



CITY COUNCIL

WORKSHOP AND REGULAR MEETING AGENDA

January 7, 2026

7:00 PM

202 Railroad Avenue, Rifle, CO 81650

6:00 PM - Workshop Meeting

Discussion and Review

- a. Discussion on Accessory Dwelling Units (ADU) Supportive Jurisdiction - HB24-1152
- b. Discussion of Easement for Rifle Creek Trail - Connection Near 10th Street

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 17, 2025 Regular Meeting
 - 5.b. Consider Designating a Public Posting Place — Resolution No. 1, Series of 2026
 - 5.c. Consider Yearly Aluminum Sulfate Purchase for Water Plant
 - 5.d. Consider Yearly Sodium Chlorite Purchase for Water Plant
 - 5.e. Consider Yearly Citric Acid Purchase for Water Plant
 - 5.f. Consider Yearly Sodium Hypochlorite Purchase for Water Plant
 - 5.g. Consider Yearly Polymer Purchase for Wastewater Plant
 - 5.h. Consider Approval of Purchase Order for Sustainable Strategies
6. **Action, if any, on Workshop Items**

7. Presentation

- 7.a. Healthy Beverage Partnership

8. Regular Agenda

- 8.a. Consider Authorization of Grant Application Submittal in Partnership with Youthzone for Building Remodel

9. Administrative Reports

- 9.a. Report to City Manager

10. Comments from Mayor and Council

11. 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 Ramirez 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.



Agenda Item #a.

Agenda Item Name:

Discussion on Accessory Dwelling Units (ADU) Supportive Jurisdiction - HB24-1152

Presenter:

Zach Higgins, Planning Director

Item Description:

Discussion regarding becoming a supportive ADU jurisdiction. The City largely meets the requirements already with the exception of requiring parking spaces for new Accessory Dwelling Units. Planning Commission has reviewed, discussed, and made a recommendation for this to be considered by the City Council.

DOLA has confirmed that if the City were to amend their policy to require parking in the future, that any grant funding would have to be paid back. CHFA has not finalized their program guidelines but have preliminarily stated that they would simply stop issuing new loans once a community is no longer compliant/eligible for funding.

Recommended Action:

Discussion Only - General Direction

Fiscal Impact:

None at this time. If the City becomes a Supportive ADU jurisdiction, then City of Rifle citizens would be eligible to receive CHFA financing for ADU's. City of Rifle would also be eligible to receive additional grant funding for future projects through the DOLA LPC grant program.

Operational Impact:

Adoption of HB24-1152 requirements and becoming an ADU Supportive jurisdiction would require the City to amend its municipal code to only require a parking space be provided under specific circumstances. The City is currently meeting all other requirements.

Prior Board Motions:

Planning Commission has recommended consideration for adoption of HB24-1152 to become an ADU Supportive Jurisdiction by the City Council at their July 29, 2025 regular meeting.

Background Information:

One of the main differences between Rifle city code and HB 24-1152 is the requirement for off-street parking. Rifle currently requires one (1) additional off-street parking space to be provided for any ADU. HB 24-1152 states that a jurisdiction SHALL NOT "require the construction of a new off-street parking space in connection with the construction or conversion of an accessory dwelling unit, EXCEPT as described in subsections (3)(a) and (3)(b) of this section". The bill later states in (3) that "Nothing in this section prevents a subject jurisdiction or other local government from: (a) Requiring the designation of an off-street parking space in connection with an accessory dwelling unit, so long as there is an existing driveway, garage, tandem parking space, or other off-

street parking space available for such a designation at the time of the construction or conversion of the accessory dwelling unit.” The bill goes on to state “(b) Requiring, in connection with the construction or conversion of an accessory dwelling unit, one new parking space on a parcel that: does not have an existing off-street parking space, including a driveway, garage, or tandem parking space, that could be used for an accessory dwelling unit; is in a zoning district that, as of January 1, 2024, requires one or more parking spaces for the primary dwelling unit; and is located on a block where on-street parking is prohibited for any reason including ensuring access for emergency services. The bill references sizes and number of the ADU’s on properties. Rifle code allows by right one (1) ADU per lot in all residential and two (2) commercial zone districts, and as a conditional use in light industrial.

The bill also addresses Short Term Rentals (STR). City code does not regulate STR’s and a search of VRBO, AirBnB, etc. only found 9-10 actual STR’s in our area. The bill states that nothing in this section prevents a subject jurisdiction from (g) enacting or applying a local law concerning the short-term rental of an accessory dwelling unit or any other dwelling on the same lot as an accessory dwelling unit.

*Staff has followed up with DOLA and CHFA Staff to confirm what would happen in the event the City wanted to implement a parking requirement some date in the future. Representatives from those organizations have stated that any grant funding given to the City as part of this specific program would need to be paid back and no additional CHFA financing would be given to Rifle residents as part of the ADU program. This would not however effect any resident who received CHFA financing while the City was in compliance with the ADU Supportive Jurisdiction program.

Executive Summary:

House Bill 24-1152 was passed by the Colorado House and approved on May 13, 2024. The bill requires Metropolitan Planning Organizations (MPO) and supportive jurisdictions, to amend their zoning code to make the process of construction and installation of Accessory Dwelling Units (ADU) as an administrative process related to existing single unit detached dwellings. Rifle is not within the boundary of an MPO and therefore does not have to meet the requirements for areas such as Denver Metro, Fort Collins, Colorado Springs, etc. Rifle Municipal Code Sec. 16-3-60. – Accessory dwelling units. currently meets most of the requirements set forth in this bill. The City of Rifle could amend the municipal code to come into compliance with HB 24-1152 to become an “ADU Supportive Jurisdiction”. This designation would allow the citizens and property owners of Rifle to be eligible for ADU financing authorized under HB24-1152 and operated by CHFA. The amended regulations would more closely align with those being imposed onto all jurisdictions within MPO boundaries on the front range. This alignment in regulations may make it easier to achieve economies of scale by reducing the variability of regulations between jurisdictions, thereby enabling more standardized and modular ADU designs.

Notification Requirements:

N/A

Prepared By:

Alexis Ramirez, City Clerk

Attachments:

1. Accessory Dwelling Units _ Division of Local Government



Accessory Dwelling Units

Announcements

Colorado's Accessory Dwelling Unit Toolkit is now live!

The ADU Toolkit is a comprehensive resource designed to help local governments support ADUs in their community. The toolkit includes case studies and best practices from around Colorado, lessons learned, strategy guides, and templates for informational handouts and community engagement.

[ADU Toolkit \(/node/13296\)](/node/13296)

New ADU Supportive Jurisdiction webpage

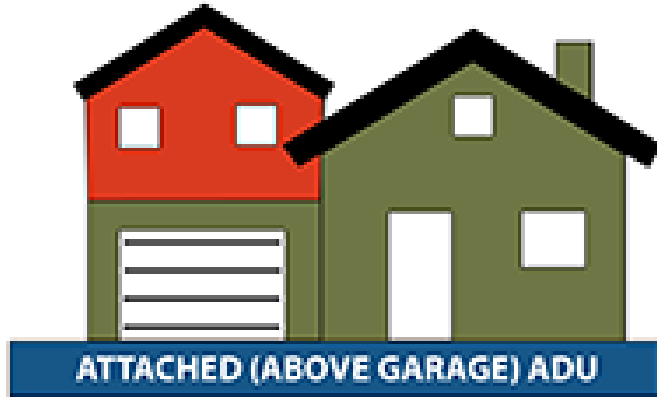
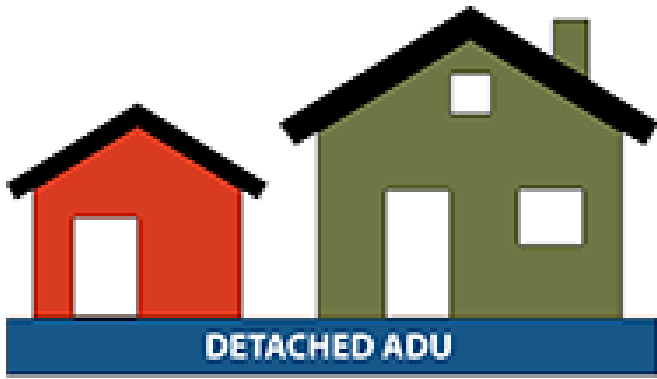
ADU Supportive Jurisdiction is a voluntary certification from DOLA available to jurisdictions that implement ADU supportive strategies and comply with Colorado's 2024 ADU law (HB24-1152). This status unlocks eligibility to the Accessory Dwelling Unit Grant program (ADUG) for jurisdictions and ADU finance programs administered by CHFA for their residents.

[ADU Supportive Jurisdictions webpage \(/adu-supportive-jurisdictions\)](/adu-supportive-jurisdictions)

Overview of HB24 -1152 (C.R.S. 29-35-401 through 405)

Please note: Capitalized terms are used to denote defined terms in the ADU law and may be listed in the Key Terms section below.

Generally, by June 30, 2025, Subject Jurisdictions must allow one Accessory Dwelling Unit (ADU) where Single-Unit Detached Dwellings are allowed in addition to other requirements and standards. Please reference C.R.S. 29-35-402 through 405 and the below sections and linked documents for additional



specifics and details.

Executive Order D 2025 005 directs the Department of Local Affairs (DOLA) to summarize the framework, criteria, and benchmarks established in HB24-1152, among other laws, for identifying certified Strategic Growth Compliant Local Governments for the purpose of establishing priority for certain state funding opportunities as specified in Executive Order D 2025 011 . If your jurisdiction is subject to HB24-1152, please review the Compliance Framework and Guidelines (/compliance-framework-and-guidelines) for Executive Order D 2025 005.

The guidance in the sections that follow is not a substitute for a close reading of the law itself. The law contains some exceptions to its basic requirements, and addresses additional issues not covered in this summary. The following does not constitute legal advice, and local governments are encouraged to

consult with their municipal or county attorney for that purpose.

Legislation ([HB 24-1152](#)) implementation work is ongoing. Please check back regularly for updates.

Featured Image Credit: [West Denver Renaissance Collaborative](#)

Illustration Credit: [American Planning Association](#)

Key Dates

- **June 30, 2025:** One-time compliance report due to DOLA for Subject Jurisdictions.
- **August 1, 2025:** Launch Accessory Dwelling Unit Grant Program.
 - Round 1 closes **October 3, 2025.**
- **August 13, 2025:** ADU Compliance Report Extension requests granted.
- **September 26, 2025:** DOLA approves, or requests resubmission of submitted compliance reports.
- **December 30, 2025:** If extension request was approved, deadline for filing a compliance report.
- **January 23, 2026:** Deadline for resubmitting compliance reports for Subject Jurisdictions who received comments on September 26, 2025.
- **April 24, 2026:** Deadline for DOLA to complete second review of ADU compliance reports.
- No deadline for those seeking certification as an ADU-supportive jurisdiction.

Key dates will also be communicated in any official determination letters sent via the portal in response to submissions.

Collapse All

What Does the Law Require Subject Jurisdictions to do?

Summarized from C.R.S. 29-35-403(1)

By June 30, 2025, a Subject Jurisdiction must allow one ADU as an Accessory Use to a Single-unit Detached Dwelling in any area, lot, or parcel where the jurisdiction allows Single-unit Detached Dwellings. The ADU must be allowed to be either internal to, attached to, or detached from the Single-unit Detached Dwelling.

Applications for ADUs must be reviewed through an Administrative Approval Process that does not include a public hearing. Approval or denial must be based on compliance with Objective Standards included in the land use code or other ADU regulations. The land use code and/or architectural design standards may not include Restrictive Design or Dimension Standards. These requirements apply to all lots that allow the construction of Single-Unit Detached Dwellings regardless of whether the lot or parcel is located in a standard zone district, overlay zone district, or a Planned Unit Development, and regardless of whether restrictive declarations, bylaws, or rules of an HOA prevent ADUs.

□ What Types of Local ADU Development Regulations Are Allowed?

Summarized from C.R.S. 29-35-403(2), 29-35-403(3), 29-35-402(18)

Subject Jurisdictions may not restrict ADUs in some ways, but are still allowed to regulate ADUs in a number of other ways, as summarized in the table below. More detail is available in the text of the law and in the below sections of this webpage.

*These requirements do not apply to Exempt Parcels as defined in the law. A Subject Jurisdiction may opt to formalize the allowances for Exempt Parcels in its code.

Subject Jurisdictions May	Subject Jurisdictions May Not
Require the designation of an existing parking space on the lot for the use of the ADU. See the discussion on parking requirements below.	Require the designation of an existing parking space on the lot for the use of the ADU. See the discussion on parking requirements below. Require the construction of an additional parking space for the ADU, with limited exceptions. See the discussion on parking requirements below.
Regulate the Short-Term Rental of ADUs.	Require that the ADU or the primary Single-Unit Detached Dwelling on the lot remain owner-occupied, with limited exceptions. See the discussion on owner-occupancy restrictions below.
Require compliance with design and dimensional standards not included in the definition of a Restrictive Design or Dimension Standard.	Require compliance with architectural style, building material, or landscaping standards that are more restrictive than those that apply to the single-unit home on the lot.
Limit the maximum size of an ADU to be no larger than the size of the Single-Unit Detached Dwelling on the lot.	Require a larger lot for the ADU than would otherwise apply for a Single-Unit Detached Dwelling on the lot.
Allow ADUs smaller than 500 square feet, or larger than 750 square feet.	Require larger side or rear setbacks than those stated in the law. See the discussion on setbacks below.

Allow the construction or conversion of more than one ADU per lot where a Single-Unit Detached Dwelling is allowed.

Define ADUs to include or exclude specific types of housing, such as motor homes, recreational vehicles, or multi-purpose trailers.

Apply historic district standards to ADUs located in historic districts.

Require compliance with adopted fire, building, utility, or stormwater codes.

Require proof of water supply or wastewater treatment capacity as a condition of ADU approval.

Require the payment of generally applicable development impact fees.

Require the mitigation of development impacts as permitted by the Colorado Regulatory Impairment of Property Rights Act, C.R.S. 29-20 Part 2.

Use local programs to encourage the construction of ADUs, or the conversion of Single-Unit Detached Dwellings to include ADUs, with income restrictions to increase the supply of affordable housing.

Apply more restrictive design or dimensional standards to factory-built ADUs than stick-built ADUs.

Define ADUs in such a way that excludes a type of ADU in the law's definition, such as internal, attached, or detached ADUs.

Disallow ADUs that are between 500 and 750 square feet in size.

□ Land Use & Development Code Guidance

Please note: Capitalized terms are used to denote defined terms in the ADU law and may be listed in the Key Terms section below.

Subject Jurisdictions may comply with the requirements of C.R.S. §§ 29-35-402, 29-35-403 by revising local zoning and land use codes, regulations, and/or policies that are relevant to this law. DOLA provides a number of tools to help local governments update their land use and zoning codes which may be found in the Tools & Resources section below.

Local governments should also review DOLA's [Template Land Development Code \(/land-use-codes\)](#). This modernized code is representative of current best practices and it supports compliance with the 2024 land use and housing laws.

Jurisdictions who are reviewing/revising current zoning and land development regulations for alignment with the requirements of C.R.S. §§ 29-35-402, 29-35-403 should focus on the following:

The definition of an Accessory Dwelling Unit (ADU)

Summarized from C.R.S. 29-35-402(2)

While the law includes a definition of Accessory Dwelling Unit, it does not require that jurisdictions adopt that exact definition. It gives jurisdictions the right to exclude motor homes, recreational vehicles, and other specific types of housing from the definition, or to include them. However, the jurisdiction's definition of ADU may not result in restricting or prohibiting ADUs that would be permitted under the law's definition such as an attached or internal ADU, or an ADU that is a detached structure.

The list(s) or table(s) of allowed uses in each zone district

Summarized from C.R.S. 29-35-403(1)

In general, ADUs should be listed (or included in a table) as an allowed or accessory use in every zone district where Single-Unit Detached Dwellings are an allowed use (including PUDs). In zone districts where Single-Unit Detached Dwellings are a conditional or special use, ADUs must be allowed as an accessory use to an existing Single-Unit Detached Dwelling. Instead of including this information in a table, jurisdictions may include language in their development codes clearly indicating that ADUs are allowed in conjunction with all Single-Unit Detached Dwellings in their jurisdiction. This applies regardless of whether Local Law uses a different zoning or regulatory term for a freestanding house on a single lot designed for occupancy by a single household.

NOTE: This guidance generally uses the term 'allowed' in conformance with the law, but jurisdictions may use 'permitted' or any other similar terms that clearly indicate an ADU may be constructed.

The procedures for approval of an ADU

Summarized from C.R.S. 29-35-402(5a), 29-35-402(17), and 103(1)

An Administrative Approval Process is required for the review of an ADU. Zoning and land development regulations should be reviewed to ensure that applications for ADUs are subject only to an Administrative Approval Process using Objective Standards, and to remove any requirements for a public hearing before approving an ADU. If the Local Laws allow an administrative decision to be "elevated," "sent up," "referred," or "called up" to an appointed or elected body for review and decision, those provisions should be modified to exclude ADUs from potential public hearing requirements.

There is one exception: If the ADU is located in a locally designated historic district, and the Subject Jurisdiction has been designated by History Colorado as a Certified Local Government, the application can be subject to the public hearing requirements applicable to other historic district properties. The standards applied in this process must be locally adopted historic regulations or the Secretary of State's historic preservation standards.

An appeal of an administrative decision to a Board of Adjustment or Planning Commission, for example, is allowable under the law's definition of Administrative Approval Process. The appeal should be limited to a review of the project in relation to the Objective Standards that governed the administrative decision, rather than any subjective determination outside of those Objective Standards.

The standards, conditions, and criteria for approval of ADUs

Summarized from C.R.S. 29-35-402(17)

The standards, conditions, and criteria applied for the review of an ADU shall be objective meeting the law's definition of "Objective Standards." Standards and conditions applicable to ADUs will require careful review to meet the requirements of C.R.S. §§ 29-35-402, 29-35-403. They must be "Objective," which means standards using a defined benchmark or criterion that allows for decisions to be made consistently regardless of who makes the decision.

These standards cannot require subjective determinations of whether the application is consistent with adopted plans (including comprehensive or development plans); compatible with the land use or development of the surrounding area; or consistent with public welfare, community character, or neighborhood character. Although not listed in C.R.S. § 29-35-402, decision criteria such as "compatible", "harmonious", "attractive", "similar", and "contributing" are generally considered subjective standards.

The requirement for Objective Standards applies regardless of whether they appear as "use-specific standards" or "performance standards" applicable to the ADU use in particular, or as decision criteria that staff must use in determining whether to issue a specific type of permit or decision.

Parking regulations

Summarized from C.R.S. 29-35-403(2a), (3a), and (3b)

The law prohibits Local Laws from requiring that a new parking space be constructed or available for each ADU, but does provide exceptions:

1. The jurisdiction may require the designation of an existing parking space on the lot for the use of the ADU, if such a parking space already exists at the time the ADU is constructed or converted; or
2. The jurisdiction may require the construction of a new off-street parking space if:
 - a. The ADU is in a zone district that, as of January 1, 2024, required one or more off-street parking spaces for a Single-Unit Detached Dwelling; and
 - b. There is no existing parking space on the lot (including a driveway, garage, or tandem parking space) that could be used for the ADU; and
 - c. The ADU is located on a block where the jurisdiction prohibits on-street parking.

To use the second exception listed above, all three conditions must be present and codified. Additionally, jurisdictions should be aware of whether their residential parking requirements are "per dwelling unit," and whether an ADU would be considered a dwelling unit when applying the parking requirement.

Examples:

"Parking for an accessory dwelling unit shall comply with C.R.S. §§ 29-35-403(3)(a) and (b):

1. No parking space(s) shall be required so long as there is an existing parking space available for designation, including a driveway, garage, tandem parking, other off-street parking space, or on-street parking is available.
2. Where on-street parking is prohibited, on-site parking is unavailable, and parking is required as of January 1, 2024 for the primary dwelling unit, at least one (1) parking space shall be provided.”

“Accessory Dwelling Units.

1. Standards

- a. Parking requirements. Off street parking is not required.”

“Parking. An accessory dwelling unit shall not provide more than two off street parking spaces and is not required to provide any off-street parking.”

“Off-street parking specific to an ADU is not required unless all 3 of the following conditions apply, in which case one off-street parking space shall be provided on the lot [if]:

1. there is no existing off-street parking space on the lot,
2. the lot is located in a zone district that requires one or more parking spaces for the principal building, and
3. the lot is located on a block where on-street parking is prohibited.”

ADU square footage, setbacks, and minimum lot size regulations

Summarized from C.R.S. 29-35-402(18b), 402(18c), 403(d), and 403(3c)

Minimum Square Footage:

C.R.S. § 29-35-402 contains language that establishes a minimum right to ADUs that are between 500 and 750 square feet (sq ft) in size. Jurisdictions may choose to allow ADUs smaller than 500 feet or larger than 750 feet. Jurisdictions may also require ADUs be no larger than the Single-Unit Detached Dwelling on the lot.

Example:

A jurisdiction adopts a development regulation stating ADUs can be no larger than 50% of the floor area of the primary dwelling unit. Under this regulation, a property with a house that is 800 sq ft would be limited to 400 sq ft ADU which is below the 750 square feet that jurisdictions are required to allow.

To comply with state law, the local code must also say something like, "the square footage of an ADU shall not exceed fifty (50) percent of the square footage of the principal structure. Except where the principal structure is less than one thousand, five hundred (1,500) square feet, the ADU shall not exceed seven hundred and fifty (750) square feet, but in no case shall exceed the square footage of the principal structure."

Side and Rear Setbacks:

C.R.S. § 29-35-402 states **minimum side setbacks** may not be larger than those that apply to the Single-Unit Detached Dwelling on the lot regardless of ADU type (attached, integrated, or detached).

Minimum rear setbacks may not be larger than those that apply to accessory building types in the same zone, or five feet, whichever is greater, also regardless of ADU type (attached, integrated, or detached).

Minimum rear setbacks for attached ADUs may not be larger than those that apply to other accessory building types in the same zone or five feet, whichever is greater. DOLA interprets this to mean that if the ADU is an addition to the primary structure, the minimum rear setback for the ADU would need to be no more than 5 feet or the equivalent setback for accessory buildings in that district, if it's greater. However, if the ADU is not located in that addition (for example if the applicant added a family room to the rear while converting a previous basement family room into an ADU), then the minimum would be the same as the primary unit since the ADU is within the original footprint of the primary dwelling.

Examples:

“ADUs are subject to the principal building front and side setback requirements in the underlying zone district. ADUs are subject to the rear setback requirement for accessory buildings. If the ADU is attached or internal to the principal building, the portion of the structure containing the principal dwelling unit must maintain the rear setback for principal buildings.”

“Accessory dwelling units may be located in the required rear yard provided that not more than sixty (60) percent of the required rear yard is covered. Accessory dwelling units may observe a minimum five-foot setback from the rear lot line with the following conditions:

1. Five-foot rear yard setbacks shall receive approval from the Electrical Superintendent and Public Works Director for overhead and underground utility clearance; and
2. Roof eaves or other incidental architectural features may not encroach into the five-foot setback.
3. Administrative adjustments to reduce the setback further are not allowed.”

“Minimum rear setbacks for an ADU shall not exceed the lesser of:

- the minimum rear setback for other accessory building types in the same zone district, or
- five feet (5').”

“The minimum rear yard setback for principal buildings does not apply to a principal building with an attached accessory dwelling unit provided the following standards are met:

1. Any floor area of the building located within the area of the minimum rear yard setback is solely floor area of the accessory dwelling unit;
2. The attached accessory dwelling unit portion of the building has a rear yard setback of five feet or more;
3. The maximum building coverage of the attached accessory dwelling unit portion of the building and any accessory buildings or structures within the area of the minimum rear yard setback is 500 square feet; and
4. The maximum height of any portion of the building located within the area of the minimum rear yard setback is 20 feet. The height of this portion of the building shall be measured to the uppermost point of the portion of the building with the accessory dwelling unit.

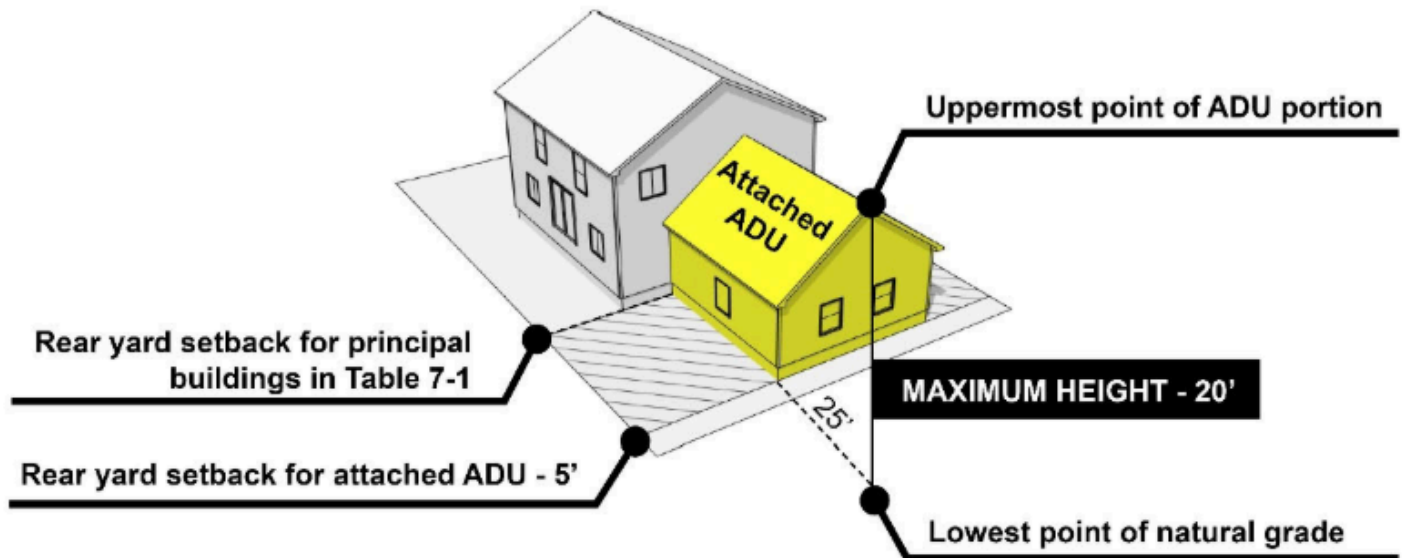


Image Credit: City of Boulder

Minimum Lot Size:

C.R.S. § 29-35-402, the definition of "Restrictive Design or Dimension Standard" prohibits a more restrictive minimum lot size for an ADU than for a single-unit detached dwelling in the same zoning district. This means a jurisdiction cannot require more lot area for an ADU than what is already required for the single-unit detached dwelling in that zoning district. Jurisdictions should be aware of whether the zone districts require minimum lot area "per dwelling unit," and whether an ADU would be considered a dwelling unit when applying a minimum lot size standard.

Owner occupancy on lots with ADUs

Summarized from C.R.S 29-35-403(2b)

The law prohibits Local Laws from requiring that the Single-Unit Detached Dwelling or the ADU be occupied by the owner of the lot. The law provides two exceptions:

1. Local Law can require evidence that the owner resides on the lot at the time an application for construction or conversion of an ADU is filed (but this exception does not apply if the ADU and new Single-Unit Detached Dwelling are being constructed at the same time).
2. Local Law may require evidence that the owner resides on the lot at the time an application for a license or permit allowing short-term rental of the ADU is filed.

Regarding owner occupancy requirements of short-term rentals in ADUs; DOLA has interpreted the law to mean that while the law prohibits tying ADU development or general use for long-term occupancy to owner occupancy, it does still allow jurisdictions to impose owner occupancy requirements specifically related to short-term rental activity. While the statute only allows enforcing owner occupancy at the time of getting a short-term license or permit, for many jurisdictions there is regular relicensing to continue operating a short-term rental.

Example:

“Occupancy. The property owner shall reside on the property on the date an application is filed to construct an ADU; provided, however, this requirement does not apply to the construction of an ADU on a vacant lot.”

“Either the principal building or the ADU must be occupied by the owner of the property on which the principal building and ADU are located, when a home-based business license application for the short-term rental of either structure (or portions thereof), is submitted to the Town.”

“A maximum of one short-term rental license may be issued, pursuant to the home-based business regulations, for any property with an accessory dwelling unit for either the accessory dwelling unit or the single-family dwelling unit but not both, as long as the property owner occupies one of these units. Short-term rentals are not permitted unless the property owner occupies one dwelling unit on the property. A maximum of two long-term residential rental licenses (lease terms greater than 30 days) maybe issued to a property owner for the rental of an accessory dwelling unit and single-family dwelling unit, with a separate business license required for each rental.”

Planned Unit Developments (PUDs)

Summarized from C.R.S. 24-67-105(5.3)

Two separate provisions of the law address its impact on Planned Unit Developments, or other similar regulatory tools (such as Planned Development Overlays): The first applies to existing PUDs and the second to future PUDs.

The law applies to areas of approved Planned Unit Developments that allow the construction of Single-Unit Detached Dwellings to the same extent it applies to other properties in non-PUD developments. Meaning, in areas where Single-Unit Detached Dwellings are allowed, ADUs must be allowed as an accessory use to a Single-Unit Detached Dwelling regardless of whether the PUD is silent on ADUs and/or accessory uses, or prohibits ADUs. The approval, permitting, and construction of an ADU in a PUD development shall also only be subject to an Administrative Approval Process subject to only Objective Standards.

The law also provides that future PUDs may not contain provisions that restrict the construction or conversion of ADUs in ways not permitted by the law.

Jurisdictions should consider incorporating language within the portion of their land use and development codes that grants the authority to create PUD zone districts or the portion that regulates ADUs.

Examples:

“Prior Approvals: Any prohibition of accessory dwelling units in any prior planned development, planned residential development, planned unit development, site review, or use review approval is void and shall not be enforced, provided the accessory dwelling unit is established consistent with the requirements of this subsection.

Review Process: The establishment of an accessory dwelling unit on a property subject to a planned development, planned residential development, planned unit development, or site review shall be reviewed and approved under the minor modification process and shall be deemed to not alter the basic intent of the site plan approval, provided the proposal meets the remaining minor modification standards.”

“New and existing planned developments and planned unit developments that allow the construction of one or more single-unit detached dwellings shall not restrict ADUs more than this code restricts ADUs outside of a planned development or planned unit development or in any way that is prohibited by C.R.S. 29-35-403 as amended.”

“Eligible Zone Districts: An accessory dwelling unit (ADU) shall be permitted as an accessory use to single-family detached dwellings in all zones.

1. Planned Unit Developments Included: Accessory dwelling units shall also be permitted in any Planned Development Districts (PD’s) on lots that allow single-family detached dwellings.”

“Accessory Dwelling Units are allowed in all residential zone districts and in any area within a Planned Development District Designated for Single-Family Residential Uses upon administrative review by the Director and approval of a building permit.”

“Accessory dwelling units are a permitted use on all lots that allow a single-unit or two-unit dwelling, including without limitation properties that are zoned Planned Development.”

“Planned Development Zone District (PDZ) - Establishment of the Land Use Types, Mix, and Intensity of Land Uses:

1. Each PDZ district shall state whether integrated, attached, and detached ADUs are permitted.
2. Except where a Land Use Plan or Development Plan associated with PDZ states otherwise:
 - a. In portions of PDZs containing residential or a mix of residential and nonresidential uses, Home Occupation, Accessory uses shall be allowed as accessory to all primary residential uses.
 - b. In portions of PDZs containing residential or a mix of residential and nonresidential uses, structures allowed as accessory to a residential use in the R-1 6 zone district shall be allowed as accessory to all primary residential uses.

A Subject Jurisdiction should consult with their city attorney to determine the appropriate language.

□ Subject Jurisdictions and ADU Supportive Jurisdictions

A **subject jurisdiction** is any jurisdiction that is required by C.R.S. 28-35-402 to allow an Accessory Dwelling Unit (ADU) where Single-Unit Detached Dwellings are allowed and to meet any other requirements of C.R.S. 29-35-403. Jurisdictions that are subject to C.R.S. 29-35-403 are listed in the Subject Jurisdiction section of this page.

An **ADU Supportive Jurisdiction** (C.R.S. 29-25-404) is a jurisdiction that has been certified by DOLA as a result of adopting one or more ADU supportive strategies (C.R.S. 29-35-404) as well as complying with the requirements of HB24-1152. If a jurisdiction wishes to become an ADU Supportive Jurisdiction and is not already a Subject Jurisdiction, it must voluntarily meet the requirements detailed in C.R.S. 29-35-403. Becoming certified as an ADU Supportive Jurisdiction is a voluntary process and can be pursued by any jurisdiction, whether or not it is a Subject Jurisdiction.

Once obtained, the ADU Supportive Jurisdiction Certification allows the jurisdiction to apply for DOLA's ADU Grant Program, and allows residents of that jurisdiction to apply for ADU construction financing from Colorado Housing and Finance Authority (CHFA).

□ Subject Jurisdictions

Summarized from C.R.S. 29-35-402(21)

The law applies to Subject Jurisdictions, which include:

- Colorado Home Rule or statutory cities and towns, Territorial Charter cities and towns, and consolidated cities and counties, that are within a Metropolitan Planning Organization and have a population of 1,000 or more as reported by the State Demography Office; and
- Those portions of Colorado counties, including Home Rule counties, that are within a Metropolitan Planning Organization and within a Census Designated Place with a population of 40,000 or more as reported in the most recent federal decennial Census.
- However, any jurisdiction may voluntarily comply with HB24-1152 to become eligible for the ADU Fee Reduction and Encouragement grant program. Additional information is within the Certification Process section below.

The following is a list of HB24-1152 Subject Jurisdictions. Please refer to DOLA's [Multilaw Applicability interactive map](#) and [spreadsheet](#) to see where State Land Use and Housing laws apply.

- Arvada
- Aurora
- Bennett
- Berthoud
- Boulder
- Brighton
- Broomfield
- Castle Pines
- Castle Rock
- Centennial
- Cherry Hills Village
- Colorado Springs
- Columbine Valley
- Commerce City
- Dacono
- Denver
- Eaton
- Edgewater
- Englewood
- Erie
- Evans

- Federal Heights
- Firestone
- Fort Collins
- Fort Lupton
- Fountain
- Frederick
- Fruita
- Glendale
- Golden
- Grand Junction
- Greeley
- Greenwood Village
- Hudson
- Johnstown
- Kersey
- Lafayette
- Lakewood
- La Salle
- Littleton
- Lochbuie
- Lone Tree
- Longmont
- Louisville
- Loveland
- Lyons
- Manitou Springs
- Mead
- Milliken
- Monument
- Nederland
- Northglenn
- Palisade
- Palmer Lake
- Parker
- Platteville
- Pueblo
- Severance
- Sheridan
- Superior
- Thornton
- Timnath
- Westminster
- Wheat Ridge

- Windsor
- Woodland Park
- Highlands Ranch (Unincorporated Douglas County)

□ Supportive Jurisdiction Certification Process

Summarized from C.R.S. 29-35-404(1a), (2), and (3)

HB24-1152 contains provisions allowing Colorado communities to seek designation as an ADU Supportive Jurisdiction, whether or not they are a Subject Jurisdiction required to comply with the law.

In order to achieve this designation, Colorado communities must comply with the requirements of the law, and also implement at least one of 10 supportive strategies to promote the construction, conversion, or use of ADUs. While nine of those strategies are defined in the law, the tenth is an option allowing for any additional strategy suggested by the community and approved by DOLA to achieve those goals.

The strategies are listed and described in the ADU Toolkit (</accessory-dwelling-unit-toolkit>). This toolkit contains examples and best practices from around Colorado, successes and lessons learned for each strategy, potential program framework, and template documents for use. Implementation of at least one of the 10 strategies must also be documented in the report.

Designation as an ADU Supportive Jurisdiction is documented by a certificate issued by DOLA, which makes the Subject Jurisdiction, or voluntary community, eligible to apply for grants under the Accessory Dwelling Unit Grant Program (</accessory-dwelling-unit-grant-program>) (ADUG) and their residents can participate in ADU finance programs administered by the Colorado Housing and Finance Authority (CHFA) through local lenders. Subject Jurisdictions are encouraged to take the additional step necessary to achieve this designation, as the state may in the future make additional resources and assistance available to ADU Supportive Jurisdictions.

The application to be certified as an ADU Supportive Jurisdiction may be filed using the Land Use and Housing Implementation Portal (</land-use-and-housing-implementation-portal>). A list of certified ADU Supportive Jurisdictions can be found on our ADU Supportive Jurisdictions webpage (</adu-supportive-jurisdictions>).

□ Required Reporting

For Subject Jurisdictions: No later than June 30, 2025, every Subject Jurisdiction must file a compliance report with DOLA demonstrating that the community has complied with the requirements of the law. Or, request an extension of up to six months if the Subject Jurisdiction demonstrates that it has:

- Initiated the process of compliance,
- A timeline for completion of that process, and
- Explained the reason for not meeting the initial compliance deadline.

For nonsubject jurisdictions that are seeking Supportive Jurisdiction certification: A compliance report is required, but there is not a deadline.

The compliance report, extension request, and application to be certified as an ADU Supportive Jurisdiction may be filed using the [Land Use and Housing Implementation Portal \(/land-use-and-housing-implementation-portal\)](#).

□ Homeowners' Associations (HOAs) and Restrictive Covenants

Summarized from C.R.S. 38-33.3-106.5(4)

Three provisions of the law address restrictive covenants that may apply to neighborhoods with Single-Unit Detached Dwellings.

In Subject Jurisdictions, HOA covenants adopted on or before June 30, 2025 may not be applied to restrict the creation of an ADU in any way that is prohibited by the law. Similarly, restrictive covenants created after June 30, 2025, may not contain provisions that restrict the creation of an ADU in ways that are prohibited by the law. As a practical matter, these provisions mean that the courts of Colorado will not be available to enforce restrictive covenants that violate these requirements.

A third provision allows HOAs to continue to apply "Reasonable Restrictions" on ADUs. A Reasonable Restriction is defined as "a substantive condition or requirement that does not unreasonably increase the cost to construct, effectively prohibit the construction, or extinguish the ability to otherwise construct an ADU" pursuant to the law. Among other things, an HOA may apply standards and conditions to ADUs if those standards are also applied to the construction of other types of accessory buildings. They may apply standards and conditions to the creation of an ADU within an existing Single-Unit Detached Dwelling if they would apply the same standards and conditions to other internal modifications of the house.

NOTE: SB24-174, also passed by the General Assembly during its 2024 session, includes a similar provision for Common Interest Ownership Associations (i.e. condominium associations). After June 30, 2024, it prohibits them from adopting new regulations that prohibit or restrict the construction of ADUs if the zoning laws of the local jurisdiction would otherwise allow ADUs.

□ Key Terms

Summarized from C.R.S. 29-35-402

This section lists several key terms defined in the law. Please note that the law contains numerous additional definitions that may be important in specific contexts.

"Accessory Dwelling Unit" means an internal, attached, or detached dwelling unit that: (a) provides complete independent living facilities for one or more individuals; (b) is located on the same lot as a proposed or existing primary residence; and (c) includes facilities for living, sleeping, eating, cooking, and sanitation.

NOTE: Subject jurisdictions are not required to adopt this definition of an ADU, but the use of a different definition cannot result in more restrictions on ADUs than are permitted by the law. For example, subject jurisdictions' definitions must include internal, attached, and detached ADUs.

"Administrative Approval Process" means a process in which: (i) a development proposal for a specified project is approved, approved with conditions, or denied by local government administrative staff based solely on its compliance with Objective Standards set forth in local laws; and (ii) does not require, and cannot be elevated to require, a public hearing, a recommendation, or a decision by an elected or appointed public body or a hearing officer.

"Exempt Parcel" means a parcel that is: (a) not served by a domestic water and sewage treatment system, as defined in section 24-65.1-104 (5), or is served by a well with a permit that cannot supply an additional dwelling unit; (b) a historic property that is not within a historic district; or (c) in a floodway or in a one hundred year floodplain, as identified by the federal emergency management agency.

"Local Law" means any code, law, ordinance, policy, regulation, or rule enacted by a local government that governs the development and use of land, including land use codes, zoning codes, and subdivision codes.

"Objective Standard" means a standard that:

1. Is a defined benchmark or criterion that allows for determinations of compliance to be consistently decided regardless of the decision maker; and
2. Does not require a subjective determination concerning a development proposal, including but not limited to whether the application for the development proposal is:
 - a. Consistent with master plans, or other development plans;
 - b. Compatible with the land use or development of the area surrounding the area described in the application; or
 - c. Consistent with public welfare, community character, or neighborhood character.

"Restrictive Design or Dimension Standard" means a standard in a Local Law that:

1. Requires an architectural style, building material, or landscaping that is more restrictive for an Accessory Dwelling Unit than for a Single-Unit Detached Dwelling in the same zoning district;
2. Does not allow for Accessory Dwelling Unit sizes between five hundred and seven hundred fifty square feet;
3. Requires side setbacks for an Accessory Dwelling Unit that are larger than the side setbacks required for a primary dwelling unit in the same zoning district;
4. Requires a rear setback for an Accessory Dwelling Unit that is larger than the greater of:
 - a. The rear setback required for other accessory building types in the same zoning district; or
 - b. Five feet;
5. Is a more restrictive minimum lot size standard for an Accessory Dwelling Unit than for a Single-Unit Detached Dwelling in the same zoning district; or
6. Applies more restrictive aesthetic design or dimensional standards to Accessory Dwelling Units that are factory-built residential structures, as defined in section 24-32-3302 (10), than other Accessory Dwelling Units.

"Single-Unit Detached Dwelling" means a detached building with a single dwelling unit on a single lot.

□ Purpose

The legislative declaration (C.R.S. 29-35-401) in HB24-1152 highlights that Accessory Dwelling Units (ADUs) provide more housing options for smaller and lower-income households, and elderly individuals who wish to age in their neighborhoods. By allowing the construction of these smaller, more affordable units in areas where utilities and infrastructure are already in place, ADUs present a viable alternative to low-density, dispersed development.

This can help reduce water usage, greenhouse gas emissions, infrastructure costs, and household transportation and energy expenses. Because single-family detached home neighborhoods often occupy a large percentage of land in Colorado communities, allowing ADUs in those areas can serve as an important way to increase housing supply with minimal impacts on their neighborhoods, and can increase attainable and affordable housing options in high opportunity neighborhoods. After requiring that local governments reduce barriers to ADUs, California estimates that ADUs now make up to 20 percent of new housing constructed in that state

([Accessory Dwelling Units \(ADUs\) in California | Bipartisan Policy Center](#)).

Better aligning ADU regulations across many Colorado communities can help achieve economies of scale by reducing the variability of regulations between jurisdictions, thereby enabling more standardized and modular ADU designs, a more robust market of ADU developers, and associated cost reductions.

Grant Program

HB24-1152 established the [Accessory Dwelling Unit Grant Program \(/accessory-dwelling-unit-grant-program\)](#) (ADUG) at DOLA and a financing program for homeowners to construct ADUs at the Colorado Housing and Finance Authority (CHFA). The ADU Grant Program will offer support to local governments for activities that promote the construction of accessory dwelling units, such as offsetting costs for developing pre-approved accessory dwelling unit plans, providing technical assistance to homeowners, or waiving, reducing, or providing financial assistance for accessory dwelling unit associated fees and other required costs. This program awards grants to local governments. If you are a resident of an [ADU Supportive Jurisdiction \(/adu-supportive-jurisdictions\)](#) and interested in potential ADU financing, you may be eligible for [ADU Finance Programs](#) administered by the Colorado Housing and Finance Authority (CHFA) through local lenders.

Tools and Resources

- **New!** [ADU Toolkit \(/accessory-dwelling-unit-toolkit\)](#)
- Fact Sheets
 - [\[Digital version\] Fact Sheet: HB24-1152 Accessory Dwelling Units](#)

- [\[Print version\] Fact Sheet: HB24-1152 Accessory Dwelling Units](#)
- [ADU Preliminary Reporting Instructions - Form & Manner](#) (Google Doc)
- [ADU Land Use & Development Code Amendment Examples](#) (Google Doc)
- Homeowners Association (HOA)-focused webinar (hosted with DORA): [HOA webinar recording](#) and [HOA webinar slides](#)
- [ADU Supportive Strategies List](#) (Google Doc)
- [Accessory Dwelling Unit Grant Program \(/accessory-dwelling-unit-grant-program\)](#)
- Housing Strategies Peer Exchange: Accessory Dwelling Units (July 2025) - [July Peer Exchange Slides](#) and [July Peer Exchange Recording](#)

We're Here to Help!

Do you have questions about the new laws and impacts to your jurisdiction? Check out our [FAQ page \(/faqs-on-land-use-and-housing-legislation\)](#), or get one-on-one support below:

[Ask us a Question](#)

[Sign up for Technical Assistance](#)

Was this content helpful?



Agenda Item #b.

Agenda Item Name:

Discussion of Easement for Rifle Creek Trail - Connection Near 10th Street

Presenter:

Austin Rickstrew, Parks & Recreation Director

Item Description:

Discussion of the acquisition of the easement for the Rifle Creek Trail connection.

Recommended Action:

No action on workshop items.

Fiscal Impact:

Money was allocated in the 2026 budget for acquisition of the easement.

Operational Impact:

N/A

Prior Board Motions:

N/A

Background Information:

The City of Rifle has long identified the missing segment of the Rifle Creek Trail between the former Napa Auto Parts building and 10th Street as a critical gap in the community's non-motorized transportation network.

This connection would complete a key link along Rifle Creek, improving trail continuity, pedestrian and bicycle safety, and public access to downtown, nearby neighborhoods, and community destinations. For many years, the City has explored options to secure this connection. However, progress has been limited by property ownership constraints. As a result, the trail remains disconnected at this location, forcing trail users to navigate more indirect routes.

Recently, the subject property adjacent to Rifle Creek was sold to new owners. As part of these discussions, city staff have initiated conversations with the new property owners, who have been receptive to a potential trail easement. Updated trail drawings have been prepared to illustrate a feasible alignment that minimizes impacts on the property while achieving the City's trail connectivity goals. The property owners have expressed interest in continuing discussions regarding a potential easement, subject to City direction and clarity on next steps. This represents the most promising opportunity in many years to secure this trail connection formally.

Executive Summary:

N/A

Notification Requirements:

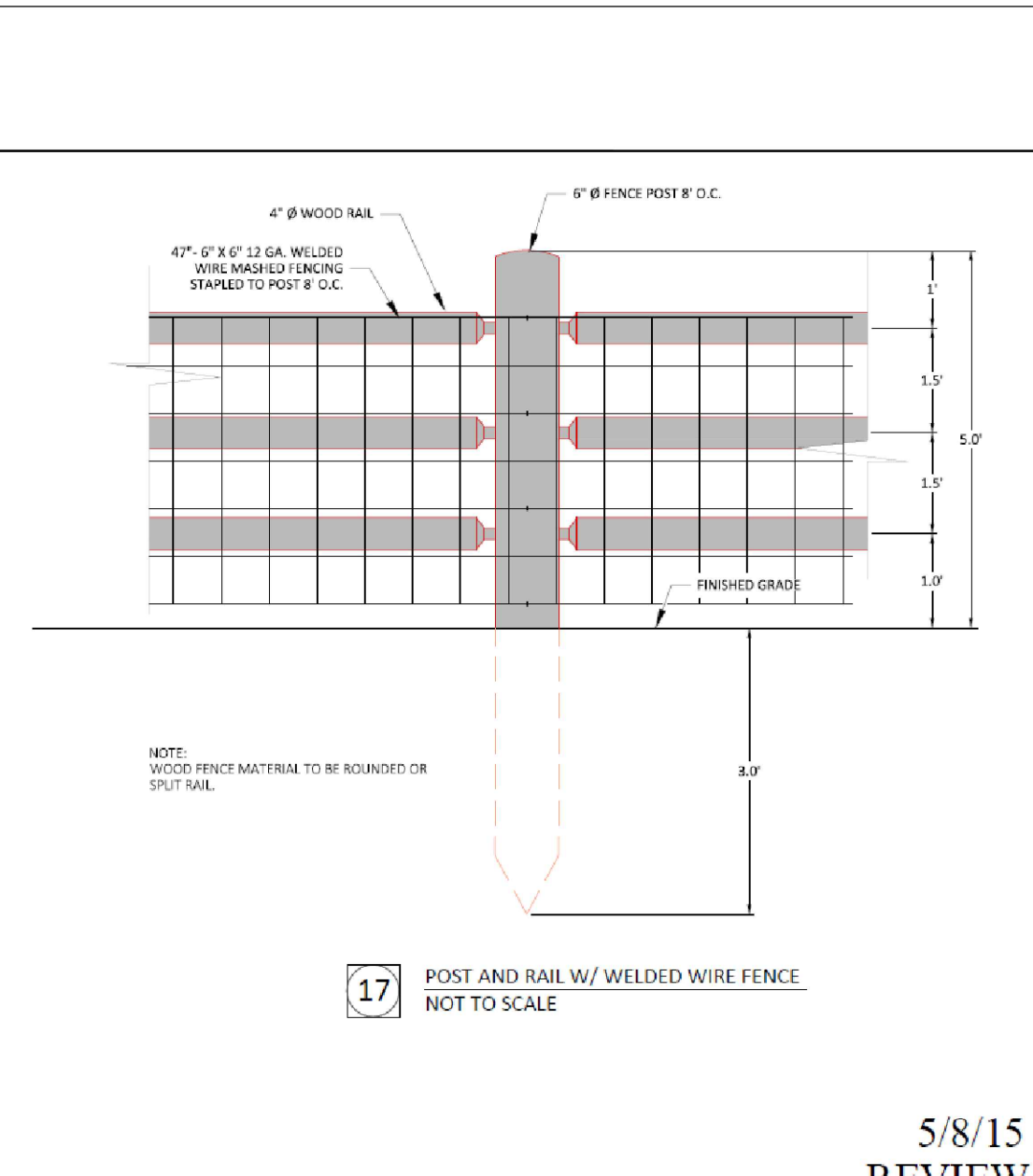
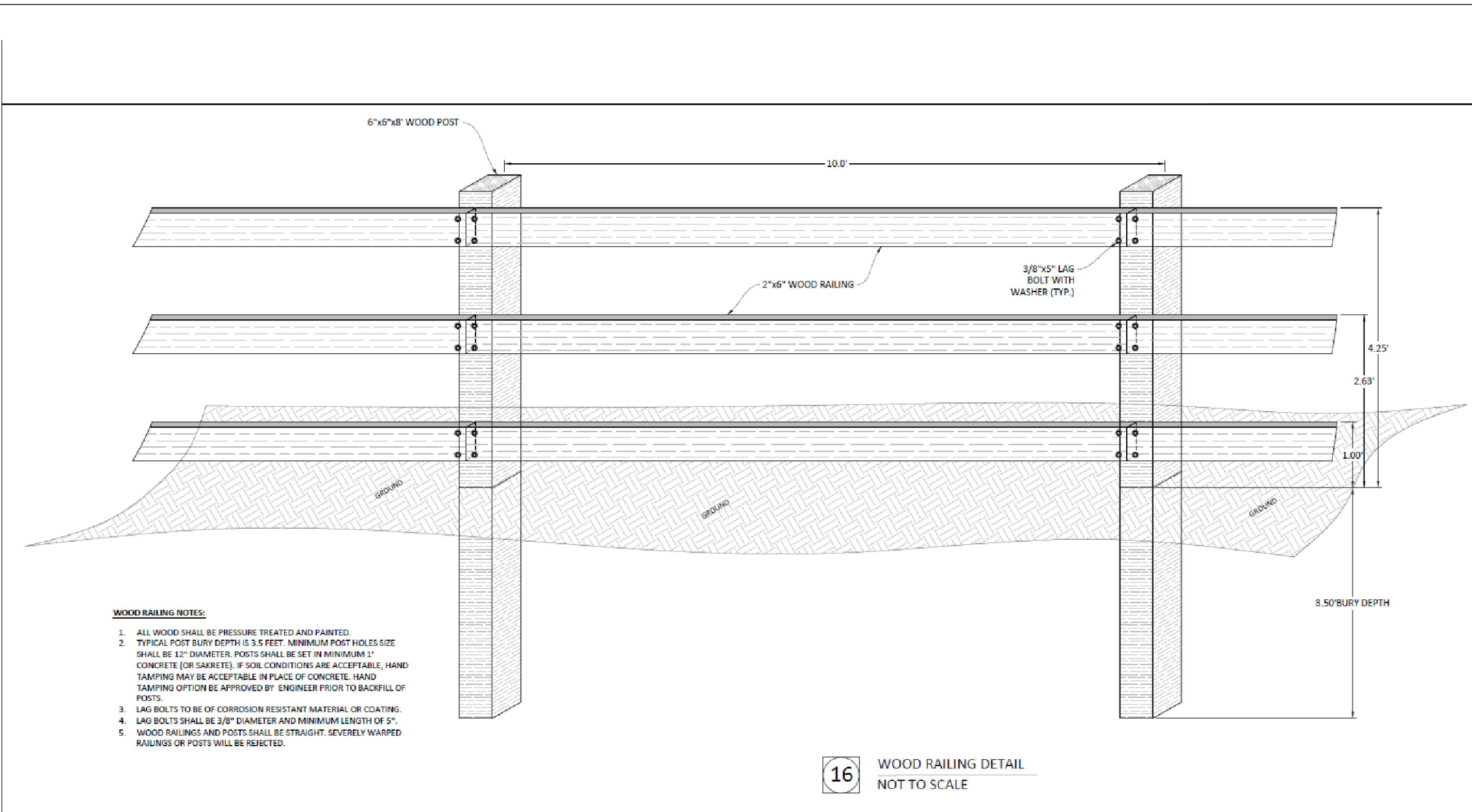
N/A

Prepared By:

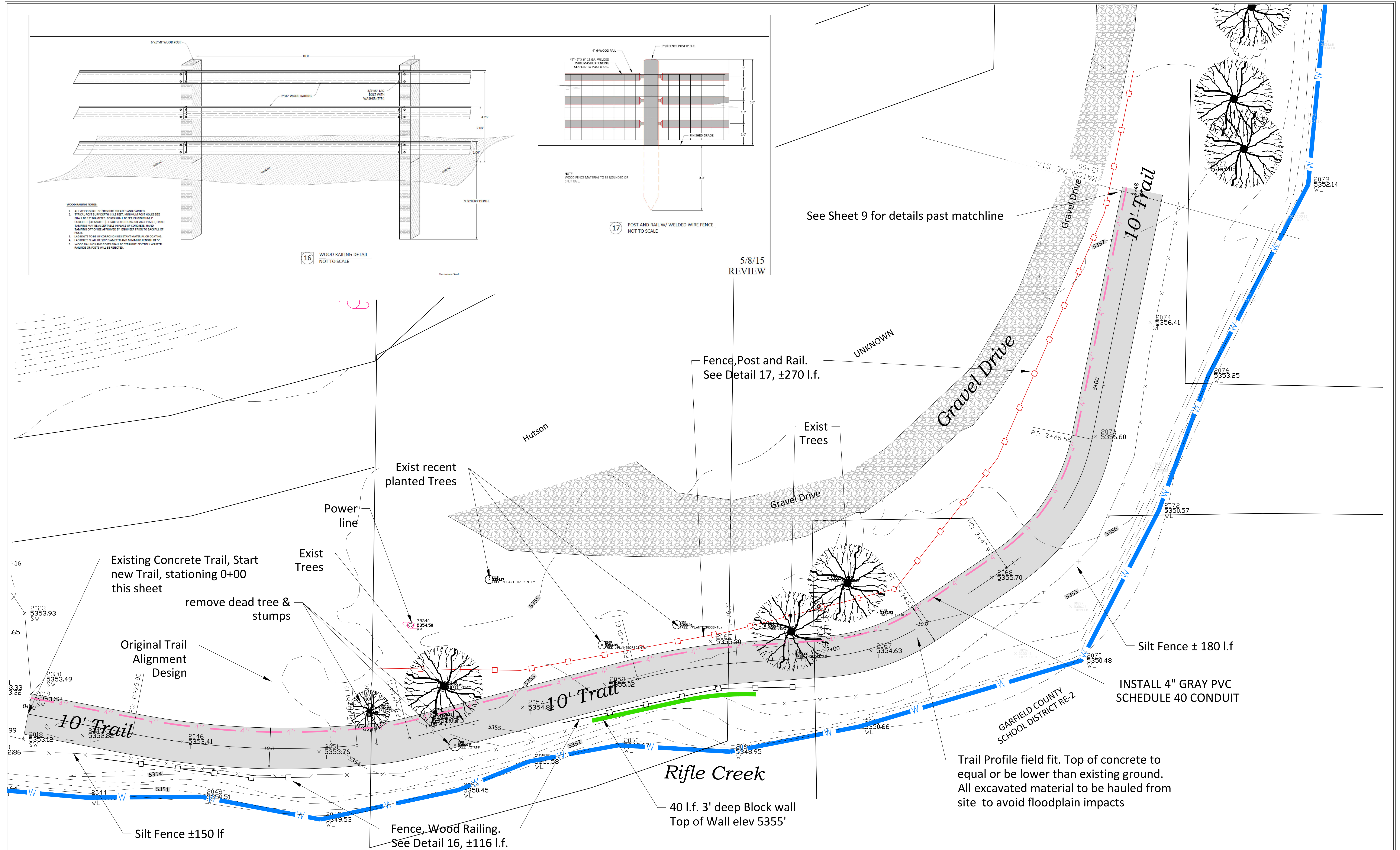
Austin Rickstrew, Parks & Recreation Director

Attachments:

1. 2025-4-15 Sheet 8 City Trail



5/8/15
REVIEW



See Sheet 9 for details past matchline

Fence, Post and Rail.
See Detail 17, ±270 l.f.

Silt Fence ±180 l.f

INSTALL 4" GRAY PVC
SCHEDULE 40 CONDUIT

Trail Profile field fit. Top of concrete to
equal or be lower than existing ground.
All excavated material to be hauled from
site to avoid floodplain impacts

40 l.f. 3' deep Block wall
Top of Wall elev 5355'

These drawings have been prepared for the client
identified on the design sheet titleblock. Unless
these drawings bear a signed engineers seal, they
may be used only at owners sole risk.

This Drawing Not Valid Unless Latest Revision Initials Are Handwritten					Original Drawing Preparation		
No.	Description	By	Date	Approved	Date	By	Date

Engineer's Seal



PO Box 1301
Rifle, CO 81650
Tel 970-625-4933

CLIENT: City of Rifle
PROJECT: Rifle Creek Trail

PRELIMINARY; 15-Apr-25
SHEET TITLE: Bike Trail Revised Design Sheet 8
SHEET NO. OF: 8
Revision 0



Agenda Item #5.a.

Agenda Item Name:

Consider Minutes of the December 17, 2025 Regular Meeting

Presenter:

Alexis Ramirez, City Clerk

Item Description:

Consider Minutes of the December 17th, 2025 Regular Meeting

Recommended Action:

Move to approve the minutes of the December 17th, 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 17th, 2025, Regular Meeting

Notification Requirements:

N/A

Prepared By:

Alexis Ramirez, City Clerk

Attachments:

1. 12.17.2025 DRAFT Minutes



RIFLE CITY COUNCIL

REGULAR MEETING

December 17, 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 Mayor Clint Hostettler.

Present at Roll Call:

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

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, IT Director Kelly Thompson, Human Resources Director Danielle Hogan, Finance Director Scott Rust, Community Development Director Zach Higgins, Communication & Engagement Specialist Kyle Mills, Court Administrator/ PIO Kathy Pototsky, Main Street Manager Kim Burner, Parks & Facilities Manager Keith Gray, Recreation Manager Matt Rowe, Executive Director of the Garfield County Libraries Jaime LaRue, Maria Hernandez, Salvador Contreras, Trish O’Grady, Shawn Brainard, Rick Sleffen, and Abdon Rivera.

PUBLIC COMMENT

Public comment was heard from Trish O’ Grady.

CONSENT AGENDA – CONSIDER THE FOLLOWING ITEMS:

- A. Consider Minutes of the December 3, 2025 Regular Meeting.
- B. Consider Liquor License Renewal for Kum and GO, LC dba Maveirk 5012
- C. Consider Liquor License Renewal for Super Kidz, LLC dba Super Kidz, LLC
- D. Consider Approving the 2026 Cleaning Service Purchase Order Request
- E. Consider Approving the 2026 Landscape Maintenance Purchase Order Request
- F. Consider the Re-appointment of Annie MacGregor and John Douglas to the Park and Recreation Advisory Board (PRAB)

Councilor Alicia Gresley moved to approve Consent Agenda Items A, B, C, D, E and F; seconded by Councilor Scott Marsh.

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

No – None.

PRESENTATION

Rifle Library Annual Update

Garfield County Library Executive Director Jamie LaRue presented an annual update for the Rifle Branch Library. The Rifle branch library remains financially stable and organizationally strong despite a reduced 2026 budget of \$13.8 million, driven by lower oil and gas revenues. All approximately 100 staff positions have been retained. The Rifle branch library board representative appointment is underway, which is considered important as Rifle is now the county’s largest municipality. Community engagement continues to guide library operations through a long-range strategic plan and partnerships that position libraries as community hubs. Digital materials now account for more than half of library use, though traditional checkout remains central. In 2026, the Rifle and Silt branches will undergo facility updates, the Rifle branch plans to add more meeting rooms, expand youth spaces, and update the building itself. Library hours will shift to a 9:00 a.m. opening at all branches beginning January 2026, based on usage data. The Rifle branch will also transition its community partner space to Lift-Up to support food distribution and address local food insecurity.

Executive Director of the Garfield County Libraries Jaime LaRue answered questions for Council.

Comments were heard from Councilor Alicia Gresley.

PUBLIC HEARING

Mayor Clint Hostettler opened public hearing

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

Restaurant owner Maria Hernandez applied for a Hotel and Restaurant Liquor License for The Catrina, LLC., dba The Catrina, located at 101 East 26th Street. This license authorizes the sale of malt, vinous, and spirituous liquors for on-premises consumption within the licensed establishment. The application was received on October 22, 2025, and forwarded to the Colorado Liquor Enforcement Division on November 21, 2025 for concurrent state review. A preliminary walkthrough was conducted by the City Clerk on December 1, 2025, at which time the required public notice was posted on the premises and published in the newspaper. A final inspection is scheduled for January 6th, to be conducted by the City Clerk and Chief of Police, following state approval and prior to local license issuance. The application is complete, all required fees have been paid, and proper public notice requirements have been met. Applicant Maria has provided proof of Colorado Responsible Service of Alcohol training for staff, and a background check revealed no areas of concern.

A petition demonstrating neighborhood and community support has also been received. The location meets all state requirements for a Hotel and Restaurant Liquor License, including compliance with Colorado Liquor Code provisions requiring an approved sanitary kitchen and that at least 25 percent of gross revenue be derived from the sale of full meals during business hours. Issuance of the local Liquor License is contingent upon final state approval and successful completion of the final inspection.

City Clerk Alexis Ramirez and Applicant Maria Hernandez answered questions for Council.

Comments were heard from Councilor Alicia Gresley, Councilor Jonathan Rice and Councilor Karen Roberts.

Mayor Clint Hostettler closed the public hearing

Councilor Michael Clancy moved to approve the new Hotel & Restaurant Liquor License application for The Catrina, LLC. dba The Catrina located at 101 E 26th St.; seconded by Councilor Jonathan Rice.

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

No – None

Consider Amending the 2025 Budget - Supplement Appropriation Request #2

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

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

Mayor Clint Hostettler opened the public hearing.

Finance Director Scott Rust presented request to consider amending the 2025 budget, with confirmation that all public notice requirements were met. This item represents the second supplemental appropriations request of the year. The proposed amendment includes a net increase of \$65,000 to revenue lines and a net increase of \$2,257,835 to expenditures, with a detailed, itemized list of changes provided in the meeting packet. Supplemental appropriations include increases within several funds. The Tourism and Industry Fund requests additional funding for events production (\$15,000), Ticket Reimbursement Expenses (\$45,000). The Water Fund includes a significant increase for the Penwell transmission line replacement (\$1,800,000), along with increases for water plant chemicals (\$25,000), utility services (\$100,000), water meters (\$15,000), and pipes, valves, and fittings (\$15,000). The Wastewater Fund requests a \$200,000 increase for utility services, and the Fleet Fund includes a \$42,835 increase for equipment expenses related to a truck purchase.

Finance Director Scott Rust and City Manager Patrick Waller answered questions for Council.

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

Mayor Clint Hostettler closed the public hearing.

Councilor Jonathan Rice moved 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; seconded by Councilor Scott Marsh.

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

No – None.

REGULAR AGENDA

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

Parks & Recreation Director Austin Rickstrew presented the evaluation in the possible acquisition and the operation for the Rifle Creek Golf Course. The estimated purchase price is approximately \$1.2 million, which includes water rights valued at about \$906,900 that may be eligible for funding through the existing water funds. The most significant financial impacts would occur in the first five years, driven primarily by capital improvements. The irrigation system represents the largest and most critical investment at an estimated \$5.5 million for a full HDPE (High-Density Polyethylene) pipe replacement, essential to the course's long-term viability. Additional near-term needs include HVAC (Heating, Ventilation, and Air Conditioning) replacement, ADA (Americans with Disabilities Act) and concrete improvements, parking upgrades, clubhouse stair renovations, and driving range concrete work. Operationally, acquiring the course would add 2 full-time and 30 seasonal employees, significantly increasing HR (Human Resources) and management workload. This may necessitate an additional full-time HR position and potentially an Assistant Parks and Recreation Director to help manage an expanded workforce of roughly 200 employees during peak seasons. Equipment needs include decisions on golf cart leasing versus purchase (leasing at \$12,500 per month seasonally, or \$500,000 to purchase outright) and replacement of aging maintenance equipment, estimated at \$150,000 – \$200,000 annually for 3–5 years. From a financial perspective, the course could break even on annual operations after capital investments, but near-term profitability is unlikely due to the scale of required improvements. Long-term success depends on addressing the major capital needs, particularly irrigation. The course would be operated as an enterprise fund, with staff favoring full City operations to maintain control over pricing, access, and service levels. Overall, staff characterizes this analysis as a worst-case scenario, with heavy upfront costs that may be phased, especially for large capital projects.

Parks & Recreation Director Austin Rickstrew, City Manager Partick Waller and City Attorney Jim Neu answered questions for Council.

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

Public comment was heard from Jake Statler.

Councilor Scott Marsh moved to approve to direct staff to begin negotiations to acquire the Rifle Creek Golf Course; seconded by Councilor Chris Bornholdt.

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

No – None.

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

Court Administrator/PIO Kathy Pototsky presented request to consider amending the Rifle Municipal Code Section 10-2-20 with Ordinance No.16, Series of 2025 on first reading related to the obstruction of government operations. The amendment is to update the existing language to address misuse of government communication systems and align local code with current state statutory language for consistency and enforceability. The proposed changes expand protections beyond emergency dispatch and emergency personnel to include other public servants and frontline government staff, such as police department employees, court staff, and the city clerk. This broader coverage is intended to prevent obstructive or abusive conduct that interferes with government operations across departments. The ordinance also adds a clear definition of “contact,” based on language from a prior harassment ordinance, to reflect modern communication methods beyond in-person or telephone interactions. Overall, the amendment improves clarity, modernizes the code, and strengthens protections for government operations while maintaining alignment with state law.

Court Administrator/PIO Kathy Pototsky answered questions for Council.

Comments were heard from Councilor Micheal Clancy, Councilor Karen Roberts, Councilor Jonathan Rice and Mayor Clint Hostettler.

Councilor Alicia Gresley moved to approve the amendment to the Rifle Municipal Code Section 10-2-10 (definitions) and Section 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; seconded by Councilor Karen Roberts.

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

No – None.

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

Finance Director Scott Rust presented the request to consider the purchase order and engagement letter for Hinkle & Company, PC to conduct the City of Rifle's 2025 financial audit. Hinkle and Company, PC has successfully completed the City's previous seven audit cycles. Based on the firm's familiarity with City operations, strong track record and no performance concerns, Finance Director Scott Rust recommends continuing the engagement. The City is currently in the third year of a five-year contract structure, consisting of a one-year commitment with four optional one-year extensions. Continuing with the current auditor avoids the additional time and administrative burden associated with onboarding a new firm, while preserving institutional knowledge and audit efficiency. Hinkle and Company, PC maintains quality control through internal staff rotation, assigning different senior auditors and potentially rotating the audit partner, ensuring fresh perspectives while maintaining continuity at the firm level. A pre-audit conference was held in advance of fieldwork. The 2025 audit is budgeted at \$20,500. Finance Director Scott Rust noted the potential to avoid a single audit, which could save approximately \$7,000, contingent on total federal expenditures—specifically remaining under \$1 million for the LWCF (Land and Water Conservation Fund) grant. While this threshold may be difficult to meet, the Finance Department continues to monitor expenditures.

Finance Director Scott Rust answered questions for Council.

Comments were heard from Councilor Alicia Gresley and Mayor Clint Hostettler.

Councilor Scott Marsh moved 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; seconded by Councilor Jonathan Rice.

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

No – None.

Consider Approving the 2026 Microsoft Licensing Renewal

Procurement & Grant Manager Iris Trevisano and IT Director Kelly Thompson presented request to consider purchase order for the Microsoft Licensing and Maintenance Agreement totaling \$65,390.26. This request is presented now to secure pricing and avoid anticipated cost increases before the 2026 budget year. Section 4350 will be applied for cooperative purchasing through NASBA (The National Association of State Boards of Accountancy), ensuring compliance and cost-effectiveness. The upgrade transitions from the current Office 365 platform (limited to basic office suite and hosting) to Microsoft 365, which offers expanded functionality, most notably enhanced security and domain control capabilities. Key benefits of the new Microsoft 365 solution include improved control over domain and network security, stronger email security protocols, and consolidated enterprise security management. These enhancements address critical organizational security needs and justify the slight increase in licensing costs compared to the previous Office 365 agreement. While the cost represents a moderate budget increase, it reflects the expanded platform and vital security improvements that support the City's operational resilience and data protection objectives.

Procurement & Grant Manager Iris Trevisano and IT Director Kelly Thompson answered questions for Council.

Comments were heard from Councilor Karen Roberts and Mayor Clint Hostettler.

Councilor Jonathan Rice moved to approve the purchase request of Microsoft Licensing and Maintenance for 2026 totaling \$65,390.26; seconded by Councilor Alicia Gresley.

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

No – None.

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

Procurement & Grant Manager Iris Trevisano and Parks & Recreation Director Austin Rickstrew presented request to consider approving the purchase order Request to replace the Rifle Police Department’s HVAC (Heating, Ventilation, and Air Conditioning) controls at the Justice Center, totaling \$38,448.71. Originally budgeted at \$35,000, the increase of \$3,448.71 will be covered by existing funds allocated for unforeseen repair and maintenance expenses. The Justice Center’s HVAC controls are approximately 20 years old and have recently failed due to reaching their operational lifespan and compatibility issues caused by the system upgrade from Windows 7 to Windows 10. The new HVAC control software will match the system currently used at City Hall, ensuring seamless integration and no additional staff training.

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

Comments were heard from Councilor Alicia Gresley and Mayor Clint Hostettler.

Councilor Scott Marsh moved to approve the purchase order request for an update to the Police department HVAC Controls to Trane US Inc. in an amount not to exceed \$38,448.71; seconded by Councilor Chris Bornholdt.

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

No – None.

Consider Approving the Musco Lighting Retrofit Project Purchase Order Request

Procurement & Grant Manager Iris Trevisano and Parks & Recreation Director Austin Rickstrew presented to consider approving request for the Musco Lighting Retrofit project. The request is being made to upgrade and retrofit lights for the Book Cliffs Field using the current vendor Musco Lighting. The project is budgeted at \$190,000.00, showing an increase from the original quote of \$130,000.00 due to an initial oversight of labor cost. Despite being over budget, proceeding is recommended due to several existing lights being out, creating unsafe conditions on the field. The higher cost ensures replacement of old light mounts and secures a 25-year warranty for parts and labor. Efforts are underway to secure a \$50,000 T-Mobile grant, and other grants, to help cover the increased cost, with the purchase timed to align with potential grant awards.

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

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

Councilor Alicia Gresley moved to approve the Purchase Order Request in the amount not to exceed \$190,000.00 to Musco Lighting for the lighting retrofit project; seconded by Councilor Jonathan Rice.

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

No – None.

Consider Awarding contract for Portable Restroom Services

Procurement & Grant Manager Iris Trevisano and Parks & Recreation Director Austin Rickstrew presented the request to consider awarding contract for the Portable Restroom Services covering all City Parks including the Rifle Mountain Park. No pre-bid meeting was held. The contract term is for three years with an option for a one-year renewal. There is a total of 19 restrooms; nine (9) in City Parks and ten (10) in Rifle Mountain Park. Two bids were received from Alpine Waste & Recycle and Mountain Waste & Recycle. Both bids met the city’s requirements and were competitively priced. Alpine Waste offered a local discount, while Mountain Waste provided a Garfield County discount. Alpine Waste was selected as the most cost-effective bidder with an annual bid amount of \$45,720, slightly above the budgeted \$45,000 per year. The contract includes a fixed price with no annual increases over the term.

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

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

Councilor Michael Clancy moved to approve a 3-Year Agreement with Alpine Waste & Recycling for 2026, 2027 and 2028 for an amount not to exceed \$142,560.00; seconded by Councilor Scott Marsh.

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

No – None.

Consider Awarding City Marketing Services Bid to Align Multimedia

Procurement & Grant Manager Iris Trevisano and Main Street Manager Kim Burner introduced the City’s Marketing Services Request for Proposal (RFP), with Align Multimedia for a three-year marketing services contract after a comprehensive bid process. The RFP was posted on BidNet platform, signaling a major spending project for the city. A total of 20 proposals were received, after an initial evaluation, three firms were selected and reviewed by Main Street Manager Kim Burner, Community Development Director Zach Higgins, and Communications Coordinator Kyle Mills.

Proposals were assessed based on alignment with current City services, RFP requirements, and considerations. Many proposals were eliminated early due to cost, with bids ranging from \$75,000 to more than \$1 million. Align Multimedia, the only local applicant based in Garfield County and Rifle, scored favorably and received a local preference consideration. Following interviews and additional follow-up discussions, the evaluation committee comfortably awarded the contract to Align Multimedia. While their proposal slightly exceeds the budgeted amount, it includes additional services such as expanded event support and marketing for the UTE Theater.

Procurement & Grant Manager Iris Trevisano and Main Street Manager Kim Burner answered questions for Council.

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

Councilor Alicia Gresley moved to award bid to Align Multimedia for a Three-Year Contract for Marketing Services in the amount not to exceed \$135,000.00 over three years; seconded by Councilor Scott Marsh.

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

No – None.

Report to City Manager

Reports were heard from City Manager Patrick Waller, City Clerk Alexis Ramirez, City Attorney Jim Neu, HR Director Danielle Hogan, Finance Director Scott Rust, Community Development Director Zach Higgins, Chief of Police Debra Funston, Main Street Manager Kim Burner, and IT Director Kelly Thompson.

Comments from Mayor and Council

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

Adjournment

Meeting adjourned at 9:04 p.m.

Alexis Ramirez
City Clerk

Clint Hostettler
Mayor



Agenda Item #5.b.

Agenda Item Name:

Consider Designating a Public Posting Place — Resolution No. 1, Series of 2026

Presenter:

Alexis Ramirez, City Clerk

Item Description:

Designates the place where notices of public meetings shall be posted.

Recommended Action:

Move to approve Resolution No. 1, Series of 2026 designating a place for the posting of Public Meetings.

Fiscal Impact:

N/A

Operational Impact:

N/A

Prior Board Motions:

N/a

Background Information:

N/A

Executive Summary:

The City of Rifle is subject to the Colorado Open Meetings Law which requires the City to post notices of any public meetings in a public place. City Council annually designates the place where notices of public meetings shall be posted. Resolution No. 1, Series of 2026 designates the official location for the posting of public meeting notices for the City Council for 2026 shall be on its website at: <https://www.rifleco.org/>.

Notification Requirements:

N/A

Prepared By:

Alexis Ramirez, City Clerk

Attachments:

1. Resolution No. 1-Designating Posting Place

**CITY OF RIFLE, COLORADO
RESOLUTION NO. 1
SERIES OF 2026**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RIFLE,
COLORADO, DESIGNATING A PLACE FOR THE POSTING OF PUBLIC
MEETING NOTICES.

WHEREAS, the City of Rifle is subject to the Colorado Open Meetings Law which requires that full and timely notice be given to the public of any meeting at which the adoption of any proposed policy, position, resolution, rule, regulation, or formal action occurs, or at which a majority or quorum of the body is in attendance, or is expected to be in attendance; and

WHEREAS, pursuant to § C.R.S. 24-6-402(2)(c), a local public body shall be deemed to have given full and timely notice of a public meeting if the local public body posts the notice, with specific agenda information if available, no less than twenty-four hours prior to the holding of the meeting on a public website of the local public body.

WHEREAS, the City Council annually designates the place where notices of public meetings shall be posted.

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

1. The above recitals are hereby incorporated as findings by the City of Rifle.
2. The posting place for notices of any public meetings for the City of Rifle shall be on its website at: <https://www.rifleco.org/>. The City Clerk shall provide the address of the website to the Department of Local Affairs for inclusion in the inventory maintained pursuant to C.R.S. §24-32-116.
3. The City of Rifle shall, to the extent feasible, make the notices searchable by type of meeting, date of meeting, time of meeting, agenda contents, and any other category deemed appropriate by it and shall consider linking the notices to any appropriate social media accounts of the City of Rifle.
4. The City of Rifle hereby designates the bulletin board located in the foyer at the east entrance to City Hall at 202 Railroad Avenue, Rifle Colorado 81650 as the public place within its boundaries at which it may post a notice no less than twenty-four hours prior to a meeting if it is unable to post a notice online in exigent or emergency circumstances such as a power outage or an interruption in internet service that prevents the public from accessing the notice online.

THIS RESOLUTION was read, passed, and adopted by the Rifle City Council at a regular meeting held this 7th day of January 2026.

CITY OF RIFLE, COLORADO

By _____
Mayor

ATTEST:

City Clerk



Agenda Item #5.c.

Agenda Item Name:

Consider Yearly Aluminum Sulfate Purchase for Water Plant

Presenter:

Jared Emmert, Utilities Director

Item Description:

Consider approval of the annual purchase of aluminum sulfate for the water treatment plant.

Recommended Action:

Move to approve the water plant aluminum sulfate purchase request in the amount of \$60,000.

Fiscal Impact:

A total of \$195,000 is budgeted in the 2026 budget for all chemicals required for the water plant. The cost of aluminum sulfate is included within this allocation and will not exceed the budgeted amount.

Operational Impact:

Aluminum sulfate is used as a coagulant in the water treatment process.

Prior Board Motions:

N/A

Background Information:

N/A

Executive Summary:

Due to increasing chemical costs over the past years, purchasing aluminum sulfate coagulant for the water treatment plant now requires a PO every time it is ordered. Instead of several small PO's, it is a more efficient use of time to make one large PO every year. Aluminum sulfate is accounted for in the yearly Water Fund chemical budget, per usual. Pricing does not vary much between distributors, so we are selecting the Thatcher Company to be our supplier of aluminum sulfate for 2026 due to their reliability.

This Miscellaneous exemptions purchase falls under RMC Section 4-2-230(a)(4) - Although there exists more than one (1) responsible source, a competitive process cannot reasonably be used or, if used, will result in a substantially higher cost to the City, will otherwise injure the City's financial interests or will substantially impede the City's administrative functions or the delivery of services to the public or to provide uniform and economical repair and maintenance.

Notification Requirements:

N/A

Prepared By:

Jared Emmert, Utilities Director

Attachments:

1. Alum purchase request 2026



City of Rifle, Colorado
Utility Department

To: Rifle City Council
Cc: Patrick Waller, City Manager
From: Jared Emmert, Utilities Director
Date: 12/31/2025
Re: Yearly Aluminum Sulfate for Water Treatment Plant

Due to increasing chemical costs over the past years, purchasing aluminum sulfate coagulant for the water treatment plant now requires a PO every time it is ordered. Instead of several small PO's, it is a more efficient use of time to make one large PO every year. Aluminum sulfate is accounted for in the yearly Water Fund chemical budget, per usual.

The Thatcher Company is currently the water treatment facility's supplier of bulk aluminum sulfate. There were only two bulk suppliers of aluminum sulfate at the truckload level in the western United States: Thatcher, and Brenntag. Formerly, Hydrite Chemical was a third option, but they were acquired by the Thatcher Company in 2023. We compare companies every year. After delivery reliability issues with Brenntag in 2024, we are selecting the Thatcher Company to be our supplier of aluminum sulfate for 2026. I am requesting a sole-source purchase of \$60,000 for our yearly supply of aluminum sulfate.

This sole source purchase falls under RMC Section 4-2-230(a)(4) - Although there exists more than one (1) responsible source, a competitive process cannot reasonably be used or, if used, will result in a substantially higher cost to the City, will otherwise injure the City's financial interests or will substantially impede the City's administrative functions or the delivery of services to the public or to provide uniform and economical repair and maintenance.

Please let me know if you have any questions or concerns about this purchase.

Thank you,

Jared Emmert, Utilities Director



**CITY OF RIFLE
PURCHASE REQUEST**

1.	Vendor Name	NEW: W-9 attached <input type="checkbox"/>

2.	Vendor Address

3.	For the Purchase of (description)

4.	Amount Requested	Amount Budgeted	Finance Director Verified Funds Avail.

5.	Dept. Name	General Ledger Acct #

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>Jared Emmert</i>	
	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.d.

Agenda Item Name:

Consider Yearly Sodium Chlorite Purchase for Water Plant

Presenter:

Jared Emmert, Utilities Director

Item Description:

Consider approval of the annual water treatment plant sodium chlorite purchase.

Recommended Action:

Move to approve the water plant sodium chlorite purchase request in the amount of \$38,000.

Fiscal Impact:

A total of \$195,000 is budgeted in the 2026 budget for all chemicals required for the water plant. The cost of Sodium Chlorite is included within this allocation and will not exceed the budgeted amount.

Operational Impact:

Sodium chlorite is used as a reagent in the water plant's chlorine dioxide generator.

Prior Board Motions:

N/A

Background Information:

N/A

Executive Summary:

We recently got the opportunity to purchase sodium chlorite solution directly from the producer, International Dioxide. International Dioxide is the sole producer of sodium chlorite in the United States, so even when purchased from Evoqua in the past, the product came from International Dioxide. Aluminum sulfate is accounted for in the yearly Water Fund chemical budget, per usual.

This Miscellaneous exemptions purchase falls under RMC Section 4-2-230(a)(4) - Although there exists more than one (1) responsible source, a competitive process cannot reasonably be used or, if used, will result in a substantially higher cost to the City, will otherwise injure the City's financial interests or will substantially impede the City's administrative functions or the delivery of services to the public or to provide uniform and economical repair and maintenance.

Notification Requirements:

N/A

Prepared By:

Jared Emmert, Utilities Director

Attachments:

1. Sodium chlorite purchase request 2026



City of Rifle, Colorado
Utility Department

To: Rifle City Council
Cc: Patrick Waller, City Manager
From: Jared Emmert, Utilities Director
Date: 12/31/2025
Re: Yearly Sodium Chlorite for Water Treatment Plant

The water treatment plant uses a sodium chlorite solution as a reagent in the plant's onsite chlorine dioxide generator. Sodium chlorite is accounted for in this year's Water Fund chemical budget.

Until recently, Evoqua Water Technologies serviced and supplied the reagents for the chlorine dioxide generator. However, we recently got the opportunity to purchase the sodium chlorite solution directly from the producer, International Dioxide. International Dioxide is the sole producer of sodium chlorite in the United States, so even when purchased from Evoqua in the past, the product came from International Dioxide.

The delivered price is \$1.02 per pound, with a minimum shipment of 20,200 pounds (\$20,604). Our normal order is usually on the lower side. I am requesting a purchase order for \$38,000 for our yearly supply of sodium chlorite.

This sole source purchase falls under RMC Section 4-2-230(a)(4) - Although there exists more than one (1) responsible source, a competitive process cannot reasonably be used or, if used, will result in a substantially higher cost to the City, will otherwise injure the City's financial interests or will substantially impede the City's administrative functions or the delivery of services to the public or to provide uniform and economical repair and maintenance.

Please let me know if you have any questions or concerns about this purchase.

Thank you,

Jared Emmert, Utilities Director



**CITY OF RIFLE
PURCHASE REQUEST**

1.	Vendor Name	NEW: W-9 attached <input type="checkbox"/>

2.	Vendor Address

3.	For the Purchase of (description)

4.	Amount Requested	Amount Budgeted	Finance Director Verified Funds Avail.

5.	Dept. Name	General Ledger Acct #

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
		Department Director	<i>Jared Emmert</i>
		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 #5.e.

Agenda Item Name:

Consider Yearly Citric Acid Purchase for Water Plant

Presenter:

Jared Emmert, Utilities Director

Item Description:

Consider approval of the annual water treatment plant citric acid purchase.

Recommended Action:

Move to approve the water plant citric acid purchase request in the amount of \$32,000.

Fiscal Impact:

Citric acid was not included in the original 2026 Water Plant chemicals budget of \$195,000. Current inventory is expected to run out in December 2026 or January 2027, so this purchase is being requested preemptively.

Operational Impact:

Citric acid is used in the maintenance of the water treatment plant's membrane filters.

Prior Board Motions:

N/A

Background Information:

N/A

Executive Summary:

Due to increasing chemical costs over the past years, purchasing citric acid for the water treatment plant now requires a PO every time it is ordered. The Thatcher Company is currently the water treatment facility's distributor of bulk citric acid. Pricing does not vary much between distributors, so we are selecting the Thatcher Company to be our supplier of citric acid for 2026 due to their reliability.

This Miscellaneous exemptions falls under RMC Section 4-2-230(a)(4) - Although there exists more than one (1) responsible source, a competitive process cannot reasonably be used or, if used, will result in a substantially higher cost to the City, will otherwise injure the City's financial interests or will substantially impede the City's administrative functions or the delivery of services to the public or to provide uniform and economical repair and maintenance.

Notification Requirements:

N/A

Prepared By:

Jared Emmert, Utilities Director

Attachments:

1. Citric purchase request 2026



City of Rifle, Colorado
Utility Department

To: Rifle City Council
Cc: Patrick Waller, City Manager
From: Jared Emmert, Utilities Director
Date: 12/31/2025
Re: Yearly Citric Acid for Water Treatment Plant

Due to increasing chemical costs over the years, purchasing citric acid for the water treatment plant now requires a PO every time it is ordered. Citric acid is only ordered approximately every two years. Citric acid is accounted for in the yearly Water Fund chemical budget, per usual.

The Thatcher Company is currently the water treatment facility's distributor of bulk citric acid. There is only one citric acid supplier in the western United States, which is PVS Chemicals. Every distributor, including the Thatcher Company, sources their citric acid from PVS, so prices do not vary much between distributors. Thatcher has been shown to be the more reliable distributor for our area. I am requesting a sole-source purchase of \$32,000 for this year's supply of citric acid.

This sole source purchase falls under RMC Section 4-2-230(a)(4) - Although there exists more than one (1) responsible source, a competitive process cannot reasonably be used or, if used, will result in a substantially higher cost to the City, will otherwise injure the City's financial interests or will substantially impede the City's administrative functions or the delivery of services to the public or to provide uniform and economical repair and maintenance.

Please let me know if you have any questions or concerns about this purchase.

Thank you,

Jared Emmert, Utilities Director



**CITY OF RIFLE
PURCHASE REQUEST**

1.	Vendor Name	NEW: W-9 attached <input type="checkbox"/>

2.	Vendor Address

3.	For the Purchase of (description)

4.	Amount Requested	Amount Budgeted	Finance Director Verified Funds Avail.

5.	Dept. Name	General Ledger Acct #

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>Jared Emmert</i>	
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 Yearly Sodium Hypochlorite Purchase for Water Plant

Presenter:

Jared Emmert, Utilities Director

Item Description:

Consider approval of the annual water treatment plant sodium hypochlorite purchase.

Recommended Action:

Move to approve the water plant sodium hypochlorite purchase request in the amount of \$80,000.

Fiscal Impact:

A total of \$195,000 is budgeted in the 2026 budget for all chemicals required for the water plant. The cost of Sodium Hypochlorite is included within this allocation and will not exceed the budgeted amount.

Operational Impact:

Sodium hypochlorite is used as the final disinfectant in the water treatment process.

Prior Board Motions:

N/A

Background Information:

N/A

Executive Summary:

Due to increasing chemical costs over the past years, purchasing sodium hypochlorite disinfectant for the water treatment plant now requires a PO every time it is ordered. Instead of several small PO's, it is a more efficient use of time to make one large PO every year. Sodium hypochlorite is accounted for in the yearly Water Fund chemical budget, per usual. Pricing does not vary much between distributors, so we are selecting the Thatcher Company to be our supplier of sodium hypochlorite for 2026 due to their reliability. There were reliability issues with a previous supplier.

This Miscellaneous exemptions purchase falls under RMC Section 4-2-230(a)(4) - Although there exists more than one (1) responsible source, a competitive process cannot reasonably be used or, if used, will result in a substantially higher cost to the City, will otherwise injure the City's financial interests or will substantially impede the City's administrative functions or the delivery of services to the public or to provide uniform and economical repair and maintenance.

Notification Requirements:

N/A

Prepared By:

Jared Emmert, Utilities Director

Attachments:

1. Hypochlorite purchase request 2026



City of Rifle, Colorado
Utility Department

To: Rifle City Council
Cc: Patrick Waller, City Manager
From: Jared Emmert, Utilities Director
Date: 12/31/2025
Re: Yearly Sodium Hypochlorite for Water Treatment Plant

Due to increasing chemical costs over the years, purchasing sodium hypochlorite disinfectant for the water treatment plant now requires a PO every time it is ordered. Instead of several small PO's, it is a more efficient use of time to make one large PO every year. Sodium hypochlorite is accounted for in the yearly Water Fund chemical budget, per usual.

There are only three bulk suppliers of sodium hypochlorite at the truckload level in the western United States: Thatcher, Brenntag, and Univar. We compare each company on a yearly basis. Brenntag currently has the lowest delivered price of the three distributors. However, due to reliability issues with Brenntag in 2024, it was decided to switch back to Thatcher. I am again requesting a sole-source purchase of \$80,000 for Thatcher for our yearly supply of sodium hypochlorite.

This sole source purchase falls under RMC Section 4-2-230(a)(4) - Although there exists more than one (1) responsible source, a competitive process cannot reasonably be used or, if used, will result in a substantially higher cost to the City, will otherwise injure the City's financial interests or will substantially impede the City's administrative functions or the delivery of services to the public or to provide uniform and economical repair and maintenance.

Please let me know if you have any questions or concerns about this purchase.

Thank you,

Jared Emmert, Utilities Director



**CITY OF RIFLE
PURCHASE REQUEST**

1.	Vendor Name	NEW: W-9 attached <input type="checkbox"/>

2.	Vendor Address

3.	For the Purchase of (description)

4.	Amount Requested	Amount Budgeted	Finance Director Verified Funds Avail.

5.	Dept. Name	General Ledger Acct #

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>Jared Emmert</i>	
	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.g.

Agenda Item Name:

Consider Yearly Polymer Purchase for Wastewater Plant

Presenter:

Jared Emmert, Utilities Director

Item Description:

Consider approval of the annual wastewater treatment plant polymer purchase.

Recommended Action:

Move to approve the wastewater treatment plant polymer purchase request in the amount of \$140,000.

Fiscal Impact:

A total of \$155,000 is budgeted in the 2026 budget for all chemicals required for the wastewater plant. The cost of Polymer is included within this allocation and will not exceed the budgeted amount.

Operational Impact:

Polymer is used as a coagulant in the solids dewatering process at the wastewater treatment plant.

Prior Board Motions:

N/A

Background Information:

N/A

Executive Summary:

Due to increasing chemical costs over the past years, purchasing polymer coagulant for the screw press now requires a PO every time it is ordered. Instead of a dozen small PO's, it is a more efficient use of time to make one large PO every year. Polymer is accounted for in the yearly Wastewater Fund chemical budget, per usual. The polymer being used is Zetag 8868FS, which is the most effective polymer for the wastewater treatment plant's new screw press. Multiple polymer models from different companies were jar tested, and Zetag 8868FS was selected for its sludge dewatering performance. Zetag 8868FS is produced by the Solenis Company and sold by Kubwater Resources Inc.

This Miscellaneous exemptions purchase falls under RMC Section 4-2-230(a)(4) — Although there exists more than one (1) responsible source, a competitive process cannot reasonably be used or, if used, will result in a substantially higher cost to the City, will otherwise injure the City's financial interests or will substantially impede the City's administrative functions or the delivery of services to the public or to provide uniform and economical repair and maintenance.

Notification Requirements:

N/A

Prepared By:

Jared Emmert, Utilities Director

Attachments:

1. Polymer Purchase Request 2026



City of Rifle, Colorado
Utility Department

To: Rifle City Council
Cc: Patrick Waller, City Manager
From: Jared Emmert, Utilities Director
Date: 12/31/2025
Re: Yearly Polymer for Wastewater Treatment Plant

Due to increasing chemical costs over the years, purchasing polymer coagulant for the screw press now requires a PO every time it is ordered. Instead of a dozen small PO's, it is a more efficient use of time to make one large PO every year. Polymer is accounted for in the yearly Wastewater Fund chemical budget, per usual.

The polymer being used is Zetag 8868FS, which is the most effective polymer for the wastewater treatment plant's new screw press. Multiple polymer models from different companies were jar tested, and Zetag 8868FS was selected for its sludge dewatering performance. Zetag 8868FS is produced by the Solenis Company and sold by Kubwater Resources Inc., the regional representative for Solenis products. I am requesting a sole-source purchase of \$140,000 for our yearly supply of polymer.

This sole source purchase falls under RMC Section 4-2-230(a)(4) - Although there exists more than one (1) responsible source, a competitive process cannot reasonably be used or, if used, will result in a substantially higher cost to the City, will otherwise injure the City's financial interests or will substantially impede the City's administrative functions or the delivery of services to the public or to provide uniform and economical repair and maintenance.

Please let me know if you have any questions or concerns about this purchase.

Thank you,

Jared Emmert, Utilities Director



**CITY OF RIFLE
PURCHASE REQUEST**

1.	Vendor Name	NEW: W-9 attached <input type="checkbox"/>

2.	Vendor Address

3.	For the Purchase of (description)

4.	Amount Requested	Amount Budgeted	Finance Director Verified Funds Avail.

5.	Dept. Name	General Ledger Acct #

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>Jared Emmert</i>	
	City Manager		
	City Council Approval (meeting date)		

10.	Purchase Order # assigned by Finance

TABLE 1 - IS A PURCHASE ORDER NECESSARY

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TABLE 3 - LOCAL VENDOR PREFERENCE

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\$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.h.

Agenda Item Name:

Consider Approval of Purchase Order for Sustainable Strategies

Presenter:

Patrick Waller, City Manager

Item Description:

Consider Approval of Purchase Order for Sustainable Strategies

Recommended Action:

Move to approve the purchase order for Sustainable Strategies in the amount of \$72,000.

Fiscal Impact:

Funding is in the 2026 Adopted Budget at \$72,000.

Operational Impact:

Sustainable Strategies supports city staff in identifying and applying for grants.

Prior Board Motions:

Rifle has used Sustainable Strategies for grant writing services since January 2022. Council approved the first Purchase Order in January 2022.

Background Information:

Sustainable Strategies has provided grant writing services to the city since January 2022.

Executive Summary:

Sustainable Strategies has played a key role in securing various grants for the City of Rifle. In 2024 and 2025, we have successfully obtained the following funding with their assistance:

2024

- \$4,500,000 Strong Communities (Colorado Department of Local Affairs)
- \$1,025,000 Federal Mineral Lease District Grant (Garfield County)
- \$1,290,000 Energy and Mineral Assistance Fund (Colorado Department of Local Affairs)
- \$1,250,000 Birch Park Grant (Colorado Parks and Wildlife)
- \$800,000 Birch Park Grant (Great Outdoors Colorado)

2025

- \$25,000 Rifle Parks & Recreation Main Plan (Colorado Department of Local Affairs)
- \$200,000 Rifle - Resilient Land Use and Development (Colorado Department of Local Affairs)
- \$500,000 Rifle, City of Waterline Relocation, Phase 1 Penwell (Garfield County FMLD)
- \$500,000 Park Ave. Road & Bridge (Garfield County FMLD)

\$30,000 Four-Column Lift Project (Garfield County FMLD)

Additionally, we have a pending grant application for:

\$401,000 COPS TECH (Congressionally Directed Spending, approved by the Senate and House, awaiting Federal Budget approval)

\$200,000 Local IMPACT Accelerator Program

\$50,000 City of Rifle Bookcliff Field Lighting Replacement Project T-Mobile Hometown Grant Program (award determinations will be made by late February 2026)

For 2026, our costs will remain the same as last year at \$72,000, and the staff is appreciative of this ongoing partnership.

Under our current agreement, Sustainable Strategies will assist with six grant applications per year. However, they have not limited us to this number and have not charged additional fees when we exceed the contracted limit. Staff recommends that we continue working with the firm. The purchase falls under the Miscellaneous Exemption 4-2-230 (4) of the Purchasing Code.

Notification Requirements:

No additional notice required.

Prepared By:

Patrick Waller, City Manager

Attachments:

1. OFFICIAL PURCHASE REQUEST SUSTAINABLE STRATEGIES, LLC



**CITY OF RIFLE
PURCHASE REQUEST**

1.	Vendor Name	NEW: W-9 attached <input type="checkbox"/>

2.	Vendor Address

3.	For the Purchase of (description)

4.	Amount Requested	Amount Budgeted	Finance Director Verified Funds Avail.

5.	Dept. Name	General Ledger Acct #

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	
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TABLE 1 - IS A PURCHASE ORDER NECESSARY

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



Agenda Item #7.a.

Agenda Item Name:

Healthy Beverage Partnership

Presenter:

Patrick Waller, City Manager

Item Description:

Healthy Beverage Partnership

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

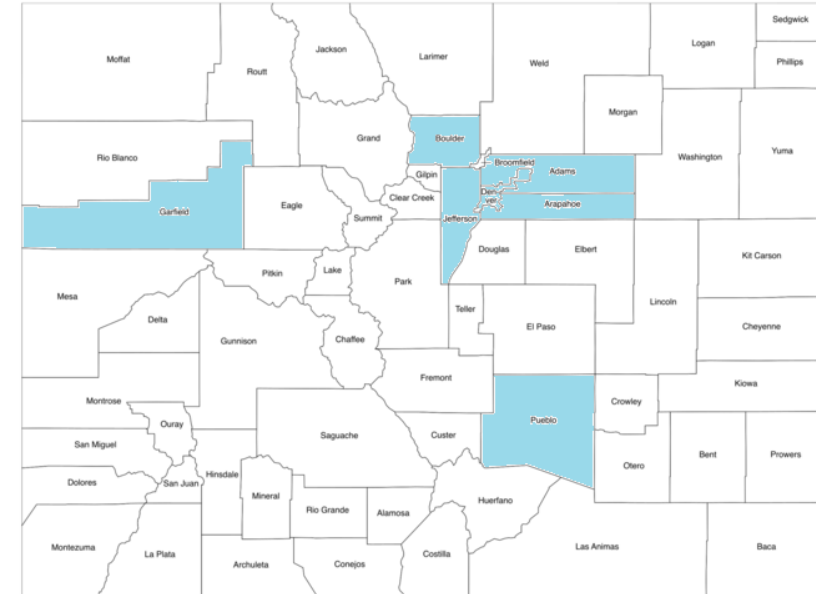
Garfield County Public Health

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



Choose water instead of a sugary drink.

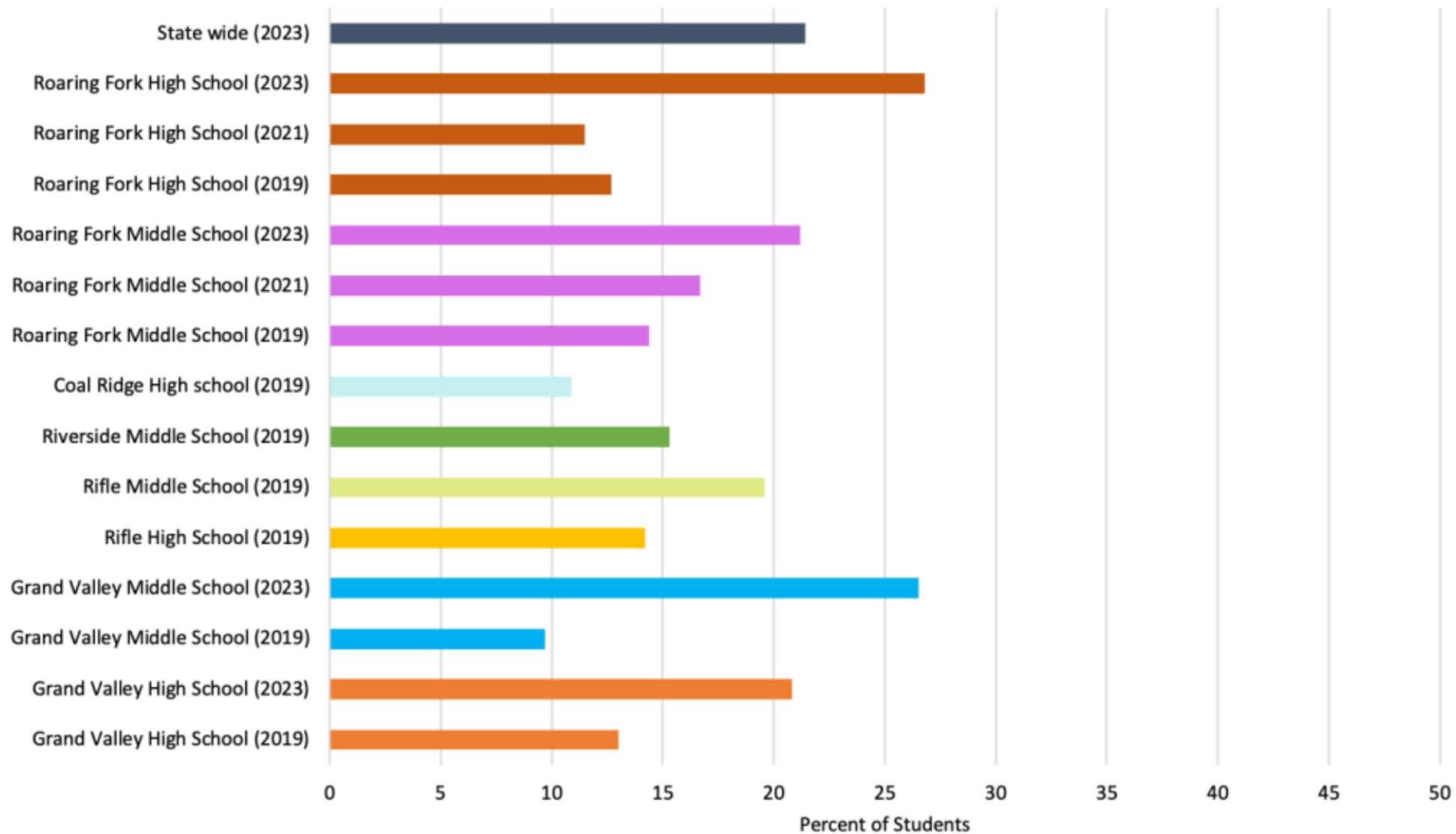
Water is healthy and saves calories ... and money!

Lemonade or fruit drinks are just soda without the bubbles.

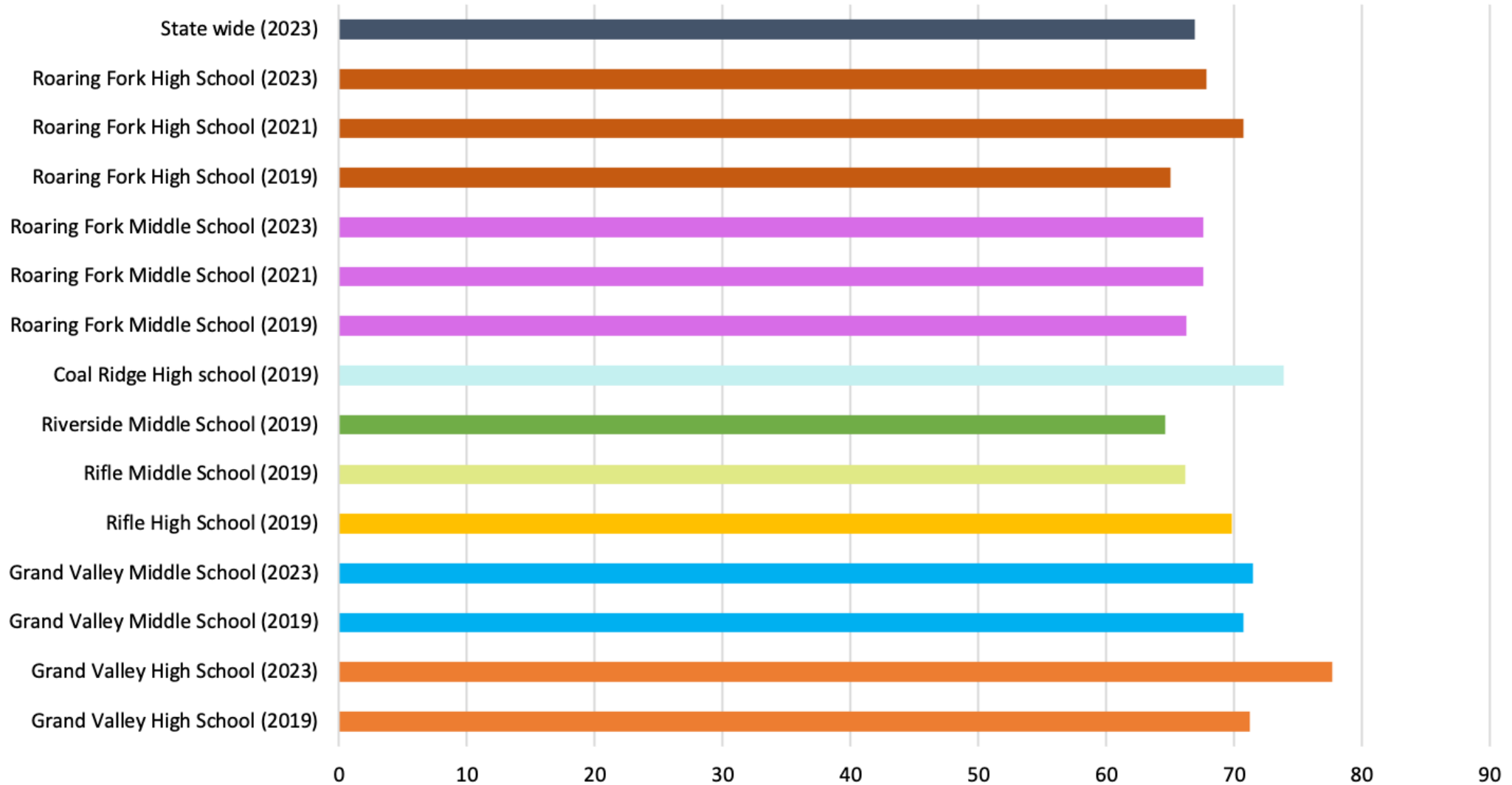


This generation of kids is the first in US history to have a **shorter life expectancy** than their parents.

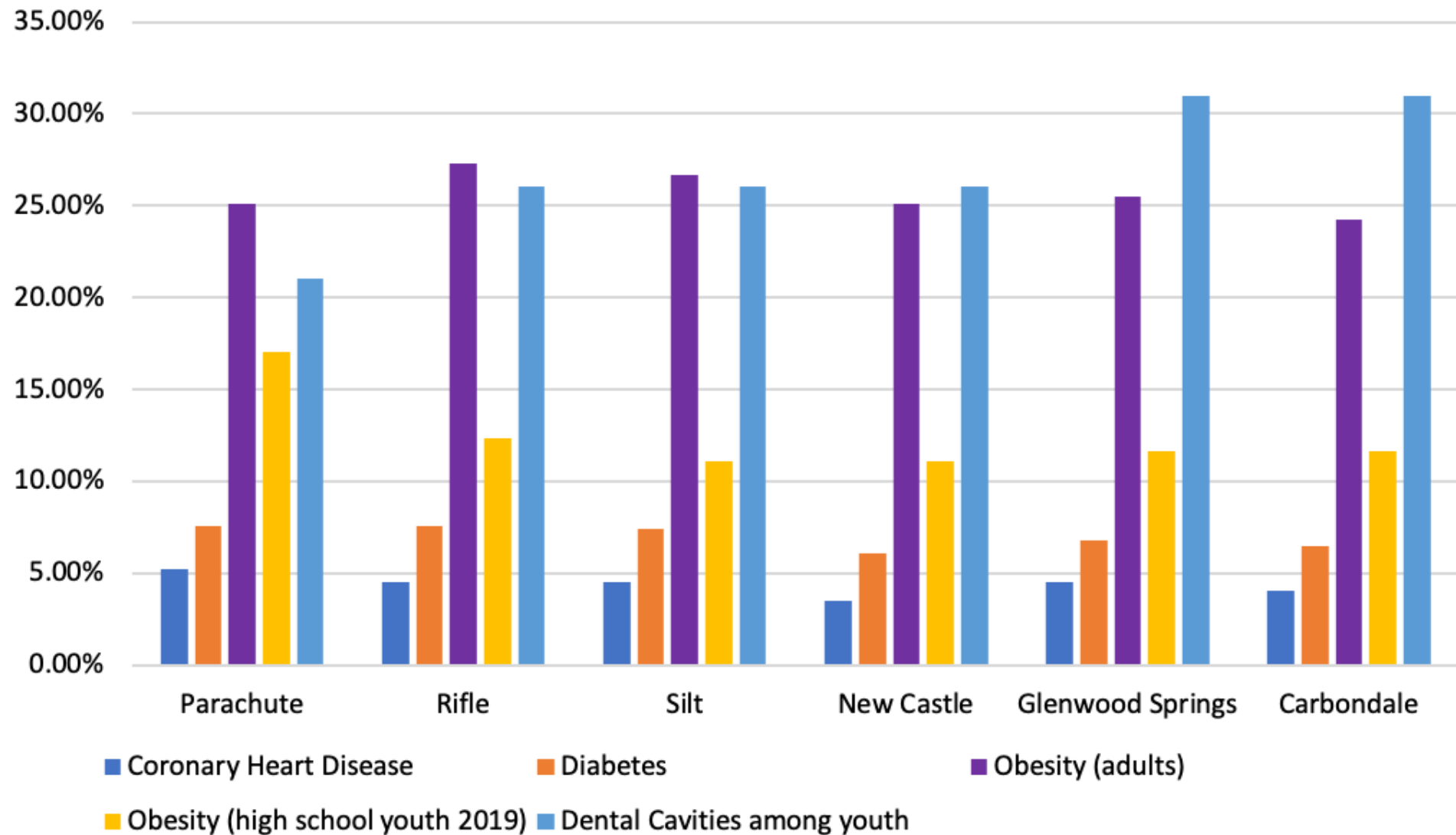
Percentage of students who consumed at least 1 can, glass, bottle of Soda in the last 7 days



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

IT'S EASY TO CHOOSE HEALTHY DRINKS



Carry a refillable cup or water bottle.



Choose healthier vending and menu options.



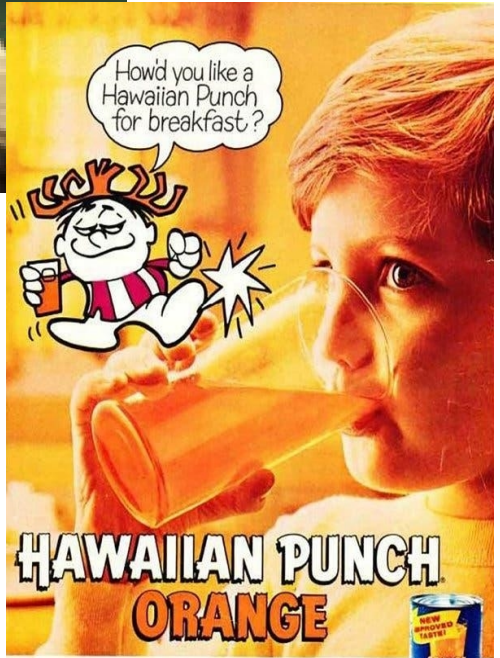
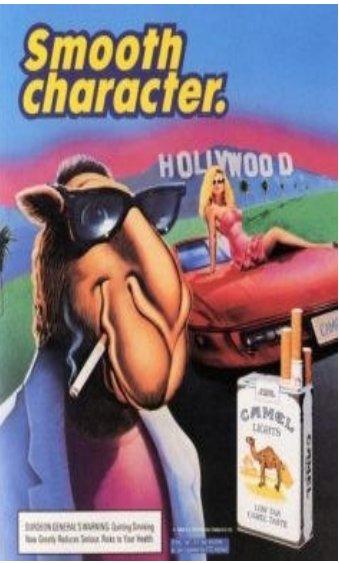
Serve water during sports events.



Serve water flavored with fruit slices (lemon, berries, cucumbers) at parties.

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



Healthy Meeting and Event Policies

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

<i>Common Choice:</i>	<i>Healthier Choice:</i>
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.





Agenda Item #8.a.

Agenda Item Name:

Consider Authorization of Grant Application Submittal in Partnership with Youthzone for Building Remodel

Presenter:

Patrick Waller, City Manager

Item Description:

Grant Application

Recommended Action:

Move to authorize the City Manager to submit the grant application and sign the grant agreement.

Fiscal Impact:

None - Youthzone would be responsible for any matching funds associated with the grant.

Operational Impact:

The City would act as the fiscal agent for the grant application. The Finance Director for the city has reviewed the grant application and has no issues with the city acting as the fiscal agent.

Prior Board Motions:

N/A

Background Information:

The purpose of the Infrastructure grant program is to promote capital improvements and provide operational assistance for developing and improving the infrastructure necessary to abate the opioid crisis in Colorado. The Infrastructure grant program is further intended to meet the needs of rural and underserved populations.

The Infrastructure grant program represents 10% of all opioid settlement funds received by Colorado. These resources, managed by the Colorado Opioid Abatement Council (COAC), are being strategically invested in infrastructure-related projects across Colorado to combat the opioid crisis and supplement other settlement funds received by Colorado communities.

The maximum award amount is \$750,000.

More information is available on the grant application website here: <https://coag.gov/opioids/colorado-opioid-abatement-council/>.

Executive Summary:

See attached letter from Youth Zone

Notification Requirements:

No additional notice required.

Prepared By:

Patrick Waller, City Manager

Attachments:

1. Rifle Council Partnership Request Letter 11.12.25



YouthZone

Connect and Grow

Glenwood Springs
413 9th Street
GWS, CO 81601
970-945-9300

Rifle
136 E. 12th Street
Rifle, CO 81650

Rifle City Council
c/o Patrick Waller
202 Railroad Avenue
Rifle, CO 81650

Dear members of Rifle City Council,

The staff and clients of YouthZone are thankful for the continued and generous support that you've shown for our programming. We recently came across an infrastructure grant opportunity via the CO Attorney General's office that we think may be a good fit for YouthZone and the City of Rifle. The grant directs \$11 million in Opioid Settlement funds towards infrastructure that will be used to combat opioid use and supplement other settlement money distributed to local governments. The grant requires a local government to be the fiscal agent for any project using these funds.

Rifle is where YouthZone started nearly 50 years ago, it's one of the areas where we serve the most clients, and it's a large part of our organization's heritage. We believe a large-scale renovation of our office, located at 136 E. 12th St., would further solidify YouthZone's presence as a behavioral and mental health organization in the area and revitalize the Railroad Ave Corridor. YouthZone's staff would be responsible for all components of grant application, management, and monitoring, as well as the procurement of all construction bids, while the City of Rifle would act as the fiscal agent for this project, using funds from the grant.

We respectfully ask you to consider partnering with us on this grant. Please feel free to reach out with any questions, comments, or concerns.

Ali Naaseh-Shahry
Development Director
YouthZone
970-930-6540
Anaaseh-shahry@youthzone.com

"YouthZone helped me respect myself and understand that all my choices affect people."



Agenda Item #9.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
01/02/2026

Notification Requirements:

None

Prepared By:

Alexis Ramirez, City Clerk

Attachments:

1. CM Update Mid December 2025
2. 2025 Social Report Dec 2025
3. 2025 November Traveler Forecast Report
4. DOLA - Rifle Grant Review

City Manager Update Mid December 2025

PIO

- Press release on extended holiday dates and Christmas tree drop-off. Staff are very grateful for the extra day.
- Attended Mastering Public Communication in the AI Age offered by Innovate US.

COURT

- The court handled 77 adult cases on the December 17 court date. We also held 10 telephone hearings with inmates in custody. It was a busy holiday week!
- The Colorado Supreme Court ruled that municipalities can't have criminal penalties that exceed those of state law. We expected this since Rifle was the first to be targeted a few years ago with respect to our theft statutes. At that time, we built a failsafe into our code so modifications wouldn't be necessary if that ruling actually came to fruition. It's still disappointing that they didn't recognize the necessity of municipalities being able to address local concerns that may not be as big of a problem in other areas. In general, any restrictions on local authority are worth watching.

City of Rifle – Bi-Weekly Communication Update

Social Media Report | December 2025

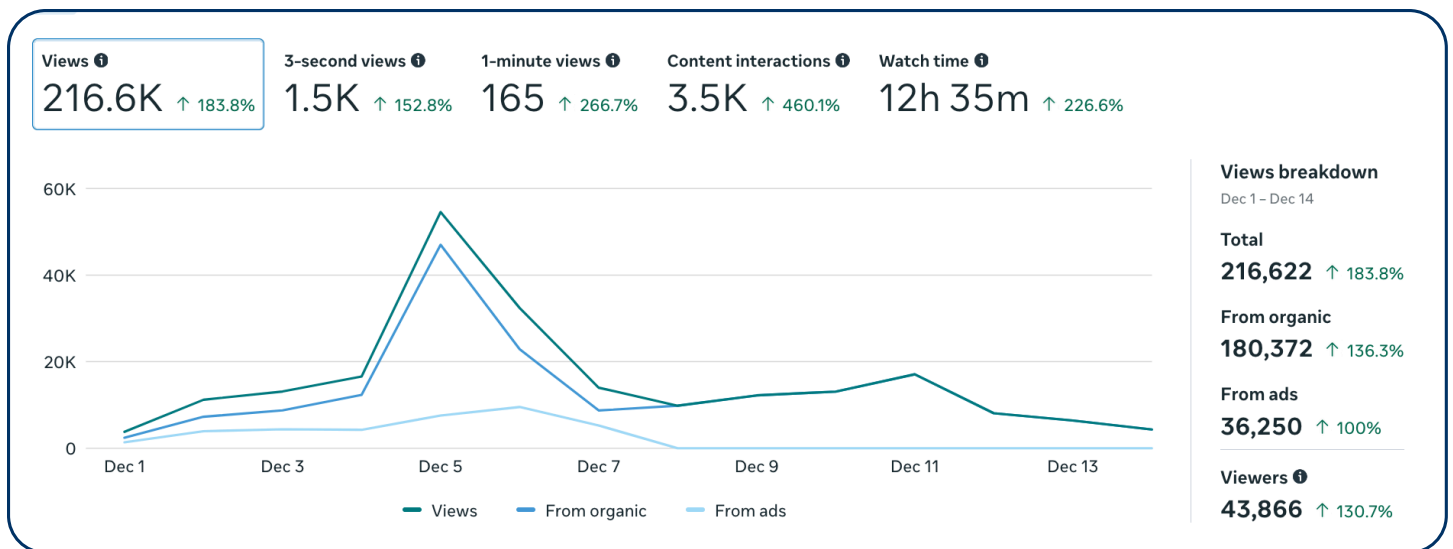
Facebook

We are halfway through the month of December, and with the strength of content from Hometown Holiday, we have already surpassed November's total views, reaching 216.6K views so far this month. A strong indicator of the event's performance is the single-day spike on Friday, December 5, when total views reached 54,560 — 47,000 organic views and 7,560 paid views.

During this period, we ran two ads with a total spend of \$203.57. I've continued a conservative advertising approach, keeping budgets low on planned ads. In 2026, I plan to shift strategy by increasing paid promotion for select content, including major projects and road closures.

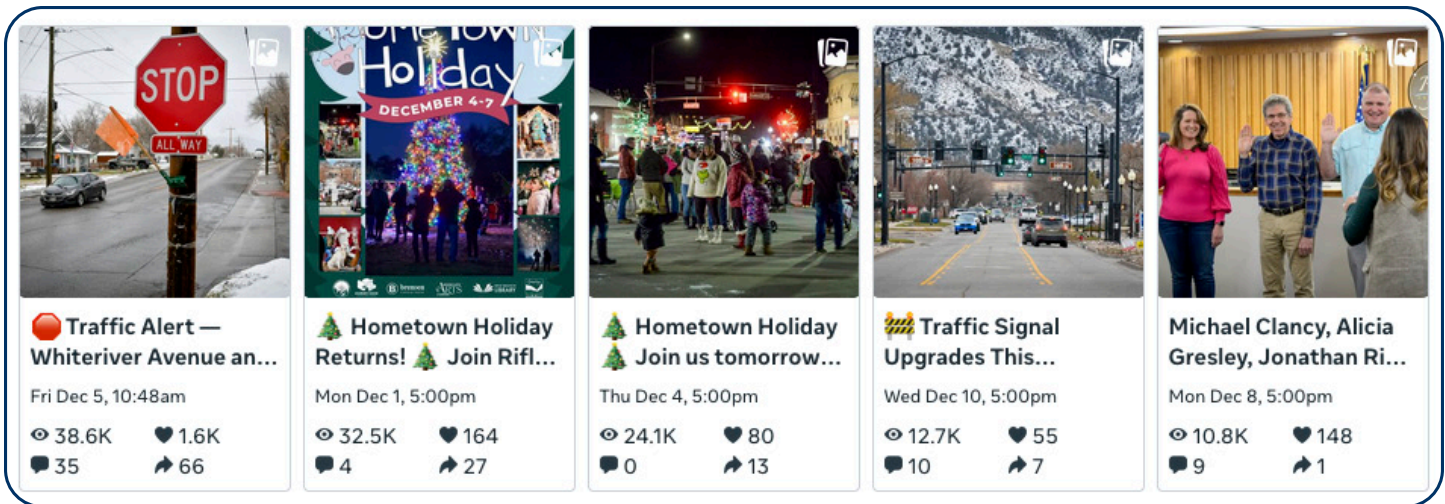
With two weeks remaining in the month, we expect engagement to level out during the holidays, returning to the typical range of 4,000–10,000 views per day. The upcoming Holiday Feast Meal Kit giveaway traditionally generates strong interaction. While the water transmission line project is winding down, the upcoming crossing at E. Seventh Street may also drive increased engagement due to public response to the anticipated closure.

Looking ahead, I anticipate a slowdown in January as the typical post-holiday lull impacts social traffic. Seasonal weather events may help boost engagement during this slower period. Additionally, cross-posting 2026 Parks and Recreation programs early in the year could help stabilize view counts during the dip.



Monday-Sunday (12/8 — 12/14)

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
9,818	12,202	13,084	17,070	8,077	6,409	4,328



Top Performing Posts

Traffic Alert — Whiteriver Avenue & East Seventh Street All-Way Stop — Partial Paid Ad

— 38,809 views, 324 Link Clicks, 1,668 interactions: 1,592 Likes/Reactions, 35 Comments; 60 Shares, 1 save, 13 new follower

Hometown Holiday Schedule — Paid Ad

— 32,531 views, 900 Link Clicks, 202 interactions: 164 Likes/Reactions, 4 Comments; 27 Shares, 7 saves, 12 new followers

Hometown Holiday Event: Grinch Stole Third Save the Date

— 24,146 views, NA Link Clicks, 97 interactions: 80 Likes/Reactions, 0 Comments; 13 Shares, 4 saves, 12 new follower

Key Insights

• We continue to see a steady increase in followers, slowly approaching 7,000 total followers on this platform. Since the creation of the Communications & Engagement position, total followers have increased by 622.

• Current Metrics:

- Gross Follows: 93
- Unfollows: 35
- Net Follows: 58
- Current Followers: 6,797

Facebook Performance (Monthly Views)

Month	Views	% Change
December	216.6K	+183.8%
November	211.4K	-2.3%
October	223.5K	-16.2%
September	261.6K	+31.1%
August	391.1K	+77.8%
July	219.9K	+33.7%
June	164.4K	+362%
May	36.3K	-61.2%
April	79.4K	+7.8%
March	73.9K	+108%
February	34.9K	-30.6%
January	55.1K	-42.2%

Social Media Report | December 2025

Instagram

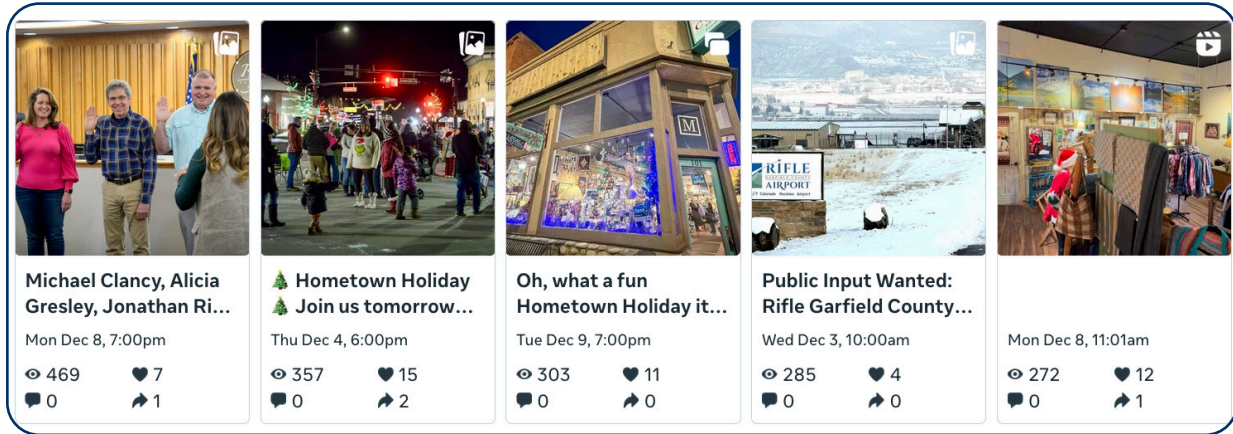
Like Facebook, December's Instagram metrics are off to a great start with views, reach and content interaction up +65 %, +216.7% and +155.7%. We have gained 6 new followers over the month.





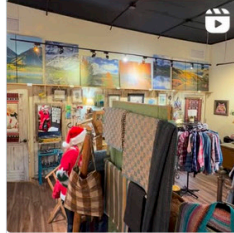
Views Breakdown: **9,985** — Total (8,167 - from organic — 1,818 from ads.)

Key Insights

- With 10K views so far for December — we are only 4K off of the total for November. With two full weeks we should match and most likely exceed those numbers getting close to the 15K from October.

Top Performing Posts



Post 1	Post 2	Post 3	Post 4	Post 5
				
Michael Clancy, Alicia Gresley, Jonathan Ri...	Hometown Holiday Join us tomorrow...	Oh, what a fun Hometown Holiday it...	Public Input Wanted: Rifle Garfield County...	New City Council-Sworn in
Mon Dec 8, 7:00pm	Thu Dec 4, 6:00pm	Tue Dec 9, 7:00pm	Wed Dec 3, 10:00am	Mon Dec 8, 11:01am
469 views, 7 likes, 0 comments, 1 share	357 views, 15 likes, 0 comments, 2 shares	303 views, 11 likes, 0 comments, 0 shares	285 views, 4 likes, 0 comments, 0 shares	272 views, 12 likes, 0 comments, 1 share

New City Council-Sworn in

— 470 views, 8 interactions: 7 Likes/Reactions, 1 Share

Hometown Holiday Event: Grinch Stole Third Save the Date

—357 views, 17 interactions: 15 Likes/Reactions, 0 Shares

Images from Hometown Holiday— Thursday

— 304 views, 11 interactions: 11 Likes/Reactions, 0 Shares

Social Looking Ahead

We'll continue to focus on:

- Begin compiling 2025 complete analytics for social.
- Continue to respond and engage with the community feedback.
- Working on building an informational series about project activity(past/current/future)
- Start planning for what we can do better in 2026.

With consistent strategy and active engagement, we are on track to grow our digital presence and keep our residents informed and involved.

— KM



Garfield County Traveler Program



2025 Traveler Actual and Forecasted Service and Cost Monitoring Report



2025 Traveler Actual and Forecasted Service and Cost Monitoring Report

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November 2025 Summary

This is intended to be a Traveler year-to-date Actual and Forecasted Service and Cost monitoring report for the 2025 year. In general, forecasts made with fewer months' data may tend to be less accurate than those made with a greater number of months' data.

This report includes year-to-date data for the month of **November** 2025, so the numbers could change over the course of the year for a wide variety of reasons. However, based on eleven-twelfths of the year's data, a number of observations can be made, as follows:

1. **2025 One-Way Passenger Trips Forecast:** When year-to-date actuals thru November's one-way passenger trips are forecasted out to year-end by multiplying them by 1.09 for each jurisdiction, they could total approximately **14% more** than the total one-way passenger trips forecast that was budgeted in the 2025 7-Party MOU.
2. **2025 Loaded Miles Forecast:** Similarly, at year end, actual Loaded Miles could total approximately **18% more** than the forecast that was used to budget in the 2025 7-Party MOU.
3. **2025 Loaded Minutes Forecast:** Similarly, at year end, actual Loaded Minutes could total approximately **9% more** than the forecast that was used to budget in the 2025 7-Party MOU.
4. **Total 2025 Traveler Cost Forecast:** As of **November** 2025, the year-end forecast for actual costs is approximately **\$17,322 under** budget. However, one-way passenger trips, loaded miles, and loaded hours are being redistributed among the participating jurisdictions, and the net costs for Silt are **increasing** by **\$1,372**, while the net costs for RFTA jurisdictions, Garfield County and Rifle are **decreasing** by **\$5,981**, **\$8,661** and **\$4,052**, respectively.
5. **Cost-Effectiveness:** If the current upward trend in one-way passenger trips, loaded miles, and loaded minutes, continues, the cost-effectiveness of the service should continue to improve as long as there isn't a corresponding increase in costs. The chart below, using eleven months' data to forecast out to year-end, indicates the following efficiencies that could be achieved:

Performance Measure	YTD Forecast	MOU Budget	\$ Variance	% Variance
Total Cost Per One-Way Psgr. Trip	\$ 67.09	\$ 77.94	\$ (10.86)	-14%
Total Cost Per Loaded Mile	\$ 13.84	\$ 16.71	\$ (2.87)	-17%
Total Cost Per Loaded Minute	\$ 3.68	\$ 4.11	\$ (0.43)	-10%

6. **Garfield County Cambro:** In November 2025, there were 32 Cambro deliveries, and 364 Cambro deliveries year-to-date. Using the estimated Garfield County cost per one-way passenger trip of \$85.71, November Cambro cost is \$2,742.72, and year-to-date cost is estimated \$31,198.44.

2025 Forecast - 11-2025: Year-To-Date and Annualized Cost and Service Data

Line Item	Breakdown	Pay Periods		Annualized	2025 Forecast	Variance
		2025 Budget	26 YTD Actual			
Salaries Supervisor Ops Dpt		103,718	92,026.71	100,870	103,250	(468)
Salaries NonCDL Bus (FTYR) Ops Dpt		230,335	217,252.25	238,129	237,940	7,605
Salaries NonCDL Bus (PTYR) Ops Dpt		32,271	44,509.76	48,787	50,920	18,649
Salaries Transit Dispatch		82,964	54,606.96	59,854	60,270	(22,694)
Salaries Mechanics Mtn Dpt		51,100	42,525.92	46,392	48,710	(2,390)
Alternative Activity		2,550	-	-	2,550	-
Overtime Pay		10,300				2,950
Overtime Pay - Supervisors	4,000		1,582.28	1,734	1,820	
Overtime Pay - nonCDL FT	3,300		8,866.25	9,718	9,440	
Overtime Pay - nonCDL PT	-		329.45	361	330	
Overtime Pay - Transit Dispatch	3,000		1,425.60	1,563	1,660	
Bonus Pay		2,060				1,440
Bonus Pay	2,060		1,250.00	1,364	1,250	
Bonus Pay	-		500.00	545	500	
Bonus Safety	-		1,000.00	1,091	1,000	
Bonus Safety	-		250.00	273	250	
Bonus Pay	-		500.00	545	500	
Shift Pay		3,893				(2,043)
Shift Pay - CDL FT	3,893		1,596.70	1,750	1,770	
Shift Pay - nonCDL PT	-		71.25	78	80	
Separation Pay - Supervisor		-	-	-	-	-
Fringe Benefits Ops Dept	3,190	77,054				(9,484)
Fringe Benefits - Supervisor	17,740		16,068.65	17,613	18,090	
Fringe Benefits - nonCDL FT	39,397		31,590.54	34,626	35,430	
Fringe Benefits - nonCDL PT	2,539		3,581.86	3,926	4,250	
Fringe Benefits - Dispatch	14,188		8,759.11	9,601	9,800	
Health Insurance Ops Dept						
Health Insurance - Supervisor	11,462	76,855	10,622.54	11,588	11,588	7,143
Health Insurance - nonCDL FT	54,386		56,172.53	61,279	61,340	
Health Insurance - nonCDL PT	-		-	-	-	
Health Insurance - Dispatch	11,007		10,143.40	11,066	11,070	
Subtotal Compensation	170,162	673,100	605,231.76	662,754	673,808	708
Admin Overhead		41,200	37,766.63	41,200	41,200	-
Vehicle Insurance		15,040	-	-	9,200	(5,840)
Office Rental		21,125	18,535.00	20,220	20,220	(905)
Telephone/Communications		11,330	9,503.39	10,367	10,370	(960)
Staff Training		1,030	-	-	800	(230)
Travel		780	-	-	700	(80)
Office Supplies		825	-	-	500	(325)
Postage		415	219.00	239	500	85
Subtotal Admin		91,745	66,024.02	72,026	83,490	(8,255)
Repairs-Third party services		38,265	25,760.35	28,102	30,350	(7,915)
Drug and Alcohol Testing		615	-	-	200	(415)
DOT Exams		615	997.00	1,088	1,090	475
Unleaded Fuel		9,720	8,596.06	9,378	9,380	(340)
Compressed Natural Gas		8,200	6,632.31	7,235	7,240	(960)
Software Support		13,620	12,997.03	14,179	13,000	(620)
Subtotal Operating		71,035	54,982.75	59,981	61,260	(9,775)
Total Budget / Forecast		835,880	726,238.53	794,762	818,558	(17,322)

Actual & Annualized Data by Jurisdiction	Loaded Miles		Loaded Minutes		Passengers	
	YTD Actual	Annualized	YTD Actual	Annualized	YTD Actual	Annualized
2025-Forecast						
Carbondale	2,477	2,702	5,712	6,231	179	195
Glenwood Springs	9,421	10,277	56,333	61,454	3,810	4,156
New Castle	11,027	12,029	28,870	31,495	672	733
Silt	510	556	1,523	1,661	88	96
Rifle	14,406	15,716	69,065	75,344	4,648	5,071
Rural Garfield	15,935	17,384	40,414	44,088	1,694	1,848
Total	53,776	58,664	201,917	220,273	11,091	12,099

Budgeted 2025 Traveler 7-Party MOU Service and Cost Data Compared with Traveler Year-to-Date Actual Service and Cost Data Forecasted to Year-End 2025

November 2025 Actual Data

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
		2025 Forecast One-Way Passenger Trips	MOU Est. One-Way Passenger Trips	Forecast - MOU Vari +/-	2025 Forecast Loaded Miles	MOU Est. Loaded Miles	Forecast - MOU Vari +/-	2025 Forecast Loaded Minutes	MOU Est. Loaded Minutes	Forecast - MOU Vari +/-	2025 Est. Forecast Fully Allocated Cost	Est. MOU Fully Allocated Cost	Forecast - MOU Vari +/-	2025 Est. Forecast Allocation of County Contribution, Grants & Program Income	Est. MOU Allocation of County Contribution, Grants & Program Income	Forecast - MOU Vari +/-	2025 Est. Forecast Net Respons for Each Municipality	MOU Est. Net Respons for Each Municipality	2025 Forecast to MOU Vari +/-	2025 Forecast Municipal Cost Only Per Trip	2025 Forecast Total Alloc. Cost Per Trip
1	Carbondale	195	80	115	2,702	744	1,958	6,231	2,091	4,140	\$ 21,278	\$ 8,209	\$ 13,069	\$ 10,502	\$ 4,185	\$ 6,318	\$ 10,776	\$ 4,024	\$ 6,751	\$ 55.26	\$ 109.12
2	Glenwood Springs	4,156	4,077	79	10,277	11,951	(1,674)	61,454	73,257	(11,803)	\$ 234,481	\$ 294,549	\$ (60,067)	\$ 115,735	\$ 150,153	\$ (34,417)	\$ 118,746	\$ 144,396	\$ (25,650)	\$ 28.57	\$ 56.42
3	New Castle	733	576	157	12,029	8,399	3,630	31,495	20,209	11,286	\$ 99,295	\$ 76,226	\$ 23,069	\$ 49,010	\$ 38,858	\$ 10,152	\$ 50,285	\$ 37,368	\$ 12,917	\$ 68.60	\$ 135.46
4	Silt	96	43	53	556	365	191	1,661	875	786	\$ 6,407	\$ 3,819	\$ 2,588	\$ 3,162	\$ 1,947	\$ 1,215	\$ 3,244	\$ 1,872	\$ 1,372	\$ 33.80	\$ 66.74
5	Rifle	5,071	4,409	662	15,716	14,940	776	75,344	73,004	2,340	\$ 291,827	\$ 309,731	\$ (17,904)	\$ 144,040	\$ 157,892	\$ (13,853)	\$ 147,787	\$ 151,839	\$ (4,052)	\$ 29.14	\$ 57.55
6	Garfield County	1,848	1,451	397	17,384	13,212	4,172	44,088	32,267	11,821	\$ 158,388	\$ 136,465	\$ 21,924	\$ 158,388	\$ 136,465	\$ 21,924	\$ -	\$ -	\$ -	\$ -	\$ 85.71
7	Total	12,099	10,636	1,463	58,664	49,611	9,053	220,273	201,703	18,570	\$ 811,676	\$ 828,998	\$ (17,322)	\$ 480,838	\$ 489,499	\$ (8,661)	\$ 330,838	\$ 339,499	\$ (8,661)	\$ 27.34	\$ 67.09
	Check Total	12,099		14%	58,664		18%	220,273		9%	\$ 811,676		\$ 480,838		\$ 330,838		\$ 330,838				
	Difference +/-																				

Note: Column Q, Line 6 indicates potential changes in Garfield County's 2025 contribution based on year-end forecasted costs and services

Note: Column T, Lines 1 - 5 indicate potential changes in the jurisdictions 2025 contributions based on year-end forecasted costs and services

Chart 1

Jurisdiction	% Act/Fore Psgr. To Budget	% Act/Fore Load Miles To Budget	% Act/Fore Loaded Minutes To Budget
Carbondale	244%	363%	298%
Glenwood Springs	102%	86%	84%
New Castle	127%	143%	156%
Silt	223%	152%	190%
Rifle	115%	105%	103%
Garfield County	127%	132%	137%
Total Average	114%	118%	109%

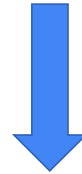
Chart 2

Performance Measure	YTD Forecast	MOU Budget	\$ Variance	% Variance
Total Cost Per One-Way Psgr. Trip	\$ 67.09	\$ 77.94	\$ (10.86)	-14%
Total Cost Per Loaded Mile	\$ 13.84	\$ 16.71	\$ (2.87)	-17%
Total Cost Per Loaded Minute	\$ 3.68	\$ 4.11	\$ (0.43)	-10%

Garfield County Cambro:

Psgr YTD, Sep	Cost / Cambro	YTD Est Cost
364	\$85.71	\$31,198.44

Line Item	2025 Budget	November 2025 YTD Forecast	2025 Forecast Reconciliation
1 Total Est. RFTA Traveler Cost	835,880	818,558	(17,322)
2 Glenwood ADA Contribution	(30,000)	(30,000)	-
3 Net RFTA Traveler Cost	805,880	788,558	(17,322)
4 RFTA Carbondale Cost	4,024	10,776	6,751
5 RFTA Glenwood Cost	144,396	118,746	(25,650)
6 RFTA New Castle Cost	37,368	50,285	12,917
7 Net RFTA Cost	185,788	179,807	(5,981)
8 County Payment to RFTA	620,092	608,751	(11,340)
9 Silt Cost	1,872	3,244	1,372
10 Rifle Cost	151,839	147,787	(4,052)
11 Balance of County Funding	466,381	457,720	(8,661)



RFTA - Garfield County Traveler

Year: 2025															
Jurisdiction	Passenger Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	Annualized
Carbondale	Client	12	16	12	3	28	17	17	14	13	27	16		175	191
	PCA	0	0	0	0	0	0	0	0	0	0	0		0	0
	Guest	0	0	0	0	0	0	0	0	0	0	4		4	4
Carbondale		12	16	12	3	28	17	17	14	13	27	20		179	195
Glenwood Springs	Client	403	321	323	404	315	340	311	284	361	422	322		3,806	4,152
	PCA	0	0	0	0	0	2	0	0	0	0	0		2	2
	Guest	1	0	0	0	0	0	0	0	1	0	0		2	2
Glenwood Springs		404	321	323	404	315	342	311	284	362	422	322		3,810	4,156
New Castle	Client	70	70	58	66	70	82	71	49	51	51	32		670	731
	PCA	2	0	0	0	0	0	0	0	0	0	0		2	2
	Guest	0	0	0	0	0	0	0	0	0	0	0		0	0
New Castle		72	70	58	66	70	82	71	49	51	51	32		672	733
Silt	Client	5	5	9	21	15	12	4	2	1	4	6		84	92
	PCA	0	1	0	0	1	0	0	0	0	2	0		4	4
	Guest	0	0	0	0	0	0	0	0	0	0	0		0	0
Silt		5	6	9	21	16	12	4	2	1	6	6		88	96
Rifle	Client	386	354	415	449	389	407	474	438	397	446	339		4,494	4,903
	PCA	20	2	9	8	14	16	24	18	12	12	11		146	159
	Guest	0	0	0	0	0	4	0	0	0	4	0		8	9
Rifle		406	356	424	457	403	427	498	456	409	462	350		4,648	5,071
Garfield County	Client	165	161	165	188	160	146	162	161	132	129	97		1,666	1,817
	PCA	12	1	0	0	2	0	1	0	0	2	2		20	22
	Guest	0	0	0	8	0	0	0	0	0	0	0		8	9
Garfield County		177	162	165	196	162	146	163	161	132	131	99		1,694	1,848
		1,076	931	991	1,147	994	1,026	1,064	966	968	1,099	829		11,091	12,099

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

RFTA - Garfield County Traveler

Year	Jurisdiction	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	Annualized
2025 - Loaded Miles	Carbondale	162	212	173	39	412	235	248	197	181	393	225		2,477	2,702
	Glenwood Springs	1,023	916	837	1,152	875	628	743	676	754	1,081	736		9,421	10,277
	New Castle	1,154	1,140	980	1,105	1,203	1,242	1,153	771	843	860	576		11,027	12,029
	Silt	42	35	71	121	74	86	1	19	0	40	21		510	556
	Rifle	1,314	1,158	1,357	1,414	1,174	1,271	1,504	1,151	1,381	1,561	1,121		14,406	15,716
	Garfield County	1,270	1,375	1,583	1,950	1,416	1,358	1,609	1,530	1,381	1,409	1,054		15,935	17,384
		4,965	4,836	5,001	5,781	5,154	4,820	5,258	4,344	4,540	5,344	3,733		53,776	58,665

Year	Jurisdiction	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	Annualized
2025 - Loaded Minutes	Carbondale	377	432	378	109	977	475	528	482	472	947	535		5,712	6,231
	Glenwood Springs	6,369	4,684	4,693	5,999	4,811	4,787	4,375	3,880	5,337	6,787	4,611		56,333	61,454
	New Castle	3,233	2,866	2,655	2,853	3,104	3,249	2,964	1,805	2,255	2,268	1,618		28,870	31,495
	Silt	116	118	195	396	215	217	41	59	5	84	77		1,523	1,661
	Rifle	6,257	5,685	6,375	6,978	6,080	6,451	7,273	5,945	6,020	6,808	5,193		69,065	75,344
	Garfield County	3,601	3,650	3,915	4,832	3,751	3,435	3,893	3,859	3,654	3,274	2,550		40,414	44,088
		19,953	17,435	18,211	21,167	18,938	18,614	19,074	16,030	17,743	20,168	14,584		201,917	220,273

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

RFTA - Garfield County Traveler

Year	Jurisdiction	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	Annualized
2025 - Loaded Hours	Carbondale	6.3	7.2	6.3	1.8	16.4	7.9	8.8	8.0	7.8	15.7	8.9		95.3	104.0
	Glenwood Springs	106.4	78.2	78.5	100.1	80.5	79.8	72.8	64.7	89.4	113.2	76.9		940.4	1,025.9
	New Castle	54.0	47.8	44.4	47.7	51.7	54.3	49.5	30.1	37.6	37.7	27.0		481.8	525.6
	Silt	1.9	2.0	3.2	6.6	3.6	3.6	0.7	1.0	0.1	1.4	1.3		25.3	27.6
	Rifle	104.3	94.7	106.0	116.3	101.1	107.6	121.3	99.3	100.2	113.6	86.6		1,151.0	1,255.7
	Garfield County	60.1	61.0	65.3	80.6	62.5	57.2	65.1	64.3	60.9	54.6	42.5		674.1	735.4
		333.0	290.9	303.7	353.0	315.7	310.5	318.3	267.4	296.1	336.3	243.1		3,368.0	3,674.2

Year	Jurisdiction	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	
2025 - Distinct Customers	Carbondale	3	3	2	2	4	2	3	2	1	3	3		5	
	Glenwood Springs	32	29	27	30	28	31	28	24	30	32	33		44	
	New Castle	7	7	5	7	6	6	6	6	6	5	4		9	
	Silt	1	2	1	1	2	1	1	1	1	1	2	2		3
	Rifle	27	30	28	26	27	33	34	33	29	35	32		52	
	Garfield County	18	17	16	20	17	16	18	17	16	18	17		33	
		88	88	79	86	84	89	90	83	83	95	91		146	

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

RFTA - Garfield County Traveler

Year	Jurisdiction	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2025 - Psg p/Mile	Carbondale	0.02	0.02	0.02	0.01	0.02	0.02	0.02	0.02	0.02	0.02	0.02		0.02
	Glenwood Springs	0.13	0.10	0.12	0.11	0.09	0.11	0.10	0.09	0.12	0.12	0.14		0.11
	New Castle	0.04	0.03	0.04	0.03	0.03	0.04	0.03	0.03	0.03	0.03	0.02		0.03
	Silt	0.02	0.03	0.02	0.02	0.02	0.02	0.01	0.02	0.02	0.02	0.02		0.02
	Rifle	0.15	0.15	0.15	0.15	0.14	0.15	0.16	0.15	0.13	0.13	0.15		0.15
	Garfield County	0.04	0.03	0.04	0.04	0.03	0.03	0.03	0.03	0.03	0.03	0.03		0.03
		0.08	0.07	0.08	0.07	0.06	0.07	0.07	0.07	0.07	0.07	0.08		0.07

Year	Jurisdiction	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2025 - Psg p/Hour	Carbondale	0.26	0.22	0.20	0.13	0.21	0.21	0.23	0.24	0.17	0.19	0.25		0.21
	Glenwood Springs	1.04	0.92	1.01	0.97	0.86	0.96	0.92	0.81	1.04	1.02	1.18		0.97
	New Castle	0.35	0.32	0.31	0.26	0.27	0.34	0.32	0.26	0.26	0.24	0.23		0.29
	Silt	0.17	0.20	0.18	0.22	0.20	0.21	0.14	0.20	0.13	0.26	0.19		0.20
	Rifle	1.40	1.37	1.40	1.40	1.24	1.43	1.48	1.32	1.23	1.26	1.31		1.35
	Garfield County	0.32	0.30	0.34	0.33	0.30	0.31	0.32	0.32	0.26	0.27	0.28		0.31
		0.72	0.64	0.71	0.68	0.59	0.68	0.71	0.67	0.66	0.68	0.73		0.68

RFTA - Garfield County Traveler

Jurisdiction: Carbondale															
Year	Trip / Mobility	Assistance	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2025	Non-ADA - Ambulatory	No	12	16	12	3	28	17	17	14	13	27	16		175
			12	16	12	3	28	17	17	14	13	27	16		175

Jurisdiction: Glenwood Springs															
Year	Trip / Mobility	Assistance	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2025	ADA - Ambulatory	No	280	223	211	261	220	247	225	222	254	281	224		2,648
2025	ADA - Ambulatory Requiring Lift	No	28	24	28	40	28	24	14	14	50	60	33		343
2025	ADA - WheelChair	No	64	56	52	71	43	36	51	35	40	48	40		536
2025	Non-ADA -	No						3	1						4
2025	Non-ADA - Ambulatory	No	21	11	26	26	16	21	19	13	17	33	20		223
2025	Non-ADA - Ambulatory Requiring Lift	No											2		2
2025	Non-ADA - WheelChair	No	10	7	6	6	8	9	1				3		50
			403	321	323	404	315	340	311	284	361	422	322		3,806

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

RFTA - Garfield County Traveler

Jurisdiction: New Castle															
Year	Trip / Mobility	Assistance	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2025	Non-ADA - Ambulatory	No	54	52	51	64	52	67	65	45	51	51	32		584
2025	Non-ADA - Ambulatory Requiring Lift	No	14	18	7	2	18	15	6	4					84
2025	Non-ADA - WheelChair	No	2												2
			70	70	58	66	70	82	71	49	51	51	32		670

Jurisdiction: Rifle															
Year	Trip / Mobility	Assistance	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2025	Non-ADA - Ambulatory	No	254	221	267	314	270	274	317	309	253	292	230		2,979
2025	Non-ADA - Ambulatory	Yes									17	8	4		29
2025	Non-ADA - Ambulatory Requiring Lift	No	62	56	69	60	46	58	53	57	60	51	38		610
2025	Non-ADA - WheelChair	No	72	79	81	77	75	77	106	74	69	97	69		876
			388	356	417	451	391	409	476	440	399	448	341		4,494

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

RFTA - Garfield County Traveler

Jurisdiction: Garfield County															
Year	Trip / Mobility	Assistance	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2025	ADA - Ambulatory	No	55	40	28	19	16	16	19	28	27	7	14		269
2025	ADA - WheelChair	No	4	1		12	8	8	8	16	9				66
2025	Non-ADA - Ambulatory	No	67	83	96	116	103	85	95	73	59	70	42		889
2025	Non-ADA - Ambulatory	Yes											2		2
2025	Non-ADA - Ambulatory Requiring Lift	No	35	28	36	36	28	36	37	34	34	38	32		374
2025	Non-ADA - WheelChair	No	4	9	5	5	5	1	3	10	3	14	7		66
			165	161	165	188	160	146	162	161	132	129	97		1,666

Jurisdiction: Silt															
Year	Trip / Mobility	Assistance	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2025	ADA - Ambulatory Requiring Lift	No											2		2
2025	Non-ADA - Ambulatory	No	5	5	9	21	15	12	4	2	1	4	4		82
			5	5	9	21	15	12	4	2	1	4	6		84

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

RFTA - Garfield County Traveler

Jurisdiction: Carbondale														
Year	Purpose	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2025	Errands							4			6			10
2025	Medical	4	8	2	3	10	9	4	3	0	5	6		54
2025	Wellness									4				4
2025	Work	8	8	10		18	8	9	11	9	16	10		107
		12	16	12	3	28	17	17	14	13	27	16		175

Jurisdiction: Glenwood Springs														
Year	Purpose	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2025	Errands	101	74	82	100	85	86	96	76	84	98	84		966
2025	Medical	82	87	64	106	75	87	61	78	77	102	74		893
2025	Wellness	69	44	38	59	49	52	47	48	85	102	82		675
2025	Work	151	116	139	139	106	112	106	82	115	120	82		1,268
2025							3	1						4
		403	321	323	404	315	340	311	284	361	422	322		3,806

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

RFTA - Garfield County Traveler

Jurisdiction: New Castle														
Year	Purpose	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2025	Errands				1			4						5
2025	Medical	18	28	7	4	20	17	6	4	6	1	0		111
2025	Wellness	10	10	7	17	15	26	10	7	4	7	3		116
2025	Work	42	32	44	44	35	39	51	38	41	43	29		438
		70	70	58	66	70	82	71	49	51	51	32		670

Jurisdiction: Rifle														
Year	Purpose	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2025	Errands	119	108	111	128	92	111	112	103	86	112	93		1,175
2025	Medical	79	84	84	87	62	68	98	77	77	110	93		919
2025	Wellness	40	31	72	78	89	92	112	121	104	58	25		822
2025	Work	148	131	148	156	146	136	152	137	130	166	128		1,578
		386	354	415	449	389	407	474	438	397	446	339		4,494

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

RFTA - Garfield County Traveler

Jurisdiction: Garfield County														
Year	Purpose	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2025	Cambro	32	28	36	36	28	36	36	32	32	36	32		364
2025	Errands	8	6	9	10	5	5	11	15	12	12	3		96
2025	Medical	39	21	14	30	23	21	22	22	22	14	9		237
2025	Wellness	5	4	4	11	8	7	8	20	11	14	6		98
2025	Work	81	102	102	101	96	77	85	72	55	53	47		871
		165	161	165	188	160	146	162	161	132	129	97		1,666

Jurisdiction: Silt														
Year	Purpose	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2025	Errands		3	2	2	7								14
2025	Medical	0	0	0	0	0	0	0	0	0	0	2		2
2025	Wellness	5	2	7	19	8	12	4	2	1	2	4		66
2025	Work										2			2
		5	5	9	21	15	12	4	2	1	4	6		84

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

Year	Jurisdiction	No Show Category	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2025	Carbondale	Late Cancel				1	1	1	2	1	3				8
	Carbondale	No Show	0	0	0	0	0	0	0	1	1	0	0		2
	Carbondale		0	0	0	1	1	1	2	2	4	0	0		10
	Glenwood Springs	Late Cancel	30	26	31	18	18	16	16	23	16	22	33		254
	Glenwood Springs	No Show	12	14	5	6	6	3	6	8	12	21	18		113
	Glenwood Springs		42	40	36	24	24	19	22	31	28	43	51		367
	New Castle	Late Cancel		3	3	1	1	4	4	1		1	2		19
	New Castle	No Show	0	0	3	1	1	0	3	1	0	0	0		9
	New Castle		0	3	6	2	2	4	7	2	0	1	2		28
	Silt	Late Cancel	2	2	1			11	5	2	1	2	4		35
	Silt	No Show	0	1	0	0	0	0	0	0	0	0	0		1
	Silt		2	3	1	0	0	11	5	2	1	2	4		36
	Rifle	Late Cancel	12	11	5	9	9	14	20	17	24	26	7		159
	Rifle	No Show	3	5	0	2	2	4	10	8	12	9	9		68
	Rifle		15	16	5	11	11	18	30	25	36	35	16		227
	Garfield County	Late Cancel	10	6	5	7	7	6	4	5	7	6	1		63
	Garfield County	No Show	7	1	2	3	3	2	4	1	1	0	0		28
	Garfield County		17	7	7	10	10	8	8	6	8	6	1		91
			76	69	55	48	48	61	74	68	77	87	74		759

RFTA - Garfield County Traveler

Year	Jurisdiction	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2025 - Denials	Carbondale	0	0	0	0	0	0	0	0	0	0	0	0	0
	Glenwood Springs	0	0	0	0	0	8	4	0	0	0	0	0	12
	New Castle	0	0	0	0	0	0	0	0	0	0	0	0	0
	Silt	0	0	0	0	0	0	0	0	0	0	0	0	0
	Rifle	0	0	0	0	0	0	0	0	0	0	0	0	0
	Garfield County	0	0	0	0	0	0	0	0	0	0	0	0	0
		0	0	0	0	0	8	4	0	0	0	0		12



COLORADO
Department of Local Affairs
Division of Local Government

Strong Communities Grant Review Report

City of Rifle

December 2025

Strong Communities Program Grant Review

Date: August 12, 2025

Grantee Name: City of Rifle

Grantee Staff: Iris Trevisano, Zachary Higgins, Scott Rust

Strong Communities Staff: Moira Blake, Emily Francis, Lisa Loranger

Grant Name and Title: Infrastructure and Strong Communities Infrastructure Grant

- SCIG-PL-107 City of Rifle - Housing Needs Assessment and Code Update
- SCIG-IN-107 City of Rifle - Rifle Apartments Affordable Housing Project

Executive Summary

The City of Rifle received two grants from the Infrastructure and Strong Communities Grant Program. The planning grant awarded funds for the City to perform a Housing Needs Assessment and Code Update. The infrastructure grant provided funding for the City to construct at least 60 affordable housing units known as Rifle Apartments. Work on both grants is to be completed by September 30, 2026. As a requirement and in compliance with federal guidelines ([2CFR 200](#)), a review for both the Planning and Infrastructure grant funds was conducted on August 12th, 2025. City of Rifle submitted policy documents to DOLA prior to the online meeting, and fiscal policies, procurement policies, and programmatic execution were reviewed during the meeting.

Grant Review

Organizational Structure

The Organizational Chart for the City of Rifle can be found [here](#). The leadership has remained stable over the past 3 years. Patrick Waller started with the City of Rifle as the Planning Director in 2020, in September 2024 he became the City Manager. The Planning Director position was filled by Zachary Higgins in December 2024. As a result, while there

Infrastructure and Strong Communities Grant Program

was some staff transition while the planning grant was being executed, staffing has remained stable for the life of the grant. The Finance Director, Scott Rust, has been in his position since 2020. Iris Trevisano has been the primary contact for both the planning and infrastructure grants, and so has provided a high level of consistency for the Strong Communities program.

Project Staff

Iris Trevisano is the Procurement and Grant Reporting Manager for City of Rifle and the direct contact for any Strong Communities grant-related issues. Iris submits checks, invoicing on the grant, and submits requests for reimbursement. City leadership has shown strong support for the Rifle Apartments project.

Fiscal Analysis

The City of Rifle had an annual operating budget of approximately \$54.5 million for FY 2025. As of August 2025, City of Rifle has approximately 106 full-time and 47 part-time employees. There are four full-time accounting personnel.

Fiscal Policies

The City of Rifle's [website](#) is well maintained with public access to finance and administrative documents including the Annual Budget and Audited Financial Statements.

The Board-approved [financial policies](#) were last updated January 1, 2025. The Financial Policy document includes a Management Overview, General Financial Policy, Budget Policy, Debt Policy, Cash Management, Investment Policy, Fund Balance & Minimum Operating Reserve Policy, Capital Improvements Program Policy, Revenue Policy, Expenditure Policy, and Grants Policy.

City of Rifle's Finance Department oversees the handling of approvals, for invoicing and cash handling. Approval requirements for purchases are dependent on the level of purchase. A [procedure document](#) is in line with the City's [procurement policies](#) and internal controls for maintaining segregation of duties and approvals.

The last [Single Audit](#) dated December 31, 2024 was unmodified and had no findings. Accounting records comply with [GAAP](#).

Grant Management

The Strong Communities infrastructure grant is one of the largest that the City has received. Previously, the City has received federally-funded grants from the Department of Justice, and several have been awarded by various State of Colorado agencies.

Included in the City's [Municipal Code](#) is the Procurement and Grant Reporting process for applying for grants, grant reporting and documentation, record retention, and process for sub awardees. Compliance with reporting on the Strong Communities Grant has been strong.

All grants are processed and reviewed by the Procurement and Grant Reporting Manager. The Strong Communities Grants are separated in the accounting system and funds are not commingled.

Each grant is put before the City Council for approval. If awarded, the grant and associated information is held on a central drive. Each grant has an individual folder which remains for the duration of the grant. On the completion of the grant, that folder is moved to a closed folder file and held indefinitely.

Procurement

The City of Rifle [Procurement Policy](#) complies with federal procurement guidelines. The policy is comprehensive and covers the roles and responsibilities of various individuals, requirements for competitive bidding, and contracting. It also includes a [Code of Ethics](#). The Municipal Code also includes the City's [conflict of interest](#) policies for employees and vendors.

Subrecipients and Subcontractors

A full section of the Municipal Code outlines the way in which the City of Rifle ensures [subrecipients](#) follow procurement procedures, checks subcontractors UEI number in [Sam.gov](#) and current licensing requirements. The work of contractors and subcontractors is monitored by City inspections and the invoice reviews by the relevant department head. Only licensed and bonded contractors may be employed by the city and have to follow the [Public Works Manual](#).

Record Retention

The City of Rifle retains grant records indefinitely per the City Grant Policy.

Programmatic Review

The City has received approximately \$12,000,000 over the past three years in state and federal grant funding. The \$4,067,500 provided through the Strong Communities grants make up a significant portion of that total.

Conflict of Interest

The City's conflict of interest policy and code of ethics is included in the [Municipal Code](#). All City employees are expected to comply with the state and City standards of conduct and ethics. Each Rifle employee has to read, agree to and sign the Municipal Code as a condition of employment.

Suggested Actions

Required

- None

Recommendations

- None

Additional Documentation

A copy of the City's embezzlement Coverage was requested at the review. It has been received and can be found [here](#).

Overall Assessment

The City of Rifle is in full compliance with Strong Communities Program grant guidelines. The City has well-documented written policies and procedures through its [Municipal Code](#) available to City of Rifle employees and the public. The City of Rifle's public-facing [website](#) provides comprehensive information and has budget and financial statements, along with Board documents and minutes readily accessible. The project staff are doing an excellent job

City of Rifle

of record management and tracking the Strong Communities grant funds.

Appendix A. Documents Requested

1. The organizational chart that details roles and responsibilities.
2. The written Conflict of Interest policy.
3. Documentation of how the system for pay authorizations, processing invoices for approval and payment, to include who approves payment requests, who prepares checks, and who signs checks.
4. Any program guidelines and/or other materials provided to subrecipients to ensure compliance with the grant program
5. Any policies and procedure documents to conduct risk assessments, ongoing monitoring of subrecipients, action steps to follow up on any audit findings or other corrective actions.
6. Any written procedures in place for obtaining contractor eligibility.
7. Written policies and procedures to ensure the proper segregation of SLFRF funds from other funds which document revenues and expenditures associated with the project.
8. A written chart of accounts, profits and loss, and other written financial documents.
9. Any written procedures regarding financial management activities? (e.g. coding, maintaining ledgers and journals, supporting documentation, reporting, handling cash, procurement, pay authorization).
10. The most recent Single Audit Act? If an audit was required, were there any deficiencies/findings noted in the most recent audit completed and any resolution documents of those findings.
11. Policy and procedure documents for procurement for service provider(s) or contractor(s).