equipment
☒	Materials, supplies, non-profession/technical services (includes computer/software maint.)
☐	Professional Services
☐	Utilities (includes equipment installation and ongoing contracts)
☐	Land, easements, ROW

7.	Purchasing Process Required (Rifle Municipal Code sections for guidance)		
☒	Cooperative Purchasing:	Sec 4-3-90	
☐	Open Market:	Sec. 4-3-40(c)	
☐	Comparative Pricing:	Sec. 4-3-40(d)	
☐	Request for Proposal:	Sec. 4-3-40(e)	(attach bid tab)
☐	Competitive Sealed Bid:	Sec.4-3-40(f)	(attach bid tab & advertisement)
☐	Sole Source:	Sec. 4-3-40(a)	(attach memo)

8.	Authorization Required	
☒	City Manager	
☒	City Council	

9.	Signatures		
	Position	Signature	Date
	Department Director		
	City Manager		
	City Council Approval (meeting date)		
10.	Purchase Order # assigned by Finance		



TABLE 1 - IS A PURCHASE ORDER NECESSARY

<u>Amount of Purchase</u>	<u>Is Purchase Order Needed</u>	<u>Method of Source Selection</u>
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\$10,000.01 - \$25,000	Yes – City Manager Approval	Yes – see table 2 below
\$25,000.01 or Greater	Yes – Council Approval	Yes – see table 2 below

TABLE 2 - METHODS OF SOURCE SELECTION

<u>Methods of source selection</u>	<u>Contract limits</u>
Competitive sealed bidding	Greater than \$50,000.00
Competitive sealed proposals	Greater than \$10,000.00 and less than \$50,000.00.
**Greater than \$50,000 allowed for Construction Manager/General Contractor proposals, or similar type proposal.	
Small purchases	Less than \$10,000.00 - DEPARTMENT HEAD DISCRETION

TABLE 3 - LOCAL VENDOR PREFERENCE

Contract Amount	Primary Preference In City Limits	Secondary Preference In County Out of City
Less than \$1,000	10% discount	5% discount
\$1,001 to \$5,000	8% discount	4% discount
\$5,001 to \$25,000	6% discount	3% discount
\$25,001 to \$100,000	5% discount	2% discount
\$100,000 to \$200,000	4% discount	2.5% discount
\$200,001 to \$500,000	3% discount	1.5% discount
\$500,000 or greater	2% discount	1% discount

Account name: 10142805

CITY OF RIFLE
PO BOX 1908
RIFLE CO 81650-1908

SHIP-TO

CITY OF RIFLE
KELLY THOMPSON
202 RAILROAD AVE
RIFLE CO 81650-2218

We deliver according to the following terms:

Payment Terms : Net 30 days
Ship Via : Electronic Delivery
Terms of Delivery : FOB DESTINATION
Currency : USD

MPSA 4100058060 Renewal

Previous orders : 0332746154, 0337232437, & 0337799961

POs # 2114, 2113, & 20250401ITKMT

Payment Profile :

Year 1: **\$52,307.96**
Year 2: \$52,307.97
Year 3: \$52,307.97

Quotation

Quotation Number : [0228937759](#)
Document Date : 12-DEC-2025
PO Number :
PO Release : MPSA RENEWAL
Sales Rep : Dan Trivett
Email : DAN.TRIVETT@INSIGHT.COM
Phone :
Sales Rep 2 : Maggie Ehr Gott
Email : MAGGIE.EHRGOTT@INSIGHT.COM
Phone : +18002692523

Material	Material Description	Quantity	Unit Price	Extended Price
AAA-12828	M365 E3 Gov User - Subscription license (1 month) - 1 user - hosted - GOV - MPSA Coverage Dates: 01-JAN-2026 - 31-DEC-2026 You will be billed on the following dates for the specified amounts: 01-JAN-2026 47382.40 USD STATE OF COLORADO NASPO VALUEPOINT SOFTWARE VAR(# CTR060025 / 178266) LICENSE : 4100058060 DEPLOY DATE : 01-JAN-2026	130	364.48	47,382.40
AAA-03344	Microsoft SQL Server - software assurance - 1 user CAL Coverage Dates: 01-JAN-2026 - 31-DEC-2028 You will be billed on the following dates for the specified amounts: 01-JAN-2026 753.86 USD 01-JAN-2027 753.87 USD 01-JAN-2028 753.87 USD STATE OF COLORADO NASPO VALUEPOINT SOFTWARE VAR(# CTR060025 / 178266) LICENSE : 4100058060 DEPLOY DATE : 01-JAN-2026	20	113.08	2,261.60
AAA-30385	Microsoft Windows Server Datacenter Edition - software assurance - 2 cores Coverage Dates: 01-JAN-2026 - 31-DEC-2028 You will be billed on the following dates for the specified amounts: 01-JAN-2026 4171.70 USD 01-JAN-2027 4171.70 USD 01-JAN-2028 4171.70 USD	30	417.17	12,515.10

Material	Material Description	Quantity	Unit Price	Extended Price
	STATE OF COLORADO NASPO VALUEPOINT SOFTWARE VAR(# CTR060025 / 178266)			
	LICENSE : 4100058060			
	DEPLOY DATE : 01-JAN-2026			
				Product Subtotal 62,159.10
				TAX 0.00
				Total 62,159.10

Thank you for choosing Insight. Please contact us with any questions or for additional information about Insight's complete IT solution offering.

Sincerely,

Dan Trivett

DAN.TRIVETT@INSIGHT.COM

Maggie Ehrgott
+18002692523

MAGGIE.EHRGOTT@INSIGHT.COM

Fax 8664330064

Please respond to colorado@insight.com

Phone: 800-269-2523

Insight Global Finance has a wide variety of flexible financing options and technology refresh solutions. Contact your Insight representative for an innovative approach to maximizing your technology and developing a strategy to manage your financial options.

This purchase is subject to Insight's online Terms of Sale unless you are purchasing under an Insight Public Sector, Inc. contract vehicle, in which case, that agreement will govern.

SOFTWARE AND CLOUD SERVICES PURCHASES: If your purchase contains any software or cloud computing offerings ("Software and Cloud Offerings"), each offering will be subject to the applicable supplier's end user license and use terms ("Supplier Terms") made available by the supplier or which can be found at the "terms-and-policies" link below. By ordering, paying for, receiving or using Software and Cloud Offerings, you agree to be bound by and accept the Supplier Terms unless you and the applicable supplier have a separate agreement which governs.

Insight's online Terms of Sale can be found at the "terms-and-policies" link below.

<https://www.insight.com/terms-and-policies>

Account name: 10142805

CITY OF RIFLE
PO BOX 1908
RIFLE CO 81650-1908

SHIP-TO

CITY OF RIFLE
KELLY THOMPSON
202 RAILROAD AVE
RIFLE CO 81650-2218

We deliver according to the following terms:

Payment Terms : Net 30 days
Ship Via : Electronic Delivery
Terms of Delivery : FOB DESTINATION
Currency : USD

MPSA 4100058060 - Year 3 Annual Payment
Previous order 0335133582 / PO# 2113

Quotation

Quotation Number : [0228930910](#)
Document Date : 30-OCT-2025
PO Number :
PO Release : MPSA ANNUAL PAYMENT
Sales Rep : Dan Trivett
Email : DAN.TRIVETT@INSIGHT.COM
Phone :
Sales Rep 2 : Maggie Ehrgott
Email : MAGGIE.EHRGOTT@INSIGHT.COM
Phone : +18002692523

Material	Material Description	Quantity	Unit Price	Extended Price
AAA-11035	Microsoft Virtual Desktop Access - subscription license (1 month) - 1 user STATE OF COLORADO NASPO VALUEPOINT SOFTWARE VAR(# CTR060025 / 178266) coverage period: 01/01/2026 - 12/31/2026 LICENSE : 4100058060 AUTHORIZATION NUMBER : ANNUAL BILLING DUE 01/01/2026	110	118.93	13,082.30
			Product Subtotal	13,082.30
			TAX	0.00
			Total	13,082.30

Thank you for choosing Insight. Please contact us with any questions or for additional information about Insight's complete IT solution offering.

Sincerely,

Dan Trivett

DAN.TRIVETT@INSIGHT.COM

Maggie Ehrgott
+18002692523
MAGGIE.EHRGOTT@INSIGHT.COM
Fax 8664330064

Please respond to colorado@insight.com
Phone: 800-269-2523

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Insight's online Terms of Sale can be found at the "terms-and-policies" link below.

<https://www.insight.com/terms-and-policies>

Procurement and Grant Reporting

City of Rifle

202 Railroad Avenue, Rifle, CO 8165

970-665-6412

MEMORANDUM



TO: Honorable Mayor and City Council Members
CC: Patrick Waller, City Manager and Kelly Thompson, IT Director
FROM: Iris Trevisano, Procurement and Grant Reporting
DATE: December 17, 2025
SUBJECT: **Purchase Order Request Microsoft Licensing Renewal for 2026**

Background

The IT Department uses Microsoft Operating System and Office products for the City of Rifle. This is a yearly subscription that is budgeted for 2026.

Procurement

Under **Sec. 4-3-50. - Cooperative purchasing** The Procurement Officer is authorized to **participate in joint bidding with other public agencies or entities when deemed to be in the City's best interests.** Through NASPO – INSIGHT PUBLIC SECTOR, INC.

(CTR060025 / 178266). the department has secured

- Licenses for Office 365 and Windows
- Cloud hosting
- Storage

Staff Recommendation

We recommend the purchase request with INSIGHT PUBLIC SECTOR, INC.

The quotes total \$65,390.26 which will be paid in 2026.

Thank you,

Iris Trevisano
Procurement and Grant Reporting Manger



Agenda Item #9.d.

Agenda Item Name:

Consider Approving the Update to the Police Departments HVAC Controls Purchase Order Request

Presenter:

Austin Rickstrew, Parks & Recreation Director
Iris Trevisano, Procurement and Grant Reporting Manager

Item Description:

Update to HVAC Controls at Police Department

Recommended Action:

Move to approve the purchase order request for an update to Police Department HVAC Controls to Trane U.S Inc. in an amount not to exceed \$38,448.71

Fiscal Impact:

The total project costs, including the add for replacement of LonTalk Programmable Controllers, is \$38,448.71. In the 2026 budget, there is \$35,000 budgeted for this project. Staff is confident that we can manage the additional \$3,448.71 within the allocated budget for the GL line.

Operational Impact:

The current HVAC control system is original to the building and has recently failed. Because the system is extremely outdated, obtaining technical support and replacement components has become increasingly difficult. The existing controls are part of an older TRANE platform.

Upgrading the system will align our building's HVAC controls with the operating system currently in use at City Hall. City Hall received the new, updated controls system when the RTU unit was replaced during the recent remodel, and standardizing both facilities on the same platform will improve reliability, efficiency, and maintenance support.

Prior Board Motions:

N/A

Background Information:

N/A

Executive Summary:

When the City upgraded computer operating systems from Windows 7 to Windows 10, staff began experiencing significant issues accessing the existing HVAC control system. The legacy TRANE platform was

not supported on Windows 10, further highlighting the system's age and limitations. During the City Hall remodel project, staff proactively sought quotes for replacing the Police Department's controls, knowing the existing system was nearing the end of its useful life and would soon require complete replacement. Bringing another building online using the same software will allow staff to manage and maintain facilities more efficiently and effectively. Standardizing systems across municipal buildings also reduces training time, improves troubleshooting capabilities, and streamlines long-term maintenance. Staff is recommending approval of the TRANE Controls proposal for \$38,448.71.

Notification Requirements:

N/A

Prepared By:

Austin Rickstrew, Parks & Recreation Director

Attachments:

1. City of Rifle Police Controls Upgrade 11-21-2025
2. Memo -TRANE Controls Proposal - PD HVAC 12.11.2025
3. Memo Police Department HVAC Controls
4. TRANE HVAC Controls Upgrade PO Request 12.11.2025



Trane Controls Proposal

Controls Proposal For:

Austin Rickstrew
The City Of Rifle
Rifle, CO 81650-8165

Local Trane Office:

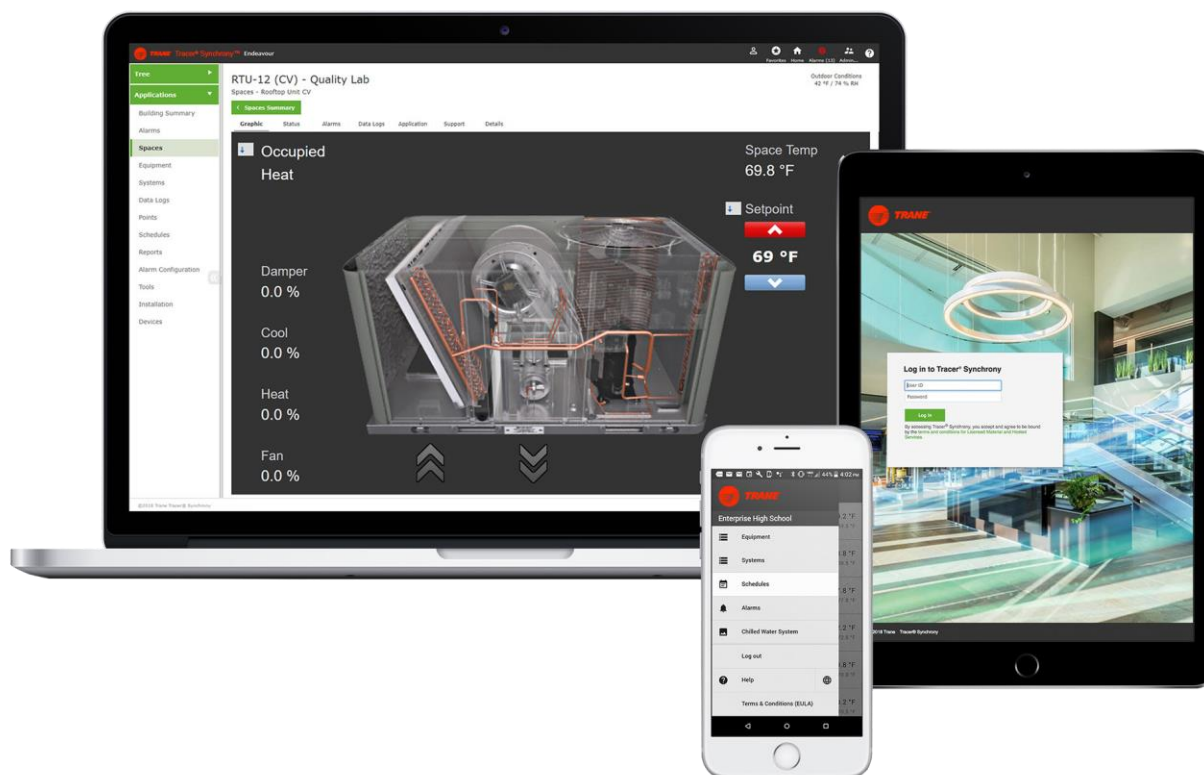
Trane U.S. Inc.
2387 River Road, Unit 110
Grand Junction, CO 81505

Date: November 21, 2025

Local Trane Representative:

Derek McPherrren
E-mail: dmcpherrren@trane.com
Cell: (970) 773-0822

Proposal ID: 7896495





Trane Controls Proposal

Executive Summary

Trane is pleased to present a solution to help The City of Rifle reach its performance goals and objectives. This proposed project will enhance your operation by helping you to optimize your resources, improve the comfort in your facility, and reduce energy costs.

We appreciate the effort from The City of Rifle to assist in the system analysis and business discussions. Because of your efforts, we were able to develop a proposal that offers solutions to your specific concerns, based on Trane system knowledge and application expertise.

As your partner, Trane is committed to providing controls to achieve a comfortable building environment for the people who occupy the building. For the people who own, manage and maintain the building, Trane is committed to providing reliable building management systems and control products that improve system performance.

Some key features and benefits The City of Rifle should expect from this project are highlighted below.

- Secure Remote Access Capabilities
- Modern System with Enhanced Features
- Updated Floor Plan Graphics
- Future Scalability and Integration Features

Trane appreciates the opportunity to earn your business. Your investment in the proposed project is \$29,320.00 USD. This investment will provide The City of Rifle with the capability to significantly reduce operating costs and improve comfort conditions in your facility.

We look forward to partnering with The City of Rifle for all of your control products and service needs. I will be contacting you soon to discuss the proposal and to schedule the next steps.

WE VALUE THE CONFIDENCE YOU HAVE PLACED IN TRANE AND LOOK FORWARD TO PARTNERING WITH YOU.

Keith Cays/Derek McPherren
Trane U.S. Inc.

Prepared For:
Kelly Thompson

Date:
November 21, 2025

Job Name:
City of Rifle Police Controls Upgrade

Proposal ID:
7896495

Delivery Terms:
Freight Allowed and Prepaid – F.O.B. Factory

Payment Terms:
Net 30

State Contractor License Number:

Proposal Expiration Date:
30 Days

Scope of Work

“Scope of Work” and notations within are based on the following negotiated scope of work with Kelly Thompson and existing Trane controls drawings & database.

Controls Systems and Equipment

- Provide and install (1) Tracer® SC+ building automation platform with Air-Fi Communication Protocol
- Provide and install (1) Trane Legacy Communication module and license for communication to existing equipment
- Demo (3) Trane CCP Panels and wire the communication links into the new Tracer SC+
- Provide and install (3) Symbio 210 BACnet controllers for bypass damper control

Control System Services Included

- Project Management
- Engineered Controls Submittals and As-Built Drawings
- Installation of field DDC Panel(s), Device(s), and low voltage Control Wiring per NFPA, NEC, and/or local Building Code requirements
- System Programming, Graphics, and Start-up
- (4) Training Hours of Owner Representative(s)
- 1st Year Parts and Labor Warranty

Services Not Included

- LEED, or 3rd Party Commissioning, or Test and Balance assistance/support or HVAC equipment startup.
- Trenching/backfilling, roof penetrations/sealant, underground conduit provisions, cutting, patching, painting, access doors, or demolition of any kind.
- Repair or replacement of any equipment being controlled.
- Ethernet drop and IP address. Owner will need to provide ethernet drop and IP address for secure remote access.

Any temporary controls.

Control System Clarifications and/or Exclusions

- Equipment order release and services rendered are dependent upon receipt of PO/Subcontract and credit approval.
- The owner shall maintain a safe working environment for Trane employees and/or subcontractors.
- Existing control power circuits/wiring and/or sensor wiring that meet code and control requirements may be reused.
- Allowances for Liquidated or Consequential Damages of any kind are not included (per Trane Terms and Conditions).
- Permits, Bonds, Fees, Demurrage or Storage Charges are not included.

Pricing and Acceptance

Kelly Thompson
The City Of Rifle
PO BOX 1908
Rifle, CO 81650-8165

Price

Total Net Price (*Excluding Sales Tax*).....\$32,660.71 USD

ADD For Replacement of LonTalk Programmable Controllers

Trane advises that the existing LonTalk communication unit controllers should be replaced with new, BACnet unit controllers. These existing LonTalk controllers are no longer manufactured, and replacement parts will become harder to source as time goes on. These LonTalk controllers (MP581 & MP503) control equipment like Exhaust Fans, Destratification Fans, and space CO2 measurements for the Rooftop Units.

Controls Systems and Equipment

- Provide and install (2) Symbio 500 BACnet controllers for replacement of existing MP503 & MP581 controllers.

TOTAL ADD Price

Total Net Price (*Excluding Sales Tax*).....\$5,788.00 USD

Financial items not included

- Applicable sales tax or use tax is excluded
- Permits
- Bid Bond
- Payment and Performance Bond
- Liquidated Damages
- Demurrage or Storage Charges
- Participation in OCIP or CCIP Insurance Programs

Respectfully submitted,

Derek McPherren

Keith Cays/Derek McPherren
E-mail: dmcpherren@trane.com
Cell: (970) 773-0822

ACCEPTANCE

This proposal is subject to Customer’s acceptance of the attached Trane Terms and Conditions (Installation).

We value the confidence you have placed in Trane and look forward to working with you.

Submitted By: Derek McPherrren	Proposal Date: November 21, 2025
CUSTOMER ACCEPTANCE The City Of Rifle	TRANE ACCEPTANCE Trane U.S. Inc.
Authorized Representative	Authorized Representative
Printed Name	Printed Name
Title	Title
Purchase Order Acceptance Date:	Signature Date License Number:



The Warranty Period

Your Trane Limited Equipment Warranty begins when factory-trained and authorized technicians have completed the Trane factory-recommended start-up. The subsequent period represents the most crucial time in the life of your new system.

The warranty you receive with your new system does not include provisions for prescribed maintenance or regular operation and performance inspections. The general terms of the warranty require that Trane system owners take responsibility for operations, calibration, inspections and maintenance of their systems. Failure in any of these areas can have an adverse effect on the equipment and the validity of the warranty. Additionally, issues covered by the warranty may go undetected until after the warranty period has ended.

During the warranty period, it is important that your new system is inspected regularly, per Trane industry-leading service recommendations, by factory trained and qualified technicians. It is also important that service is documented carefully during the warranty period. Warranty claims may require documentation verifying that equipment has been operated and inspected per Trane recommendations. Documentation can be used to help determine the cause of failure, preventing similar occurrences after the warranty has expired. The Service Agreement described in this proposal will provide these services.

Any warranty issues found during the periodic inspections will be reported immediately. These inspections will feature the use of diagnostic practices developed exclusively for and used by Trane factory trained technicians.

TERMS AND CONDITIONS – COMMERCIAL INSTALLATION

“Company” shall mean Trane U.S. Inc. for Work performed in the United States or Trane Canada ULC for Work performed in Canada.

1. Acceptance; Agreement. These terms and conditions are an integral part of Company's offer and form the basis of any agreement (the “Agreement”) resulting from Company's proposal (the “Proposal”) for the commercial goods and/or services described (the “Work”). **COMPANY'S TERMS AND CONDITIONS AND EQUIPMENT PRICES ARE SUBJECT TO PERIODIC CHANGE OR AMENDMENT.** The Proposal is subject to acceptance in writing by the party to whom this offer is made or an authorized agent (“Customer”) delivered to Company within 30 days from the date of the Proposal. Prices in the Proposal are subject to change at any time upon notice to Customer. If Customer accepts the Proposal by placing an order, without the addition of any other terms and conditions of sale or any other modification, Customer's order shall be deemed acceptance of the Proposal subject to Company's terms and conditions. If Customer's order is expressly conditioned upon Company's acceptance or assent to terms and/or conditions other than those expressed herein, return of such order by Company with Company's terms and conditions attached or referenced serves as Company's notice of objection to Customer's terms and as Company's counteroffer to provide Work in accordance with the Proposal and the Company terms and conditions. If Customer does not reject or object in writing to Company within 10 days, Company's counteroffer will be deemed accepted. Notwithstanding anything to the contrary herein, Customer's acceptance of the Work by Company will in any event constitute an acceptance by Customer of Company's terms and conditions. This Agreement is subject to credit approval by Company. Upon disapproval of credit, Company may delay or suspend performance or, at its option, renegotiate prices and/or terms and conditions with Customer. If Company and Customer are unable to agree on such revisions, this Agreement shall be cancelled without any liability, other than Customer's obligation to pay for Work rendered by Company to the date of cancellation.

2. Connected Services. In addition to these terms and conditions, the Connected Services Terms of Service (“Connected Services Terms”), available at <https://www.trane.com/TraneConnectedServicesTerms>, as updated from time to time, are incorporated herein by reference and shall apply to the extent that Company provides Customer with Connected Services, as defined in the Connected Services Terms.

3. Title and Risk of Loss. All Equipment sales with destinations to Canada or the U.S. shall be made as follows: FOB Company's U.S. manufacturing facility or warehouse (full freight allowed). Title and risk of loss or damage to Equipment will pass to Customer upon tender of delivery of such to carrier at Company's U.S. manufacturing facility or warehouse.

4. Pricing and Taxes. Unless otherwise noted, the price in the Proposal includes standard ground transportation and, if required by law, all sales, consumer, use and similar taxes legally enacted as of the date hereof for equipment and material installed by Company. Tax exemption is contingent upon Customer furnishing appropriate certificates evidencing Customer's tax-exempt status. Company shall charge Customer additional costs for bonds agreed to be provided. Equipment sold on an uninstalled basis and any taxable labor/labour do not include sales tax and taxes will be added. Within thirty (30) days following Customer acceptance of the Proposal without addition of any other terms and conditions of sale or any modification, Customer shall provide notification of release for immediate production at Company's factory. Prices for Work are subject to change at any time prior to shipment to reflect any cost increases related to the manufacture, supply, and shipping of goods. This includes, but is not limited to, cost increases in raw materials, supplier components, labor, utilities, freight, logistics, wages and benefits, regulatory compliance, or any other event beyond Company's control. If such release is not received within 6 months after date of order receipt, Company reserves the right to cancel any order. If shipment is delayed due to Customer's actions, Company may also charge Customer storage fees. Company shall be entitled to equitable adjustments in the contract price to reflect any cost increases as set forth above and will provide notice to Customer prior to the date for which the increased price is to be in effect for the applicable customer contract. In no event will prices be decreased.

5. Exclusions from Work. Company's obligation is limited to the Work as defined and does not include any modifications to the Work site under the Americans With Disabilities Act or any other law or building code(s). In no event shall Company be required to perform work Company reasonably believes is outside of the defined Work without a written change order signed by Customer and Company.

6. Performance. Company shall perform the Work in accordance with industry standards generally applicable in the area under similar circumstances as of the time Company performs the Work. Company may refuse to perform any Work where working conditions could endanger property or put at risk the safety of persons. Unless otherwise agreed to by Customer and Company, at Customer's expense and before the Work begins, Customer will provide any necessary access platforms, catwalks to safely perform the Work in compliance with OSHA or state industrial safety regulations.

7. Payment. Customer shall pay Company's invoices within net 30 days of invoice date. Company may invoice Customer for all equipment or material furnished, whether delivered to the installation site or to an off-site storage facility and for all Work performed on-site or off-site. No retention shall be withheld from any payments except as expressly agreed in writing by Company, in which case retention shall be reduced per the contract documents and released no later than the date of substantial completion. Under no circumstances shall any retention be withheld for the equipment portion of the order. If payment is not received as required, Company may suspend performance and the time for completion shall be extended for a reasonable period of time not less than the period of suspension. Customer shall be liable to Company for all reasonable shutdown, standby and start-up costs as a result of the suspension. Company reserves the right to add to any account outstanding for more than 30 days a service charge equal to 1.5% of the principal amount due at the end of each month. Customer shall pay all costs (including attorneys' fees) incurred by Company in attempting to collect amounts due and otherwise enforcing these terms and conditions. If requested, Company will provide appropriate lien waivers upon receipt of payment. Customer agrees that, unless Customer makes payment in advance, Company will have a purchase money security interest in all equipment from Company to secure payment in full of all amounts due Company and its order for the equipment, together with these terms and conditions, form a security agreement. Customer shall keep the equipment free of all taxes and encumbrances, shall not remove the equipment from its original installation point and shall not assign or transfer any interest in the equipment until all payments due Company have been made.

8. Time for Completion. Except to the extent otherwise expressly agreed in writing signed by an authorized representative of Company, all dates provided by Company or its representatives for commencement, progress or completion are estimates only. While Company shall use commercially reasonable efforts to meet such estimated dates, Company shall not be responsible for any damages for its failure to do so. Delivery dates are approximate and not guaranteed. Company will use commercially reasonable efforts to deliver the Equipment on or before the estimated delivery date, will notify Customer if the estimated delivery dates cannot be honored, and will deliver the Equipment and services as soon as practicable thereafter. In no event will Company be liable for any damages or expenses caused by delays in delivery.

9. Access. Company and its subcontractors shall be provided access to the Work site during regular business hours, or such other hours as may be requested by Company and acceptable to the Work site' owner or tenant for the performance of the Work, including sufficient areas for staging, mobilization, and storage. Company's access to correct any emergency condition shall not be restricted. Customer grants to Company the right to remotely connect (via phone modem, internet or other agreed upon means) to Customer's building automation system (BAS) and/or HVAC equipment to view, extract, or otherwise collect and retain data from the BAS, HVAC equipment, or other building systems, and to diagnose and remotely make repairs at Customer's request.

10. Completion. Notwithstanding any other term or condition herein, when Company informs Customer that the Work has been completed, Customer shall inspect the Work in the presence of Company's representative, and Customer shall either (a) accept the Work in its entirety in writing, or (b) accept the Work in part and specifically identify, in writing, any exception items. Customer agrees to re-inspect any and all excepted items as soon as Company informs Customer that all such excepted items have been completed. The initial acceptance inspection shall take place within ten (10) days from the date when Company informs Customer that the Work has been completed. Any subsequent re-inspection of excepted items shall take place within five (5) days from the date when Company informs Customer that the excepted items have been completed. Customer's failure to cooperate and complete any of said inspections within the required time limits shall constitute complete acceptance of the Work as of ten (10) days from date when Company informs Customer that the Work, or the excepted items, if applicable, has/have been completed.

11. Permits and Governmental Fees. Company shall secure (with Customer's assistance) and pay for building and other permits and governmental fees, licenses, and inspections necessary for proper performance and completion of the Work which are legally required when bids from Company's subcontractors are received, negotiations thereon concluded, or the effective date of a relevant Change Order, whichever is later. Customer is responsible for necessary approvals, easements, assessments and charges for construction, use or occupancy of permanent structures or for permanent changes to existing facilities. If the cost of such permits, fees, licenses and inspections are not included in the Proposal, Company will invoice Customer for such costs.

12. Utilities During Construction. Customer shall provide without charge to Company all water, heat, and utilities required for performance of the Work.

13. Concealed or Unknown Conditions. In the performance of the Work, if Company encounters conditions at the Work site that are (i) subsurface or otherwise concealed physical conditions that differ materially from those indicated on drawings expressly incorporated herein or (ii) unknown physical conditions of an unusual nature that differ materially from those conditions ordinarily found to exist and generally recognized as inherent in construction activities of the type and character as the Work, Company shall notify Customer of such conditions promptly, prior to significantly disturbing same. If such conditions differ materially and cause an increase in Company's cost of, or time required for, performance of any part of the Work, Company shall be entitled to, and Customer shall consent by Change Order to, an equitable adjustment in the Contract Price, contract time, or both.

14. Pre-Existing Conditions. Company is not liable for any claims, damages, losses, or expenses, arising from or related to conditions that existed in, on, or upon the Work site before the Commencement Date of this Agreement (“Pre-Existing Conditions”), including, without limitation, damages, losses, or expenses involving Pre-Existing Conditions of building envelope issues, mechanical issues, plumbing issues, and/or indoor air quality issues involving mold/mould and/or fungi. Company also is not liable for any claims, damages, losses, or expenses, arising from or related to work done by or services provided by individuals or entities that are not employed by or hired by Company.

15. Asbestos and Hazardous Materials. Company's Work and other services in connection with this Agreement expressly excludes any identification, abatement, cleanup, control, disposal, removal or other work connected with asbestos, polychlorinated biphenyl ("PCB"), or other hazardous materials (hereinafter, collectively, "Hazardous Materials"). Customer warrants and represents that, except as set forth in a writing signed by Company, there are no Hazardous Materials on the Work site that will in any way affect Company's Work and Customer has disclosed to Company the existence and location of any Hazardous Materials in all areas within which Company will be performing the Work. Should Company become aware of or suspect the presence of Hazardous Materials, Company may immediately stop work in the affected area and shall notify Customer. Customer will be exclusively responsible for taking any and all action necessary to correct the condition in accordance with all applicable laws and regulations. Customer shall be exclusively responsible for and, to the fullest extent permitted by law, shall indemnify and hold harmless Company (including its employees, agents and subcontractors) from and against any loss, claim, liability, fees, penalties, injury (including death) or liability of any nature, and the payment thereof arising out of or relating to any Hazardous Materials on or about the Work site, not brought onto the Work site by Company. Company shall be required to resume performance of the Work in the affected area only in the absence of Hazardous Materials or when the affected area has been rendered harmless. In no event shall Company be obligated to transport or handle Hazardous Materials, provide any notices to any governmental agency, or examine the Work site for the presence of Hazardous Materials.

16. Force Majeure. Company's duty to perform under this Agreement is contingent upon the non-occurrence of an Event of Force Majeure. If Company shall be unable to carry out any material obligation under this Agreement due to an Event of Force Majeure, this Agreement shall at Company's election (i) remain in effect but Company's obligations shall be suspended until the uncontrollable event terminates or (ii) be terminated upon 10 days' notice to Customer, in which event Customer shall pay Company for all parts of the Work furnished to the date of termination. An "Event of Force Majeure" shall mean any cause or event beyond the control of Company. Without limiting the foregoing, "Event of Force Majeure" includes: acts of God; acts of terrorism, war or the public enemy; flood; earthquake; tornado; storm; fire; civil disobedience; pandemic insurrections; riots; labor/labour disputes; labor/labour or material shortages; sabotage; restraint by court order or public authority (whether valid or invalid), and action or non-action by or inability to obtain or keep in force the necessary governmental authorizations, permits, licenses, certificates or approvals if not caused by Company; and the requirements of any applicable government in any manner that diverts either the material or the finished product to the direct or indirect benefit of the government.

17. Customer's Breach. Each of the following events or conditions shall constitute a breach by Customer and shall give Company the right, without an election of remedies, to terminate this Agreement or suspend performance by delivery of written notice: (1) Any failure by Customer to pay amounts when due; or (2) any general assignment by Customer for the benefit of its creditors, or if Customer becomes bankrupt or insolvent or takes the benefit of any statute for bankrupt or insolvent debtors, or makes or proposes to make any proposal or arrangement with creditors, or if any steps are taken for the winding up or other termination of Customer or the liquidation of its assets, or if a trustee, receiver, or similar person is appointed over any of the assets or interests of Customer; (3) Any representation or warranty furnished by Customer in this Agreement is false or misleading in any material respect when made; or (4) Any failure by Customer to perform or comply with any material provision of this Agreement. Customer shall be liable to Company for all Work furnished to date and all damages sustained by Company (including lost profit and overhead).

18. Indemnity. To the fullest extent permitted by law, Company and Customer shall indemnify, defend and hold harmless each other from any and all claims, actions, costs, expenses, damages and liabilities, including reasonable attorneys' fees, resulting from death or bodily injury or damage to real or tangible personal property, to the extent caused by the negligence or misconduct of their respective employees or other authorized agents in connection with their activities within the scope of this Agreement. Neither party shall indemnify the other against claims, damages, expenses or liabilities to the extent attributable to the acts or omissions of the other party. If the parties are both at fault, the obligation to indemnify shall be proportional to their relative fault. The duty to indemnify will continue in full force and effect, notwithstanding the expiration or early termination hereof, with respect to any claims based on facts or conditions that occurred prior to expiration or termination.

19. Limitation of Liability. NOTWITHSTANDING ANYTHING TO THE CONTRARY, IN NO EVENT SHALL COMPANY BE LIABLE FOR ANY SPECIAL, INCIDENTAL, INDIRECT CONSEQUENTIAL, OR PUNITIVE OR EXEMPLARY DAMAGES (INCLUDING WITHOUT LIMITATION BUSINESS INTERRUPTION, LOST DATA, LOST REVENUE, LOST PROFITS, LOST DOLLAR SAVINGS, OR LOST ENERGY USE SAVINGS, INCLUDING CONTAMINANTS LIABILITIES, EVEN IF A PARTY HAS BEEN ADVISED OF SUCH POSSIBLE DAMAGES OR IF SAME WERE REASONABLY FORESEEABLE AND REGARDLESS OF WHETHER THE CAUSE OF ACTION IS FRAMED IN CONTRACT, NEGLIGENCE, ANY OTHER TORT, WARRANTY, STRICT LIABILITY, OR PRODUCT LIABILITY). In no event will Company's liability in connection with the provision of products or services or otherwise under this Agreement exceed the entire amount paid to Company by Customer under this Agreement.

20. CONTAMINANTS LIABILITY

The transmission of COVID-19 may occur in a variety of ways and circumstances, many of the aspects of which are currently not known. HVAC systems, products, services and other offerings have not been tested for their effectiveness in reducing the spread of COVID-19, including through the air in closed environments. **IN NO EVENT WILL COMPANY BE LIABLE UNDER THIS AGREEMENT OR OTHERWISE FOR ANY INDEMNIFICATION, ACTION OR CLAIM, WHETHER BASED ON WARRANTY, CONTRACT, TORT OR OTHERWISE, FOR ANY BODILY INJURY (INCLUDING DEATH), DAMAGE TO PROPERTY, OR ANY OTHER LIABILITIES, DAMAGES OR COSTS RELATED TO CONTAMINANTS (INCLUDING THE SPREAD, TRANSMISSION, MITIGATION, ELIMINATION, OR CONTAMINATION THEREOF) (COLLECTIVELY, "CONTAMINANT LIABILITIES") AND CUSTOMER HEREBY EXPRESSLY RELEASES COMPANY FROM ANY SUCH CONTAMINANTS LIABILITIES.**

21. Patent Indemnity. Company shall protect and indemnify Customer from and against all claims, damages, judgments and loss arising from infringement or alleged infringement of any United States patent by any of the goods manufactured by Company and delivered hereunder, provided that in the event of suit or threat of suit for patent infringement, Company shall promptly be notified and given full opportunity to negotiate a settlement. Company does not warrant against infringement by reason of Customer's design of the articles or the use thereof in combination with other materials or in the operation of any process. In the event of litigation, Customer agrees to reasonably cooperate with Company. In connection with any proceeding under the provisions of this Section, all parties concerned shall be entitled to be represented by counsel at their own expense.

22. Limited Warranty. Company warrants for a period of 12 months from the date of substantial completion ("Warranty Period") commercial equipment manufactured and installed by Company against failure due to defects in material and manufacture and that the labor/labour furnished is warranted to have been properly performed (the "Limited Warranty"). Trane equipment sold on an uninstalled basis is warranted in accordance with Company's standard warranty for supplied equipment. **Product manufactured by Company that includes required startup and is sold in North America will not be warranted by Company unless Company performs the product start-up.** Substantial completion shall be the earlier of the date that the Work is sufficiently complete so that the Work can be utilized for its intended use or the date that Customer receives beneficial use of the Work. If such defect is discovered within the Warranty Period, Company will correct the defect or furnish replacement equipment (or, at its option, parts therefor) and, if said equipment was installed pursuant hereto, labor/labour associated with the replacement of parts or equipment not conforming to this Limited Warranty. Defects must be reported to Company within the Warranty Period. Exclusions from this Limited Warranty include damage or failure arising from: wear and tear; corrosion, erosion, deterioration; Customer's failure to follow the Company-provided maintenance plan; refrigerant not supplied by Company; and modifications made by others to Company's equipment. Company shall not be obligated to pay for the cost of lost refrigerant. Notwithstanding the foregoing, all warranties provided herein terminate upon termination or cancellation of this Agreement. No warranty liability whatsoever shall attach to Company until the Work has been paid for in full and then said liability shall be limited to the lesser of Company's cost to correct the defective Work and/or the purchase price of the equipment shown to be defective. Equipment, material and/or parts that are not manufactured by Company ("Third-Party Product(s)") are not warranted by Company and have such warranties as may be extended by the respective manufacturer. **CUSTOMER UNDERSTANDS THAT COMPANY IS NOT THE MANUFACTURER OF ANY THIRD-PARTY PRODUCT(S) AND ANY WARRANTIES, CLAIMS, STATEMENTS, REPRESENTATIONS, OR SPECIFICATIONS ARE THOSE OF THE THIRD-PARTY MANUFACTURER, NOT COMPANY AND CUSTOMER IS NOT RELYING ON ANY WARRANTIES, CLAIMS, STATEMENTS, REPRESENTATIONS, OR SPECIFICATIONS REGARDING THE THIRD-PARTY PRODUCT THAT MAY BE PROVIDED BY COMPANY OR ITS AFFILIATES, WHETHER ORAL OR WRITTEN. THE WARRANTY AND LIABILITY SET FORTH IN THIS AGREEMENT ARE IN LIEU OF ALL OTHER WARRANTIES AND LIABILITIES, WHETHER IN CONTRACT OR IN NEGLIGENCE, EXPRESS OR IMPLIED, IN LAW OR IN FACT, INCLUDING IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE AND/OR OTHERS ARISING FROM COURSE OF DEALING OR TRADE. COMPANY MAKES NO REPRESENTATION OR WARRANTY OF ANY KIND, INCLUDING WARRANTY OF MERCHANTABILITY OR FITNESS FOR PARTICULAR PURPOSE. ADDITIONALLY, COMPANY MAKES NO REPRESENTATION OR WARRANTY OF ANY KIND REGARDING PREVENTING, ELIMINATING, REDUCING OR INHIBITING ANY MOLD, FUNGUS, BACTERIA, VIRUS, MICROBIAL GROWTH, OR ANY OTHER CONTAMINANTS (INCLUDING COVID-19 OR ANY SIMILAR VIRUS) (COLLECTIVELY, "CONTAMINANTS"), WHETHER INVOLVING OR IN CONNECTION WITH EQUIPMENT, ANY COMPONENT THEREOF, SERVICES OR OTHERWISE. IN NO EVENT SHALL COMPANY HAVE ANY LIABILITY FOR THE PREVENTION, ELIMINATION, REDUCTION OR INHIBITION OF THE GROWTH OR SPREAD OF SUCH CONTAMINANTS INVOLVING OR IN CONNECTION WITH ANY EQUIPMENT, THIRD-PARTY PRODUCT, OR ANY COMPONENT THEREOF, SERVICES OR OTHERWISE AND CUSTOMER HEREBY SPECIFICALLY ACKNOWLEDGES AND AGREES THERETO.**

23. Insurance. Company agrees to maintain the following insurance while the Work is being performed with limits not less than shown below and will, upon request from Customer, provide a Certificate of evidencing the following coverage:

Commercial General Liability	\$2,000,000 per occurrence
Automobile Liability	\$2,000,000 CSL
Workers Compensation	Statutory Limits

If Customer has requested to be named as an additional insured under Company's insurance policy, Company will do so but only subject to Company's manuscript additional insured endorsement under its primary Commercial General Liability policies. In no event does Company waive its right of subrogation.

24. Commencement of Statutory Limitation Period. Except as to warranty claims, as may be applicable, any applicable statutes of limitation for acts or failures to act shall commence to run, and any alleged cause of action stemming therefrom shall be deemed to have accrued, in any and all events not later than the last date that Company or its subcontractors physically performed work on the project site.

25. General. Except as provided below, to the maximum extent provided by law, this Agreement is made and shall be interpreted and enforced in accordance with the laws of the state or province in which the Work is performed, without regard to choice of law principles which might otherwise call for the application of a different state's or province's law. Any dispute arising under or relating to this Agreement that is not disposed of by agreement shall be decided by litigation in a court of competent jurisdiction located in the state or province in which the Work is performed. Any action or suit arising out of or related to this Agreement must be commenced within one year after the cause of action has accrued. To the extent the Work site is owned and/or operated by any agency of the Federal Government, determination of any substantive issue of law shall be according to the Federal common law of Government contracts as enunciated and applied by Federal judicial bodies and boards of contract appeals of the Federal Government. This Agreement contains all of the agreements, representations and understandings of the parties and supersedes all previous understandings, commitments or agreements, oral or written, related to the subject matter hereof. This Agreement may not be amended, modified or terminated except by a writing signed by the parties hereto. No documents shall be incorporated herein by reference except to the extent Company is a signatory thereon. If any term or condition of this Agreement is invalid, illegal or incapable of being enforced by any rule of law, all other terms and conditions of this Agreement will nevertheless remain in full force and effect as long as the economic or legal substance of the transaction contemplated hereby is not affected in a manner adverse to any party hereto. Customer may not assign, transfer, or convey this Agreement, or any part hereof, or its right, title or interest herein, without the written consent of the Company. Subject to the foregoing, this Agreement shall be binding upon and inure to the benefit of Customer's permitted successors and assigns. This Agreement may be executed in several counterparts, each of which when executed shall be deemed to be an original, but all together shall constitute but one and the same Agreement. A fully executed facsimile copy hereof or the several counterparts shall suffice as an original.

26. Equal Employment Opportunity/Affirmative Action Clause. Company is a federal contractor that complies fully with Executive Order 11246, as amended, and the applicable regulations contained in 41 C.F.R. Parts 60-1 through 60-60, 29 U.S.C. Section 793 and the applicable regulations contained in 41 C.F.R. Part 60-741; and 38 U.S.C. Section 4212 and the applicable regulations contained in 41 C.F.R. Part 60-250 Executive Order 13496 and Section 29 CFR 471, appendix A to subpart A, regarding the notice of employee rights in the United States and with Canadian Charter of Rights and Freedoms Schedule B to the Canada Act 1982 (U.K.) 1982, c. 11 and applicable Provincial Human Rights Codes and employment law in Canada.

27. U.S. Government Work.

The following provision applies only to direct sales by Company to the US Government. The Parties acknowledge that all items or services ordered and delivered under this Agreement are Commercial Items as defined under Part 12 of the Federal Acquisition Regulation (FAR). In particular, Company agrees to be bound only by those Federal contracting clauses that apply to "commercial" suppliers and that are contained in FAR 52.212-5(e)(1). Company complies with 52.219-8 or 52.219-9 in its service and installation contracting business.

The following provision applies only to indirect sales by Company to the US Government. As a Commercial Item Subcontractor, Company accepts only the following mandatory flow down provisions in effect as of the date of this subcontract: 52.203-19; 52.204-21; 52.204-23; 52.219-8; 52.222-21; 52.222-26; 52.222-35; 52.222-36; 52.222-50; 52.225-26; 52.247-64. If the Work is in connection with a U.S. Government contract, Customer certifies that it has provided and will provide current, accurate, and complete information, representations and certifications to all government officials, including but not limited to the contracting officer and officials of the Small Business Administration, on all matters related to the prime contract, including but not limited to all aspects of its ownership, eligibility, and performance. Anything herein notwithstanding, Company will have no obligations to Customer unless and until Customer provides Company with a true, correct and complete executed copy of the prime contract. Upon request, Customer will provide copies to Company of all requested written communications with any government official related to the prime contract prior to or concurrent with the execution thereof, including but not limited to any communications related to Customer's ownership, eligibility or performance of the prime contract. Customer will obtain written authorization and approval from Company prior to providing any government official any information about Company's performance of the work that is the subject of the Proposal or this Agreement, other than the Proposal or this Agreement.

28. Limited Waiver of Sovereign Immunity. If Customer is an Indian tribe (in the U.S.) or a First Nation or Band Council (in Canada), Customer, whether acting in its capacity as a government, governmental entity, a duly organized corporate entity or otherwise, for itself and for its agents, successors, and assigns: (1) hereby provides this limited waiver of its sovereign immunity as to any damages, claims, lawsuit, or cause of action (herein "Action") brought against Customer by Company and arising or alleged to arise out of the furnishing by Company of any product or service under this Agreement, whether such Action is based in contract, tort, strict liability, civil liability or any other legal theory; (2) agrees that jurisdiction and venue for any such Action shall be proper and valid (a) if Customer is in the U.S., in any state or United States court located in the state in which Company is performing this Agreement or (b) if Customer is in Canada, in the superior court of the province or territory in which the work was performed; (3) expressly consents to such Action, and waives any objection to jurisdiction or venue; (4) waives any requirement of exhaustion of tribal court or administrative remedies for any Action arising out of or related to this Agreement; and (5) expressly acknowledges and agrees that Company is not subject to the jurisdiction of Customer's tribal court or any similar tribal forum, that Customer will not bring any action against Company in tribal court, and that Customer will not avail itself of any ruling or direction of the tribal court permitting or directing it to suspend its payment or other obligations under this Agreement. The individual signing on behalf of Customer warrants and represents that such individual is duly authorized to provide this waiver and enter into this Agreement and that this Agreement constitutes the valid and legally binding obligation of Customer, enforceable in accordance with its terms.

29. Building Automation Systems and Network Security. Customer and Trane acknowledge that Building Automation System (BAS) and connected networks security requires Customer and Trane to maintain certain cybersecurity obligations. Customer acknowledges that upon completion of installation and configuration of the BAS, the Customer maintains ownership of the BAS and the connected network equipment. Except for any applicable warranty obligations, Customer is solely responsible for the maintenance and security of the BAS and related networks and systems. In the event there is a service agreement between Trane and Customer, Trane will provide the services as set forth in the service agreement.

In order to maintain a minimum level of security for the BAS, associated networks, network equipment and systems, Customer's cybersecurity responsibilities include without limitation:

1. Ensure that the BAS, networks, and network equipment are physically secure and not accessible to unauthorized personnel.
2. Ensure the BAS remains behind a secure firewall and properly segmented from all other customer networks and systems, especially those with sensitive information.
3. Keep all Inbound ports closed to any IP Addresses in the BAS.
4. Remove all forwarded inbound ports and IP Addresses to the BAS.
5. Maintain user login credentials and unique passwords, including the use of strong passwords and the removal of access for users who no longer require access.
6. Where remote access is desired, utilize a secure method such as Trane Connect Secure Remote Access or your own VPN.
7. For any Trane services requiring remote data transfer and/or remote user access, configure the BAS and related firewall(s) per instructions provided by Trane. This typically includes configuring Port 443 and associated firewall(s) for Outbound only.
8. Perform regular system maintenance to ensure that your BAS is properly secured, including regular software updates to your BAS and related network equipment (i.e., firewalls).

Any and all claims, actions, losses, expenses, costs, damages, or liabilities of any nature due to Customer's failure to maintain BAS security responsibilities and/or industry standards for cybersecurity are the sole responsibility of the Customer.

1-26.251-10(0123)
Supersedes 1-26.251-10(1221)

SECURITY ADDENDUM

This Addendum shall be applicable to the sale, installation and use of Trane equipment and the sale and provision of Trane services. "Trane" shall mean Trane U.S. Inc. for sales and services in the United States, or Trane Canada ULC for sales and services in Canada.

1. **Definitions.** All terms used in this Addendum shall have the meaning specified in the Agreement unless otherwise defined herein. For the purposes of this Addendum, the following terms are defined as follows:

"Customer Data" means Customer account information as related to the Services only and does not include HVAC Machine Data or personal data. Trane does not require, nor shall Customer provide personal data to Trane under the Agreement. Such data is not required for Trane to provide its Equipment and/or Services to the Customer.

"Equipment" shall have the meaning set forth in the Agreement.

"HVAC Machine Data" means data generated and collected from the product or furnished service without manual entry. HVAC Machine Data is data relating to the physical measurements and operating conditions of a HVAC system, such as but not limited to, temperatures, humidity, pressure, HVAC equipment status. HVAC Machine Data does not include Personal Data and, for the purposes of this agreement, the names of users of Trane's controls products or hosted applications shall not be Personal Data, if any such user chooses to use his/her name(s) in the created accounts within the controls product (e.g., firstname.lastname@address.com). HVAC Machine Data may be used by Trane: (a) to provide better support services and/or products to users of its products and services; (b) to assess compliance with Trane terms and conditions; (c) for statistical or other analysis of the collective characteristics and behaviors of product and services users; (d) to backup user and other data or information and/or provide remote support and/or restoration; (e) to provide or undertake: engineering analysis; failure analysis; warranty analysis; energy analysis; predictive analysis; service analysis; product usage analysis; and/or other desirable analysis, including, but not limited to, histories or trends of any of the foregoing; and (f) to otherwise understand and respond to the needs of users of the product or furnished service. **"Personal Data"** means data and/or information that is owned or controlled by Customer, and that names or identifies, or is about a natural person, such as: (i) data that is explicitly defined as a regulated category of data under any data privacy laws applicable to Customer; (ii) non-public personal information ("NPI") or personal information ("PI"), such as national identification number, passport number, social security number, social insurance number, or driver's license number; (iii) health or medical information, such as insurance information, medical prognosis, diagnosis information, or genetic information; (iv) financial information, such as a policy number, credit card number, and/or bank account number; (v) personally identifying technical information (whether transmitted or stored in cookies, devices, or otherwise), such as IP address, MAC address, device identifier, International Mobile Equipment Identifier ("IMEI"), or advertising identifier; (vi) biometric information; and/or (vii) sensitive personal data, such as, race, religion, marital status, disability, gender, sexual orientation, geolocation, or mother's maiden name.

"Security Incident" shall refer to (i) a compromise of any network, system, application or data in which Customer Data has been accessed or acquired by an unauthorized third party; (ii) any situation where Trane reasonably suspects that such compromise may have occurred; or (iii) any actual or reasonably suspected unauthorized or illegal Processing, loss, use, disclosure or acquisition of or access to any Customer Data.

"Services" shall have the meaning set forth in the Agreement.

2. **HVAC Machine Data; Access to Customer Extranet and Third Party Systems.** If Customer grants Trane access to HVAC Machine Data via web portals or other non-public websites or extranet services on Customer's or a third party's website or system (each, an "Extranet"), Trane will comply with the following:
- Accounts.** Trane will ensure that Trane's personnel use only the Extranet account(s) designated by Customer and will require Trane personnel to keep their access credentials confidential.
 - Systems.** Trane will access the Extranet only through computing or processing systems or applications running operating systems managed by Trane that include: (i) system network firewalls; (ii) centralized patch management; (iii) operating system appropriate anti-malware software; and (iv) for portable devices, full disk encryption.
 - Restrictions.** Unless otherwise approved by Customer in writing, Trane will not download, mirror or permanently store any HVAC Machine Data from any Extranet on any medium, including any machines, devices or servers.
 - Account Termination.** Trane will terminate the account of each of Trane's personnel in accordance with Trane's standard practices after any specific Trane personnel who has been authorized to access any Extranet (1) no longer needs access to HVAC Machine Data or (2) no longer qualifies as Trane personnel (e.g., the individual leaves Trane's employment).
 - Third Party Systems.** Trane will provide Customer prior notice before it uses any third party system that stores or may otherwise have access to HVAC Machine Data, unless (1) the data is encrypted and (2) the third party system will not have access to the decryption key or unencrypted "plain text" versions of the HVAC Machine Data.
3. **Customer Data; Confidentiality.** Trane shall keep confidential, and shall not access or use any Customer Data and information that is marked confidential or by its nature is considered confidential ("Customer Confidential Information") other than for the purpose of

providing the Equipment and Services, and will disclose Customer Confidential Information only: (i) to Trane's employees and agents who have a need to know to perform the Services, (ii) as expressly permitted or instructed by Customer, or (iii) to the minimum extent required to comply with applicable law, provided that Trane (1) provides Customer with prompt written notice prior to any such disclosure, and (2) reasonably cooperate with Customer to limit or prevent such disclosure.

4. Customer Data: Compliance with Laws. Trane agrees to comply with laws, regulations governmental requirements and industry standards and practices relating to Trane's processing of Customer Confidential Information (collectively, "**Laws**").
5. Customer Data: Information Security Management. Trane agrees to establish and maintain an information security and privacy program, consistent with applicable HVAC equipment industry practices that complies with this Addendum and applicable Laws ("**Information Security Program**"). The Information Security Program shall include appropriate physical, technical and administrative safeguards, including any safeguards and controls agreed by the Parties in writing, sufficient to protect Customer systems, and Customer's Confidential Information from unauthorized access, destruction, use, modification or disclosure. The Information Security Program shall include appropriate, ongoing training and awareness programs designed to ensure that Trane's employees and agents, and others acting on Trane's, behalf are aware of and comply with the Information Security Program's policies, procedures, and protocols.
6. Monitoring. Trane shall monitor and, at regular intervals consistent with HVAC equipment industry practices, test and evaluate the effectiveness of its Information Security Program. Trane shall evaluate and promptly adjust its Information Security Program in light of the results of the testing and monitoring, any material changes to its operations or business arrangements, or any other facts or circumstances that Trane knows or reasonably should know may have a material impact on the security of Customer Confidential Information, Customer systems and Customer property.
7. Audits. Customer acknowledges and agrees that the Trane SOC2 audit report will be used to satisfy any and all audit/inspection requests/requirements by or on behalf of Customer. Trane will make its SOC2 audit report available to Customer upon request and with a signed nondisclosure agreement.
8. Information Security Contact. Trane's information security contact is Local Sales Office.
9. Security Incident Management. Trane shall notify Customer after the confirmation of a Security Incident that affects Customer Confidential Information, Customer systems and Customer property. The written notice shall summarize the nature and scope of the Security Incident and the corrective action already taken or planned.
10. Threat and Vulnerability Management. Trane regularly performs vulnerability scans and addresses detected vulnerabilities on a risk basis. Periodically, Trane engages third-parties to perform network vulnerability assessments and penetration testing. Vulnerabilities will be reported in accordance with Trane's cybersecurity vulnerability reported process. Trane periodically provides security updates and software upgrades.
11. Security Training and Awareness. New employees are required to complete security training as part of the new hire process and receive annual and targeted training (as needed and appropriate to their role) thereafter to help maintain compliance with Security Policies, as well as other corporate policies, such as the Trane Code of Conduct. This includes requiring Trane employees to annually re-acknowledge the Code of Conduct and other Trane policies as appropriate. Trane conducts periodic security awareness campaigns to educate personnel about their responsibilities and provide guidance to create and maintain a secure workplace.
12. Secure Disposal Policies. Policies, processes, and procedures regarding the disposal of tangible and intangible property containing Customer Confidential Information so that wherever possible, Customer Confidential Information cannot be practicably read or reconstructed.
13. Logical Access Controls. Trane employs internal monitoring and logging technology to help detect and prevent unauthorized access attempts to Trane's corporate networks and production systems. Trane's monitoring includes a review of changes affecting systems' handling authentication, authorization, and auditing, and privileged access to Trane production systems. Trane uses the principle of "least privilege" (meaning access denied unless specifically granted) for access to customer data.
14. Contingency Planning/Disaster Recovery. Trane will implement policies and procedures required to respond to an emergency or other occurrence (i.e. fire, vandalism, system failure, natural disaster) that could damage Customer Data or any system that contains Customer Data. Procedures include the following
 - (i) data backups; and
 - (ii) formal disaster recovery plan. Such disaster recovery plan is tested at least annually.
15. Return of Customer Data. If Trane is responsible for storing or receiving Customer Data, Trane shall, at Customer's sole discretion, deliver Customer Data to Customer in its preferred format within a commercially reasonable period of time following the expiration or earlier termination of the Agreement or, such earlier time as Customer requests, securely destroy or render unreadable or

undecipherable each and every original and copy in every media of all Customer's Data in Trane's possession, custody or control no later than [90 days] after receipt of Customer's written instructions directing Trane to delete the Customer Data.

16. Background checks Trane shall take reasonable steps to ensure the reliability of its employees or other personnel having access to the Customer Data, including the conducting of appropriate background and/or verification checks in accordance with Trane policies.
17. DISCLAIMER OF WARRANTIES. EXCEPT FOR ANY APPLICABLE WARRANTIES IN THE AGREEMENT, THE SERVICES ARE PROVIDED "AS IS", WITH ALL FAULTS, AND THE ENTIRE RISK AS TO SATISFACTORY QUALITY, PERFORMANCE, ACCURACY AND EFFORT AS TO SUCH SERVICES SHALL BE WITH CUSTOMER. TRANE DISCLAIMS ANY AND ALL OTHER EXPRESS OR IMPLIED REPRESENTATIONS AND WARRANTIES WITH RESPECT TO THE SERVICES AND THE SERVICES PROVIDED HEREUNDER, INCLUDING ANY EXPRESS OR IMPLIED WARRANTY OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, OR THAT THE SERVICES WILL OPERATE ERROR-FREE OR UNINTERRUPTED OR RETURN/RESPONSE TO INQUIRIES WITHIN ANY SPECIFIC PERIOD OF TIME.

November 2023

DEPARTMENT OF PARKS AND RECREATION

202 Railroad Avenue, Rifle, CO 81650

Phone: 970-665-6570



MEMORANDUM

TO: Iris Trevisano, Procurement & Grant Manager

FROM: Austin Rickstrew, Parks and Recreation Director

DATE: 12/11/2025

SUBJECT: Recommendation for TRANE Controls Proposal – PD HVAC

I recommend we move forward with the TRANE Controls Proposal to upgrade the Police Department HVAC control system. The existing system is original to the building, has recently failed, and is difficult to support due to its outdated TRANE platform. Access issues also began after the City upgraded from Windows 7 to Windows 10, as the legacy software is no longer supported.

Staff began seeking quotes during the City Hall project, knowing the PD system was nearing the end of its useful life. The new controls installed at City Hall have performed well, and upgrading the PD to the same platform will improve reliability and allow staff to maintain both buildings efficiently and consistently.

Please let me know if you need any additional information or supporting documentation.

Respectfully,

Austin Rickstrew

Procurement and Grant Reporting

City of Rifle

202 Railroad Avenue, Rifle, CO 8165
970-665-6412



MEMORANDUM

TO: Honorable Mayor and City Council Members

CC: Patrick Waller, City Manager and Austin Rickstrew, Parks and Recreation Director

FROM: Iris Trevisano, Procurement and Grant Reporting

DATE: December 17, 2025

SUBJECT: **PO Request to Update Police Department HVAC Controls**

Background

The current HVAC control system in the Justice Center is outdated and has recently failed. It's hard to get support or replacement parts because it's based on an old TRANE platform. Upgrading to a new system will match the one used at City Hall, which was updated during a recent remodel. Having both buildings on the same system will improve reliability, efficiency, and maintenance.

Procurement

Under **Sec. 4-2-230. - Miscellaneous exemptions-(5)**

A particular supply or service is required in order to standardize or maintain standardization for the purpose of reducing financial investment or simplifying administration.

Rocky Mountain Trane- Trane Technologies- was contracted to upgrade our system

The department has secured

- Provide and install (1) Tracer® SC+ building automation platform with Air-Fi Communication Protocol
- Provide and install (1) Trane Legacy Communication module and license for communication to existing equipment
- Demo (3) Trane CCP Panels and wire the communication links into the new Tracer SC+
- Provide and install (3) Symbio 210 BACnet controllers for bypass damper control
- **LONTALK UPGRADE:** Provide and install (2) Symbio 500 BACnet controllers for replacement of existing MP503 & MP581 controllers

Rocky Mountain Trane offered Western Colorado Trane's local government pricing and this agreement will allow us to lock in pricing for \$38,448.71

Staff Recommendation

Staff recommends the purchase request of Trane Systems for the upgraded HVAC controls for the Justice Center for the price of \$38,448.71

Thank you

Iris Trevisano
Procurement and Grant Reporting Manger



**CITY OF RIFLE
PURCHASE REQUEST**

1.	Vendor Name	NEW: W-9 attached ☐
	Trane U.S. Inc.	

2.	Vendor Address
	P.O. BOX 98167 Chicago, IL 60693

3.	For the Purchase of (description)
	PD HVAC Controls Upgrade

4.	Amount Requested	Amount Budgeted	Finance Director Verified Funds Avail.
	\$38,448.71	\$139,000.00	

5.	Dept. Name	General Ledger Acct #
	Grounds and Facilities	100-4195-400-430

6.	Type of Purchase
	☐ Capital Construction
	☐ Capital Construction – Change Order
	☐ Capital Equipment
	☐ Plant Equipment
	☐ Materials, supplies, non-profession/technical services (includes computer/software maint.)
	☒ Professional Services
	☐ Utilities (includes equipment installation and ongoing contracts)
	☐ Land, easements, ROW

7.	Purchasing Process Required (Rifle Municipal Code sections for guidance)		
	☐ Cooperative Purchasing:	Sec 4-3-50	
	☐ Emergency Procurement	Sec. 4-3-235	
	☐ Small Purchases	Sec. 4-3-225	
	☐ Request for Proposal:	Sec. 4-3-220(b)	(attach bid tab)
	☐ Competitive Sealed Bid:	Sec.4-3-215	(attach bid tab & advertisement)
	☒ Miscellaneous Exemptions	Sec. 4-2-230	(attach memo)

8.	Authorization Required	
	☒	City Manager
	☒	City Council

9.	Signatures		
	Position	Signature	Date
	Department Director	<i>Austin Rickstrew</i>	12/11/2025
	City Manager		
	City Council Approval (meeting date)		
10.	Purchase Order # assigned by Finance		



TABLE 1 - IS A PURCHASE ORDER NECESSARY

<u>Amount of Purchase</u>	<u>Is Purchase Order Needed</u>	<u>Method of Source Selection</u>
\$0.01 - \$10,000	No – Dept Head Approval	No special sourcing
\$10,000.01 - \$25,000	Yes – City Manager Approval	Yes – see table 2 below
\$25,000.01 or Greater	Yes – Council Approval	Yes – see table 2 below

TABLE 2 - METHODS OF SOURCE SELECTION

<u>Methods of source selection</u>	<u>Contract limits</u>
Competitive sealed bidding	Greater than \$50,000.00
Competitive sealed proposals	Greater than \$10,000.00 and less than \$50,000.00.
**Greater than \$50,000 allowed for Construction Manager/General Contractor proposals, or similar type proposal.	
Small purchases	Less than \$10,000.00 - DEPARTMENT HEAD DISCRETION

TABLE 3 - LOCAL VENDOR PREFERENCE

Contract Amount	Primary Preference In City Limits	Secondary Preference In County Out of City
Less than \$1,000	10% discount	5% discount
\$1,001 to \$5,000	8% discount	4% discount
\$5,001 to \$25,000	6% discount	3% discount
\$25,001 to \$100,000	5% discount	2% discount
\$100,000 to \$200,000	4% discount	2.5% discount
\$200,001 to \$500,000	3% discount	1.5% discount
\$500,000 or greater	2% discount	1% discount



Agenda Item #9.e.

Agenda Item Name:

Consider Approving the Musco Lighting Retrofit Project Purchase Order Request

Presenter:

Austin Rickstrew, Parks & Recreation Director
Iris Trevisano, Procurement and Grant Reporting Manager

Item Description:

Consider approval of the Musco Lighting Retrofit Project.

Recommended Action:

Move to approve the purchase order request in the amount not to exceed \$190,000.00 to Musco Lighting for the lighting retrofit project.

Fiscal Impact:

There is \$130,000 budgeted in 2026 for this project. If approved, a budget supplement may be required at the end of 2026.

Operational Impact:

The new Musco LED lighting system will reduce maintenance demands, lower energy costs, and provide more reliable field lighting.

Prior Board Motions:

N/A

Background Information:

N/A

Executive Summary:

The Musco lighting replacement at Bookcliff Field, originally budgeted at \$130,000 for 2026, now has a confirmed project cost of \$190,000. The increase reflects updated pricing for equipment and installation. Replacement is necessary due to multiple burned-out fixtures and overall system degradation, which no longer provide safe, reliable lighting for evening field use.

The City secured the project quote through a cooperative purchasing agreement with Sourcewell, ensuring competitive pricing and compliance with purchasing requirements. The proposed upgrade installs new Musco LED fixtures identical to those at Skinner Field (2023), improving visibility, reducing energy consumption by 40% or more, and standardizing lighting across City facilities. The quote includes a 25-year parts and labor warranty, significantly reducing long-term maintenance costs.

Given the safety concerns, operational needs, and long-term savings, staff recommends proceeding with the project at the revised cost. A supplemental budget request may be required at the end of 2026.

Staff recommends Under **Sec. 4-3-50. - Cooperative purchasing, The Procurement Officer is authorized to participate in joint bidding with other public agencies or entities when deemed to be in the City's best interests.** Through Sourcewell – Musco Sports Lighting, LLC, Contract Number: 041123-MSL issuing the purchase request for the 2026 fiscal year to secure the project cost of \$190,000

Notification Requirements:

N/A

Prepared By:

Austin Rickstrew, Parks & Recreation Director

Attachments:

1. Bookcliff Field at Deerfield Park Sourcewell Quote
2. PA 249875
3. Memo - Musco Lighting 12.09.2025
4. Memo Purchase Request Musco Lighting Retrofit Project
5. Musco Sports Lighting PO Request 12.08.25

Quote

Date: November 20th, 2025

Deerfield Park

Sourcewell

Master Project: 199030, Contract Number: 041123-MSL, Expiration: 06/16/2027

Category: Sports lighting with related supplies and services

All purchase orders should note the following:

Sourcewell purchase – contract number: 041123-MSL

Quotation Price – Materials with Installation

Musco's Light-Structure System™ Retrofit as described below and delivered to the job site:

Bookcliff Field -\$190,000.00

(300' radius, 30 foot candles, LED, (6) existing poles, **25-year warranty**, Control-Link®)

Sales tax, and Bonding are not included.

Pricing furnished is effective for 60 days unless otherwise noted and is considered confidential.

System Description –Factory built, wired, aimed and tested lighting system includes:

Factory built, wired, aimed, and tested lighting system includes:

- Remote electrical component enclosures
- Pole length wire harnesses
- UL listed as a complete system.

Control-Link® Control and Monitoring System

- Control and monitoring cabinet
- Remote on/off control
- Monitoring with 24/7 customer support
- Onsite dimming (high/med/low)

Environmental Light Control – control for neighbors and the environment

- Reduction of spill light and glare by 50% or more

Always Ready to Play – control assuring the results you expect

- Reduction of energy and maintenance costs by 40% up to 85% over typical 1500W HID equipment
- Product assurance and warranty program that includes materials and onsite labor, eliminating 100% of your maintenance costs for **25 years** on existing Musco poles.



Quote

Date: November 20th, 2025

Deerfield Park

Payment Terms

Musco's Credit Department will provide payment terms.

All purchase orders should note the following:

Sourcwell purchase – contract number: **041123-MSL**

Delivery Timing

8 - 12 weeks for delivery of materials to the job site from the time of order, submittal approval, and confirmation of order details including voltage, phase, and pole locations.

Due to the built-in custom light control per luminaire, pole locations need to be confirmed prior to production. Changes to pole locations after the product is sent to production could result in additional charges.

Notes

The Quote is based on:

- Shipment of the entire project together to one location
- Based on 480 Volt 3 phase electrical system requirement
- Structural code and wind speed = 2015 IBC, 120MPH Wind Zone and exposure: C I
- The owner is responsible for getting electrical power to the site, coordination with the utility, and any power company fees
- This is assuming power is adequate and readily available on site.
- **Standard soil conditions – rock, bottomless, wet or unsuitable soil may require additional engineering, special installation methods and additional cost**
- Confirmation of pole locations prior to production

Thank you for considering our team for your sports lighting needs. Please contact me with any questions.

Edwin Arceo
Sales Representative
Musco Sports Lighting, LLC
Phone: 303-963-6059
E-mail: Edwin.arceo@musco.com

Project # 249875



1. SELLER NAME AND ADDRESS: Musco Sports Lighting, LLC ("Musco") 211 2 nd Avenue West – PO Box 808 Oskaloosa, IA 52577 Attn: Austin Summers Email: austin.summers@musco.com Telephone: 641-673-0411 800-825-6020 Ext 2103	2. BUYER NAME AND ADDRESS: City of Rifle (the "Buyer") 202 Railroad Ave Rifle, CO 81650 Attn: Austin Rickstrew Email: arickstrew@rifleco.org Telephone: 970-309-9124
3. OWNER NAME AND ADDRESS: City of Rifle 202 Railroad Ave Rifle, CO 81650 Attn: Austin Rickstrew Email: arickstrew@rifleco.org Telephone: 970-309-9124	4. SHIPPING NAME AND ADDRESS: Deerfield Park Acacia Ave at E 30 th St Rifle, CO 81650 Attn: ☒ _____ Email: ☒ _____ Telephone: ☒ _____
5. WARRANTY CONTACT: City of Rifle 202 Railroad Ave Rifle, CO 81650 Attn: Austin Rickstrew Email: arickstrew@rifleco.org Telephone: 970-309-9124	6. FACILITY NAME AND ADDRESS: Attn: ☒ _____ Email: ☒ _____ Telephone: ☒ _____
7. INVOICES: Please remit invoices to: ☒ _____ ☒ _____ ☒ _____ Attn: ☒ _____ Email: ☒ _____ Telephone: ☒ _____	

8. **EQUIPMENT DESCRIPTION** – Musco shall sell, transfer, and deliver to Buyer, and Buyer will purchase, accept, and pay for the following goods (the “Equipment”) in accordance with the “Total Price” paragraph of this Agreement:

**SportsCluster® Lighting System
And Light-Structure System™ Retrofit - TLC for LED® Upgrade**

- Poletop luminaire assemblies with:
- 8 – Total Light Control® TLC-BT-575 BallTracker® factory-aimed and assembled luminaires
- 10 – Total Light Control® TLC-LED-1200 factory-aimed and assembled luminaires
- 8 – Total Light Control® TLC-LED-1500 factory-aimed and assembled luminaires
- 4 – Total Light Control® TLC-LED-900 factory-aimed and assembled luminaires
- Pole length factory assembled wire harnesses
- Factory wired and tested remote electrical component enclosures
- Mounting hardware for poletop luminaire assemblies and electrical components enclosures
- Disconnects

With Controls

- Control-Link® control and monitoring system to provide remote on/off and dimming (high/medium/low) control and performance monitoring with 24/7 customer support

Built to the following specifications:

- Driver input voltage: ☒ _____
- Phase to pole: ☒ _____ phase
- Structural integrity: based upon IBC, 2015, 120 mph, Exposure C
- Light level(s): 50 footcandles infield 30 footcandles outfield

9. **RESPONSIBILITIES OF THE BUYER AND/OR THIRD PARTY** – buyer/Third Party agrees to:

- Confirm supply voltage required for lighting system.
- Confirm pole or luminaire locations.
- Provide electrical design and materials for electrical distribution system.
- Provide labor and equipment for installation of electrical distribution system.
- Provide labor and equipment for installation of bases & poles.

10. **MUSCO CONTROL-LINK® CONTROL SYSTEM** – Musco agrees to provide design and layout for the control system.

Control-Link Central™ customer support services: commission the system; monitor and report system alarms; provide automated facility management reports; provide on-off schedules via Control-Link Central app or website, email, phone call or fax; and provide technical support 24 hours a day, seven days a week.

11. **MUSCO SERVICES** – Musco agrees to provide, itself or through its subcontractors, design, layout, testing and commissioning for the Equipment and the following (collectively, the “Services”):

No additional Services

12. CONSTANT 25™ WARRANTY – CONTROL AND MONITORING PROGRAM (the “Warranty”) – Musco shall provide parts, labor, and services as outlined in the Musco Constant 25 Warranty Agreement to maintain operation of lighting equipment for a period of 25 years on the following terms:

- **Warranty service begins:** on the date of product shipment
- **Expiration date:** 25 years from date of shipment
- **Services:** control, monitoring, and maintenance
- **Light levels:** as specified in Musco design documents
- **Spill light control:** as specified in Musco design documents
- **Energy consumption:** as specified in Musco design documents

13. TOTAL PRICE – Buyer will pay for the above-described Equipment and, if applicable, Services. The Total Price of \$190,000.00 plus applicable taxes is payable as follows.

- \$190,000.00 within 30 days from invoice date

A copy of the payment and performance bond (if applicable) is required prior to shipment.

Monthly progress invoicing and payments will apply.

Final payment shall not be withheld by Buyer on account of delays beyond the control of Musco.

Project is being purchased through the following cooperative purchasing agreement:

Sourcewell (contract number 041123-MSL)

Price includes delivery to the address indicated in item #4 of this Agreement. Price does not include sales tax, unloading or installation.

Payments not paid when due are subject to a carrying charge for each month past due or will be pro-rated for the portion of the month there is an unpaid balance. Carrying charges shall accrue in the amount of one- and one-half percent (1.5%) per month of any overdue unpaid balance, or the maximum rate permitted by law, whichever is less.

Source of Funds: Buyer agrees that Buyer's payment to Musco is not contingent upon Buyer getting paid by the Owner/End User.

Buyer may not hold back or set off any amounts owed to Musco in satisfaction of any claims asserted by Buyer against Musco. No partial payment by Buyer shall constitute satisfaction of the entire outstanding balance of any invoice of Musco, notwithstanding any notation or statement accompanying that payment.

The Total Price was calculated utilizing parameters outlined in the project specifications. In the event soil conditions vary from those relied upon, or if the soil cannot be readily excavated, Buyer shall be responsible for Musco's additional associated costs, including but not limited to the cost of design, alternate foundations, additional materials, and labor.

14. TAXES – Buyer shall pay all applicable state and local sales taxes, use or any similar tax invoiced appropriately by Musco.

☐ Taxable ☒ Non-Taxable (Copy of resale or exemption certificate must be attached. Note: Just holding a sales tax permit does not, in and of itself, qualify for a non-taxable sale.)

15. PAYMENT/PERFORMANCE BONDING – Is there a bond on this project? ☐ Yes ☐ No

Principal Bond Holder:	
Bonding Company Name:	
Bonding Company Address:	
Bonding Company Address	
Phone Number:	
Bond Number:	

16. DELIVERY – Normal delivery to the shipping address indicated above is 8 to 12 weeks after submittal approval or release of order, if later. If the Equipment is shipped in multiple lots, Musco shall prepare a separate invoice for the price of the Equipment shipped at the time of each shipment. Buyer shall pay the amount of each such invoice upon the same terms as set out in the “Total Price” paragraph of this Agreement.

All deliveries shall be made by means of a common carrier or some other reasonable means chosen by Musco. All risk of loss to Equipment sold shall pass to Buyer upon delivery by Musco of such Equipment to the shipping location indicated above.

Delivery is subject to Buyer maintaining credit satisfactory to Musco. Musco may suspend or delay performance or delivery at any time pending receipt of assurances, including full or partial prepayment or payment of any outstanding amounts owed adequate to Musco in its discretion, of Buyer's ability to pay. Failure to provide such assurances shall entitle Musco to cancel this contract without further liability or obligation to Buyer.

17. NO RETAINAGE/WARRANTY – Buyer acknowledges payment in full is required within the agreed terms. Warranty claims and back charges shall not be deducted from contract payments without prior approval of Musco's Warranty Department (877-347-3319). Musco's Equipment and its performance are sold subject to Musco's written warranty. The Warranty provided by Musco shall be in lieu of all other representations, warranties and conditions of any kind, in respect of the Equipment or the Services and Musco disclaims any other representation, warranty or condition whatsoever, whether written or oral, express or implied, statutory or otherwise, including, but not limited to, the implied warranties and conditions of merchantability and fitness for a particular purpose.

Buyer acknowledges that any warranty and/or maintenance guarantee contained within payment/performance bonds issued on Musco's behalf pursuant to this Agreement and the corresponding liability on behalf of the issuing surety shall apply only to the first 12 months of any warranty and/or maintenance obligation of Musco specified in the written Warranty to be delivered to Buyer. The balance of any warranty and/or maintenance obligation greater than 12 months shall be the sole responsibility of Musco and shall not be guaranteed by a third party.

- 18. EXCLUSION OF SPECIAL DAMAGES** – In no event shall Musco be liable for incidental, special or consequential damages, including without limitation lost revenues and profits, in respect of this Agreement or the Equipment and, if applicable, Services provided hereunder.
- 19. LIMITATIONS PERIOD** – Unless otherwise specified in the Warranty to be delivered to Buyer, any action or proceeding against Musco arising out of or relating to the Equipment or Services will be forever barred unless commenced within the earlier of: (a) one (1) year after delivery of the Equipment or if applicable, completion of the Services; or (b) the period prescribed by the applicable statute of limitation or repose.
- 20. SECURITY AGREEMENT** – In consideration of the promises contained herein, Buyer hereby grants and conveys to Musco, to secure payment and performance of all obligations in full, a purchase money security interest in the Equipment, including all repairs, replacements and accessions thereto and proceeds thereof (collectively referred to as the "Secured Property"). Buyer hereby irrevocably authorizes Musco at any time to register in any registration office in any province (including personal property registries and if applicable, land titles or real property registries) any initial financing statements, financing change statements, notices of security interest or other documents relating to this security interest or this transaction. Buyer further agrees to promptly furnish any information requested by Musco to effectuate the terms of this Agreement. Buyer further agrees to execute any document reasonably required by Musco to perfect the security interest granted herein and to assure the preservation, priority, and enforcement of such security interest. Buyer agrees that value has been given for this security interest and that the parties have not agreed to postpone the time for attachment of the security interest.
- 21. INSURANCE** – From and after delivery, regardless of the pending performance of the Services, until such time as Buyer has performed in full all obligations contained herein, Buyer shall maintain adequate insurance covering the Equipment in accordance with generally accepted business practices. Buyer shall name Musco as loss payee until such time as Buyer has performed in full all obligations contained herein.
- 22. DEFAULT** – Each of the following shall constitute a default ("Default") under this Agreement: a) failure to pay, in full, any payment when due hereunder; b) Buyer becomes the subject of a bankruptcy, receivership or insolvency proceeding; c) any warranty, representation or statement made or furnished to Musco by or on behalf of the Buyer proved to have been false in any material respect when made or furnished; d) loss, theft, damage, destruction or encumbrance to, or of, the Secured Property or the making of any levee, seizure or attachment thereof or thereon prior to payment in full; or e) the occurrence or non-occurrence of any event or events which causes Musco, in good faith, to deem itself insecure for any reason whatsoever.
- 23. REMEDIES UPON DEFAULT** – In the event of Default, Musco may, at its option, and without notice or demand: a) declare the entire unpaid balance owing hereunder due and payable at once; b) proceed to recover judgment for the entire unpaid balance due; c) exercise all rights provided to Musco under this Agreement, any applicable personal property security act (or similar legislation), at law or in equity including but not limited to entering the Buyer's premises and taking possession of the Secured Property. All the remedies described herein are cumulative and may be exercised in any order by Musco. Buyer agrees to pay all costs (including reasonable attorney's fees and court costs) incurred by Musco in disposing of the Secured Property and collecting any amounts owing hereunder, and such costs shall be part of the obligations secured hereunder.
- 24. FORCE MAJEURE** – Musco shall not be liable for delays or failure to perform in respect of the Equipment or the Services due, directly or indirectly, to (i) causes beyond Musco's reasonable control, or (ii) acts of God or nature, acts (including failure to act) of any governmental authority, wars (declared or undeclared), strikes or other labor disputes, fires, and natural calamities (such as floods, earthquakes, storms, epidemics).

25. **EEO COMPLIANCE** – When applicable, Musco and Subcontractor shall comply with the EEO Clause in Section 202 of Executive Order 11246, as amended, which is incorporated herein by specific reference.

When applicable, Musco and Subcontractor shall abide by the requirements of 41 CFR 60-741.5(a) and 41 CFR 60-300.5(a). These regulations prohibit discrimination against qualified individuals on the basis of disability and against qualified protected veterans and require affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified individuals with disabilities and qualified protected veterans.

26. **CONDITIONS OF AGREEMENT**

- a. **APPLICABLE LAW** – This Agreement shall be governed by the laws, including the Uniform Commercial Code, adopted in the State of Iowa as effective and in force on the date of this Agreement.
- b. **EXPENSES/REMEDIES** – Buyer shall pay to Musco the reasonable expenses, including court costs, legal and administrative expenses, and reasonable legal fees (on a solicitor and client basis), paid or incurred by Musco in endeavoring to collect amounts due from Buyer to Musco. It is further understood that if Buyer does not make a payment as due, Musco has the right to forward appropriate notices or claims on jobs with owners, bonding companies, general contractors, or the like, as deemed appropriate by Musco.
- c. **ENTIRE AGREEMENT** – This Agreement, the written Warranty to be delivered to Buyer, and any invoice issued by Musco pursuant to this Agreement constitute the entire agreement between the parties and supersede all prior statements of any kind made by the parties or their representatives. No representative or employee of Musco has any authority to bind Musco to any term, representation, or warranty other than those specifically included in this written Agreement or the written Warranty to be delivered to Buyer in connection with this Agreement. This Agreement may not be amended or supplemented except by written agreement executed by Musco and Buyer.
- d. **ACCEPTANCE** – This Agreement is subject to the approval of Musco's Credit Department and the written acceptance of this Order by Musco.

CITY OF RIFLE

Acceptance

Date

Signature

Name and Title

MUSCO SPORTS LIGHTING, LLC

Acceptance

Date

Signature

Name and Title

Please remember to return all pages of this agreement.



DEPARTMENT OF PARKS AND RECREATION

202 Railroad Avenue, Rifle, CO 81650

Phone: 970-665-6570

MEMORANDUM

TO: Iris Trevisano, Procurement & Grant Manager

FROM: Austin Rickstrew, Parks and Recreation Director

DATE: 12/09/2025

SUBJECT: Request for Purchase – Musco Lighting System

I am requesting approval to move forward with the purchase of the Musco LED lighting system for Bookcliff Field. This project was initially budgeted at \$130,000 for 2026; however, the formal quote obtained through the cooperative purchasing agreement with Sourcewell totals \$190,000. The increase reflects updated equipment and installation costs.

Replacement of the existing lighting system is necessary due to ongoing failures, including multiple burned-out fixtures that no longer provide adequate or safe illumination for evening field use. The new Musco LED system will significantly improve safety, reduce energy consumption by more than 40 percent, and minimize long-term maintenance costs. The package also includes a 25-year warranty on all parts and labor, ensuring predictable operating expenses and long-term reliability.

As discussed, this purchase may require a supplemental budget adjustment at the end of 2026 to fully fund the revised cost. Given the safety concerns, operational benefits, and long-term savings associated with this upgrade, I recommend proceeding with the purchase.

Please let me know if you need any additional information or supporting documentation.

Respectfully,

Austin Rickstrew

Procurement and Grant Reporting

City of Rifle

202 Railroad Avenue, Rifle, CO 8165
970-665-6412



MEMORANDUM

TO: Honorable Mayor and City Council Members
CC: Patrick Waller, City Manager and Austin Rickstrew, Parks and Recreation Director
FROM: Iris Trevisano, Procurement and Grant Reporting
DATE: December 17, 2025
SUBJECT: **PO Request for Musco Lighting Retrofit Project**

Background

The lights at Bookcliffs Field need retrofitting due to multiple burned-out fixtures and overall system degradation, which no longer provide safe, reliable lighting for evening field use. This project is part of the 2026 Capital improvement plan and was budgeted.

Procurement

Under **Sec. 4-3-50. - Cooperative purchasing** The Procurement Officer is authorized to **participate in joint bidding with other public agencies or entities when deemed to be in the City's best interests.** Through Sourcwell – Musco Sports Lighting, LLC, Contract Number: 041123-MSL

The department has secured

- SportsCluster® Lighting System And Light-Structure System™ Retrofit - TLC for LED® Upgrade
- Control-Link® Control and Monitoring System
- Environmental Light Control – control for neighbors and the environment
- Always Ready to Play – control assuring the results you expect
- Warranty program- includes materials and onsite labor, eliminating 100% of your maintenance costs for 25 years on existing Musco poles.

Securing this agreement will allow us to lock in pricing for \$190,000.00

Staff Recommendation

Staff recommends the purchase request of Musco Sports Lighting through a cooperative purchasing agreement at a price of \$190,000

Thank you

Iris Trevisano

Procurement and Grant Reporting Manger



**CITY OF RIFLE
PURCHASE REQUEST**

1.	Vendor Name	NEW: W-9 attached ☐
	Musco Sports Lighting LLC.	

2.	Vendor Address
	100 1st Ave West PO BOX 808, Oskaloosa, IA 52577

3.	For the Purchase of (description)
	Mucso's Light Structure System Retrofit (Sourcewell Purchase CONTRACT: 041123-MSL)

4.	Amount Requested	Amount Budgeted	Finance Director Verified Funds Avail.
	\$190,000.00	\$130,000.00	

5.	Dept. Name	General Ledger Acct #
	Parks Capital	210-4523-400-741

6.	Type of Purchase
	☐ Capital Construction
	☐ Capital Construction – Change Order
	☐ Capital Equipment
	☐ Plant Equipment
	☐ Materials, supplies, non-profession/technical services (includes computer/software maint.)
	☒ Professional Services
	☐ Utilities (includes equipment installation and ongoing contracts)
	☐ Land, easements, ROW

7.	Purchasing Process Required (Rifle Municipal Code sections for guidance)		
	☒	Cooperative Purchasing:	Sec 4-3-50
	☐	Emergency Procurement	Sec. 4-3-235
	☐	Small Purchases	Sec. 4-3-225
	☐	Request for Proposal:	Sec. 4-3-220(b) (attach bid tab)
	☐	Competitive Sealed Bid:	Sec.4-3-215 (attach bid tab & advertisement)
	☐	Miscellaneous Exemptions	Sec. 4-2-230 (attach memo)

8.	Authorization Required	
	☒	City Manager
	☒	City Council

9.	Signatures		
	Position	Signature	Date
	Department Director	<i>Austin Rickstrew</i>	12/08/2025
	City Manager		
	City Council Approval (meeting date)		

10.	Purchase Order # assigned by Finance
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TABLE 1 - IS A PURCHASE ORDER NECESSARY

<u>Amount of Purchase</u>	<u>Is Purchase Order Needed</u>	<u>Method of Source Selection</u>
\$0.01 - \$10,000	No – Dept Head Approval	No special sourcing
\$10,000.01 - \$25,000	Yes – City Manager Approval	Yes – see table 2 below
\$25,000.01 or Greater	Yes – Council Approval	Yes – see table 2 below

TABLE 2 - METHODS OF SOURCE SELECTION

<u>Methods of source selection</u>	<u>Contract limits</u>
Competitive sealed bidding	Greater than \$50,000.00
Competitive sealed proposals	Greater than \$10,000.00 and less than \$50,000.00.
**Greater than \$50,000 allowed for Construction Manager/General Contractor proposals, or similar type proposal.	
Small purchases	Less than \$10,000.00 - DEPARTMENT HEAD DISCRETION

TABLE 3 - LOCAL VENDOR PREFERENCE

Contract Amount	Primary Preference In City Limits	Secondary Preference In County Out of City
Less than \$1,000	10% discount	5% discount
\$1,001 to \$5,000	8% discount	4% discount
\$5,001 to \$25,000	6% discount	3% discount
\$25,001 to \$100,000	5% discount	2% discount
\$100,000 to \$200,000	4% discount	2.5% discount
\$200,001 to \$500,000	3% discount	1.5% discount
\$500,000 or greater	2% discount	1% discount



Agenda Item #9.f.

Agenda Item Name:

Consider Awarding Contract for Portable Restroom Services

Presenter:

Austin Rickstrew, Parks & Recreation Director
Iris Trevisano, Procurement and Grant Reporting Manager

Item Description:

Consider awarding the contract for portable restroom services.

Recommended Action:

Move to approve a 3-year agreement with Alpine Waste and Recycling for 2026, 2027, and 2028 for an amount not to exceed \$142,560

Fiscal Impact:

\$45,000 was budgeted in 2026 for portable restroom services. The total for portable restroom service in 2026 is \$45,720.

Operational Impact:

The Parks Department operates on a 3-year contract for portable restroom services for all City parks and Rifle Mountain Park. This agreement ensures that a qualified contractor will provide consistent cleaning and maintenance, keeping all portable restrooms clean, presentable, and ready for public use throughout the contract period.

Prior Board Motions:

N/A

Background Information:

The Parks and Recreation Department contracts Portable Restroom Service for the City Parks and Rifle Mountain Park. We requested two geographical locations: 1). City Parks Listed in the city limits of Rifle, and 2). Rifle Mountain Park (RMP). RMP is located 12 miles north of Rifle, beyond the end of State Highway 325, just north of the State Fish Hatchery. The address for RMP is 13885 County Road 217. There are 9 restroom locations within Rifle city parks and 10 locations at RMP.

Executive Summary:

In accordance with our procurement code, we issued a Request for Bid (RFB) for Portable Restroom services, which was posted on the City website, Post Independent and in the Rifle Citizen Telegram. No pre-bid meeting was held. To be considered for award, vendors were required to submit a proposal spreadsheet detailing costs for each park over the three-year contract term. We received two bids, Alpine, Waste and Recycle and Mountain Waste & Recycle. Both vendors' proposal met all the bid requirements. Both were over budget, but both receive Local Preference Code Sec. 4-3-210. However Alpine, Waste and Recycle received a 5% discount

for being located in Rifle and Mountain Waste & Recycle received 2.5% discount.

Staff recommends awarding the three-year services contract for Portable Restroom Services in the amount of \$47,520.00 yearly for 2026,2027,2028

RFP Information @: www.RifleCO.org/Packetaddendums

Notification Requirements:

N/A

Prepared By:

Austin Rickstrew, Parks & Recreation Director

Attachments:

1. RFB_11_17_2025 Portable Restroom Services_
2. Alpine Waste RFB 2026-2028
3. Award Memo Portable Restroom Services
4. Memo - Portable Restroom Service RFB 12.09.2025
5. Alpine Waste PO Request 12.09.2025

City of Rifle

Portable Restroom Service



Request for Bids

November 17, 2025

City of Rifle

202 Railroad Avenue

Rifle, Colorado 86150

2026-2028

Proposal Due Date: December 5, 2025, at 10 a.m.

Question Deadline: November 26, 2025, 12 p.m.

Notice of Award: (tentative) December 17, 2025

Anticipated Start Date: January 2026

Project Directory

Parks and Recreation Director,

Austin Rickstrew

202 Railroad Ave

Rifle, CO 81650

970-665-6578

arickstrew@rifleco.org

Procurement and Grant Reporting Manager

Iris Trevisano

202 Railroad Ave

Rifle, CO 81650

970-665-6412

ltrevisano@rifleco.org

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REQUEST FOR PROPOSAL

For

Portable Restroom Service

The City of Rifle is requesting proposals from interested and qualified consultants for Portable Restroom Service . Bids must be submitted in person by December 5, 2025, at 10 a.m. Bids received after the closing date and time will not be considered.

Questions concerning this proposal shall be addressed to Iris Trevisano, Procurement and Grant Reporting Manager at itrevisano@rifleco.org. The final deadline for questions is November 26, 2025, 12 p.m.

Notice of Award (tentative) December 17, 2025

.....

The City of Rifle values full inclusion and access for all of our facilities, programs, activities, and services. We are pleased to provide meaningful accommodations to comply with the Americans with Disabilities Act (ADA) and reasonably provide translation, interpretation, modifications, accommodations, alternative formats, auxiliary aids, and services.

To request special assistance for Solicitations only, call Procurement and Grant Reporting Manager Iris Trevisano at 970-665-6412 or email Itrevisano@rifleco.org. Please allow 48 hours for your requests to be met.

1. Overview

The City of Rifle Parks and Recreation Department is requesting bids for Portable Restroom Services for a Three (3) Year service contract. The service areas are two geographical locations: 1). Parks Listed in the city limits of Rifle, and 2). Rifle Mountain Park (RMP). RMP is located 12 miles north of Rifle, beyond the end of State Highway 325, just north of the State Fish Hatchery. The address for RMP is 13885 County Road 217. There are 9 restroom locations within Rifle city parks and 10 locations at RMP.

2. Scope of Work

Service is requested at two geographical locations: 1). Parks Listed in the city limits of Rifle, and 2). Rifle Mountain Park (RMP). RMP is located 12 miles north of Rifle, beyond the end of State Highway 325, just north of the State Fish Hatchery. The address for RMP is 13885 County Road 217. There are 9 restroom locations within Rifle city parks and 10 locations at RMP.

You will find an attached Excel spreadsheet of our sites for the expected number of months at each site. This form provides information on the number of units requested at each site and the period we plan to have the units there. You'll find a line for "2x/wk service". Please include the cost for the second service per week per restroom indicated in town and one per week per restroom indicated at RMP.

Note that we are requesting one ADA accessible restroom at the following parks.; Centennial Park, Deerfield Regional Park, Davidson Park, Metro Park, and Birch Park.

Since we bid in three-year intervals, please include your figures for 2026, 2027, and 2028. Include a cost per unit per month for the year for city parks and for RMP. Please include a sample mockup of monthly statements using the number of units mentioned on the attached spreadsheet. Use the month of June 2026 for example. Divide the statements into two parts, one for Rifle city park units and one for RMP units. Include a total at the bottom.

The City of Rifle may ask that units be left for longer periods or picked up early. While we expect to pay for extended periods of service, we will not be responsible for payment for units which are not pick up in a reasonable amount of time following our request.

In the case of damaged units, the City of Rifle may choose to have damaged units repaired immediately or, depending on the situation, postpone repairs until the end of the rental period.

Dates (months) illustrated on the Excel spreadsheet are information only, actual delivery and pickup dates will be specified later. Cost estimated for 2nd services are for estimation and budget purposes only. We may or may not require as many 2nd services as shown.

Simplified billings are highly desirable. We request that the vendor selected to provide service send one monthly statement which includes all units prorated, billable on identical dates regardless of the date the units were delivered. This will simplify the process for our accounting department and will facilitate prompt payment.

3. Submittal

Please include in your sealed bid:

1. Introduction of your company
2. Completed Excel Worksheet **City Parks 2026-2028**
 - a. Please state the charge per unit per month for units
 - b. Please state the charge for a second service per week
 - c. Please total for each year
3. Completed Excel Worksheet **RMP 2026-2028**
 - a. Please state the charge per unit per month for units
 - b. Please state the charge for a second service per week
 - c. Please total for each year
4. Please include a pricing sheet for the following items
 - a. Tip-over occurrence
 - b. Special events
 - i. Setup & Delivery
 - c. Setup for additional units.
 - d. Emergency cleanout
5. Please include a sample statement.

4. Questions

Potential bidders may direct questions to Iris Trevisano at itrevisano@rifleco.org. Question deadline: Monday, November 26, 2025, 12 p.m.

5. Delivery of Bids

Bids must be submitted by hand to the Procurement and Grant Manager.

Reporting manager's office in City Hall. The deadline for submitting responses to this RFB is **December 5, 2025, at 10 a.m.** All Bids received should be sealed until the due date and time indicated in the solicitation. It is the sole responsibility of the respondent that the response is submitted and received before the due date and time as specified in this document. The City of Rifle is not responsible for delays in transmittal or delays caused by any other occurrence. Please allow sufficient time to complete the response and deliver the documents.

6. Schedule

- Proposal Due Date: December 5, 2025, at 10 a.m.
- Question Deadline: November 26, 2025, 12 p.m.
- Notice of Award (tentative):December 17, 2025

This RFB does not commit the City of Rifle to award or contract, nor to pay any costs incurred in the preparation and submission of proposals in anticipation of a contract. The City of Rifle reserves the right to reject all, or any, submitted as a result of this request, to negotiate with all qualified sources, or to cancel all or part of the RFP. The City Council reserves the right to not hire any of the candidates provided. Additionally, the City Council reserves the right to hire a candidate not recommended.

7. Evaluation

Bid acceptance and bid evaluation. Bids shall be unconditionally accepted without alteration or correction, except as authorized in this Code. Bids shall be evaluated based on the requirements set fourth in the invitation for bids, which may include criteria to determine acceptability, such as inspection, testing, quality, workmanship, delivery, and suitability for a particular purpose. Those criteria that will affect the bid price and be considered in evaluation

for award shall be objectively measurable, such as discounts, transportation costs and total or life cycle costs. The invitation for bids shall set forth the evaluation criteria to be used. In addition to the evaluation criteria set forth in the invitation to bid, the following criteria may be considered, in addition to price:

- (1) The ability, capacity, and skill of the bidder to perform the contract or provide the service or construction required;
- (2) Whether the bidder can perform the contract or provide the service or construction promptly or within the time specified, without delay or interference;
- (3) The character, integrity, reputation, judgment, experience and efficiency of the bidder;
- (4) The quality of performance of previous contracts or services;
- (5) The previous and existing compliance by the bidder with laws and ordinances relating to the contract or service;
- (6) The sufficiency of the financial resources and ability of the bidder to perform the contract or provide the service or construction;
- (7) The quality, availability and adaptability of the supplies, services or construction to the particular use required; and
- (8) The ability of the bidder to provide future maintenance and service for the use of the subject of the contract;
- (9) The local preferences set forth herein.

8. Local Preference Code Sec. 4-3-210

- i. The following local preferences shall be considered in source selection for all City contracts:

- Notwithstanding other provisions of this Article, in the awarding of contracts for goods or services, the City Council and Procurement Officer shall provide the following primary and secondary percentage preferences for local goods and services provided by local vendors when quality, delivery time and services are judged by the Procurement Officer to be essentially equal:

Contract>Amount	Primary Preference City of Rifle Goods/Vendors	Secondary Preference Garfield County Goods/Vendors
Less than \$1,000	10% discount	5% discount
\$1,001 to \$5,000	8% discount	4% discount
\$5,001 to \$25,000	6% discount	3% discount
\$25,001 to \$100,000	5% discount	2.5% discount
\$100,000 to \$200,000	4% discount	2% discount
\$200,001 to \$500,000	3% discount	1.5% discount
\$500,000 or greater	2% discount	1% discount

- For all competitive bonded bid purchases in excess of one hundred thousand dollars (\$100,000.00), the City shall provide these local preference provisions within the "Instructions to Bidders" documents.
- Exception: Local preference shall not apply to contracts required by applicable state or federal laws or regulations to be awarded to the "lowest responsible bidder" or to any contracts that are statutorily or otherwise precluded from the use of local vendor preference. No local preference shall apply where grant funds are used which expressly prohibit the use of such local preference.

b. The Procurement Officer may establish an administrative process to pre-qualify local vendors.

(Ord. 7 , § 2, 2022)

9. Accessibility

Accessibility Requirements All work performed as a result of this solicitation must comply with all applicable provisions of §§24-85-101, C.R.S., et seq., and the Accessibility Standards for Individuals with a Disability, as established by the Office Of Information Technology pursuant to §24-85-103 (2.5), C.R.S. and 3) all State of Colorado technology standards related to technology accessibility and with Level AA of the most current version of the Web Content Accessibility Guidelines (WCAG), incorporated in the State of Colorado technology standards.

10. Award

The City reserves the right to reject any or all bids, to waive any informalities or technical defects in bids, and unless otherwise specified by the City or by the bidder, to accept any items or group of items in the bid, as may be in the best interest of the City. No verbal explanations, clarifications, additions or instructions will be binding to either the City or the bidders, except those confirmed in writing. A signed purchase order/bid furnished to the successful bidder results in a binding bid without further action by either party. Notice of Award estimated: December 17, 2025

11. Draft Contract

The contract between a selected Respondent(s) and the City will be substantially in the form of the draft contract contained in Attachment A. Respondents must review the draft contract and identify any proposed changes as “Proposed Changes to the Contract” in the Proposal. The City may consider any proposed changes in selecting a Respondent and awarding the contract, but may reject the Proposals and condition the award of the contract on acceptance of a contract without the proposed changes.

AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT ("Agreement") is made and entered into this ____ day of _____, 202__ by and between the CITY OF RIFLE, COLORADO, a home rule municipality (the "City"), and _____ ("Contractor").

WHEREAS, the City desires that Contractor perform the services of _____ as an independent contractor, in accordance with the provisions of this Agreement, and more fully described in the job description attached as Exhibit A; and

WHEREAS, Contractor desires to perform such duties pursuant to the terms and conditions provided for in this Agreement; and

WHEREAS, the parties hereto desire to set forth certain understandings regarding the services in writing.

NOW, THEREFORE, in consideration of the mutual covenants and agreements contained herein, the parties agree as follows:

1. Services. The City agrees to retain Contractor to provide the services set forth herein, and as further specified in **Exhibit A**, attached hereto and incorporated herein by reference ("Services"), and Contractor agrees to so serve. Contractor warrants and represents that it has the requisite authority, capacity, experience, and expertise to perform the Services in compliance with the provisions of this Agreement and all applicable laws and agrees to perform the Services on the terms and conditions set forth herein. The City reserves the right to omit any of the Services identified in Exhibit A upon written notice to Contractor. In the event of any conflict between this Agreement and Exhibit A, the provisions of this Agreement shall prevail.

2. Compensation. The City agrees to pay Contractor a sum not to exceed \$_____, as adjusted to reflect the deletion by the City of any of the Services set forth in Exhibit A. The City shall make payment within thirty (30) days of receipt and approval of invoices submitted by Contractor, which invoices shall be submitted to the City not more frequently than monthly and which shall identify the specific Services performed for which payment is requested.

3. Term. The Term of this Agreement shall be from the date first written above until _____, (date) unless extended by written agreement of the parties.

4. Outside Support Services and Sub-Contractor. Any sub-Contractors shall be pre-approved by the City. A rate sheet for such sub-Contractors shall be provided to the City.

5. Ownership of Instruments of Service. The City acknowledges the Contractor's work product, including electronic files, as instruments of professional service. Nevertheless, the final work product prepared under this Agreement shall become the property of the City upon completion of the services and payment in full of all monies due to the Contractor.

6. Monitoring and Evaluation. The City reserves the right to monitor and evaluate the progress and performance of Contractor to ensure that the terms of this Agreement are being satisfactorily met in accordance with the City's and other applicable monitoring and evaluating criteria and standards. Contractor shall cooperate with the City relating to such monitoring and evaluation.

7. Independent Contractor. The parties agree that the Contractor shall be an independent contractor and shall not be an employee, agent, or servant of the City. **Contractor is not entitled to workers' compensation benefits from the City and is obligated to pay federal and state income tax on any money earned pursuant to this Agreement.**

8. Insurance Requirements.

a. Comprehensive General Liability Insurance. Contractor shall procure and keep in force during the duration of this Agreement a policy of comprehensive general liability insurance insuring Contractor and naming the City as an additional insured against any liability for personal injury, bodily injury, or death arising out of the performance of the Services with at least One Million Dollars (\$1,000,000) each occurrence. The limits of said insurance shall not, however, limit the liability of Contractor hereunder.

b. Comprehensive Automobile Liability Insurance. Contractor shall procure and keep in force during the duration of this Agreement a policy of comprehensive automobile liability insurance insuring Contractor and naming the City as an additional insured against any liability for personal injury, bodily injury, or death arising out of the use of motor vehicles and covering operations on or off the site of all motor vehicles controlled by Contractor which are used in connection with the Project, whether the motor vehicles are owned, non-owned, or hired, with a combined single limit of at least One Million Dollars (\$1,000,000). The limits of said insurance shall not, however, limit the liability of Contractor hereunder.

c. Terms of Insurance.

(i) Insurance required by this Agreement shall be with companies qualified to do business in the State of Colorado with a general policyholder's financial rating of not less than A+3A as set forth in the most current edition of "Best's Insurance Reports" and may provide for deductible amounts as Contractor deems reasonable for the Services. No such policies shall be cancelable or subject to reduction in coverage limits or other modification except after thirty (30) days prior written notice to the City. Contractor shall identify whether the type of coverage is "occurrence" or "claims made." If the type of coverage is "claims made," which at renewal Contractor changes to "occurrence," Contractor shall carry a six (6)-month tail. Contractor shall not do or permit to be done anything that shall invalidate the policies.

- (ii) The policies described in subparagraphs a. and b. above shall be for the mutual and joint benefit and protection of Contractor and the City. Such policies shall provide that the City, although named as an additional insured, shall nevertheless be entitled to recovery under said policies for any loss occasioned to it, its officers, employees, and agents by reason of negligence of Contractor, its officers, employees, agents, subcontractors, or business invitees. Such policies shall be written as primary policies not contributing to and not in excess of coverage the City may carry.
 - d. Workers' Compensation and Other Insurance. During the term of this Agreement, Contractor shall procure and keep in force workers' compensation insurance and all other insurance required by any applicable law. If under Colorado law Contractor is not required to carry workers' compensation insurance, Contractor shall provide the City an executed Certificate of Exemption From Statutory Workers' Compensation Law and Acknowledgment of Risk/Hold Harmless Agreement, which shall be attached hereto as **Exhibit B** and incorporated herein by reference.
 - e. Evidence of Coverage. Before commencing work under this Agreement, Contractor shall furnish to the City certificates of insurance policies evidencing insurance coverage required by this Agreement. Contractor understands and agrees that the City shall not be obligated under this Agreement until Contractor furnishes such certificates of insurance.
 - f. Subcontracts. Contractor agrees to include the insurance requirements set forth in this Agreement in all subcontracts. The City shall hold Contractor responsible in the event any subcontractor fails to have insurance meeting the requirements set forth in this Agreement. The City reserves the right to approve variations in the insurance requirements applicable to subcontractors upon joint written request of subcontractor and Contractor if, in the City's opinion, such variations do not substantially affect the City's interests.
9. Indemnification. Contractor hereby covenants and agrees to indemnify, save, and hold harmless the City, its officers, employees, and agents from any and all liability, loss, costs, charges, obligations, expenses, attorney's fees, litigation, judgments, damages, claims, and demands of any kind whatsoever arising from or out of any negligent act or omission or other tortious conduct of Contractor, its officers, employees, or agents in the performance or nonperformance of its obligations under this Agreement, including Contractor's failure to comply with §§24-85-101, et seq., C.R.S., or the Accessibility Standards for Individuals with a Disability as established by OIT pursuant to Section §24-85-103 (2.5), C.R.S.
10. Termination.
- a. Generally.

- (i) The City may terminate this Agreement without cause if it determines that such termination is in the City's best interest. The City shall affect such termination by giving written notice of termination to Contractor, specifying the effective date of termination, at least thirty (30) calendar days prior to the effective date of termination. In the event of such termination by the City, the City shall be liable to pay Contractor for Services performed as of the effective date of termination, but shall not be liable to Contractor for anticipated profits. Contractor shall not perform any additional Services following receipt of the notice of termination unless otherwise instructed in writing by the City.
 - (ii) Contractor may terminate this Agreement without cause if it determines that such termination is in Contractor's best interest. Contractor shall affect such termination by giving written notice of termination to the City, specifying the effective date of termination, at least sixty (60) calendar days prior to the effective date of termination.
- b. For Cause. If, through any cause, Contractor fails to fulfill its obligations under this Agreement in a timely and proper manner, violates any provision of this Agreement, or violates any applicable law, and does not commence correction of such nonperformance or violation within seven (7) calendar days of receipt of written notice and diligently complete the correction thereafter, the City shall have the right to terminate this Agreement for cause immediately upon written notice of termination to Contractor. In the event of such termination by the City, the City shall be liable to pay Contractor for Services performed as of the effective date of termination, but shall not be liable to Contractor for anticipated profits. Contractor shall not perform any additional Services following receipt of the notice of termination. Notwithstanding the above, Contractor shall not be relieved of liability to the City for any damages sustained by the City by virtue of any breach of this Agreement, and the City may withhold payment to Contractor for the purposes of setoff until such time as the exact amount of damages due to the City from Contractor is determined.

11. Reserved.

12. Use of Software and other Intellectual Property. Contractor hereby represents and warrants that it has obtained all necessary rights and licenses to use any software or other intellectual property that may be required by Contractor to perform the Services. Contractor hereby agrees to indemnify, hold harmless and defend City against any claim brought against City for improper use or infringement upon any software or intellectual property interest.

13. Agreement Subject to Appropriation. To the extent this Agreement constitutes a multiple fiscal year debt or financial obligation of the City, it shall be subject to annual appropriation pursuant to the City of Rifle Municipal Code and Article X, Section 20 of the

Colorado Constitution. The City shall have no obligation to continue this Agreement in any fiscal year in which no such appropriation is made.

14. Compliance with C.R.S. § 24-91-103.6. To the extent this Agreement constitutes a public works contract, as defined C.R.S. § 24-91-103.5(b), the City has appropriated money equal to or in excess of the contract amount set forth herein. Contract modification, as defined in C.R.S. § 24-101-301(10), or other form of modification or directive by the City requiring additional compensable Services to be performed, which work causes the aggregate amount payable under this Agreement to exceed the amount appropriated for the original Services, are prohibited unless the Contractor is given written assurance by the City that lawful appropriations to cover the costs of the additional Services have been made and the appropriations are available prior to performance of the additional Services or unless such Services are covered under a remedy-granting provision in this Agreement. For such additional Services, the City shall reimburse the Contractor for the Contractor's costs not more frequently than once every thirty (30) days for all additional directed Services performed until an amendment to the Agreement contract modification is finalized; however, in no instance shall reimbursement be required before Contractor has submitted an estimate of cost to the City for the additional compensable Services to be performed.

15. Responsibilities. The Contractor shall be responsible for all damages to persons or property caused by the Contractor, its agents, employees or sub-Contractors, to the extent caused by its negligent acts, errors and omissions hereunder, and shall indemnify and hold harmless the City from any claims or actions brought against Contractor by reason thereof.

16. Entire Agreement. This Agreement, **along with any addendums and attachments hereto**, constitutes the entire agreement between the parties. The provisions of this Agreement may be amended at any time by the mutual consent of both parties. The parties shall not be bound by any other agreements, either written or oral, except as set forth in this Agreement.

17. Governing Law and Venue. This Agreement shall be governed by the laws of the State of Colorado, and venue shall be in the County of Garfield, State of Colorado.

18. Governmental Immunity Act. No term or condition of this Agreement shall be construed or interpreted as a waiver, express or implied, of any of the immunities, rights, benefits, protections, or other provisions of the Colorado Governmental Immunity Act, C.R.S. §§ 24-10-101 *et seq.*

19. Assignability. Contractor shall not assign this Agreement without the City's prior written consent.

20. Binding Effect. This Agreement shall be binding upon, and shall inure to the benefit of, the parties hereto and their respective heirs, personal representatives, successors, and assigns.

21. Survival Clause. The “Indemnification” provision set forth in this Agreement shall survive the completion of the Services and the satisfaction, expiration, or termination of this Agreement.

22. Severability. In the event a court of competent jurisdiction holds any provision of this Agreement invalid or unenforceable, such holding shall not invalidate or render unenforceable any other provision of this Agreement.

23. Headings. Paragraph headings used in this Agreement are for convenience of reference and shall in no way control or affect the meaning or interpretation of any provision of this Agreement.

24. Notices. Written notices required under this Agreement and all other correspondence between the parties shall be directed to the following and shall be deemed received when hand-delivered or three (3) days after being sent by certified mail, return receipt requested:

If to the City: City Manager
 P.O. Box 1908
 Rifle, Colorado 81650

If to Contractor: *****

25. Authority. Each person signing this Agreement, **and any addendums or attachments hereto**, represents and warrants that said person is fully authorized to enter into and execute this Agreement and to bind the party it represents to the terms and conditions hereof.

26. Attorneys’ Fees. Should this Agreement become the subject of litigation between the City and Contractor, the prevailing party shall be entitled to recovery of all actual costs in connection therewith, including but not limited to attorneys’ fees and expert witness fees. All rights concerning remedies and/or attorneys’ fees shall survive any termination of this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first above written.

CITY OF RIFLE, COLORADO

By: _____

Title: _____

ATTEST:

City Clerk

CONTRACTOR:

By: _____

Title: _____

EXHIBIT A
SCOPE OF SERVICES

EXHIBIT B

**CERTIFICATE OF EXEMPTION FROM STATUTORY WORKERS'
COMPENSATION LAW AND ACKNOWLEDGEMENT OF
RISK/HOLD HARMLESS AGREEMENT**

("Contractor") certifies to the City of Rifle ("City") that it is exempt from the provisions
of the Colorado Workers' Compensation Act.

If Contractor has any employees who will perform the Services or subsequently employs
any person to perform the Services as set forth in this Agreement (other than subcontractors, who
are not considered employees for the purposes of workers' compensation), it agrees to provide the
City with a Certificate of Insurance as required by the Agreement indicating proof of statutory
workers' compensation coverage on such persons prior to their start of work for the City.

Contractor acknowledges that it will be engaging in activities which exposes it to the risk
of bodily injury, that it is physically capable of performing the activities, and that all necessary
precautions to prevent injury to Contractor and others will be taken. Contractor shall not hold the
City liable for any injuries sustained, by it or others, which may arise out of or in the course of the
work performed for or on behalf of the City, and Contractor agrees to defend, indemnify, and hold
harmless the City from all such claims.

CONTRACTOR:

By: _____

Title: _____

STATE OF _____)
) ss.
COUNTY OF _____)

The foregoing Certificate of Exemption From Statutory Workers' Compensation Law and
Acknowledgment of Risk/Hold Harmless Agreement was acknowledged before me this ____ day
of _____, 202__ by _____.
(Insert name of individual signing on behalf of Contractor)

Witness my hand and official seal.

My Commission Expires _____.

Notary Public



13 Powerline Road, Rifle, CO 81650
www.alpinerolloffs.com | 970.640.7058

November 24, 2025

RE: RFB 2026-2028 Portable Restrooms

1. Introduction of our Company: See **attached**.
2. City Parks 2026 – 2028; rates will remain the same for the 3-year term.
 - a) Total Annually: \$22,400
 - b) Total Monthly June 2026: \$3,360.00
 - c) See **attached** worksheet
3. RMP 2026 – 2028; rates will remain the same for the 3-year term.
 - a) Total Annually: \$23,320
 - b) Total Monthly June 2026: \$3,400.00
 - c) See **attached** worksheet
4. Additional Pricing Requests per RFB
 - Tip-over occurrence: \$65.00
 - Depending on severity, we typically remove & replace it with a freshly sanitized unit.
 - Special Events: (Open to occasional Sponsorships)
 - Includes Delivery, Set-up & Removal
 - Regular: \$90.00 per unit
 - ADA: \$110 per unit
 - Handwash Stations: \$45.00 per unit
 - Set up for additional units: \$50.00 delivery/set-up per unit
 - Emergency Cleanouts
 - RMP: \$65.00 per unit
 - City: \$30.00 per unit
5. Sample Invoice is **attached**.

Thank you for the opportunity to bid on this.

Procurement and Grant Reporting

City of Rifle

202 Railroad Avenue, Rifle, CO 8165

970-665-6412



MEMORANDUM

TO: Honorable Mayor and City Council Members

CC: Patrick Waller, City Manager and Austin Rickstrew,
Parks and Recreation Director

FROM: Iris Trevisano, Procurement and Grant Reporting

DATE: December 17, 2025

SUBJECT: **Portable Restroom Services**

Background

Every Three-years the Parks & Recreation department publishes a Request for Bid for Portable Restroom Services for City Parks and Rifle Mountain Park. This bid is for a three-year contract with the option to renew for one year for two additional years. There are nine restrooms within the City Park and 10 restrooms within Rifle Mountain Park. The proposed contract will cover the years 2026, 2027, and 2028.

Procurement

In accordance with our procurement code, we issued a Request for Bid (RFB) for these services, which was posted on the City website, Post Independence and in the Rifle Citizen Telegram. No pre-bid meeting was held. To be considered for award, vendors were required to submit a proposal spreadsheet detailing costs for each park over the three-year contract term. We received two bids, Alpine, Waste and Recycle and Mountain Waste & Recycle. Both vendors' proposal met all the bid requirements, both were over budget, but both receive Local Preference Code Sec. 4-3-210. However Alpine, Waste and Recycle received a 5% discount for being located in Rifle and Mountain Waste & Recycle received 2.5% discount.

Company	Location	2026	2027	2028	3-year Total	Local Preference
Alpine, Waste and Recycle	City Park	\$24,200.00	\$24,200.00	\$24,200	\$72,600.00	\$68,970.00
Alpine, Waste and Recycle	RMP	\$23,320.00	\$23,320.00	\$23,320	\$69,960.00	\$66,462.00
Mountain Waste & Recycle	City Park	\$45,280.00	48,449.60	51,841.07	\$145,570.67	\$141,931.40
Mountain Waste & Recycle	RMP	\$79,450.00	\$85,011.50	\$90,962.30	\$255,424.80	\$249,038.21

Recommendation

After review and consultation with the Director of Parks and Recreation, staff determined that Alpine, Waste and Recycle met all requirements and was the lowest responsive and responsible bidder.

Staff recommends awarding the three-year services contract for Portable Restroom Services in the amount of \$47,520.00 yearly for 2026,2027,2028

Thank you,

Iris Trevisano
Procurement and Grant Reporting Manger



DEPARTMENT OF PARKS AND RECREATION

202 Railroad Avenue, Rifle, CO 81650

Phone: 970-665-6570

MEMORANDUM

TO: Iris Trevisano, Procurement & Grant Manager

FROM: Austin Rickstrew, Parks and Recreation Director

DATE: 12/09/2025

SUBJECT: Recommendation for Portable Restroom RFB

I've completed my review of both submissions for the Portable Restroom Request for Bids (RFB). After evaluating pricing, service capability, and overall responsiveness, I recommend awarding a three-year contract to Alpine Waste and Recycling for portable restroom services for all City parks, as well as Rifle Mountain Park.

Alpine Waste and Recycling's proposal is competitive, comprehensive, and demonstrates reliability in meeting the City's service expectations. I believe they will provide the best value and consistent service throughout the contract.

Please let me know if you need any additional information or supporting documentation.

Respectfully,

Austin Rickstrew



**CITY OF RIFLE
PURCHASE REQUEST**

1.	Vendor Name	NEW: W-9 attached ☐
	Alpine Roll-Off Services	

2.	Vendor Address
	13 Powerline Road, Rifle, CO 81650

3.	For the Purchase of (description)
	Portable Restroom Service

4.	Amount Requested	Amount Budgeted	Finance Director Verified Funds Avail.
	\$45,720.00	\$45,000.00	

5.	Dept. Name	General Ledger Acct #
	Parks	210-4521-400-445

6.	Type of Purchase
	☐ Capital Construction
	☐ Capital Construction – Change Order
	☐ Capital Equipment
	☐ Plant Equipment
	☐ Materials, supplies, non-profession/technical services (includes computer/software maint.)
	☒ Professional Services
	☐ Utilities (includes equipment installation and ongoing contracts)
	☐ Land, easements, ROW

7.	Purchasing Process Required (Rifle Municipal Code sections for guidance)		
	☐ Cooperative Purchasing:	Sec 4-3-50	
	☐ Emergency Procurement	Sec. 4-3-235	
	☐ Small Purchases	Sec. 4-3-225	
	☐ Request for Proposal:	Sec. 4-3-220(b)	(attach bid tab)
	☒ Competitive Sealed Bid:	Sec.4-3-215	(attach bid tab & advertisement)
	☐ Miscellaneous Exemptions	Sec. 4-2-230	(attach memo)

8.	Authorization Required	
	☒	City Manager
	☒	City Council

9.	Signatures		
	Position	Signature	Date
	Department Director	<i>Austin Rickstrew</i>	12/09/2025
	City Manager		
	City Council Approval (meeting date)		
10.	Purchase Order # assigned by Finance		



TABLE 1 - IS A PURCHASE ORDER NECESSARY

<u>Amount of Purchase</u>	<u>Is Purchase Order Needed</u>	<u>Method of Source Selection</u>
\$0.01 - \$10,000	No – Dept Head Approval	No special sourcing
\$10,000.01 - \$25,000	Yes – City Manager Approval	Yes – see table 2 below
\$25,000.01 or Greater	Yes – Council Approval	Yes – see table 2 below

TABLE 2 - METHODS OF SOURCE SELECTION

<u>Methods of source selection</u>	<u>Contract limits</u>
Competitive sealed bidding	Greater than \$50,000.00
Competitive sealed proposals	Greater than \$10,000.00 and less than \$50,000.00.
**Greater than \$50,000 allowed for Construction Manager/General Contractor proposals, or similar type proposal.	
Small purchases	Less than \$10,000.00 - DEPARTMENT HEAD DISCRETION

TABLE 3 - LOCAL VENDOR PREFERENCE

Contract Amount	Primary Preference In City Limits	Secondary Preference In County Out of City
Less than \$1,000	10% discount	5% discount
\$1,001 to \$5,000	8% discount	4% discount
\$5,001 to \$25,000	6% discount	3% discount
\$25,001 to \$100,000	5% discount	2% discount
\$100,000 to \$200,000	4% discount	2.5% discount
\$200,001 to \$500,000	3% discount	1.5% discount
\$500,000 or greater	2% discount	1% discount



Agenda Item #9.g.

Agenda Item Name:

Consider Awarding City Marketing Services Bid to Align Multimedia

Presenter:

Iris Trevisano, Procurement and Grant Reporting Manager

Kim Burner, Main Street Manager

Item Description:

Consider Awarding Bid to Align Multimedia for a Three-Year Contract for Marketing Services not to exceed \$135,000.00 over Three Years.

Recommended Action:

Move to approve Align Multimedia for a Three-Year Contract for Marketing Services in the amount not to exceed \$135,000 over three years.

Fiscal Impact:

The total budgeted amount for 2026 is \$40,000, which is \$5,000 below the proposed annual spend, but GRIT manager Kim Burner is confident the difference can be covered within the currently approved budget. For 2027 and 2028, the budgets will be determined during budget appropriations for each fiscal year with the contract in mind.

Operational Impact:

This strategic partner will create and implement a cohesive marketing plan that encompasses social media marketing, traditional marketing, website hosting including visitrifle.com and utetheater.com, and Special event marketing for Barks Brews & BBQ, Third Thursday on Third, July 3rd Celebration and Hometown Holiday. By awarding the contract to Align Multimedia, a local company, it will enable city staff and the company to collaborate on, and be more efficient, in covering events and happenings in Rifle.

Prior Board Motions:

N/A

Background Information:

The Community Development Department released a Request for Proposals (RFP) seeking qualified marketing firms to bid on marketing services for the City of Rifle. This agreement includes marketing for visitrifle.com and utetheater.com for a three-year period with up to two one-year extensions.

The RFP was publicly posted via the Rocky Mountain E-Purchasing System (BidNet Direct), and the proposals were due December 1st, 2025. Following a comprehensive review process, staff recommends selecting Align Multimedia to provide marketing services for the City of Rifle. City Council approval is required to proceed with awarding the contract. The goal for marketing is to increase awareness of Rifle as a destination as well as increase awareness of the Ute Theater and increase civic pride in residents.

Executive Summary:

A thorough and competitive consultant selection process was undertaken to identify the most qualified firm to lead this important work. The City received 20 submittals in response to the Request for Proposals (RFP), with proposed fees for a three-year contract ranging from \$73,500 to \$1,020,000. Each proposal was reviewed using consistent and transparent evaluation criteria, which included:

- Quality, clarity, creativity
- Creative Expertise
- Qualifications and experience of key team members
- Project timeline and availability
- Cost-effectiveness and overall value

Following the initial review process, three firms, Align Multimedia, Hawke Media and Colvita Creative, were selected for interviews. The interviews provided the opportunity to evaluate further each firm's communication style, approach to collaboration,

Based on the full evaluation and interview process, the City is recommending approval to move forward with Align Multimedia to provide comprehensive marketing services for a Three (3) Year contract in the amount \$45,000.00 yearly for 2026,2027,2028

RFP Information @: www.RifleCO.org/Packetaddendums

Notification Requirements:

N/A

Prepared By:

Iris Trevisano, Procurement and Grant Reporting Manager

Attachments:

1. 11072025 RFP Marketing Services
2. Marketing Services Scoring
3. Align Multitmedia RFP Submission
4. Memo Recommending Marketing Services
5. Memo - Marketing RFP 122025- Community Development Recommendation
6. Purchase Request Aligned Multmedia Marketing Services

City of Rifle Marketing Services



Request for Proposal

November 7, 2025

City of Rifle

202 Railroad Avenue

Rifle, Colorado 86150

2025

Proposal Due Date: December 1, 2025, at 2 p.m.

Prebid Meeting: November 13 at 2:30 p.m.

Question Deadline: November 20, 2025, 12 p.m.

Notice of Award: (tentative) December 17, 2025

Anticipated Start Date: January

Project Directory

GRIT Manager

Kim Burner

202 Railroad Ave

Rifle, CO 81650

970-665-6496

kburner@rifleco.org

Procurement and Grant Reporting Manger

Iris Trevisano

202 Railroad Ave

Rifle, CO 81650

970-665-6412

ltrevisano@rifleco.org

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REQUEST FOR PROPOSAL

For

City of Rifle Marketing Services

The City of Rifle is requesting proposals from interested and qualified consultants for City of Rifle Marketing Services . Proposals must be submitted via the Rocky Mountain e-purchasing system- bidnet direct website www.bidnetdirect.com/colorado/cityofrifle by December 1, 2025, at 2 p.m. Proposals received after the closing date and time will not be considered.

There will be a pre-bid meeting via ZOOM November 13 at 2:30 p.m.

Questions concerning this proposal shall be addressed to Iris Trevisano, Procurement and Grant Reporting Manager at itrevisano@rifleco.org. The final deadline for questions is November 20, 2025, 12 p.m.

Notice of Award (tentative) December 17, 2025

.....

The City of Rifle values full inclusion and access for all of our facilities, programs, activities and services. We are pleased to provide meaningful accommodations to comply with the Americans with Disabilities Act (ADA) and reasonably provide translation, interpretation, modifications, accommodations, alternative formats, auxiliary aids, and services.

To request special assistance for Solicitations only, call Procurement and Grant Reporting Manager Iris Trevisano at 970-665-6412 or email Itrevisano@rifleco.org . Please allow 48 hours for your requests to be met.

1. Overview

The City of Rifle, Colorado, is seeking proposals from qualified US-based marketing firms to provide comprehensive marketing services for a Three (3) Year contract. The goal is to enhance the visibility and appeal of Rifle as a vibrant community for residents, visitors, and businesses. We are looking for a strategic partner to create and implement a cohesive marketing plan that encompasses social media marketing, traditional marketing, website hosting including visitrifle.com and utetheater.com, and Special event marketing for Barks Brews & BBQ, Third Thursday on Third, July 3rd Celebration and Hometown Holiday.

The City of Rifle aims to promote its unique features, community values, recreational opportunities, and local events. The chosen marketing firm will collaborate with city staff to develop targeted campaigns that boost engagement and tourism while highlighting the city's distinct character.

2. Scope of Work

This three-year contract will take place during fiscal years 2026, 2027 and 2028 with the option to renew. All contracts extending beyond one (1) year in duration shall be contingent upon and subject to duly enacted appropriations of the City.

The scope of work is to include but is not limited to the following elements:

1. Social Media Marketing

- i. Develop a comprehensive social media strategy that aligns with the city's branding for visitrifle.org
- ii. Develop a comprehensive social media strategy for the Ute Theater
- iii. Create and manage content across various platforms (e.g., Facebook, Instagram, YouTube) for both visitrifle.com and Ute Theater
- iv. Monitor and report on engagement metrics and adjust strategies accordingly

2. Traditional Marketing

- i. Design and distribute marketing materials (brochures, flyers, posters) that promote the city and its events including The Ute Theater.

- ii. Develop advertising campaigns for local newspapers, radio stations, and social media for special events and New Ute Theater.
- iii. Special Events to include
 - a. Barks Brews & BBQ
 - b. Third Thursday on Third
 - c. July 3rd Celebration
 - d. Hometown Holiday

3. Website Hosting & Content Creation

- a. Provide reliable and secure website hosting services for the City of Rifle's official visitor website, visitrifle.com and utetheater.com
 - i. Ensure that the websites are user-friendly, informative, and regularly updated with current events and city information as well as ADA compliant.
 - ii. Implement SEO best practices to improve the website's visibility in search engine results.
 - iii. Content creation

4. Special Event Marketing

- i. Collaborate with city staff to promote special events, including festivals, fairs, and community gatherings and activities at the Ute Theater.
- ii. Develop marketing strategies that utilize multiple channels to maximize event attendance.
- iii. Create event-specific promotional materials and marketing campaigns.

3. Submittal

Please submit your proposal in a single part, with a maximum length of 20 pages (single-sided) or 10 pages (double-sided). This limit excludes resumes, project descriptions, and required attachments.

Elements to be included along with the proposal in the general order listed:

- a. **Cover Letter:** Include a cover letter that introduces your proposal and provides a price quote for the project based on the scope of work outlined.
- b. **Qualifications Statement:** Provide a statement of your firm's qualifications, along with the qualifications of the team members

assigned to the project. Clearly identify the key personnel who will be responsible for the work. Resumes for each team member should be included in the appendix.

- c. **Approach and Plan:** Describe how you will approach the project and complete the services outlined in the Scope of Work. Be sure to address how your plan will meet the specific needs of the City. It is encouraged that the Consultant propose additional or modified pieces of the scope to meet the overarching vision of the project if deemed necessary or beneficial.
- d. **Proposed Timeline:** Provide a proposed timeline or schedule for the project, outlining key milestones and deadlines.
- e. **Special Services:** Indicate if any part of the work will be handled by sub-consultants or external resources and describe these services.
- f. **Fee Schedule:** Include a detailed fee schedule for the services outlined in your proposal for each individual fiscal year. If any expenses (e.g., travel, materials) will be billed separately from professional fees, provide an estimate. All prices should be quoted as a lump sum.
- g. **References and Past Work:** Provide examples of similar projects you have completed, along with at least three references from clients who can speak to your experience with similar services.

4. Pre-Proposal Meeting

- a. Attendance at the pre-proposal meeting is optional.
 - i. Thursday, November 13 at 2:30 p.m.
 - ii. <https://us02web.zoom.us/j/85169153761?pwd=X3yXzU3H2osAYERYhaEwDDdQxOibZg.1>
 - Meeting ID: 851 6915 3761
 - Passcode: 761303
- b. City staff will discuss the scope of work, goals of the study, and respond to questions from attendees. All questions raised and answers given outside of the pre-proposal meeting, if any, will be documented and issued as an addendum to the RFP.

5. Questions

Potential bidders may direct questions to Iris Trevisano at itrevisano@rifleco.org Question deadline: Monday, November 20, 2025, 12 p.m.

6. Delivery of Proposal

Proposals must be submitted via the Rocky Mountain e-purchasing system- bidnet direct www.bidnetdirect.com/colorado/cityofrifle

The electronic submission must be compiled into a single pdf or Word document. The deadline for submitting responses to this RFP is **December 1, 2025, at 2 p.m.**

Documents uploaded to bidnet will be sealed until the due date and time indicated in the solicitation. It is the sole responsibility of the respondent that the response is submitted and received before the due date and time as specified in this document. The City of Rifle is not responsible for delays in transmittal or delays caused by any other occurrence. Please allow sufficient time to complete the response and upload documents.

7. Schedule

- Proposal Due Date: December 1, 2025, at 2 p.m.
- Prebid Meeting: November 13 at 2:30 p.m.
- Question Deadline: November 20, 2025, 12 p.m.
- Notice of Award (tentative):December 17, 2025

This RFP does not commit the City of Rifle to award or contract, nor to pay any costs incurred in the preparation and submission of proposals in anticipation of a contract. The City of Rifle reserves the right to reject all, or any, submitted as a result of this request, to negotiate with all qualified sources, or to cancel all or part of the RFP. The City Council reserves the right to not hire any of the candidates provided. Additionally, the City Council reserves the right to hire a candidate not recommended.

8. Evaluation

- a. Qualifying Firms are required to have experience in
 - i. Relevant experience in marketing for municipalities or communities.
 - ii. SEO best practices to improve the website's visibility in search engine results.
- b. Bid acceptance and bid evaluation.
 - i. Bids shall be unconditionally accepted without alteration or correction, except as authorized in this Code. Bids shall be evaluated based on the requirements set forth in the invitation for bids, which may include criteria to determine acceptability such as inspection, testing, quality, workmanship, delivery and suitability for a particular purpose. Those criteria that will affect the bid price and be considered in evaluation for award shall be objectively measurable, such as discounts, transportation costs, and total or life cycle costs.
 - ii. The invitation for bids shall set forth the evaluation criteria to be used. In addition to the evaluation criteria set forth in the invitation to bid, the following criteria may be considered, in addition to price:
 - Quality, clarity, creativity, and understanding of the scope of work. Submissions will be evaluated for overall quality of writing, presentation, originality of approach, and responsiveness to the scope of work. (0-20)
 - Creative Expertise - The proposal demonstrates the qualifications, credentials, and creativity and innovation of the firm and key personnel. This includes Social Media Marketing, Traditional Marketing, Website hosting & Content Creation and Special Event Marketing. (0-25)
 - Previous experience on similar projects – The firm demonstrates successful completion of similar Marketing Services, Social Media Marketing, and

Traditional Marketing, particularly those involving similarly sized and culturally diverse communities. (0-20)

- Timeline/schedule – The proposal includes a logical and achievable timeline that aligns with the City’s expectations. Milestones, deliverables, and key meetings are clearly identified. Proposals will be evaluated on their ability to complete the project efficiently without compromising quality. (0-15)
- Price/fee schedule – The proposal includes a detailed fee schedule that reflects the scope of work and services to be provided for each fiscal year. Overall costs will be evaluated in relation to value, with consideration for clarity, completeness, and cost-effectiveness. (0-20)

9. Local Preference Code Sec. 4-3-210

i. The following local preferences shall be considered in source selection for all City contracts:

- Notwithstanding other provisions of this Article, in the awarding of contracts for goods or services, the City Council and Procurement Officer shall provide the following primary and secondary percentage preferences for local goods and services provided by local vendors when quality, delivery time and services are judged by the Procurement Officer to be essentially equal:

Contract>Amount	Primary Preference City of Rifle Goods/Vendors	Secondary Preference Garfield County Goods/Vendors
Less than \$1,000	10% discount	5% discount
\$1,001 to \$5,000	8% discount	4% discount
\$5,001 to \$25,000	6% discount	3% discount
\$25,001 to \$100,000	5% discount	2.5% discount
\$100,000 to \$200,000	4% discount	2% discount
\$200,001 to \$500,000	3% discount	1.5% discount
\$500,000 or greater	2% discount	1% discount

- For all competitive bonded bid purchases in excess of one hundred thousand dollars (\$100,000.00), the City shall provide these local preference provisions within the "Instructions to Bidders" documents.
- Exception: Local preference shall not apply to contracts required by applicable state or federal laws or regulations to be awarded to the "lowest responsible bidder" or to any contracts that are statutorily or otherwise precluded from the use of local vendor preference. No local preference shall apply where grant funds are used which expressly prohibit the use of such local preference.

- b. The Procurement Officer may establish an administrative process to pre-qualify local vendors.

(Ord. 7 , § 2, 2022)

10. Accessibility

Accessibility Requirements All work performed as a result of this solicitation must comply with all applicable provisions of §§24-85-101, C.R.S., et seq., and the Accessibility Standards for Individuals with a Disability, as established by the Office Of Information Technology pursuant to §24-85-103 (2.5), C.R.S. and 3) all State of Colorado technology standards related to technology accessibility and with Level AA of the most current version of the Web Content Accessibility Guidelines (WCAG), incorporated in the State of Colorado technology standards.

11. Award

The City reserves the right to reject any or all bids, to waive any informalities or technical defects in bids, and unless otherwise specified by the City or by the bidder, to accept any items or group of items in the bid, as may be in the best interest of the City. No verbal explanations, clarifications, additions or instructions will be binding to either the City or the bidders, except those confirmed in writing. A signed purchase order/bid furnished to the successful bidder results in a binding bid without further action by either party. Notice of Award estimated: December 17, 2025

12. Draft Contract

The contract between a selected Respondent(s) and the City will be substantially in the form of the draft contract contained in Attachment A. Respondents must review the draft contract and identify any proposed changes as “Proposed Changes to the Contract” in the Proposal. The City may consider any proposed changes in selecting a Respondent and awarding the contract but may reject the Proposals and condition the award of the contract on acceptance of a contract without the proposed changes.

ADDENDUM#1

11/18/2025

RFP 11072025 - City of Rifle Marketing Services

Note: Due to the presence of multiple similar or identical questions across the responses, we have combined and summarized these questions for clarity and brevity. This ensures a more streamlined understanding of the City's requirements while addressing all relevant points without redundancy. Additionally, we have organized the questions by topic for better clarity.

If you have any further questions, please submit them by **November 20 at 12 PM MST**. We've also provided a link to the AI notetaker from the meeting for your reference.

<https://app.fireflies.ai/view/Pre-Bid-Request-for-Proposals-RFP-for-Marketing-Services::01K9TQ46KWG679M6MBKB31W0V3>

Budget and Financial Questions

1. What is the annual budget allocated for marketing services for each fiscal year (2026, 2027, 2028)?
 - a. 2026: \$25,000; 2027 and 2028 budgets are yet to be determined but may exceed the minimum.
2. Is there a maximum budget ceiling for proposals?
 - a. While the budgeted amount is \$25,000, proposals may exceed this amount based on effectiveness.
3. Should media spending be included separately from agency fees?
 - a. Yes, include media buys as a line item, independent of agency fees.
4. Is the \$5,000 per event budget in addition to the main marketing budget?
 - a. Yes, \$5,000 is in addition to the main yearly budget.
5. Is the City willing to adjust the budget year-over-year based on performance or other factors?

- a. Budget adjustments will be determined by City Council, with guidance from city staff.
- 6. Are there any other expenses we should anticipate (travel, printing, media placement, etc.)?
 - a. Include any fees necessary for the completion of all marketing aspects.

Website Hosting and Maintenance

- 7. Who currently hosts the websites (visittrifle.com and utetheater.com), and are there existing contracts or agreements to consider?
 - a. Align Multimedia hosts the websites
 - b. Hosting for both sites should be included in the proposal.
- 8. What is the content management system (CMS) being used for these websites?
 - a. WordPress
- 9. Are there plans for redesigns of these websites, or will it just be maintenance and updates?
 - a. No redesigns are anticipated; just maintenance and updates.
- 10. What are the expectations regarding website content updates (frequency, who provides the content, etc.)?
 - a. Content updates should be provided by the contractor, with city staff contributing a small amount.
- 11. Are there any technical integrations required for these websites (e.g., ticketing, event registration)?
 - a. No new integrations are needed; these services are already integrated.
- 12. Will website hosting be part of the \$25,000 marketing budget?
 - a. Yes, hosting costs are included in the \$25,000 budget.
- 13. Does the City require the current website host to transfer ownership if another vendor is selected for hosting?
 - a. Yes, the City expects the host to transfer the website if a new provider is chosen.
- 14. Is there a separate company handling SEM and SEO?

- a. No, SEM and SEO are handled through the same contract.

Event-Specific Marketing

- 15. Are there separate budgets for the four special events, or should event marketing be priced as a package?
 - a. The four events have \$5,000 per event in addition to the main yearly marketing budget, totaling an additional \$20,000
 - i. May: Barks and Brews
 - ii. July: July 3rd Celebration
 - iii. June-October: Third Thursday on Third
 - iv. December- Hometown Holidays
- 16. What are the attendance goals and target audiences for the theater and special events?
 - a. These will be set in collaboration with the new contractor.
- 17. Should event marketing be handled separately from general tourism marketing?
 - a. Yes, special event marketing should be treated separately from tourism marketing.
- 18. What has been done previously for these events, and what worked or didn't work?
 - a. Each event has had separate marketing campaigns tailored to its target market.
- 19. What is the expected frequency for event marketing reporting?
 - a. Quarterly, unless otherwise specified.
- 20. Are there established event brands/logos, or do these need to be created?
 - a. Each event has an established brand.

Social Media and Content Creation

- 21. What social media platforms does the City currently use, and how do you expect to leverage them?
 - a. The City currently uses Facebook, Instagram, and YouTube. Any additional platforms can be discussed in proposals.

22. Does the contractor need to manage social media engagement or just create content?
- a. Social media engagement (responses, monitoring) is primarily handled by Kim Burner, with the contractor stepping in when needed.
23. What is the approval process for social media content before posting?
- a. Content will be approved by Kim Burner.
24. Does the contractor need to create original photography/videography, or will assets be provided?
- a. Both the City and the contractor will provide assets on an as-needed basis.

General Marketing and Agency Expectations

25. What are the City's top priorities for this marketing engagement?
- a. These priorities will be set with the contractor.
26. What is the expected format and frequency for progress reports?
- a. Reports are expected quarterly, unless otherwise requested.
27. Will travel to Rifle be required for the contractor?
- a. Travel is not required but may be necessary for specific in-person meetings.
28. Do you expect the contractor to create traditional marketing (e.g., print, media buys)?
- a. The contractor should propose traditional marketing tactics as needed, based on their expertise.
29. Are there any prohibited marketing channels or approaches?
- a. No, there are no prohibited channels.
30. What are the biggest challenges or misconceptions about Rifle that marketing should address?
- a. This is still to be determined.
31. How does this marketing effort align with broader city strategic plans or economic goals?
- a. This is to be determined.

32. What metrics are most important to the City for measuring success?

- a. Success metrics will be defined in collaboration with the contractor.

33. What research or data will be shared with the awarded agency?

- a. The City has considerable data on the target audience and will share this with the contractor.

Other Questions

34. Is there an incumbent agency for this effort?

- a. Yes, Align Multimedia, LLC is the current agency.

35. Is the agency required to facilitate or create radio spots, and is there a preferred voice artist?

- a. The agency is expected to create radio spots and write the copy; no preferred voice artist or vendor is specified.

36. Will proposals need to include a portfolio, or can links be provided instead of work samples?

- a. It is up to the bidder whether to include portfolio work directly in the proposal or provide links.

37. Is there a local preference for vendors, or are agencies from outside Colorado considered?

- a. The City is open to proposals from all U.S.-based marketing firms.

ADDENDUM#2

11/26/2025

RFP 11072025 - City of Rifle Marketing Services

1. Under Traditional Marketing, specifically the Special Events section, can you confirm whether the scope is limited to the four listed events (Barks Brews & BBQ, Third Thursday on Third, July 3rd Celebration, and Hometown Holiday), or should we anticipate additional events as well?
 - a. No additional events
2. Under Website Hosting & Content Creation, keeping the websites user-friendly, informative, and regularly updated with current events, city information, and ADA compliance—could you clarify what kind of updates?
 - a. Updates for Visitrifle.com would be mostly updating information for the 4 events and adding any additional copy we may decide to add based on recommendations of the awarded agency. Updates for utetheater.com would be photo and content updates/additions which we would provide.
 - b. At this time, we believe the websites are ADA compliant but would look to our partner for assistance if new regulations are passes.
3. Also under Content Creation, can you clarify what types of content you're expecting (e.g., event updates, articles, tourism copy, photos/videos) and how frequently you'd like those updates made?

- a. Content would be event updates, tourism copy, photos/videos to keep visitrifle.com fresh. The City of Rifle would like a minimum of quarterly updates.

- 4. Lastly, I'd like to ask what marketing channels is the city currently using? For example, an event-ticketing platform, email marketing, Meta ads, print publications, or any other tools or platforms?
 - a. Currently most of our tourism marketing is digital and email marketing. Event marketing is usually print, radio, and social media.

- 5. I didn't see any reference to public relations support in the RFP. Is PR currently handled in-house, through the incumbent agency, or outsourced separately?
 - a. PR is handled in-house currently, and we do not anticipate that changing.

- 6. If PR is handled outside of this scope, would the City be open to exploring public relations support as part of this contract?
 - a. No

11072025 - City of Rifle Marketing Services

Attended Name	Firm Name	Contact E-mail
Morgan Henderson	The Creative Agency	morgan@thecreativeagencyco.com
Carrie Kaufman	Big Deal Company	carrie@bigdealcompany.com
Megan Talbott	Blackbird Agency	mtalbott@theblackbirdagency.com
Sam Stavish	CIG Public Relations	sam@cig-pir.com
Fallon Pumphret	Marketing Angle LLC	
Colin Christie	Neon Pig Creative	
Christine Anderson	Amelie Company	
Lacey Mays	Slate Communications	
Mary Isenhardt	Gazette Media	
Andrew Dubois	Magnetix	
McKoy Crawford	Crawford Agency	
Matt Ormsbee	Madden Media	
Jodi Bertram	SJC Marketing	
Ashley Springer	The Apex Narrative	
Gina Sheldrake	Wedeln Design Co	
Sean Gosine	The Dreamatorium	

RFP# 11072025 - City of Rifle Marketing Services																				
Committee Member	Cumulus Media	CiviSocial	MinMax 001 LLC	Tone Films	Mission2Market	Enrollment Marketing Solutions Inc	The Campaign Lab	Bear Root Marketing LLC	The Apex Narrative, LLC	Hawke Media	Colvita Creative	Align	Creative Arcade	Studio Center LLC	Watson Creative	The Gazette	The Middle Land	The Marketing Dept.	The Creative Agency	Orca Marketing LLC- GET SENDY
1	71	35	62	34	87	58	51	66	69	77	88	94	59	56	65	47	56	76	60	52
2	87	86	70	81	92	80	93	74	75	91	95	94	82	91	81	70	81	91	91	83
3	78	85	83	83	80	82	93	88	98	93	90	100	80	83	77	75	75	90	92	93
Total	236	206	215	198	259	220	237	228	242	261	273	288	221	230	223	192	212	257	243	228
Average	78.67	68.67	71.67	66.00	86.33	73.33	79.00	76.00	80.67	87.00	91.00	96.00	73.67	76.67	74.33	64.00	70.67	85.67	81.00	76.00

RFP# 11072025 - City of Rifle Marketing Services			
Committee Member	Align Media	Hawke Media	Colvita Creative
Costs	\$ 135,000.00	\$ 79,500.00	\$ 154,620.00
1	86	70	85
2	86	79	92
3	98	78	88
Total	270	227	265
Average	90	76	88

City of Rifle Marketing Services Proposal

December 1, 2025

Presented to:

City of Rifle

Iris Trevisano

Procurement and Grant Reporting Manager

202 Railroad Avenue

Rifle, CO 81650

Presented by:

Align Multimedia, LLC

Ryan Mackley

Owner / Director of Photo and Video Services

PO Box 229, Rifle, CO 81650

ryan@alignmultimedia.com

(970) 319-2073

Cover Letter

Re: RFP 11072025 – City of Rifle Marketing Services

Dear Members of the Selection Committee,

Align Multimedia is pleased to submit this proposal to provide comprehensive marketing services to the City of Rifle for fiscal years 2026–2028. Our team has partnered with the City, GRIT, and community organizations for **over a decade**, helping to shape and grow the **Real Western Adventure** tourism brand, launch and maintain **visitrifle.com** and **utetheater.com**, and promote the City's signature events through cohesive, multi-channel campaigns.

The City is seeking a team to deliver coordinated social media marketing, traditional media support, website hosting and maintenance, and special event marketing for Barks Brews & BBQ, Third Thursday on Third, the July 3rd Celebration, and Hometown Holiday. As a **Rifle-based company**, Align Multimedia brings unmatched local expertise, community familiarity, and on-the-ground insight into Rifle's culture, assets, and audiences.

Because of our long history working in Rifle, Align has built and maintains the **largest existing archive of Rifle-specific photos and videos**—a visual library no competitor can match. This depth of local content allows us to deliver high-quality, seasonally accurate creative efficiently and cost-effectively, reducing the need for repeated asset production.

We appreciate the opportunity to continue supporting Rifle's tourism, community engagement, and economic development goals. Should you have any questions, please feel free to contact me directly.

Sincerely,



Ryan Mackley
Owner - Align Multimedia

Statement of Qualifications

Align Multimedia, LLC is a Colorado-based digital media and marketing firm specializing in multimedia production, digital strategy, destination branding, website management, and community-focused marketing. We have worked with the City of Rifle and GRIT for **more than ten years**, including playing a foundational role in the creation and launch of the **Real Western Adventure** brand.

Our expertise includes:

- Integrated tourism and community marketing
- Social media strategy, content creation, and analytics
- WordPress hosting, maintenance, and content management
- Graphic design for web, digital and traditional print media
- Photography, videography, and aerial/drone production
- Event marketing and community promotions
- Analytics reporting and performance tracking

Align's Key Advantages:

As a **local Rifle company**, we know the area, the local media outlets and the target demographics extremely well.

We have captured thousands of photos and videos throughout the region—resulting in a visual asset library that dramatically reduces production costs and increases authenticity in every campaign. This library includes thousands of assets captured at previous GRIT events. All photo and video library assets are provided to GRIT at no additional charge.

Our deep roots in the community also guides our approach to assisting GRIT with marketing endeavors. Because we have a passion for seeing Rifle do well, we deeply discount our services. The services we propose to provide at the budget listed in the pricing structure below, reflects **at least a 25% discount** from our standard rates.

Key Personnel

Ryan Mackley *Owner / Director of Photo and Video Services*

Ryan serves as the primary account lead and oversees all strategic planning, client coordination, and multimedia production for the City of Rifle. With more than a decade of direct work with Rifle, he ensures campaign alignment, brand consistency, and high-quality content development.

Duties:

- Primary client contact & contract oversight
- Strategic planning & annual marketing direction
- Coordination with City staff, GRIT & community partners
- Photography (still & aerial) and videography (traditional & aerial)
- Editing, post-production & asset management
- Oversight of content creation for digital & print channels.

Marc Rassel *Creative Director*

Marc leads all creative and digital execution, combining social media, web administration, analytics, and creative direction into a unified, efficient leadership role.

Duties:

Digital Strategy & Analytics

- Campaign strategy, SEO, reporting, and optimization

Social Media Management

- Content planning, scheduling, publishing, and monitoring
- Engagement oversight & coordination with City staff

Web & WordPress Administration

- Content updates, plugin/core updates, security maintenance
- UX improvements, accessibility alignment, analytics dashboards

Creative Direction

- Concept development, brand consistency, cross-team coordination

Key Personnel

Carrie Pearson *Lead Designer*

Carrie leads all design work for digital, print, and event branding.

Duties:

- Graphic design for social media, print, and digital advertising
- Campaign creative & event branding
- Web design & visual layout updates
- Development of templates, posters, signage & collateral

Approach & Plan

Align Multimedia's approach aligns with the RFP Scope of Work:

Social Media Marketing

- Quarterly content calendars
- Original copywriting, design, and short-form video
- Scheduling, publishing, & engagement monitoring
- Paid social campaigns with optimized targeting
- Quarterly analytics reports

Traditional Marketing

- Print ads, posters, rack cards, collateral
- Radio ad scriptwriting and production (English & Spanish)
- Outdoor and regional placement recommendations
- Brand-consistent campaign creative
- Photo, video capture

Website Hosting, Maintenance, and Content

- Hosting of visittrifle.com and utetheater.com
- WordPress updates, backups, security, uptime monitoring
- Regular content updates to highlight events
- ADA alignment & accessibility improvements
- SEO best practices

Special Event Marketing

(Barks Brews & BBQ, Third Thursday on Third, July 3rd Celebration, Hometown Holiday)

For each event:

- Messaging, creative direction, and promotional plans
- Social and traditional media assets
- Paid campaign support
- Coordination with partners & media outlets
- On-site content capture (photo/video) for future marketing efforts
- Post-event reporting

Proposed Timeline

Late December 2025/Early January 2026 - Kickoff Meeting

We will review the current status of marketing campaign and identify areas of emphasis for 2026

January 2026 - Begin work on the ongoing general marketing campaign

February 2026 - Barks Brews and BBQ Kickoff Meeting

Plan and implement marketing campaign

March 2026 - Third Thursday on Third Kickoff Meeting

Plan and implement marketing campaign

April 2026 - July 3rd Celebration Kickoff Meeting

Plan and implement marketing campaign

May 2026 - Barks Brews and BBQ marketing culminates with the event

July 2026 - July 3rd marketing culminates with the event

August 2026 - Hometown Holiday Kickoff meeting

Plan and implement marketing campaign

October 2026 - Third Thursday on Third marketing culminates with the event

December 2026 - Hometown Holiday marketing culminates with the event

January 2027 - Year-end Review and 2027 Kickoff Meeting

Future Years will likely follow the same basic cycle listed above.

Special Event Marketing Plan

For each of the four signature events, Align Multimedia provides:

- Campaign strategy & goals
- Visual asset creation (graphics, photos, video)
- Paid and organic promotion
- Social media campaigns
- Print & radio creative
- Website updates
- In-person, on-site, photo and video event capture (as budget allows)
- Post-event reporting

Website Hosting, Maintenance, Content

Services include:

- Website hosting & SSL
- Backups and uptime monitoring
- Core, theme & plugin updates
- Content publishing & layout updates
- SEO enhancements & metadata updates
- Technical fixes and optimization
- ADA-aligned accessibility practices
- Analytics dashboards & reporting

Proposed Monthly Retainer Pricing

Core Marketing Services Retainer

\$2,083 per month
(\$25,000 annually)

Event Marketing Retainer

\$1,667 per month
(\$20,000 annually — 4 events × \$5,000)

Total Monthly Retainer

\$3,750 per month

Media Buys

- Billed separately at actual cost
- Commission: Align does not charge any commission fees on media buys

Included Expenses

- Local travel
- Small on-demand, one-off production costs

Pre-Approved Expenses

These expenses would be outside the scope of our proposed services and would need to be budgeted separately.

- Large print runs
- Specialized production
- Outside vendor services

Accessibility & Inclusion Commitment

Align Multimedia supports the City's accessibility goals by:

- Ensuring ADA-aligned web practices
- Providing captioned video content
- Designing accessible graphics & PDFs
- Using inclusive imagery and language
- Supporting equitable representation in marketing

References & Past Work

Relevant Past Work:

- Of course, the most relevant past work we can offer is the work that we have done for the **Greater Rifle Improvement team** and the **City of Rifle** for more than ten years including the “Real Western Adventure” branding campaign, creation and maintenance of multiple websites, event marketing, content creation and social media management.
https://alignmultimedia.com/portfolio_page/visit-rifle/
- Align also provides relevant services for the **Town of Parachute** including event marketing, website design, content creation, social media management and graphic design.
https://alignmultimedia.com/portfolio_page/visit-parachute/
- Align provides graphic design and content creation service to **Glenwood Caverns Adventure Park** and **Iron Mountain Hot Springs**.
https://alignmultimedia.com/portfolio_page/glenwood-caverns-adventure-park/
https://alignmultimedia.com/portfolio_page/iron-mountain-hot-springs/
- Align provided website design and development for the **City of Mankato, Minnesota**.
https://alignmultimedia.com/portfolio_page/great-mankato-growth/

References available upon request, including:

- Glenwood Caverns Adventure Park / Iron Mountain Hot Springs
- Town of Parachute
- Glenwood Springs Ford Community Partners Program

Proposed Changes

Proposed Changes to the Contract:

We currently do not anticipate any changes to the Draft Contract provided within the RFP materials.

Special Services

We currently do not anticipate using any third-party vendors to provide the services listed above with the exception of our website hosting provider, Cloudways. Cloudways provides the hosting platform and we do all of the work to maintain the website within their environment.



Align Multimedia

PO Box 229 • Rifle, CO 81650

970.456.0011

alignmultimedia.com

RYAN MACKLEY

Cinematographer/Editor/Entrepreneur

+19703192073 @ ryanmackley@me.com Rifle, CO

SUMMARY

Versatile and creative media professional with 25+ years experience producing compelling video content for delivery across a multitude of platforms. Owner/Founder of two thriving digital agencies. Experienced in all stages and roles of the video production process. Skilled in a variety of digital marketing disciplines including photography, web design, and digital marketing.

EXPERIENCE

Owner/Director of Photo and Video Services

01/2014 - Present

Align Multimedia

Glenwood Springs, CO

- Founded and grew the revenue of a multi-faceted digital marketing company by more than 450%
- Produced video content for clients in a variety of styles and across multiple verticals
- Project-managed the entire video production life-cycle from project conceptualization to final delivery
- Responsible for audio and video production and post, photography, lighting, and motion-graphics
- Hired and managed all company employees, more than doubling staff over time
- Created and optimized social media accounts for dozens of clients all with an emphasis on video content

Founder

09/2007 - 01/2014

Spuce Creek Multimedia

Rifle, CO

- Founded and operated a creative digital multimedia business
- Increased revenues by more than 500% over the life of the company
- Produced a wide variety of projects including TV commercials, event/sports videography, streaming video, and documentaries/personal histories
- Role demanded both an in-depth and a broad knowledge of creative media technologies

Video Coordinator/Coach

08/2001 - 12/2019

Rifle High School

Rifle, CO

- Responsible for all game-day and practice film for one of the winningest football programs in Colorado
- Innovated by adding tower cams, sideline video review systems and drones to the video acquisition and review process
- Produced cinematic highlights for delivery on social media
- Managed a complex outdoor production environment often in bad weather
- Managed a revolving team of 4 student volunteers to acquire all content
- Assistant Coach - Wide Receivers/Defensive Ends
- Won 9 League Championships, 1 State Championship, 18 Playoff Games

Manager of Convergent Media Services

01/2000 - 05/2001

Guidance Solutions

Marina Del Rey, CA

- Designed and implemented the roll-out of the company's video production facilities and services
- Managed a team of 4 video post-production professionals
- Implemented video encoding operations for major clients including Universal Studios and Paramount

EDUCATION

History/Political Science/Magna Cum Laude

08/1993 - 05/1997

University of Colorado

Boulder, CO



SKILL AREAS

Video Post Production • Cinematography •
Storyboarding • Aerial Filmmaking •
Lighting for Photo and Video •
Color Correction •
Motion Graphics and Effects •
Product Photography • Entrepreneurship •
Search Engine Optimization •
Project Management • PPC •
Web Server Administration •
Web Design and Development •
DNS Configuration

SOFTWARE AND TECHNOLOGY

Final Cut Pro • Adobe Premiere •
Adobe Lightroom • Adobe After Effects •
DaVinci Resolve • Adobe Photoshop •
Apple Motion • Google Workspace •
CPANEL • HTML • CSS • WordPress •
Asana • Microsoft 365

CERTIFICATIONS

FAA Part 107

Certified by the FAA as a commercial drone pilot

PASSIONS

Coaching, Fly Fishing,
Photography, History

PORTFOLIOS AND REELS

Align Multimedia Portfolio

<https://vimeo.com/showcase/alignportfolio>

MARC RASSEL

715-379-2356

marc@alignmultimedia.com

818 Colorado Ave.,
Suite 305, Glenwood
Springs, CO 81601

PROFILE

Experienced and award winning digital creative with a keen eye for design and deep experience across a variety of marketing and design disciplines

EXPERIENCE

Creative Director, Align Multimedia, Glenwood Springs, CO — 2014-Present

Provided creative direction for a wide range of digital marketing projects including web design, print production, graphic design and video

Founded and operated a full service digital marketing company serving clients in multiple verticals

Owner/Creative Director, Align Creative Group — 2011-2014

Founded and operated a full service digital marketing company

Creative Director for Print Advertising, Menards — 2007-2014

Provided creative direction for all print materials for one of the largest home improvement chains in the country

Managed the print design team

Produced product photography for print inserts and store display materials

EDUCATION

University of Wisconsin-Stout — BFA, Graphic Design, 2007

SKILLS

Creative Direction, Graphic Design, Photography, Web Design, Web Development

AWARDS

CLIO Award Winner

CARRIE PEARSON

GRAPHIC DESIGNER

P: (715)-379-8854
E: carrie@alignmultimedia.com
A: Cottage Grove, Minnesota

ABOUT ME

I am a detail-oriented, creatively-driven individual with the work ethic of a Midwest farmer. A combination which get things done. With a background in photography and multi-media design, I am always looking forward to my next creative project in work and life.

EDUCATION

BFA Multimedia Design
2007
University of Wisconsin - Stout

PRO SKILLS

Graphic Design

Web Design

Photography

Problem Solving

Time Management

WORK EXPERIENCE

GRAPHIC DESIGNER

2019-2024

Align Multimedia | Glenwood Springs, Colorado

I joined Align in 2019 and since then have worked on a variety of projects, both large and small. This has expanded my portfolio to include design pieces for many companies as well as websites of different sizes and platforms.

- Work with our team on a variety of marketing requests.
- Work on new websites, creating what the client envisions while continually learning as the programs we use evolve and the market shifts.

HERD HEALTH ASSISTANT

2002-2018

Alfalawn Farm | Menomonie, Wisconsin

I worked at Alfalawn Farm for 16 years, and in that time I held a variety of roles, working my way up to herd health assistant as the farm expanded from 450 cows to 2,000. Not a 9-5 job, but a 4am - stay till the work is done. It was a job that allowed me to become a self-driven problem-solver. The skills I gained there have carried over into my life and subsequent career.

FREELANCE DESIGNER/PHOTOGRAPHER

2001-2019

Carinse, Inc. | Wisconsin & Minnesota

I worked as a freelance artist, taking on graphic design jobs, as well as creating small websites for clients. I also worked as a family and wedding photographer.

TECHNICAL SKILLS

Adobe Photoshop

Wordpress

Adobe InDesign

Elementor

Adobe Illustrator

WP Bakery

REFERENCE

Dave Styer

Alfalawn Farm

Owner

P: (715)-505-8161

Chelsey Sanz

OX Nutrition

Owner

P: (763) 843-8969

Procurement and Grant Reporting

City of Rifle

202 Railroad Avenue, Rifle, CO 8165

970-665-6412



MEMORANDUM

TO: Honorable Mayor and City Council Members

CC: Patrick Waller, City Manager and Kim Burner, GRIT Manager, Community Development

FROM: Iris Trevisano, Procurement and Grant Reporting

DATE: December 17, 2025

SUBJECT: **Recommendation RFP11072025 - City of Rifle Marketing Services**

Background

The GRIT team was seeking proposals from marketing firms to provide comprehensive marketing services for a Three (3) Year contract. The goal is to enhance the visibility and appeal of Rifle as a vibrant community for residents, visitors, and businesses. This partnership will help execute a marketing plan that encompasses social media marketing, traditional marketing, website hosting including visitrifle.com and utetheater.com, and Special event marketing for Barks Brews & BBQ, Third Thursday on Third, July 3rd Celebration and Hometown Holiday. To promote its unique features, community values, recreational opportunities, and local events. The chosen marketing firm will collaborate with city staff to develop targeted campaigns that boost engagement and tourism while highlighting the city's distinct character.

Procurement

In accordance with our procurement code, we issued a Request for Proposal (RFP) for these services, which was posted on the Rocky Mountain e-purchasing system- bidnet direct website. An optional pre-bid meeting was held that was attended by 28 consultants. At the close of the submission period, we received 20 proposals. A selection committee was established to evaluate and score the proposals. Their proposals and interviews were assessed on several criteria, including qualifications, relevant experience, social media approach, proposed timeline, cost, and deliverables. A scoring rubric—outlined in the RFP—guided the evaluation, with emphasis on technical expertise, and the clarity and social engagement strategy. Align Multimedia received a Local Preference Code Sec. 4-3-210. received a 4% discount for being located in Rifle.

RFP# 11072025 - City of Rifle Marketing Services			
Committee Member	Align Media	Hawke Media	Colvita Creative
Costs	\$ 135,000.00	\$ 79,500.00	\$ 154,620.00
1	86	70	85
2	86	79	92
3	98	78	88
Total	270	227	265
Average	90	76	88

Recommendation

After a careful evaluation process, the selection committee recommends that City Council approve Align Multimedia to provide comprehensive marketing services for a Three (3) Year contract not to exceed for \$135,000.00. Align stood out for its qualified team, strong experience with previous projects with the City of Rifle and creativity.

Staff recommends awarding the three-year services contract for Marketing Services in the amount of \$45,000.00 yearly for 2026,2027,2028

Thank you,

Iris Trevisano
Procurement and Grant Reporting Manger



COMMUNITY DEVELOPMENT

202 Railroad Avenue, Rifle, CO 81650

Phone: 970-665-6570

MEMORANDUM

TO: Iris Trevisano, Procurement & Grant Manager

FROM: Kim Burner, GRIT Manager, Community Development

DATE: December 10, 2025

SUBJECT: Recommendation – City of Rifle Marketing Services

Following the release of the RFP for City of Rifle Marketing Services, the city received twenty proposals ranging from \$73,500 to \$1,020,000 over a 3-year timeframe. Proposals were evaluated on qualifications, approach, timeline, fee schedule, and understanding of the scope of work. Three firms, Align Multimedia, Colvita Creative, and Hawke Media, were interviewed.

I recommend awarding the contract to Align Multimedia in an amount not to exceed \$135,000 plus media buys. Their proposal demonstrated a clear understanding of the City's marketing vision and needs. Marketing services are budgeted through the Visitor Improvement Fund/Lodging taxes and do not draw from the General Fund. The total budgeted amount for 2026 is \$40,000, which is \$5,000 below the proposed annual spend, but GRIT manager Kim Burner is confident the difference can be covered within the currently approved budget. City staff and the GRIT Advisory Board will work in concert with Align Multimedia to formulate messaging and guidance in city marketing.

Please let me know if you need any additional information or supporting documentation.



**CITY OF RIFLE
PURCHASE REQUEST**

1.	Vendor Name	NEW: W-9 attached ☐
	ALIGN MULTIMEDIA, LLC	

2.	Vendor Address
	P.O. BOX 229 RIFLE CO 81650

3.	For the Purchase of (description)
	Marketing and Website Services

4.	Amount Requested	Amount Budgeted	Finance Director Verified Funds Avail.
	45000	45000	

5.	Dept. Name	General Ledger Acct #
	GRIT	204-4650-400-320

6.	Type of Purchase
	☐ Capital Construction
	☐ Capital Construction – Change Order
	☐ Capital Equipment
	☐ Plant Equipment
	☐ Materials, supplies, non-profession/technical services (includes computer/software maint.)
	☒ Professional Services
	☐ Utilities (includes equipment installation and ongoing contracts)
	☐ Land, easements, ROW

7.	Purchasing Process Required (Rifle Municipal Code sections for guidance)		
	☐ Cooperative Purchasing:	Sec 4-3-50	
	☐ Emergency Procurement	Sec. 4-3-235	
	☐ Small Purchases	Sec. 4-3-225	
	☐ Request for Proposal:	Sec. 4-3-220(b)	(attach bid tab)
	☐ Competitive Sealed Bid:	Sec.4-3-215	(attach bid tab & advertisement)
	☐ Miscellaneous Exemptions	Sec. 4-2-230	(attach memo)

8.	Authorization Required	
	☒	City Manager
	☒	City Council

9.	Signatures		
	Position	Signature	Date
	Department Director		
	City Manager		
	City Council Approval (meeting date)		
10.	Purchase Order # assigned by Finance		



TABLE 1 - IS A PURCHASE ORDER NECESSARY

<u>Amount of Purchase</u>	<u>Is Purchase Order Needed</u>	<u>Method of Source Selection</u>
\$0.01 - \$10,000	No – Dept Head Approval	No special sourcing
\$10,000.01 - \$25,000	Yes – City Manager Approval	Yes – see table 2 below
\$25,000.01 or Greater	Yes – Council Approval	Yes – see table 2 below

TABLE 2 - METHODS OF SOURCE SELECTION

<u>Methods of source selection</u>	<u>Contract limits</u>
Competitive sealed bidding	Greater than \$50,000.00
Competitive sealed proposals	Greater than \$10,000.00 and less than \$50,000.00.
**Greater than \$50,000 allowed for Construction Manager/General Contractor proposals, or similar type proposal.	
Small purchases	Less than \$10,000.00 - DEPARTMENT HEAD DISCRETION

TABLE 3 - LOCAL VENDOR PREFERENCE

Contract Amount	Primary Preference In City Limits	Secondary Preference In County Out of City
Less than \$1,000	10% discount	5% discount
\$1,001 to \$5,000	8% discount	4% discount
\$5,001 to \$25,000	6% discount	3% discount
\$25,001 to \$100,000	5% discount	2% discount
\$100,000 to \$200,000	4% discount	2.5% discount
\$200,001 to \$500,000	3% discount	1.5% discount
\$500,000 or greater	2% discount	1% discount



Agenda Item #9.h.

Agenda Item Name:

Consider Direction to Initiate Acquisition Process for the Rifle Creek Golf Course

Presenter:

Austin Rickstrew, Parks & Recreation Director

Item Description:

Consider Acquiring Rifle Creek Golf Course

Recommended Action:

Move to direct staff to begin negotiations to acquire the Rifle Creek Golf Course

Fiscal Impact:

The total fiscal impact of acquiring and operating the Rifle Creek Golf Course includes the purchase price, required capital improvements, and ongoing operational costs. The purchase of the golf course will cost the city approximately \$1,200,000. The water rights to be transferred as part of the sale are estimated to be worth \$969,000, which could be paid from the water fund.

The required capital improvements that need to occur are:

1. New Irrigation System (estimated at \$5,505,000)
2. New HVAC at the Club House (estimated \$200,000)
3. New flat roof at the Club House (estimated \$80,000)
4. ADA site improvements (estimated \$20,000)
5. Concrete surface repairs (estimated \$75,950)
6. 14 and 16 Tee Box repairs (contractor needed for accurate estimation)
7. Club House repair and maintenance (\$80,000)

The known required ongoing operational costs:

1. Two FTE (estimated \$215,759.00 per year)
 - Seasonal Wages
2. Golf Cart Lease (estimated \$12,580.69 monthly May-October 2026-2030)
 - Or purchase outright for approximately \$486,072.10
3. Replacement Equipment (estimated \$150,000 to \$200,000 per year for 3 to 5 years)

Operational Impact:

City staff have evaluated the operational requirements and costs associated with City ownership. The staffing needs to operate the course effectively would require two full-time positions and approximately 30 seasonal employees. The City's employee benefits package averages roughly \$43,000 per the two full-time employees.

Prior Board Motions:

N/A

Background Information:

N/A

Executive Summary:

During the August 20th City Council workshop, the Rifle Creek Golf Course Board requested to present to Council the current fiscal position of the golf course and possible future options for operations. Council asked staff to explore what would be required to acquire the golf course. At the October 15th City Council workshop, staff presented a wide variety of information related to the golf course. This information included a building inspection report, an ADA audit report, a water rights summary, and financial statements. City staff have reviewed 84 municipal and district owned golf courses. Of the 84 courses, 57 of them lease restaurant space to a private entity. Only 25 organizations operate the restaurant themselves. Throughout our research into these courses, we did not find any that operated under a public-private partnership and had the course managed by a private business. City staff were directed to gather additional information on golf course operations for the city council. City staff is requesting council direction on moving forward with the acquisition of the Rifle Creek Golf Course. Please see the attached memo and presentation for more details related to staff recommendations.

Notification Requirements:

N/A

Prepared By:

Austin Rickstrew, Parks & Recreation Director

Attachments:

1. Golf Course Memo - Council 12.09.2025
2. Rifle Creek Golf Course Acquisition Presentation - 12.11.2025
3. Golf Course Memo - Council - October 10, 2025
4. 2025-10-07 Ltr Water Rights Summary Update
5. 2025 Through August Financial Statement
6. 2024 Financial Statement
7. 3004 County Road 325 - Inspection Report
8. Rifle Creek Golf Course ADA Audit Report

DEPARTMENT OF PARKS AND RECREATION

202 Railroad Avenue, Rifle, CO 81650

Phone: 970-665-6570



MEMORANDUM

TO: Honorable Mayor and City Council Members

CC: Patrick Waller, City Manager

FROM: Austin Rickstrew, Parks and Recreation Director

DATE: December 9, 2025

SUBJECT: Considerations for Acquiring the Rifle Creek Golf Course

Background

During the August 20th, 2025, City Council workshop, the Rifle Creek Golf Course Board approached the Rifle City Council about the possibility of taking over operations of the golf course. City Council subsequently directed staff to investigate what would be required for the City to assume ownership and continue operations. At the October 15th, 2025, workshop, staff provided an initial packet of information which included a building inspection report, an ADA compliance audit, a water rights summary, and current financial documents. These items are available in the council packet. City staff have continued to refine these assessments and assemble a complete picture of the course's current condition and the implications of municipal ownership.

Acquisition and Capital Requirements

The anticipated purchase price for the Rifle Creek golf Course is approximately \$1.2 million, which the golf course disclosed to City Council at the workshop on August 20th. Included in the acquisition price are the golf course's water rights, which are estimated to be worth \$969,000. These rights provide substantial operational reliability due to their senior priority dates and may be purchased using Water Fund resources.

The facility, however, requires substantial investment to address deferred maintenance and infrastructure deterioration. The irrigation system, which currently serves roughly 78 irrigated acres, has reached the end of its functional life and must be fully replaced. The estimated cost of this replacement totals approximately \$5.5 million, which includes design and pump house upgrades. Additional capital needs include HVAC replacement, roof repairs, clubhouse improvements, ADA compliance modifications, concrete and site repairs, and reconstruction of the tee boxes on holes 14 and 16. The building inspection report further documents a wide range of deficiencies, including issues with roofing

DEPARTMENT OF PARKS AND RECREATION

202 Railroad Avenue, Rifle, CO 81650

Phone: 970-665-6570



fasteners and soft spots, deteriorated siding and flashing, weakened stairs and guardrails, evidence of moisture intrusion, electrical hazards, and damage to ceilings, walls, and interior finishes.

Immediate capital expenditures include \$5.5 million for replacing the irrigation system, approximately \$200,000 for HVAC replacement, and \$30,000 for concrete repairs and ADA improvements. The total initial capital expenditures total approximately \$5.8 million.

Staffing Considerations

Should the City acquire the golf course, ongoing operations would require two full-time employees and approximately 30 seasonal employees. Beyond the direct staffing needed at the golf course itself, the acquisition would place additional workload on the City's Administrative and Departmental support systems. The volume of seasonal hiring, benefit administration, policy compliance, personnel management, and training would require expanded capacity within the Human Resource Department. For this reason, staff anticipate that a full-time HR position would need to be added to effectively manage the current workload and the increased hiring volume, onboarding, compliance requirements, and year-round employee support with the addition of the Golf Course. This position would ultimately support HR functions city-wide as well.

Additionally, I would experience a significant expansion of operational scope, capital planning responsibilities, and facility oversight. To maintain effective management and ensure continuity of operations across both existing duties and the golf course, there may be a request to create an Assistant Director position. That role would provide essential leadership capacity to oversee expanded programming, staffing, capital project implementation, and departmental administration, ensuring that the addition of the golf course does not diminish service levels in other areas of the department.

Normal Operations Summary

Operational equipment needs remain substantial. The course's golf cart fleet is leased, and continuation of this arrangement or an outright purchase would require large expenditures. Pricing received to date indicates seasonal lease payments of \$12,580.69 through 2030, or an outright purchase cost of approximately \$486,072. The maintenance fleet is similarly aged, and a phased replacement plan totaling \$150,000 to \$200,000 annually for three to five years would be required to maintain reliable operations.

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Based on the operational and revenue data available, staff believe that the City could potentially break even on annual operating costs once adequate staffing, equipment, and management systems are in place. Revenues generated through green fees, memberships, tournaments, carts, range use, and ancillary services appear sufficient to support day-to-day operations under City management. However, staff also recognize that the extensive capital improvements that are necessary, particularly the irrigation system replacement, clubhouse repairs, accessibility upgrades, and equipment modernization, will prevent the golf course from generating net positive revenue for several years.

In essence, while operations may be self-sustaining, the course's overall financial position will remain negative until major capital investments are completed and amortized over time. The course's long-term ability to generate profit is therefore dependent on successfully addressing these capital deficiencies.

Operational Considerations

The goal is to operate the golf course as an enterprise fund. Staff has reviewed more than eighty publicly owned golf courses statewide and found that while most lease restaurant operations to private entities, none operate under a public-private model in which the course itself is municipally owned but privately managed. This suggests that City operations would need to be handled internally, relying on expanded staffing and administrative capacity rather than outsourcing.

Recommendation

If the City proceeds with acquisition, the most substantial costs will occur within the first five years and include the purchase price, water rights transfer, and significant capital improvements. These expenses exceed \$6 million and are separate from annual staffing, equipment replacement, and operational expenses. While operational revenues can potentially sustain ongoing costs, the required capital investments will likely prevent the course from generating positive net income for the foreseeable future.

Please let me know if you have any questions or need additional clarification.

Respectfully,

Austin Rickstrew

Rifle Creek
Golf Course
Acquisition



Background Information

August 20, 2025: The golf course board approached the Rifle City Council about the possibility of taking over operations of the golf course

October 15, 2025: Initial staff assessment was presented in the Rifle City Council workshop

Staff has continued evaluation of the facilities, finances, and operations

Acquisition Cost

Estimated purchase price: \$1.2 million.
This was discussed in the August 20th
presentation from the golf course board

Includes water rights valued at
approximately \$969,000

Water rights potentially could be
purchased using the Water Fund

Immediate Capital Improvement Needs

Irrigation system
replacement: estimated \$5.5
million

HVAC replacement: estimated
\$200,000

Concrete and ADA
improvements: \$30,000

Operational Staffing Impacts

Requires 2 full-time +
approximately 30 seasonal
employees

Increased HR workload: need for
additional full-time HR position

Expanded director
responsibilities: potential request
for an Assistant Director position

Equipment Needs

Golf cart fleet lease:
approximately \$12,580.69 per
month (May-October 2026-2030)

Option: purchase golf cart fleet
for approximately \$486,072

Maintenance fleet replacement:
\$150K – 200K annually for 3-5
years

Financial Outlook

Operations will potentially
break even annually

Capital improvements prevent
near-term profitability

Long-term viability depends
on addressing major
deficiencies

Public – Private Ownership Comparison

Our staff evaluated 84
Colorado Public courses

Restaurant leases are
common among courses that
were evaluated

Staff was unable to find a
hybrid public–private
management model

Five-Year Cost Summary

Acquisition + immediate
capital improvements
approximately \$6 million

Costs exclude ongoing
staffing and operations

Operational revenues likely
sustainable but not profitable
initially

Operational Considerations

The goal would be to operate the golf course as an enterprise fund

Operational sustainability is likely achievable with staffing and equipment

Long-term financial outcome depends on capital rehabilitation

Most substantial costs will occur within the first five years

Recommendation

- Staff is seeking council direction on whether or not to start negotiations to acquire the Rifle Creek Golf Course

DEPARTMENT OF PARKS AND RECREATION

202 Railroad Avenue, Rifle, CO 81650

Phone: 970-665-6570



MEMORANDUM

TO: Honorable Mayor and City Council Members

CC: Patrick Waller, City Manager

FROM: Austin Rickstrew, Parks and Recreation Director

DATE: October 10, 2025

SUBJECT: Golf Course Discussion

Since the City Council workshop regarding the Rifle Creek Golf Course Board presentation and the future of the golf course, I have been actively evaluating what would be required for the City to acquire the property and continue operating it as a public golf course.

Following Council direction, we conducted a comprehensive review of the facility's condition, operational needs, and financial implications. This assessment identified several key infrastructure and facility deficiencies that would need to be addressed to ensure sustainable operations moving forward. Specifically, staff found that:

- The clubhouse building is in need of repairs. This building was built in 2002.
- Portions of the facility do not meet current ADA accessibility standards and will require improvements to achieve compliance.
- The irrigation system is failing and needs to be entirely replaced to support the course maintenance and long-term viability.
- The HVAC System serving the clubhouse is at the end of its useful life. This includes the replacement of two rooftop HVAC units and the existing swamp cooler, all of which are in a state beyond serviceable condition.
- The tee boxes on holes 14 and 16 need repair. Tee box 14 in particular will require evaluation and likely reconstruction of its retaining wall structure, while tee box 16 needs surface and slope repair. To determine an accurate cost estimate for these improvements, staff would need to contract with an engineer specializing in retaining wall design and repair.
- There are multiple retaining walls throughout the course that show signs of deterioration and structural fatigue. These walls will need to be repaired or replaced in the coming years to ensure slope stability, player safety, and the long-term integrity of the course.

DEPARTMENT OF PARKS AND RECREATION

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Phone: 970-665-6570



In addition to facility assessments, staff evaluated operational requirements and costs associated with City ownership. This included analyzing the staffing needs to operate the course effectively, which are estimated to require two full-time positions and 30 seasonal positions. A Golf Course General Manager and a Golf Course Superintendent would cost approximately \$215,759.00 annually, including salary and benefits. The City's employee benefits package averages roughly \$43,000 per employee, which is included in the total estimated costs.

The City's O&M crew completed a concrete audit of the facility. The audit identified approximately 1,677 square feet of concrete work that required repair throughout the property, as well as a set of stairs on the north side of the building leading to Tee Box 6 that require full replacement. The total estimated cost of materials is \$75,950. This estimate does not include labor rates or machine time, which would increase the total project cost once these factors are incorporated.

A new Rainbird "valve-in-head" system is currently averaging an estimated \$62,000 per irrigated acre to replace. With approximately 78 irrigated acres at Rifle Creek Golf Course, the total replacement cost is projected to be around \$4.8 million. In addition to system replacement, design costs are estimated at \$25,000, and pump system replacements are projected at \$200,000 per pump house, totaling approximately \$600,000.

For context, Battlement Mesa Golf Course completed a similar irrigation system upgrade in 2020-2021 and reports saving over 4 million gallons of water annually since the installation. A comparable upgrade at Rifle Creek is likely to result in substantial water and operational efficiencies. The installation of the new system would likely take 9-10 months and could be completed without disruption to play. Our staff has also begun working with Sustainable Strategies to explore funding opportunities that will help offset the significant costs associated with replacing the irrigation system.

According to the October 7, 2025, Water Rights Summary prepared by Colorado River Engineering, the Rifle Creek Golf Course holds multiple senior irrigation and domestic water rights. The course holds senior Priority 39 (0.89 cfs) and Priority 54 (1.00 cfs) on the West Lateral of the Rifle Creek Canon Ditch, both with appropriation dates of April 15, 1885. Additional irrigation rights include 1.945 cfs (Priority 107) and 2.0 cfs (Priority 119). Together, these rights cover approximately 69 acres of irrigated area (35 acres on the front nine and 34 acres on the back nine). The consumptive use for the irrigation rights totals approximately 110 acre-feet, valued at about \$6,290 per acre-foot, resulting in an estimated irrigation water rights value of \$692,000. Additionally, the 88 acre-feet of consumptive use credits from Priority 107 are valued from 30% to 70% of the firm yield rights. These rights do not provide a full water supply in drought

DEPARTMENT OF PARKS AND RECREATION

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years, which would likely reduce their value, at a 50% value, the rights would be in the range of \$277,000. The combined estimated value of water rights is approximately \$969,000.

The golf course currently leases its golf carts under a five-year lease with an option to upgrade after year three, which is now approaching. Iris and I reached out to Colorado Golf and Turf, a vendor that participates in cooperative purchasing agreements available for municipal procurement. To match the current fleet and operational needs, the course would require:

- 65 golf carts
- 1 driving range unit
- 2 beverage carts

Colorado Golf and Turf provides two leasing options:

- 60-Month True Lease:
 - 30 seasonal payments of approximately \$12,580.69 (May-October, 2026-2030)
 - Equipment is returned at the end of the lease term.
- 60-Month Lease/Purchase:
 - 30 seasonal payments of approximately \$17,855.47 (May-October, 2026-2030)
 - Upon completion of the final payment, the city would own the equipment

The City could purchase the equipment outright for approximately \$486,072.10. There is also the possibility of leasing "used" units (one year old or less) to reduce costs while maintaining similar functionality and reliability.

The equipment currently used to maintain the golf course, including mowers, utility vehicles, and maintenance implements, is nearing the end of its useful life. Some members of the fleet are experiencing reliability issues and require increased maintenance attention. To begin addressing these needs, two used mowers were recently purchased, each expected to provide 5-8 years of reliable service. While this helps stabilize short-term maintenance capabilities, a long-term replacement plan remains necessary.

It is estimated that the City will need to invest between \$150,000 and \$200,000 per year over the next 3 to 5 years to replace aging equipment, bring the maintenance fleet up to modern standards, and improve the reliability and efficiency of daily operations. Having a phased investment approach would help distribute costs over time while ensuring the course remains playable and well-maintained.

Alexis and I are currently working with CIRSA to obtain a quote for property and liability coverage for the golf course. We recently received a preliminary

DEPARTMENT OF PARKS AND RECREATION

202 Railroad Avenue, Rifle, CO 81650

Phone: 970-665-6570



insurance quote. This initial quote does not include coverage for bridges or retaining walls. We are working with CIRSA to arrange for an appraisal company to visit the site to provide updated valuations and more refined replacement cost data. Once this appraisal is complete, CIRSA will provide an updated and more accurate insurance quote that reflects the full scope of assets and risk exposure at the golf course. During discussions with the City's CIRSA representative, it was noted that the information and estimates provided to date are consistent with those for other CIRSA-insured golf courses across the state, indicating that Rifle Creek's projected coverage levels and asset valuations are aligned with those of similar municipal golf facilities.

CIRSA evaluates and provides coverage based on several key property and operational components, including:

- Business income
- Bridges
- Fencing
- Golf carts and vehicles
- Greens, Tees, Fairways, and Rough (\$250,000 Max)
- Mobile equipment
- Outdoor Lighting
- Retaining Walls
- Signage
- Other miscellaneous property
- The clubhouse
- Maintenance Shed
- Pump Sheds

Please let me know if you have any questions or need additional clarification.

Respectfully,

Austin Rickstraw



October 7, 2025

Rifle Gap Land Company, Board of Directors
c/o Dean Fliss
3004 HWY 325
Rifle CO 81650

RE: Rifle Creek Golf Course – Water Rights Summary

Board of Directors,

Colorado River Engineering has completed a review of water rights associated with the Rifle Creek Golf Course. The review was completed at a reconnaissance type investigation. Our research has been summarized in this letter report.

Overview

The water supply for the golf course is provided by numerous water rights that have been developed through the years as the golf course has grown. The water rights have evolved to meet the change in size of the course with the expansion to 18-holes and with increased commercial uses at the clubhouse. A review of the course water rights was completed by reviewing water right decrees available from the Colorado Division of Water Resources. The attached Table summarizes the numerous water rights identified in the court cases. Legal opinions of water rights ownership were not available and ownership was assumed to match the amounts in the water court documents. The water rights were developed to support irrigation, domestic, commercial, municipal, fire supply, storage, and augmentation uses.

IRRIGATION SUPPLY

The course has numerous irrigation water rights that provide a firm yield supply to meet irrigation demands. The diversions come from Rifle Creek and are carried in the West Lateral of the Rifle Creek Canon Ditch. The most senior water rights are 0.89 cubic feet per second (cfs) of Priority 39 (appropriation date April 15th, 1885), and 1.00-cfs Priority 54 (appropriation date April 15th 1885) in the West Lateral of the Rifle Creek Canon Ditch. These rights are very senior in priority and have not been curtailed in extreme drought periods. As an indicator of seniority, Priority Number 82 (or higher) on Rifle Creek are typically the water rights that are shut off or curtailed during periods of drought or in late summer months. The golf course also owns additional irrigation rights of 1.945-cfs Priority 107 and 2.0-cfs in Priority 119, both in the West lateral of the Rifle Creek Canon Ditch. Water rights leased from the City of Rifle are allowed to be used by the course as a supplemental supply to support the back nine irrigation system.

The irrigation water rights consist of numerous former ditches with multiple priorities. All of these rights have been changed from other places of use to the golf course. Each water court decree has numerous conditions and terms. It appears that Case No. 92CW33 consolidated numerous limitations that control water use amounts at the golf course. These limits were established to provide protection against injury to other water rights on Rifle Creek and include a limit of 69 acres of irrigated area (35-acres on the front 9 & 34-acres on the Back 9) and volumetric limits of water used on the Back 9 holes. Inspection of satellite images has shown the golf course is in compliance with the acreage limit totals. We believe that with the junior Priority rights there could be additional areas irrigated at the golf course when the rights are in priority, which occurs in most years in the early summer months. Absent a new court decree to confirm the irrigated area limits at the golf course, we recommend that the current irrigated areas be maintained. The more junior priorities provide higher flow amounts and are still advantageous to the course. The higher flow rates provide flow through water back to the creek (impacting aesthetics) and allow more manageable and flexible options for staff when operating the irrigation systems.

In summary, the senior Priority rights No. 39 and No. 54 provide a reliable firm supply even in drought years. The past change cases for these water rights have an irrigated area that covers the current 69-acre limit imposed in Case No. 92CW33. Leased water from the city provides increased diversion allowance, which provides more flexibility in irrigation water management for the Superintendent.

Commercial, Municipal, Domestic, and Augmentation uses

In 1974, court Case W2317 changed 2.0-cfs of the Priority 107 water rights to include domestic and municipal uses. We understand these rights were developed to support the commercial and residential development at the site. The decree also allowed diversions to storage in a tank and pond.

A well has historically supplied the clubhouse and two residences along Hwy 325. The uses exceeded the exempt permit for the well and a water right was developed for the Rifle Creek Golf Course Well No. 1 and a plan for augmentation in Case No. 01CW213. This court decree moved a portion (0.055 -cfs) of the Priority 107 water right to the well. Depletions from the well were originally estimated to be 0.38 acre-feet per year and are small compared to the 87.88 acre-feet of consumptive use credits from the Priority 107 water right. The augmentation plan utilizes storage releases to offset depletions when Priority 107 is curtailed in drought occurrences. The court case granted junior water rights for the well, tank, and pond. Portions of the rights have not been perfected and remain as conditional. An alternative source of augmentation to the golf course and two homes was developed in 2020 with a contract through the West Divide Water

Conservancy District (WDWCD). The shared well is currently registered with the Colorado Division of Water Resources under Permit No. 85081-F.

WATER RIGHT VALUATION DISCUSSION

We understand that the golf course is exploring refinancing the property and the water rights summary could be used as part of the portfolio review of the property. Chris Manera, P.E., of Colorado River Engineering, is a member of the golf course and therefore will not be able to provide a formal opinion on valuation of the water rights. However, for comparison purposes, the order of magnitude of the value is discussed to aid the golf course in making a decision if pursuit of a valuation is warranted. The discussion is based on accepted practices for past valuations for water right values along the main stem of the Colorado River.

Colorado River Water Right Lease Values

Although numerous senior rights exist along the Colorado River, the value of water in the market has been fairly constant due to the supply from several large state and federal water storage projects. These projects allow for water users to acquire supplies through long term lease contracts. Lease rates by water districts, who oversee water supply programs, vary by type of use. Basalt Water Conservancy District rates range from \$249 per acre foot for domestic and municipal uses up to \$410 for industrial uses. WDCWD rates range from \$245 per acre-foot on the mainstem for subdivisions to \$275 per acre-foot for commercial and industrial uses. WDWCD has developed local augmentation supplies on Rifle Creek that have an annual lease rate of up to \$535 per acre foot for subdivisions.

The present value of the lease rate of \$245/annually/acre-foot from West Divide Water Conservancy District on the main stem of the Colorado River is appropriate for valuations given the lack of large-scale new water demands on Rifle Creek. The calculated value using the annual lease amount with the one-time application fee is equivalent to a present value of **\$6290 acre-foot** assuming a 4% rate of return after inflation.

The valuation costs recognize the district lease programs have the advantage of being able to match demand schedules because of the timing flexibility available from reservoirs. Disadvantages with the lease programs include reliance on firm yield supplies from the more junior water storage rights, future state compact calls, and potential federal permitting constraints. The advantage with senior irrigation rights is primarily the greater reliability in the priority system. Their disadvantage is they do have limits on the magnitude and timing that water is available.

When comparing water rights value, it is common to convert the water right into consumptive use volume amounts. The golf course rights have had numerous analyses to calculate consumptive use. Multiple water rights overlap, for comparison purposes the 69-acre limit of irrigated area can be used to calculate consumptive use. Using the decreed irrigation unit amount of 1.6 ft the total Consumptive Use totals **110 acre-feet** (69 ac x 1.6-ft). The value of the golf course "Irrigation" water rights in the main stem market would be in the range of **±\$692,000** (110 ac-ft x \$6290/ac-ft).

All numbers used in this estimate were conservatively low. Water right valuations typically increase for supplies on side tributaries where less water is physically available and water right supply alternatives are limited. Also available to the main stem market would be the 88 acre-feet of Consumptive Use credits attributable to Priority 107 (Case No. 01CW213). This right does not provide a full water supply in drought years, which would likely reduce its value. The Priority 107 rights would likely range in value from 30% to 70% of the firm yield rights. At 50% value the rights would be in the range of **±\$277,000** (88 ac-ft x \$6290/ac-ft x 50%).

The value of the physical improvements associated with the water supply (ponds, pumps, pipelines, sprinklers, etc.) are outside the scope of this discussion.

If you have any questions, please do not hesitate to call me at 970-625-4933.

Sincerely,



Christopher Manera, P.E.

Water Rights Table
Rifle Creek Golf Course - Rifle Gap Land Company

Water Right Name	Appropriation Date	Adjudication Date	Admin Number	Priority Number	Water Right Amount	Golf Course Amount	Water Court Case	Uses	Notes
West Lateral Rifle Creek Canon Ditch	4-15-1885	5-11-1889	13285.00000	39	2.000 cfs	0.890 cfs	CA 103, 91CW161	Irrigation, Domestic, fire	Changed from Hibschiele, Paris Mann Ditch, to be used at Golf Course
West Lateral Rifle Creek Canon Ditch	2-15-1886	5-11-1889	12122.00000	54	4.000 cfs	1.000 cfs	CA 103, W2317,90CW140, 92CW33	Irrigation	Changed from Rifle Creek Canon Ditch Case No. W-2317, limits established 92CW33
West Lateral Rifle Creek Canon Ditch	4-25-1887	5-11-1889	13629.00000	107	7.000 cfs	1.945 cfs	CA 103, W2317,01CW213	Irrigation, Domestic, & Municipal, storage, augmentation	changed From Raynard Ditch Case No. W-2317, 01CW231 changed 0.055 to Golf Course well No 1, also identified previously changed uses to ponds & augmentation
West Lateral Rifle Creek Canon Ditch	7-18-1887	5-11-1889	13713.00000	119	3.400 cfs	2.000 cfs	CA 103, W2317	Irrigation	changed Raynard Ditch 1st Enlgmnt Case No. W-2317, Limits established 92CW33
Rifle Creek Golf Well No. 1	4-25-1887	5-11-1889	13629.00000	107	7.000 cfs	0.055 cfs	01CW213 CA 103, W2317	Municipal & Domestic	Changed from West Lateral formerly Raynard Ditch, 1.64 ac-ft year
Rifle Creek Golf Well No. 1	8-26-1996	12-31-2001	55152.53564	--	0.066 cfs	0.066 cfs	01CW213	Irrigation, Municipal, Commercial Domestic	0.033 ac-ft absolute, 1.31 ac-ft conditional, Supplies 2 domestic units
Rifle Creek Golf Course Storage Tank	6-1-2001	6-9-2004	55304.00000	--	2.610 ac-ft	2.610 ac-ft	01CW213	Irrigation, Municipal, Commercial Domestic	Source from Well No.1, conditional
Rifle Creek Golf Course Hole No. 2 Pond	6-1-2001	6-9-2004	56247.55304	--	3.000 ac-ft	3.000 ac-ft	01CW213	Augmentation	
Augmentation Plan		12-31-2001			1.582 ac-ft		01CW213	Augmentation	Augments Well No.1 and 1.2 ac-ft evap Hole No.2 Pond
Lease Water From City of Rifle									
Rifle Creek canon Ditch	5-16-1886	5-11-1889	13285.00000	73		0.050 cfs	CA 103, 90CW140	Irrigation	Alt Point of use moved to west Lateral Case No. 90CW0140, leased from city, city aug plan 83CW110
Rifle Creek canon Ditch	11-15-1886	5-11-1889	13285.00000	80	4.000 cfs	0.350 cfs	CA 103, 90CW140	Irrigation	Alt Pt to west Lateral Case No. 90CW0140, leased from city, city aug plan 83CW110

Water Rights ownership based on water rights applicant and claims identified in Water Court Decrees obtained from the Colorado Division of Water Resources

**WEST DIVIDE WATER CONSERVANCY DISTRICT
2025 WATER ALLOTMENT CONTRACT RATES**

FEES

Administration Fee (non-refundable application fee)	\$ 395.00
Administration Fee for Complex Applications or Amendments Requiring Additional District Services	to be determined based on actual costs.
Amend Contract.....	185.00
Assignment of Contract	185.00
Division and Assignment of Contract (per resulting contract)	185.00
Annexation Fee for 3 Lots or less (plus publication costs).....	245.00
Annexation Fee for more than 3 Lots (plus publication costs)	480.00
Recording Fee.....	30.00
Colorado River Augmentation Plan Assessment (per contract acre foot)	165.00
Fourmile Augmentation Plan Assessment (per contract acre foot)	275.00
Alsbury Augmentation Plan Assessment (per contract acre foot)	275.00
Silt Interconnect Augmentation Plan Assessment (per contract acre foot).....	275.00
Rifle and Elk Creeks Augmentation Plan Assessment (per contract acre foot).....	275.00
Failure to provide timely meter reading	1st yr. 85.00
.....	2nd yr. 320.00
.....	3rd yr. contract cancelled
Farmers Irrigation Annual Contract (1 st share).....	435.00
(Additional, per share, up to a total of 5).....	290.00

WATER COSTS PER ACRE FOOT

Annual Minimum of one acre foot per contract

Colorado River Augmentation Plan

Domestic	\$ 200.00
Subdivision	245.00
Commercial/Industrial	275.00
Direct Hauling (total diversion).....	645.00
Non-Federal Water.....	645.00

Contracts outside the WDWCD boundary ***additional, per acre foot 40.00***
(This surcharge is in lieu of taxes, or contractee may annex into the District)

Fourmile Augmentation Plan

Domestic	\$ 435.00
Subdivision	535.00
Commercial/Industrial	635.00
Direct Hauling (total diversion).....	1000.00
Non-Federal Water	1000.00

Silt Interconnect Augmentation Plan/Rifle & Elk Creeks Augmentation Plan

Domestic	\$ 435.00
Subdivision	535.00
Commercial/Industrial	635.00
Direct Hauling (total diversion).....	1000.00
Non-Federal Water (<i>Not Available on Rifle or Elk Creek</i>).....	1000.00

Alsbury Reservoir Augmentation Plan

Alsbury Direct Hauling (total diversion).....	1000.00
Commercial/Industrial	635.00
Alsbury Irrigation	75.00
Non-Federal Water.....	1000.00

Avalanche Canal & Siphon Irrigation (per contract acre foot) 35.00

Green Mountain Reservoir Irrigation—leased on an “as available” basis (per contract acre foot)50.00

Martin Reservoirs Direct Release (per contract acre foot) 1295.00

GENERAL PROVISIONS:

Administration fee: Applies to new contracts.

Cancellations: Once an applicant has received the required forms, submitted them and made payment to the District, there can be [no refund of the administration fee](#). If the contract has been approved there will be [no refund of water cost](#).

Homeowners Association: If a contract serves 3 or more parcels, application must be made under a homeowners/water users association.

Contracts 50 af or Greater: Water costs will be evaluated and negotiated on a case by case basis.

RIFLE CREEK GOLF COURSE

FINANCIAL STATEMENT

AUGUST 31, 2025

Rifle Creek Golf Course
Statement of Assets, Liabilities and Equity - Tax Basis
As of August 31, 2025

	<u>Aug 31, 25</u>	<u>Aug 31, 24</u>
ASSETS		
Current Assets		
Checking/Savings		
1000 · Petty Cash - Maintenance	250.00	250.00
1010 · Petty Cash - Cash Registers	404.00	404.00
1015 · Alpine - ATM	980.96	68.38
1050 · Alpine Bank - Operating	145,018.16	184,289.85
Total Checking/Savings	146,653.12	185,012.23
Accounts Receivable		
1116 · Accounts Rec - Customers	9,536.79	10,218.05
Total Accounts Receivable	9,536.79	10,218.05
Other Current Assets		
1155 · Due From Greenside Grill	2,684.37	5,000.00
1220 · Inventory - Clubs	50,403.21	46,125.52
1225 · Inventory - Special Orders	3,355.44	0.00
1230 · Inventory - Pro Shop	85,181.20	73,058.97
Total Other Current Assets	141,624.22	124,184.49
Total Current Assets	297,814.13	319,414.77
Fixed Assets		
1500 · Land	204,507.76	204,507.76
1510 · Land Improvements	456,651.35	456,651.35
1520 · Land Improvements - New Nine	741,974.19	741,974.19
1530 · Irrigation System	109,755.54	109,755.54
1550 · Equipment	672,980.03	672,980.03
1560 · Equipment - Club House	34,116.64	34,116.64
1570 · Equipment - Restaurant	36,049.60	36,049.60
1580 · Rental Equipment - Pro Shop	1,194.41	1,194.41
1590 · Furniture & Fixtures-Club House	58,307.58	58,307.58
1600 · Furniture & Fixtures - Pro Shop	6,907.27	6,907.27
1605 · Leasehold Imp - Restaurant	10,000.00	10,000.00
1610 · Building & Improvements	102,701.44	102,701.44
1620 · New Maintenance Building	119,158.10	119,158.10
16200 · Irrigation System - New Nine	95,357.07	95,357.07
1625 · Mechanical Room-Water Treatment	16,489.29	16,489.29
1630 · New Club House	1,383,788.19	1,383,788.19
1640 · Capitalized Interest - New Club	86,862.60	86,862.60
1650 · Purchase Costs - Pro Shop	3,213.55	3,213.55
1660 · Loan Cost	7,500.00	7,500.00
1700 · Cart Bridges & Retaining Struc	15,129.98	15,129.98
1800 · Accumulated Depreciation	-1,972,520.88	-1,969,825.88
Total Fixed Assets	2,190,123.71	2,192,818.71
TOTAL ASSETS	<u><u>2,487,937.84</u></u>	<u><u>2,512,233.48</u></u>

Rifle Creek Golf Course
Statement of Assets, Liabilities and Equity - Tax Basis
As of August 31, 2025

	Aug 31, 25	Aug 31, 24
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2000 · Accounts Payable	18,946.74	52,000.55
Total Accounts Payable	18,946.74	52,000.55
Other Current Liabilities		
2085 · Juniors Contributions	780.00	520.00
2095 · Tournament Food	0.00	1,674.00
2290 · Payroll Liabilities		
2310 · State WH Liability	1,439.00	1,426.00
2320 · Fed & State Unemployment Liab	1,556.94	1,260.28
2325 · Colorado Care	708.68	533.82
Total 2290 · Payroll Liabilities	3,704.62	3,220.10
2360 · Sales Tax Payable	863.13	885.80
2393 · Maintenance Fund	150.00	150.00
2395 · Education Fund	2,120.00	2,120.00
2815 · Tournament Payouts - Collected	2,800.00	17,048.40
Total Other Current Liabilities	10,417.75	25,618.30
Total Current Liabilities	29,364.49	77,618.85
Long Term Liabilities		
2535 · N/P White Knight	1,217,059.03	1,222,262.59
2590 · Member Accounts - Pro Shop	33,473.76	19,348.89
Total Long Term Liabilities	1,250,532.79	1,241,611.48
Total Liabilities	1,279,897.28	1,319,230.33
Equity		
2810 · Memberships Issued	180,510.00	180,510.00
2820 · Memberships Issued Post 12/86	259,000.00	259,000.00
2830 · Paid in Surplus	4,715.41	4,715.41
2840 · Treasury Stock	-17,950.00	-17,950.00
2970 · Retained Earnings	157,605.80	79,740.57
2980 · Accum Revenue Over Expenditure	519,007.00	519,007.00
Net Income	105,152.35	167,980.17
Total Equity	1,208,040.56	1,193,003.15
TOTAL LIABILITIES & EQUITY	2,487,937.84	2,512,233.48

Rifle Creek Golf Course
Statement of Revenue & Expenses
For the Period August 31, 2025 and 2024

	Jan - Aug 25	Jan - Aug 24
Ordinary Income/Expense		
Income		
3010-1 · Annual Memberships		
3010-11 · Corporate Memberships	118,416.68	53,650.00
3010-12 · Riding Memberships	103,505.40	21,960.00
3010-13 · Walking Memberships	42,372.50	0.00
3010-1 · Annual Memberships - Other	0.00	110,193.29
Total 3010-1 · Annual Memberships	264,294.58	185,803.29
3012-1 · Corporate Annual Membership	0.00	59,116.65
3013-1 · Annual Cart Fees	0.00	7,195.00
3030 · Public Golf		
3020-1 · Green Fees	253,763.35	343,405.57
3030-1 · Cart Fees	120,482.47	125,201.40
Total 3030 · Public Golf	374,245.82	468,606.97
3040-1 · Tournaments		
3040-11 · Tournament Green Fees	49,544.00	0.00
3040-12 · Tournament Cart Fees	1,360.00	0.00
3040-13 · Tournament Payouts Collected	50,737.49	0.00
3040-14 · Tournament Payouts Distributed	-48,529.55	0.00
3040-15 · Tournament Food Collected	11,735.00	0.00
3040-16 · Tournament Food Distributed	-10,625.78	0.00
Total 3040-1 · Tournaments	54,221.16	0.00
3050-1 · Facility Rental	0.00	2,500.00
3051-1 · Services		
3050-12 · Regripping	9.00	0.00
3081-2 · Grips	322.68	2,640.60
Total 3051-1 · Services	331.68	2,640.60
3060-1 · Locker Rental	200.00	200.00
3070-1 · Misc Income	0.00	265.00
3090-2 · Lessons & Fittings	160.00	0.00
3100-1 · Drivings Range	9,734.00	9,234.50
3100-2 · Simulator	0.00	5,262.98
3111-2 · Club Rentals	2,667.50	2,804.00
3120-2 · Clubs	21,446.75	36,450.02
3130-2 · Pro Shop Sales	85,158.42	90,843.27
3140-1 · Special Orders	13,893.42	0.00
3200-2 · Restaurant Lease Income	19,160.00	12,600.00
3210-1 · Credit Card Fees	7,179.31	6,885.41
Total Income	852,692.64	890,407.69
Cost of Goods Sold		
4020-2 · Cost - Clubs	15,189.43	28,761.08
4030-2 · Cost - Pro Shop Sales	53,557.38	55,309.44
4030-3 · Cost - Special Orders	6,170.84	0.00
4030-5 · Cost - Services	14.28	0.00
Total COGS	74,931.93	84,070.52
Gross Profit	777,760.71	806,337.17

Rifle Creek Golf Course
Statement of Revenue & Expenses
For the Period August 31, 2025 and 2024

	Jan - Aug 25	Jan - Aug 24
Expense		
5000 · Expenses - Pro Shop		
5005-1 · Professional Fees - Accounting	6,433.75	5,888.75
5010-1 · Attorney Fees	50.00	1,487.50
5020-1 · Insurance - Liability	29,513.00	28,168.00
5030-1 · Insurance - D & O	802.00	1,062.75
5040-1 · Insurance-Employee Health	8,170.82	6,844.50
5050-1 · Insurance - Workmans Comp	2,415.00	1,544.80
5055-1 · Interest & Finance Charges	270.00	0.00
5065-1 · Interest - White Knight	32,462.82	32,733.40
5081-2 · Miscellaneous - Over/Short	-12.08	88.69
5085-1 · Taxes - Property	2,730.12	2,311.20
5110-1 · Postage	138.40	-80.71
5120-1 · Licenses and Fees	85.00	40.00
5140-1 · Bank & Credit Card Charges	13,071.18	17,294.87
5150-1 · Office Supplies	3,401.55	2,845.12
5155-1 · Dues & Subscriptions	10,147.17	2,714.91
5160-1 · Advertising-Golf	0.00	223.49
5170-1 · Annual Meeting Expense	0.00	235.51
5185-1 · Flightscope Expenses	0.00	3,666.66
5200-1 · Telephone	4,402.56	5,341.43
5200-2 · Internet	1,405.24	0.00
5351-2 · Repairs - Equipment - Pro Shop	332.26	0.00
5380-1 · Trash	8,593.27	10,279.52
5450-2 · Maintenance - Club House	3,307.18	1,074.96
5500-1 · Parts - Cart Fleet	2,625.61	4,377.42
5535-1 · Maintenance Restaurant	12,162.39	870.12
5540-1 · Lease - Yamaha Carts	31,852.00	31,852.00
5550-1 · Property Taxes - Carts	4,147.00	4,579.44
5590-2 · Cleaning & Janitorial-Pro Shop	5,783.21	5,961.59
5595-01 · Restaurant Expenses	11,054.89	1,727.30
5610-2 · Maintenance - Pro Shop	767.45	4,093.56
5620-2 · Supplies - Pro Shop	4,446.83	4,008.92
5630-2 · Utilities - Pro Shop		
5630-3 · Propane - Pro Shop	10,047.41	0.00
5630-4 · Electric - Pro Shop	12,647.85	0.00
5630-2 · Utilities - Pro Shop - Other	94.70	33,102.20
Total 5630-2 · Utilities - Pro Shop	22,789.96	33,102.20
5650-1 · Water Testing - CDOH	2,709.00	3,965.00
5660-1 · Water Rights	435.00	0.00
6560-1 · Payroll Expenses		
5090-1 · Payroll Taxes	28,029.93	24,451.96
5210-1 · Wages - Director of Golf	44,738.80	43,300.00
5220-1 · Wages - Pro Shop Staff	40,569.05	37,626.69
5530-1 · Wages - Cart Service	39,656.19	43,762.43
6560-1 · Payroll Expenses - Other	0.00	0.00
Total 6560-1 · Payroll Expenses	152,993.97	149,141.08
Total 5000 · Expenses - Pro Shop	379,486.55	367,443.98
5995-1 · Grease Removal	200.00	0.00
7000 · Expense - Maintenance		
5281-1 · Training- Greens		
5281-2 · Continuing Education	600.88	0.00
5282-3 · Professional Fees	944.00	0.00
5282-4 · Subscriptions/Pediodicals - Tur	5,442.63	0.00
5281-1 · Training- Greens - Other	0.00	3,452.86
Total 5281-1 · Training- Greens	6,987.51	3,452.86
5290-1 · Electrical - Irrigation	26,333.27	21,757.78
5295 · Course Repair & Maintenance		
5295-1 · R&M Cart Paths,Bridges & Steps	1,357.37	0.00
5295 · Course Repair & Maintenance - Other	0.00	207.28
Total 5295 · Course Repair & Maintenance	1,357.37	207.28

Rifle Creek Golf Course
Statement of Revenue & Expenses
For the Period August 31, 2025 and 2024

	Jan - Aug 25	Jan - Aug 24
5300-1 · Fertilizer		
5300-11 · Fertilizer - Granular	10,578.76	0.00
5300-12 · Fertilizer - Soluble & Liquid	2,929.84	0.00
5300-13 · Soil Amendments	2,626.33	0.00
5300-14 · Fungicides	2,161.98	0.00
5300-15 · Herbicides	3,772.11	0.00
5300-16 · Other Chemicals	0.00	5,490.90
5300-1 · Fertilizer - Other	0.00	12,821.65
Total 5300-1 · Fertilizer	22,069.02	18,312.55
5310-1 · Gas & Oil	13,434.54	16,423.84
5320-1 · Equipment R&M	9,881.82	24,740.48
5330-1 · Irrigation R&M	25,995.21	24,710.78
5370-1 · Tools & Supplies		
5370-11 · Golf Course Accessories	6,176.40	0.00
5370-12 · Golf Course Signage & Supplies	986.10	0.00
5370-13 · Landscape Small Tools	1,813.53	0.00
5370-14 · Shop Tools	1,364.48	0.00
5370-1 · Tools & Supplies - Other	0.00	6,713.86
Total 5370-1 · Tools & Supplies	10,340.51	6,713.86
5460-1 · Propane - Maintenance Shop	1,168.76	1,169.07
5470-1 · Electrical - Maintenance Shop	1,299.41	1,104.05
5490-1 · Equipment Lease	4,699.84	3,118.68
5537-1 · Equipment Lease Purchase	0.00	488.54
5710-1 · Sand & Gravel		
5710-11 · Top Dress - Greens Mix	2,254.17	0.00
5710-2 · Bunker Sand	1,804.14	0.00
5710-3 · Roadbase	51.10	0.00
5710-1 · Sand & Gravel - Other	0.00	2,257.69
Total 5710-1 · Sand & Gravel	4,109.41	2,257.69
5720-1 · Seed & Sod	0.00	3,737.50
5730-1 · Office Supplies - Greens	259.87	572.55
5780-1 · Miscellaneous - Greens	0.00	287.08
5790-1 · Outside Contractors		
5790-11 · Contract Agronomic Services	2,461.30	0.00
5790-1 · Outside Contractors - Other	0.00	4,549.40
Total 5790-1 · Outside Contractors	2,461.30	4,549.40
5801-1 · Employee Appreciation/Food	126.84	0.00
5802-1 · Mileage	543.07	0.00
5803-1 · Pump R&M	5,551.78	0.00
5804-1 · Turf Center - Building R&M	1,429.81	0.00
6900 · Payroll - Maintenance		
5390-1 · Wages - Greens Superintendent	46,923.07	45,769.27
5400-1 · Wages - Asst. Greens/Mech	7,866.00	19,976.32
5420 · Wages - Irrigation Technician	39,134.36	0.00
5430-1 · Wages - Seasonal	43,756.34	53,677.06
Total 6900 · Payroll - Maintenance	137,679.77	119,422.65
Total 7000 · Expense - Maintenance	275,729.11	253,026.64
Total Expense	655,415.66	620,470.62
Net Ordinary Income	122,345.05	185,866.55

Rifle Creek Golf Course
Statement of Revenue & Expenses
For the Period August 31, 2025 and 2024

	Jan - Aug 25	Jan - Aug 24
Other Income/Expense		
Other Income		
3440-1 · Advertising Income	14,650.00	11,000.00
6010-1 · Interest Earned	0.90	0.00
6040 · Collection of Bad Debts	0.00	163.87
6080 · Member Accounts Adjustments	0.00	0.00
6090-1 · Gasoline Tax Refund	331.10	71.06
6160-1 · Workmans Comp Refund	210.00	0.00
6170-2 · Sales Tax Commissions	179.30	147.85
Total Other Income	15,371.30	11,382.78
Other Expense		
6030-1 · Interest Expenses	0.00	10.34
6120-1 · Theft Loss	0.00	-29.18
6200-1 · Depreciation	32,564.00	29,288.00
Total Other Expense	32,564.00	29,269.16
Net Other Income	-17,192.70	-17,886.38
Net Income	105,152.35	167,980.17

Rifle Creek Golf Course
Statement of Revenue & Expenses
For the Period August 31, 2025 and 2024

	Aug 25	Aug 24	Jan - Aug 25
Ordinary Income/Expense			
Income			
3010-1 · Annual Memberships			
3010-11 · Corporate Memberships	0.00	0.00	118,416.68
3010-12 · Riding Memberships	942.00	0.00	103,505.40
3010-13 · Walking Memberships	750.00	0.00	42,372.50
Total 3010-1 · Annual Memberships	1,692.00	0.00	264,294.58
3030 · Public Golf			
3020-1 · Green Fees	44,125.90	71,528.90	253,763.35
3030-1 · Cart Fees	19,921.62	24,644.50	120,482.47
Total 3030 · Public Golf	64,047.52	96,173.40	374,245.82
3040-1 · Tournaments			
3040-11 · Tournament Green Fees	19,339.00	0.00	49,544.00
3040-12 · Tournament Cart Fees	0.00	0.00	1,360.00
3040-13 · Tournament Payouts Collected	11,215.12	0.00	50,737.49
3040-14 · Tournament Payouts Distribut...	-9,292.46	0.00	-48,529.55
3040-15 · Tournament Food Collected	1,725.00	0.00	11,735.00
3040-16 · Tounament Food Distributed	0.00	0.00	-10,625.78
Total 3040-1 · Tournaments	22,986.66	0.00	54,221.16
3051-1 · Services			
3050-12 · Regripping	9.00	0.00	9.00
3081-2 · Grips	0.00	0.00	322.68
Total 3051-1 · Services	9.00	0.00	331.68
3060-1 · Locker Rental	0.00	0.00	200.00
3070-1 · Misc Income	0.00	265.00	0.00
3090-2 · Lessons & Fittings	0.00	0.00	160.00
3100-1 · Drivings Range	1,428.50	1,265.00	9,734.00
3111-2 · Club Rentals	750.00	475.00	2,667.50
3120-2 · Clubs	7,493.35	7,956.50	21,446.75
3130-2 · Pro Shop Sales	13,860.09	15,105.91	85,158.42
3140-1 · Special Orders	1,658.84	0.00	13,893.42
3200-2 · Restaurant Lease Income	2,500.00	2,080.00	19,160.00
3210-1 · Credit Card Fees	1,514.50	0.00	7,179.31
Total Income	117,940.46	123,320.81	852,692.64
Cost of Goods Sold			
4020-2 · Cost - Clubs	4,729.81	5,929.67	15,189.43
4030-2 · Cost - Pro Shop Sales	9,259.35	9,937.80	53,557.38
4030-3 · Cost - Special Orders	643.31	0.00	6,170.84
4030-5 · Cost - Services	0.00	0.00	14.28
Total COGS	14,632.47	15,867.47	74,931.93
Gross Profit	103,307.99	107,453.34	777,760.71
Expense			
5000 · Expenses - Pro Shop			
5005-1 · Professional Fees - Accounting	765.00	765.00	6,433.75
5010-1 · Attorney Fees	0.00	0.00	50.00
5020-1 · Insurance - Liability	800.00	0.00	29,513.00
5030-1 · Insurance - D & O	802.00	0.00	802.00
5040-1 · Insurance-Employee Health	971.28	949.00	8,170.82
5050-1 · Insurance - Workmans Comp	676.00	558.00	2,415.00
5055-1 · Interest & Finance Charges	0.00	0.00	270.00
5065-1 · Interest - White Knight	4,135.90	4,153.52	32,462.82
5081-2 · Miscellaneous - Over/Short	0.00	0.00	-12.08
5085-1 · Taxes - Property	0.00	0.00	2,730.12
5110-1 · Postage	-63.00	-50.00	138.40
5120-1 · Licenses and Fees	0.00	0.00	85.00
5140-1 · Bank & Credit Card Charges	1,999.32	1,548.86	13,071.18
5150-1 · Office Supplies	414.92	83.69	3,401.55

Rifle Creek Golf Course
Statement of Revenue & Expenses
For the Period August 31, 2025 and 2024

	Aug 25	Aug 24	Jan - Aug 25
5155-1 · Dues & Subscriptions	179.39	28.49	10,147.17
5160-1 · Advertising-Golf	0.00	183.49	0.00
5170-1 · Annual Meeting Expense	0.00	235.51	0.00
5200-1 · Telephone	722.05	363.45	4,402.56
5200-2 · Internet	532.00	0.00	1,405.24
5351-2 · Repairs - Equipment - Pro Shop	0.00	0.00	332.26
5380-1 · Trash	1,280.80	616.45	8,593.27
5450-2 · Maintenance - Club House	0.00	13.61	3,307.18
5500-1 · Parts - Cart Fleet	1,157.34	0.00	2,625.61
5535-1 · Maintenance Restaurant	0.00	0.00	12,162.39
5540-1 · Lease - Yamaha Carts	3,981.50	3,981.50	31,852.00
5550-1 · Property Taxes - Carts	0.00	0.00	4,147.00
5590-2 · Cleaning & Janitorial-Pro Shop	768.33	1,178.12	5,783.21
5595-01 · Restaurant Expenses	1,256.13	0.00	11,054.89
5610-2 · Maintenance - Pro Shop	0.00	0.00	767.45
5620-2 · Supplies - Pro Shop	0.00	123.80	4,446.83
5630-2 · Utilities - Pro Shop			
5630-3 · Propane - Pro Shop	947.88	0.00	10,047.41
5630-4 · Electric - Pro Shop	2,275.28	0.00	12,647.85
5630-2 · Utilities - Pro Shop - Other	11.22	3,884.77	94.70
Total 5630-2 · Utilities - Pro Shop	3,234.38	3,884.77	22,789.96
5650-1 · Water Testing - CDOH	0.00	500.00	2,709.00
5660-1 · Water Rights	0.00	0.00	435.00
6560-1 · Payroll Expenses			
5090-1 · Payroll Taxes	4,079.19	4,127.06	28,029.93
5210-1 · Wages - Director of Golf	5,153.84	5,000.00	44,738.80
5220-1 · Wages - Pro Shop Staff	7,335.62	6,512.34	40,569.05
5530-1 · Wages - Cart Service	8,081.87	8,204.23	39,656.19
Total 6560-1 · Payroll Expenses	24,650.52	23,843.63	152,993.97
Total 5000 · Expenses - Pro Shop	48,263.86	42,960.89	379,486.55
5995-1 · Grease Removal	0.00	0.00	200.00
7000 · Expense - Maintenance			
5281-1 · Training- Greens			
5281-2 · Continuing Education	0.00	0.00	600.88
5282-3 · Professional Fees	0.00	0.00	944.00
5282-4 · Subscriptions/Pediodicals - T...	184.00	0.00	5,442.63
5281-1 · Training- Greens - Other	0.00	975.06	0.00
Total 5281-1 · Training- Greens	184.00	975.06	6,987.51
5290-1 · Electrical - Irrigation	4,277.55	4,149.96	26,333.27
5295 · Course Repair & Maintenance			
5295-1 · R&M Cart Paths,Bridges & ...	0.00	0.00	1,357.37
Total 5295 · Course Repair & Maintena...	0.00	0.00	1,357.37
5300-1 · Fertilizer			
5300-11 · Fertilizer - Grandular	0.00	0.00	10,578.76
5300-12 · Fertilizer - Soluble & Liquid	189.29	0.00	2,929.84
5300-13 · Soil Amendments	0.00	0.00	2,626.33
5300-14 · Fungicides	0.00	0.00	2,161.98
5300-15 · Herbicides	0.00	0.00	3,772.11
5300-1 · Fertilizer - Other	0.00	3,341.44	0.00
Total 5300-1 · Fertilizer	189.29	3,341.44	22,069.02
5310-1 · Gas & Oil	1,972.36	3,700.25	13,434.54
5320-1 · Equipment R&M	233.70	1,216.36	9,881.82
5330-1 · Irrigation R&M	-904.79	7,630.13	25,995.21

Rifle Creek Golf Course
Statement of Revenue & Expenses
For the Period August 31, 2025 and 2024

	Aug 25	Aug 24	Jan - Aug 25
5370-1 · Tools & Supplies			
5370-11 · Golf Course Accessories	0.00	0.00	6,176.40
5370-12 · Golf Course Signage & Sup...	0.00	0.00	986.10
5370-13 · Landscape Small Tools	209.30	0.00	1,813.53
5370-14 · Shop Tools	170.25	0.00	1,364.48
Total 5370-1 · Tools & Supplies	379.55	0.00	10,340.51
5460-1 · Propane - Maintenance Shop	0.00	0.00	1,168.76
5470-1 · Electrical - Maintenance Shop	202.75	671.30	1,299.41
5490-1 · Equipment Lease	1,001.70	693.04	4,699.84
5710-1 · Sand & Gravel			
5710-11 · Top Dress - Greens Mix	0.00	0.00	2,254.17
5710-2 · Bunker Sand	0.00	0.00	1,804.14
5710-3 · Roadbase	0.00	0.00	51.10
Total 5710-1 · Sand & Gravel	0.00	0.00	4,109.41
5730-1 · Office Supplies - Greens	0.00	0.00	259.87
5790-1 · Outside Contractors			
5790-11 · Contract Agronomic Services	0.00	0.00	2,461.30
5790-1 · Outside Contractors - Other	0.00	1,962.10	0.00
Total 5790-1 · Outside Contractors	0.00	1,962.10	2,461.30
5801-1 · Employee Appreciation/Food	0.00	0.00	126.84
5802-1 · Mileage	294.30	0.00	543.07
5803-1 · Pump R&M	38.03	0.00	5,551.78
5804-1 · Turf Center - Building R&M	0.00	0.00	1,429.81
6900 · Payroll - Maintenance			
5390-1 · Wages - Greens Superintende...	5,538.46	5,384.62	46,923.07
5400-1 · Wages - Asst. Greens/Mech	1,805.00	3,567.20	7,866.00
5420 · Wages - Irrigation Technician	4,566.16	0.00	39,134.36
5430-1 · Wages - Seasonal	7,730.13	13,873.01	43,756.34
Total 6900 · Payroll - Maintenance	19,639.75	22,824.83	137,679.77
Total 7000 · Expense - Maintenance	27,508.19	47,164.47	275,729.11
Total Expense	75,772.05	90,125.36	655,415.66
Net Ordinary Income	27,535.94	17,327.98	122,345.05
Other Income/Expense			
Other Income			
3440-1 · Advertising Income	0.00	0.00	14,650.00
6010-1 · Interest Earned	0.90	0.00	0.90
6090-1 · Gasoline Tax Refund	192.94	0.00	331.10
6160-1 · Workmans Comp Refund	0.00	0.00	210.00
6170-2 · Sales Tax Commissions	63.69	71.86	179.30
Total Other Income	257.53	71.86	15,371.30
Other Expense			
6200-1 · Depreciation	3,661.00	3,661.00	32,564.00
Total Other Expense	3,661.00	3,661.00	32,564.00
Net Other Income	-3,403.47	-3,589.14	-17,192.70
Net Income	24,132.47	13,738.84	105,152.35

Rifle Creek Golf Course
Income Statement vs. Annual Budget and Variance - Combined
For the Period and YTD End August 31, 2025

	Jan - Aug 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
3010-1 · Annual Memberships				
3010-11 · Corporate Memberships	118,416.68	115,000.00	3,416.68	103.0%
3010-12 · Riding Memberships	103,505.40	100,000.00	3,505.40	103.5%
3010-13 · Walking Memberships	42,372.50	25,000.00	17,372.50	169.5%
Total 3010-1 · Annual Memberships	264,294.58	240,000.00	24,294.58	110.1%
3030 · Public Golf				
3020-1 · Green Fees	253,763.35	380,000.00	-126,236.65	66.8%
3030-1 · Cart Fees	120,482.47	153,000.00	-32,517.53	78.7%
Total 3030 · Public Golf	374,245.82	533,000.00	-158,754.18	70.2%
3040-1 · Tournaments				
3040-11 · Tournament Green Fees	49,544.00	40,000.00	9,544.00	123.9%
3040-12 · Tournament Cart Fees	1,360.00	12,000.00	-10,640.00	11.3%
3040-13 · Tournament Payouts Collected	50,737.49	60,000.00	-9,262.51	84.6%
3040-14 · Tournament Payouts Distributed	-48,529.55	-60,000.00	11,470.45	80.9%
3040-15 · Tournament Food Collected	11,735.00	16,000.00	-4,265.00	73.3%
3040-16 · Tournament Food Distributed	-10,625.78	-16,000.00	5,374.22	66.4%
Total 3040-1 · Tournaments	54,221.16	52,000.00	2,221.16	104.3%
3050-1 · Facility Rental	0.00	2,500.00	-2,500.00	0.0%
3051-1 · Services				
3050-11 · Club Modification Fee	0.00	400.00	-400.00	0.0%
3050-12 · Regripping	9.00	600.00	-591.00	1.5%
3081-2 · Grips	322.68	4,000.00	-3,677.32	8.1%
Total 3051-1 · Services	331.68	5,000.00	-4,668.32	6.6%
3060-1 · Locker Rental	200.00	1,000.00	-800.00	20.0%
3080-1 · Golf Packages	0.00	1,000.00	-1,000.00	0.0%
3090-2 · Lessons & Fittings	160.00			
3100-1 · Drivings Range	9,734.00	13,000.00	-3,266.00	74.9%
3111-2 · Club Rentals	2,667.50	5,000.00	-2,332.50	53.4%
3120-2 · Clubs	21,446.75	40,000.00	-18,553.25	53.6%
3130-2 · Pro Shop Sales	85,158.42	115,000.00	-29,841.58	74.1%
3140-1 · Special Orders	13,893.42	50,000.00	-36,106.58	27.8%
3200-2 · Restaurant Lease Income	19,160.00	24,960.00	-5,800.00	76.8%
3210-1 · Credit Card Fees	7,179.31	12,000.00	-4,820.69	59.8%
3211-1 · Damage Fees	0.00	2,000.00	-2,000.00	0.0%
Total Income	852,692.64	1,096,460.00	-243,767.36	77.8%
Cost of Goods Sold				
4020-2 · Cost - Clubs	15,189.43	37,000.00	-21,810.57	41.1%
4030-2 · Cost - Pro Shop Sales	53,557.38	69,500.00	-15,942.62	77.1%
4030-3 · Cost - Special Orders	6,170.84	28,000.00	-21,829.16	22.0%
4030-5 · Cost - Services	14.28	3,000.00	-2,985.72	0.5%
Total COGS	74,931.93	137,500.00	-62,568.07	54.5%
Gross Profit	777,760.71	958,960.00	-181,199.29	81.1%

Rifle Creek Golf Course
Income Statement vs. Annual Budget and Variance - Combined
For the Period and YTD End August 31, 2025

	Jan - Aug 25	Budget	\$ Over Budget	% of Budget
Expense				
5000 · Expenses - Pro Shop				
5005-1 · Professional Fees - Accounting	6,433.75	9,000.00	-2,566.25	71.5%
5010-1 · Attorney Fees	50.00	1,000.00	-950.00	5.0%
5020-1 · Insurance - Liability	29,513.00	28,350.00	1,163.00	104.1%
5030-1 · Insurance - D & O	802.00	2,750.00	-1,948.00	29.2%
5040-1 · Insurance-Employee Health	8,170.82	12,000.00	-3,829.18	68.1%
5050-1 · Insurance - Workmans Comp	2,415.00	3,500.00	-1,085.00	69.0%
5055-1 · Interest & Finance Charges	270.00	0.00	270.00	100.0%
5065-1 · Interest - White Knight	32,462.82	49,000.00	-16,537.18	66.3%
5081-2 · Miscellaneous - Over/Short	-12.08	100.00	-112.08	-12.1%
5085-1 · Taxes - Property	2,730.12	3,000.00	-269.88	91.0%
5110-1 · Postage	138.40	300.00	-161.60	46.1%
5120-1 · Licenses and Fees	85.00	350.00	-265.00	24.3%
5140-1 · Bank & Credit Card Charges	13,071.18	19,000.00	-5,928.82	68.8%
5150-1 · Office Supplies	3,401.55	5,000.00	-1,598.45	68.0%
5155-1 · Dues & Subscriptions	10,147.17	4,000.00	6,147.17	253.7%
5160-1 · Advertising-Golf	0.00	1,000.00	-1,000.00	0.0%
5170-1 · Annual Meeting Expense	0.00	700.00	-700.00	0.0%
5180-1 · Driving Range Expenses	0.00	3,000.00	-3,000.00	0.0%
5200-1 · Telephone	4,402.56	408.00	3,994.56	1,079.1%
5200-2 · Internet	1,405.24	4,362.00	-2,956.76	32.2%
5351-2 · Repairs - Equipment - Pro Shop	332.26	2,000.00	-1,667.74	16.6%
5380-1 · Trash	8,593.27	9,000.00	-406.73	95.5%
5380-2 · Toilet & Septic	0.00	8,500.00	-8,500.00	0.0%
5450-2 · Maintenance - Club House	3,307.18	3,500.00	-192.82	94.5%
5500-1 · Parts - Cart Fleet	2,625.61	5,000.00	-2,374.39	52.5%
5535-1 · Maintenance Restaurant	12,162.39	2,000.00	10,162.39	608.1%
5540-1 · Lease - Yamaha Carts	31,852.00	47,778.00	-15,926.00	66.7%
5550-1 · Property Taxes - Carts	4,147.00	4,600.00	-453.00	90.2%
5590-2 · Cleaning & Janitorial-Pro Shop	5,783.21	7,000.00	-1,216.79	82.6%
5595-01 · Restaurant Expenses	11,054.89	10,000.00	1,054.89	110.5%
5610-2 · Maintenance - Pro Shop	767.45	7,000.00	-6,232.55	11.0%
5620-2 · Supplies - Pro Shop	4,446.83	2,000.00	2,446.83	222.3%
5630-2 · Utilities - Pro Shop				
5630-3 · Propane - Pro Shop	10,047.41	19,000.00	-8,952.59	52.9%
5630-4 · Electric - Pro Shop	12,647.85	26,000.00	-13,352.15	48.6%
5630-2 · Utilities - Pro Shop - Other	94.70			
Total 5630-2 · Utilities - Pro Shop	22,789.96	45,000.00	-22,210.04	50.6%
5650-1 · Water Testing - CDOH	2,709.00	5,500.00	-2,791.00	49.3%
5660-1 · Water Rights	435.00	4,000.00	-3,565.00	10.9%
6560-1 · Payroll Expenses				
5090-1 · Payroll Taxes	28,029.93	34,000.00	-5,970.07	82.4%
5210-1 · Wages - Director of Golf	44,738.80	65,000.00	-20,261.20	68.8%
5220-1 · Wages - Pro Shop Staff	40,569.05	45,000.00	-4,430.95	90.2%
5530-1 · Wages - Cart Service	39,656.19	55,000.00	-15,343.81	72.1%
Total 6560-1 · Payroll Expenses	152,993.97	199,000.00	-46,006.03	76.9%
Total 5000 · Expenses - Pro Shop	379,486.55	508,698.00	-129,211.45	74.6%
5995-1 · Grease Removal	200.00			
7000 · Expense - Maintenance				
5281-1 · Training- Greens				
5281-2 · Continuing Education	600.88	1,000.00	-399.12	60.1%
5282-3 · Professional Fees	944.00	700.00	244.00	134.9%
5282-4 · Subscriptions/Pediodicals - Tur	5,442.63	3,500.00	1,942.63	155.5%
Total 5281-1 · Training- Greens	6,987.51	5,200.00	1,787.51	134.4%

Rifle Creek Golf Course
Income Statement vs. Annual Budget and Variance - Combined
For the Period and YTD End August 31, 2025

	Jan - Aug 25	Budget	\$ Over Budget	% of Budget
5290-1 · Electrical - Irrigation	26,333.27	35,000.00	-8,666.73	75.2%
5295 · Course Repair & Maintenance				
5295-1 · R&M Cart Paths,Bridges & Steps	1,357.37	2,500.00	-1,142.63	54.3%
Total 5295 · Course Repair & Maintenance	1,357.37	2,500.00	-1,142.63	54.3%
5300-1 · Fertilizer				
5300-11 · Fertilizer - Grandular	10,578.76	10,000.00	578.76	105.8%
5300-12 · Fertilizer - Soluble & Liquid	2,929.84	4,200.00	-1,270.16	69.8%
5300-13 · Soil Amendments	2,626.33	3,000.00	-373.67	87.5%
5300-14 · Fungicides	2,161.98	3,000.00	-838.02	72.1%
5300-15 · Herbicides	3,772.11	7,000.00	-3,227.89	53.9%
Total 5300-1 · Fertilizer	22,069.02	27,200.00	-5,130.98	81.1%
5310-1 · Gas & Oil	13,434.54	25,000.00	-11,565.46	53.7%
5320-1 · Equipment R&M	9,881.82	20,000.00	-10,118.18	49.4%
5330-1 · Irrigation R&M	25,995.21	20,000.00	5,995.21	130.0%
5370-1 · Tools & Supplies				
5370-11 · Golf Course Accessories	6,176.40	5,000.00	1,176.40	123.5%
5370-12 · Golf Course Signage & Supplies	986.10	1,000.00	-13.90	98.6%
5370-13 · Landscape Small Tools	1,813.53	1,000.00	813.53	181.4%
5370-14 · Shop Tools	1,364.48	2,000.00	-635.52	68.2%
Total 5370-1 · Tools & Supplies	10,340.51	9,000.00	1,340.51	114.9%
5460-1 · Propane - Maintenance Shop	1,168.76	2,000.00	-831.24	58.4%
5470-1 · Electrical - Maintenance Shop	1,299.41	1,500.00	-200.59	86.6%
5481-1 · Equipment Rental	0.00	3,000.00	-3,000.00	0.0%
5490-1 · Equipment Lease	4,699.84	0.00	4,699.84	100.0%
5710-1 · Sand & Gravel				
5710-11 · Top Dress - Greens Mix	2,254.17	6,000.00	-3,745.83	37.6%
5710-2 · Bunker Sand	1,804.14	1,000.00	804.14	180.4%
5710-3 · Roadbase	51.10	0.00	51.10	100.0%
Total 5710-1 · Sand & Gravel	4,109.41	7,000.00	-2,890.59	58.7%
5730-1 · Office Supplies - Greens	259.87	200.00	59.87	129.9%
5790-1 · Outside Contractors				
5790-11 · Contract Agronomic Services	2,461.30	5,000.00	-2,538.70	49.2%
5790-12 · Irrigation Services	0.00	5,000.00	-5,000.00	0.0%
Total 5790-1 · Outside Contractors	2,461.30	10,000.00	-7,538.70	24.6%
5801-1 · Employee Appreciation/Food	126.84	500.00	-373.16	25.4%
5802-1 · Mileage	543.07	1,000.00	-456.93	54.3%
5803-1 · Pump R&M	5,551.78	8,000.00	-2,448.22	69.4%
5804-1 · Turf Center - Building R&M	1,429.81	1,000.00	429.81	143.0%
5805-1 · Uniforms	0.00	500.00	-500.00	0.0%
6900 · Payroll - Maintenance				
5390-1 · Wages - Greens Superintendent	46,923.07	70,000.00	-23,076.93	67.0%
5400-1 · Wages - Asst. Greens/Mech	7,866.00	50,000.00	-42,134.00	15.7%
5420 · Wages - Irrigation Technician	39,134.36	25,000.00	14,134.36	156.5%
5430-1 · Wages - Seasonal	43,756.34	50,000.00	-6,243.66	87.5%
Total 6900 · Payroll - Maintenance	137,679.77	195,000.00	-57,320.23	70.6%
Total 7000 · Expense - Maintenance	275,729.11	373,600.00	-97,870.89	73.8%
Total Expense	655,415.66	882,298.00	-226,882.34	74.3%
Net Ordinary Income	122,345.05	76,662.00	45,683.05	159.6%

Rifle Creek Golf Course
Income Statement vs. Annual Budget and Variance - Combined
For the Period and YTD End August 31, 2025

	<u>Jan - Aug 25</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Other Income/Expense				
Other Income				
3440-1 · Advertising Income	14,650.00	15,000.00	-350.00	97.7%
6010-1 · Interest Earned	0.90			
6090-1 · Gasoline Tax Refund	331.10	600.00	-268.90	55.2%
6160-1 · Workmans Comp Refund	210.00	0.00	210.00	100.0%
6170-2 · Sales Tax Commissions	179.30	300.00	-120.70	59.8%
Total Other Income	<u>15,371.30</u>	<u>15,900.00</u>	<u>-528.70</u>	<u>96.7%</u>
Other Expense				
6200-1 · Depreciation	<u>32,564.00</u>	<u>45,000.00</u>	<u>-12,436.00</u>	<u>72.4%</u>
Total Other Expense	<u>32,564.00</u>	<u>45,000.00</u>	<u>-12,436.00</u>	<u>72.4%</u>
Net Other Income	<u>-17,192.70</u>	<u>-29,100.00</u>	<u>11,907.30</u>	<u>59.1%</u>
Net Income	<u><u>105,152.35</u></u>	<u><u>47,562.00</u></u>	<u><u>57,590.35</u></u>	<u><u>221.1%</u></u>

RIFLE CREEK GOLF COURSE

FINANCIAL STATEMENT

AS OF DECEMBER 31, 2024

Rifle Creek Golf Course
Statement of Assets, Liabilities and Equity - Tax Basis
As of December 31, 2024

	Dec 31, 24	Dec 31, 23
ASSETS		
Current Assets		
Checking/Savings		
1000 · Petty Cash - Maintenance	250.00	250.00
1010 · Petty Cash - Cash Registers	404.00	404.00
1015 · Alpine - ATM	455.96	361.05
1040 · Wells Fargo Savings	0.00	501.49
1050 · Alpine Bank - Operating	44,271.78	89,207.15
Total Checking/Savings	45,381.74	90,723.69
Accounts Receivable		
1116 · Accounts Rec - Customers	4,205.40	3,086.15
Total Accounts Receivable	4,205.40	3,086.15
Other Current Assets		
1155 · Due From Greenside Grill	5,000.00	1,314.00
1220 · Inventory - Clubs	37,650.26	17,696.38
1230 · Inventory - Pro Shop	51,434.09	33,922.43
Total Other Current Assets	94,084.35	52,932.81
Total Current Assets	143,671.49	146,742.65
Fixed Assets		
1500 · Land	204,507.76	204,507.76
1510 · Land Improvements	456,651.35	456,651.35
1520 · Land Improvements - New Nine	741,974.19	741,974.19
1530 · Irrigation System	109,755.54	109,755.54
1550 · Equipment	672,980.03	599,245.03
1560 · Equipment - Club House	34,116.64	31,295.47
1570 · Equipment - Restaurant	36,049.60	23,799.51
1580 · Rental Equipment - Pro Shop	1,194.41	1,194.41
1590 · Furniture & Fixtures-Club House	58,307.58	58,307.58
1600 · Furniture & Fixtures - Pro Shop	6,907.27	6,907.27
1605 · Leasehold Imp - Restaurant	10,000.00	10,000.00
1610 · Building & Improvements	102,701.44	102,701.44
1620 · New Maintenance Building	119,158.10	119,158.10
16200 · Irrigation System - New Nine	95,357.07	95,357.07
1625 · Mechanical Room-Water Treatm...	16,489.29	16,489.29
1630 · New Club House	1,383,788.19	1,383,788.19
1640 · Capitalized Interest - New Club	86,862.60	86,862.60
1650 · Purchase Costs - Pro Shop	3,213.55	3,213.55
1660 · Loan Cost	7,500.00	7,500.00
1700 · Cart Bridges & Retaining Struc	15,129.98	15,129.98
1800 · Accumulated Depreciation	-1,984,469.88	-1,940,537.88
Total Fixed Assets	2,178,174.71	2,133,300.45
TOTAL ASSETS	2,321,846.20	2,280,043.10

Rifle Creek Golf Course
Statement of Assets, Liabilities and Equity - Tax Basis
As of December 31, 2024

	Dec 31, 24	Dec 31, 23
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2000 · Accounts Payable	3,753.74	6,386.85
Total Accounts Payable	3,753.74	6,386.85
Other Current Liabilities		
2085 · Juniors Contributions	520.00	0.00
2090 · Gift Certificates	100.00	75.00
2290 · Payroll Liabilities		
2300 · FICA, Medicare & FWH P...	1,554.70	1,261.46
2310 · State WH Liability	666.00	461.00
2320 · Fed & State Unemployment...	777.38	376.96
2325 · Colorado Care	812.29	631.45
Total 2290 · Payroll Liabilities	3,810.37	2,730.87
2360 · Sales Tax Payable	188.93	53.07
2390-1 · Prepaid Dues	19,475.00	6,300.00
2393 · Maintenance Fund	150.00	150.00
2395 · Education Fund	2,120.00	2,120.00
Total Other Current Liabilities	26,364.30	11,428.94
Total Current Liabilities	30,118.04	17,815.79
Long Term Liabilities		
2535 · N/P White Knight	1,220,596.21	1,225,529.19
2590 · Member Accounts - Pro Shop	12,756.74	11,675.14
Total Long Term Liabilities	1,233,352.95	1,237,204.33
Total Liabilities	1,263,470.99	1,255,020.12
Equity		
2810 · Memberships Issued	180,510.00	180,510.00
2820 · Memberships Issued Post 12/86	259,000.00	259,000.00
2830 · Paid in Surplus	4,715.41	4,715.41
2840 · Treasury Stock	-17,950.00	-17,950.00
2970 · Retained Earnings	79,740.57	16,538.19
2980 · Accum Revenue Over Expenditure	519,007.00	519,007.00
Net Income	33,352.23	63,202.38
Total Equity	1,058,375.21	1,025,022.98
TOTAL LIABILITIES & EQUITY	2,321,846.20	2,280,043.10

Rifle Creek Golf Course
Statement of Revenue & Expenses
For the Period December 31, 2024 and 2023

	Jan - Dec 24	Jan - Dec 23
Ordinary Income/Expense		
Income		
3010-1 · Annual Green Fees	111,093.29	97,585.00
3012-1 · Corporate Annual Membership	112,766.65	97,133.00
3013-1 · Annual Cart Fees	29,155.00	35,222.00
3020-1 · Daily Green Fees	435,210.97	375,565.98
3030-1 · Cart Rentals	164,294.40	162,516.75
3050-1 · Facility Rental	2,500.00	0.00
3060-1 · Locker Rental	200.00	90.00
3070-1 · Misc Income	265.00	0.00
3081-2 · Repairs - Grips	3,691.26	5,119.15
3090-2 · Lessons	0.00	1,410.00
3100-1 · Drivings Range	11,702.50	12,499.35
3100-2 · Flightscope	5,262.98	8,837.00
3111-2 · Rentals	4,129.00	1,505.00
3120-2 · Clubs	65,147.70	75,086.09
3130-2 · Pro Shop Sales	134,130.18	131,405.56
3140-1 · Tournaments	0.00	51,970.00
3150-1 · Tournament Expenses	0.00	-51,970.00
3200-2 · Rental Income	20,920.00	23,800.00
3210-1 · Credit Card Fees	6,885.41	0.00
Total Income	1,107,354.34	1,027,774.88
Cost of Goods Sold		
4010-2 · Cost - Flightscope	0.00	1,779.68
4020-2 · Cost - Clubs	55,655.05	75,894.72
4030-2 · Cost - Accessories	85,678.87	89,054.47
Total COGS	141,333.92	166,728.87
Gross Profit	966,020.42	861,046.01
Expense		
5000-1 · Accounting	8,226.25	7,772.50
5010-1 · Attorney Fees	1,487.50	0.00
5020-1 · Insurance - Liability	28,168.00	15,087.25
5030-1 · Insurance - D & O	3,821.75	2,993.50
5040-1 · Insurance-Employee Health	11,115.00	0.00
5050-1 · Insurance - Workmans Comp	3,776.80	2,895.00
5055-1 · Interest & Finance Charges	0.00	312.57
5065-1 · Interest - White Knight	49,067.02	49,126.12
5080-1 · Miscellaneous	0.00	0.00
5081-2 · Miscellaneous - Over/Short	84.22	-2.24
5085-1 · Taxes - Property	2,311.20	2,583.84
5110-1 · Postage	-315.32	134.41
5120-1 · Licenses and Fees	40.00	441.00
5140-1 · Bank & Credit Card Charges	19,707.12	26,902.46
5150-1 · Office Supplies	6,565.62	3,906.17
5155-1 · Dues & Subscriptions	4,086.39	2,479.15
5160-1 · Advertising-Golf	652.90	542.09
5170-1 · Annual Meeting Expense	654.42	0.00
5185-1 · Flightscope Expenses	3,666.66	0.00
5200-1 · Telephone - Golf	6,795.23	11,147.15
5281-1 · Training- Greens	6,393.85	6,234.17
5290-1 · Electrical - Irrigation	31,684.15	32,902.88
5295 · Course Repair & Maintenance	207.28	0.00
5300-1 · Fertilizer	16,288.33	18,579.08
5310-1 · Gas & Oil	21,559.59	18,007.00
5320-1 · Parts - Equipment	28,211.59	13,053.17
5330-1 · Parts - Irrigation	28,583.15	40,705.03
5340-1 · Pest & Herbicide	9,526.01	7,320.79
5350-1 · Repairs - Equipment	0.00	250.05
5351-2 · Repairs - Equipment - Pro Shop	0.00	703.91
5370-1 · Tools & Supplies	3,264.75	2,612.09
5380-1 · Trash, Toilet & Septic	18,114.73	8,541.76
5450-2 · Maintenance - Club House	2,650.79	3,462.31
5460-1 · Propane - Maintenance Shop	3,046.67	2,778.23
5470-1 · Electrical - Maintenance Shop	1,418.06	684.33

Rifle Creek Golf Course
Statement of Revenue & Expenses
For the Period December 31, 2024 and 2023

	Jan - Dec 24	Jan - Dec 23
5490-1 · Equipment Lease	4,504.76	6,237.36
5500-1 · Parts - Cart Fleet	7,378.72	1,631.57
5535-1 · Maintenance Restaurant	870.12	0.00
5537-1 · Equipment Lease Purchase	488.54	0.00
5540-1 · Lease - Yamaha Carts	47,778.00	47,778.00
5550-1 · Property Taxes - Carts	4,579.44	7,057.92
5590-2 · Cleaning & Janitorial-Pro Shop	8,177.29	5,777.11
5595-01 · Restaurant Expenses	6,226.57	0.00
5610-2 · Maintenance - Pro Shop	4,093.56	5,527.97
5620-2 · Supplies - Pro Shop	1,807.14	6,893.00
5630-2 · Utilities - Pro Shop	48,026.41	28,735.47
5650-1 · Water Testing - CDOH	5,365.00	4,607.00
5660-1 · Water Rights	3,363.51	6,643.99
5710-1 · Sand & Gravel	2,257.69	0.00
5720-1 · Seed & Sod	3,737.50	387.00
5730-1 · Office Supplies - Greens	572.55	221.79
5740-1 · Golf Course Supplies	7,157.20	2,790.70
5750-1 · Oil & Lubricants	0.00	47.99
5780-1 · Miscellaneous - Greens	287.08	0.00
5790-1 · Outside Contractors	12,304.40	9,438.98
6560-1 · Payroll Expenses		
5090-1 · Payroll Taxes	36,854.82	29,332.53
5210-1 · Wages - Director of Golf	65,800.00	72,824.26
5220-1 · Wages - Pro Shop Staff	57,237.73	40,115.04
5390-1 · Wages - Greens Superintendent	70,000.06	100,961.58
5400-1 · Wages - Asst. Greens/Mech	36,194.34	0.00
5430-1 · Wages - Seasonal	84,678.32	50,739.17
5530-1 · Wages - Cart Service	60,175.80	60,161.06
6560-1 · Payroll Expenses - Other	0.00	0.00
Total 6560-1 · Payroll Expenses	410,941.07	354,133.64
Total Expense	900,776.26	770,065.26
Net Ordinary Income	65,244.16	90,980.75
Other Income/Expense		
Other Income		
3440-1 · Advertising Income	11,000.00	11,400.00
6010-1 · Interest Earned	0.00	14.91
6040 · Collection of Bad Debts	163.87	196.35
6080 · Member Accounts Adjustments	0.00	3,796.06
6090-1 · Gasoline Tax Refund	624.58	657.98
6160-1 · Workmans Comp Refund	0.00	114.00
6170-2 · Sales Tax Commissions	232.78	350.13
Total Other Income	12,021.23	16,529.43
Other Expense		
6030-1 · Interest Expenses	10.34	0.00
6120-1 · Theft Loss	-29.18	0.00
6200-1 · Depreciation	43,932.00	44,307.80
Total Other Expense	43,913.16	44,307.80
Net Other Income	-31,891.93	-27,778.37
Net Income	33,352.23	63,202.38

Rifle Creek Golf Course
Income Statement vs. Annual Budget and Variance - Combined
For the Period and YTD End December 31, 2024

	Jan - Dec 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
3010-1 · Annual Green Fees	111,093.29	95,000.00	16,093.29	116.9%
3011-1 · New Members Annual	0.00	10,000.00	-10,000.00	0.0%
3012-1 · Corporate Annual Members...	112,766.65	100,000.00	12,766.65	112.8%
3013-1 · Annual Cart Fees	29,155.00	35,000.00	-5,845.00	83.3%
3020-1 · Daily Green Fees	435,210.97	375,000.00	60,210.97	116.1%
3030-1 · Cart Rentals	164,294.40	165,000.00	-705.60	99.6%
3050-1 · Facility Rental	2,500.00	0.00	2,500.00	100.0%
3060-1 · Locker Rental	200.00	500.00	-300.00	40.0%
3070-1 · Misc Income	265.00			
3080-1 · Golf Packages	0.00	1,000.00	-1,000.00	0.0%
3081-2 · Repairs - Grips	3,691.26	7,000.00	-3,308.74	52.7%
3090-2 · Lessons	0.00	1,000.00	-1,000.00	0.0%
3100-1 · Drivings Range	11,702.50	13,000.00	-1,297.50	90.0%
3100-2 · Flightscope	5,262.98	8,000.00	-2,737.02	65.8%
3111-2 · Rentals	4,129.00	3,000.00	1,129.00	137.6%
3120-2 · Clubs	65,147.70	70,000.00	-4,852.30	93.1%
3130-2 · Pro Shop Sales	134,130.18	130,000.00	4,130.18	103.2%
3140-1 · Tournaments	0.00	60,000.00	-60,000.00	0.0%
3150-1 · Tournament Expenses	0.00	-60,000.00	60,000.00	0.0%
3200-2 · Rental Income	20,920.00	30,600.00	-9,680.00	68.4%
3210-1 · Credit Card Fees	6,885.41	26,000.00	-19,114.59	26.5%
Total Income	1,107,354.34	1,070,100.00	37,254.34	103.5%
Cost of Goods Sold				
4020-2 · Cost - Clubs	55,655.05	60,000.00	-4,344.95	92.8%
4030-2 · Cost - Accessories	85,678.87	75,000.00	10,678.87	114.2%
Total COGS	141,333.92	135,000.00	6,333.92	104.7%
Gross Profit	966,020.42	935,100.00	30,920.42	103.3%
Expense				
5000-1 · Accounting	8,226.25	9,000.00	-773.75	91.4%
5010-1 · Attorney Fees	1,487.50	0.00	1,487.50	100.0%
5020-1 · Insurance - Liability	28,168.00	14,000.00	14,168.00	201.2%
5030-1 · Insurance - D & O	3,821.75	2,000.00	1,821.75	191.1%
5040-1 · Insurance-Employee Health	11,115.00	10,000.00	1,115.00	111.2%
5050-1 · Insurance - Workmans Comp	3,776.80	3,000.00	776.80	125.9%
5055-1 · Interest & Finance Charges	0.00	500.00	-500.00	0.0%
5065-1 · Interest - White Knight	49,067.02	48,000.00	1,067.02	102.2%
5081-2 · Miscellaneous - Over/Short	84.22	0.00	84.22	100.0%
5085-1 · Taxes - Property	2,311.20	3,000.00	-688.80	77.0%
5110-1 · Postage	-315.32	300.00	-615.32	-105.1%
5120-1 · Licenses and Fees	40.00	350.00	-310.00	11.4%
5140-1 · Bank & Credit Card Charges	19,707.12	27,000.00	-7,292.88	73.0%
5150-1 · Office Supplies	6,565.62	3,500.00	3,065.62	187.6%
5155-1 · Dues & Subscriptions	4,086.39	2,500.00	1,586.39	163.5%
5160-1 · Advertising-Golf	652.90	2,000.00	-1,347.10	32.6%
5170-1 · Annual Meeting Expense	654.42	500.00	154.42	130.9%
5180-1 · Driving Range Expenses	0.00	1,000.00	-1,000.00	0.0%
5185-1 · Flightscope Expenses	3,666.66	4,000.00	-333.34	91.7%
5200-1 · Telephone - Golf	6,795.23	10,500.00	-3,704.77	64.7%
5281-1 · Training- Greens	6,393.85	6,000.00	393.85	106.6%
5290-1 · Electrical - Irrigation	31,684.15	35,000.00	-3,315.85	90.5%
5295 · Course Repair & Maintenance	207.28	0.00	207.28	100.0%
5300-1 · Fertilizer	16,288.33	18,000.00	-1,711.67	90.5%
5310-1 · Gas & Oil	21,559.59	20,000.00	1,559.59	107.8%
5320-1 · Parts - Equipment	28,211.59	20,000.00	8,211.59	141.1%
5330-1 · Parts - Irrigation	28,583.15	15,000.00	13,583.15	190.6%

Rifle Creek Golf Course
Income Statement vs. Annual Budget and Variance - Combined
For the Period and YTD End December 31, 2024

	Jan - Dec 24	Budget	\$ Over Budget	% of Budget
5340-1 · Pest & Herbicide	9,526.01	10,000.00	-473.99	95.3%
5351-2 · Repairs - Equipment - Pro S...	0.00	700.00	-700.00	0.0%
5370-1 · Tools & Supplies	3,264.75	1,500.00	1,764.75	217.7%
5380-1 · Trash, Toilet & Septic	18,114.73	10,000.00	8,114.73	181.1%
5450-2 · Maintenance - Club House	2,650.79	3,500.00	-849.21	75.7%
5460-1 · Propane - Maintenance Shop	3,046.67	2,000.00	1,046.67	152.3%
5470-1 · Electrical - Maintenance Shop	1,418.06	1,000.00	418.06	141.8%
5480-1 · Equipment Rental	0.00	2,000.00	-2,000.00	0.0%
5490-1 · Equipment Lease	4,504.76	10,000.00	-5,495.24	45.0%
5500-1 · Parts - Cart Fleet	7,378.72	1,500.00	5,878.72	491.9%
5535-1 · Maintenance Restaurant	870.12	0.00	870.12	100.0%
5537-1 · Equipment Lease Purchase	488.54	0.00	488.54	100.0%
5540-1 · Lease - Yamaha Carts	47,778.00	47,778.00	0.00	100.0%
5550-1 · Property Taxes - Carts	4,579.44	8,000.00	-3,420.56	57.2%
5590-2 · Cleaning & Janitorial-Pro S...	8,177.29	6,000.00	2,177.29	136.3%
5595-01 · Restaurant Expenses	6,226.57			
5610-2 · Maintenance - Pro Shop	4,093.56	5,000.00	-906.44	81.9%
5620-2 · Supplies - Pro Shop	1,807.14	6,000.00	-4,192.86	30.1%
5630-2 · Utilities - Pro Shop	48,026.41	30,000.00	18,026.41	160.1%
5650-1 · Water Testing - CDOH	5,365.00	4,500.00	865.00	119.2%
5660-1 · Water Rights	3,363.51	7,000.00	-3,636.49	48.1%
5710-1 · Sand & Gravel	2,257.69	6,000.00	-3,742.31	37.6%
5720-1 · Seed & Sod	3,737.50	800.00	2,937.50	467.2%
5730-1 · Office Supplies - Greens	572.55	200.00	372.55	286.3%
5740-1 · Golf Course Supplies	7,157.20	4,000.00	3,157.20	178.9%
5750-1 · Oil & Lubricants	0.00	100.00	-100.00	0.0%
5780-1 · Miscellaneous - Greens	287.08	0.00	287.08	100.0%
5790-1 · Outside Contractors	12,304.40	15,000.00	-2,695.60	82.0%
6560-1 · Payroll Expenses				
5090-1 · Payroll Taxes	36,854.82	30,000.00	6,854.82	122.8%
5210-1 · Wages - Director of Golf	65,800.00	65,000.00	800.00	101.2%
5220-1 · Wages - Pro Shop Staff	57,237.73	35,000.00	22,237.73	163.5%
5390-1 · Wages - Greens Superinte...	70,000.06	70,000.00	0.06	100.0%
5400-1 · Wages - Asst. Greens/Mech	36,194.34	60,000.00	-23,805.66	60.3%
5430-1 · Wages - Seasonal	84,678.32	40,000.00	44,678.32	211.7%
5530-1 · Wages - Cart Service	60,175.80	50,000.00	10,175.80	120.4%
Total 6560-1 · Payroll Expenses	410,941.07	350,000.00	60,941.07	117.4%
Total Expense	900,776.26	787,728.00	113,048.26	114.4%
Net Ordinary Income	65,244.16	147,372.00	-82,127.84	44.3%
Other Income/Expense				
Other Income				
3440-1 · Advertising Income	11,000.00	20,000.00	-9,000.00	55.0%
6040 · Collection of Bad Debts	163.87	0.00	163.87	100.0%
6090-1 · Gasoline Tax Refund	624.58	400.00	224.58	156.1%
6160-1 · Workmans Comp Refund	0.00	400.00	-400.00	0.0%
6170-2 · Sales Tax Commissions	232.78	300.00	-67.22	77.6%
Total Other Income	12,021.23	21,100.00	-9,078.77	57.0%

Rifle Creek Golf Course
Income Statement vs. Annual Budget and Variance - Combined
For the Period and YTD End December 31, 2024

	<u>Jan - Dec 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Other Expense				
6030-1 · Interest Expenses	10.34			
6120-1 · Theft Loss	-29.18			
6200-1 · Depreciation	43,932.00	45,000.00	-1,068.00	97.6%
Total Other Expense	43,913.16	45,000.00	-1,086.84	97.6%
Net Other Income	-31,891.93	-23,900.00	-7,991.93	133.4%
Net Income	<u>33,352.23</u>	<u>123,472.00</u>	<u>-90,119.77</u>	<u>27.0%</u>

Rifle Creek Golf Course
Statement of Revenue & Expenses
For the Period December 31, 2024 and 2023

	Dec 24	Dec 23	Jan - Dec 24
Ordinary Income/Expense			
Income			
3010-1 · Annual Green Fees	0.00	0.00	111,093.29
3012-1 · Corporate Annual Membership	0.00	0.00	112,766.65
3013-1 · Annual Cart Fees	0.00	0.00	29,155.00
3020-1 · Daily Green Fees	150.00	989.00	435,210.97
3030-1 · Cart Rentals	0.00	0.00	164,294.40
3050-1 · Facility Rental	0.00	0.00	2,500.00
3060-1 · Locker Rental	0.00	0.00	200.00
3070-1 · Misc Income	0.00	0.00	265.00
3081-2 · Repairs - Grips	0.00	0.00	3,691.26
3100-1 · Drivings Range	0.00	724.35	11,702.50
3100-2 · Flightscope	0.00	1,000.00	5,262.98
3111-2 · Rentals	0.00	0.00	4,129.00
3120-2 · Clubs	4,749.95	2,132.99	65,147.70
3130-2 · Pro Shop Sales	555.92	1,757.05	134,130.18
3200-2 · Rental Income	2,080.00	0.00	20,920.00
3210-1 · Credit Card Fees	0.00	0.00	6,885.41
Total Income	7,535.87	6,603.39	1,107,354.34
Cost of Goods Sold			
4010-2 · Cost - Flightscope	0.00	1,779.68	0.00
4020-2 · Cost - Clubs	3,383.02	11,647.54	55,655.05
4030-2 · Cost - Accessories	1,163.46	7,781.33	85,678.87
Total COGS	4,546.48	21,208.55	141,333.92
Gross Profit	2,989.39	-14,605.16	966,020.42
Expense			
5000-1 · Accounting	488.75	425.00	8,226.25
5010-1 · Attorney Fees	0.00	0.00	1,487.50
5020-1 · Insurance - Liability	0.00	1,287.00	28,168.00
5030-1 · Insurance - D & O	0.00	882.75	3,821.75
5040-1 · Insurance-Employee Health	949.00	0.00	11,115.00
5050-1 · Insurance - Workmans Comp	558.00	0.00	3,776.80
5065-1 · Interest - White Knight	4,014.51	4,114.79	49,067.02
5081-2 · Miscellaneous - Over/Short	0.00	0.00	84.22
5085-1 · Taxes - Property	0.00	0.00	2,311.20
5110-1 · Postage	139.80	-44.98	-315.32
5120-1 · Licenses and Fees	0.00	150.00	40.00
5140-1 · Bank & Credit Card Charges	262.34	183.29	19,707.12
5150-1 · Office Supplies	1,114.97	447.25	6,565.62
5155-1 · Dues & Subscriptions	258.96	519.00	4,086.39
5160-1 · Advertising-Golf	0.00	0.00	652.90
5170-1 · Annual Meeting Expense	0.00	0.00	654.42
5185-1 · Flightscope Expenses	0.00	0.00	3,666.66
5200-1 · Telephone - Golf	363.45	765.58	6,795.23
5281-1 · Training- Greens	141.48	0.00	6,393.85
5290-1 · Electrical - Irrigation	995.42	756.26	31,684.15
5295 · Course Repair & Maintenance	0.00	0.00	207.28
5300-1 · Fertilizer	272.91	0.00	16,288.33
5310-1 · Gas & Oil	0.00	0.00	21,559.59
5320-1 · Parts - Equipment	0.00	0.00	28,211.59
5330-1 · Parts - Irrigation	0.00	0.00	28,583.15
5340-1 · Pest & Herbicide	0.00	0.00	9,526.01
5370-1 · Tools & Supplies	0.00	0.00	3,264.75
5380-1 · Trash, Toilet & Septic	655.19	34.44	18,114.73
5450-2 · Maintenance - Club House	0.00	45.00	2,650.79
5460-1 · Propane - Maintenance Shop	760.16	0.00	3,046.67
5470-1 · Electrical - Maintenance Shop	33.59	34.59	1,418.06
5490-1 · Equipment Lease	0.00	0.00	4,504.76
5500-1 · Parts - Cart Fleet	0.00	0.00	7,378.72
5535-1 · Maintenance Restaurant	0.00	0.00	870.12
5537-1 · Equipment Lease Purchase	0.00	0.00	488.54
5540-1 · Lease - Yamaha Carts	3,981.50	3,981.50	47,778.00
5550-1 · Property Taxes - Carts	0.00	0.00	4,579.44
5590-2 · Cleaning & Janitorial-Pro Shop	0.00	258.00	8,177.29

Rifle Creek Golf Course
Statement of Revenue & Expenses
For the Period December 31, 2024 and 2023

	Dec 24	Dec 23	Jan - Dec 24
5595-01 · Restaurant Expenses	0.00	0.00	6,226.57
5610-2 · Maintenance - Pro Shop	0.00	635.77	4,093.56
5620-2 · Supplies - Pro Shop	0.00	284.95	1,807.14
5630-2 · Utilities - Pro Shop	2,956.32	2,362.46	48,026.41
5650-1 · Water Testing - CDOH	350.00	377.00	5,365.00
5660-1 · Water Rights	0.00	0.00	3,363.51
5710-1 · Sand & Gravel	0.00	0.00	2,257.69
5720-1 · Seed & Sod	0.00	0.00	3,737.50
5730-1 · Office Supplies - Greens	0.00	0.00	572.55
5740-1 · Golf Course Supplies	0.00	0.00	7,157.20
5780-1 · Miscellaneous - Greens	0.00	0.00	287.08
5790-1 · Outside Contractors	0.00	1,955.42	12,304.40
6560-1 · Payroll Expenses			
5090-1 · Payroll Taxes	1,458.77	1,308.56	36,854.82
5210-1 · Wages - Director of Golf	5,000.00	5,466.66	65,800.00
5220-1 · Wages - Pro Shop Staff	307.70	877.70	57,237.73
5390-1 · Wages - Greens Superintendent	5,384.62	5,000.00	70,000.06
5400-1 · Wages - Asst. Greens/Mech	3,490.76	0.00	36,194.34
5430-1 · Wages - Seasonal	1,950.00	3,500.00	84,678.32
5530-1 · Wages - Cart Service	0.00	120.00	60,175.80
6560-1 · Payroll Expenses - Other	0.00	0.00	0.00
Total 6560-1 · Payroll Expenses	17,591.85	16,272.92	410,941.07
Total Expense	35,888.20	35,727.99	900,776.26
Net Ordinary Income	-32,898.81	-50,333.15	65,244.16
Other Income/Expense			
Other Income			
3440-1 · Advertising Income	0.00	0.00	11,000.00
6010-1 · Interest Earned	0.00	14.91	0.00
6040 · Collection of Bad Debts	0.00	0.00	163.87
6080 · Member Accounts Adjustments	0.00	0.00	0.00
6090-1 · Gasoline Tax Refund	0.00	239.14	624.58
6170-2 · Sales Tax Commissions	1.48	36.15	232.78
Total Other Income	1.48	290.20	12,021.23
Other Expense			
6030-1 · Interest Expenses	0.00	0.00	10.34
6120-1 · Theft Loss	0.00	0.00	-29.18
6200-1 · Depreciation	3,661.00	3,126.00	43,932.00
Total Other Expense	3,661.00	3,126.00	43,913.16
Net Other Income	-3,659.52	-2,835.80	-31,891.93
Net Income	-36,558.33	-53,168.95	33,352.23



COMMERCIAL TEMPLATE

3004 County Road 325
Rifle, CO 81650

Austin Rickstrew
08/25/2025



Inspector
Ryan Erpestad
970-274-1021
ryan@thetrademancompanyhi.com

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SUMMARY



RECOMMENDATION

SAFETY HAZARD

- ⊖ 2.1.1 Roof - Coverings: Screws Backing Out
- ⊖ 2.1.2 Roof - Coverings: Soft spots
- ⊖ 2.2.1 Roof - Roof Drainage Systems: Gutter Leakage
- ⊖ 2.2.2 Roof - Roof Drainage Systems: Gutter Connection
- ⊖ 3.1.1 Exterior - Siding, Flashing & Trim: Ground Clearance
- ⊖ 3.1.2 Exterior - Siding, Flashing & Trim: Paint/Caulking Needed
- ⊖ 3.1.3 Exterior - Siding, Flashing & Trim: Siding Damage
- ⊖ 3.1.4 Exterior - Siding, Flashing & Trim: Flashing Loose
- ⊖ 3.1.5 Exterior - Siding, Flashing & Trim: Flashing Missing
- ⊖ 3.2.1 Exterior - Exterior Doors: Door Damage
- ⊖ 3.3.1 Exterior - Walkways, Patios & Driveways: Driveway Cracking - Minor
- ⊖ 3.3.2 Exterior - Walkways, Patios & Driveways: Walkway Cracking - Minor
- ⊖ 3.3.3 Exterior - Walkways, Patios & Driveways: Walkway Trip Hazard
- ⊖ 3.3.4 Exterior - Walkways, Patios & Driveways: Concrete Spalling
- ⊖ 3.3.5 Exterior - Walkways, Patios & Driveways: Erosion
- ⊖ 3.4.1 Exterior - Eaves, Soffits & Fascia: Fascia - Damaged
- ⊖ 4.1.1 Wood Decks and Balconies - Deck and Balconies: Stairs - Deteriorated
- ⊖ 4.1.2 Wood Decks and Balconies - Deck and Balconies: Guardrail Damage
- ⊖ 4.1.3 Wood Decks and Balconies - Deck and Balconies: Stairs-Deterioration
- ⊖ 5.4.1 Basement, Foundation and Crawlspce - Wall Structure: Evidence of Water Intrusion
- ⊖ 6.1.1 Heating and Ventilation - Equipment: Needs Servicing/Cleaning
- ⊖ 6.1.2 Heating and Ventilation - Equipment: Manufacture Date
- ⊖ 6.3.1 Heating and Ventilation - Distribution Systems: Corrosion Noted
- ⊖ 7.1.1 Cooling - Cooling Equipment: Needs Servicing/Cleaning
- ⊖ 8.8.1 Plumbing - Sink(s): Faucet Leak
- ⊖ 9.4.1 Electrical - Lighting Fixtures, Switches & Receptacles: Cover Plates Damaged
- ⊖ 9.4.2 Electrical - Lighting Fixtures, Switches & Receptacles: Damaged Switch
- ⚠ 9.6.1 Electrical - Smoke Detectors: Not Present

-  9.6.2 Electrical - Smoke Detectors: Smoke Alarm Damaged
-  12.4.1 Doors, Windows & Interior - Walls: Minor Corner Cracks
-  12.4.2 Doors, Windows & Interior - Walls: Damaged
-  12.4.3 Doors, Windows & Interior - Walls: Trim Damage
-  12.4.4 Doors, Windows & Interior - Walls: Repairs Noted
-  12.5.1 Doors, Windows & Interior - Ceilings: Possible Mold
-  12.5.2 Doors, Windows & Interior - Ceilings: Ceiling Damage

1: INSPECTION DETAILS

Information

In Attendance Client	Occupancy Occupied	Style Multi-level
Temperature (approximate) 61 Fahrenheit (F)	Type of Building Commercial	Weather Conditions Cloudy, Recent Rain

2: ROOF

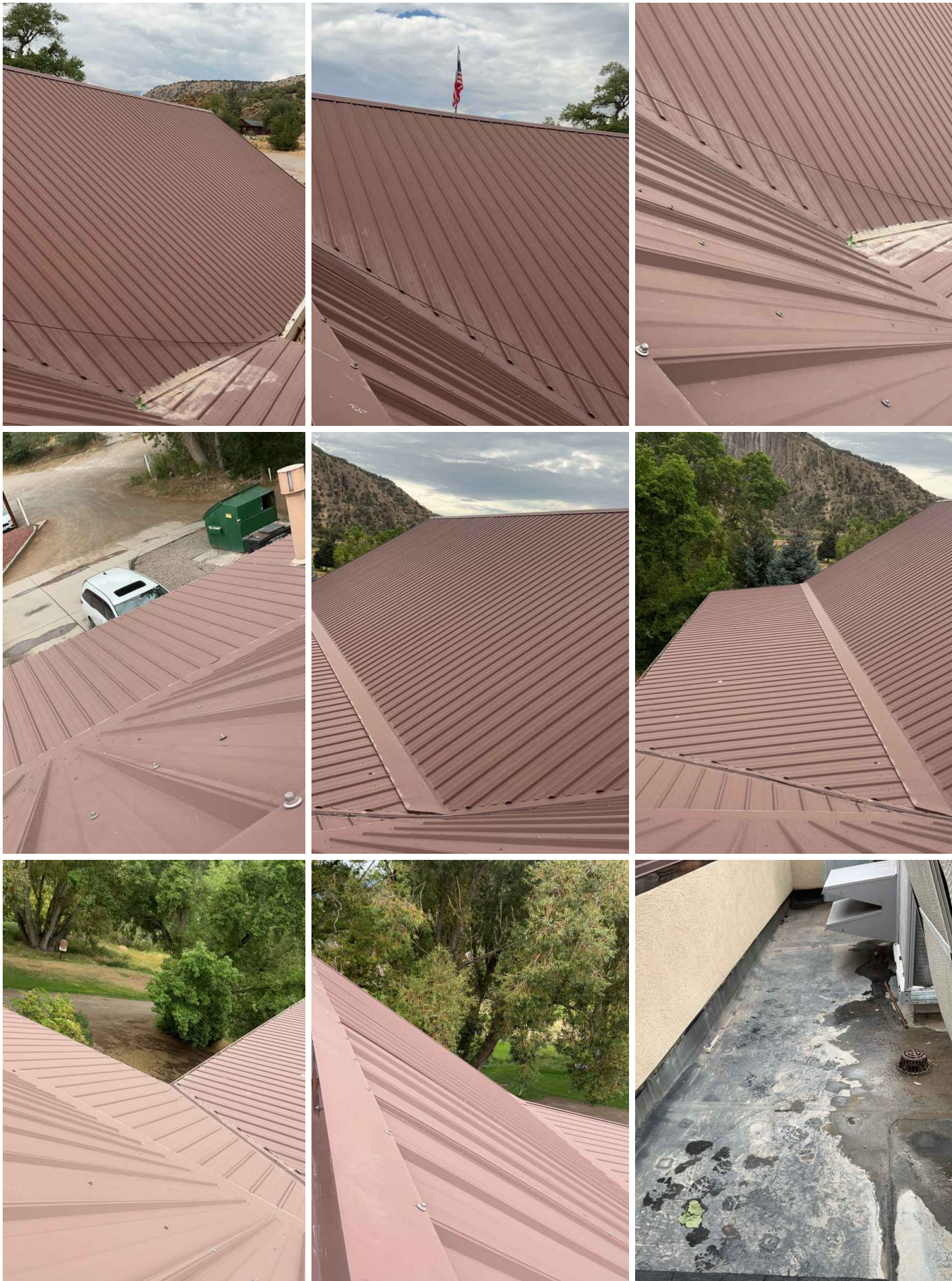
		IN	NI	NP	D
2.1	Coverings	X			
2.2	Roof Drainage Systems	X			
2.3	Flashings	X			
2.4	Skylights, Chimneys & Other Roof Penetrations	X			

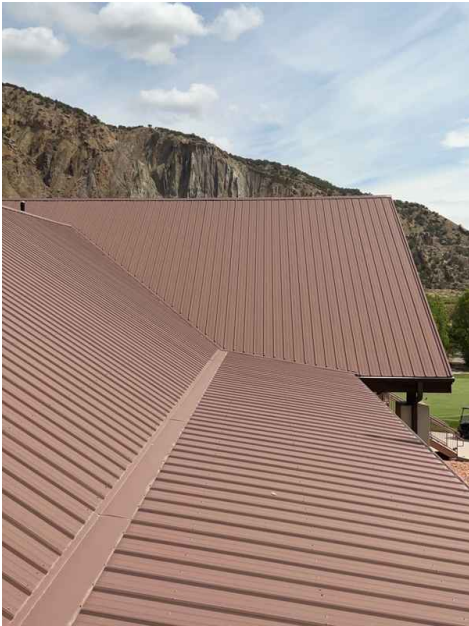
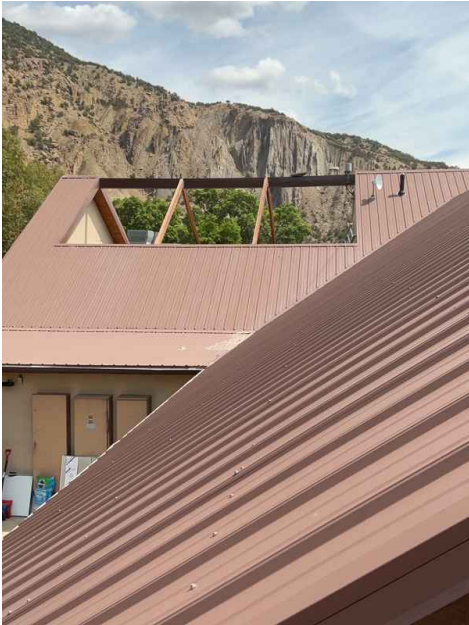
IN = Inspected NI = Not Inspected NP = Not Present D = Deficiency

Information

Inspection Method	Roof Type/Style	Flashings: Material
Roof	Gable, Flat, Combination	Rubber, Metal

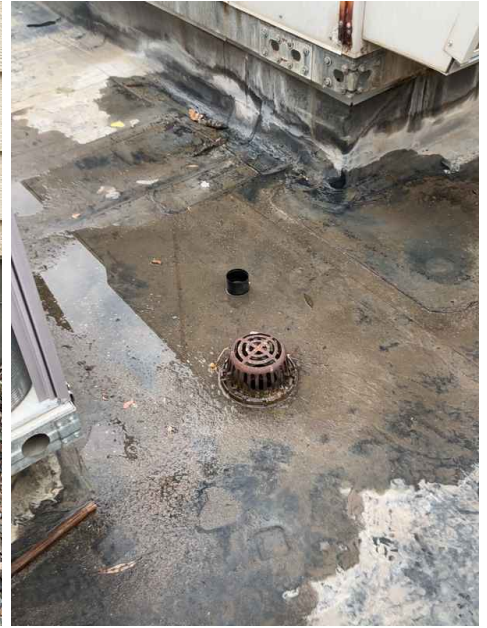
Coverings: Material
Metal



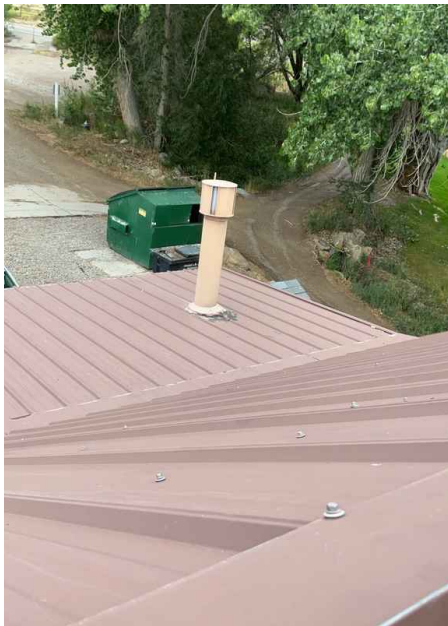


Roof Drainage Systems: Gutter Material

Metal



Skylights, Chimneys & Other Roof Penetrations: Roof Penetrations



Observations

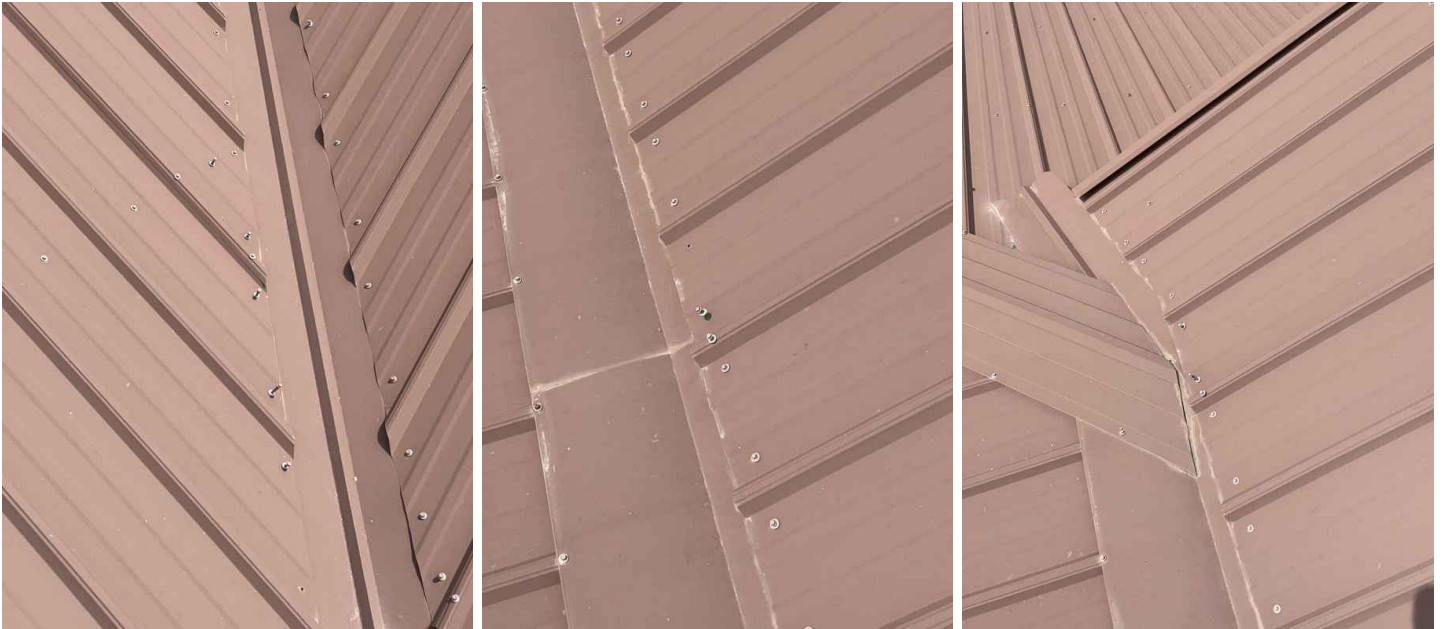
2.1.1 Coverings

SCREWS BACKING OUT

Multiple screws showing signs of backing out. This may allow moisture intrusion. Recommend repair by qualified roofer.

Recommendation

Contact a qualified professional.



2.1.2 Coverings

SOFT SPOTS

One or more roofing areas appear to be soft when walked upon. Recommend further evaluation and repair by a qualified roofer.



2.2.1 Roof Drainage Systems

GUTTER LEAKAGE

Gutters were observed to be leaking in one or more areas. This can result in excessive moisture in the soil at the foundation, which can lead to foundation/structural movement. Recommend a qualified contractor evaluate and repair gutters to proper functionality.

Recommendation
Contact a qualified roofing professional.



2.2.2 Roof Drainage Systems
GUTTER CONNECTION

Incomplete gutter and downspout connection. This may discharge water into unwanted areas. Recommend repaired by qualified contractor.



3: EXTERIOR

		IN	NI	NP	D
3.1	Siding, Flashing & Trim	X			X
3.2	Exterior Doors	X			X
3.3	Walkways, Patios & Driveways	X			X
3.4	Eaves, Soffits & Fascia	X			X
3.5	Vegetation, Grading, Drainage & Retaining Walls	X			

IN = Inspected NI = Not Inspected NP = Not Present D = Deficiency

Information

Inspection Method	Siding, Flashing & Trim: Siding
Visual	Style
	Clapboard, Trowel

Siding, Flashing & Trim: Siding Material
Engineered Wood, Stucco







Exterior Doors: Exterior Entry Door
Steel, Glass





Walkways, Patios & Driveways: Driveway Material
Gravel, Concrete



Vegetation, Grading, Drainage & Retaining Walls: Retaining Wall



Observations

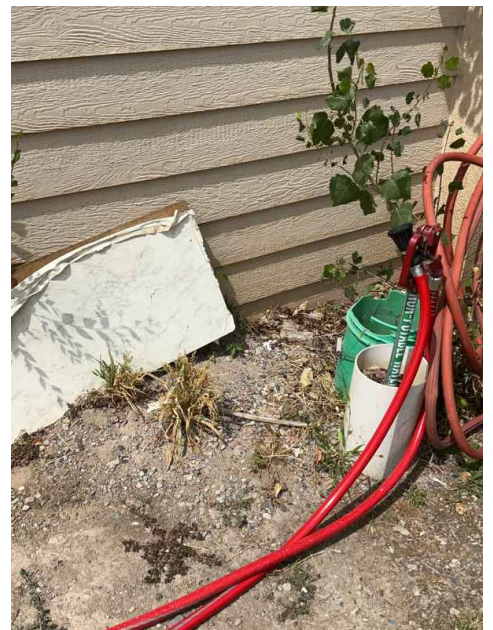
3.1.1 Siding, Flashing & Trim

GROUND CLEARANCE

Inadequate clearance between siding and ground. Recommend a minimum ground clearance between bottom of siding and ground of 4". Siding in contact with the ground or soil is a serious concern because that condition can provide direct access for wood destroying insects.

Recommendation

Contact a qualified siding specialist.



3.1.2 Siding, Flashing & Trim

PAINT/CAULKING NEEDED

Minor paint damage. Recommend repair by qualified painter.

Recommendation

Contact a qualified professional.



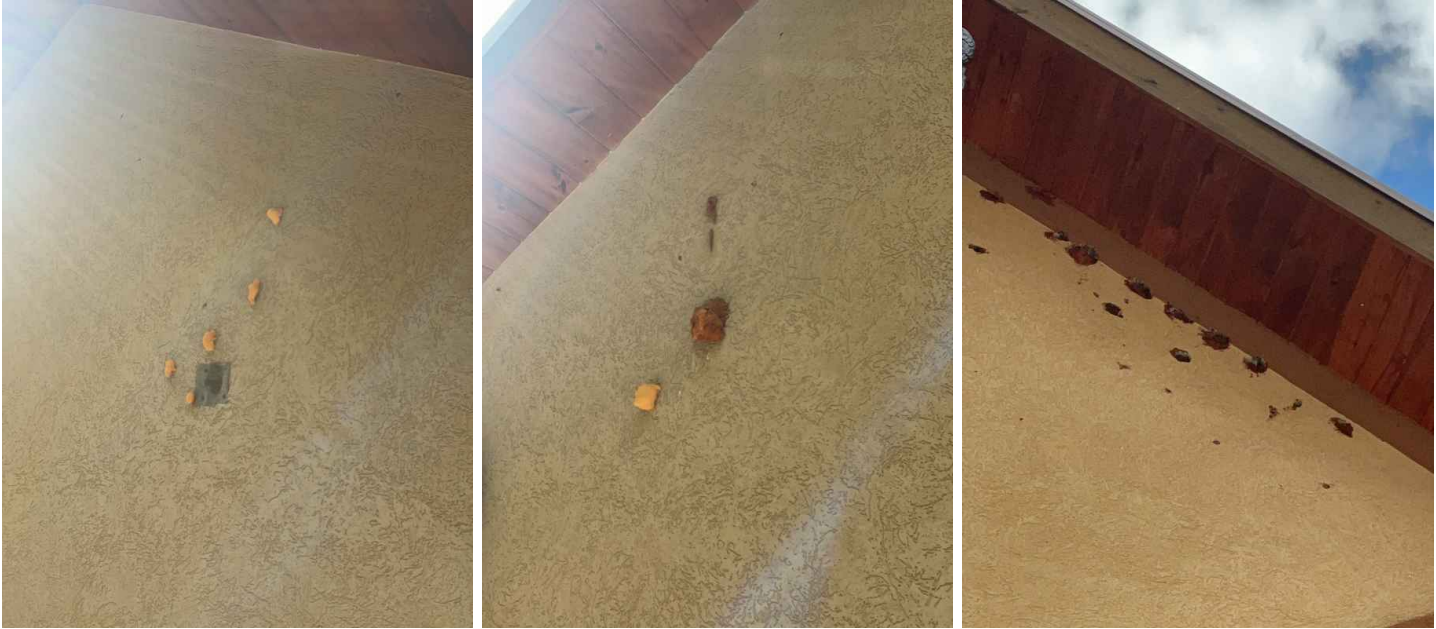
3.1.3 Siding, Flashing & Trim

SIDING DAMAGE

Siding damage. Recommend further evaluation and repair by qualified siding contractor.

Recommendation

Contact a qualified professional.





3.1.4 Siding, Flashing & Trim

FLASHING LOOSE

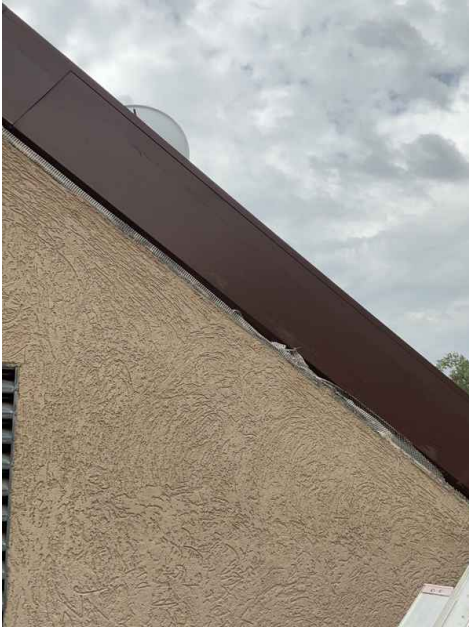
Flashing was loose, disconnected or improperly sealed in one or more locations. This may allow moisture intrusion. Recommend further evaluation and repair by a qualified contractor.



3.1.5 Siding, Flashing & Trim

FLASHING MISSING

Flashing missing. This may allow moisture intrusion behind stucco siding. Recommend repair by qualified contractor.



3.2.1 Exterior Doors

DOOR DAMAGE

Door damage. Recommend further evaluation by qualified carpenter.

Recommendation

Contact a qualified professional.



3.3.1 Walkways, Patios & Driveways

DRIVEWAY CRACKING - MINOR

Minor cosmetic cracks observed, which may indicate movement in the soil. Recommend monitor and/or have concrete contractor patch/seal.

Recommendation

Contact a qualified concrete contractor.



3.3.2 Walkways, Patios & Driveways

WALKWAY CRACKING - MINOR

Minor cosmetic cracks observed. Recommend monitor and/or patch/seal.

Recommendation

Recommended DIY Project





3.3.3 Walkways, Patios & Driveways

WALKWAY TRIP HAZARD

Walkway has heaved two more than 1 inch in height. This may create a "trip" hazard. Recommend repair by qualified contractor.



3.3.4 Walkways, Patios & Driveways

CONCRETE SPALLING

Evidence of concrete damage noted. This may be due to age, poor installation, etc. Recommend further evaluation by qualified concrete contractor.



3.3.5 Walkways, Patios & Driveways

EROSION

Soil erosion noted beneath the sidewalk. Recommend repair.



3.4.1 Eaves, Soffits & Fascia

FASCIA - DAMAGED

One or more sections of the fascia are damaged. Recommend qualified roofer evaluate & repair.

Recommendation

Contact a qualified roofing professional.



4: WOOD DECKS AND BALCONIES

		IN	NI	NP	D
4.1	Deck and Balconies	X			

IN = Inspected NI = Not Inspected NP = Not Present D = Deficiency

Information

Deck and Balconies: Material

Concrete

Deck and Balconies: Appurtenance

Covered Porch, Patio



Observations

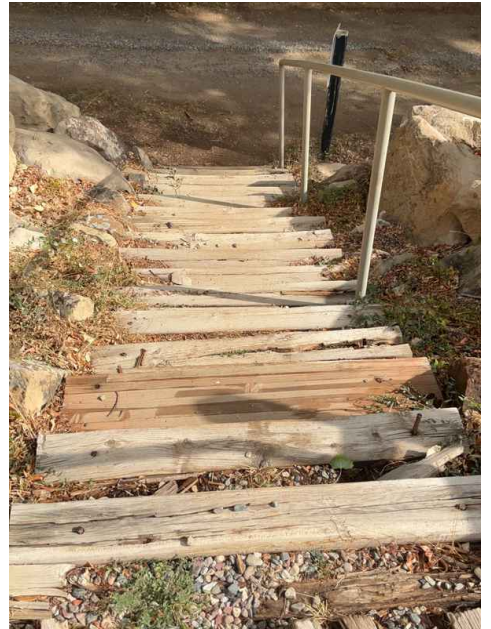
4.1.1 Deck and Balconies

STAIRS - DETERIORATED

One or more sections of the exterior stairs are deteriorated. Recommend qualified contractor evaluate & repair.

Recommendation

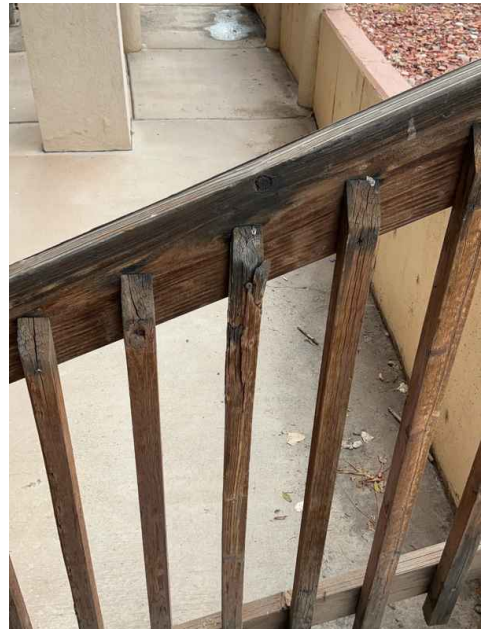
Contact a qualified concrete contractor.



4.1.2 Deck and Balconies

GUARDRAIL DAMAGE

Wood damage noted at guard rail. Recommend repair by qualified carpenter.



4.1.3 Deck and Balconies

STAIRS-DETERIORATION

Rusting and or deterioration noted at stair framing. Recommend further evaluation by qualified contractor.



5: BASEMENT, FOUNDATION AND CRAWLSPACE

		IN	NI	NP	D
5.1	Foundation	X			
5.2	Basements & Crawlspace	X			
5.3	Floor Structure	X			
5.4	Wall Structure	X			
5.5	Ceiling Structure	X			

IN = Inspected NI = Not Inspected NP = Not Present D = Deficiency

Information

Inspection Method
Visual, Attic Access

Floor Structure: Sub-floor
Inaccessible

Foundation: Material
Concrete

Floor Structure:
Basement/Crawlspace Floor
Concrete



Floor Structure: Material
Inaccessible

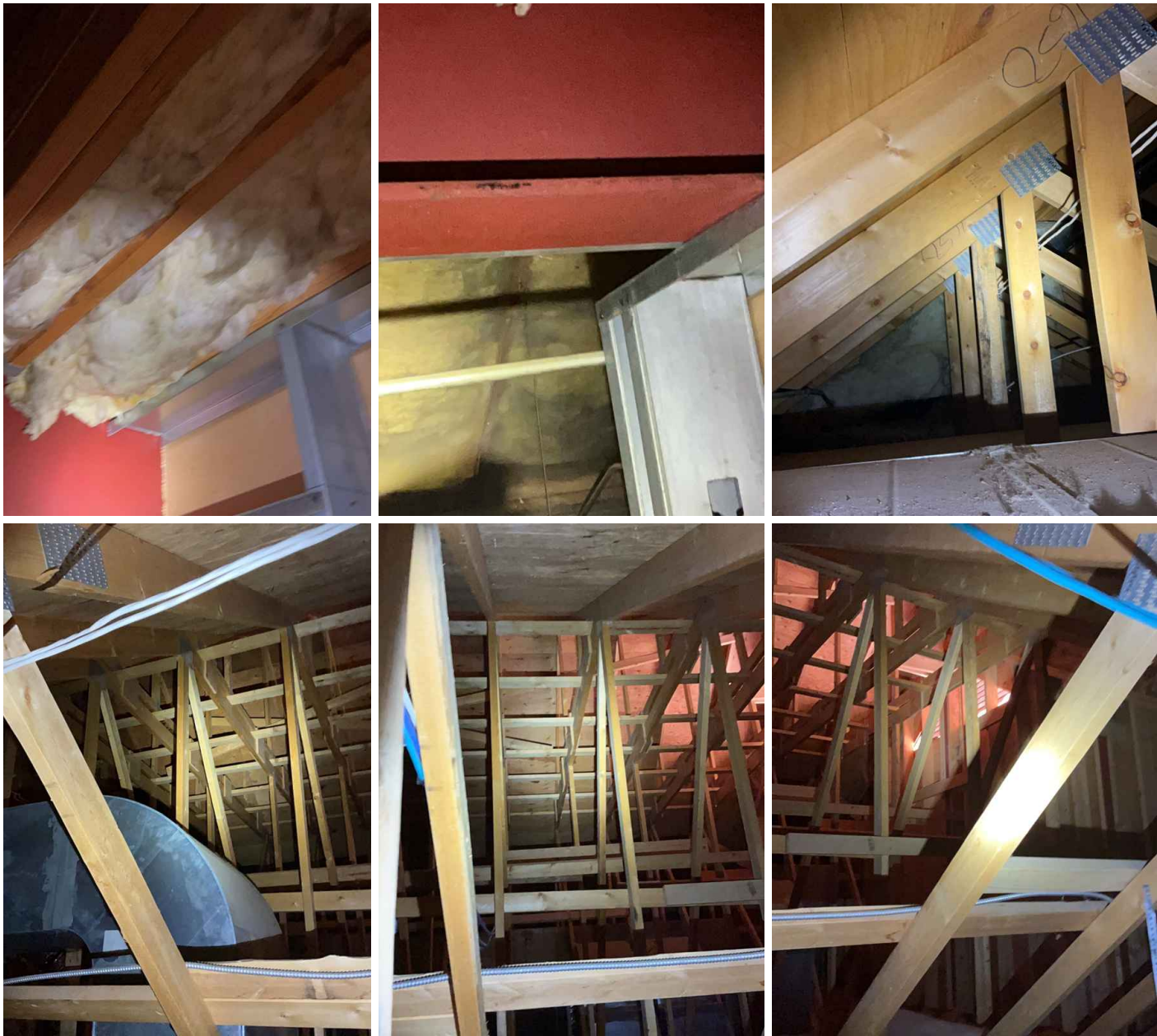
Ceiling Structure: Attic Access



Wall Structure: Foundation Walls



Ceiling Structure: Attic Sheathing and Framing



Limitations

Wall Structure
PARTIALLY FINISHED

Please note, not all foundation walls were visible at time of inspection due to finished surface coverings.

Observations

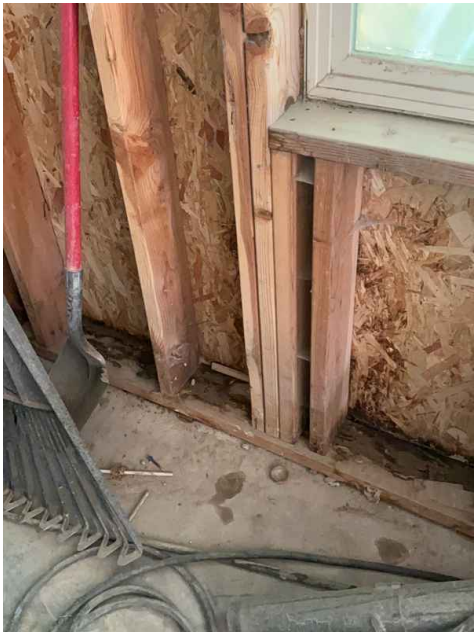
5.4.1 Wall Structure
EVIDENCE OF WATER INTRUSION

Wall structure showed signs of water intrusion, which could lead to more serious structural damage. Recommend a qualified contractor identify moisture intrusion locations and remedy.

Recommendation
Contact a qualified professional.



Garage



Garage



Garage



Garage

6: HEATING AND VENTILATION

		IN	NI	NP	D
6.1	Equipment	X			X
6.2	Normal Operating Controls	X			
6.3	Distribution Systems	X			X
6.4	Vents, Flues & Chimneys	X			
6.5	Presence of Installed Heat Source in Each Room	X			

IN = Inspected NI = Not Inspected NP = Not Present D = Deficiency

Information

Equipment: Energy Source
Natural Gas

Equipment: Heat Type
Forced Air

Distribution Systems: Ductwork
Non-insulated

Presence of Installed Heat Source in Each Room: Heat Present

AFUE Rating
-

AFUE (Annual fuel utilization efficiency) is a metric used to measure furnace efficiency in converting fuel to energy. A higher AFUE rating means greater energy efficiency. 90% or higher meets the Department of Energy's Energy Star program standard.

Equipment: Brand
Carrier



Normal Operating Controls: Thermostat



Observations

6.1.1 Equipment

NEEDS SERVICING/CLEANING

Furnace should be cleaned and serviced annually. Recommend a qualified HVAC contractor clean, service and certify furnace.

[Here is a resource](#) on the importance of furnace maintenance.

Recommendation

Contact a qualified HVAC professional.



6.1.2 Equipment

MANUFACTURE DATE

2001 manufacture date. Unit may be approaching end of service life. Recommend further evaluation by qualified HVAC contractor.

Recommendation

Contact a qualified professional.



6.3.1 Distribution Systems

CORROSION NOTED

Corrosion noted in one or more locations at exterior ductwork. Recommend further evaluation and repair by qualified HVAC professional.



7: COOLING

		IN	NI	NP	D
7.1	Cooling Equipment	X			X
7.2	Normal Operating Controls	X			
7.3	Distribution System	X			
7.4	Presence of Installed Cooling Source in Each Room	X			

IN = InspectedNI = Not InspectedNP = Not PresentD = Deficiency

Information

Cooling Equipment: Energy Source/Type

Swamp Cooler, Central Air Conditioner

Cooling Equipment: Location

Roof

Cooling Equipment: Brand

Carrier



Cooling Equipment: SEER Rating

- SEER
Modern standards call for at least 13 SEER rating for new install.
Read more on energy efficient air conditioning [at Energy.gov](#).

Distribution System: Configuration Split



Observations

7.1.1 Cooling Equipment

NEEDS SERVICING/CLEANING

Due to minor damage, debris and past condensation buildup, inspector recommends servicing and cleaning to any and all cooling systems by qualified HVAC contractor prior to usage.

Recommendation

Contact a qualified professional.



8: PLUMBING

		IN	NI	NP	D
8.1	Main Water Shut-off Device	X			
8.2	Back-flow Prevention Device	X		X	
8.3	Drain, Waste, & Vent Systems	X			
8.4	Water Supply, Distribution Systems & Fixtures	X			
8.5	Hot Water Systems, Controls, Flues & Vents	X			
8.6	Fuel Storage & Distribution Systems	X			
8.7	Sump Pump	X			
8.8	Sink(s)	X			X
8.9	Water Storage	X			

IN = Inspected NI = Not Inspected NP = Not Present D = Deficiency

Information

Water Source
Well

Main Water Shut-off Device:
Location
Mechanical Room

Back-flow Prevention Device:
Location
Unknown



Drain, Waste, & Vent Systems:
Material
ABS

Water Supply, Distribution Systems & Fixtures: Distribution Material
Copper

Water Supply, Distribution Systems & Fixtures: Water Supply Material
Copper

Hot Water Systems, Controls, Flues & Vents: Power Source/Type
Tankless, Propane

Hot Water Systems, Controls, Flues & Vents: Capacity
- gallons

Hot Water Systems, Controls, Flues & Vents: Location
Utility Room

**Fuel Storage & Distribution
Systems: Main Gas Shut-off
Location**
At Tank

**Fuel Storage & Distribution
Systems: Propane Storage Tank**



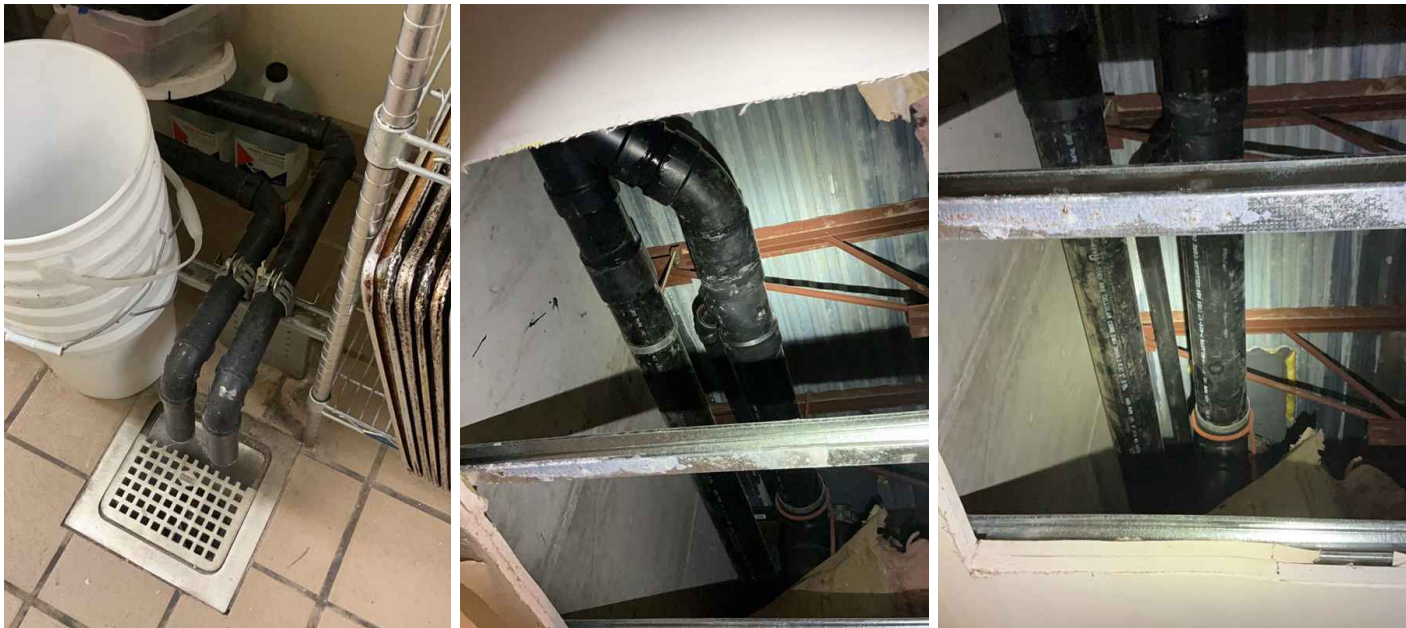
Sump Pump: Location
None

Filters

Sediment Filter



Drain, Waste, & Vent Systems: Drain Size
3", 4", 2"



Hot Water Systems, Controls, Flues & Vents: Manufacturer
Rinnai

Recommend flushing & servicing your water heater tank annually for optimal performance. Water temperature should be set to at least 120 degrees F to kill microbes and no higher than 130 degrees F to prevent scalding. Approximately 2019 manufacture date.
[Here is a nice maintenance guide from Lowe's to help.](#)



Sink(s): Sink(s)



Kitchen



Kitchen



Kitchen



Kitchen



Bar



Bar



Bathroom



Bathroom



Bathroom



Bathroom

Water Storage : Water Storage



Limitations

Back-flow Prevention Device

BACKFLOW PREVENTOR NOT VISIBLE

It is recommended that a backflow prevention device be installed to reduce risk of cross contamination.

Drain, Waste, & Vent Systems

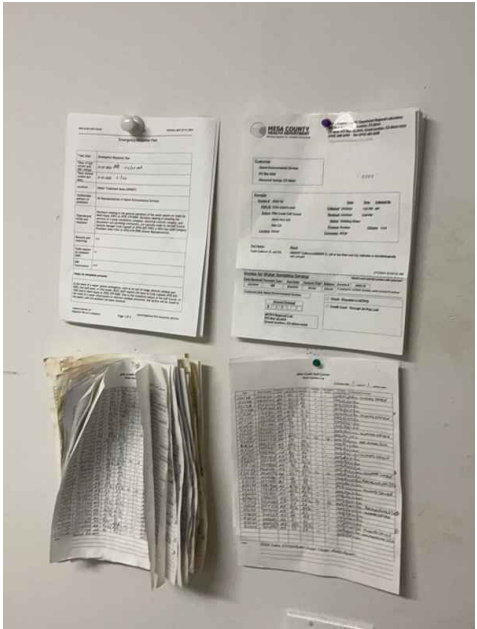
FINISHED COVERINGS

Please note, not all of drain plumbing was visible at time of inspection due to finished surface coverings.

Water Storage

WATER TREATMENT

Recommend strict adherence to water treatment plan based on health department recommendations.



Observations

8.8.1 Sink(s)

FAUCET LEAK

Leak detected at faucet. Recommend repair by qualified plumber.



Kitchen

9: ELECTRICAL

		IN	NI	NP	D
9.1	Service Entrance Conductors	X			
9.2	Main & Subpanels, Service & Grounding, Main Overcurrent Device	X			
9.3	Branch Wiring Circuits, Breakers & Fuses	X			
9.4	Lighting Fixtures, Switches & Receptacles	X			
9.5	GFCI & AFCI	X			
9.6	Smoke Detectors	X			
9.7	Carbon Monoxide Detectors			X	

IN = Inspected NI = Not Inspected NP = Not Present D = Deficiency

Information

Service Entrance Conductors: Electrical Service Conductors

Below Ground

Main & Subpanels, Service & Grounding, Main Overcurrent Device: Panel Capacity

600AMP

Main & Subpanels, Service & Grounding, Main Overcurrent Device: Panel Type

Circuit Breaker



Main & Subpanels, Service & Grounding, Main Overcurrent Device: Sub Panel Location

Kitchen

Branch Wiring Circuits, Breakers & Fuses: Branch Wire 15 and 20 AMP

Copper

Branch Wiring Circuits, Breakers & Fuses: Wiring Method

Romex

Main & Subpanels, Service & Grounding, Main Overcurrent Device: Main Panel Location
Back



Main & Subpanels, Service & Grounding, Main Overcurrent Device: Panel Manufacturer
Square D

Please note that any changes made regarding power needs, wiring, system load requirements etc, should be based on desired commercial equipment and must be installed and inspected by a licensed/qualified contractor.
Multiple breakers were tripped at time of inspection. Recommend further evaluation.



Smoke Detectors: Smoke Alarms



Observations

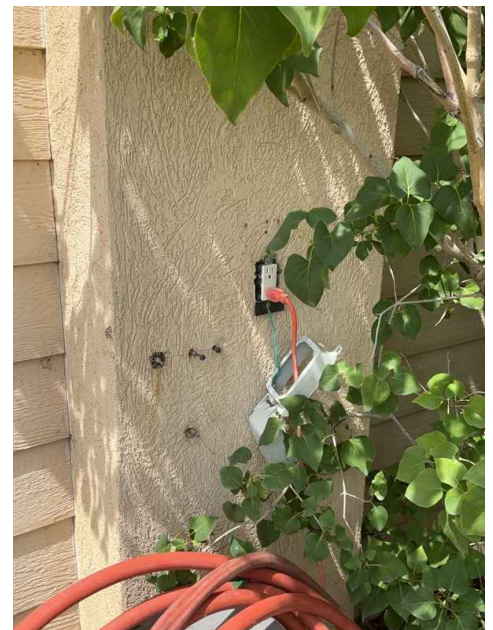
9.4.1 Lighting Fixtures, Switches & Receptacles

COVER PLATES DAMAGED

One or more receptacles have a damaged cover plate. Recommend replacement.

Recommendation

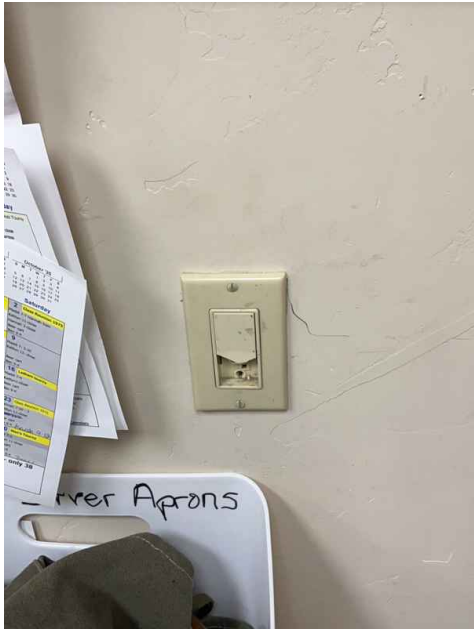
Contact a qualified electrical contractor.



9.4.2 Lighting Fixtures, Switches & Receptacles

DAMAGED SWITCH

Damaged light switch. Recommend repair by qualified electrician.



Office

9.6.1 Smoke Detectors

 Safety Hazard

NOT PRESENT

Smoke alarms not present in each room at time of inspection. This is a safety concern. Recommend installation of smoke alarms by qualified professional prior to taking possession.

Recommendation

Contact a qualified professional.



Pro shop

9.6.2 Smoke Detectors

 Safety Hazard

SMOKE ALARM DAMAGED

Damaged smoke alarm. This is a safety concern. Recommend repair



[illegible]

General

FIREPLACE NOT PRESENT

11: ATTIC, INSULATION & VENTILATION

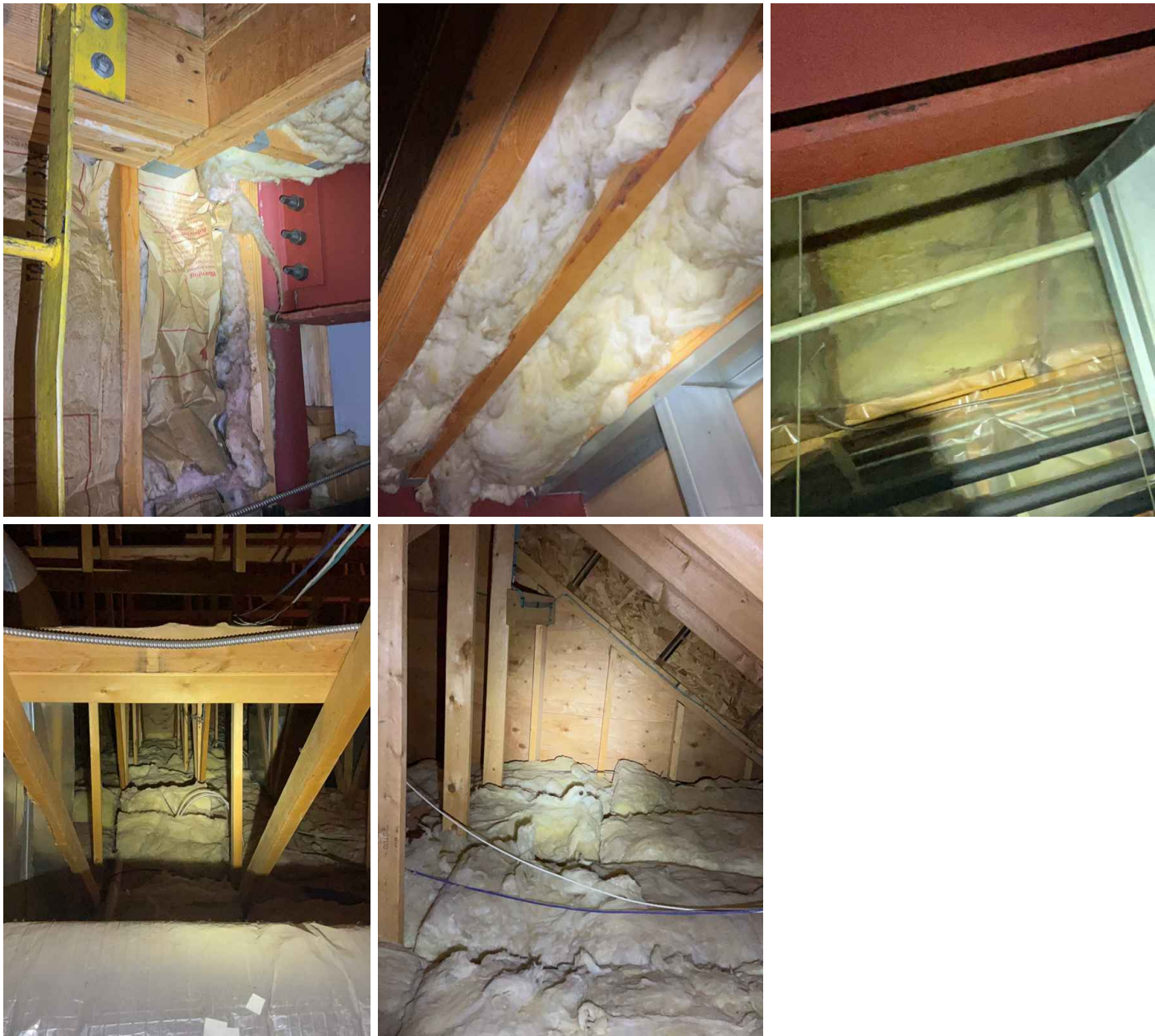
		IN	NI	NP	D
11.1	Insulation of Unfinished Spaces	X			
11.2	Ventilation	X			
11.3	Exhaust Systems	X			

IN = Inspected NI = Not Inspected NP = Not Present D = Deficiency

Information

Dryer Power Source None	Dryer Vent None Found	Flooring Insulation Unknown
Insulation of Unfinished Spaces: R-value 30	Ventilation: Ventilation Type Gable Vents, Soffit Vents	Exhaust Systems: Exhaust Fans Fan Only

Insulation of Unfinished Spaces: Insulation Type
Fiberglass



12: DOORS, WINDOWS & INTERIOR

		IN	NI	NP	D
12.1	Doors	X			
12.2	Windows	X			
12.3	Floors	X			
12.4	Walls	X			
12.5	Ceilings	X			
12.6	Steps, Stairways & Railings			X	
12.7	Occupant Door (From garage to inside of property)	X			

IN = Inspected NI = Not Inspected NP = Not Present D = Deficiency

Information

Windows: Window Manufacturer
Unknown

Ceilings: Ceiling Material
Drywall, Ceiling Tiles

Doors: Doors



Kitchen



Bathroom



Bathroom



Bathroom



Bathroom

Windows: Window Type
Casement



Dining Room



Dining Room



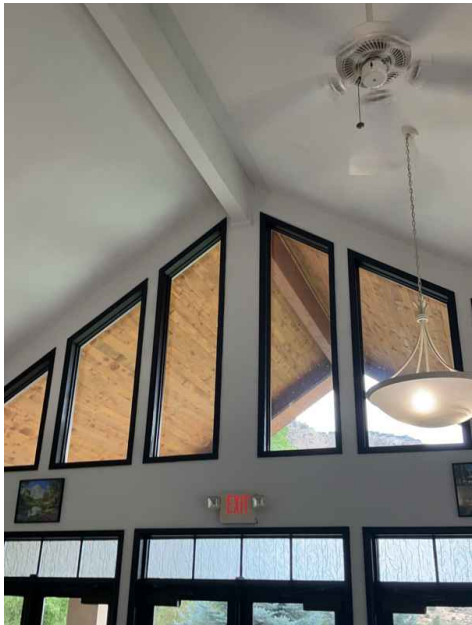
Dining Room



Dining Room



Dining Room





Kitchen



Office



Office



Office



Pro shop



Pro shop



Garage



Garage



Garage



Garage



Garage



Garage

Floors: Floor Coverings
Carpet, Tile, Linoleum



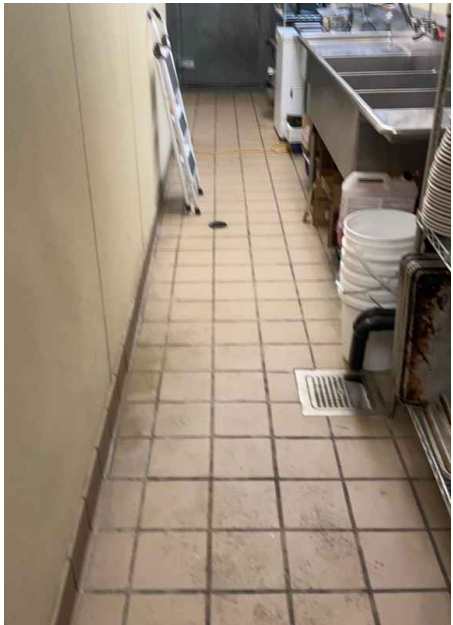
Dining Room



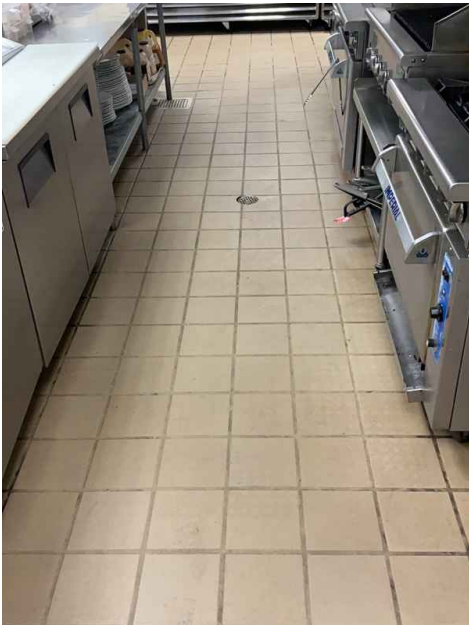
Dining Room



Dining Room



Kitchen



Kitchen





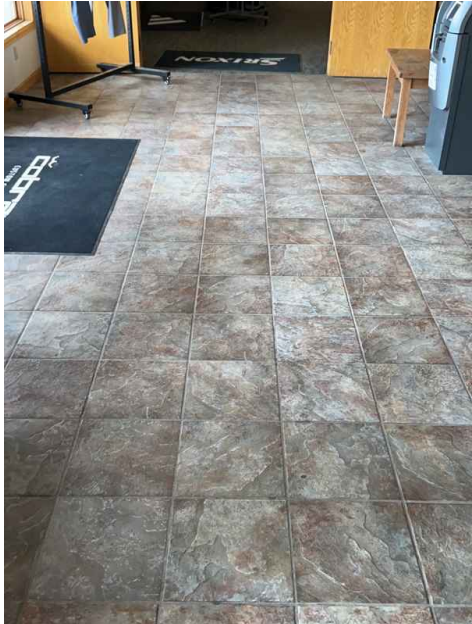
Storage



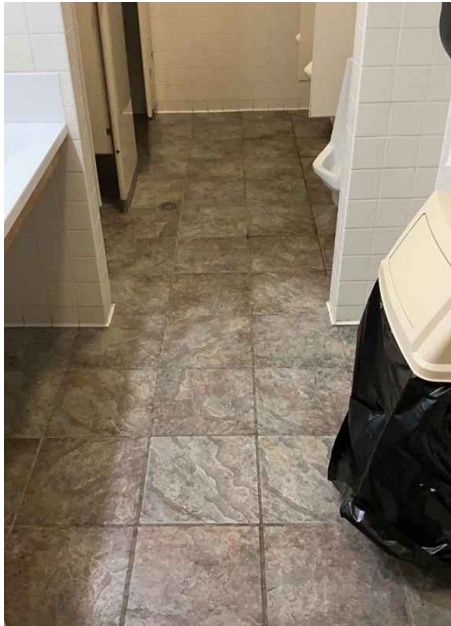
Office



Bar



Foyer



Bathroom



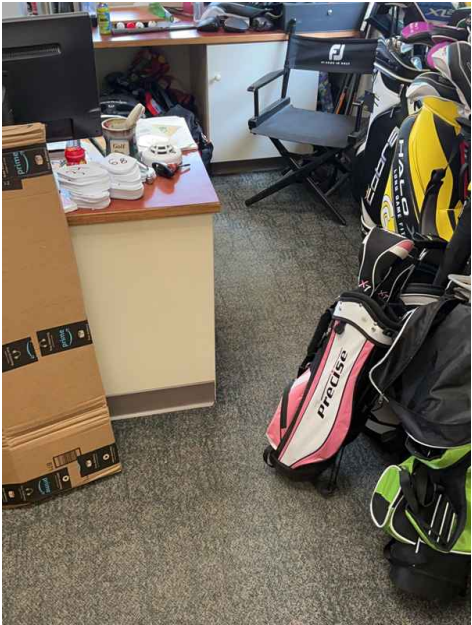
Bathroom



Pro Shop



Storage



Office



Locker room



Locker room



Bathroom



Bathroom



Garage

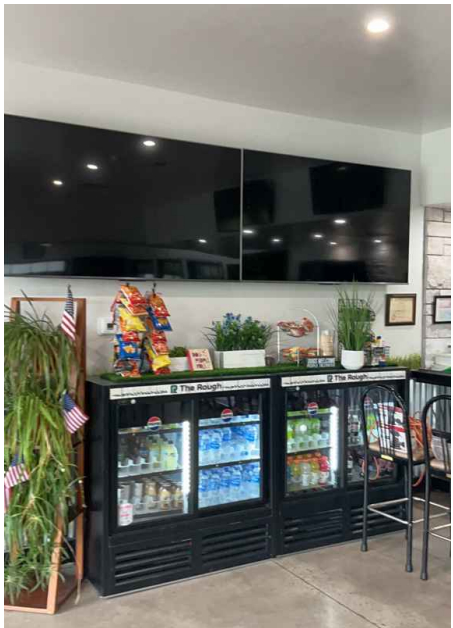


Garage



Garage

Walls: Wall Material
Unfinished, Drywall



Dining Room



Dining Room



Office



Office



Office



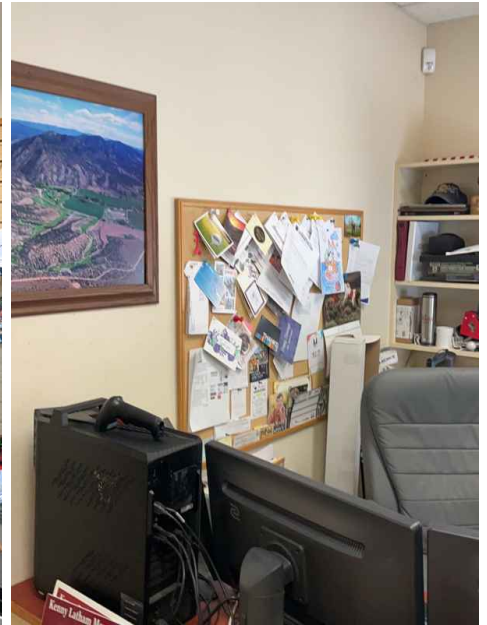
Foyer



Pro shop



Pro shop



Office



Storage



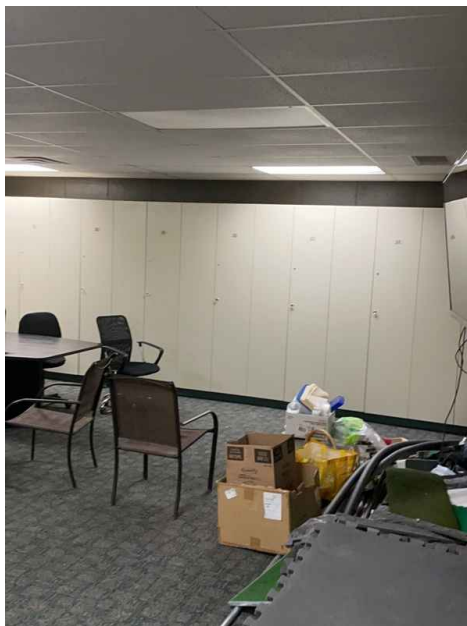
Storage



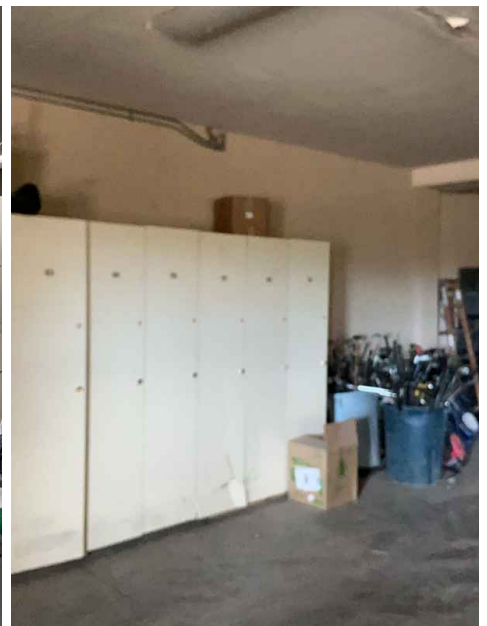
Locker room



Locker room



Locker room



Garage



Garage

Observations

12.4.1 Walls

MINOR CORNER CRACKS

Minor cracks at the corners of doors and windows in walls. Appeared to be the result of long-term settling. Some settling is not unusual in a home of this age and these cracks are not a structural concern.

Recommendation

Contact a qualified professional.



12.4.2 Walls

DAMAGED

Drywall damage. Recommend repair by qualified drywall contractor.

Recommendation

Contact a qualified professional.



Mechanical



Kitchen



Kitchen entry

12.4.3 Walls

TRIM DAMAGE

Trim damage noted. Recommend repair by qualified carpenter.

Recommendation

Contact a qualified professional.



Storage

12.4.4 Walls

REPAIRS NOTED

Minor wall repairs noted. Recommend painting.



Bathroom

12.5.1 Ceilings

POSSIBLE MOLD

 Safety Hazard

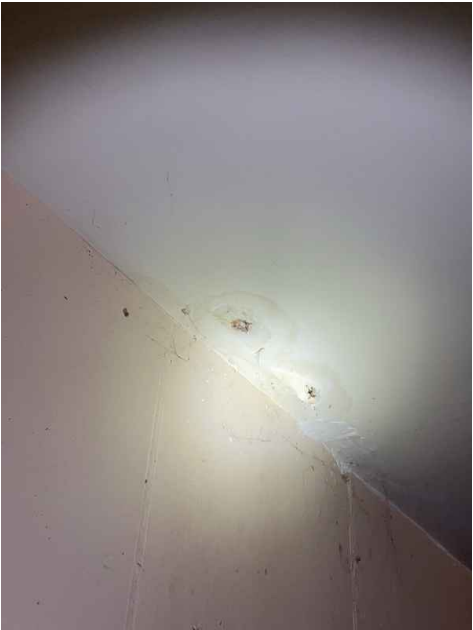
There are possible signs of fungi growth on ceiling. It is unknown if this is a safety hazard. Recommend a qualified mold inspector evaluate.

Recommendation

Contact a qualified mold inspection professional.



Garage



Garage

12.5.2 Ceilings

CEILING DAMAGE

Ceiling damage in multiple locations. Recommend further evaluation and repair by qualified dry wall professional.



Garage



Garage



Garage



Garage



Garage



Garage



Garage



Garage

13: LIFE SAFETY

		IN	NI	NP	D
13.1	Fire Access Roads			X	
13.2	Fire Hydrant Clearance			X	
13.3	Hinged Shower Doors			X	
13.4	Storage of Flammable and Combustable Materials			X	
13.5	No Smoking Signs				
13.6	Fire Alarm Systems			X	
13.7	Portable Fire Extinguishers	X			
13.8	Sprinkler System	X			
13.9	Emergency Lighting Systems			X	
13.10	Exit Signs, Doors, Stairwells and Handrails	X			

IN = Inspected NI = Not Inspected NP = Not Present D = Deficiency

Information

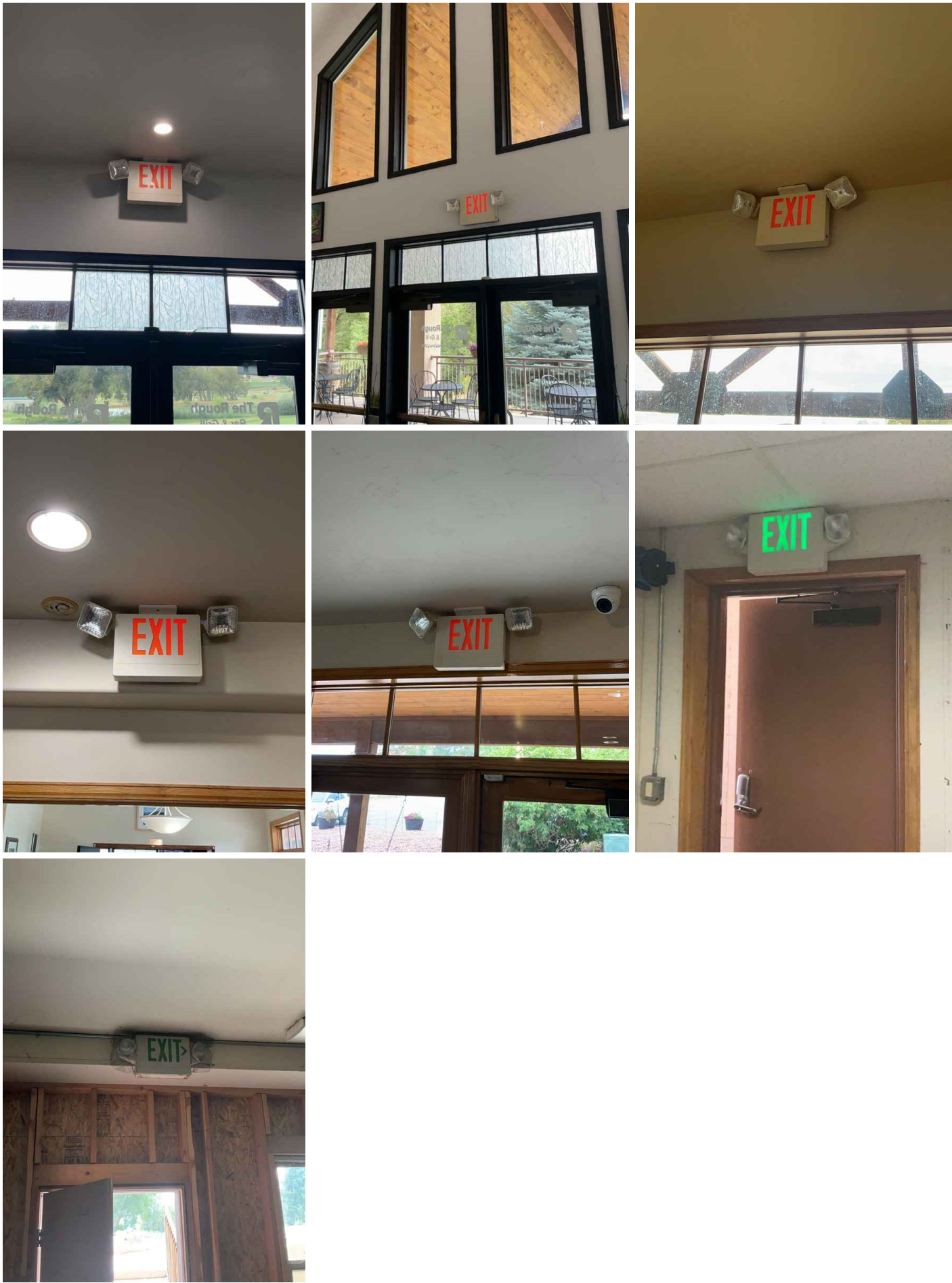
Sprinkler System: Fire
Suppression System



Portable Fire Extinguishers: Fire Extinguishers



Exit Signs, Doors, Stairwells and Handrails: Exit Signage



		IN	NI	NP	D
14.1	Cooking Equipment	X			

Information

Hood Material
Steel

Refrigerator(s) functioned properly at time of inspection.



Cooking Equipment: Stove/Oven



ADA AUDIT FOR COMPLIANCE CITY OF RIFLE, COLORADO

RIFLE CREEK GOLF COURSE

3004 Highway 325
Rifle, CO 81650



For: City of Rifle, Colorado
202 Railroad Ave.
Rifle, CO 81650

ADA Compliance by Whiteley Consulting, LLC
7242 S. Allison Way
Littleton, CO 80128
Donald E. (Leo) Whiteley, P.E., Assoc. AIA, LEED AP

September 2, 2025



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EXECUTIVE SUMMARY

This ADA Audit for Compliance is in response to a request from Keith Gray to undertake Due Diligence ADA Audits of the city facilities located in Rifle, Colorado. This ADA Audit summarizes the review of potential architectural barriers that were observed surrounding and within the Rifle Creek Golf Course.

BACKGROUND

On August 28, 2025, a representative of ADA COMPLIANCE by Whiteley Consulting undertook an ADA Audit for Compliance of the common areas surrounding and within the city facilities located in Rifle, Colorado. Photographs and measurements were taken of potential architectural barriers per the 2010 ADA Standards for Accessible Design Guidelines (2010 ADA Standards)¹.

ITEMS NOT IN COMPLIANCE

Based on the field measurements and the review of the 2010 ADA Standards for Accessible Design Guidelines (2010 ADA Standards)¹, a number of items were found to pose potential architectural barriers per the 2010 ADA Standards. These items are summarized under the heading “OBSERVED FINDINGS FROM THE 2010 ADA STANDARDS” section below.

ESTIMATED CONSTRUCTION COSTS

Based on current construction industry standards, and the latest labor rates^{3,4}, the estimated construction costs to remedy the potential architectural barriers surrounding and within the Rifle Creek Golf Course would be **\$16,265.00**, not including service charges, Consultant’s fees, mobilization fees, and Contractors General Conditions.

INTRODUCTION

ADA COMPLIANCE

The Department of Justice (DOJ) published revised regulations for Title II of the Americans with Disabilities Act of 1990 “ADA” on September 15, 2010. These regulations adopted revised, enforceable accessibility standards called the “2010 ADA Standards for Accessible Design.”¹ The 2010 ADA Standards set minimum requirements – both scoping and technical – for newly designed and constructed or altered state and local government facilities to be readily accessible to and usable by individuals with disabilities.

EXISTING FACILITIES

Adoption of the 2010 ADA Standards also establishes a revised reference point for Title II entities that choose to make structural changes to existing facilities to meet their program accessibility requirements; and it establishes a similar reference for Title III entities undertaking readily achievable barrier removal. Per the “Checklist for Existing Facilities²” the definition of readily achievable “is easily accomplished and able to be carried out without much difficulty or expense.”²

EXCLUSIONS

Only the common areas of the property that are accessible to the general public were reviewed for this ADA Audit Compliance report. The common areas included accessible routes, public toilet rooms, public dining areas, and parking surrounding and within the local government facility.

OBSERVED FINDING FROM THE 2010 ADA STANDARDS

Accessible Parking Spaces

Findings: Two (2) accessible parking spaces have been identified within the gravel parking lot.

Findings: No accessible parking spaces or access aisle have been striped on the gravel surface.

Findings: The gravel parking lot in front of the accessible parking signs has a measured slope up to 8.5%.

Findings: A manhole cover is located in the middle of the accessible parking spaces.

Findings: The measured distance to the bottom of the two (2) accessible parking signs is 49 inches above the ground.

Recommendation: A concrete pad should be poured at the corner of the gravel parking lot to provide two (2) striped 8-foot wide accessible parking spaces with an 8-foot access aisle between them. The accessible parking signs should be installed on new posts at least 60 inches above the ground and a new "Van Accessible" sign should be installed in front of the left hand accessible parking space.



Estimated Construction Cost: The estimated material cost to construct the concrete pad, stripe the accessible parking spaces and access aisle, and to re-install the accessible parking signs is \$4,500.00. The labor to construct the concrete pad, stripe the accessible parking spaces and access aisle, and to re-install the accessible parking signs is estimated to be 36 hours³ at \$90.00 per hour⁴ for a labor cost of \$3,240.00. Therefore, the material and labor estimated construction cost would be \$7,740.00.

Referenced 2010 ADA Section:

208 Parking Spaces

208.1 General. Where parking spaces are provided, parking spaces shall be provided in accordance with 208.

208.2 Minimum Number. Parking spaces complying with 502 shall be provided in accordance with Table 208.2. Where more than one parking facility is provided on a site, the number of accessible spaces provided on the site shall be calculated according to the number of spaces required for each parking facility.

Table 208.2 Parking Spaces

Total Number of Parking Spaces Provided in Parking Facility	Minimum Number of Required Accessible Parking Spaces
1 to 25	1
26 to 50	2
51 to 75	3
76 to 100	4
101 to 150	5

208.2.4 Van Parking Spaces. For every six or fraction of six parking spaces required by 208.2 to comply with 502, at least one shall be a van parking space complying with 502.

208.3 location. Parking facilities shall comply with 208.3

208.3.1 General. Parking spaces complying with 502 that serve a particular building or facility shall be located on the shortest accessible route from parking to an entrance complying with 206.4. Where parking serves more than one accessible entrance, parking spaces complying with

502 shall be dispersed and located on the shortest accessible route to the accessible entrances.

502 Parking Spaces

502.1 General. Car and van parking spaces shall comply with 502. Where parking spaces are marked with lines, width measurements of parking spaces and access aisles shall be from the centerline of the markings.

502.2 Vehicle Spaces. Car parking spaces shall be 96 inches wide minimum and van parking spaces shall be 132 inches wide minimum, shall be marked to define the width, and shall have an adjacent access aisle complying with 502.3.

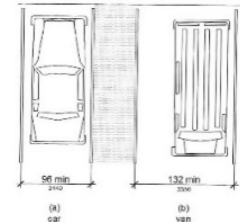
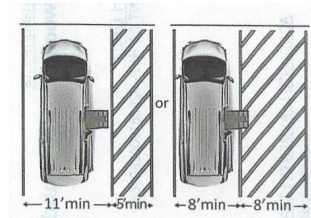


Figure 502.2
Vehicle Parking Spaces

EXCEPTION: Van parking spaces shall be permitted to be 96 inches wide minimum where the access aisle is 96 inches wide minimum.

502.3 Access Aisle. Access aisles serving parking spaces shall comply with 502.3. Access aisles shall adjoin an accessible route. Two parking spaces shall be permitted to share a common access aisle.



502.3.1 Width. Access aisles serving car and van parking spaces shall be 60 inches wide minimum.

502.3.2 Length. Access aisles shall extend the full length of the parking spaces they serve.

502.3.3 Marking. Access aisles shall be marked so as to discourage parking in them.

502.3.4 Location. Access aisles shall not overlap the vehicular way.

Access aisles shall be permitted to be placed on either side of the parking space...

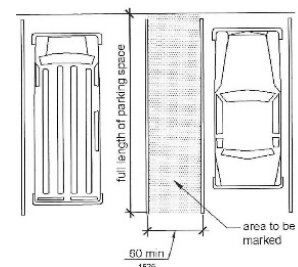
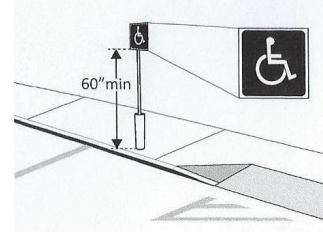


Figure 502.3
Parking Space Access Aisle

502.4 Floor or Ground Surfaces. Parking spaces and access aisles serving them shall comply with 302. Access aisles shall be at the same level as the parking spaces they serve. Changes in level are not permitted.

EXCEPTION: Slopes not steeper than 1:48 shall be permitted

502.6 Identification. Parking space identification signs shall include the International Symbol of Accessibility complying with 703.7.2.1. Signs identifying van parking spaces shall contain the designation “van accessible.” Signs shall be 60 inches minimum above the finish floor or ground surface measured to the bottom of the sign.

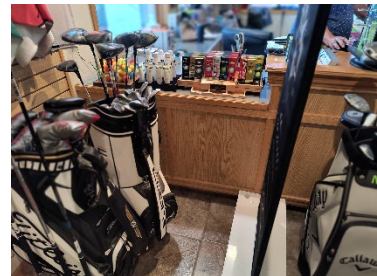


Service Counter

Findings: An ADA compliant service counter with a measured height of 32 inches and 46 inches in length has been provided at the end of the service counter.



Findings: The ADA compliant service counter is blocked by the display of golfing equipment and has merchandise placed on top of the counter.



Recommendation: The golf equipment and merchandise should be relocated to allow for clear maneuverability in front of the ADA service counter.

Estimated Construction Cost: The labor to relocate the golf equipment and merchandise is estimated to be ½ hour at \$90.00 per hour⁴ for a labor cost of \$45.00.

Referenced 2010 ADA Section:

904 Check-Out Aisles and Sales and Service Counters

904.4 Sales and Service Counters. Sales counters and service counters shall comply with 904.4.1 or 904.4.2. The accessible portion of the counter top shall extend the same depth as the sales or service counter top.

904.4.1 Parallel Approach. A portion of the counter surface that is 36 inches long minimum and 36 inches high maximum above the finish floor shall be provided. A clear floor or ground space complying with 305 shall be positioned for a parallel approach adjacent to the 36 inch minimum length of the counter.

Dining Areas

Findings: The restaurant has numerous tables, none of which appear to be ADA compliant.



Findings: The measured top of the bar is 45 inches above the floor.



Findings: The outdoor patio seating does not appear to have ADA compliant tables.



Recommendation: ADA compliant tables should be provided in the restaurant dining area and in the outdoor patio seating area. A 60 inch wide section of the bar should be renovated to provide for a counter top height of 34 inches or less.

Estimated Construction Cost: The estimated cost of two (2) ADA compliant tables and two (2) shorter bar stools is \$500.00 each for a total cost of \$2,000.00. The estimated material cost to lower a section of the bar is \$1,100.00. The labor to lower the section of the bar is estimated to be 10 hours³ at \$90.00 per hour⁴ for a labor cost of \$900.00. Therefore, the material and labor estimated construction cost would be \$4,000.00.

Referenced 2010 ADA Section:

226 Dining Surfaces and Work Surfaces

226.1 General. Where dining surfaces are provided for the consumption of food or drink, at least 5 percent of the seating spaces and standing spaces at the dining surfaces shall comply with 902.

226.2 Dispersion. Dining surfaces and work surfaces required to comply with 902 shall be dispersed throughout the space or facility containing dining surfaces and work surfaces.

902 Dining Surfaces and Work Surfaces

902.1 General. Dining surfaces and work surfaces shall comply with 902.2 and 902.3.

902.2 Clear Floor or Ground Space. A clear floor space complying with 306 positioned for a forward approach shall be provide. Knee and toe clearance complying with 306 shall be provided.

902.3 Height. The tops of dining surfaces and work surfaces shall be 28 inches minimum and 34 inches maximum above the finish floor or ground.

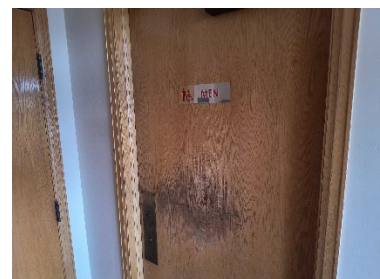
Toilet Rooms

Upper Level Men's Toilet Room

Item #1: Sign

Findings: *The Men's room sign is located on the door.*

Recommendation: *A new sign with the International Symbol of Accessibility, braille, and raised tactile characters should be installed on the latch side of the door.*



Estimated Construction Cost: *The estimated material cost for a new ADA compliant sign is \$75.00. The labor to install the new sign is estimated to be 1/2 hour at \$90.00 per hour⁴ for a labor cost of \$45.00. Therefore, the material and labor estimated construction cost would be \$120.00.*

Referenced 2010 ADA Section:

216 Signs

216.1 General. Signs shall be provided in accordance with 216 and shall comply with 703.

216.2 Designations. Interior and exterior signs identifying permanent rooms and spaces shall comply with 703.1, 703.2, and 703.5. Where pictograms are provided as designations of permanent interior rooms and spaces, the pictograms shall comply with 703.6 and shall have text descriptions complying with 703.2 and 703.5.

703 Signs

703.1 General. Where both visual and tactile characters are required, either one sign with both visual and tactile characters, or two separate signs, one with visual, and one with tactile characters, shall be provided.

703.2 Raised Characters. Raised characters shall comply with 703.2 and shall be duplicated in braille complying with 703.3. Raised characters shall be installed in accordance with 703.4.

703.3 Braille. Braille shall be contracted (Grade 2) and shall comply with 703.3 and 703.4.

703.4 Installation Height and Location. Signs with tactile characters shall comply with 703.4.

703.4.1 Height Above Finish Floor or Ground.

Tactile characters on signs shall be located 48 inches minimum above the finish floor, measured from the baseline of the lowest tactile character and 60 inches maximum above the finish floor, measured from the baseline of the highest tactile character.

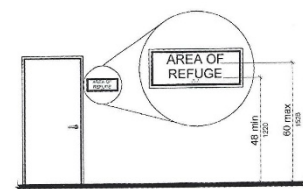


Figure 703.4.1
Height of Tactile Characters Above Finish Floor or Ground

703.4.2 Location. Where a tactile sign is provided at a door, the sign shall be located alongside the door at the latch side. Signs containing tactile characters shall be located so that a clear floor space of 18 inches minimum by 18 inches minimum, centered on the tactile characters, is provided beyond the arc of any door swing between the closed position and 45 degrees open.

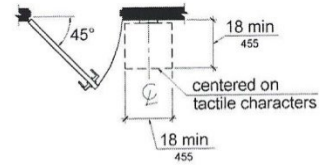


Figure 703.4.2
Location of Tactile Signs at Doors

Item #2 Toilet Room

Findings: The water supply and drain pipes under the sink are exposed.

Recommendation: The water supply and drain pipes beneath the sink should be covered.

Estimated Construction Cost: The estimated material cost to cover both exposed pipes is \$30.00 each for a total of \$60.00. The labor to install the pipe covers is estimated to be 1/2 hour each at \$90.00 per hour⁴ for a labor cost of \$90.00. Therefore, the material and labor estimated construction cost would be \$150.00.



Referenced 2010 ADA Section:

606 Lavatories and Sinks

606.1 General. Lavatories and sinks shall comply with 606.

606.5 Exposed Pipes and Surfaces. Water supply and drain pipes under lavatories and sinks shall be insulated or otherwise configured to protect against contact. There shall be no sharp or abrasive surfaces under lavatories and sinks.

Item #3 Toilet Room

Findings: The flush control on the tank of the water closet is located on the closed (wall) side.



Recommendation: The tank on the water closet should be replaced with one that has a flush control on the open side.

Estimated Construction Cost: The estimated material cost for a new water closet tank is \$150.00. The labor to replace the water closet tank is estimated to be 1 hour at \$90.00 per hour⁴. Therefore, the material and labor estimated construction cost would be \$240.00.

Referenced 2010 ADA Section:

604 Water Closets and Toilet Compartments

604.6 Flush Controls. Flush controls shall be hand operated or automatic. Hand operated flush controls shall comply with 309. Flush controls shall be located on the open side of the water closet...

Item #4 Toilet Room

Findings: The measured height to the coat hook on the back of the toilet door is 61 inches above the floor.

Recommendation: The coat hook should be lowered to be not more than 48 inches above the floor.

Estimated Construction Cost: The labor to relocate the coat hook is estimated to be 1/2 hour³ at \$90.00 per hour⁴ for a labor cost of \$45.00.



Referenced 2010 ADA Section:

603 Toilet and Bathing Rooms

603.4 Coat Hooks and Shelves. Coats hooks shall be located within one of the reach ranges specified in 308.

308 Reach Ranges

308.1 General. Reach ranges shall comply with 308.

308.2 Forward Reach.

308.2.1 Unobstructed. Where a forward reach is unobstructed, the high forward reach shall be 48 inches maximum and the low forward reach shall be 15 inches minimum above the finish floor or ground.

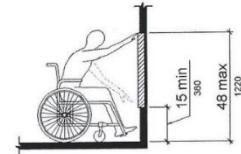


Figure 308.2.1
Unobstructed Forward Reach

308.3 Side Reach.

308.3.1 Unobstructed. Where a clear floor or ground space allows a parallel approach to an element and the side reach is unobstructed, the high reach shall be 48 inches maximum and the low side reach shall be 15 inches maximum above the finish floor or ground.

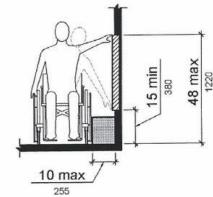


Figure 308.3.1
Unobstructed Side Reach

Item #5: Doors, Doorways, and Gates

Findings: The measured force to open the door is 6.21 pounds.

Recommendation: The door closing mechanism should be adjusted to allow the door to be opened with a force less than 5 pounds.

Estimated Construction Cost: The labor to adjust the door mechanism is estimated to be 1/2 hour at \$90.00 per hour⁴ for a labor cost of \$45.00.



Referenced 2010 ADA Section

404 Doors, Doorways, and Gates

404.2 Manual Doors, Doorways, and Manual Gates. Manual doors and doorways and manual gates intended for user passage shall comply with 404.2

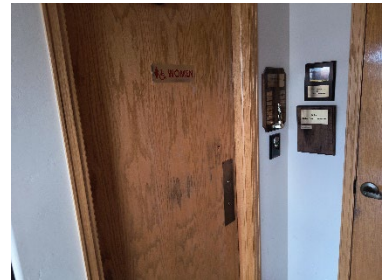
404.2.9 Door and Gate Opening Force. The force for pushing or pulling open an interior hinged doors and gates shall be 5 pounds maximum

Upper Level Women's Toilet Room

Item #1: Sign

Findings: *The Women's room sign is located on the door.*

Recommendation: *A new sign with the International Symbol of Accessibility, braille, and raised tactile characters should be installed on the latch side of the door.*



Estimated Construction Cost: *The estimated material cost for a new ADA compliant sign is \$75.00. The labor to install the new sign is estimated to be 1/2 hour at \$90.00 per hour⁴ for a labor cost of \$45.00. Therefore, the material and labor estimated construction cost would be \$120.00.*

Referenced 2010 ADA Section:

216 Signs

216.1 General. Signs shall be provided in accordance with 216 and shall comply with 703.

Item #2 Toilet Room

Findings: *The water supply and drain pipes under the sink are exposed.*

Recommendation: *The water supply and drain pipes beneath the sink should be covered.*

Estimated Construction Cost: *The estimated material cost to cover both exposed pipes is \$30.00 each for a total of \$60.00. The labor to install the pipe covers is estimated to be 1/2 hour each at \$90.00 per hour⁴ for a labor cost of \$90.00. Therefore, the material and labor estimated construction cost would be \$150.00.*



Referenced 2010 ADA Section:

606 Lavatories and Sinks

606.1 General. Lavatories and sinks shall comply with 606.

Item #3: Toilet Room

Findings: The measured centerline of the water closet is 19 1/2 inches from the side wall.

Recommendation: The water closet should be relocated to be between 16 inches and 18 inches from the side wall.

Estimated Construction Cost: The labor to relocate the water closet is estimated to be 4 hours at \$90.00 per hour⁴ for a labor cost of \$360.00.



Referenced 2010 ADA Section:

604 Water Closets and Toilet Compartments

604.2 Location. The water closet shall be positioned with a wall or partition to the rear and to one side. The centerline of the water closet shall be 16 inches minimum to 18 inches maximum from the side wall or partition.

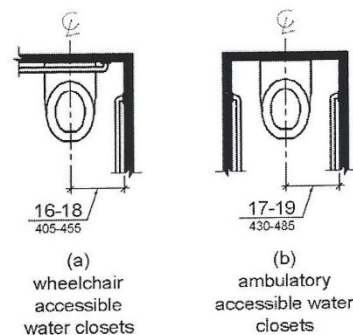


Figure 604.2
Water Closet Location

Item #4 Toilet Room

Findings: The measured height to the paper towel dispenser is 57 inches above the floor.

Recommendation: The paper towel dispenser should be lowered to be not more than 48 inches above the floor.

Estimated Construction Cost: The labor to relocate the paper towel dispenser is estimated to be 1/2 hour³ at \$90.00 per hour⁴ for a labor cost of \$45.00.



Referenced 2010 ADA Section:

308 Reach Ranges

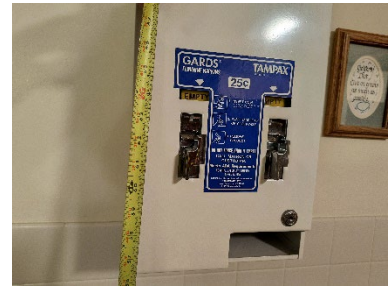
308.1 General. Reach ranges shall comply with 308.

Item #5 Toilet Room

Findings: The measured height to the feminine product dispenser is 62 inches above the floor.

Recommendation: The feminine product dispenser should be lowered to be not more than 48 inches above the floor.

Estimated Construction Cost: The labor to relocate the feminine product dispenser is estimated to be 1/2 hour³ at \$90.00 per hour⁴ for a labor cost of \$45.00.



Referenced 2010 ADA Section:

308 Reach Ranges

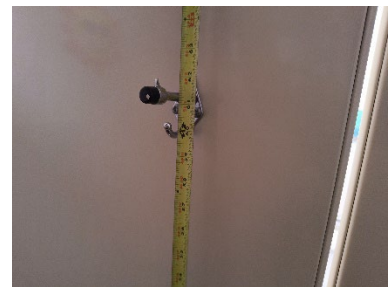
308.1 General. Reach ranges shall comply with 308.

Item #6 Toilet Room

Findings: The measured height to the coat hook on the back of the toilet door is 61 inches above the floor.

Recommendation: The coat hook should be lowered to be not more than 48 inches above the floor.

Estimated Construction Cost: The labor to relocate the coat hook is estimated to be 1/2 hour³ at \$90.00 per hour⁴ for a labor cost of \$45.00.



Referenced 2010 ADA Section:

603 Toilet and Bathing Rooms

603.4 Coat Hooks and Shelves. Coats hooks shall be located within one of the reach ranges specified in 308.

Item #7: Doors, Doorways, and Gates

Findings: The measured force to open the door is 7.78 pounds.

Recommendation: The door closing mechanism should be adjusted to allow the door to be opened with a force less than 5 pounds.

Estimated Construction Cost: The labor to adjust the door mechanism is estimated to be 1/2 hour at \$90.00 per hour⁴ for a labor cost of \$45.00.



Referenced 2010 ADA Section

404 Doors, Doorways, and Gates

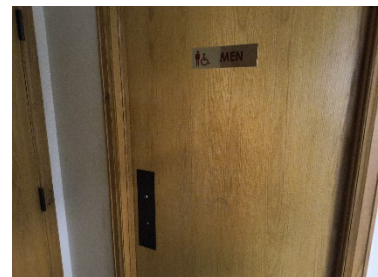
404.2.9 Door and Gate Opening Force. The force for pushing or pulling open an interior hinged doors and gates shall be 5 pounds maximum

Lower Level Men's Toilet Room

Item #1: Sign

Findings: The Men's room sign is located on the door.

Recommendation: A new sign with the International Symbol of Accessibility, braille, and raised tactile characters should be installed on the latch side of the door.



Estimated Construction Cost: The estimated material cost for a new ADA compliant sign is \$75.00. The labor to install the new sign is estimated to be 1/2 hour at \$90.00 per hour⁴ for a labor cost of \$45.00. Therefore, the material and labor estimated construction cost would be \$120.00.

Referenced 2010 ADA Section:

216 Signs

216.1 General. Signs shall be provided in accordance with 216 and shall comply with 703.

Item #2 Toilet Room

Findings: The water supply and drain pipes under the sink are exposed.

Recommendation: The water supply and drain pipes beneath the sink should be covered.

Estimated Construction Cost: The estimated material cost to cover the exposed pipes is \$30.00. The labor to install the pipe covers is estimated to be 1/2 hour at \$90.00 per hour⁴ for a labor cost of \$45.00. Therefore, the material and labor estimated construction cost would be \$75.00.



Referenced 2010 ADA Section:

606 Lavatories and Sinks

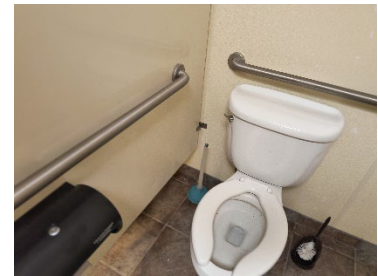
606.1 General. Lavatories and sinks shall comply with 606.

Item #3 Toilet Room

Findings: The flush control on the tank of the water closet is located on the closed (wall) side.

Recommendation: The tank on the water closet should be replaced with one that has a flush control on the open side.

Estimated Construction Cost: The estimated material cost for a new water closet tank is \$150.00. The labor to replace the water closet tank is estimated to be 1 hour at \$90.00 per hour⁴. Therefore, the material and labor estimated construction cost would be \$240.00.



Referenced 2010 ADA Section:

604 Water Closets and Toilet Compartments

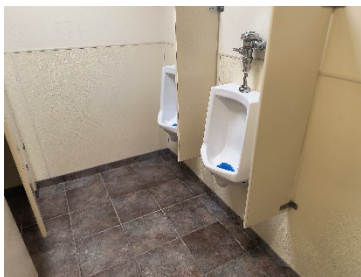
604.6 Flush Controls. Flush controls shall be hand operated or automatic. Hand operated flush controls shall comply with 309. Flush controls shall be located on the open side of the water closet...

Item #4: Toilet Room

Findings: Two urinals have been provided. Both urinals are located 25 inches above the floor.

Recommendation: One of the urinals should be relocated to have the top of the rim not more than 17 inches above the floor.

Estimated Construction Cost: The estimated material cost to relocate one of the urinals is \$1,000.00. The labor to relocate the urinal is estimated to be 14 hours³ at \$90.00 per hour⁴ for a labor cost of \$1,260.00. Therefore, the material and labor estimated construction cost would be \$2,260.00.



Referenced 2010 ADA Section:

605 Urinals

605.1 General. Urinals shall comply with 605.

605.2 Height and Depth. Urinals shall be the stall-type or the wall-hung type with the rim 17 inches maximum above the finish floor or ground. Urinals shall be 13 ½ inches deep minimum measured from the outer face of the urinal rim to the back of the fixture.

605.3 Clear Floor Space. A clear floor or ground space complying with 305 positioned for forward approach shall be provided.

605.4 Flush Controls. Flush controls shall be hand operated or automatic. Hand operated flush controls shall comply with 309.

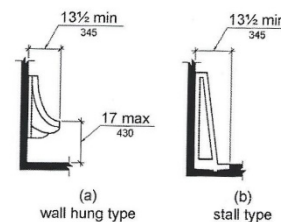


Figure 605.2
Height and Depth of Urinals

Item #5 Toilet Room

Findings: The measured height to the coat hook on the back of the toilet door is 61 inches above the floor.



Recommendation: The coat hook should be lowered to be not more than 48 inches above the floor.

Estimated Construction Cost: The labor to relocate the coat hook is estimated to be 1/2 hour³ at \$90.00 per hour⁴ for a labor cost of \$45.00.

Referenced 2010 ADA Section:

603 Toilet and Bathing Rooms

603.4 Coat Hooks and Shelves. Coats hooks shall be located within one of the reach ranges specified in 308.

Item #6: Doors, Doorways, and Gates

Findings: The measured force to open the door is 6.21 pounds.

Recommendation: The door closing mechanism should be adjusted to allow the door to be opened with a force less than 5 pounds.

Estimated Construction Cost: The labor to adjust the door mechanism is estimated to be 1/2 hour at \$90.00 per hour⁴ for a labor cost of \$45.00.



Referenced 2010 ADA Section

404 Doors, Doorways, and Gates

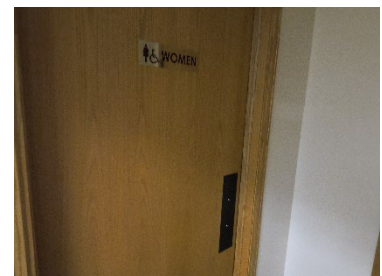
404.2.9 Door and Gate Opening Force. The force for pushing or pulling open an interior hinged doors and gates shall be 5 pounds maximum

Lower Level Women's Toilet Room

Item #1: Sign

Findings: The Women's room sign is located on the door.

Recommendation: A new sign with the International Symbol of Accessibility, braille, and raised tactile characters should be installed on the latch side of the door.



Estimated Construction Cost: The estimated material cost for a new ADA compliant sign is \$75.00. The labor to install the new sign is estimated to be 1/2 hour at \$90.00 per hour⁴ for a labor cost of \$45.00. Therefore, the material and labor estimated construction cost would be \$120.00.

Referenced 2010 ADA Section:

216 Signs

216.1 General. Signs shall be provided in accordance with 216 and shall comply with 703.

Item #2 Toilet Room

Findings: The water supply and drain pipes under the sink are exposed.

Recommendation: The water supply and drain pipes beneath the sink should be covered.

Estimated Construction Cost: The estimated material cost to cover the exposed pipes is \$30.00. The labor to install the pipe covers is estimated to be 1/2 hour at \$90.00 per hour⁴ for a labor cost of \$45.00. Therefore, the material and labor estimated construction cost would be \$75.00.



Referenced 2010 ADA Section:

606 Lavatories and Sinks

606.1 General. Lavatories and sinks shall comply with 606.

Item #3 Toilet Room

Findings: The measured height to the coat hook on the back of the toilet door is 61 inches above the floor.

Recommendation: The coat hook should be lowered to be not more than 48 inches above the floor.

Estimated Construction Cost: The labor to relocate the coat hook is estimated to be 1/2 hour³ at \$90.00 per hour⁴ for a labor cost of \$45.00.



Referenced 2010 ADA Section:

603 Toilet and Bathing Rooms

603.4 Coat Hooks and Shelves. Coats hooks shall be located within one of the reach ranges specified in 308.

Item #4: Doors, Doorways, and Gates

Findings: *The measured force to open the door is 6.3 pounds.*

Recommendation: *The door closing mechanism should be adjusted to allow the door to be opened with a force less than 5 pounds.*

Estimated Construction Cost: *The labor to adjust the door mechanism is estimated to be 1/2 hour at \$90.00 per hour⁴ for a labor cost of \$45.00.*



Referenced 2010 ADA Section

404 Doors, Doorways, and Gates

404.2.9 Door and Gate Opening Force. The force for pushing or pulling open an interior hinged doors and gates shall be 5 pounds maximum

Golf Facilities

Referenced 2010 ADA Section

238 Golf Facilities

238.1 General. Golf facilities shall comply with 238

238.2 Golf Courses. Golf Courses shall comply with 238.2.

238.2.1 Teeing Grounds. Where one teeing ground is provided for a hole, the teeing ground shall be designed and constructed so that a golf car can enter and exit the teeing ground. Where two teeing grounds are provided for a hole, the forward teeing ground shall be designed and constructed so that a golf car can enter and exit the teeing ground. Where three or more teeing grounds are provided for a hole, at least two teeing grounds, including the forward teeing ground, shall be designed and constructed so that a golf car can enter and exit each teeing ground.

EXCEPITON: In existing golf courses, the forward teeing ground shall not be required to be one of the teeing grounds on a hole designed and constructed so that a golf car can enter and exit the teeing ground where compliance is not feasible due to terrain.

Findings: *The tee grounds appear to be in compliance.*

Recommendation: *None*

Estimated Construction Cost: *None*

238.2.2 Putting Greens. Putting greens shall be designed and constructed so that a golf car can enter and exit the putting green

Findings: *The putting green appears to be in compliance.*

Recommendation: *None*

Estimated Construction Cost: *None*

238.2.3 Weather Shelters. Where provided, weather shelters shall be designed and constructed so that a golf car can enter and exit the weather shelter and shall comply with 1006.4.

Findings: *The two (2) weather shelters provided allow for golf cars to enter and exit.*

Recommendation: *None*

Estimated Construction Cost: *None*



238.2 Practice Putting Greens, Practice Teeing Grounds, and Teeing Stations at Driving Ranges. At least 5 percent, but no fewer than one, of the practice putting greens, practice teeing grounds, and teeing stations at driving ranges shall be designed and constructed so that a golf car can enter and exit the practice putting greens, practice teeing grounds, and teeing stations at driving ranges.

Findings: *It appears that at least 5 percent of the practice putting greens, practice teeing grounds, and teeing stations at driving ranges allow for the entry and exit of golf cars.*

Recommendation: *None*

Estimated Construction Cost: *None*

1006 Golf Facilities

1006.1 General. Golf facilities shall comply with 1006.

1006.2 Accessible Routes. Accessible routes serving teeing grounds, practice teeing grounds, putting greens, practice putting greens, teeing stations at driving ranges, course weather shelters, golf car rental areas, bag drop areas, and course toilet rooms shall comply with Chapter 4 and shall be 48 inches wide minimum.

Findings: *It appears that accessible routes have been provided.*

Recommendation: *None*

Estimated Construction Cost: *None*



1006.3 Golf Car Passages. Golf car passages shall comply with 1006.3.

1006.3.1 Clear Width. The clear width of golf car passages shall be 48 inches minimum.

Findings: *The golf car passages that are paved appear to exceed 48 inches in width.*

Recommendation: *None*

Estimated Construction Cost: *None*

1006.3.2 Barriers. Where curbs or other constructed barriers prevent golf cars from entering a fairway, openings 60 inches wide minimum shall be provided at intervals not to exceed 75 yards.

Findings: *No curbs or other constructed barriers were observed.*

Recommendation: *None*

Estimated Construction Cost: *None*

1006.4 Weather Shelters. A clear floor or ground space 60 inches minimum by 96 inches minimum shall be provided within weather shelters.

Findings: Clear floor space has been provided within the weather shelters.

Recommendation: None

Estimated Construction Cost: None



REFERENCES

1. *2010 ADA Standards for Accessible Design*, September 15, 2010, Department of Justice.
2. *Checklist for Existing Facilities*, copyright 1995 by Adaptive Environments Center, Inc. & Barrier Free Environments, Inc.
3. *Means ADA Compliance Pricing Guide, 2nd Edition*, copyright 2004 by RSMeans, 700 Longwater Drive, Norwell, MA 02061.
4. *Construction Worker Salaries in Missouri*, copyright 2025 by INDEED Job Search website. (Base rate = \$30.00/hour with overhead multiplication rate of 3.0; billing rate = \$90.00/hour.)



Agenda Item #10.a.

Agenda Item Name:

Report to City Manager

Presenter:

Patrick Waller, 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
12/12/2025

Notification Requirements:

None

Prepared By:

Alexis Ramirez, City Clerk

Attachments:

1. 12.17. 2025 Report to City Manager
2. Report to City Manager Dec 17
3. Engineering Dept. Report 12.11.25

WORK REPORT TO CITY MANAGER

12.17.2025

PIO

- Receiving tons of positive feedback regarding Hometown Holiday. Everyone seemed to agree that the fireworks were the best ever.
- Citizens are VERY happy with the new four-way stop at Seventh and Whiteriver. It will definitely make a huge difference there once people adjust to it!

COURT

The court handled 56 adult cases on the December 3 court date. We also held 4 telephone hearings with inmates in custody.

PUBLIC WORKS

Administration Projects

- Revision of Rifle Standard Specifications Manual: standard figure revisions in progress. Manual text revisions: 90% complete; Figure revisions: 15% complete
- Veteran's Memorial Renovation Design-Construction Drawings: currently in process, estimated 95%; finished documents delivered for final review Dec. 12th.
- Consideration of developing a lighting standard for development with a local lighting consultant.

Fleet

- Normal fleet maintenance operations.
- Fleet Administrator & Manager revising and completing a city vehicle policy.
- Coordinating Depart Fleet Replacement Reports
- We received new Fleet Department vehicle for Fleet field maintenance; upfitting it with snowplow and

Operations & Maintenance

- Casting concrete sidewalk to connect HC ramps at Deerfield Park: 75% complete.
- Addition of yard lighting at the O&M shop: 75% complete; waiting on electrician.
- Road patching utilizing all the tools, i.e. Rock Asphalt, Reclaimer, and Infra-red bed in various areas of the city.
- Handling drainage issue in the 400 Block of W. 4th St. adjacent to 440 W. 4th - complete
- Grading and additional road base on the city's facilities unimproved roadways – Wastewater Treatment Plant, Intake Pond, etc.

Two-week Look Ahead

- Minor waterproofing of upper deck of Parking Garage
- Hydraulic hose replacement program on motor grader – Winter project
- Winter snow removal operations

WORK REPORT TO CITY MANAGER (12-17-2025)

POLICE

- RPD officers issued a total of 149 citations in November. Of those citations, officers initiated 207 traffic contacts yielding 88 traffic citations.
- Officers responded to 1096 calls for service in November, yielding 55 cases requiring follow-up and additional investigation.
- Officers made 35 arrests in November.

Comparison

Activity	Nov 25	Oct 25	Diff.	Nov 24	Diff.
Cases	55	49	6	55	0
Incidents	1096	1322	-226	1200	-104
Tickets	149	137	12	189	-40
Traffic Stops	207	151	56	201	6
Traffic Violations	88	83	5	105	-17
Arrests	35	31	4	45	-10

Evidence

What are some types of evidence we are processing?

Body Worn Camera: Cameras worn by police officers to capture interactions/incidents/contacts with the public.

Fleet Camera: in-car cameras, one front and one interior in each patrol officer's vehicle

Community Request: Link sent to citizen to send us their relevant photos/videos relating to an incident or case

Capture: Axon app on officer's phone, so they can take photos, audio, etc. and it's uploaded directly to Axon

User Upload: Officer uploaded media to Axon, not through Capture application

Other: Clips/Extractions created by Records from original videos

EVIDENCE

Source	Count	File Type	Count
Body-Worn Camera	1608	Video	2440
Fleet Camera	752	Audio	6
Community Request	76	Document	0
Capture	591	Image	708
User Upload	127	Total	3154
Other	0		
Total	3154		

Who is requesting records?

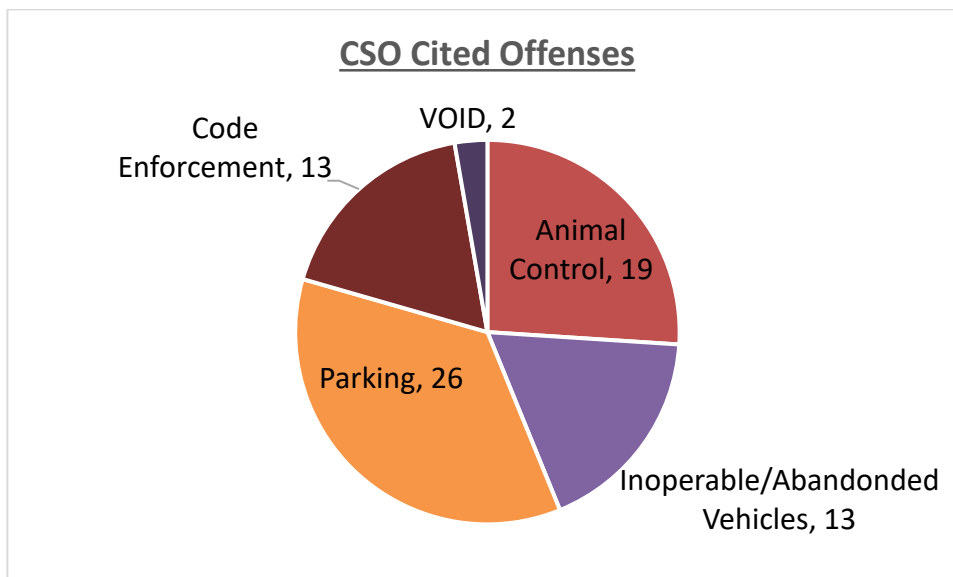


RECORDS	
Requestor	Count
DA's Office	27
City Prosecutor	2
Citizen	26
Other LE Agency	3
DHS/YouthZone	3
CBI/FBI	1
Insurance	8
Total	70

Code Enforcement

Our Code Enforcement Officers continue to work hard to provide great services to the City of Rifle. These are code enforcement statistics for November.

- CSOs responded to 123 calls for service and wrote 55 citations in November.



These are the types of calls our CSOs issued citations for in November: *55 citations/73 charges*

CSO, Cited Offenses	Count
Abandonment of Vehicles Prohibited - (1st Offense within 12 months)	1
Accumulation of Tires	3
Accumulation to Constitute Nuisances	2
Animals Running At Large (failed to physically restrain)	2
Disturbance (allow animal to disturb)	3
Dog Licensing (Failed to obtain or exhibit)	1

Expired License Plates	6
Inoperable Vehicles Prohibited (leave on any public property...1st violation w/in 12 months)	5
Inoperable Vehicles Prohibited (permit to remain on property over 30 days...3rd or subsequent violation w/in 12 months)	1
Parking at Curb or Edge of Roadway (2-way road - wrong side or within 12 inches)	1
Parking in excess of 72 hrs (vehicle, unattached trailer, recreational vehicle)	11
Parking Prohibited: Repairing Vehicle	1
Prohibited by Sign	3
Prohibitions - (weeds in excess of 8 inches in height)	4
Prohibitions (Undesirable Weeds and Brush)	2
Rabies Control (Vaccination of Dogs & Cats Required)	13
Recreational vehicle on private property for more than 45 days prohibited	1
Recreational Vehicle Parked in Excess of 72 hrs	2
Removal of Cut Plants Required	1
Stopping, Standing, or Parking Prohibited - On Sidewalk	1
Stopping, Standing, or Parking Prohibited (Prohibited by sign any street, alley, parking lot, any place in city)	7
VOID	2
Grand Total	73

SPEAR (Special Problem Enforcement And Response) Task Force **Update for November**

The SPEAR team continues to work hard in Rifle and Garfield County.

SPEAR			
Activity	Count	Seized Property	Count
Incidents	61	Recovered Vehicles	-
New Cases	14	Seized Guns	3
Arrests	5		sml.
		Fentanyl Pills	amt.
		Fentanyl Powder	-
		Methamphetamine	0.5 oz
		Cocaine	0.5 oz
		Crack Cocaine	0.5 oz



Shop with a Cop is scheduled for December 20, 2025!



DEPARTMENT OF ENGINEERING
DIRECTOR'S REPORT
11-DEC-25

	Project	Projected Over/(Under)	2025 Budgeted Amount	Final	Description	2025						2026					
						May	June	July	August	September	October	November	December	January	February	March	April
						May	June	July	August	September	October	November	December	January	February	March	April
Street Projects	Net Maintenance Expenses	\$ (883,713.98)			Crack Seal, preventative patience extending roadway life of: Baron Lane, Blacktail, Wapiti, Wapiti Ct, Smith St, S 7th St, S Whiteriver, Access Road, Pioneer Mesa I, Park Ave, Creekside Dr, Howard, Birch, Columbine Ct, 26th St, Meadow Circle, W 29th St, Willow Circle, Acacia						completed						
	\$615,000				Chip Seal of 16th St, 7th St, and Airport Road												
			\$ (150,000.00)	\$ (48,898.82)	Sidewalk, Concrete Repairs							(see PW Update)					
			\$ (380,000.00)	\$ (25,000.00)													
	Morrow Drive Net	\$ 10,146.00	\$ (1,500,000.00)	\$ (1,260,146.00)	Morrow Drive Expenses						completed						
	\$1,250,000.00		\$ 250,000.00	\$ -	Morrow Drive FMLD Revenue												
	Ute/5th Net \$400,000 Expense	\$ (71,721.00)	\$ (850,000.00)	\$ (778,279.00)	Ute and 5th Street Expenses						completed						
			\$ 450,000.00	\$ 450,000.00	Ute and 5th Street FMLD Revenue												
			\$ (1,250,000.00)	\$ (1,116,592.00)	Riverbridge Joints and Overlay Expenses												
	Riverbridge Overlay Net				Riverbridge Joints and Overlay CDOT						completed						
	\$1,000,000.00 Expense	\$ (36,613.00)	\$ 250,000.00	\$ 153,205.00	Reimbursement Revenue												
	Park Ave Extension Net	\$ (483,869.24)	\$ (775,000.00)	\$ (291,130.76)	Park Ave Extension Street Expenses						completed						
	\$155,000 Expense		\$ 620,000.00	\$ 620,000.00	Park Ave Extension Street DOLA Revenues												
	Park Ave/ Rifle Creek Trail										completed						
			\$ (530,000.00)	\$ (445,000.00)	Park Ave Bridge Design, includes design of Park and Third intersection												
	Park Ave Bridge Net				Park Ave Bridge Construction (will award January '26 but entire amount included in '25)												
	\$1,312,680.28 Expense		\$ (3,740,000.00)	\$ -													
		\$ (3,825,000.00)	\$ 2,677,319.72	\$ 2,677,319.72	Park Ave Bridge Construction DOLA Revenues												
	Park and Ride Net \$187,606.04		\$ (2,750,078.52)	\$ -	Park and Ride Street Expenses												
	Expense	\$ (187,606.04)	\$ (65,000.00)	\$ -	Park and Ride Geotechnical												
			\$ (115,000.00)	\$ -	Park and Ride Construction Administration												
			\$ 2,742,472.48	\$ -	Park and Ride Street RAISE Grant Revenues												
	SEP Waterquality		\$ 110,000.00	\$ 110,000.00							Completed						
	Penwell Transmission	\$ (500,000.00)	\$ 9,500,000.00	\$ 9,000,000.00													
	Second Pond Inlet		\$ 1,800,000.00	\$ 1,800,000.00							completed						
	Whiteriver and 9th		\$ 185,000.00	\$ (434,079.93)							completed						
	Rifle Village South Distribution Line Design		\$ 150,000.00	\$ 150,000.00													

SIF Summary: All projects intended to complete in 2025 were completed with the exception of Chip Seal. Completed Street Improvement Fund (SIF) projects accounted for \$4,755,000 of the Street Improvement fund and were completed below budget for a total amount of \$3,842,248.94. Grant and reimbursment revenues for completed SIF projects totaled \$1,223,205.00 for a net of \$2,619,043.94.

Ongoing: The Park Avenue Bridge and Intersection is out to bid along with the design of the 2026 Water System Improvements. Pavements are currently being surveyed and data will be compiled at the first of the year for an annual update to the Street Capital and Maintenance Plan. Street, Sewer and Water Impact Fees are being looked at for potential to incentivise infill beyond the existing infill boundaries.

ROW Permits: The City has processed 2 Grading Permits and 55 Right of Way Permits. ROW permits fees were restructured to ensure it was self sustaining which needed a minimal annual income of \$15,000. 2026 achieved this with \$17,250.00 in revenue. 85% of these permits are commercial and public utilities.