

PLEASE VIEW THE LIVE STREAMED CITY COUNCIL MEETINGS ON THE CITY'S WEB SITE:
[City-Council-Live-Stream](#)

**CORTEZ CITY COUNCIL
REGULAR MEETING
TUESDAY, AUGUST 23, 2022
7:30 P.M.**

1. CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL, APPROVAL OF AGENDA.
2. CONSENT AGENDA

The listing under "Consent Agenda" is a group of items to be acted on with a single motion and vote. This agenda is designed to expedite the handling of limited routine matters by City Council. Either the public or a Councilmember may request that an item may be removed from the Consent Agenda at that time, prior to Council's vote. The Mayor will ask if a citizen or Councilmember wishes to have any specific item removed from the Consent Agenda for discussion.

- a. Approval of the Worksession/Special Meeting and Regular Meeting Minutes of August 9, 2022.
 - b. Approval of Expenditure List for August 23, 2022 City Council Meeting
 - c. Approval of a renewal Fermented Malt Beverage Off Premise Liquor License for Dillon Companies, LLC, DBA City Market #8, located at 508 East Main Street, Cortez.
 - d. Approval of an amended application for a Special Event Permit from Cortez Retail Enhancement Association.
3. PUBLIC PARTICIPATION

There is no limit to the number of speakers, although public comments will be held to an overall time limit of 30 minutes.

(Speakers have a time limit of three (3) minutes per person, may only speak once, and may not cede time to another commenter. Please reference rules below.)

4. PRESENTATIONS
 - a. An update will be given by Municipal Judge Beth Padilla.

5. PUBLIC HEARINGS

6. UNFINISHED BUSINESS

7. NEW BUSINESS

- a. Professional Services Contract with Independent Contractor Doug Roth for GIS Services

Council will make a motion to approve a 3-year Professional Services Contract with Doug Roth for GIS Services at an hourly rate of \$50/hr.

Presenter: Brian K. Peckins, Director of Public Works

b. 2022 Mechanical Engineering Phase 2 And 3 -- Cortez Public Library And Service Center

Council may consider making a motion to approve the additional phases 2 and 3 for the Cortez Public Library and Service Center remodel project, approve the Contract Amendment with ME&E Engineering for engineering services in the total amount of \$49,913.00 and authorize the City Manager to sign the Contract Amendment.

Presenter: Rick Smith, General Services Director

c. 2022 Library Re-Roof Project Bid Results

Council may consider making a motion to award the 2022 Library Re-Roof Project to -- Top Line Installers at the bid amount of \$169,994.00.

Presenter: Rick Smith, General Services Director

8. DRAFT RESOLUTION/ORDINANCES

9. CITY ATTORNEY'S REPORT

10. CITY MANAGER'S REPORT

11. CITY COUNCIL COMMITTEE REPORTS

a. Mayor's Report on Workshop

b. Other Board Reports

12. OTHER ITEMS OF BUSINESS

a. Executive Session as needed.

14. PUBLIC PARTICIPATION

There is no limit to the number of speakers and no overall time limit.

(Speakers have a time limit of three (3) minutes per person, may only speak once, and may not cede time to another commenter. Please reference rules below.)

15. ADJOURNMENT

PURSUANT TO RESOLUTION 11, SERIES 2022, PUBLIC COMMENT:

--Individuals may comment regarding items on the Council agenda or any other topic they wish to address the City Council about, including items discussed in a previous Council Workshop. Those wishing to comment must register by completing an "Intent to Speak" card (located outside of the Council chambers). Completed cards will be collected at the start of the meeting and delivered to the Mayor, who will call each speaker to the podium at the appropriate time. Comments specific to agenda items scheduled for public hearings should be reserved and delivered during the public hearing session.

--Courtesy, civility, and respect for others is expected. All comments should be addressed directly to the Council. Commenters who are called upon by the Mayor to speak are the only persons allowed to speak during the allotted time. Comments, or other distractions from the audience intended for commenters or others are not permitted. The Mayor, as the chairperson for the meeting, retains the discretion to deviate from the formats described below.

--There are two general opportunities for citizens to address the Council:

For the first opportunity (which will occur toward the start of the meeting) there is no limit to the number of speakers, although public comments will be held to an overall time limit of 30 minutes so City business may proceed. Speakers have a time limit of 3 minutes per person, may only speak once, and may not cede time to other commenters.

For the second opportunity (which will occur toward the end of the meeting) there is no limit to the number of speakers, and no overall time limit. Speakers have a time limit of 3 minutes per person, may only speak once, and may not cede time to other commenters.

--Other Opportunities to Participate

Citizens may also participate via email if addressed to councilcomments@cortezco.gov. Comments received by 3:00pm the day of a Council meeting will be delivered to Council the same day and entered into the meeting minutes. Citizens may also send letters to the Council by addressing them to "City Council" 123 Roger Smith Ave., Cortez, CO 81321. In-person deliveries are also accepted.

MOTION TO GO INTO EXECUTIVE SESSION:

--For a conference with the City attorney for the purpose of receiving legal advice on specific legal questions under C.R.S. Section 24-6-402(4)(b);

--For the purpose of determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and/or instructing negotiators under C.R.S. Section 24-6-402(4)(e);

--To discuss the purchase, acquisition, lease, transfer, or sale of real, personal, or other property interest under C.R.S. Section 24-6-402(4)(a)

--For discussion of a personnel matter under C.R.S. Section 24-6-402(4)(f)(l) and not involving: any specific fire employees who have requested discussion of the matter in open session; any member of this body or any elected official; the appointment of any person to fill an office of this body or of an elected official; or personnel policies that do not require the discussion of matters personal to particular employees

--For discussion of a matter required to be kept confidential by the following federal or state law, or regulation: _____ under C.R.S. Section 24-6-402(4)(c)

--For discussion of specialized details of security arrangements or investigations under C.R.S. Section 24-6-402(4)(d)

--For consideration of documents protected by the mandatory nondisclosure provisions of the Open Records Act under C.R.S. Section 24-6-402(4)(g)

AND THE FOLLOWING ADDITIONAL DETAILS ARE PROVIDED:

(a brief description must be included following the statute citation regarding why the executive session is being held)



CITY OF CORTEZ
123 ROGER SMITH AVENUE
CORTEZ, CO 81321

August 23, 2022

Agenda Item: 2. a.

MEMO TO: Honorable Mayor and City Council

FROM: Donna Murphy, Deputy City Clerk

SUBJECT: Approval of the Worksession/Special Meeting and Regular Meeting Minutes of August 9, 2022.

Attachments

Work Session Minutes 08.09.2022

Agenda Minutes 08.09.2022

CITY COUNCIL
REGULAR WORKSHOP
TUESDAY, AUGUST 9, 2022
5:50 p.m.

1. The Workshop was called to order at 5:50 p.m., at the City Council Chambers. Councilmembers present included Mayor Rachel Medina, Mayor Pro-tem Arlina Yazzie, Lydia DeHaven, Robert Dobry, Matt Keefauver, David Rainey, and Dennis Spruell. Staff members present included Assistant Chief of Police Andy Brock, Parks and Recreation Director Creighton Wright, IT Technician Kyle Kuhn, IT Technician Aaron Holleman, Deputy City Clerk Donna Murphy, City Clerk Linda Smith, City Manager Drew Sanders, and City Attorney Patrick Coleman. There were thirteen people present in the audience.
2. Seven presentations were made by the following Community Grant recipients: Cancer Resource Alliance of Montezuma/Dolores Counties; Community Connections; Four Corners Child Advocacy; Four Corners Community Band; San Juan BOCES; School Community Youth Collaborative; and Dolores Watershed and Resilient Forest Collaborative. Each spoke about their program, what they did with the grant money received and answered questions from Council. Each entity thanked the City of Cortez for their support.
3. Jim Spratlen, CIP Program Director/Montezuma County Emergency Manager, gave a presentation on the Community Intervention Program (CIP). Mr. Spratlen stated that leaders in the community, together with Axis Health Care and EMTs came together to develop a program to aid law enforcement in mental health issue responses. He presented the Mission Statement of the program and noted that the program to date has been successful since its introduction in May of 2022. Molly Rodriguez, Director of Residential and Crisis Services with Axis Health gave an overview of the program including the type of calls that they take for service. To date there have been 157 calls for service, including: 31 referrals for primary care, 53 community resourcing, 17 de-escalating opportunities, and 14 calls regarding suicide ideations. 132 of these calls have been within the City of Cortez. Mr. Spratlen then spoke about the contribution the City of Cortez provided, discussed finances for the program and future funding as well as the steps the CIP Program plans to take going forward. Members of the team were introduced. It was also mentioned that they are hiring a behavioral health professional to join the team.
4. General Discussion: Councilmember Dobry requested to add to a future workshop an opportunity for Council to discuss and develop a process and application standard, as well as the kind of reporting desired for future grant funding awards. Councilmember Keefauver spoke about how grant funding was determined by past Councils.

The regular workshop was adjourned at 7:26 p.m.

CITY COUNCIL
REGULAR MEETING
TUESDAY, AUGUST 9, 2022

1. The meeting was called to order in the City Council Chambers at 7:38 p.m., with the Pledge of Allegiance. Roll Call was taken and the following Councilmembers were present: Mayor Rachel Medina, Mayor Pro-tem Arlina Yazzie, Lydia DeHaven, Robert Dobry, Matthew Keefauver, David Rainey, and Dennis Spruell. Staff present included Director of Public Works Brian Peckins, Assistant Chief of Police Andy Brock, Parks and Recreation Director Creighton Wright, IT Technician Kyle Kuhn, IT Technician Aaron Holleman, Director of General Services Rick Smith, Director of Finance Kelly Koskie, Airport Manager Jeremy Patton, Deputy City Clerk Donna Murphy, City Clerk Linda Smith, City Manager Drew Sanders, and City Attorney Patrick Coleman. There were five people present in the audience.

Councilmember Keefauver moved that the agenda be approved. Councilmember DeHaven seconded the motion and the vote was as follows:

DeHaven	Dobry	Keefauver	Medina	Rainey	Spruell	Yazzie
Yes	Yes	Yes	Yes	Yes	Yes	Yes

2. The Consent Agenda items acted upon by Council were as follows:
 - a. Approval of the Minutes of the Worksession and Regular Council Meeting held on July 26, 2022.
 - b. Approval of the Expenditure List for August 9, 2022.
 - c. Approval of a renewal Brew Pub Liquor License for L&D Development, Inc., DBA J. Fargos, located at 1209 East Main Street, Cortez.
 - d. Approval of a renewal Brew Pub Liquor License and Outdoor Dining Agreement for WildEdge Brewing Collective, LLC, DBA WildEdge Brewing Collective, located at 111 North Market Street, Cortez.

Councilmember Dobry moved that the Consent Agenda be approved as presented. Councilmember Keefauver seconded the motion, and the vote was as follows:

DeHaven	Dobry	Keefauver	Medina	Rainey	Spruell	Yazzie
Yes	Yes	Yes	Yes	Yes	Yes	Yes

3. CITIZEN PARTICIPATION

Montezuma County Commissioner Update. Commissioner Lindsey thanked the Council for its continued relationship with the County. He stated that he came with a request for funding to the Montezuma County Senior Center due to a shortfall in state funding. He stated that the majority of the meals distributed to seniors were home delivery and many times, this is the only time these

seniors have contact with the outside world. This also gives the county the opportunity to check on the well-being of these individuals. He noted that the Town Boards of Mancos and Dolores have contributed \$20k and \$12k respectively and asked Council to consider a contribution in the 2023 budget process. Commissioner Lindsey also spoke regarding a 42 foot in diameter grow dome that is being made available to Montezuma County and they are in the process of determining a suitable location and asked the City to work with them in regards to planning and zoning. He stated the grow dome would be used to help with senior meals, jail meals and/or a food co-op for the area.

Mayor Medina opened the Citizen Participation noting the time of 7:46 p.m.

a. Paul Ermigiotti- 317 N Chestnut, Cortez, spoke regarding the care of trees in the old MCHS property. He stated that the mature trees are in bad shape and are a valuable asset. He asked that action be taken to care for these trees.

No other citizens spoke and Citizen Participation ended at 7:48 p.m.

4. PRESENTATIONS

a. June 2022 Financial Statements. Director of Finance Koskie spoke about the June 2022 Financial Statements. Director Koskie stated that she included a memo specifically emphasizing the funding between the General Fund and the Enterprise Funds. She stated that there is a Government Accounting Standards Board (GASB) that has a standard regarding enterprise funds and that the City of Cortez also has its own financial policy regarding these two funds. She said that enterprise funds are separate funds from the General Fund and are organized to meet and fund their own expenses. Council questions included Worker's Comp, departments of concern and who manages these funds.

5. PUBLIC HEARINGS

a. Ordinance No. 1308, Series 2022. Director of Finance Koskie stated that Ordinance No. 1308, Series 2022, presented on final reading amends the 2022 Budget. She reviewed Appendix B, noting that the total amount of the mid-year budget adjustment is \$470,044. Mayor Medina opened the public hearing however, no public comments were made and the hearing was closed.

Mayor Pro-tem Yazzie moved that Council approve on final reading Ordinance No. 1308, Series 2022, approving an ordinance amending the 2022 Budget. Councilmember Dobry seconded the motion, and the vote was as follows:

DeHaven	Dobry	Keefauver	Medina	Rainey	Spruell	Yazzie
Yes	Yes	Yes	Yes	Yes	Yes	Yes

Ordinance No. 1309, Series 2022. Airport Manager Jeremy Patton stated that Ordinance No. 1309, Series 2022, authorizes a ground lease with Jared and Karen Hansen for construction of an aircraft hangar at the Cortez Municipal Airport. He stated that the ground lease was brought to Council July 26, 2022 and approved on first reading. Mayor Medina opened the public hearing however, no public comments were made and the hearing was closed.

Councilmember Dobry moved that Council approve on final reading Ordinance No. 1309, Series 2022, authorizing a ground lease with Jared and Karen Hansen for construction of an aircraft hangar at the Cortez Municipal Airport. Councilmember Rainey seconded the motion, and the vote was as follows:

DeHaven	Dobry	Keefauver	Medina	Rainey	Spruell	Yazzie
Yes	Yes	Yes	Yes	Yes	Yes	Yes

6. UNFINISHED BUSINESS – None.

7. NEW BUSINESS

a. Recreation Center Natural Gas Contract. Director of General Services Smith presented a contract to lock in natural gas prices for the Recreation Center. He stated that locking in a rate was started in 2008 and has saved the City a significant amount over the years. The Recreation Center is currently contracted with Symmetry Energy, who approached the City regarding locking in a rate for the next 24 months at the rate of \$7.61 per M/btu. City Attorney Patrick Coleman also spoke on the contract stating that there was an issue with the previous contract in regards to multi-year contracts and how they pertain to local government budget and TABOR laws. He stated there is an issue with the contract noting that it needs to be amended to read “City Funds,” replacing “State or Federal Funds.” Council discussion was held.

Councilmember Keefauver moved that Council allow City Manager Sanders to sign a contract with Symmetry Energy to lock in natural gas pricing through August 2024 at a rate of \$7.61 per M/btu with the amendment to disclude “State or Federal Funds” and replace that of “City funds.” Councilmember DeHaven seconded the motion, and the vote was as follows:

DeHaven	Dobry	Keefauver	Medina	Rainey	Spruell	Yazzie
Yes	Yes	Yes	Yes	Yes	Yes	Yes

8. DRAFT RESOLUTION/ORDINANCES – None.

9. CITY ATTORNEY’S REPORT

a. City Attorney Coleman stated he is working on contract amendments and the City is keeping him busy.

10. CITY MANAGER’S REPORT

a. City Manager Sanders stated that the City has met with the Director of CDOT and her key staff members to create and renew relationships with the agency and find ways to work more closely together. It was a great networking opportunity and the city now has a staff member meeting with them on Thursday. City Manager Sanders also spoke on a graffiti mitigation program that is being rolled out stating that it is time to address the problem and take the necessary steps to “Keep Cortez

Beautiful”. Mitigation has already started on City property and the city is working with select property owners who have been hit the hardest. Communication and community outreach information is being finalized and expect to be sent en-masse in the near future. This initiative will be managed by the Police Department with the support of Public Works, Parks and Recreation Department and the Community and Economic Development Department. City Manager Sanders emphasized that graffiti is a crime and the first step is to report it to the police. The City is providing guidance on how to remove graffiti from the property and is here to help mitigate graffiti as needed. More information on the program will be forthcoming. He also spoke about receiving the first draft of the 2017 audit report and this is the first step towards closing out the high-risk audits and that final drafts will be presented to Council for acceptance once received. Employee Highlight: Lyle Bair, Acting Parks Superintendent, is a remarkable employee. He is dedicated and committed to doing the best job possible. He is a quiet, yet caring leader for the Parks team. Early this spring, Lyle wore many hats including leader, mower operator, facility worker and many others. When short staffed Lyle would work on weekends to mow and to ensure the parks were well manicured for our residents. Lyle is a steadfast leader of the Parks Maintenance Team. He and his team are dedicated, committed and provide an unmatched parks system, especially for such a small community. City Manager states he is proud of the work the Parks Team has accomplished this summer under Lyle’s leadership.

11. CITY COUNCIL COMMITTEE REPORTS

- a. Mayor’s Report on Workshop. Mayor Medina stated that seven presentations were made from the Community Grant recipients in 2022 and Jim Spratlen, CIP Program Director/Montezuma County Emergency Manager, made a presentation on the Community Intervention Program.
- b. Historic Preservation Board. Councilmember Dobry attended the Board meeting and spoke about the possibility that a new Real Estate member will be joining the Board. He spoke of an award that the Board received and will be presented at a later Council workshop. He also stated that tomorrow is the initial meeting regarding the grant that the State Preservation Society received regarding a survey of 1950’s highway buildings, of which ten building in Cortez are on the survey.
- c. Arts Advisory Committee. Councilman Rainey attended the last meeting. He spoke how the committee is looking for ways to spread awareness for arts and music and looking for new venues and options for the arts.

12. OTHER ITEMS OF BUSINESS – None.

13. PUBLIC PARTICIPATION- None

14. ADJOURNMENT: Mayor Pro-tem Yazzie moved that the regular meeting be adjourned at 8:19 p.m. Council Member Keefauver seconded the motion, and the vote was as follows:

DeHaven	Dobry	Keefauver	Medina	Rainey	Spruell	Yazzie
Yes	Yes	Yes	Yes	Yes	Yes	Yes

ATTEST:

Donna Murphy,
Deputy City Clerk

Rachel B. Medina, Mayor



CITY OF CORTEZ
123 ROGER SMITH AVENUE
CORTEZ, CO 81321

August 23, 2022

Agenda Item: 2. b.

MEMO TO: Honorable Mayor and City Council

FROM: Sara Coffey, Finance Assistant/Deputy City Clerk

SUBJECT: Approval of Expenditure List for August 23, 2022 City Council Meeting

Attachments

Expenditure List

EXPENDITURE LIST FOR WEEK ENDING AUGUST 12, 2022

Department	Vendor Name	Description	Amount
City Council	PARKER'S WORKPLACE SOLUTIONS	NAME PLATE	\$ 23.90
		Total	\$ 23.90
Municipal Court	RACHEL D. MUHONEN, P.C.	LEGAL SERVICES - NELSON	\$ 120.00
	RACHEL D. MUHONEN, P.C.	LEGAL SERVICES - JONES	\$ 285.00
	RICHARD SIMS LAW OFFICE	FIRST APPEARANCE - JONES JR	\$ 40.00
	RICHARD SIMS LAW OFFICE	LEGAL SERVICES - FIRST APPEARANCES	\$ 60.00
	RICHARD SIMS LAW OFFICE	LEGAL SERVICES - SUMMA	\$ 60.00
		Total	\$ 565.00
City Clerk	CMCA	2022 ANNUAL CONFERENCE REGISTRATION	\$ 1,100.00
	BALLANTINE COMMUNICATIONS	NEWSPAPER ADS/NOTICES	\$ 8.19
	BALLANTINE COMMUNICATIONS	NEWSPAPER ADS/NOTICES	\$ 14.43
	BALLANTINE COMMUNICATIONS	NEWSPAPER ADS/NOTICES	\$ 16.38
		Total	\$ 1,139.00
Events	LE PEW PORTA-JOHNS INC.	BALLOON FEST RENTAL	\$ 360.00
	TIGER BY THE TAIL	NAME BADGE	\$ 78.78
		Total	\$ 438.78
Library	FARMERS TELECOMMUNICATIONS INC.	PHONE	\$ 43.95
	NCSI	APPLICANT PROFILES	\$ 18.50
	CENTER POINT LARGE PRINT	BOOKS	\$ 589.68
	INGRAM LIBRARY SERVICES	BOOKS	\$ 11.18
	INGRAM LIBRARY SERVICES	BOOKS	\$ 13.03
	INGRAM LIBRARY SERVICES	BOOKS	\$ 14.25
	INGRAM LIBRARY SERVICES	BOOKS	\$ 16.69
	INGRAM LIBRARY SERVICES	BOOKS	\$ 16.69
	INGRAM LIBRARY SERVICES	BOOKS	\$ 22.70
	INGRAM LIBRARY SERVICES	BOOKS	\$ 28.40
	INGRAM LIBRARY SERVICES	BOOKS	\$ 48.43
	INGRAM LIBRARY SERVICES	BOOKS	\$ 138.37
	BLACKSTONE PUBLISHING	AUDIO BOOKS	\$ 28.00
	BLACKSTONE PUBLISHING	AUDIO BOOKS	\$ 92.00
	DEMCO INC	LIBRARY SUPPLIES	\$ 670.37
	BALLANTINE COMMUNICATIONS	NEWSPAPER ADS/NOTICES	\$ 13.62
	THE LOCAL PAGES	ADVERTISING	\$ 146.00
	USA TODAY - SUBSCRIBER	SUBSCRIPTION	\$ 34.00
		Total	\$ 1,945.86
Building Maint	AMAZON CAPITAL SERVICES	Swpeet 20pc Grommet Kit	\$ 13.98
		Total	\$ 13.98
City Hall Operations	FARMERS TELECOMMUNICATIONS INC.	PHONE	\$ 101.25
	PITNEY BOWES GLOBAL FINANCIAL SERV	Blanket PO- SendPro C Series Version 4 Mailing	\$ 317.04

EXPENDITURE LIST FOR WEEK ENDING AUGUST 12, 2022

Department	Vendor Name	Description	Amount
	ATMOS ENERGY	GAS SERVICE	\$ 338.49
	AMAZON CAPITAL SERVICES	Corvas Window Privacy Film, Frosted Glass Win	\$ 48.99
	TUNA'S PLUMBING & HEATING LTD	Materials/Labor - Replace Faulty Air Vent above	\$ 145.00
		Total	\$ 950.77
Welcome Center	FARMERS TELECOMMUNICATIONS INC.	PHONE	\$ 43.95
	ATMOS ENERGY	GAS SERVICE	\$ 29.56
		Total	\$ 73.51
Police Department	TAMI'S CREATIONS	Alterations/Sewing uniforms	\$ 276.00
	AMAZON CAPITAL SERVICES	10 pack antenna for Motorola radios	\$ 61.99
	BRAND CENTRAL	Navy Port Authority Shirt	\$ 40.00
	BRAND CENTRAL	Embroider shirts	\$ 40.00
	BRAND CENTRAL	Jacket	\$ 42.50
	MONTEZUMA COUNTY SHERIFF	JULY INMATES	\$ 2,300.00
	ALSCO (AMERICAN INDUSTRIAL)	MATS	\$ 93.74
	ATMOS ENERGY	GAS SERVICE	\$ 33.36
	ATMOS ENERGY	GAS SERVICE	\$ 78.67
	DRY ERASE DESIGNS UNLIMITED INC	2110 12 Month Magnetic Dry Erase Whiteboard	\$ 1,026.85
		Total	\$ 3,993.11
Animal Shelter	FOUR CORNERS M.A.S.H., LLC	SPAY	\$ 396.00
	FOUR CORNERS M.A.S.H., LLC	SPAY	\$ 396.00
	ALSCO (AMERICAN INDUSTRIAL)	MATS	\$ 39.37
	NCSI	APPLICANT PROFILES	\$ 18.50
		Total	\$ 849.87
Public Works	ENNIS PAINT, INC	985201-5P WB White Fast Dry Traffic Paint, 5 g	\$ 1,246.03
		Total	\$ 1,246.03
Outdoor Pool	FARMERS TELECOMMUNICATIONS INC.	PHONE	\$ 49.60
	BALLANTINE COMMUNICATIONS	NEWSPAPER ADS/NOTICES	\$ 53.83
		Total	\$ 103.43
Golf Course Maint	LE PEW PORTA-JOHNS INC.	Fuel Surcharge - 20%	\$ 62.00
	LE PEW PORTA-JOHNS INC.	Portolet Rental #13 Tee Monthly	\$ 310.00
	AMAZON CAPITAL SERVICES	Lisle 17892 Transmission Drain Pan	\$ 23.80
	AMAZON CAPITAL SERVICES	Sunex 6809A Underhoist Support Stand 3/4 ton	\$ 201.32
	AMAZON CAPITAL SERVICES	Arksen 20 gallon Waste Oil Change Tank	\$ 229.96
		Total	\$ 827.08
Parks	NCSI	APPLICANT PROFILES	\$ 18.50
	SPRINKLER PROS	Blanket PO - Lawn Maintenance for 3rd/4th Po	\$ 515.00
	SPRINKLER PROS	Blanket PO - Lawn Maintenance for Rodeo and	\$ 900.00
	ATMOS ENERGY	GAS SERVICE	\$ 37.19

EXPENDITURE LIST FOR WEEK ENDING AUGUST 12, 2022

Department	Vendor Name	Description	Amount
	CRUZAN IRRIGATION	SCRUBBER VALVE	\$ 53.54
	FERGUSON WATERWORKS #1116	PVC	\$ 32.90
	FOUR CORNERS SAWS	TRIMMER LINE	\$ 16.99
	FOUR CORNERS SAWS	TRIMMER LINE, SHARPEN CHAINS	\$ 40.99
	SLAVENS TRUE VALUE	BOLTS	\$ 10.72
	SLAVENS TRUE VALUE	BATTERIES, HOOK	\$ 22.90
	THE PLUMBING STORE	ADAPTER	\$ 5.06
	CHOICE BUILDING SUPPLY	2-HOLE CORNER CEDAR	\$ 15.49
	MESA VERDE MOTORSPORTS, INC.	HONDA GENERATOR	\$ 2,899.00
	SLAVENS TRUE VALUE	GOOFOFF REMOVER	\$ 9.09
		Total	\$ 4,577.37
Recreation	CORTEZ RENDEZVOUS	PROJECT MATERIALS	\$ 121.65
		Total	\$ 121.65
Planning & Building	SHORT-ELLIOTT-HENDRICKSON INC	Blanket PO - Planning Services until End of the Y	\$ 12,580.00
	NANCY SCHAUFELE	STAFF RETREAT	\$ 375.00
	BALLANTINE COMMUNICATIONS	NEWSPAPER ADS/NOTICES	\$ 8.58
		Total	\$ 12,963.58
Shop	MCCANDLESS TRUCK CENTER	FLFFL008S Fuel lift, 8 oz bottle	\$ 25.95
	FOUR STATES TIRE CO.	Credit for Install and disposal - Inv 360958	\$ (110.00)
	FOUR STATES TIRE CO.	Wrangler All-terrain tires LT265/70R17 - Unit 49	\$ 866.48
	BELT SALVAGE	CREDIT FOR SCRAP	\$ (51.60)
	KEESEE MOTORS	6L2Z1012BA Wheel nuts - Unit 469	\$ 5.18
	KEESEE MOTORS	9U5Z14489MAA Wiring sleeve - Unit 729	\$ 40.66
	ROBERTS TRUCK CENTER	1836537C91 ECT/EOT Sensor - Unit 727	\$ 80.57
	SENERGY PETROLEUM	86UL unleaded gas for Golf Course	\$ 1,271.63
	SENERGY PETROLEUM	Dyed diesel for Golf Course	\$ 1,488.00
	SENERGY PETROLEUM	86UL Gasoline for Service Center	\$ 7,071.78
	FARMERS TELECOMMUNICATIONS INC.	PHONE	\$ 95.08
	PITNEY BOWES PURCHASE POWER	Blanket PO- Postage for Service Center	\$ 320.99
		Total	\$ 11,104.72
Technology	AVAYA INC	700512377 Power adapter 5v J100/1600 Series	\$ 96.62
	AVAYA INC	APS PKG-ACO Premium Package #406497	\$ 3,920.00
	CIVICPLUS	Virtual Content Consulting, 1/2 day block - Civic	\$ 1,500.00
	ZONES, INC.	C9300L-DNA-A-48-3Y C9300L DNA Advantage 4	\$ 5,295.00
	ZONES, INC.	C9300L-48P-4X-A Catalyst 9300L 48 port PoE Sw	\$ 12,465.00
	FARMERS TELECOMMUNICATIONS INC.	PHONE	\$ 513.49
		Total	\$ 23,790.11
Streets	BALLANTINE COMMUNICATIONS	NEWSPAPER ADS/NOTICES	\$ 33.94
	TRAUTNER GEOTECH	Blanket PO - Lab/Field Testing - 2022 Concrete	\$ 383.60
	TRAUTNER GEOTECH	Blanket PO - Lab/Field Testing - 2022 Sligo Street	\$ 1,024.05

EXPENDITURE LIST FOR WEEK ENDING AUGUST 12, 2022

Department	Vendor Name	Description	Amount
		Total	\$ 1,441.59
Airport	COMFORT AIR MECHANICAL	Materials/Labor - Compressor replacement - #8	\$ 3,315.80
	CIVIL AIR PATROL MAGAZINE	LISTING	\$ 45.00
		Total	\$ 3,360.80
Dispatch	FARMERS TELECOMMUNICATIONS INC.	PHONE	\$ 107.00
		Total	\$ 107.00
Rec Center	NCSI	APPLICANT PROFILES	\$ 55.50
	FARMERS TELECOMMUNICATIONS INC.	PHONE	\$ 46.00
	WESTERN PAPER DISTRIBUTORS	BUFFING FLOOR PAD, SOAP, DISINFECT, MULTI	\$ 195.02
	WESTERN PAPER DISTRIBUTORS	ROLL TOWELS, DISINFECT, SANITIZER	\$ 196.07
	XEROX CORPORATION	COPIER EXPENSE	\$ 320.15
	CRUZAN IRRIGATION	FLANGE GASK	\$ 11.44
	INTERMOUNTAIN FARMERS ASSOC.	GASKET FLANGE	\$ 6.39
	BALLANTINE COMMUNICATIONS	NEWSPAPER ADS/NOTICES	\$ 53.83
		Total	\$ 884.40
Water	BACKFLOW SUPPLY	Mid-West 110631 1/4 Quick Connect Fitting Se	\$ 60.10
	COLORADO DEPT OF PUBLIC HEALTH/ENV	Drinking Wate Fee, 7/22 to 6/23, PWSID CO014	\$ 865.00
	SAN JUAN BASIN HEALTH DEPT.	Blanket PO - Lab testing for Bac-T's	\$ 350.00
	BALLANTINE COMMUNICATIONS	NEWSPAPER ADS/NOTICES	\$ 302.00
	GRAINGER	13X522 Timed electric auto drain valve 1/8,237	\$ 237.72
	UTILITY NOTIFICATION CENTER	Blanket PO - Utility Locator Notification Charge	\$ 110.50
	MOUNTAINLAND SUPPLY COMPANY	Pipe joint lube, Quart	\$ 68.57
	MOUNTAINLAND SUPPLY COMPANY	594016 564S-16 CI Valve box top - Quote S104	\$ 106.67
	MOUNTAINLAND SUPPLY COMPANY	6 C900 DR14 Pipe - Quote S104800084"	\$ 7,812.00
	ACCURATE ENGINE MACHINING LLC	SURFACE BRONZE FLANGE	\$ 40.00
	BELT SALVAGE	Materials for hand rail in Water Parts room per	\$ 392.42
		Total	\$ 10,344.98
CCN Fund	SWCCOG	Blanket PO - Telecom Services - IP Addressess	\$ 30.00
	CCG CONSULTING	Blanket PO - Consulting/Fiber CCN Network	\$ 1,073.80
	UTILITY NOTIFICATION CENTER	Blanket PO - Utility Notification Charges	\$ 109.20
	MAMMOTH NETWORKS	Blanket PO - D1A, CRTZ2018-001R 2Gbps comn	\$ 1,695.00
		Total	\$ 2,908.00
Refuse	BALLANTINE COMMUNICATIONS	NEWSPAPER ADS/NOTICES	\$ 53.84
	NCSI	APPLICANT PROFILES	\$ 18.50
		Total	\$ 72.34
Total			\$ 83,846.86

EXPENDITURE LIST FOR WEEK ENDING AUGUST 19, 2022

Department	Vendor Name	Description	Amount
City Attorney	PARKER'S WORKPLACE SOLUTIONS	Office furniture - Dual monitor arm, slider, includ	\$ 472.75
	PARKER'S WORKPLACE SOLUTIONS	Office furniture - Conference table chairs, risers	\$ 729.46
	PARKER'S WORKPLACE SOLUTIONS	Office furniture - Desk, credenza, bookcases - Qu	\$ 5,192.73
	AMAZON CAPITAL SERVICES	LEGAL PADS, PAPER CLIPS, PENS, FILE FOLDERS	\$ 10.99
	AMAZON CAPITAL SERVICES	NOTE PADS	\$ 15.99
		Total	\$ 6,421.92
Human Resources	AMAZON CAPITAL SERVICES	POST IT NOTES	\$ 27.90
	AMAZON CAPITAL SERVICES	LEGAL PADS, PAPER CLIPS, PENS, FILE FOLDERS	\$ 37.23
	CORTEZ COPY & PRINT	FORMS	\$ 105.00
		Total	\$ 170.13
City Manager	SAMBA HOLDINGS, INC.	USAGE	\$ 168.56
	AMAZON CAPITAL SERVICES	LEGAL PADS, PAPER CLIPS, PENS, FILE FOLDERS	\$ 47.37
		Total	\$ 215.93
Finance	USNETSERVICES LLC	BEN MESSAGING SYSTEM WARRANTY	\$ 195.00
	USNETSERVICES LLC	BEN MESSAGING SYSTEM SUPPORT	\$ 299.00
		Total	\$ 494.00
City Clerk	CORTEZ RECREATION CENTER	MEMBERSHIP	\$ 91.25
		Total	\$ 91.25
Events	THE STATION LTD	BEAUTIFICATION GRANT	\$ 300.00
		Total	\$ 300.00
Library	CORTEZ RECREATION CENTER	MEMBERSHIP	\$ 69.25
	ATMOS ENERGY	GAS SERVICE	\$ 64.84
	ALPINE SECURITY & ELECTRONICS	Alarm Services - Library	\$ 45.50
	ASSOCIATION FOR RURAL & SMALL	MEMBERSHIP	\$ 150.00
		Total	\$ 329.59
City Hall Operations	ALPINE SECURITY & ELECTRONICS	Alarm Services - City Hall Fire Alarm	\$ 25.00
	ALPINE SECURITY & ELECTRONICS	Alarm Services - City Hall	\$ 45.50
	ORKIN EXTERMINATING-BRANCH #884	Blanket PO - Pest control services	\$ 141.00
	EMPIRE ELECTRIC ASSOCIATION	ELECTRIC SERVICE	\$ 513.44
	AMAZON CAPITAL SERVICES	LEGAL PADS, PAPER CLIPS, PENS, FILE FOLDERS	\$ 28.16
	VITAL RECORDS CONTROL	DOCUMENT DESTRUCTION	\$ 61.64
	VITAL RECORDS CONTROL	DOCUMENT DESTRUCTION	\$ 62.86
	IMAGENET CONSULTING LLC	EQUIPMENT RENTAL	\$ 172.87
	XEROX CORPORATION	EQUIPMENT RENTAL	\$ 124.76
	XEROX CORPORATION	EQUIPMENT RENTAL	\$ 304.40
		Total	\$ 1,479.63
Police Department	AT&T MOBILITY	PHONE	\$ 50.97

EXPENDITURE LIST FOR WEEK ENDING AUGUST 19, 2022

Department	Vendor Name	Description	Amount
	VERIZON WIRELESS	PHONE	\$ 40.01
	VITAL RECORDS CONTROL	DOCUMENT DESTRUCTION	\$ 62.60
	VITAL RECORDS CONTROL	DOCUMENT DESTRUCTION	\$ 62.86
	VITAL RECORDS CONTROL	DOCUMENT DESTRUCTION	\$ 62.86
	CORTEZ RECREATION CENTER	MEMBERSHIP	\$ 352.00
	MHQ OF NEW MEXICO	Equipment for new police vehicles	\$ 7,250.29
	CORTEZ RECREATION CENTER	MEMBERSHIP	\$ 122.50
	ORKIN EXTERMINATING-BRANCH #884	PEST CONTROL	\$ 175.00
		Total	\$ 8,179.09
Animal Shelter	FOUR CORNERS M.A.S.H., LLC	SPAY	\$ 365.00
	EMPIRE ELECTRIC ASSOCIATION	ELECTRIC SERVICE	\$ 39.90
		Total	\$ 404.90
Public Works	CORTEZ RECREATION CENTER	MEMBERSHIP	\$ 53.50
	AMAZON CAPITAL SERVICES	Flygo Men's Winter Warm Outdoor Padded Puff	\$ 41.88
	AMAZON CAPITAL SERVICES	Wyoming Traders Bronco Canvas Vest, 3XL, Cinn	\$ 54.95
	INTERMOUNTAIN FARMERS ASSOC.	WORK CLOTHING RETURNED	\$ (84.98)
	INTERMOUNTAIN FARMERS ASSOC.	WORK CLOTHING	\$ 42.49
	INTERMOUNTAIN FARMERS ASSOC.	WORK CLOTHING	\$ 76.48
	INTERMOUNTAIN FARMERS ASSOC.	WORK CLOTHING	\$ 137.97
	EMPIRE ELECTRIC ASSOCIATION	ELECTRIC SERVICE	\$ 208.69
	CUSTOM PRODUCTS CORPORATION	F3030R11HP 30x30 STOP White/Red HIP Face - C	\$ 465.18
	INTERMOUNTAIN FARMERS ASSOC.	WORK CLOTHING EMPLOYEE PAID DIFFERENCE	\$ (9.43)
	INTERMOUNTAIN FARMERS ASSOC.	WORK CLOTHING EMPLOYEE PAID DIFFERENCE	\$ (5.95)
		Total	\$ 980.78
Outdoor Pool	ALPINE SECURITY & ELECTRONICS	Alarm Services - Outdoor Pool	\$ 45.50
	ATMOS ENERGY	GAS SERVICE	\$ 1,313.57
	SLAVENS TRUE VALUE	CLOROX, LYSOL, WINDEX	\$ 37.98
	SLAVENS TRUE VALUE	HAMMER, NAILS, MOUNTING TAPE	\$ 49.42
	PIONEER PRINTING	REPORT CARDS	\$ 126.00
	PIONEER PRINTING	REGISTRATION FORMS	\$ 135.00
		Total	\$ 1,707.47
Golf Pro	ALPINE SECURITY & ELECTRONICS	Alarm Services - GC Pro Shop	\$ 35.50
	ORKIN EXTERMINATING-BRANCH #884	Blanket PO - Pest control services Pro Shop	\$ 95.99
		Total	\$ 131.49
Golf Course Maint	ALPINE SECURITY & ELECTRONICS	Alarm Services - Golf Course Maintenance Shop	\$ 45.50
	ATMOS ENERGY	GAS SERVICE	\$ 36.65
		Total	\$ 82.15
Parks	ALPINE SECURITY & ELECTRONICS	Alarm Services - Park Shop	\$ 22.00
	BRAVO CLEANING & RESTORATION	Blanket PO - Litter/Refuse Removal for Parks	\$ 3,904.00

EXPENDITURE LIST FOR WEEK ENDING AUGUST 19, 2022

Department	Vendor Name	Description	Amount
	LE PEW PORTA-JOHNS INC.	MONTHLY RENTALS	\$ 1,218.00
	CRUZAN IRRIGATION	IPS ADPT, IPS PLUG	\$ 10.90
	SLAVENS TRUE VALUE	HILLMAN FASTENERS	\$ 2.32
	SLAVENS TRUE VALUE	MARK PAINT	\$ 8.18
	SLAVENS TRUE VALUE	LOCKING CMPD	\$ 8.18
	THE PLUMBING STORE	TEE, BUSHING	\$ 5.54
	THE PLUMBING STORE	REPAIR COUPLING	\$ 10.38
	THE PLUMBING STORE	3 PVC PLUG & ADPT"	\$ 18.05
		Total	\$ 5,207.55
Recreation	CORTEZ RECREATION CENTER	MEMBERSHIP	\$ 122.50
	ALPINE SECURITY & ELECTRONICS	Alarm Services - Softball Complex	\$ 22.00
		Total	\$ 144.50
Planning & Building	CORTEZ RECREATION CENTER	MEMBERSHIP	\$ 122.50
		Total	\$ 122.50
Shop	CORTEZ RECREATION CENTER	MEMBERSHIP	\$ 53.50
	FOUR STATES TIRE CO.	Blanket PO - Tire Repairs and Alignments	\$ 20.00
	FOUR STATES TIRE CO.	Blanket PO - Tire Repairs and Alignments	\$ 84.00
	ALSCO (AMERICAN INDUSTRIAL)	Blanket PO - Mechanics Shirts Laundry Service	\$ 17.14
	ALSCO (AMERICAN INDUSTRIAL)	Blanket PO - Mechanics Shirts Laundry Service	\$ 17.50
	FRALEY PROPANE LLC	PROPANE REFILL	\$ 29.00
	PARTNERS IN PARTS, INC.	Blanket PO - Parts for Fleet Repair	\$ (18.00)
	PARTNERS IN PARTS, INC.	Blanket PO - Parts for Fleet Repair	\$ (18.00)
	PARTNERS IN PARTS, INC.	Blanket PO - Parts for Fleet Repair	\$ 4.44
	PARTNERS IN PARTS, INC.	Blanket PO - Parts for Fleet Repair	\$ 47.82
	PARTNERS IN PARTS, INC.	Blanket PO - Parts for Fleet Repair	\$ 148.36
	PARTNERS IN PARTS, INC.	Blanket PO - Parts for Fleet Repair	\$ 266.25
	PARTNERS IN PARTS, INC.	Blanket PO - Parts for Fleet Repair	\$ 305.99
	SUPERIOR AUTO	Blanket PO - Parts for Fleet Repairs	\$ (146.18)
	SUPERIOR AUTO	Blanket PO - Parts for Fleet Repairs	\$ 2.78
	SUPERIOR AUTO	Blanket PO - Parts for Fleet Repairs	\$ 2.97
	SUPERIOR AUTO	Blanket PO - Parts for Fleet Repairs	\$ 3.95
	SUPERIOR AUTO	Blanket PO - Parts for Fleet Repairs	\$ 6.68
	SUPERIOR AUTO	Blanket PO - Parts for Fleet Repairs	\$ 9.70
	SUPERIOR AUTO	Blanket PO - Parts for Fleet Repairs	\$ 10.49
	SUPERIOR AUTO	Blanket PO - Parts for Fleet Repairs	\$ 10.49
	SUPERIOR AUTO	Blanket PO - Parts for Fleet Repairs	\$ 12.25
	SUPERIOR AUTO	Blanket PO - Parts for Fleet Repairs	\$ 13.61
	SUPERIOR AUTO	Blanket PO - Parts for Fleet Repairs	\$ 15.98
	SUPERIOR AUTO	Blanket PO - Parts for Fleet Repairs	\$ 17.84
	SUPERIOR AUTO	Blanket PO - Parts for Fleet Repairs	\$ 21.34
	SUPERIOR AUTO	Blanket PO - Parts for Fleet Repairs	\$ 23.90
	SUPERIOR AUTO	Blanket PO - Parts for Fleet Repairs	\$ 27.62

EXPENDITURE LIST FOR WEEK ENDING AUGUST 19, 2022

Department	Vendor Name	Description	Amount
	SUPERIOR AUTO	Blanket PO - Parts for Fleet Repairs	\$ 29.46
	SUPERIOR AUTO	Blanket PO - Parts for Fleet Repairs	\$ 114.74
	SUPERIOR AUTO	Blanket PO - Parts for Fleet Repairs	\$ 178.72
	SUPERIOR AUTO	Blanket PO - Parts for Fleet Repairs	\$ 417.31
	ALSCO (AMERICAN INDUSTRIAL)	Blanket PO - Floor Mat Service - Service Center	\$ 98.31
	ALSCO (AMERICAN INDUSTRIAL)	Blanket PO - Floor Mat Service - Service Center	\$ 98.31
	ORKIN EXTERMINATING-BRANCH #884	Blanket PO - Pest control services	\$ 163.00
	ATMOS ENERGY	GAS SERVICE	\$ 33.78
	ATMOS ENERGY	GAS SERVICE	\$ 39.80
	ATMOS ENERGY	GAS SERVICE	\$ 42.73
	XEROX CORPORATION	Blanket PO- C8045 AltaLink Color Copier, s/n 8TB	\$ 411.83
		Total	\$ 2,619.41
Technology	CENTURYLINK	TELEPHONE SERVICE	\$ 6.33
	AMAZON CAPITAL SERVICES	Youeon Stackable Storage Bins, set of 4 - Jason	\$ 75.98
		Total	\$ 82.31
Streets	B & B CONCRETE, LLC	2022 Concrete Cost Share Project PW-22-04-S	\$ 25,705.52
		Total	\$ 25,705.52
Airport	EMPIRE ELECTRIC ASSOCIATION	ELECTRIC SERVICE	\$ 56.28
	STONE SAND & GRAVEL	3/4 ROAD BASE	\$ 335.22
		Total	\$ 391.50
Dispatch	STAPLES ADVANTAGE	HP414A W2021A Print cartridge, Cyan	\$ 89.09
	STAPLES ADVANTAGE	HP414A W2022A Print cartridge, Yellow	\$ 89.09
	STAPLES ADVANTAGE	HP414A W2023A Print cartridge, Magenta	\$ 89.09
	STAPLES ADVANTAGE	HP414A W2020A Print cartridge, Black	\$ 137.68
		Total	\$ 404.95
Rec Center	CORTEZ RECREATION CENTER	MEMBERSHIP	\$ 368.25
	ALPINE SECURITY & ELECTRONICS	Alarm Services - Rec Center Fire Alarm	\$ 22.00
	ALPINE SECURITY & ELECTRONICS	Alarm Services - Rec Center	\$ 45.50
	SYMMETRY ENERGY SOLUTIONS LLC	GAS SERVICE	\$ 2,993.22
	WESTERN PAPER DISTRIBUTORS	SOAP, GLOVES, LINERS	\$ 353.10
	ZOGICS	WELLNESS CENTER WIPES	\$ 1,163.60
	FARMINGTON HEATING & METAL CO., INC.	Heating element for Rec Center	\$ 1,215.48
	GRAINGER	THERMAL UNIT	\$ 113.94
		Total	\$ 6,275.09
Water	SPRONK WATER ENGINEERS	Engineering/Consulting - Water Meters 5/2/22 to	\$ 5,995.19
	GREEN ANALYTICAL LABS, INC.	Blanket PO - Lab Testing Services	\$ 495.00
	ALPINE SECURITY & ELECTRONICS	Alarm Services - Water Plant	\$ 30.00
	VERIZON WIRELESS	PHONE	\$ 120.15
	ATMOS ENERGY	GAS SERVICE	\$ 232.23

EXPENDITURE LIST FOR WEEK ENDING AUGUST 19, 2022

Department	Vendor Name	Description	Amount
	INTERMOUNTAIN FARMERS ASSOC.	CLOTHING ALLOWANCE	\$ 84.58
	INTERMOUNTAIN FARMERS ASSOC.	CLOTHING ALLOWANCE	\$ 97.18
	AMAZON CAPITAL SERVICES	NO TRESPASSING AUTHORIZED PERSONNEL ONL	\$ 77.70
	USA BLUEBOOK	40689 FTI Low Mag Drive Pump	\$ 494.96
	VERIZON WIRELESS	PHONE	\$ 40.03
	INTERMOUNTAIN FARMERS ASSOC.	WORK CLOTHING EMPLOYEE PAID DIFFERENCE	\$ (4.56)
	FERGUSON WATERWORKS #1116	2 Galv. MI Cored Plug"	\$ 26.84
	FERGUSON WATERWORKS #1116	6x2 MJ C153 Tap Cap	\$ 195.00
		Total	\$ 7,884.30
Refuse	INTERMOUNTAIN FARMERS ASSOC.	GLOVES, BOOTS	\$ 183.57
	CORTEZ RECREATION CENTER	MEMBERSHIP	\$ 122.50
	INTERMOUNTAIN FARMERS ASSOC.	WORK CLOTHING EMPLOYEE PAID DIFFERENCE	\$ (193.54)
	INTERMOUNTAIN FARMERS ASSOC.	WORK CLOTHING EMPLOYEE PAID DIFFERENCE	\$ (11.88)
		Total	\$ 100.65
Total			\$ 69,926.61



CITY OF CORTEZ
123 ROGER SMITH AVENUE
CORTEZ, CO 81321

August 23, 2022

Agenda Item: 2. c.

MEMO TO: Honorable Mayor and City Council

FROM: Donna Murphy, Deputy City Clerk

SUBJECT: Approval of a renewal Fermented Malt Beverage Off Premise Liquor License for Dillon Companies, LLC, DBA City Market #8, located at 508 East Main Street, Cortez.

Attachments

Renewal- City Market



CITY OF CORTEZ
123 ROGER SMITH AVENUE
CORTEZ, CO 81321

August 15, 2022

MEMO TO: Honorable Mayor and City Council

FROM: Donna Murphy, Deputy City Clerk

SUBJECT: RENEWAL APPLICATION FOR A FERMENTED MALT BEVERAGE OFF PREMISES LIQUOR LICENSE FROM DILLON COMPANIES, LLC, DBA CITY MARKET #8, LOCATED AT 508 EAST MAIN STREET, CORTEZ

BACKGROUND

The renewal application referred to above was filed in the City Clerk's office on August 10, 2022. The application appears to be complete and all fees were paid.

ISSUES

The fire inspection report shows no violation to the Fire Code.

The police report shows no liquor violations were found over the past twelve months.

The sales tax account is current.

RECOMMENDATION

Staff recommends approval of renewal Fermented Malt Beverage Off Premises Liquor License for City Market #8, located at 508 East Main Street, Cortez.



CITY OF CORTEZ
123 ROGER SMITH AVENUE
CORTEZ, CO 81321

August 23, 2022

Agenda Item: 2. d.

MEMO TO: Honorable Mayor and City Council

FROM: Donna Murphy, Deputy City Clerk

SUBJECT: Approval of an amended application for a Special Event Permit from Cortez Retail Enhancement Association.

Attachments

Amended SEP- CREA
Amended Site Plan



CITY OF CORTEZ
123 ROGER SMITH AVENUE
CORTEZ, CO 81321

8/15/2022

MEMO TO: Honorable Mayor and City Council

FROM: Donna Murphy, Deputy City Clerk

SUBJECT: AMENDED APPLICATION FOR A SPECIAL EVENT PERMIT FROM CORTEZ
RETAIL ENHANCEMENT ASSOCIATION

BACKGROUND

The application referred to above was originally filed with the City Clerk's office on March 1, 2022 and approved by City Council on March 22, 2022. The amended application appears to be complete, the fees have been paid, and the public notice sign has been posted on the premises. The Special Event Permit would allow Cortez Retail Enhancement Association to host Third Thursday, September 15, 2022, at Montezuma Park located at the corner of Market Street and Montezuma Avenue, Cortez. City Departments have given their approval for the amended site plan.

ISSUES

Non-profit organizations are allowed fifteen Special Event Permits per year. This application is the fourth event for 2022.

RECOMMENDATION

Staff recommends approval of an amended Special Event Permit for Cortez Retail Enhancement Association to host Third Thursday at Montezuma Park on September 15, 2022.





CITY OF CORTEZ
123 ROGER SMITH AVENUE
CORTEZ, CO 81321

August 23, 2022

Agenda Item: 7. a.

MEMO TO: Honorable Mayor and City Council

FROM: Brian Peckins, Director of Public Works

SUBJECT: Professional Services Contract with Independent Contractor Doug Roth for GIS Services

BACKGROUND

The City has been contracting with Doug Roth for Geographic Information System (GIS) services on a yearly basis since 2014, after our full-time GIS Coordinator resigned. Currently, Mr. Roth works at the Service Center on Tuesday and Thursday afternoons, and also works full time in the GIS Department for Montezuma County. The County Administrator has been amenable to this schedule since its inception.

ISSUES

For the first time since 2017, Mr. Roth is proposing an increase in his hourly fees. According to the Professional Services Contract, a change in the payment must be authorized by Council. This increase is a bargain for the knowledge and services that are being provided, and only amounts to an additional \$5000 for the entire year. Mr. Roth's services include managing the computerized GIS for the City, processing development, inputting data, mapping projects, providing databases of inventories, reporting of Public Works functions, and updating the GIS database using surveying and Global Positioning System (GPS) technology.

Rather than bring this to Council every year, we would like to offer the contract for a three-year period, which is amenable to Mr. Roth.

Funds for the first year of the Contract are included in the Public Works Administration budget for contract services.

RECOMMENDATION

Council will make a motion to approve a 3-year Professional Services Contract with Doug Roth for GIS Services at an hourly rate of \$50/hr.

Attachments

Contract for Doug Roth
Doug Roth Resume

PROFESSIONAL SERVICES CONTRACT 2022-2025

AN AGREEMENT BY AND BETWEEN THE CITY OF CORTEZ, COLORADO, AND DOUGLAS WILLIAM ROTH FOR PROVIDING GEOGRAPHIC INFORMATION SERVICES

1.0 PARTIES

The parties to this Agreement are the City of Cortez, a Colorado Municipal Corporation, hereinafter referred to as the "City," and Douglas William Roth, hereinafter referred to as the "Contractor".

2.0 RECITALS AND PURPOSE

2.1 The City desires to engage the Contractor for the purpose of providing GIS services to include managing the computerized Geographic Information System (GIS) for the City, including process development, data input, mapping projects, providing databases of inventories, reports of Public Works functions, and updating the GIS database using surveying and Global Positioning System (GPS) technology. Also included is development of applications allowing all users to more easily use GIS data, develop and recommend strategy used to convert data to be incorporated into the GIS, develop AutoCad applications for drafting and designs for City projects, such as waterline projects, new map generations, building designs, fiber-optic outside plant design, etc.

2.2 The Contractor represents that it has the special expertise and background necessary to provide the City with the services.

3.0 SCOPE OF SERVICES

The Contractor agrees to provide the City with the specific professional services as set forth in Exhibit "A" attached hereto and incorporated herein by reference.

4.0 COMPENSATION

4.1 The City shall pay the Contractor for services under this agreement a total not to exceed the amounts set forth in Exhibit "A" attached hereto and incorporated herein by this reference. Such amounts shall be inclusive of all costs of whatsoever nature associated with the Contractor's efforts, including but not limited to salaries, benefits, expenses, overhead, administration, profits, and outside consultant fees. No hourly charges shall exceed the hourly wages identified in Exhibit "A." The scope of services and payment therefore shall only be changed by a properly authorized amendment to this Agreement. No City Employee has the authority to bind the City with regard to any payment for any services which exceeds the amount payable under the terms of this Agreement.

4.2 The Contractor shall submit monthly a detailed invoice to the City describing the professional services rendered. The invoice shall document the hours spent on the project identifying by work category and subcategory the work performed for the month, the hours worked by employee, and the hourly rate charged for that work. The City shall pay the invoice within thirty (30) days of receipt unless the work or the documentation therefore is unsatisfactory. Payments made after thirty (30) days may be assessed an interest charge of one percent (1%) per month unless the delay in payment resulted from unsatisfactory work or documentation therefore.

5.0 PROJECT REPRESENTATION

5.1 The City designates Brian K. Peckins, Director of Public Works, as the responsible City staff member to provide direction to the Contractor during the conduct of the project. The Contractor shall comply with the directions given by the Director of Public Works.

5.2 The Contractor designates Douglas William Roth as its Project Manager. The City may rely upon the guidance, opinions, and recommendations provided by the Contractor and its representatives. Should any of the representatives be replaced, particularly, and such replacement requires the City or the Contractor to undertake additional reevaluations, coordination, orientation, etc., the Contractor shall be fully responsible for all such additional costs and services.

6.0 TERM

The Contractor's services under this Agreement shall commence on September 1, 2022, and shall be completed by no later than August 31, 2025.

The multi-year financial obligation of the City under this Agreement is contingent upon the availability of funds appropriated by the City Council for each fiscal year budget during the term of this Agreement. State of Colorado laws prohibit the City from entering into contracts that contain a multi-year financial obligation without a non-appropriation clause, so any financial obligations in this Agreement beyond the end of the City's current fiscal year budget shall be subject to an annual budget appropriation for all funds to be expended during the then current fiscal year. Absent the necessary appropriation, the City may terminate this Agreement pursuant to Section 13.2 of this Agreement.

7.0 INSURANCE

7.1 The Contractor agrees to procure and maintain, at its own cost, the following policy or policies of insurance. The Contractor shall not be relieved of any liability, claims, demands, or other obligations assumed pursuant to the Contract Documents by reason of its failure to procure or maintain insurance, or by reason of its failure to procure or maintain insurance in sufficient amounts, durations, or types.

7.1.1 Contractor shall procure and maintain, and shall cause each subcontractor of the Contractor to procure and maintain or insure the activity of Contractor's subcontractors in Contractor's own policy, the minimum insurance coverages listed below. Such coverages shall be procured and maintained with forms and insurers acceptable to the City. All coverages shall be continuously maintained from the date of commencement of services hereunder. In the case of any claims-made policy, the necessary retroactive dates and extended reporting periods shall be procured to maintain such continuous coverage.

7.1.1.1 Workers' Compensation insurance to cover obligations imposed by the Workers' Compensation Act of Colorado and any other applicable laws for any employee engaged in the performance of Work under this contract, and Employers' Liability insurance with minimum limits of FIVE HUNDRED THOUSAND DOLLARS (\$500,000) each accident, FIVE HUNDRED THOUSAND DOLLARS (\$500,000) disease – policy limit, and FIVE HUNDRED THOUSAND DOLLARS (\$500,000) disease – each employee.

7.1.1.2 Comprehensive General Liability insurance with minimum combined single limits of ONE MILLION DOLLARS (\$1,000,000) each occurrence, and ONE MILLION DOLLARS (\$1,000,000) aggregate. The policy shall be applicable to all premises and operations. The policy shall include coverage for bodily injury, broad form property damage (including completed operations), personal injury (including coverage for contractual and employee acts), blanket contractual, independent Contractors, products, and completed operations. The policy shall contain a severability of interests provision.

7.1.1.3 Comprehensive Automobile Liability insurance with minimum combined single limits for bodily injury and property damage of not less than ONE MILLION DOLLARS (\$1,000,000) each occurrence and ONE MILLION DOLLARS (\$1,000,000), aggregate with respect to each of Contractor's owned, hired and/or non-owned vehicles assigned to or used in performance of the services. The policy shall contain a severability of interests provision.

7.1.1.4 Professional Liability insurance with minimum limits of ONE MILLION DOLLARS (\$1,000,000) each occurrence and ONE MILLION DOLLARS (\$1,000,000).

7.1.2 The Policies required above, except for the Worker's Compensation insurance, Employers' Liability insurance, and Professional Liability insurance, shall be endorsed to include the City, and its officers and employees, as additional insureds. Every policy required above shall be primary insurance, and any insurance carried by the City, its officers, or its employees, shall be excess and not contributory insurance to that provided by Contractor. The additional insured endorsement for the Comprehensive General Liability insurance required above shall not contain any exclusion for bodily injury or property damage arising from completed operations. The Contractor shall be solely responsible for any deductible losses under each of the policies required above.

7.1.3 Certificates of insurance shall be properly endorsed and completed by the Contractor's insurance agent as evidence that policies providing the required coverages, conditions, and minimum limits are in full force and effect, and shall be subject to review and approval by the City. Each certificate shall identify the Project and shall provide that the coverages afforded under the policies shall not be canceled, terminated, or materially changed until at least thirty (30) days prior written notice has been given to the City. If the words "endeavor to" appear in the portion of the certificate addressing cancellation, those

words shall be stricken from the certificate by the agent(s) completing the certificate. The City reserves the right to request and receive a certified copy of any policy and any endorsement thereto.

7.1.4 Failure on the part of the Contractor to procure or maintain policies providing the required coverages, conditions, and minimum limits shall constitute a material breach of contract upon which the City may immediately terminate the contract, or at its discretion may procure or renew any such policy or any extended reporting period thereto and may pay any and all premiums in connection therewith, and all monies so paid by the City shall be paid by Contractor to the City upon demand, or the City may offset the cost of the premiums against any monies due to Contractor from the Owner.

7.1.5 The parties hereto understand and agree that the City is relying on, and does not waive or intend to waive by any provision of this contract, the monetary limitations (presently \$150,000 per person and \$600,000 per occurrence) or any other rights, immunities, and protections provided by the Colorado Governmental Immunity Act. §24-10-101 et seq, 10 C.R.S., as from time to time amended, or otherwise available to the City its officers, or its employees.

8.0 INDEMNIFICATION

To the fullest extent permitted by law, the Contractor agrees to indemnify and hold harmless the City, its elected officials and its employees, from and against all liability, claims, and demands, on account of any injury, loss, or damage, which arise out of or are connected with the services hereunder, if such injury, loss, or damage, or any portion thereof, is caused by, or claimed to be caused by, the act, omission, or other fault of the Contractor or any subcontractor, or any other person for whom Contractor is responsible. The Contractor shall investigate, handle, respond to, and provide defense for and defend against any such liability, claims, and demands, and to bear all other costs and expenses related thereto, including court costs and attorneys' fees. The Contractor's indemnification obligation shall not be construed to extend to any injury, loss, or damage which is caused by the act, omission, or other fault of the City.

9.0 QUALITY OF WORK

Contractor's professional services shall be in accordance with the prevailing standard of practice normally exercised in the performance of professional services of a similar nature in the City of Cortez.

10.0 INDEPENDENT CONTRACTOR

Contractor and any persons employed by Contractor for the performance of work hereunder shall be independent contractors and not agents of the City. Any provisions in this Agreement that may appear to give the City the right to direct Contractor as to details of doing work or to exercise a measure of control over the work mean that Contractor shall follow the direction of the City as to end results of the work only. **As an independent contractor, Contractor is not entitled to Workers' Compensation benefits or Unemployment Insurance benefits from the City. The Contractor is obligated to pay all federal and state income tax on any monies earned or paid pursuant to this contract.**

11.0 ASSIGNMENT

Contractor shall not assign or delegate this Agreement or any portion thereof, or any monies due to or become due hereunder without the City's prior written consent.

12.0 DEFAULT

Each and every term and condition hereof shall be deemed to be a material element of this Agreement. In the event either party should fail or refuse to perform according to the terms of this Agreement, such party may be declared in default.

13.0 TERMINATION

13.1 This Agreement may be terminated by either party for material breach or default of this Agreement by the other party not caused by any action or omission of the other party by giving the other party written notice at least thirty (30) days in advance of the termination date. Termination pursuant to this subsection shall not prevent either party from exercising any other legal remedies that may be available to it.

13.2 In addition to foregoing, this Agreement may be terminated by the City for its convenience and without cause of any nature by giving written notice at least seven (7) days in advance of the termination date. In the event of such termination, the Contractor will be paid for the reasonable value of the services rendered to the

date of termination, not to exceed the total amount set forth in Exhibit "A," and upon such payment, all obligations of the City to the Contractor under this agreement will cease. Termination pursuant to this Subsection shall not prevent either party from exercising any other legal remedies that may be available to it.

14 .0 INSPECTION

The City and its duly authorized representatives shall have access to any books, documents, papers, and records of the Contractor that are related to this Agreement for the purpose of making audits, examinations, excerpts, and transcriptions.

15 .0 ENFORCEMENT

15.1 In the event that suit is brought upon this Agreement to enforce its terms, the prevailing party shall be entitled to its reasonable attorneys' fees and related court costs.

15.2 Colorado law shall apply to the construction and enforcement of this Agreement. The parties agree to the jurisdiction and venue of the courts of Montezuma County in connection with any dispute arising out of or in any matter connected with this Agreement.

16 .0 COMPLIANCE WITH LAWS

Contractor shall be solely responsible for compliance with all applicable federal, state, and local laws, including the ordinances, resolutions, rules and regulations of the City for payment of all applicable taxes; and obtaining and keeping in force all applicable permits and approvals.

17 .0 INTEGRATION AND AMENDMENT

This Agreement represents the entire Agreement between the parties and there are no oral or collateral agreements or understandings. This Agreement may be amended only by an instrument in writing signed by the parties.

18 .0 EQUAL OPPORTUNITY EMPLOYER

18.1 Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, age, sex, disability, or national origin. Such action shall include but not be limited to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notice to be provided by an agency of the federal government, setting forth the provisions of the Equal Opportunity Laws.

18.2 Contractor shall be in compliance with the applicable provisions of the Americans with Disabilities Act of 1990 as enacted, and from time to time amended, and any other applicable federal, state, or local laws and regulations. A signed, written certificate stating compliance with the Americans with Disabilities Act may be requested at any time during the life of this Agreement or any renewal thereof.

DATED: _____

THE CITY OF CORTEZ, COLORADO:

ATTEST:

Drew C. Sanders, City Manager

Linda L. Smith, City Clerk

CONTRACTOR: DOUGLAS WILLIAM ROTH

Douglas W. Roth

PROFESSIONAL SERVICES CONTRACT – 2022-2025

**AN AGREEMENT BY AND BETWEEN THE CITY OF CORTEZ, COLORADO, AND
DOUGLAS WILLIAM ROTH FOR PROVIDING GEOGRAPHIC INFORMATION SERVICES**

Contractor shall be compensated at the following rate and payment schedule for services provided pursuant to this Agreement:

The rate of pay will be Fifty Dollars (\$50.00) per hour.

DATED: _____

THE CITY OF CORTEZ, COLORADO:

ATTEST:

Drew C. Sanders, City Manager

Linda L. Smith, City Clerk

CONTRACTOR: DOUGLAS WILLIAM ROTH

Douglas W. Roth

Douglas William Roth

501 N. Ash Street
Cortez, CO 81321
(970) 739-8428

douglas.w.roth@gmail.com

attn: Director of Public Works, 110 W Progress Cir, Cortez, CO 81321

Introduction

The contractor (Douglas Roth) has resided in Cortez for 19 years. He served as the City of Cortez GIS Coordinator for 10 years and is currently the GIS Manager for Montezuma County.

Background

- 25 years of experience in GIS mapping and analysis, databases and GPS equipment.
- Degree in GIS/Geography from Pennsylvania State University
- Intern at ESRI, maker of the ArcGIS software

Proposal for Geographic Information Systems (GIS) Services for the City of Cortez:

Proposed GIS Services will include, but is not limited to:

- Ensure that GIS data including parcels, zoning, subdivisions, jurisdictional boundaries, address, streets and all city utilities are updated in a timely manner.
- Coordinate GIS activities with other government and private entities to benefit City operations
- Develop both web (desktop) and mobile mapping applications utilizing ArcGIS Server, ArcGIS online and Javascript API for use by utility crews and planning staff
- Utilize GPS and survey equipment to gather control points and features for entry into the GIS database. Use both as built drawings and field inspections to verify feature updates
- Advise and manage acquisition of updated aerial imagery and topography data as needed
- Work with the City Engineer to prepare construction plans and create future work plans, including utilizing GIS data in MicroPaver for pavement modeling.
- Prepare maps and perform GIS analysis and reports for the Planning department. Utilize census data for demographic reports as related to planning activities
- Work with the Police Department, Director of Planning & Building and 911 dispatch to ensure quality addressing and planimetric data for incident mapping
- Works with planning and building on site plans and ensures up to date data is provided for the Citizenserve permitting system
- Prepare annual HUTF reports to CDOT reporting changes in city street mileage
- Attend monthly Utility coordination meetings

Work Schedule and Contract Rate


- The proposed work schedule is to be on site at city facilities on Tuesday and Thursday of each week between the hours of 12:00 pm and 5:00 pm.

- The contractor will be available via email and cell phone during other hours and will make every attempt to respond to work and mapping requests outside of Monday/Thursday schedule. Contractor will ensure mapping system is functional for all City employees during all business hours.
- It is proposed to work a minimum of 10 hours per week on site during the normal schedule. However, as needed, the contractor will be available to work up to 15 hours per week as authorized by the Public Works Director
- *The hourly rate for GIS services work will be billed at \$50.00/hour*
- *The contractor is available to continue with the proposed duties without interruption, as desired by the City of Cortez.*

Qualifications of Contractor (Douglas Roth) to perform these duties:

- AutoCAD Civil 3d Training. Current on training/expertise in ESRI products version 10.6
- 8 years employment as the City of Cortez GIS Coordinator. Designed the current GIS geodatabase still in use by the City. Familiarity with public works operations including water lines, street system and the fiber-optic network. Has worked with City Engineers to survey and stake out construction projects.
- Currently manages the Montezuma County GIS online mapping with over 85,000 visits per year. Developed mobile GIS applications that are currently being used by local Fire Districts and emergency personnel using iPads and android phones.
- Responsible for all aspects of GIS operations for the County, including managing employees, setting program direction and overseeing budgets.
- Responsible for designing, maintaining and upgrading two ESRI SDE database servers that run all County mapping operations.
- Developed WebADF and Flex Mapping applications on ArcGIS Server 10.6 that provides mapping services to 6 County Departments, the towns of Mancos and Dolores as well as public users worldwide.
- Utilize Python scripting language to pull data from SQL databases and merge that with SDE databases for mapping applications. These scripts automate updating and distribution of data.
- Led efforts to update FEMA flood plain mapping and wildfire hazard mapping throughout the county.
- Successfully built a consortium to update aerial photography for two Counties, the BIA, NPS, local water districts and three municipalities. This project included developing data specifications, contract management and financial over site.
- Able to diagnose problems with peripherals such as large format printers and GPS equipment
- Excellent relationship with Region 9 EDD, CHFA, SW COG, local developers, engineers and survey firms.
- Produced plan sets for City street improvement projects as needed
- Appointed along with Mayor Sheek to the 2020 Census Complete Count Committee by Gov. Polis
- Successful implementation of 2 enterprise level planning and permitting software solutions.

Signed,



 Douglas W. Roth

____8/16/2022____
 Date

Douglas William Roth

501 N. Ash Street
Cortez, CO 81321
(970) 739-8428
douglas.w.roth@gmail.com

OBJECTIVE: To work in a team environment where I can utilize my expertise in geographic information systems, data collection and database integration to meet the needs of users

EDUCATION: Pennsylvania State University
Bachelor of Science, 1994
Major: Geography
Specialization: **Geographic Information Systems**

WORK EXPERIENCE:

June 2008 *Montezuma County, Colorado*

Cortez, CO

-Present **GIS Manger**

- Designed and maintained both ArcGIS SDE and File Geodatabases which integrate with Oracle databases from three County office's to maximize the use of the Counties GIS resources.
- Managed an ArcGIS 10.6 server. Programmed in both WebADF and Adobe Flex to create public and internal mapping web applications. Deployed mapping services that can be used on iPads and Android devices for in field data querying and updating.
- Managed a budget up to \$300,000. Planned for software and hardware purchases and upgrades.
- Supervised two employees. Set program goals and meet benchmarks.
- Provided IT software and hardware support to six County Departments
- Managed the street and address database for a 2 County E911 response system.
- Utilized Trimble GeoExplorer and Juno units running ArcPad to update countywide data assets.

2005-2008 *City of Cortez, Colorado*

Cortez, CO

2014-Present **GIS Coordinator**

- Managed the City's property, utility and planning records in the GIS system.
- Worked with engineers to develop construction drawings and plan for infrastructure maintenance
- Utilized survey grade RTK GPS systems and as-built CAD drawings to keep infrastructure and cadastral records current.
- Developed network databases and applications that distribute GIS maps to office personnel as well as technicians in the field using laptops.
- Participated in State and Federal programs that assist local governments in procuring data. Used FEMA, NRCS, Census Bureau, Dept. of Agriculture and DOLA resources to help with decision making and provide for the needs of citizens.

May 1993 *Environmental Systems Research Institute (ESRI)*

Redlands, CA

-Sept. 1993 **Quality Assurance Programmer** (Internship)

- Wrote programs to automate the testing of a major revision of the ArcGIS software. These programs made it possible to test software in a consistent manner across all supported platforms.

ACTIVITIES: Music, Cooking, Gardening, Backcountry Camping, Arts

Certificate of Completion

Autodesk®

Congratulations!

The ATC course you have completed was designed to meet the needs of professionals with certified instructors, relevant content, authorized courseware, and ongoing evaluation by Autodesk.

The Autodesk Authorized Training Center (ATC®) network helps professionals achieve excellence in using our software products.



Carol Bartz
President, Chief Executive Officer

Autodesk
Authorized Training Center

Douglas Roth

Name

Civil 3D 2007 Fundamentals

Course Title

November 1, 2006

Date

Brian J. Hailey, PE

Instructor

COMM TECH

Authorized Training Center (Name)

Certificate No.

10236

Autodesk and ATC are registered trademarks of Autodesk, Inc., in the USA and/or other countries.

ESRI



hereby certifies that

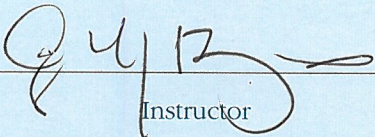
Doug Roth

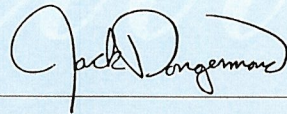
has successfully completed

Introduction to ArcGIS Server

16 Hours of Classroom Instruction

Presented this 21st day of October, 2008


Instructor


Jack Dangermond, President



On-Line Course Evaluation Number (44086771)
SAP Event Number (50115567)

Certificate of Completion

Doug Roth

has successfully completed the course

Network+ Certification

Presented By

New Horizons Computer Learning Center

February 14, 2011

Date



A handwritten signature in blue ink, appearing to read "Patrick Amaral", is written over a horizontal line.

Patrick Amaral, Instructor

UNIVERSITY OF ILLINOIS

AT URBANA - CHAMPAIGN

Office of Continuing Education

CERTIFICATE OF PROFESSIONAL DEVELOPMENT

To

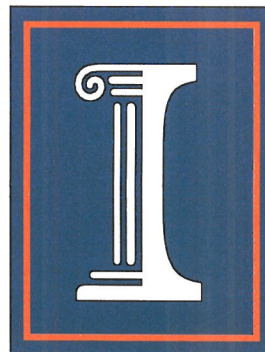
Douglas Roth

In Recognition of Participation in

Pavement Management Course

December 10 - 14, 2007 (Level 1 & 2)

3 CEU's



TM

Ken A. Mandell

Director, Office of Continuing Education

James C. Audubon

Head, Conferences and Institutes



CITY OF CORTEZ
123 ROGER SMITH AVENUE
CORTEZ, CO 81321

August 23, 2022

Agenda Item: 7. b.

MEMO TO: Honorable Mayor and City Council

FROM: Vickie Haddix, General Services Secretary

SUBJECT: 2022 Mechanical Engineering Phase 2 And 3 -- Cortez Public Library And Service Center

BACKGROUND

Please See Attached

RECOMMENDATION

Council may consider making a motion to approve the additional phases 2 and 3 for the Cortez Public Library and Service Center remodel project, approve the Contract Amendment with ME&E Engineering for engineering services in the total amount of \$49,913.00 and authorize the City Manager to sign the Contract Amendment.

Attachments

Lib and SC Scope HVAC
2022 Phase 2 and 3 HVAC

ME&E ENGINEERING

572 E 3rd Ave, Suite A
Durango CO 81301
970-385-1570

August 8, 2022

Rick Smith
General Services Director
City of Cortez
110 West Progress Circle
Cortez, CO 81321

RE: Phase II & III - HVAC Renovation for the Cortez General Services Building

Dear Rick,

Thank you for inviting ME&E Engineering to submit a proposal for design, specification, and construction administration for the Cortez General Services Building HVAC renovations. ME&E completed the Phase I Assessment for the General Services Building in June of 2022, as a separate proposal.

Scope of General Services Building: We will design and specify the replacement of HVAC equipment, as described in the Phase I Assessment. ME&E Engineering will serve as the prime consultant on this project, and Dustin Sullivan will serve as the main point of contact and project manager. We will complete metering of electrical loads, engineering designs and specifications, provide procurement assistance, and manage construction administration.

- We will design and specify replacement of three existing roof-top units
- We will design and specify a new VAV boxes with electric reheat coil
- We will design and specify a new building automation system to control the building's HVAC system
- We will design and specify any gas piping improvements needed to accommodate the modifications
- We will design and specify a new roof exhauster for the auto shop
- We will design and specify all electrical systems needed to power the systems mentioned above; a 30-day code-required load study will be provided

Phases: Work would be completed in the following phases.

Programming/Schematic Design – We verified existing conditions through field studies and plan review. We analyzed load study information. ME&E reported our findings, with an opinion of probable costs for construction budget. ***Completed June 27, 2022, under Phase I contract.***

Design Development – We will prepare preliminary plans and specifications suitable for preliminary pricing. During this phase we will conduct the 30-day metering as required by the NEC 2020.

Construction Documents – Based on written approval of design development, we will provide final plans and specifications suitable for bidding and construction. Plans, specifications, and budgetary estimates will be reviewed with Owner.

Bidding – We will hold a pre-bid conference, prepare addenda, and review contractor proposals, if needed. Current path is to do a design/build arrangement with Comfort Air Mechanical.

Construction Administration – During construction, we will review and approve submittals, attend periodic construction progress meetings, respond to requests for information, and review close-out documentation.

Proposed Fees, Payments, and Schedule of Completion: We propose to complete Phase II and III services for the Cortez General Services Building for **\$25,230**. This fee is good for 60 days from the date of this proposal and may be subject to change thereafter. We will bill monthly in proportion to work completed according to the following schedule:

<u>Phases</u>	<u>Anticipated Billing %</u>	<u>Anticipated Issue Date</u>
Programming/SD	N/A	Completed June 27, 2022
Design Development	45	TBD
Construction Documents	40	TBD
Bidding & Construction Admin	15	TBD

Exclusions: The scope of this service does not include identifying or remediating environmental hazards. LEED or other sustainable designs are excluded from this proposal.

Additional Services: We are happy to perform any additional services desired by Owner that are outside the scope of this proposal at the following hourly rates:

Professional Fees
Principal \$175
Mechanical Engineer \$150

Electrical Engineer \$150
Mechanical Designer \$125
Electrical Designer \$125
Technical Writer \$125
Administrator \$100

Reimbursable Expenses
None anticipated

We look forward to another successful project with the City of Cortez.

Sincerely,

A handwritten signature in dark ink, appearing to read "Dustin Sullivan", with a stylized flourish at the end.

Dustin Sullivan, P.E., Principal
ME&E Engineering
572 East 3rd Avenue, Suite A
Durango, CO 81301
970-385-1570 office phone
970-708-7339 cell
dustin@meneengineering.com

ME&E ENGINEERING

572 E 3rd Ave, Suite A
Durango CO 81301
970-385-1570

August 8, 2022

Rick Smith
General Services Director
City of Cortez
110 West Progress Circle
Cortez, CO 81321

RE: Phase II & III - HVAC Renovation for Cortez Public Library

Dear Rick,

Thank you for inviting ME&E Engineering to submit a proposal for design, specification, and construction administration for the Cortez Public Library HVAC renovations. ME&E completed the Phase I Assessment for the Cortez Public Library in June of 2022, as a separate proposal.

We understand that the Owner would like to begin construction in the spring of 2023.

Scope of Cortez Public Library: We will design and specify the replacement of HVAC equipment, as described in the assessment. ME&E Engineering will serve as the prime consultant on this project, and Dustin Sullivan will serve as the main point of contact and project manager. We will complete metering of electrical loads, engineering designs and specifications, provide procurement assistance, and manage construction administration.

- We will design and specify replacement of four existing roof-top units
- We will design and specify replacement the obsolete damper and control system with a new VAV box with reheat coil
- We will design and specify a new building automation system to control the building's HVAC
- We will design and specify a mini-split HVAC system for the director's office
- We will design and specify any gas piping improvements needed to accommodate the modifications
- We will design and specify all electrical systems needed to power the systems mentioned above; a 30-day code-required load study will be provided

Phases: Work would be completed in the following phases.

Programming/Schematic Design – We verified existing conditions through field studies and plan review. We analyzed load study information. ME&E reported our findings, with an opinion of probable costs for construction budget. ***Completed June 27, 2022, under Phase I contract.***

Design Development – We will prepare preliminary plans and specifications suitable for preliminary pricing. During this phase we will conduct the 30-day metering as required by the NEC 2020.

Construction Documents – Based on written approval of design development, we will provide final plans and specifications suitable for bidding and construction. Plans, specifications, and budgetary estimates will be reviewed with Owner.

Bidding – We will hold a pre-bid conference, prepare addenda, and review contractor proposals, if needed. Current path is to do a design/build arrangement with Comfort Air Mechanical.

Construction Administration – During construction, we will review and approve submittals, attend periodic construction progress meetings, respond to requests for information, and review close-out documentation.

Proposed Fees, Payments, and Schedule of Completion: We propose to complete services for the Cortez Public Library Phase II and III for a fixed fee of **\$24,683**. We will bill monthly in proportion to work completed according to the following schedule:

<u>Phases</u>	<u>Anticipated Billing %</u>	<u>Anticipated Issue Date</u>
Programming/SD	N/A	Completed June 27, 2022
Design Development	45%	September 1, 2022
Construction Documents	40%	September 30, 2022
Bidding & Construction Admin	15%	Spring of 2023

Exclusions: The scope of this service does not include identifying or remediating environmental hazards. LEED or other sustainable designs are excluded from this proposal.

Additional Services: We are happy to perform any additional services desired by Owner that are outside the scope of this proposal at the following hourly rates:

Professional Fees
Principal \$175
Mechanical Engineer \$150
Electrical Engineer \$150
Mechanical Designer \$125

Electrical Designer \$125
Technical Writer \$125
Administrator \$100

Reimbursable Expenses
None anticipated

We look forward to another successful project with the City of Cortez.

Sincerely,

A handwritten signature in dark ink, appearing to read "Dustin Sullivan", with a stylized flourish at the end.

Dustin Sullivan, P.E., Principal
ME&E Engineering
572 East 3rd Avenue, Suite A
Durango, CO 81301
970-385-1570 office phone
970-708-7339 cell
dustin@meneengineering.com



Item No: 379

Meeting Date: August 23, 2022

**TITLE: 2022 MECHANICAL ENGINEERING PHASE 2 AND 3 – CORTEZ
PUBLIC LIBRARY AND SERVICE CENTER**

SUBMITTING DEPARTMENT: GENERAL SERVICES

**ATTACHMENTS: ME&E SCOPE OF WORK FOR LIBRARY AND SERVICE
CENTER AND PROFESSIONAL SERVICES CONTRACT
AMENDMENT**

BACKGROUND

At the March 8, 2022 City Council Meeting Council awarded the RFQ for Mechanical Engineering for the Cortez Library, Service Center and Police Department phase 1 to ME&E Engineering, and entered into a professional services contract with ME&E dated March 19, 2022.

Phase 1 has been completed. The scope of work for Phase 1 included appraisal of the buildings mechanical systems, options, and budget development for replacement of HVAC's and controls. A presentation to the City for the various options and budget cost was completed.

DISCUSSION

The professional services contract needs to be amended to authorize ME&E to complete phases 2 and 3 of the project. For each building Phase 2 and 3 will include Programming/Schematic Design, Design Development, Construction Documents, Bidding, and Construction Administration. Attached is a scope of work outline for each building and cost for your review. Below is an overview per building and total for the engineering services.

		<u>ME&E Engineering Cost</u>
Cortez Library:	Phase 2 & 3	\$24,683.00
Service Center:	Phase 2 & 3	<u>\$25,230.00</u>
Total:		\$49,913.00

Because of long lead times (11 months) for HVAC units and equipment, both projects are to be completed in 2023. The City is planning to order the units in 2022 to get them into the manufacturers build schedule to have them for completion in 2023.

FISCAL IMPACTS

Both projects are in the 2022 City Capital Projects budget and will be partially moved into the 2023 budget. Accordingly, the attached proposed Contract Amendment contains a non-appropriation clause to comply with the Local Government Budget Law and Tabor, and allow for the multi-year financial obligation.

RECOMMENDATION

Council may consider making a motion to approve the additional phases 2 and 3 for the Cortez Public Library and Service Center remodel project, approve the Contract Amendment with ME&E Engineering for engineering services in the total amount of \$49,913.00 and authorize the City Manager to sign the Contract Amendment.

Prepared By: Rick Smith, General Services Director

City Manager

PROFESSIONAL SERVICES CONTRACT AMENDMENT

This Professional Services Contract Amendment (“Contract Amendment”) is made and entered into effective the _____ day of August, 2022 (the “Effective Date”), by and between the City of Cortez, Colorado, a Colorado Home Rule Municipality (“City”), and Elevation Engineering Inc., a Colorado corporation, dba ME&E Engineering (“Contractor”), and provides as follows:

WHEREAS, the City issued a Request for Proposals for Engineering Services for a project to make improvements to the Cortez Public Library, the Cortez City Service Center, and the Server Rooms at the Cortez Police Department (the “Project”) on January 2022; and

WHEREAS, pursuant to the RFP, the Project was separated into three phases, with Phase 1, consisting of Building Assessment; Phase 2, consisting of Engineering Design; and Phase 3; consisting of Bid Process and Construction Oversight; and

WHEREAS, the Contractor, as the sole entity responding, submitted a response to the RFP that contained a lump sum cost for completing Phase 1 of the Project; and

WHEREAS, the City and the Contractor entered into that certain Professional Services Contract dated March 19, 2022 (the “Phase 1 Contract”), to provide engineering services consisting of the Phase 1 -Building Assessment portion of the Project; and

WHEREAS, the City and the Contractor desire to enter into this Contract Amendment as an amendment to the Phase 1 Contract to allow Contractor to complete the engineering services for the HVAC Renovation of the Cortez General Services Building and the Cortez Public Library Phase 2 - Engineering Design, and Phase 3 - Bid Process and Construction Oversight portions of the Project; and

WHEREAS, the City and the Contractor acknowledge that a portion of the City’s financial obligations pursuant to the Phase 1 Contract, as amended by this Contract Amendment, will extend from the City’s budget year 2022 into budget year 2023; and

WHEREAS, pursuant to the Local Government Budget Law, C.R.S. § 29-1-110, and Colo. Const. Art. X, Section 20(4), the City is restricted in its ability to enter into multi-year financial obligations.

NOW, THEREFORE, in consideration of the promises herein, the City and Contractor agree to amend the Phase 1 Contract pursuant to this Contract Amendment as follows:

1. Exhibit A and Exhibit B of the Phase 1 Contract are deleted in their entirety and are replaced with the two documents dated August 8, 2022, from the Contractor to Rick Smith, General Services Director, City of Cortez, that are attached hereto and incorporated herein. Any reference in the Phase 1 Contract to Exhibit A or Exhibit B shall refer to the August 8, 2022 documents.

2. Section 6.0 TERM of the Phase 1 Contract is amended with the addition of an additional sentence as follows:
This Agreement, as it may be amended from time to time, is subject to the City's right to terminate this Agreement in the event the City fails to appropriate sufficient funds to satisfy the obligations of this Agreement. In the event of termination for non-appropriation, the Contractor shall be paid for all services performed through the date of termination.
3. Except as amended herein, all other terms and conditions of the Phase 1 Contract shall remain in full force and effect.

IN WITNESS WHEREOF, the City and the Contractor have agreed to this Contract Amendment as of the Effective Date.

CITY OF CORTEZ:

ELEVATION ENGINEERING INC.
dba ME&E ENGINEERING

By: Drew Sanders, City Manager
123 Roger Smith Avenue
Cortez, CO 81321

By: Brian Harrison
VP of Sales and Origination

APPROVED AS TO FORM

J. Patrick Coleman, City Attorney



CITY OF CORTEZ
123 ROGER SMITH AVENUE
CORTEZ, CO 81321

August 23, 2022

Agenda Item: 7. c.

MEMO TO: Honorable Mayor and City Council

FROM: Vickie Haddix, General Services Secretary

SUBJECT: 2022 Library Re-Roof Project Bid Results

BACKGROUND

See Attached Memo

RECOMMENDATION

Council may consider making a motion to award the 2022 Library Re-Roof Project to -- Top Line Installers at the bid amount of \$169,994.00.

Attachments

2022 Library Re-Roof Project



Item No: 387

Meeting Date: August 23, 2022

TITLE: 2022 LIBRARY RE-ROOF PROJECT BID RESULTS

SUBMITTING DEPARTMENT: GENERAL SERVICES

ATTACHMENTS: NONE

BACKGROUND

The 2022 Capital Projects budget provides for the replacement of the membrane roof at the Cortez Public Library. This project is part of the new HVAC replacement for the Library.

DISCUSSION

Specifications were drawn up and bids received on August 17, 2022. A mandatory pre-bid walk through was conducted on August 10, 2022. Three potential bidders attended the walk through.

The City received one response to our bid request. The following is an overview of the bid receive.

<u>VENDOR</u>	<u>BID AMOUNT</u>
1. Top Line Installers	\$169,994.00

The City estimate for the roofing membrane was \$190,000.00.

FISCAL IMPACTS

The re-roof is included in the City Capital Projects budget for Library HVAC replacement project.

RECOMMENDATION

Council may consider making a motion to award the 2022 Library Re-Roof Project to – Top Line Installers at the bid amount of \$169,994.00.

Prepared By: Rick Smith, General Services Director

City Manager