



CITY COUNCIL

WORKSHOP AND REGULAR MEETING AGENDA

January 6, 2021
7:00 PM
202 Railroad Avenue, Rifle, CO

6:00 PM - Workshop Meeting

Discussion and Review

- a. Utility Rate Structure Objectives Workshop
- b. Support for Garfield County's 5-Star State Certification Program Application

7:00 PM - Regular Meeting

- 1. **Call to Order & Roll Call**
- 2. **Pledge of Allegiance**
- 3. **Public Comment** *(maximum time permitted for Public Comment is 3 minutes per person)
 - 3.a. Instructions to Participate / Citizen Comments - for items not listed as public hearings on the agenda
- 4. **Consent Agenda**
 - 4.a. Consider Minutes of the November 4, 2020 Regular Meeting
 - 4.b. Consider Liquor License Renewal for Kum & Go, LC dba Kum & Go #922
 - 4.c. Consider extending the temporary Development Fee Waiver - Ordinance No. 15, Series of 2020 - 2nd Reading
 - 4.d. Consider Purchase Order for annual Microsoft Licensing for server and desktop operating systems
- 5. **Action, if any, on Workshop Items**
- 6. **Regular Agenda**

- 6.a.** Consider declaring vehicle as Surplus and Donate to Animal Shelter
- 6.b.** Consider declaring Vehicle as Surplus and Donate to CMC
- 6.c.** Consider Letter of Support for Garfield County's 5-Star State Certification Program Application

7. Administrative Reports

- 7.a.** Report to City Manager

8. Comments from Mayor and Council

9. Adjournment



Agenda Item #a.

Agenda Item Name:

Utility Rate Structure Objectives Workshop

Presenter:

Craig Spaulding, Civil Engineer

Item Description:

Discuss utility rate and rate structure objectives

Recommended Action:

No action will be required in the regular agenda for this workshop.

Fiscal Impact:

Operational Impact:

Prior Board Motions:

Background Information:

The City of Rifle is currently undergoing a Utility Maintenance, Capital, and Rate Study.

The purpose of the study is to provide capital improvement and maintenance planning for wastewater and water. Using that plan the current and proposed rate structures will be evaluated. The rate structures must support a maintenance strategy that improves city infrastructure while remaining sustainable and fair for consumers.

Executive Summary:

This workshop will discuss the fundamentals of utility rates and rate structures and provide opportunity to obtain any changes that are deemed worth pursuing.

The workshop does not get into detail on the actual rates but focuses on the structure in which rates will be obtained.

Notification Requirements:

Prepared By:

Craig Spaulding, Civil Engineer

Attachments:

1. Memo Utility Rate Objectives Workshop 1-5-20
2. Rate Study Pricing Objectives

PUBLIC WORKS



TO: Scott Hahn
FROM: Craig Spaulding
DATE: January 5, 2020
RE: Utility Maintenance, Capital, and Rate Study

The purpose of the following memo is to summarize the planned rate study pricing objectives workshop.

The City of Rifle is currently undergoing a Utility Maintenance, Capital, and Rate Study. The purpose of the study is to provide capital improvement and maintenance planning for wastewater and water. Using that plan the current and proposed rate structures will be evaluated. The rate structures must support a maintenance strategy that improves city infrastructure while remaining sustainable and fair for consumers.

The workshop will address the fundamentals of rate design. There are two goals for this workshop. The first goal is to provide council information in regards to rates and rate structures to make decisions at a later date. The second goal is to obtain any changes that council would like the team to pursue in regards to the City of Rifle utility rates and rate structure.

It is important to note that this Utility Maintenance, Capital, and Rate Study is only for water and wastewater. An update to the streets plan is happening in house and concurrently with the study to ensure water, sewer, and street projects are combined wherever possible.

City of Rifle, CO

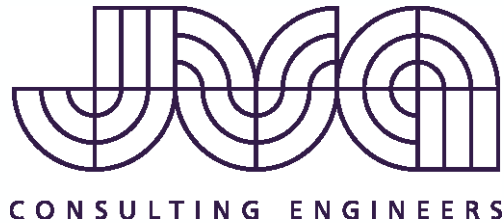
Water and Wastewater Rate Study

Pricing Objectives Workshop

January 6, 2021



Utility Maintenance, Capital and Rate Study Project Team



- Update water and wastewater master plan and capital plan
- Integrate fixed assets and asset management plan with City GIS database
- Establish prioritization and rating system for water distribution and sewer collection assets



-
- Create a multi-year financial forecast for water and wastewater utilities
 - Complete a cost-of-service analysis
 - Update rates to recover cost to provide service
 - Update system investment fees

Rifle's rates and fees must:

- 
- Fund Operating Expenses
 - Fund Capital Projects
 - Ensure Responsible Reserve Levels
 - Ensure Growth Pays for Growth
 - Ensure Customers Pay Fair Share

How we'll get there



Fund Operating Expenses



Fund Capital Projects



Ensure Responsible Reserve Levels



Ensure Growth Pays for Growth



Ensure Customers Pay Fair Share



System Improvement Fees



Rate Design

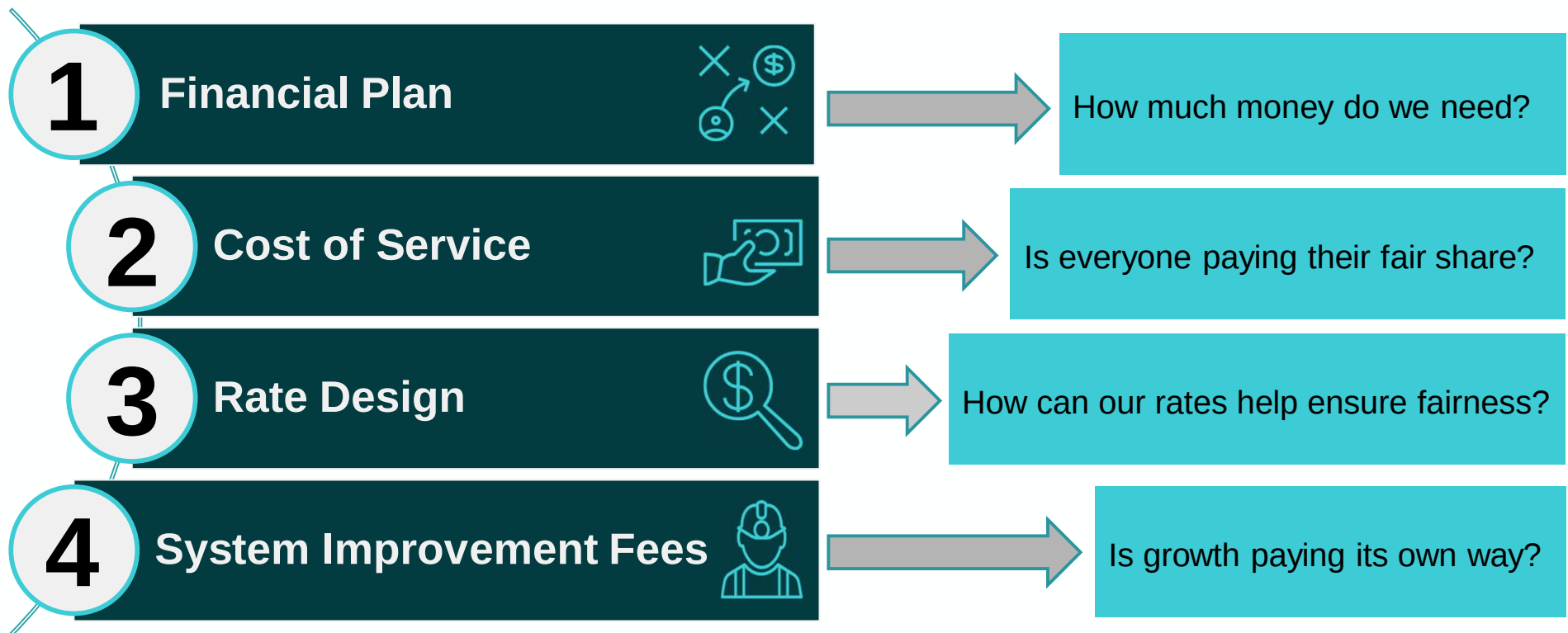


Cost of Service



Financial Plan

Rate study process



The City recovers its costs through monthly charges

	MONTHLY BASE CHARGE		VOLUMETRIC CHARGE PER THOUSAND GALLONS		WATER TANK STORAGE CHARGE
 Water	\$30.63 Includes first 2,000 gallons	+	Tier 0: 0-2,000 gallons: \$0.00 Tier 1: 3,000-4,000 gallons: \$4.09 Tier 2: 5,000-8,000 gallons: \$4.34 Tier 3: 9,000-20,000 gallons: \$5.10 Tier 4: Over 21,000 gallons: \$6.12	×	12% of total bill (minimum \$3.68)
 Sewer	\$57.16 Includes first 4,000 gallons	+	Tier 0: 0-4,000 gallons: \$0.00 Tier 1: Over 5,000 gallons: \$12.80		

‘Must have’ pricing goals



Revenue Sufficiency



- Financial health maintained



Defensibility



- Legally compliant; defensible in court

Common pricing objectives



Revenue stability



Equity between classes



Equity within a class



Equity between existing and new customers



Conservation pricing signal



Demand management



Essential use affordability



Customer understanding



Customer impact



Ease of administration/implementation

Pricing objectives aligning with community values

Example: Town of Jackson, WY

The Town's new rate structure is designed to promote community values such as:



Conservation and water efficiency, to respect our place in the ecosystem and align with the Town's Comprehensive Plan



Affordability, to ensure even our most economically vulnerable neighbors can afford basic water and wastewater service



Predictability, so individuals and families can effectively plan budgets for the future



Fairness, so everyone pays their fair share based on the cost of serving them

FOR MORE INFORMATION, VISIT JACKSONWY.GOV OR CALL 307-733-3079.



Thank you!

Contact: Todd Cristiano
303 305 1138 / tcristiano@raftelis.com

Rate Structure

Pricing Objectives

definitions





Revenue Stability

Rate structure should generate stable and predictable revenues sufficient to meet annual revenue requirements, bond covenants and other financial requirements.



Revenue Stability



Equity between classes

Equity between customer classes. Through a cost-of-service analysis, costs are recovered proportionately from each customer class' rate structure based on their unique demand characteristics.



Revenue Stability



Equity Between Classes



Equity within a class

Equity between customers within a class. This equity is maximized when the rate structure results in individual customers paying their cost to receive service based on their unique demand characteristics.



Revenue Stability



Equity Between Classes



Equity Within a Class



Equity between existing and new customers

Equity between new and existing customers. New customers should not present a cost burden to existing customers.

The rate structure should exclude those costs associated with meeting the service requirements of new customers.



Revenue Stability



Equity Between Classes



Equity Within a Class



**Equity Between Existing
and New Customers**



Conservation Price Signal

The rate structure should contain a pricing signal that encourages the wise use of water.



Revenue Stability



Equity Between Classes



Equity Within a Class



**Equity Between Existing
and New Customers**



Conservation Price Signal



Demand Management

The rate structure should contain a pricing signal to encourage a reduction of water use during peak times.



Revenue Stability



Equity Between Classes



Equity Within a Class



**Equity Between Existing
and New Customers**



Conservation Price Signal



Demand Management



Essential Use Affordability

A rate structure should provide essential water use at the lowest possible cost all the while allowing the utility to generate revenue sufficient to maintain their financial health.



Revenue Stability



Equity Between Classes



Equity Within a Class



**Equity Between Existing
and New Customers**



Conservation Price Signal



Demand Management



Essential Use Affordability



Customer Understanding

Rate structure should be subject to as few misinterpretations by the customer

Rate structure should be consistent with other water use-related communication from the utility



Revenue Stability



Equity Between Classes



Equity Within a Class



**Equity Between Existing
and New Customers**



Conservation Price Signal



Demand Management



Essential Use Affordability



Customer Understanding



Impact on Customers

Changes in a rate structure should be implemented in a manner that minimizes bill shock and minimizing the variability of shock among customer classes.



Revenue Stability



Equity Between Classes



Equity Within a Class



**Equity Between Existing
and New Customers**



Conservation Price Signal



Demand Management



Essential Use Affordability



Customer Understanding



Impact on Customers



Ease of Administration / Implementation

Rate structure should be compatible with existing billing and accounting systems.

Information needed for rate structure implementation and administration should be based on readily available, accessible, and manageable data.



Revenue Stability



Equity Between Classes



Equity Within a Class



**Equity Between Existing
and New Customers**



Conservation Price Signal



Demand Management



Essential Use Affordability



Customer Understanding



Impact on Customers



**Ease of administration/
implementation**



Thank you!

Contact: Todd Cristiano
303 305 1138 / tcristiano@raftelis.com





Agenda Item #b.

Agenda Item Name:

Support for Garfield County's 5-Star State Certification Program Application

Presenter:

Scott Hahn, City Manager

Item Description:

Support for Garfield County's 5-Star State Certification Program Application

Recommended Action:

Fiscal Impact:

Operational Impact:

Prior Board Motions:

Background Information:

Garfield County's application for a Variance to establish a 5-Star Certification Program. The 5-Star Certification Program encourages businesses to implement safety measures beyond what is already required by Public Health Orders and guidelines that will help slow the spread of COVID-19. In doing so, businesses will be able to accelerate their reopening. Depending on where their county falls on the COVID-19 dial, certified businesses are eligible for less restrictive capacity caps. 5 Star certification reassures employees and customers that businesses are adhering to enhanced guidance. The program is completely voluntary and also serves as an expanding directory of establishments recognized for their efforts to keep their communities safe and open.

Executive Summary:

In order for a county to launch the program, they must apply for a variance from CDPHE. As is standard with all variance applications, this variance requires a supportive letter from the local hospitals, local hospitals, county commissioners, county sheriff, some local police departments, mayors, and emergency managers.

Counties may exercise significant flexibility and creativity in designing their program, so long as it meets all of the requirements

Notification Requirements:

Prepared By:

Kristy Doll, CMC, City Clerk

Attachments:

1. 5-Star Certification Support Letter
2. 5 Star Program
3. 5 Star Checklists



January 4, 2021

Jill Hunsaker Ryan, Director
Colorado Department of Public Health and Environment
4300 Cherry Creek Drive South
Denver, CO 80246

Re: Letter of Support for Garfield County's 5-Star State Certification Program Application

Dear Director Hunsaker Ryan:

The City of Rifle fully supports Garfield County's application for a Variance to establish a 5-Star Certification Program. We are committed to working with our partners to ensure the program provides the opportunity for certified businesses to increase capacity while following the enhanced protocols required and necessary to keep the community safe and open.

The City of Rifle has been working with Garfield County Public Health, Garfield County, other municipalities, chambers of commerce and local businesses to develop a comprehensive program for the County.

We are committed to using the City of Rifle's tools and resources to encourage the program. We are also committed to providing staff time for inspections and other administrative tasks as needed.

The City of Rifle continues to be a committed partner in maintaining the health and well-being of our resident, employees and visitors.

Sincerely,

Mayor Barbara Clifton
City of Rifle



CITY OF RIFLE
202 RAILROAD AVENUE • P.O. BOX 1908 • RIFLE, CO 81650
WWW.RIFLECO.ORG



COVID-19

5 Star State Certification Program

What is the 5 Star State Certification Program?

The program encourages businesses to implement safety measures beyond what is already required by public health orders and guidelines that will help slow the spread of COVID-19. In doing so, businesses will be able to accelerate their reopening. Depending on where their county falls on the [COVID-19 dial](#), certified businesses are eligible for less restrictive capacity caps. 5 Star certification reassures employees and customers that businesses are adhering to enhanced guidance. The program is completely voluntary and also serves as an expanding directory of establishments recognized for their efforts to keep their communities safe and open.

Importantly, public health agencies are being asked to achieve demanding and historic objectives with their high burden of contact tracing and disease control, and the new milestone of vaccine delivery. Special care should be taken to ensure that launching this program does not detract from public health core functions.

What steps can a county take in order to begin setting up this program?

Each county can determine whether or not this program is a good fit for their community. Counties may exercise significant flexibility and creativity in designing their program, so long as it meets (at a minimum) all of the requirements listed in this document. If a county wants to take action towards launching this program, here are the immediate term steps they can take:

- ❑ **Determine how the program will be administered.** Each county must set up an administrative committee responsible for implementing the program. The committee must include the Local Public Health Agency (LPHA) because they are the agency that has jurisdiction over development, compliance, and enforcement of public health orders, but the LPHA should not be primarily responsible for the administration or coordination of the committee. The committee should include other partners like the local Chamber of Commerce, nonprofits, local elected leaders, and industry association members. In addition, members of the community at large should be a part of the administrative committee. Any

of these entities may host, fund, or provide the day-to-day operations of the administrative committee, so long as the LPHA is a participating member.

- Who will your committee members be?
- What roles will the different entities play?
- How often will the committee meet?

❑ **Determine what resources a city or county will be able to devote to this program.** Due to the demanding nature of the pandemic, and critical existing public health responsibilities like vaccine distribution and contact tracing, local public health dollars should not be diverted to fund this program. The administrative committee will need to identify resources it may need to ensure the successful implementation of the program.

- Will administering this program require new staff?
- Will setting up the program require contracting with other organizations to help conduct compliance and enforcement checks?
- What is the administrative committee budget and what sources of funding will be used to appropriately resource program needs?
- Who will administer the financial portions of this program?

❑ **Determine how you will ensure compliance and enforcement.** At this point in time “self-certification” of individual businesses is not allowed. It is required that all businesses receive a live third party inspection. The entity doing the inspection must be trained and follow an inspection procedure developed and approved by the administrative committee.

- How will the committee assure that live inspections are completed by a third party prior to a business being certified?
- How will you develop the training and procedures for inspections?
- How will you conduct live inspections?
- How will you ensure all inspections are conducted with appropriate rigor and quality?
- How will you ensure that every certified business has a publicly advertised way for customers to file a compliance complaint with CDPHE?
- How will the administrative committee respond to these complaints?
- How will the administrative committee issue single warning citations, and then revoke certifications for non-compliant businesses?

❑ **Begin preparing your application to CDPHE.** The administrative committee must submit a [variance application](#) to CDPHE to receive approval to stand up this program. **As is standard with all variance applications,** this variance requires a supportive letter from the LPHA, local hospitals, county commissioners or other local elected body, and local tribes (if applicable). Additionally, CDPHE requires a letter of support from a local law enforcement agency.

You can [find the application template HERE](#). This template includes all questions and prompts included in the application and requires you to answer questions such as:

- What is the composition of the administrative committee?
- How will you ensure that this program does not detract from a public health authority's ability to conduct core public health functions such as contact tracing and vaccine distribution?
- What is your protocol for conducting live inspections?
- What is your protocol for enforcement?
- How does your administrative committee plan to process compliance complaints from customers and members of the public?

❑ **Begin preparing the application you would like your businesses to use.** Each county may tailor their own application.

- Who will develop the individual business application?
- How will the administrative committee track applications?
- How will you ensure individual businesses are trained on the specific requirements for their sector?
- Will you provide your businesses a template to write their individual prevention plans to file with the administrative committee? Will these templates be industry specific?
- What is the full application process a business will go through, including education, application, inspection, and certification?

What requirements must a county or a city meet, and what is the approval process, in order to launch this program?

Any county that wants to apply must have an LPHA director who meets the minimum qualifications as defined by the State Board of Health.¹ The county must also be in compliance with state public health orders and working actively in their community on compliance and enforcement.

In order for a county to launch the program, they must apply for a variance from CDPHE. **As is standard with all variance applications**, this variance requires a supportive letter from the LPHA, local hospitals, county commissioners or other elected body, and local tribes (if applicable).

The administrative committee must report weekly updates to their LPHA and to CDPHE about the new certifications granted, the businesses that receive warnings, and the businesses whose certifications are revoked. CDPHE may remove approval of the administrative committee at any time if they do not conduct effective compliance and enforcement. A business may only receive one warning. If non-compliance continues after a warning, the certification must be revoked. If a county does not enforce this, CDPHE will remove its approval of the administrative committee.

Who is eligible to participate in the program, and what are the benefits?

¹ <https://www.sos.state.co.us/CCR/GenerateRulePdf.do?ruleVersionId=6459&fileName=6%20CCR%201014-6>

Level	Eligibility	Benefit for Certified Businesses
Green	An automatic capacity increase process is already built into Protect Our Neighbors	Increases consumer confidence
Blue	Eligible if incidence, percent positivity, and hospitalizations ALL meet Level Blue thresholds	Certified businesses can operate with an additional 50 people added to their cap
Yellow	Eligible if incidence, percent positivity, and hospitalizations ALL meet Level Yellow thresholds	Certified businesses can operate at Blue capacity levels
Orange	Eligible if incidence, percent positivity, and hospitalizations ALL meet Level Orange thresholds	Certified businesses can operate at Yellow capacity levels
Red	Eligible ONLY if a county has had a 2 week sustained decline in incidence, hospitalizations, and a percent positivity under 10% or improving over the last 2 weeks	Certified businesses can operate at Orange capacity levels
Purple	Not eligible	Not eligible

What if cases rise in a community?

If a county sees a significant rise in cases, percent positivity, or hospitalizations, then the program may be suspended. This automatically occurs if the region reaches more than 90% of their county's/RETAC ICU hospital capacity.

What are the sector specific guidelines that must be followed?

- [All businesses](#)
- [Gyms and fitness](#)
- [Restaurants](#)
- [Personal services](#)
- [Indoor events](#)

General Business Mitigation Strategies	CURRENT REQUIREMENTS	CERTIFIED QUALIFICATIONS
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MASKS ARE MANDATORY AND ENFORCED Find more details about mask requirements.	✓	✓
6-FOOT DISTANCING Signs, decals, and staff all ensure people from different households remain at least 6 feet apart.	✓	✓
REGULAR SANITATION AND CLEANING OF HIGH-TOUCH SURFACES Find cleaning guidance here.	✓	✓
DAILY EMPLOYEE SYMPTOM AND EXPOSURE CHECKS See CDPHE's symptom support tool and employee screening form.	✓ Recommended	✓ Required
SCREEN FOR SYMPTOMS, AND RECORD CUSTOMER NAMES AND CONTACT INFO TO SUPPORT TRACING	✓ Recommended	✓ Required
BUSINESS-SPECIFIC WRITTEN IMPLEMENTATION & COMPLIANCE PLANS, FILED WITH ADMINISTRATIVE COMMITTEE		✓
BUSINESS-SPECIFIC PLANS FOR OUTBREAK DETECTION, REPORTING, AND RESPONSE Find information on what should be included in outbreak plans.		✓
SUFFICIENT QUALITY VENTILATION View CDPHE's ventilation guidance.		✓
EXPOSURE NOTIFICATION SERVICE PROMOTION & OUTREACH TO EMPLOYEES AND CUSTOMERS		✓
PUBLICLY DISPLAYED INSTRUCTIONS FOR A CUSTOMER TO LODGE COMPLIANCE COMPLAINTS TO CDPHE		✓
EXTRA EFFORT TO CREATE SPECIAL HOURS OR ACCOMMODATIONS FOR AT RISK POPULATIONS		✓
ZERO PRIOR CITATIONS OF NONCOMPLIANCE WITH PUBLIC HEALTH ORDERS		✓

<u>Gyms & Fitness</u> Mitigation Strategies	CURRENT REQUIREMENTS	CERTIFIED QUALIFICATIONS
MASKS ARE MANDATORY AND ENFORCED Masks are enforced in both the workout area and locker rooms.	✓	✓

6-FOOT DISTANCING Signs, decals, blocked off equipment or lockers, and staff all ensure people from different households remain at least 6 feet apart	✓	✓
REGULAR SANITATION AND CLEANING OF HIGH TOUCH SURFACES	✓	✓
DAILY EMPLOYEE SYMPTOM AND EXPOSURE CHECKS See CDPHE's symptom support tool and employee screening form .	✓ Recommended	✓ Required
SCREEN FOR SYMPTOMS, AND RECORD CUSTOMER NAMES AND CONTACT INFO TO SUPPORT TRACING	✓ Recommended	✓ Required
WORKOUT RESERVATIONS	✓ Recommended	✓ Required
BUSINESS SPECIFIC WRITTEN IMPLEMENTATION & COMPLIANCE PLANS, FILED WITH ADMINISTRATIVE COMMITTEE		✓
BUSINESS SPECIFIC PLANS FOR OUTBREAK DETECTION, REPORTING AND RESPONSE Find information on what should be included in outbreak plans .		✓
VENTILATION IMPROVEMENT BY: • HVAC improvements, or • HEPA filters appropriate for space size, or • Permanently open windows.		✓
EXPOSURE NOTIFICATION SERVICE PROMOTION & OUTREACH TO EMPLOYEES AND CUSTOMERS		✓
PUBLICLY DISPLAYED INSTRUCTIONS FOR A CUSTOMER TO LODGE COMPLIANCE COMPLAINTS TO CDPHE		✓
EXTRA EFFORT TO CREATE SPECIAL HOURS OR ACCOMODATIONS FOR AT RISK POPULATIONS AND EXTRA EFFORT TO PROVIDE OUTDOOR FITNESS OPTIONS		✓
BUSINESSES SEEKING CERTIFICATION MUST HAVE ZERO PRIOR CITATIONS OF NONCOMPLIANCE WITH PUBLIC HEALTH ORDERS		✓

<u>Restaurant</u> Mitigation Strategies	CURRENT REQUIREMENTS	CERTIFIED QUALIFICATIONS
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MASKS ARE MANDATORY AND ENFORCED Masks are only removed for eating and drinking indoors. While talking to servers/hosts, waiting to order or for food, or talking to others at the table while not actively eating, masks must be replaced.	✓	✓
TABLE AND HOUSEHOLD DISTANCING Table distancing must allow for at least 10 feet between parties seated at different tables if the county is in Red. In levels Green through Orange, parties may be seated 6 feet apart. In Red, <u>only</u> people from the same household may sit together at the same table.	6'	10'
REGULAR SANITATION AND CLEANING OF HIGH TOUCH SURFACES	✓	✓
DAILY EMPLOYEE SYMPTOM AND EXPOSURE CHECKS See CDPHE's symptom support tool and employee screening form .	✓ Recommended	✓ Required
SCREEN FOR SYMPTOMS, AND RECORD CUSTOMER NAMES AND CONTACT INFO TO SUPPORT TRACING	✓ Recommended	✓ Required
RESERVATIONS If not using reservations, you must document how you will ensure parties remain 6 feet apart and do not congregate while waiting. You must also keep a log of what table a customer occupied.	✓ Recommended	✓ Recommended
BUSINESS SPECIFIC WRITTEN IMPLEMENTATION & COMPLIANCE PLANS, FILED WITH ADMINISTRATIVE COMMITTEE		✓
BUSINESS SPECIFIC PLANS FOR OUTBREAK DETECTION, REPORTING AND RESPONSE Find information on what should be included in outbreak plans .		✓
VENTILATION IMPROVEMENT BY: • HVAC improvements, or • HEPA filters appropriate for space size, or • Opening windows or doors during business hours to maximize airflow.		✓
EXPOSURE NOTIFICATION APP PROMOTION & OUTREACH TO EMPLOYEES AND CUSTOMERS		✓
PUBLICLY DISPLAYED INSTRUCTIONS FOR A CUSTOMER TO LODGE COMPLIANCE COMPLAINTS TO CDPHE		✓
EXTRA EFFORT TO CREATE SPECIAL HOURS OR ACCOMODATIONS FOR AT RISK POPULATIONS		✓

BUSINESSES SEEKING CERTIFICATION MUST HAVE ZERO PRIOR CITATIONS OF NONCOMPLIANCE WITH PUBLIC HEALTH ORDERS		✓
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<u>Personal Services</u> Mitigation Strategies	CURRENT REQUIREMENTS	CERTIFIED QUALIFICATIONS
MASKS ARE MANDATORY AND ENFORCED Masks may be temporarily removed if required to perform the service, but then must immediately be replaced.	✓	✓
6-FOOT DISTANCING Signs, decals, and staff all ensure people from different households remain at least 6 feet apart	✓	✓
REGULAR SANITATION AND CLEANING OF HIGH TOUCH SURFACES	✓	✓
DAILY EMPLOYEE SYMPTOM AND EXPOSURE CHECKS See CDPHE's symptom support tool and employee screening form .	✓ Recommended	✓ Required
SCREEN FOR SYMPTOMS, AND RECORD CUSTOMER NAMES AND CONTACT INFO TO SUPPORT TRACING	✓ Recommended	✓ Required
RESERVATIONS	✓ Recommended	✓ Required
BUSINESS SPECIFIC WRITTEN IMPLEMENTATION & COMPLIANCE PLANS, FILED WITH ADMINISTRATIVE COMMITTEE		✓
BUSINESS SPECIFIC PLANS FOR OUTBREAK DETECTION, REPORTING AND RESPONSE Find information on what should be included in outbreak plans .		✓
VENTILATION IMPROVEMENT BY: • HVAC improvements, or • HEPA filters appropriate for space size, or • Opening windows or doors during business hours to maximize airflow.		✓
EXPOSURE NOTIFICATION SERVICE PROMOTION & OUTREACH TO EMPLOYEES AND CUSTOMERS		✓
PUBLICLY DISPLAYED INSTRUCTIONS FOR A CUSTOMER TO LODGE COMPLIANCE COMPLAINTS TO CDPHE		✓

EXTRA EFFORT TO CREATE SPECIAL HOURS OR ACCOMODATIONS FOR AT RISK POPULATIONS		✓
BUSINESSES SEEKING CERTIFICATION MUST HAVE ZERO PRIOR CITATIONS OF NONCOMPLIANCE WITH PUBLIC HEALTH ORDERS		✓

Indoor Events Mitigation Strategies	CURRENT REQUIREMENTS	CERTIFIED QUALIFICATIONS
MASKS ARE MANDATORY AND ENFORCED	✓	✓
6' DISTANCING, AND PLAN FOR GUEST ENTRY, EXIT, AND MOVEMENT WITH CLEAR SIGNAGE	✓	✓
REGULAR SANITATION AND CLEANING OF HIGH TOUCH SURFACES	✓	✓
DAILY EMPLOYEE SYMPTOM AND EXPOSURE CHECKS See CDPHE's symptom support tool and employee screening form .	✓ Recommended	✓ Required
SCREEN FOR SYMPTOMS, AND RECORD CUSTOMER NAMES AND CONTACT INFO TO SUPPORT TRACING	✓ Recommended	✓ Required
BUSINESS SPECIFIC PLANS FOR OUTBREAK DETECTION, REPORTING AND RESPONSE Find information on what should be included in outbreak plans .		✓
IMPLEMENTATION & COMPLIANCE PLANS, INCLUDING ROOM DIAGRAM, FILED WITH THE ADMINISTRATIVE COMMITTEE		✓
VENTILATION IMPROVEMENT BY: • HVAC improvements, or • HEPA filters appropriate for space size, or • Opening windows or doors during business hours to maximize airflow.		✓
EXPOSURE NOTIFICATION SERVICE PROMOTION & OUTREACH TO EMPLOYEES AND CUSTOMERS		✓
PUBLICLY DISPLAYED INSTRUCTIONS FOR A CUSTOMER TO LODGE COMPLIANCE COMPLAINTS TO CDPHE		✓

EXTRA EFFORT TO CREATE SPECIAL HOURS OR ACCOMODATIONS FOR AT RISK POPULATIONS		✓
BUSINESSES SEEKING CERTIFICATION MUST HAVE ZERO PRIOR CITATIONS OF NONCOMPLIANCE WITH PUBLIC HEALTH ORDERS		✓

Frequently asked questions

What is sufficient quality ventilation?

If there is an HVAC system it should be:

- Equipped with the highest-rated filter available for the system.
- Set to run continuously when people are present (DCV disabled).
- Operated at the highest optimized settings for the space.
- Serviced by an HVAC technician at least twice per year.

If there is no commercial HVAC system, or an HVAC system that does not meet above requirements, then ventilation must be improved by:

- Incorporating portable air purifiers (preferably with HEPA filters) appropriate for space size, and/or
- Increasing natural ventilation through opening doors and windows to allow cross-ventilation and installing fans that operate to increase airflow in a unidirectional (non-recirculating) manner.

All businesses are encouraged to consult the [Ventilation and COVID-19 Guide](#) for a more thorough reference of tips and suggestions for ensuring sufficient ventilation.

What is required for a customer symptom and exposure check?

The best practice for a symptom and screening check is to use the [CDPHE screening form](#) to ask if a patron has any symptoms, or was recently exposed to somebody known to have COVID-19. It is recommended that a temperature is taken as part of this process, but it is acceptable to verbally ask if the person has a temperature if necessary. Temperature checks are required for employee symptom and exposure checks.

What is a citation for non-compliance?

A citation of non-compliance is either a state or local citation for a business that despite warnings and educational efforts, willfully violated the public health order.



COVID-19

5 Star State Certification Program

What is the 5 Star State Certification program?

The Program encourages businesses to implement safety measures beyond what is already required by Public Health orders and guidelines that will help slow the spread of COVID-19, and in doing so, be able to accelerate their reopening. Depending on where their county falls on the COVID-19 dial, certified businesses are eligible for less restrictive capacity caps. Certification reassures employees and customers that businesses are adhering to enhanced guidance. The program is completely voluntary and also serves as an expanding directory of establishments recognized for their efforts to keep their community safe and open.

Importantly, public health agencies are being asked to achieve demanding and historic objectives with their high burden of contact tracing and disease control, and the new milestone of vaccine delivery. Special care should be taken to ensure that launching this program does not detract from public health core functions.

What steps can a county take in order to begin setting up this program?

Each county can determine whether or not this program is a good fit for their community. Counties may exercise significant flexibility and creativity in designing their program, so long as it meets -- at a minimum -- all of the requirements listed in this document. If a county wants to take action towards launching this program, here are the immediate term steps they can take:

- ❑ **Determine how the program will be administered.** Each county must set up an Administrative Committee responsible for implementing the program. The committee must include the Local Public Health Agency (LPHA) because they are the agency that has jurisdiction over development, compliance, and enforcement of public health orders, but the LPHA should not be primarily responsible for the administration or coordination of the committee. The committee should include other partners like the local Chamber of Commerce, nonprofits, local elected leaders, or industry association members. In addition, members of the community at-large should be a part of the Administrative Committee. Any

of these entities may host or provide the day to day operations of the Administrative Committee, so long as the LPHA is a participating member.

- Who will your committee members be?
- What roles will the different entities play?
- How often will the committee meet?

❑ **Determine what resources a city or county will be able to devote to this program.** Due to the demanding nature of the pandemic, and critical existing public health responsibilities like vaccine distribution and contact tracing, public health dollars should not be diverted to fund this program. The Administrative Committee will need to identify resources it may need to ensure the successful implementation of the program.

- Will administering this program require new staff?
- Will setting up the program require contracting with other organizations to help conduct compliance and enforcement checks?
- What is the Administrative Committee budget and what sources of funding will be used to appropriately resource program needs?
- Who will administer the financial portions of this program?

❑ **Determine how you will ensure compliance and enforcement.** At this point in time “self-certification” of individual businesses is not allowed. It is required that all businesses receive a live third party inspection. The entity doing the inspection must be trained and follow an inspection procedure developed and approved by the Administrative Committee.

- How will the committee assure that live inspections are completed by a third party prior to a business being certified?
- How will you develop the training and procedures for inspections?
- How will you conduct live inspections?
- How will you ensure all inspections are conducted with appropriate rigor and quality?
- How will you ensure that every certified business has a publicly advertised way for a customer or consumer to file a compliance complaint with the Administrative Committee?
- How will the Administrative Committee respond to these complaints?
- How will the Administrative Committee issue single warning citations, and then revoke certifications for non-compliant businesses?

❑ **Begin preparing your application to CDPHE.** The Administrative Committee must submit a variance application to CDPHE to receive approval to stand up this program. **As is standard with all variance applications,** this variance requires a supportive letter from the local hospitals, county commissioners, county sheriff, some local police departments, mayors, emergency managers, local tribes (if applicable). The application requires you to answer questions such as:

- What is the composition of the Administrative Committee?

- How will you ensure that this program does not detract from a public health authority's ability to conduct core public health functions such as contact tracing and vaccine distribution?
- What is your protocol for conducting live inspections?
- What is your protocol for enforcement?
- How does your Administrative Committee plan to process compliance complaints from customers and members of the public?

❑ **Begin preparing the application you would like your businesses to use.** Each county may tailor their own application.

- Who will develop the individual business application?
- How will the Administrative Committee track applications?
- How will you ensure individual businesses are trained on the specific requirements for their sector?
- Will you provide your businesses a template to write their individual prevention plans to file with the Administrative Committee? Will these templates be industry specific?
- What is the full application process a business will go through including education, application, inspection, and certification?

What requirements must a county or a city meet, and what is the approval process, in order to launch this program?

Any county that wants to apply must have a Local Public Health Agency director who meets the minimum qualifications as defined by the State Board of Health.¹

In order for a county to launch the program, they must apply for a variance from CDPHE. **As is standard with all variance applications,** this variance requires a supportive letter from the local hospitals, local hospitals, county commissioners, county sheriff, some local police departments, mayors, emergency managers, local tribes (if applicable).

The Administrative Committee must report weekly updates to their LPHA and to CDPHE about the new certifications granted, the businesses that receive warnings, and the businesses whose certifications are revoked. CDPHE may remove approval of the Administrative Committee at any time if they do not conduct effective compliance and enforcement. A business may only receive one warning. If non-compliance continues after a warning, the certification must be revoked. If a county does not enforce this, CDPHE will remove its approval of the Administrative Committee.

¹ <https://www.sos.state.co.us/CCR/GenerateRulePdf.do?ruleVersionId=6459&fileName=6%20CCR%201014-6>



Agenda Item #3.a.

Agenda Item Name:

Instructions to Participate / Citizen Comments - for items not listed as public hearings on the agenda

Presenter:

Item Description:

Citizen Comments - for items not listed as public hearings on the agenda.

Please limit comments to 3 minutes. Please see instructions below.

Electronic Meeting Participation:

Please click the link below to join the webinar:

[Click here to join electronic meeting](http://www.rifleco.org/ElectronicMeetings) or (www.rifleco.org/ElectronicMeetings)

Password: 929942

Participate by phone:

Dial: 1 301 715 8592 or 1 312 626 6799 / Webinar ID: 416 406 740

If you are participating electronically and would like to make a citizen comment during the City Council Meeting, please raise your hand on Zoom we will call on you during that portion of the meeting. During the meeting, you will be asked to state your name and if you live in the city limits of Rifle.

Recommended Action:

Fiscal Impact:

None

Operational Impact:

None

Prior Board Motions:

None

Background Information:

None

Executive Summary:

Notification Requirements:

None

Prepared By:

Misty Williams, Administrative Assistant

Attachments:

None



Agenda Item #4.a.

Agenda Item Name:

Consider Minutes of the November 4, 2020 Regular Meeting

Presenter:

Kristy Doll, CMC, City Clerk

Item Description:

Minutes of the November 4, 2020 Regular Meeting

Recommended Action:

I move to approve the minutes of the November 4, 2020 City Council Regular Meeting

Fiscal Impact:

None

Operational Impact:

None

Prior Board Motions:

None

Background Information:

None

Executive Summary:

Minutes of the November 4, 2020 Regular Meeting

Notification Requirements:

None

Prepared By:

Misty Williams, Administrative Assistant

Attachments:

1. 11.4.2020 Minutes



RIFLE CITY COUNCIL

REGULAR MEETING

November 4, 2020

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 Barb Clifton. This Rifle City Council meeting was posted as an electronic meeting and held as an electronic meeting.

Present at Roll Call:

Mayor Barbara Clifton, Councilor Theresa Hamilton, Councilor Joe Carpenter, Councilor Brian Condie, Councilor Ed Green, Councilor Sean Strode.

Councilor Sean Strode motioned to excuse Councilor Clint Hostettler, seconded by Councilor Brian Condie.

Roll Call: Yes - Barbara Clifton, Theresa Hamilton, Joe Carpenter, Brian Condie, Ed Green, Sean Strode; No - None

Others Present:

Rifle City Manager Scott Hahn, City Clerk Kristy Doll, City Attorney Jim Neu, Rifle Community Television (RCTV) Salvador Tovar-Guzman, Chief of Police Tommy Klein, Planning Director Nathan Lindquist, Finance Director Michelle Duran, and Roy Erku.

PUBLIC COMMENT

Comments were heard from Planning Director Nathan Lindquist regarding allowing allocation of CARES act funding to independent contractors.

CONSENT AGENDA – CONSIDER APPROVING THE FOLLOWING ITEMS:

- A. Consider Minutes of the September 2, 2020, Regular Meeting
- B. Consider Minutes of the September 2, 2020, Special Meeting

Councilor Sean Strode moved to approve Consent Agenda Items A and B; seconded by Councilor Brian Condie.

Roll Call: Yes - Barbara Clifton, Theresa Hamilton, Joe Carpenter, Brian Condie, Ed Green, Sean Strode; No - None

PUBLIC HEARING

Consider approving application by Coloradough LLC, dba Sweet Coloradough for a Beer and Wine Liquor License

Mayor Barb Clifton opened the public hearing. Applicant Aaron Badolaho was sworn in and presented the application for Coloradough, LLC dba Sweet Coloradough, located at 234 Railroad Avenue, Rifle, CO, for a new Beer and Wine Liquor License. City Clerk Kristy Doll stated the public hearing was properly noticed, the application is complete, and the fees have been paid. Staff recommends approval

of Coloradough, LLC dba Sweet Coloradough Beer and Wine Liquor License application. No public comment was received. Mayor Barb Clifton closed the public hearing.

Councilor Brian Condie moved to approve the new Beer and Wine Liquor License for Coloradough LLC dba Sweet Coloradough; seconded by Councilor Sean Strode.

Roll Call: Yes - Barbara Clifton, Theresa Hamilton, Joe Carpenter, Brian Condie, Ed Green, Sean Strode; No - None

Consider 2021 Proposed Budget

Mayor Barb Clifton opened the public hearing. City Manager Scott Hahn provided an overview of the 2021 proposed budget. No public comment was received. Mayor Barb Clifton closed the public hearing.

REGULAR AGENDA

Consider Changing Appointments in the Parks and Recreation Advisory Board

Parks and Recreation Director Tom Whitmore explained that the Parks and Recreation Advisory Board (PRAB) received a request from Board member Kevin Kelly, who is currently an alternate, to become a regular member. PRAB also received a request from Christi Savage, who is now a regular member, to become an alternate member. Staff recommends Kevin Kelly's appointment as a regular member and Christi Savage as an alternate member of the PRAB Board.

Councilor Sean Strode moved to approve the appointment of Parks and Recreation Advisory Board alternate member Kevin Kelly to regular member and appoint regular member Christi Savage, to alternate member; seconded by Councilor Theresa Hamilton.

Roll Call: Yes - Barbara Clifton, Theresa Hamilton, Joe Carpenter, Brian Condie, Ed Green, Sean Strode; No - None

Consider purchase of a pick-up truck for the Parks Department with the cost of the purchase reimbursed from CARES Act funds

Parks and Recreation Director Tom Whitmore stated that COVID-19 regulations made it necessary for the Parks and Recreation department to dedicate a vehicle to be explicitly used for disinfecting the park equipment, benches, and playground equipment. The Parks Department is now short one vehicle for general maintenance tasks and would like to purchase a truck to continue to provide disinfection of the parks and playground equipment as required by the COVID-19 rules. Staff requested bids from four local dealerships for a new 2020 truck. The Parks and Recreation Department selected to purchase the 2020 half-ton 4 x 4 truck from Columbine Ford at the cost of \$30,063.00. The cost of this vehicle would be reimbursed from the CARES Act Funds. Staff recommends the approval of the purchase of a 2020 Ford F- 150XL Super Cab from Columbine Ford for \$30,063.00.

Councilor Sean Strode moved to approve the purchase of a half-ton 4 x 4 pickup for the Parks Department with the cost of the pick-up being reimbursed from CARES Act funds in the amount of \$30,063.00 from Columbine Ford; seconded by Councilor Brian Condie.

Roll Call: Yes - Barbara Clifton, Theresa Hamilton, Joe Carpenter, Brian Condie, Ed Green, Sean Strode; No - None

Consider the purchase of network switches and components to replace switch stack at City Hall and the Police Department

IT Director Kelly Thompson stated that one of the IT projects scheduled for 2020 is replacing the

network switches and components to replace the switch stack at City Hall and the Police Department. The new equipment consists of two switches. If one controller fails, the standby equipment will automatically take over, protecting computer systems from failure in the event of a power outage or similar circumstance, therefore providing better protection for the City's server host. This project was included in the 2020 IT Budget. Staff recommends approval of the purchase of Aruba networking equipment in an amount not to exceed \$74,000.

Councilor Sean Strobe moved to approve the purchase of Aruba networking equipment for City Hall and the Police Department data centers in an amount not to exceed \$74,000; seconded by Councilor Joe Carpenter.

Roll Call: Yes - Barbara Clifton, Theresa Hamilton, Joe Carpenter, Brian Condie, Ed Green, Sean Strobe; No - None

Administrative Reports

Administrative Reports were heard from City Manager Scott Hahn and Chief of Police Tommy Klein.

Comments from Mayor and Council

Comments were heard from Councilors Brian Condie and Sean Strobe.

Adjournment

Meeting adjourned at 8:11 p.m.

Kristy Doll
City Clerk

Barb Clifton
Mayor



Agenda Item #4.b.

Agenda Item Name:

Consider Liquor License Renewal for Kum & Go, LC dba Kum & Go #922

Presenter:

Kristy Doll, CMC, City Clerk

Item Description:

Fermented Malt Beverage Liquor License Renewal for Kum & Go, LC dba Kum & Go #922.

Recommended Action:

I move to approve the Liquor License Renewal application for Kum & Go, LC dba Kum & Go #922.

Fiscal Impact:

None

Operational Impact:

None

Prior Board Motions:

None

Background Information:

Kum & Go, LC dba Kum & Go #922 located at 120 East 26th Street, Rifle, CO has submitted a Fermented Malt Beverage Liquor License Renewal Application.

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

Executive Summary:

None

Notification Requirements:

None

Prepared By:

Misty Williams, Administrative Assistant

Attachments:

1. Kum & Go #922 Liquor License Renewal - 2020_Redacted

RECEIVED

NOV 19 2020

City Clerk
 City of Rifle

KUM & GO #922
1459 GRAND AVENUE
Des Moines IA 50309

Fees Due	
Renewal Fee	96.25
Storage Permit \$100 X _____	\$
Sidewalk Service Area \$75.00	\$
Additional Optional Premise Hotel & Restaurant \$100 X _____	\$
Related Facility - Campus Liquor Complex \$160.00 per facility	\$
Amount Due/Paid	\$

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

Retail Liquor or Fermented Malt Beverage License Renewal Application

Please verify & update all information below

Return to city or county licensing authority by due date

Licensee Name KUM & GO LC		Doing Business As Name (DBA) KUM & GO #922		
Liquor License # 12-40424-0014	License Type Fermented Malt	Sales Tax License # 12404240014	Expiration Date 02/07/2021	Due Date 12/24/2020
Business Address 120 EAST 26TH STREET Rifle CO 81650-3107				Phone Number 9706252274
Mailing Address 1459 GRAND AVENUE Des Moines IA 50309			Email licenses@kumago.com	
Operating Manager Trina Sanchez	Date of Birth	Home Address		
1. Do you have legal possession of the premises at the street address above? <u>Yes</u> No Are the premises owned or rented? Owned <u>Rented*</u> *If rented, expiration date of lease <u>2-22-32</u>				
2. Are you renewing a storage permit, additional optional premises, sidewalk service area, or related facility? If yes, please see the table in upper right hand corner and include all fees due. Yes <u>No</u>				
3a. Since the date of filing of the last application, has the applicant, including its manager, partners, officer, directors, stockholders, members (LLC), managing members (LLC), or any other person with a 10% or greater financial interest in the applicant, been found in final order of a tax agency to be delinquent in the payment of any state or local taxes, penalties, or interest related to a business? Yes <u>No</u>				
3b. Since the date of filing of the last application, has the applicant, including its manager, partners, officer, directors, stockholders, members (LLC), managing members (LLC), or any other person with a 10% or greater financial interest in the applicant failed to pay any fees or surcharges imposed pursuant to section 44-3-503, C.R.S.? Yes <u>No</u>				
4. Since the date of filing of the last application, has there been any change in financial interest (new notes, loans, owners, etc.) or organizational structure (addition or deletion of officers, directors, managing members or general partners)? If yes, explain in detail and attach a listing of all liquor businesses in which these new lenders, owners (other than licensed financial institutions), officers, directors, managing members, or general partners are materially interested. <u>Yes</u> No <u>See Attached</u>				
5. Since the date of filing of the last application, has the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) been convicted of a crime? If yes, attach a detailed explanation. Yes <u>No</u>				
6. Since the date of filing of the last application, has the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) been denied an alcohol beverage license, had an alcohol beverage license suspended or revoked, or had interest in any entity that had an alcohol beverage license denied, suspended or revoked? If yes, attach a detailed explanation. Yes <u>No</u>				
7. Does the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) have a direct or indirect interest in any other Colorado liquor license, including loans to or from any licensee or interest in a loan to any licensee? If yes, attach a detailed explanation. <u>Yes</u> No				

Affirmation & Consent

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

Type or Print Name of Applicant/Authorized Agent of Business <i>Barb Haisch</i>	Title <i>Risk manager</i>
Signature <i>Barb Haisch</i>	Date <i>10-30-20</i>

Report & Approval of City or County Licensing Authority

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

Therefore this application is approved.

Local Licensing Authority For		Date
Signature	Title	Attest

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

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

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

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

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

Name (Individual/Business) <u>Kum+Go #922</u>		Social Security Number/Tax Identification Number <u>01240424</u>	
Address <u>1459 Grand Ave</u>			
City <u>Des Moines</u>		State <u>IA</u>	Zip <u>50309</u>
Home Phone Number <u>515-457-6249</u>		Business/Work Phone Number <u>515-457-6000</u>	
Printed name of person signing on behalf of the Applicant/Licensee <u>Barb Hirsch</u>			
Applicant/Licensee's Signature (Signature authorizing the disclosure of confidential tax information) <u>Barb Hirsch</u>			Date signed <u>10-30-20</u>
Privacy Act Statement Providing your Social Security Number is voluntary and no right, benefit or privilege provided by law will be denied as a result of refusal to disclose it. § 7 of Privacy Act, 5 USCS § 552a (note).			



Agenda Item #4.c.

Agenda Item Name:

Consider extending the temporary Development Fee Waiver - Ordinance No. 15, Series of 2020 - 2nd Reading

Presenter:

Brian Rusche, Planner II
Nathan Lindquist, Planning Director

Item Description:

Consider extending the temporary Development Fee Waiver - Ordinance No. 15, Series of 2020 - 2nd Reading

Recommended Action:

I move to approve Ordinance No. 15, Series of 2020 on 2nd Reading.

Fiscal Impact:

Operational Impact:

Prior Board Motions:

Background Information:

Executive Summary:

Last year Council had extended the fee waiver program through 2020 with the direction that staff should work on a more permanent fee system that encourages infill development for implementation at the beginning of 2021.

Staff is recommending a three month extension of the fee waiver program because the Utility Master Plan should provide additional information for this permanent system when it is completed in February/March 2021. This will provide time to include this information.

It would also be beneficial to keep the fee waivers in place because they are helping finish out some of the

incomplete subdivisions on already installed infrastructure. The temporary waivers have created a momentum within the home building industry that the developers would like to continue. The staff finds this momentum to be beneficial to the completion of certain subdivisions that have languished in the past and, once completed, will provide significant infill housing without significant additional expense to public infrastructure in the near term.

Notification Requirements:

Prepared By:

Brian Rusche, Planner II

Attachments:

1. Ordinance No. 15-Development Fee Waivers-Legal-20201216
2. 2019 Impact Fee Sale_07Dec2020

**CITY OF RIFLE, COLORADO
ORDINANCE NO. 15
SERIES OF 2020**

AN ORDINANCE OF THE CITY OF RIFLE, COLORADO, EXTENDING
TEMPORARY DEVELOPMENT FEE WAIVERS TO STIMULATE GROWTH
AND ECONOMIC DEVELOPMENT IN THE CITY.

WHEREAS, the City of Rifle, like much of Western Colorado, has yet to fully recover from the impacts of the Great Recession while the Front Range has fully rebounded, increasing the costs of construction materials and labor in the region; and

WHEREAS, the City Council desires to attract building and construction activities in the City that will drive additional economic development and provide additional housing which is greatly needed; and

WHEREAS, City staff has researched and analyzed the various development fees assessed by the City on construction activities to determine which fees can be reduced or waived without jeopardizing the financial soundness of the City; and

WHEREAS, by Ordinance No. 1, Series of 2019, the City temporarily waived or reduced certain development fees that expired on April 1, 2020; and

WHEREAS, after examining the effect of this program on the various funds and listening to the development community, the City Council by Ordinance No. 21, Series of 2019 extended the waiver of certain development fees until the end of 2020; and

WHEREAS, the City has initiated a Utility Master Planning process analyzing development fees which will be completed in Spring 2021 that will provide useful information for establishing revised development fee amounts; and

WHEREAS, the COVID-19 pandemic has greatly affected the regional, state and national economy and impacted development in the City and the City Council desires to extend the waiver of certain development fees until April 30, 2021; and

WHEREAS, the City Council finds and determines that the development fee waivers and building incentives contained in this Ordinance are a sound long term investment for the City that will pay dividends exceeding the temporary foregone revenues.

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

1. Incorporation of Recitals. The foregoing recitals are incorporated herein as if set forth in full.
2. Parkland Dedication Fees. The Parkland Dedication Fee required by Section 16-1-

90 and Section 16-4-110 of the Rifle Municipal Code Code or applicable to a specific property pursuant to an appurtenant Annexation Agreement or Subdivision Improvements Agreement due at building permit is hereby waived. All other land or parkland dedication requirements in the Rifle Municipal Code shall continue to remain in full force and effect.

3. Offsite Street Impact Fees. The Offsite Street Impact Fee set forth in Section 16-1-100 of the Rifle Municipal Code or applicable to a specific property pursuant to an appurtenant Annexation Agreement or Subdivision Improvements Agreement due at building permit is hereby waived in full.

4. Termination. The development fee waivers set forth in this Ordinance shall remain in effect through **April 30, 2021 at 5pm** and apply to building permits submitted by such date to the City's Planning Department, after which time all applicable codified provisions of the Rifle Municipal Code and the terms of any Annexation Agreement or Subdivision Improvements Agreement shall apply.

INTRODUCED on December 16, 2020, read by title, passed on first reading, and ordered published by title as required by the Charter.

INTRODUCED a second time at a regular meeting of the Council of the City of Rifle, Colorado, held on January 6, 2021, passed without amendment, approved, and ordered published in full as required by the Charter.

Dated this ____ day of _____, 2021.

CITY OF RIFLE, COLORADO

By _____
Mayor

ATTEST:

City Clerk

Residential Development Fee "Sale"

As of:

	7-Dec-20						
<u>Location</u>	<u>Parkland Dedication Fee</u>	<u>Water System Improvement ("tap") Fee</u>	<u>Offsite Street Impact Fees</u>	<u>Total Savings / Unit</u>	<u>Use Tax Collected</u>	<u>EQRs</u>	<u>Notes</u>
761 E. 17th St.	\$1,638.80	\$5,743.27		\$7,382.07	\$5,173.36	1	N. Pasture Filing 1 - MF rate for Parks
767 E. 17th St.	\$1,638.80	\$5,743.27		\$7,382.07	\$5,173.36	1	N. Pasture Filing 1 - MF rate for Parks
1645 E. 17th Cir.	\$3,129.92	\$5,743.27		\$8,873.19	\$4,887.50	1	
1136 E. 17th St.	\$3,129.92	\$5,743.27		\$8,873.19	\$6,866.94	1	
1647 Arabian Ave.	\$3,129.92	\$5,743.27		\$8,873.19	\$4,659.23	1	
2483 Conestoga Cir.	\$3,129.92	\$5,743.27		\$8,873.19	\$6,170.24	1	
1649 E. 17th Cir.	\$3,129.29	\$5,743.27		\$8,872.56	\$4,730.21	1	typo in park fee
1653 E. 17th Cir.	\$3,129.92	\$5,743.27		\$8,873.19	\$4,257.27	1	
2432 Pioneer Way	\$3,129.92	\$5,743.27		\$8,873.19	\$4,477.38	1	
1632 Arabaian Ave.	\$3,129.92	\$5,743.27		\$8,873.19	\$4,307.25	1	
1667 Balsam Loop	\$3,129.92	\$5,743.27		\$8,873.19	\$4,776.53	1	
1004 E. 17th St.	\$3,129.92	\$5,743.27		\$8,873.19	\$7,381.53	1	
108 Ray Avenue	\$2,980.88	\$5,743.27		\$8,724.15	\$5,876.31	1	Parks fee at 2018 rate
2469 Conestoga Cir.	\$3,129.92	\$5,743.27		\$8,873.19	\$4,675.00	1	
1657 E. 17th Cir.	\$3,286.42	\$5,743.27		\$9,029.69	\$6,587.50	1	2020 increase in park fee
1665 E. 17th Cir.	\$3,286.42	\$5,743.27		\$9,029.69	\$7,437.50	1	
1646 E. 17th Cir.	\$3,286.42	\$5,743.27		\$9,029.69	\$6,800.00	1	
1671 E. 17th Cir.	\$3,286.42	\$5,743.27		\$9,029.69	\$6,800.00	1	
1698 Arabian Ave	\$3,286.42	\$5,743.27		\$9,029.69	\$4,250.00	1	
1175 E. 16th St.	\$6,259.84	\$6,174.01		\$12,433.85	\$9,093.85	1.15	Vetter Homestead (2X park fee @ 2019 rate) - 5 beds
128 Willow Cir.	\$3,286.42	\$5,743.27		\$9,029.69	\$4,409.04	1	
130 Willow Cir.	\$3,286.42	\$5,743.27		\$9,029.69	\$4,409.04	1	
1641 E. 17th Cir.	\$3,286.42		\$4,729.58	\$8,016.00	\$5,950.00	1	Ordinance 21 replaced Ordinance 1
1691 Balsam Loop	\$3,286.42		\$4,729.58	\$8,016.00	\$5,114.03	1	
1679 Balsam Loop	\$3,286.42		\$4,729.58	\$8,016.00	\$5,954.51	1	
1699 E. 17th Cir.	\$3,286.42		\$4,729.58	\$8,016.00	\$4,250.00	1	
1687 E. 17th Cir.	\$3,286.42		\$4,729.58	\$8,016.00	\$4,045.49	1	
1683 E. 17th Cir.	\$3,286.42		\$4,729.58	\$8,016.00	\$4,655.32	1	
1675 E. 17th Cir.	\$3,286.42		\$4,729.58	\$8,016.00	\$3,947.74	1	
2100 Acacia Ave.	\$0.00		\$14,188.74	\$14,188.74	\$7,968.75	1.75	Old Bridge Sub (predates Parks fee) - SFD w/ 5 beds + ADU
1682 Arabian Ave.	\$3,286.42		\$4,729.58	\$8,016.00	\$4,577.93	1	
1690 Arabian Ave.	\$3,286.42		\$4,729.58	\$8,016.00	\$4,577.93	1	
116 E. 3rd St.	\$2,235.24		\$0.00	\$2,235.24	\$2,975.00	0.8	Upstairs apartment (4 beds) - No street impact fee (existing building)
1362 Rifle Heights Dr.	\$3,286.42		\$4,682.28	\$7,968.70	\$8,007.60	1	
1093 E. 17th St.	\$3,286.42		\$4,729.58	\$8,016.00	\$4,611.25	1	
161 Willow Cir.	\$3,286.42		\$7,094.37	\$10,380.79	\$4,409.04	1	
169 Willow Cir.	\$3,286.42		\$7,094.37	\$10,380.79	\$4,409.04	1	
1631 Balsam Loop	\$3,286.42		\$4,729.58	\$8,016.00	\$4,771.86	1	
1676 Arabian Ave.	\$3,286.42		\$4,682.29	\$7,968.71	\$4,557.45	1	
1607 Balsam Loop	\$3,286.42	\$5,743.27		\$9,029.69	\$8,633.11	1	Applied prior to April 2nd, but not yet issued
Totals:	\$124,769.71	\$132,525.95	\$89,767.43	\$347,063.09	\$216,615.09	40.70	



Agenda Item #4.d.

Agenda Item Name:

Consider Purchase Order for annual Microsoft Licensing for server and desktop operating systems

Presenter:

Kelly Thompson, IT Director

Item Description:

Microsoft licensing for 2021

Recommended Action:

I move to approve the purchase order for Microsoft licenses for 2021

Fiscal Impact:

This was an approved expense in the 2021 budget

Operational Impact:

Prior Board Motions:

Background Information:

Executive Summary:

Our license costs for our data center server OS, desktop OS, and Microsoft Office 365 are due every January. Insight is our Microsoft vendor and has the State of Colorado Microsoft license pricing.

Notification Requirements:

Prepared By:

Kelly Thompson, IT Director

Attachments:

1. Signed Purchase Request
2. Quotation #0222918792 - City Of Rifle

3. Quotation #0223091598 - City Of Rifle



CITY OF RIFLE
PURCHASE REQUEST

PO# to Kelly T.

1641

1.	Vendor Name		
	NEW: W-9 attached ☐		
	Insight Public Sector		
2.	Vendor Address		
	6820 S Harl Ave		
	Tempe, AZ 85283		
3.	For the Purchase of (description)		
	Microsoft Licensing for 2021		
4.	Amount Requested	Amount Budgeted	Finance Director Verified Funds Avail.
	\$41,500	\$42,000	<i>Ph. Senan</i>
5.	Dept. Name	General Ledger Acct #	
	IT	620-4192-400-431	
6.	Type of Purchase		
	☐ Capital Construction		
	☐ Capital Construction – Change Order		
	☐ Capital Equipment		
	☐ Plant Equipment		
	☒ Materials, supplies, non-profession/technical services (includes computer/software maint.)		
	☐ Professional Services		
	☐ Utilities (includes equipment installation)		
	☐ Land, easements, ROW		
7.	Purchasing Process Required		
	☐ Cooperative Purchasing		
	☐ Open Market		
	☐ Comparative Pricing		
	☐ Request for Proposal (attach bid tab)		
	☐ Formal Bid (attach bid tab and advertisement)		
	☒ Single Source (attach an explanation) Microsoft Government Pricing from our Vendor Partner		
8.	Authorization Required		
	☒	City Manager	
	☒	City Council	
9.	Signatures		
	Position	Signature	Date
	Department Director	<i>Lee M</i>	12/23/20
	City Manager	<i>Shawn A. Hahn</i>	12/23/2020
	City Council Approval (meeting date)		
10.	Purchase Order # assigned by Finance		

SOLD-TO PARTY 10142805

CITY OF RIFLE
PO BOX 1908
RIFLE CO 81650-1908

SHIP-TO PARTY

CITY OF RIFLE
202 RAILROAD AVE
RIFLE CO 81650-2218

We deliver according to the following terms:

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

Quotation

Quotation Number : [222918792](#)
Document Date : 26-OCT-2020
PO Number :
PO Release :
Sales Rep : Peter Lonson
Email : PETER.LONSON@INSIGHT.COM
Telephone :
Sales Rep 2 : Adele Greene
Email : ADELE.GREENE@INSIGHT.COM
Telephone : 8002692523

Material	Material Description	Quantity	Unit Price	Extended Price
AAA-03344	Microsoft SQL Server - Software assurance - 1 user CAL - MPSA - Win CITY OF RIFLE 0005362137 TBI POOL STATE OF COLORADO NASPO VALUEPOINT SOFTWARE VAR(# ADSP016-138244/ 20170000000000000105) LICENSE : 4100058060 AUTHORIZATION N ANNUAL BILLING DUE 1/1/21	20	34.23	684.60
AAA-03790	Microsoft Windows Server - Software assurance - 1 user CAL - MPSA CITY OF RIFLE 0005362137 TBI POOL STATE OF COLORADO NASPO VALUEPOINT SOFTWARE VAR(# ADSP016-138244/ 20170000000000000105) LICENSE : 4100058060 AUTHORIZATION N ANNUAL BILLING DUE 1/1/21	110	6.82	750.20
AAA-30385	Microsoft Windows Server Datacenter Edition - Software assurance - 2 cores - MPSA CITY OF RIFLE 0005362137 TBI POOL STATE OF COLORADO NASPO VALUEPOINT SOFTWARE VAR(# ADSP016-138244/ 20170000000000000105) LICENSE : 4100058060 AUTHORIZATION N ANNUAL BILLING DUE 1/1/21	30	126.19	3,785.70
Product Subtotal				5,220.50
TAX				0.00
Total				5,220.50

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

Sincerely,

Peter Lonson

PETER.LONSON@INSIGHT.COM

Adele Greene
8002692523
ADELE.GREENE@INSIGHT.COM
Fax 8664330064

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

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

This purchase is subject to Insight's online Terms of Sale unless you have a separate purchase agreement signed by you and Insight, in which case, that separate agreement will govern. Insight's online Terms of Sale can be found at the "terms-and-policies" link below.

Effective Oct. 1, 2018, the U.S. government imposed tariffs on technology-related goods. Technology manufacturers are evaluating the impact on their cost and are providing us with frequent cost updates. For this reason, quote and ecommerce product pricing is subject to change as costs are updated. If you have any questions regarding the impact of the tariff on your pricing, please reach out to your sales team.

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

SOLD-TO PARTY 10142805

CITY OF RIFLE
PO BOX 1908
RIFLE CO 81650-1908

SHIP-TO PARTY

CITY OF RIFLE
202 RAILROAD AVE
RIFLE CO 81650-2218

We deliver according to the following terms:

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

Quotation

Quotation Number : [223091598](#)
Document Date : 10-DEC-2020
PO Number :
PO Release :
Sales Rep : Peter Lonson
Email : PETER.LONSON@INSIGHT.COM
Telephone :
Sales Rep 2 : Sabrina Clemmensen
Email : COLORADO@INSIGHT.COM :
Telephone :

Material	Material Description	Quantity	Unit Price	Extended Price
AAA-11650	Microsoft Office 365 (Plan G3) - Subscription license - 1 user - hosted - MPSA MS GOV TRANSACTIONAL CLOUD SUBS SVC (CLOUD OLS)-D APPS Coverage Dates: 01-JAN-2021 - 31-DEC-2021 You will be billed on the following dates for the specified amounts: 31-DEC-2020 22776.60 USD STATE OF COLORADO NASPO VALUEPOINT SOFTWARE VAR(# ADSP016-138244/ 20170000000000000105) LICENSE : 4100058060 DEPLOY DATE : 31-DEC-2020	110	207.06	22,776.60
AAA-11035	Microsoft Virtual Desktop Access - Subscription license (1 month) - 1 user - MPSA - Win MS GOV TRANSACTIONAL SUBSCRIPTION LICENSE (NON-OLS)-D SYS Coverage Dates: 01-JAN-2021 - 31-DEC-2023 You will be billed on the following dates for the specified amounts: 31-DEC-2020 13063.24 USD 01-JAN-2022 13063.23 USD 01-JAN-2023 13063.23 USD STATE OF COLORADO NASPO VALUEPOINT SOFTWARE VAR(# ADSP016-138244/ 20170000000000000105) LICENSE : 4100058060 DEPLOY DATE : 31-DEC-2020	110	356.27	39,189.70 13,063.24

Product Subtotal	61,966.30
TAX	0.00
Total	61,966.30 35,839.84

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

Sincerely,

Peter Lonson

PETER.LONSON@INSIGHT.COM

Sabrina Clemmensen

SABRINA.CLEMMENSEN@INSIGHT.COM

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

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



Agenda Item #6.a.

Agenda Item Name:

Consider declaring vehicle as Surplus and Donate to Animal Shelter

Presenter:

Tommy Klein, Chief of Police

Item Description:

The police department would like the Council to declare a 2004 Ford Freestar van as surplus.

Recommended Action:

I move to declare the 2004 Ford Freestar van as surplus and donate the vehicle to the Rifle Animal Shelter.

Fiscal Impact:

The fiscal impact on our organization will be minimal. The vehicle could be auctioned, but the return would be negligible.

Operational Impact:

None

Prior Board Motions:

None

Background Information:

The police department would like the Council to declare a 2004 Ford Freestar van as surplus. We would like to donate the vehicle to the Rifle Animal Shelter subject to approval.

The Rifle Municipal Code outlines the procedure for the designation of surplus equipment and the process to be used to sell the surplus equipment.

Sec. 4-3-130. - Sale of real and personal property.

All sales of real property must be approved by City Council. Personal property, such as materials, supplies and equipment, shall be sold as follows:

(1) Any item of personal property must be designated as surplus before it may be sold. Personal property purchased by the City at a cost of ten thousand dollars (\$10,000.00) or more must be declared surplus by the City Council. The City Manager may declare all personal property purchased by the City at a cost of less than

ten thousand dollars (\$10,000.00) to be surplus, but nothing in this Section shall prohibit the City Manager from referring surplus designation decisions on such property to the City Council.

(3) Unless otherwise directed by the City Council, the City Manager shall sell property purchased by the City at a cost of ten thousand dollars (\$10,000.00) or more by conventional auction methods or web-hosted public surplus auctions. When using conventional auction methods, the City Manager shall provide at least ten (10) days' notice in the official newspaper of the City and, optionally, on the City's website. Surplus property shall be sold to the highest responsible bidder. The City Manager may establish minimum bid amounts and reserve prices. If no bids are received by the City in an auction of surplus property, in lieu of undertaking a second auction of the property, the City Manager, at his or her sole discretion, may donate the item to any entity of the City Manager's choosing to which charitable donations may lawfully be made, or if the surplus property is of insignificant or no value, as determined by the City Manager in consultation with appropriate City staff members, the City Manager may order its disposal.

Executive Summary:

We have a 2004 Ford Freestar van in our inventory that is no longer used by the City. It was previously assigned to the Police Department and it was replaced by a new van in 2020. The Rifle Animal Shelter could use the van despite of its condition. Vehicle details are in the attached memo.

Notification Requirements:

None

Prepared By:

Tommy Klein, Chief of Police

Attachments:

1. 4V22 Memo



MEMORANDUM

TO: CITY COUNCIL
MANAGER HAHN
FROM: CHIEF TOMMY KLEIN
DATE: 12-23-2020
RE: DONATION OF VAN TO THE RIFLE ANIMAL SHELTER

The Police Department is requesting Council's permission to declare a 2004 Ford Freestar van as surplus. The van was previously used for animal control purposes and it was retired due to its poor condition. If Council approves, we would like to donate the van to the Rifle Animal Shelter. Shelter personnel are aware of the van's condition.

Vehicle Information:
2004 Ford Freestar Van
VIN 2FTZA54644BA81699
Poor Condition



Agenda Item #6.b.

Agenda Item Name:

Consider declaring Vehicle as Surplus and Donate to CMC

Presenter:

Tommy Klein, Chief of Police

Item Description:

Recommended Action:

I move to declare the 2013 Ford SUV as surplus and donate the vehicle to the Colorado Mountain College CLETA program.

Fiscal Impact:

There will be minimal fiscal impact. While we could send the SUV to auction, I would estimate a return of up to \$3,000.

Operational Impact:

None

Prior Board Motions:

None

Background Information:

The police department would like the Council to declare a 2013 Ford SUV as surplus. If approved, we would like to donate the vehicle to the Colorado Law Enforcement Training Academy.

The Rifle Municipal Code outlines the procedure for the designation of surplus equipment and the process to be used to sell the surplus equipment.

Sec. 4-3-130. - Sale of real and personal property.

All sales of real property must be approved by City Council. Personal property, such as materials, supplies and equipment, shall be sold as follows:

(1) Any item of personal property must be designated as surplus before it may be sold. Personal property purchased by the City at a cost of ten thousand dollars (\$10,000.00) or more must be declared surplus by the

City Council. The City Manager may declare all personal property purchased by the City at a cost of less than ten thousand dollars (\$10,000.00) to be surplus, but nothing in this Section shall prohibit the City Manager from referring surplus designation decisions on such property to the City Council.

(3) Unless otherwise directed by the City Council, the City Manager shall sell property purchased by the City at a cost of ten thousand dollars (\$10,000.00) or more by conventional auction methods or web-hosted public surplus auctions. When using conventional auction methods, the City Manager shall provide at least ten (10) days' notice in the official newspaper of the City and, optionally, on the City's website. Surplus property shall be sold to the highest responsible bidder. The City Manager may establish minimum bid amounts and reserve prices. If no bids are received by the City in an auction of surplus property, in lieu of undertaking a second auction of the property, the City Manager, at his or her sole discretion, may donate the item to any entity of the City Manager's choosing to which charitable donations may lawfully be made, or if the surplus property is of insignificant or no value, as determined by the City Manager in consultation with appropriate City staff members, the City Manager may order its disposal.

Executive Summary:

We have a 2013 Ford Explorer SUV in our inventory that is no longer used by the City. It was previously assigned to the Police Department and the vehicle has been replaced. We are asking Council to declare the SUV as surplus. If approved, we would like to donate the vehicle to CMC for use in the police academy. Vehicle details are in the attached memo.

Notification Requirements:

None

Prepared By:

Tommy Klein, Chief of Police

Attachments:

1. 4V14 Memo



MEMORANDUM

TO: CITY COUNCIL
MANAGER HAHN
FROM: CHIEF TOMMY KLEIN
DATE: 12-23-2020
RE: DONATION OF SUV TO COLORADO COMMUNITY COLLEGE

The Police Department is requesting Council's permission to declare 2013 Ford Explorer as surplus. If Council approves, we would like to donate the SUV to the Colorado Mountain College for use in the Colorado Law Enforcement Training Academy. The academy would use the vehicle for training cadets. CMC personnel are aware of the vehicle's condition.

Vehicle Information:

2013 Ford Explorer Police Vehicle
VIN 1FM5K8AR5DGA09071
Poor Condition



January 4, 2021

Jill Hunsaker Ryan, Director
Colorado Department of Public Health and Environment
4300 Cherry Creek Drive South
Denver, CO 80246

Re: Letter of Support for Garfield County's 5-Star State Certification Program Application

Dear Director Hunsaker Ryan:

The City of Rifle fully supports Garfield County's application for a Variance to establish a 5-Star Certification Program. We are committed to working with our partners to ensure the program provides the opportunity for certified businesses to increase capacity while following the enhanced protocols required and necessary to keep the community safe and open.

The City of Rifle has been working with Garfield County Public Health, Garfield County, other municipalities, chambers of commerce and local businesses to develop a comprehensive program for the County.

We are committed to using the City of Rifle's tools and resources to encourage the program. We are also committed to providing staff time for inspections and other administrative tasks as needed.

The City of Rifle continues to be a committed partner in maintaining the health and well-being of our resident, employees and visitors.

Sincerely,

Mayor Barbara Clifton
City of Rifle



CITY OF RIFLE
202 RAILROAD AVENUE • P.O. BOX 1908 • RIFLE, CO 81650
WWW.RIFLECO.ORG



COVID-19

5 Star State Certification Program

What is the 5 Star State Certification Program?

The program encourages businesses to implement safety measures beyond what is already required by public health orders and guidelines that will help slow the spread of COVID-19. In doing so, businesses will be able to accelerate their reopening. Depending on where their county falls on the [COVID-19 dial](#), certified businesses are eligible for less restrictive capacity caps. 5 Star certification reassures employees and customers that businesses are adhering to enhanced guidance. The program is completely voluntary and also serves as an expanding directory of establishments recognized for their efforts to keep their communities safe and open.

Importantly, public health agencies are being asked to achieve demanding and historic objectives with their high burden of contact tracing and disease control, and the new milestone of vaccine delivery. Special care should be taken to ensure that launching this program does not detract from public health core functions.

What steps can a county take in order to begin setting up this program?

Each county can determine whether or not this program is a good fit for their community. Counties may exercise significant flexibility and creativity in designing their program, so long as it meets (at a minimum) all of the requirements listed in this document. If a county wants to take action towards launching this program, here are the immediate term steps they can take:

- ❑ **Determine how the program will be administered.** Each county must set up an administrative committee responsible for implementing the program. The committee must include the Local Public Health Agency (LPHA) because they are the agency that has jurisdiction over development, compliance, and enforcement of public health orders, but the LPHA should not be primarily responsible for the administration or coordination of the committee. The committee should include other partners like the local Chamber of Commerce, nonprofits, local elected leaders, and industry association members. In addition, members of the community at large should be a part of the administrative committee. Any

of these entities may host, fund, or provide the day-to-day operations of the administrative committee, so long as the LPHA is a participating member.

- Who will your committee members be?
- What roles will the different entities play?
- How often will the committee meet?

❑ **Determine what resources a city or county will be able to devote to this program.** Due to the demanding nature of the pandemic, and critical existing public health responsibilities like vaccine distribution and contact tracing, local public health dollars should not be diverted to fund this program. The administrative committee will need to identify resources it may need to ensure the successful implementation of the program.

- Will administering this program require new staff?
- Will setting up the program require contracting with other organizations to help conduct compliance and enforcement checks?
- What is the administrative committee budget and what sources of funding will be used to appropriately resource program needs?
- Who will administer the financial portions of this program?

❑ **Determine how you will ensure compliance and enforcement.** At this point in time “self-certification” of individual businesses is not allowed. It is required that all businesses receive a live third party inspection. The entity doing the inspection must be trained and follow an inspection procedure developed and approved by the administrative committee.

- How will the committee assure that live inspections are completed by a third party prior to a business being certified?
- How will you develop the training and procedures for inspections?
- How will you conduct live inspections?
- How will you ensure all inspections are conducted with appropriate rigor and quality?
- How will you ensure that every certified business has a publicly advertised way for customers to file a compliance complaint with CDPHE?
- How will the administrative committee respond to these complaints?
- How will the administrative committee issue single warning citations, and then revoke certifications for non-compliant businesses?

❑ **Begin preparing your application to CDPHE.** The administrative committee must submit a [variance application](#) to CDPHE to receive approval to stand up this program. **As is standard with all variance applications,** this variance requires a supportive letter from the LPHA, local hospitals, county commissioners or other local elected body, and local tribes (if applicable). Additionally, CDPHE requires a letter of support from a local law enforcement agency.

You can [find the application template HERE](#). This template includes all questions and prompts included in the application and requires you to answer questions such as:

- What is the composition of the administrative committee?
- How will you ensure that this program does not detract from a public health authority's ability to conduct core public health functions such as contact tracing and vaccine distribution?
- What is your protocol for conducting live inspections?
- What is your protocol for enforcement?
- How does your administrative committee plan to process compliance complaints from customers and members of the public?

❑ **Begin preparing the application you would like your businesses to use.** Each county may tailor their own application.

- Who will develop the individual business application?
- How will the administrative committee track applications?
- How will you ensure individual businesses are trained on the specific requirements for their sector?
- Will you provide your businesses a template to write their individual prevention plans to file with the administrative committee? Will these templates be industry specific?
- What is the full application process a business will go through, including education, application, inspection, and certification?

What requirements must a county or a city meet, and what is the approval process, in order to launch this program?

Any county that wants to apply must have an LPHA director who meets the minimum qualifications as defined by the State Board of Health.¹ The county must also be in compliance with state public health orders and working actively in their community on compliance and enforcement.

In order for a county to launch the program, they must apply for a variance from CDPHE. **As is standard with all variance applications**, this variance requires a supportive letter from the LPHA, local hospitals, county commissioners or other elected body, and local tribes (if applicable).

The administrative committee must report weekly updates to their LPHA and to CDPHE about the new certifications granted, the businesses that receive warnings, and the businesses whose certifications are revoked. CDPHE may remove approval of the administrative committee at any time if they do not conduct effective compliance and enforcement. A business may only receive one warning. If non-compliance continues after a warning, the certification must be revoked. If a county does not enforce this, CDPHE will remove its approval of the administrative committee.

Who is eligible to participate in the program, and what are the benefits?

¹ <https://www.sos.state.co.us/CCR/GenerateRulePdf.do?ruleVersionId=6459&fileName=6%20CCR%201014-6>

Level	Eligibility	Benefit for Certified Businesses
Green	An automatic capacity increase process is already built into Protect Our Neighbors	Increases consumer confidence
Blue	Eligible if incidence, percent positivity, and hospitalizations ALL meet Level Blue thresholds	Certified businesses can operate with an additional 50 people added to their cap
Yellow	Eligible if incidence, percent positivity, and hospitalizations ALL meet Level Yellow thresholds	Certified businesses can operate at Blue capacity levels
Orange	Eligible if incidence, percent positivity, and hospitalizations ALL meet Level Orange thresholds	Certified businesses can operate at Yellow capacity levels
Red	Eligible ONLY if a county has had a 2 week sustained decline in incidence, hospitalizations, and a percent positivity under 10% or improving over the last 2 weeks	Certified businesses can operate at Orange capacity levels
Purple	Not eligible	Not eligible

What if cases rise in a community?

If a county sees a significant rise in cases, percent positivity, or hospitalizations, then the program may be suspended. This automatically occurs if the region reaches more than 90% of their county's/RETAC ICU hospital capacity.

What are the sector specific guidelines that must be followed?

- [All businesses](#)
- [Gyms and fitness](#)
- [Restaurants](#)
- [Personal services](#)
- [Indoor events](#)

General Business Mitigation Strategies	CURRENT REQUIREMENTS	CERTIFIED QUALIFICATIONS
--	----------------------	--------------------------

MASKS ARE MANDATORY AND ENFORCED Find more details about mask requirements.	✓	✓
6-FOOT DISTANCING Signs, decals, and staff all ensure people from different households remain at least 6 feet apart.	✓	✓
REGULAR SANITATION AND CLEANING OF HIGH-TOUCH SURFACES Find cleaning guidance here.	✓	✓
DAILY EMPLOYEE SYMPTOM AND EXPOSURE CHECKS See CDPHE's symptom support tool and employee screening form.	✓ Recommended	✓ Required
SCREEN FOR SYMPTOMS, AND RECORD CUSTOMER NAMES AND CONTACT INFO TO SUPPORT TRACING	✓ Recommended	✓ Required
BUSINESS-SPECIFIC WRITTEN IMPLEMENTATION & COMPLIANCE PLANS, FILED WITH ADMINISTRATIVE COMMITTEE		✓
BUSINESS-SPECIFIC PLANS FOR OUTBREAK DETECTION, REPORTING, AND RESPONSE Find information on what should be included in outbreak plans.		✓
SUFFICIENT QUALITY VENTILATION View CDPHE's ventilation guidance.		✓
EXPOSURE NOTIFICATION SERVICE PROMOTION & OUTREACH TO EMPLOYEES AND CUSTOMERS		✓
PUBLICLY DISPLAYED INSTRUCTIONS FOR A CUSTOMER TO LODGE COMPLIANCE COMPLAINTS TO CDPHE		✓
EXTRA EFFORT TO CREATE SPECIAL HOURS OR ACCOMMODATIONS FOR AT RISK POPULATIONS		✓
ZERO PRIOR CITATIONS OF NONCOMPLIANCE WITH PUBLIC HEALTH ORDERS		✓

<u>Gyms & Fitness</u> Mitigation Strategies	CURRENT REQUIREMENTS	CERTIFIED QUALIFICATIONS
MASKS ARE MANDATORY AND ENFORCED Masks are enforced in both the workout area and locker rooms.	✓	✓

6-FOOT DISTANCING Signs, decals, blocked off equipment or lockers, and staff all ensure people from different households remain at least 6 feet apart	✓	✓
REGULAR SANITATION AND CLEANING OF HIGH TOUCH SURFACES	✓	✓
DAILY EMPLOYEE SYMPTOM AND EXPOSURE CHECKS See CDPHE's symptom support tool and employee screening form .	✓ Recommended	✓ Required
SCREEN FOR SYMPTOMS, AND RECORD CUSTOMER NAMES AND CONTACT INFO TO SUPPORT TRACING	✓ Recommended	✓ Required
WORKOUT RESERVATIONS	✓ Recommended	✓ Required
BUSINESS SPECIFIC WRITTEN IMPLEMENTATION & COMPLIANCE PLANS, FILED WITH ADMINISTRATIVE COMMITTEE		✓
BUSINESS SPECIFIC PLANS FOR OUTBREAK DETECTION, REPORTING AND RESPONSE Find information on what should be included in outbreak plans .		✓
VENTILATION IMPROVEMENT BY: • HVAC improvements, or • HEPA filters appropriate for space size, or • Permanently open windows.		✓
EXPOSURE NOTIFICATION SERVICE PROMOTION & OUTREACH TO EMPLOYEES AND CUSTOMERS		✓
PUBLICLY DISPLAYED INSTRUCTIONS FOR A CUSTOMER TO LODGE COMPLIANCE COMPLAINTS TO CDPHE		✓
EXTRA EFFORT TO CREATE SPECIAL HOURS OR ACCOMODATIONS FOR AT RISK POPULATIONS AND EXTRA EFFORT TO PROVIDE OUTDOOR FITNESS OPTIONS		✓
BUSINESSES SEEKING CERTIFICATION MUST HAVE ZERO PRIOR CITATIONS OF NONCOMPLIANCE WITH PUBLIC HEALTH ORDERS		✓

<u>Restaurant</u> Mitigation Strategies	CURRENT REQUIREMENTS	CERTIFIED QUALIFICATIONS
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MASKS ARE MANDATORY AND ENFORCED Masks are only removed for eating and drinking indoors. While talking to servers/hosts, waiting to order or for food, or talking to others at the table while not actively eating, masks must be replaced.	✓	✓
TABLE AND HOUSEHOLD DISTANCING Table distancing must allow for at least 10 feet between parties seated at different tables if the county is in Red. In levels Green through Orange, parties may be seated 6 feet apart. In Red, <u>only</u> people from the same household may sit together at the same table.	6'	10'
REGULAR SANITATION AND CLEANING OF HIGH TOUCH SURFACES	✓	✓
DAILY EMPLOYEE SYMPTOM AND EXPOSURE CHECKS See CDPHE's symptom support tool and employee screening form .	✓ Recommended	✓ Required
SCREEN FOR SYMPTOMS, AND RECORD CUSTOMER NAMES AND CONTACT INFO TO SUPPORT TRACING	✓ Recommended	✓ Required
RESERVATIONS If not using reservations, you must document how you will ensure parties remain 6 feet apart and do not congregate while waiting. You must also keep a log of what table a customer occupied.	✓ Recommended	✓ Recommended
BUSINESS SPECIFIC WRITTEN IMPLEMENTATION & COMPLIANCE PLANS, FILED WITH ADMINISTRATIVE COMMITTEE		✓
BUSINESS SPECIFIC PLANS FOR OUTBREAK DETECTION, REPORTING AND RESPONSE Find information on what should be included in outbreak plans .		✓
VENTILATION IMPROVEMENT BY: • HVAC improvements, or • HEPA filters appropriate for space size, or • Opening windows or doors during business hours to maximize airflow.		✓
EXPOSURE NOTIFICATION APP PROMOTION & OUTREACH TO EMPLOYEES AND CUSTOMERS		✓
PUBLICLY DISPLAYED INSTRUCTIONS FOR A CUSTOMER TO LODGE COMPLIANCE COMPLAINTS TO CDPHE		✓
EXTRA EFFORT TO CREATE SPECIAL HOURS OR ACCOMODATIONS FOR AT RISK POPULATIONS		✓

BUSINESSES SEEKING CERTIFICATION MUST HAVE ZERO PRIOR CITATIONS OF NONCOMPLIANCE WITH PUBLIC HEALTH ORDERS		✓
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<u>Personal Services Mitigation Strategies</u>	CURRENT REQUIREMENTS	CERTIFIED QUALIFICATIONS
MASKS ARE MANDATORY AND ENFORCED Masks may be temporarily removed if required to perform the service, but then must immediately be replaced.	✓	✓
6-FOOT DISTANCING Signs, decals, and staff all ensure people from different households remain at least 6 feet apart	✓	✓
REGULAR SANITATION AND CLEANING OF HIGH TOUCH SURFACES	✓	✓
DAILY EMPLOYEE SYMPTOM AND EXPOSURE CHECKS See CDPHE's symptom support tool and employee screening form .	✓ Recommended	✓ Required
SCREEN FOR SYMPTOMS, AND RECORD CUSTOMER NAMES AND CONTACT INFO TO SUPPORT TRACING	✓ Recommended	✓ Required
RESERVATIONS	✓ Recommended	✓ Required
BUSINESS SPECIFIC WRITTEN IMPLEMENTATION & COMPLIANCE PLANS, FILED WITH ADMINISTRATIVE COMMITTEE		✓
BUSINESS SPECIFIC PLANS FOR OUTBREAK DETECTION, REPORTING AND RESPONSE Find information on what should be included in outbreak plans .		✓
VENTILATION IMPROVEMENT BY: • HVAC improvements, or • HEPA filters appropriate for space size, or • Opening windows or doors during business hours to maximize airflow.		✓
EXPOSURE NOTIFICATION SERVICE PROMOTION & OUTREACH TO EMPLOYEES AND CUSTOMERS		✓
PUBLICLY DISPLAYED INSTRUCTIONS FOR A CUSTOMER TO LODGE COMPLIANCE COMPLAINTS TO CDPHE		✓

EXTRA EFFORT TO CREATE SPECIAL HOURS OR ACCOMODATIONS FOR AT RISK POPULATIONS		✓
BUSINESSES SEEKING CERTIFICATION MUST HAVE ZERO PRIOR CITATIONS OF NONCOMPLIANCE WITH PUBLIC HEALTH ORDERS		✓

Indoor Events Mitigation Strategies	CURRENT REQUIREMENTS	CERTIFIED QUALIFICATIONS
MASKS ARE MANDATORY AND ENFORCED	✓	✓
6' DISTANCING, AND PLAN FOR GUEST ENTRY, EXIT, AND MOVEMENT WITH CLEAR SIGNAGE	✓	✓
REGULAR SANITATION AND CLEANING OF HIGH TOUCH SURFACES	✓	✓
DAILY EMPLOYEE SYMPTOM AND EXPOSURE CHECKS See CDPHE's symptom support tool and employee screening form .	✓ Recommended	✓ Required
SCREEN FOR SYMPTOMS, AND RECORD CUSTOMER NAMES AND CONTACT INFO TO SUPPORT TRACING	✓ Recommended	✓ Required
BUSINESS SPECIFIC PLANS FOR OUTBREAK DETECTION, REPORTING AND RESPONSE Find information on what should be included in outbreak plans .		✓
IMPLEMENTATION & COMPLIANCE PLANS, INCLUDING ROOM DIAGRAM, FILED WITH THE ADMINISTRATIVE COMMITTEE		✓
VENTILATION IMPROVEMENT BY: • HVAC improvements, or • HEPA filters appropriate for space size, or • Opening windows or doors during business hours to maximize airflow.		✓
EXPOSURE NOTIFICATION SERVICE PROMOTION & OUTREACH TO EMPLOYEES AND CUSTOMERS		✓
PUBLICLY DISPLAYED INSTRUCTIONS FOR A CUSTOMER TO LODGE COMPLIANCE COMPLAINTS TO CDPHE		✓

EXTRA EFFORT TO CREATE SPECIAL HOURS OR ACCOMODATIONS FOR AT RISK POPULATIONS		✓
BUSINESSES SEEKING CERTIFICATION MUST HAVE ZERO PRIOR CITATIONS OF NONCOMPLIANCE WITH PUBLIC HEALTH ORDERS		✓

Frequently asked questions

What is sufficient quality ventilation?

If there is an HVAC system it should be:

- Equipped with the highest-rated filter available for the system.
- Set to run continuously when people are present (DCV disabled).
- Operated at the highest optimized settings for the space.
- Serviced by an HVAC technician at least twice per year.

If there is no commercial HVAC system, or an HVAC system that does not meet above requirements, then ventilation must be improved by:

- Incorporating portable air purifiers (preferably with HEPA filters) appropriate for space size, and/or
- Increasing natural ventilation through opening doors and windows to allow cross-ventilation and installing fans that operate to increase airflow in a unidirectional (non-recirculating) manner.

All businesses are encouraged to consult the [Ventilation and COVID-19 Guide](#) for a more thorough reference of tips and suggestions for ensuring sufficient ventilation.

What is required for a customer symptom and exposure check?

The best practice for a symptom and screening check is to use the [CDPHE screening form](#) to ask if a patron has any symptoms, or was recently exposed to somebody known to have COVID-19. It is recommended that a temperature is taken as part of this process, but it is acceptable to verbally ask if the person has a temperature if necessary. Temperature checks are required for employee symptom and exposure checks.

What is a citation for non-compliance?

A citation of non-compliance is either a state or local citation for a business that despite warnings and educational efforts, willfully violated the public health order.



COVID-19

5 Star State Certification Program

What is the 5 Star State Certification program?

The Program encourages businesses to implement safety measures beyond what is already required by Public Health orders and guidelines that will help slow the spread of COVID-19, and in doing so, be able to accelerate their reopening. Depending on where their county falls on the COVID-19 dial, certified businesses are eligible for less restrictive capacity caps. Certification reassures employees and customers that businesses are adhering to enhanced guidance. The program is completely voluntary and also serves as an expanding directory of establishments recognized for their efforts to keep their community safe and open.

Importantly, public health agencies are being asked to achieve demanding and historic objectives with their high burden of contact tracing and disease control, and the new milestone of vaccine delivery. Special care should be taken to ensure that launching this program does not detract from public health core functions.

What steps can a county take in order to begin setting up this program?

Each county can determine whether or not this program is a good fit for their community. Counties may exercise significant flexibility and creativity in designing their program, so long as it meets -- at a minimum -- all of the requirements listed in this document. If a county wants to take action towards launching this program, here are the immediate term steps they can take:

- ❑ **Determine how the program will be administered.** Each county must set up an Administrative Committee responsible for implementing the program. The committee must include the Local Public Health Agency (LPHA) because they are the agency that has jurisdiction over development, compliance, and enforcement of public health orders, but the LPHA should not be primarily responsible for the administration or coordination of the committee. The committee should include other partners like the local Chamber of Commerce, nonprofits, local elected leaders, or industry association members. In addition, members of the community at-large should be a part of the Administrative Committee. Any

of these entities may host or provide the day to day operations of the Administrative Committee, so long as the LPHA is a participating member.

- Who will your committee members be?
- What roles will the different entities play?
- How often will the committee meet?

❑ **Determine what resources a city or county will be able to devote to this program.** Due to the demanding nature of the pandemic, and critical existing public health responsibilities like vaccine distribution and contact tracing, public health dollars should not be diverted to fund this program. The Administrative Committee will need to identify resources it may need to ensure the successful implementation of the program.

- Will administering this program require new staff?
- Will setting up the program require contracting with other organizations to help conduct compliance and enforcement checks?
- What is the Administrative Committee budget and what sources of funding will be used to appropriately resource program needs?
- Who will administer the financial portions of this program?

❑ **Determine how you will ensure compliance and enforcement.** At this point in time “self-certification” of individual businesses is not allowed. It is required that all businesses receive a live third party inspection. The entity doing the inspection must be trained and follow an inspection procedure developed and approved by the Administrative Committee.

- How will the committee assure that live inspections are completed by a third party prior to a business being certified?
- How will you develop the training and procedures for inspections?
- How will you conduct live inspections?
- How will you ensure all inspections are conducted with appropriate rigor and quality?
- How will you ensure that every certified business has a publicly advertised way for a customer or consumer to file a compliance complaint with the Administrative Committee?
- How will the Administrative Committee respond to these complaints?
- How will the Administrative Committee issue single warning citations, and then revoke certifications for non-compliant businesses?

❑ **Begin preparing your application to CDPHE.** The Administrative Committee must submit a variance application to CDPHE to receive approval to stand up this program. **As is standard with all variance applications,** this variance requires a supportive letter from the local hospitals, county commissioners, county sheriff, some local police departments, mayors, emergency managers, local tribes (if applicable). The application requires you to answer questions such as:

- What is the composition of the Administrative Committee?

- How will you ensure that this program does not detract from a public health authority's ability to conduct core public health functions such as contact tracing and vaccine distribution?
- What is your protocol for conducting live inspections?
- What is your protocol for enforcement?
- How does your Administrative Committee plan to process compliance complaints from customers and members of the public?

❑ **Begin preparing the application you would like your businesses to use.** Each county may tailor their own application.

- Who will develop the individual business application?
- How will the Administrative Committee track applications?
- How will you ensure individual businesses are trained on the specific requirements for their sector?
- Will you provide your businesses a template to write their individual prevention plans to file with the Administrative Committee? Will these templates be industry specific?
- What is the full application process a business will go through including education, application, inspection, and certification?

What requirements must a county or a city meet, and what is the approval process, in order to launch this program?

Any county that wants to apply must have a Local Public Health Agency director who meets the minimum qualifications as defined by the State Board of Health.¹

In order for a county to launch the program, they must apply for a variance from CDPHE. **As is standard with all variance applications,** this variance requires a supportive letter from the local hospitals, local hospitals, county commissioners, county sheriff, some local police departments, mayors, emergency managers, local tribes (if applicable).

The Administrative Committee must report weekly updates to their LPHA and to CDPHE about the new certifications granted, the businesses that receive warnings, and the businesses whose certifications are revoked. CDPHE may remove approval of the Administrative Committee at any time if they do not conduct effective compliance and enforcement. A business may only receive one warning. If non-compliance continues after a warning, the certification must be revoked. If a county does not enforce this, CDPHE will remove its approval of the Administrative Committee.

¹ <https://www.sos.state.co.us/CCR/GenerateRulePdf.do?ruleVersionId=6459&fileName=6%20CCR%201014-6>



Agenda Item #7.a.

Agenda Item Name:

Report to City Manager

Presenter:

Scott Hahn, City Manager

Item Description:

Staff report on notable tasks completed within the individual departments.

Recommended Action:

No action necessary

Fiscal Impact:

None

Operational Impact:

None

Prior Board Motions:

None

Background Information:

None

Executive Summary:

Work Report to City Manager

12/25/2020

Notification Requirements:

None

Prepared By:

Misty Williams, Administrative Assistant

Attachments:

1. Report to City Manager 12.25.2020

WORK REPORT TO CITY MANAGER

12.25.2020

PIO

- Attended Garfield County Health/Municipality PIO meeting.
- Assisted with the City Manager update videos with Scott and Carlos which we filmed at Timberline Sporting Goods on December 8th and One Jeweler on December 15th. We are going to film at least the next several in local businesses to encourage people to shop local for the holidays and beyond.
- Attended “Advocacy in the Time of Shesession” presented by the YWCA of Boulder County which dealt with advocacy and public policy during this time which presents particular challenges for women.
- Attended GRIT meeting.
- Attended Immunization Action Coalition webinar on COVID-19 vaccination implementation and strategy.
- Kept social media outlets updated with the latest status decisions and updates from the state and county, local construction information and answered citizen questions.
- Press releases on construction updates and holiday closures.

COURT

- Handled 55 adult cases on December 16th court day and held two bench trials.
- Chief Judge James Boyd postponed all jury trials in Garfield County until at least March 1st. We are likely going to follow suit moving all five of our scheduled upcoming trials.
- Strategy and update meeting with City Prosecutor.
- Assembling statistics for proposed upcoming legislation regarding jail depopulation set forth by the ACLU.

FINANCE

- 2020 budget supplement filed with State of Colorado
- Michelle Shideler promoted to Sales tax accountant. Interviews to fill her previous position are this week.
- Our Lockbox at Alpine bank will be closed in January. With the decline in counter visits and in check payments, we are able to process all the checks here. The fees were over \$500 per month, so that’s a nice savings for us.
- The Construction Loan from ANB for the pool is now converted to a 20 year term loan, with the first payment of about \$150,000 due in January 2021.
- Over the course of 2020, the total invested cash for the city increased from \$34M to over \$38M, even though some was spent on the pool construction

PLANNING

- With the passage of the Coronavirus Relief Bill, leftover Cares Act funding is extended and can be spent into 2021. Staff is evaluating this and will be bringing it to Council, likely for the January 20th meeting.

CITY CLERK

- Coordinated the roll-out of new iPads to City Council members
- Continue to make improvements to CivicClerk templates and minutes module
- Implemented a social media policy for the City’s social media accounts
- Making additional cosmetic upgrades to City Council Chambers
- Collected items, assembled & delivered a Christmas Care Package to the Rifle Veterans Home