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**CORTEZ CITY COUNCIL
REGULAR MEETING
TUESDAY, DECEMBER 10, 2024
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 Council Worksession and Agenda Minutes for November 26, 2024.
- b. Approval of the Expenditure List for December 10, 2024
- c. Approval of an application for a Transfer of Ownership for Once Upon LLC, DBA Once Upon a Sandwich (owners Richard and Carolyn Hessom) to Once Upon a Sandwich, LLC, DBA Once Upon a Sandwich (owners Cameron and Kari Watson), located at 7 West Main Street, Cortez.
- d. Approval of a renewal application for a Hotel and Restaurant Liquor License for Lakeside Lanes, Inc., DBA Lakeside Lanes, located at 410 Lakeside Drive, Cortez.

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. **Presentation of a Purple Heart and Medal of Honor to Katalina "Kat" Moran and Novelynn "Novi" Moran in honor of their Father, Sergeant Mike Moran, as well as a presentation of The Chief's Certificate of Commendation to Cortez resident Amanda Darland.**
- b. **2024 Employee Anniversary Awards**

5. PUBLIC HEARINGS

- a. **Ordinance No. 1330, Series 2024**

Second Reading and Public Hearing on Ordinance No. 1330, Series 2024, an Ordinance approving the Second Amendment to Professional Services Contract for Municipal Judge Services.

Presenter: Drew Sanders, City Manager

6. UNFINISHED BUSINESS

7. NEW BUSINESS

a. **2025 Cortez Community Support Grants**

Award the Community Support Grants as determined by the 2025 Community Support Grant Review Committee.

Presenter: Drew Sanders, City Manager

b. **2025 Janitorial Bids for the Service Center, Welcome Center, City Hall, and Police Department**

Award of the 2025 Janitorial Services for the Service Center, Welcome Center, City Hall, and Police Department.

Presenter: Brian Peckins, Director of Public Works

c. **2025 Refuse Sideload Truck Lease**

Council will consider authorizing the City Manager to negotiate and the Mayor to sign a seven (7) year lease agreement on behalf of the City for a new side-load refuse truck.

Presenter: Brian K. Peckins, Director of Public Works

d. **Resolution No. 18, Series 2024**

Approval of Resolution No. 18, Series 2024, a resolution approving the 2025 Fee Schedule for the City of Cortez.

Presenter: Linda Smith, City Clerk

e. **Resolution No. 21, Series 2024**

Approval of Resolution No. 21, Series 2024, a resolution approving the Cortez Municipal Airport Schedule of Fees and Charges.

Presenter: Jeremy Patton, Airport Director

f. **Resolution No. 23, Series 2024**

Approval of Resolution No. 23, Series 2024, a resolution approving the Mill Levy for 2025.

Presenter: Kelly Koskie, Director of Finance

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. Council Discussion on Council Rules of Procedure Regarding Remote Attendance at Council Meetings.
- b. Council may convene into Executive Session for the purposes of determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and/or instructing negotiators concerning the possible sale of real property by the City pursuant to C.R.S. Section 24-6-402(4)(e); and to discuss the possible sale of real property by the City pursuant to C.R.S. Section 24-6-402(4)(a).

13. 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.)

14. 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) 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

Linda Smith
City Clerk
123 Roger Smith Avenue
Cortez, CO. 81321
lsmith@cortezco.gov

Memorandum

To: CORTEZ CITY COUNCIL

From: LINDA SMITH, CITY CLERK

Date: December 4, 2024

RE: Approval of the Council Worksession and Agenda Minutes for November 26, 2024.

Attachments

Worksession minutes for November 26, 2024
Agenda minutes for November 26, 2024

CITY COUNCIL
REGULAR WORKSHOP/SPECIAL MEETING
TUESDAY, NOVEMBER 26, 2024
6:30 p.m.

1. The Workshop was called to order at 6:30 p.m., at the City Council Chambers. Councilmembers present included: Mayor Rachel Medina, Mayor Pro-tem Lydia DeHaven, Robert Dobry, Matt Keefauver, Bill Lewis, April Randle, and Dennis Spruell. Staff members present included: Interim Chief of Police Andy Brock, IT Technician Aaron Holleman, Grant Administrator Scott Baker, Public Works Director Brian Peckins, Assistant City Engineer Ian Roberson, City Clerk Linda Smith, City Manager Drew Sanders, and City Attorney Patrick Coleman. There were two people present in the audience.

2. An update on the operations of Municipal Court was given by Judge Beth Padilla. She commented that there are approximately 21 cases per week with Municipal Court held on Mondays at 9:00 a.m. and if needed on Wednesday at noon and Friday at 11:00 a.m. She spoke about the increase in traffic, parking violations, and land use cases. She stated that other offenses seen in Municipal Court include animal violations, trespass, shoplifting, alcohol in the park, and disturbing the peace. Web X is available for people to appear in Court if they cannot appear in person. She spoke about the bond schedule which was recently updated and jail sentences that may be issued depending upon the circumstances. Update on Outreach Court was given noting that 41 people have participated in the program which is voluntary. Judge Padilla spoke about networking with Municipal Courts throughout the State. She stated that the security is amazing with a City Officer available every Monday morning. Judge Padilla spoke about her new schedule for 2025 commenting that she plans to be in the office all day Monday. Council thanked Judge Padilla for looking out for the community.

3. The 2025 water rate recommendations were reviewed by Director of Public Works Peckins. Over the past few years (2019-2023), the City increased water rates annually by 5%. The revenue generated was enough to maintain and operate the water treatment plan, but not enough to begin replacing our aging waterlines. Review was made of the options that were considered on increasing revenue which included tiered rates in 2024. The tiered rates were removed in June 2024. Currently, the City does not have exact numbers; however, the Waterline Replacement Master Plan is funded in the 2025 budget and will identify and prioritize the water replacement projects and develop a roadmap and a cost estimate for a long term, 10 year plan, to upgrade the aging infrastructure. The proposed 2025 water rate recommendations include funding to maintain and operate the water treatment plant, provide needed capital projects at the water plant, and provide funding for a few in-house waterline replacement projects. The 2025 forecasted water revenue metered sales was reviewed as well as the revenue versus expenses. Based on projected revenue from the metered water sales for residential, multifamily, and commercial accounts, staff is recommending that the water rates for 2025 remain the same as 2024. Discussion was held by Council on funding for emergency line replacements that may come up in 2025 and it was noted that funding is available in the approved 2025 Budget. Discussion was held on raising the 2025 fees (approximately 5%) so money could be put aside for future water project needs. Also commented was raising money without a specific plan and

purpose, though it is known that there are water expenses in the future; however, the 2025 Budget shows that there is extra revenue above the projected expenditures to allow for funding of emergencies. It was noted that the 2025 fee resolution will be presented for Council's review at the next Council meeting.

The regular workshop was adjourned at 7:20 p.m.

CITY COUNCIL
REGULAR MEETING
TUESDAY, NOVEMBER 26, 2024

1. The meeting was called to order in the City Council Chambers at 7:30 p.m., with the Pledge of Allegiance. Roll Call was taken and the following Councilmembers were present: Mayor Rachel Medina, Mayor Pro-tem Lydia DeHaven, Robert Dobry, April Randle, Matthew Keefauver, Bill Lewis, and Dennis Spruell. Staff present included: Municipal Court Clerk Carla Odell, Municipal Judge Beth Padilla, Director of Public Works Brian Peckins, Assistant City Engineer Ian Roberson, Contract City Planner Nancy Dosdall, Interim Chief of Police Andy Brock, Human Resources Director Matt Cashner, Grants Administrator Scott Baker, City Clerk Linda Smith, City Manager Drew Sanders, and City Attorney Patrick Coleman. There were five people present in the audience.

Councilmember Lewis moved that the agenda of November 26, 2024, be approved. Councilmember Dobry seconded the motion and the vote was as follows:

DeHaven	Dobry	Lewis	Keefauver	Medina	Randle	Spruell
Yes	Yes	Yes	Yes	Yes	Yes	Yes

2. The Consent Agenda items acted upon by Council were as follows:
 - a. Approval of the Worksession and Agenda Minutes for November 12, 2024.
 - b. Approval of the Expenditure List for November 26, 2024.
 - c. Approval of a renewal application for a Hotel and Restaurant Liquor License for El Burro Pancho, LLC, DBA Gustavo's Authentic Mexican Restaurant and Bar, located at 125 East Main Street #A, Cortez.
 - d. Approval of a renewal application for a Hotel and Restaurant Liquor License Rudosky Unlimited LLC, DBA Rudosky Unlimited, located at 2310 East Empire Street, Cortez.
 - e. Approval of two Special Event Permits for the Cortez Area Chamber of Commerce to host a Celebration of the Parade of Lights event, on December 7, 2024, from 5:00-9:00 p.m., at the Chamber of Commerce premises located at 20 West Main Street and a "Business After Hours" event, on December 12, 2024, from 5:00-8:00 p.m., on the premises of Vectra Bank, located at 350 West Montezuma Avenue, Cortez.

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

DeHaven	Dobry	Lewis	Keefauver	Medina	Randle	Spruell
Yes	Yes	Yes	Yes	Yes	Yes	Yes

3. PUBLIC PARTICIPATION:

a. Connie Coy, Cortez, spoke about the petitions that she had circulated regarding the condition of the street on West 7th between Memorial Road and Hartman Road. She stated that there are 55 signatures from the Ertel Subdivision asking that the City pave this portion of West 7th Street as it has become very deteriorated. She commented that a lot of elderly people live in the area and many of the residents walk, ride their bikes, and/or drive on the street. She thanked the City Manager for listening and commented that work has begun on the street; however, there is some concern that the portion of road that has been torn up is muddy now. She stated that the rest of the subdivision is paved and the residents would like a better road on 7th Street.

4. PRESENTATIONS: None.

5. PUBLIC HEARINGS: None.

6. UNFINISHED BUSINESS: None.

7. NEW BUSINESS

a. Resolution No. 22, Series 2024. Contract City Planner Dosdall stated that Resolution No. 22, Series 2024, is a resolution approving the replat of the W/2 of Lot 31, Townsite of Barrett submitted by Donald Wayne Tripp. The property is located at 1810 Hermosa Street in the Residential Single Family (R-1) zoning district. Mr. Tripp is requesting a lot split of the property as the parcel is oversized for the zoning district. The minor subdivision as submitted appears to meet all applicable development standards. The house on Lot 31 is located on the eastern side of the lot and the end of the lot would be divided off and sold for a single-family home. The proposal meets all the criteria for approval and staff recommends approval of Resolution No. 22, Series 2024, with one condition: all requirements of utility providers, City development, CDOT and affected districts must be satisfied, as outline in adopted City Codes and other regulatory documents. George Tripp, representing the applicant, stated that the fence that crosses the property will be moved and will not cross both lots.

Councilmember Dobry moved that Council approve Resolution No. 22, Series 2024, a resolution approving the replat of the W/2 of Lot 31, Townsite of Barrett submitted by Donald Wayne Tripp, located at 1810 Hermosa Street, Cortez, Colorado, with the one condition stated in the resolution. Councilmember Lewis seconded the motion and the vote was as follows:

DeHaven	Dobry	Lewis	Keefauver	Medina	Randle	Spruell
Yes	Yes	Yes	Yes	Yes	Yes	Yes

b. Award of 2025 Joint Chemical Bid. Director of Public Works Peckins stated that for many years the City has coordinated a joint chemical bid for the water and sewer plants in the area. The participants in the joint bid this year are: Town of Dolores, Town of Mancos, Montezuma Water Company, and the City of Cortez. Combining the amount of chemicals used by these plants, and delivering quantities semi-weekly has allowed all the participants to realize cost savings. Each entity awards the chemicals used by their respective plants and is responsible for purchase orders and payments over the course of the award. The bid opening was held on November 15, 2024, with

twelve responses. The bid tabulation showing the responsible bidder for each item was attached to the staff memo. The Public Works chemical budget for 2025 is \$277,000.00 and the Parks and Recreation chemical budget for 2025 is \$12,000.00. The individual awards to the seven highlight companies were reviewed and staff recommends that Council award the 2025 Joint Chemical Bid to the individually-highlighted vendors for a total City of Cortez award of \$280,340.97.

Councilmember Lewis moved that Council accept and award the 2025 Chemical Bid to individually-highlighted vendors, for a total City of Cortez award of \$280,340.97. Councilmember Randle seconded the motion and the vote was as follows:

DeHaven	Dobry	Lewis	Keefauver	Medina	Randle	Spruell
Yes	Yes	Yes	Yes	Yes	Yes	Yes

c. Request for Approval of Application to Colorado EIAF Grant to Support the City of Cortez Water Network Master Planning Project. Grants Administrator Baker stated that the City of Cortez has a unique municipal water distribution system: its entire network is fed by gravity, not pump stations. The original piping in the 1890's was to bring water from the Dolores River through the great tunnel into a large line that fed the City, and from this into a series of smaller branches that would fill cisterns for Cortez residents (sustaining them during summer and fall months). As such, this original system was a "branch chain" design that required little or no engineering schematics but could ensure long-term value. As standards changed and the City grew our maintenance crews had to interlink the branches converting the network from branched chain to "grid iron" distribution, reaching farther and enabling year-round usage. This gradual conversion was similarly undertaken without much formal design or analysis, until the early 2000's when the City hired a consultant to chart our water distribution network. Besides mapping the waterlines, materials, diameters, and installation dates, this also provided us the first hydraulic model of the network allowing us to examine pressures, peak usage, problematic zones, and envision upgrading or replacement of poor lines. This model has never been calibrated against the actual, daily pressures at City hydrants, and the map is now over 20 years out of date. Given our goals to stabilize City waterlines and bring our system up to par, plus the accelerating risks of pipe age and deterioration, water quality, source scarcity, etc. that our antique network still holds, Public Works realizes a need to rapidly assess and organize the City's water network priorities. Public Works proposes to contract a qualified, third-party, water engineering firm to develop a Cortez Water Network Master Plan, under a budget of \$165,000.00 that will (1) fully and concisely survey our prevailing distribution environment with necessary solutions and corrections, (2) re-map our network with updated GIS and requisite field calibrations, thus upgrading our hydraulic model, (3) articulate a capital improvement plan, with costs and timetables for prioritized infrastructure replacements, and (4) auxiliary or alternative infrastructure options to ensure our evolving capacity, safety, and efficiency needs. These goals distill the findings of several prior water consultations previously contracted by the City, and perhaps as importantly provide a place to start our water system rehabilitation. The Colorado EIAF (Energy/Mineral Impact Assistance Fund) grant offers financial awards at a 1:1 project cost, or 50% match, for local governments undertaking infrastructure improvements. In a recent call our DOLA regional manager confirmed the viability of this planning project and its eligibility for consideration in the current cycle. The application deadline is December 2, 2024. Since Public Works has already allocated funds in the 2025 Budget for critical water planning needs, especially related to network vulnerabilities, Public Works will be able to

supply the required match of \$82,500.00 and in turn be able to expedite other or additional planning on identified water priorities. DOLA, the supervising agent of EIAF funding, requires advance approval or acknowledgement from our authorized governing body in order to submit an EIAF grant application. No formal resolution is mandated. According to Council preference, we will ensure a copy of the final application narrative and detail be copied to the City Manager at the time of submission. Staff recommends that Council approve moving forward with the application for an EIAF grant in the amount of \$82,500.00 to support Public Works' 2025 Cortez Water Network Master Planning project.

Councilmember Dobry moved that Council approve the application for an EIAF grant of \$82,500.00 that will support Public Works' 2025 Cortez Water Network Master Planning Project. Mayor Pro-tem DeHaven seconded the motion and the vote was as follows:

DeHaven	Dobry	Lewis	Keefauver	Medina	Randle	Spruell
Yes	Yes	Yes	Yes	Yes	Yes	Yes

d. Ordinance No. 1330, Serie 2024. City Manager Sanders stated that Ordinance No. 1330, Series 2024, approves the Second Amendment to Professional Services Contract for Municipal Judge Services. The Municipal Court Judge's salary must be established by ordinance, and therefore any changes require a new ordinance to be enacted. The 2025 Budget provides an increase in the Judge's salary to \$59,800.00. The current ordinance reflects a salary of \$36,000. The proposed increase in salary is due to the increase in workload and demands of the Municipal Court. If approved, the Judge would begin working all day on Mondays for the City of Cortez, as well as being available on Wednesdays and Fridays for in-custody hearings. The increase in cases filed in Municipal Court has gone from 436 cases in 2021 when the Judge was first appointed, to 992 cases to date in 2024 with six weeks remaining in the year. Staff recommends approval on first reading, Ordinance No. 1330, Series 2024, an ordinance approving the Second Amendment to Professional Services Contract for Municipal Judge Services, and set for second reading and public hearing on December 10, 2024. Discussion was held on the last time a raise was given to the Municipal Judge and Municipal Judge Padilla stated that when she was hired in 2021 her salary was a hybrid with a salary and hourly wages and in 2024 an increase was given for a yearly salary.

Councilmember Lewis moved that Council approve on first reading Ordinance No. 1330, Series 2024, an ordinance approving the Second Amendment to Professional Services Contract for Municipal Judge Services, which will increase the Cortez Municipal Judge's compensation to \$59,800.00 effective January 1, 2025, and set the second reading and public hearing for December 10, 2024. Mayor Pro-tem DeHaven seconded the motion and the vote was as follows:

DeHaven	Dobry	Lewis	Keefauver	Medina	Randle	Spruell
Yes	Yes	Yes	Yes	Yes	Yes	Yes

e. Intergovernmental Agreement (IGA) Regarding Animal Shelter Services. City Manager Sanders stated that the City of Cortez owns and operates the Cortez Animal Shelter and has the capacity to provide housing for animals in both the City as well as the unincorporated areas of the County. The County does not currently have an impound facility. The Intergovernmental Agreement (IGA) would be in effect from the effective date through December 31, 2025, and shall automatically

renew for a maximum of two additional one year renewal terms unless a written notice of non-renewal is submitted by either party. The City agrees to provide Montezuma County and the Sheriff's Office with animal boarding and care, and disposal of animals brought to the facility under the terms of the IGA. This IGA formalizes the historical relationship between the parties and establishes a means to appropriately charge annual fees for the City's services. Staff recommends the Council approve and authorize the Mayor to sign the Intergovernmental Agreement for Animal Shelter Services between the City of Cortez, Montezuma County, and the Montezuma County Sheriff's Office. City Manager Sanders stated that the Montezuma County Commissioners have approved the agreement. Councilmember Dobry stated that he works for Montezuma County but did not work on this agreement and the City Attorney has advised him that he does not need to recuse himself.

Mayor Pro-tem DeHaven moved that Council approve and authorize the Mayor to sign the Intergovernmental Agreement for Animal Shelter Services between the City of Cortez, Montezuma County and the Montezuma County Sheriff's Office. Councilmember Lewis seconded the motion and the vote was as follows:

DeHaven	Dobry	Lewis	Keefauver	Medina	Randle	Spruell
Yes	Yes	Yes	Yes	Yes	Yes	Yes

f. Appointment to the Board of Adjustment and Appeals. City Clerk Smith stated that Council makes the appointments for each of the City Boards and Commissions. Currently, there are two open seats on the Board of Adjustment and Appeals. The Board of Adjustment and Appeals meets as needed and consists of five members. Alan Rolston has served on the Board of Adjustment and Appeals since 2021 and has submitted his application requesting re-appointment. Staff recommends that Mr. Rolston be re-appointment to the Board of Adjustment and Appeals for a three-year seat. It was noted that advertisement has been made of the open seats on various City Boards.

Councilmember Spruell moved that Council re-appoint Alan Rolston for a three-year seat to the Board of Adjustment and Appeals. Councilmember Dobry seconded the motion and the vote was as follows:

DeHaven	Dobry	Lewis	Keefauver	Medina	Randle	Spruell
Yes	Yes	Yes	Yes	Yes	Yes	Yes

g. Cancellation of December 24, 2024, Council Meeting. City Clerk Smith stated that traditionally Council has canceled the second Council meeting in December due to the holidays. This year the fourth Tuesday falls on Christmas Eve. Staff recommends that Council cancel the Council meeting scheduled for December 24, 2024, due to the holiday.

Councilmember Lewis moved that Council approve the cancellation of the Council meeting scheduled for December 24, 2024, due to the holiday. Mayor Pro-tem DeHaven seconded the motion and the vote was as follows:

DeHaven	Dobry	Lewis	Keefauver	Medina	Randle	Spruell
Yes	Yes	Yes	Yes	Yes	Yes	Yes

8. DRAFT RESOLUTION/ORDINANCES: None

9. CITY ATTORNEY'S REPORT: None.

10. CITY MANAGER'S REPORT: City Manager Sanders gave the following report:

- I gave a presentation on Public Leadership for the Leadership Montezuma Governance Day on November 14, 2024 along with a question/answer session on how government is funded with Councilmember Robert Dobry. Several other City team members also participated on a panel to discuss their respective departments. I also delivered a leadership presentation to the Student Leadership Academy on November 13, 2024.
- We have conducted successful wage meetings with all City employees, by department, to explain the new wage structure going into effect January, 2025, and addressed any questions that arose. The new step plan creates a competitive wage for all positions. The City conducted a wage study earlier in 2024 with Graves Consulting, and convened an employee committee to review the proposals and help determine what would be best for the City of Cortez employees.
- I attended the Onward! A Legacy Foundation 2024 grant awards on November 21, 2024. Onward! has granted \$107,313 to 34 local non-profits for their 2024 grant cycle.
- I participated in Mike's March, a blue light walk honoring the memory of Sgt. Michael Moran was held on Friday November 22, 2024 at the Cortez Police Department. Close to 200 law enforcement officers and community members were in attendance to pay their respects to Sgt. Moran who was killed in the line of duty on November 29, 2023 during a traffic stop.
- Report on the Citizen Participation comments made at the November 12, 2024 Council meeting:
 - *Cliff Giffen spoke about the application from Independent Log Company located on Lebanon Road. City Manager Sanders explained the application process and noted that a completed application has not been received by the City at this time. He stated that staff is requesting that the application be presented again to the Planning and Zoning Commission as changes were made from the original site plan that was approved by Planning and Zoning in October.
 - *Aaron Lessey spoke about his concern with citizens speeding on North Ash Street. City Manager Sanders stated that a radar speed sign was stationed on North Ash Street for a week and law enforcement has been in the area; however, no citations have been issued. The speeds from the radar speed sign were shared and it was noted that there does not seem to be a need for action at this time.

11. CITY COUNCIL COMMITTEE REPORTS

- a. Mayor's Report on Workshop. Mayor Medina stated that an update was given at the Council Worksession by Judge Padilla on the Municipal Court operations and a presentation was made on

the 2025 Water Rate recommendations. The City fees for services for 2025 will be discussed at the December 10, 2024, Council meeting. Mayor Medina stated that the worksession/Council meeting can be viewed by connecting to the live stream on the City's webpage.

b. Golf Course Update/Advisory Board Meeting. Councilmember Randle stated that on November 24, 2024, 30 volunteers donated three hours to lay down the covers for the golf course greens. Councilmember Lewis stated that the Golf Advisory Board will be meeting on December 27, 2024.

c. Leadership Governance Day/Mesa Verde Country/Mike's March. Councilmember Dobry stated that he enjoyed presenting to Leadership Montezuma attendees on Government Day. He stated that discussion at the Mesa Verde Country Board Meeting was held on lodgers tax trends. He also attended Mike's March and thanked the community for coming to support our officers and Sergeant Moran's family.

d. Bridge Shelter. Councilmember Dobry stated that he attended a tour of the Bridge Shelter and information was shared on their finances and capacity so far this year.

e. Virtual Attendance in Council Meetings. Mayor Medina asked that staff look into Council participating in Council meetings virtually and being able to vote and paid for the attendance.

12. OTHER ITEMS OF BUSINESS:

a. No Executive Session was needed.

13. PUBLIC PARTICIPATION: None.

14. ADJOURNMENT: Councilmember Lewis moved that the regular meeting be adjourned at 8:42 p.m. Councilmember Dobry seconded the motion, and the vote was as follows:

DeHaven	Dobry	Lewis	Keefauver	Medina	Randle	Spruell
Yes	Yes	Yes	Yes	Yes	Yes	Yes

Rachel B. Medina, Mayor

ATTEST:

Linda L. Smith, City Clerk



CITY OF CORTEZ
123 ROGER SMITH AVENUE
CORTEZ, CO 81321

Kelly Koskie
Director of Finance
123 Roger Smith Ave
Cortez, CO. 81321
kkoskie@cortezco.gov

Memorandum

To: CORTEZ CITY COUNCIL

From: SARA COFFEY, PAYROLL/SALES TAX ADMINISTRATOR

Date: 12/04/2024

RE: Approval of the Expenditure List for December 10, 2024

Attachments

Expenditure List

EXPENDITURE LIST FOR WEEK ENDING NOVEMBER 29, 2024

Department	Vendor Name	Description	Amount
City Council	FLYING PHOENIX INTERLUDE DISPLAY	2024 4th of July Fireworks	\$ 14,991.21
		Total	\$ 14,991.21
Municipal Court	MICHAEL WANGER	Professional Services - Fill-in Judge Services 8/24	\$ 800.00
		Total	\$ 800.00
Library	INSIGNIA SOFTWARE CORPORATION	ANNUAL SOFTWARE FEE	\$ 1,600.00
	SHOWCASES	LIBRARY SUPPLIES	\$ 535.29
	COLORADO LIBRARY CONSORTIUM	LEARNING EXPRESS	\$ 3,397.91
	RIVISTAS, LLC	MAGAZINE SUBSCRIPTIONS	\$ 1,177.67
		Total	\$ 6,710.87
City Hall Operations	WAGNER ENTERPRISE, L.L.C.	JANITORIAL SERVICE	\$ 2,300.00
	PIONEER PRINTING	SIGNS	\$ 48.00
	XEROX CORPORATION	COPIER	\$ 82.64
		Total	\$ 2,430.64
Welcome Center	STERICYCLE INC.	HAZARDOUS WASTE DISPOSAL	\$ 40.20
	CENTURYLINK	PHONE	\$ 105.74
		Total	\$ 145.94
Police Department	DAVE GUY,P.D. CHAPLIN	October consulting services POMH 24-009	\$ 1,700.00
	GALL'S LLC	Shipping	\$ 1.74
	GALL'S LLC	Shipping	\$ 5.25
	GALL'S LLC	Shipping	\$ 12.99
	GALL'S LLC	Shipping	\$ 12.99
	GALL'S LLC	Shipping	\$ 18.99
	GALL'S LLC	Shipping	\$ 18.99
	GALL'S LLC	Class B Stryke Pants	\$ 160.08
	GALL'S LLC	5-in-1 duty jacket	\$ 237.60
	MHQ OF NEW MEXICO	Upfit Equipment for 6 PD Vehicles - Lease to be e	\$ 64,858.32
	GALL'S LLC	Propper womens polo	\$ 22.00
	GALL'S LLC	Propper womens polo	\$ 66.00
	GALL'S LLC	511 Ridge pant	\$ 158.40
	GALL'S LLC	511 Stryke pant	\$ 221.76
	ENTENMANN-ROVIN COMPANY	Shipping & insurance	\$ 37.00
	ENTENMANN-ROVIN COMPANY	Detective Badge	\$ 244.00
	ENTENMANN-ROVIN COMPANY	Detective Cap Pieces	\$ 408.00
	L.A.W.S.	2024 Chevrolet Tahoe rear seat including all brad	\$ 1,300.00
	WAGNER ENTERPRISE, L.L.C.	JANITORIAL SERVICE	\$ 1,499.58
		Total	\$ 70,983.69
Animal Shelter	FOUR CORNERS M.A.S.H., LLC	CASTRATIONS	\$ 80.00
	FOUR CORNERS M.A.S.H., LLC	CASTRATIONS	\$ 224.00
	ATMOS ENERGY	GAS SERVICE	\$ 140.96

EXPENDITURE LIST FOR WEEK ENDING NOVEMBER 29, 2024

Department	Vendor Name	Description	Amount
		Total	\$ 444.96
Public Works	PARKER'S WORKPLACE SOLUTIONS	NOTARY STAMP	\$ 16.66
	HARDLINE EQUIPMENT	6020046ANQ - 3rd Broom Bearing	\$ 920.26
		Total	\$ 936.92
Parks	SOUTHWEST AGRICULTURE	OIL	\$ 250.98
		Total	\$ 250.98
Planning & Building	SHORT-ELLIOTT-HENDRICKSON INC	IHOP HOUSING & USE CODE	\$ 1,995.00
	SHORT-ELLIOTT-HENDRICKSON INC	Blanket PO - Professional Services / On-Call Plan	\$ 5,532.50
	PIONEER PRINTING	LETTERHEAD	\$ 70.00
		Total	\$ 7,597.50
Shop	FOUR STATES TIRE CO.	LABOR - MED TIRE INSTALL	\$ 91.10
	FOUR STATES TIRE CO.	MS901 BACKHOE 16PLY	\$ 671.88
	FOUR STATES TIRE CO.	LABOR - TIRE INSTALL	\$ 120.20
	FOUR STATES TIRE CO.	WRANGLER ALL-TERRAIN ADVENTURE	\$ 732.00
	ROBERTS TRUCK CENTER	815D/FS1098 - PAC, FS	\$ 166.60
	BRENNAN OIL INC	Dyed Diesel for Golf Course	\$ 984.38
		Total	\$ 2,766.16
Technology	DELL FINANCIAL SERVICES LLC	DELL SLIM CONFERENCING SOUNDBAR - SB522A	\$ 71.74
	DELL FINANCIAL SERVICES LLC	DELL 24 MONITOR - P2425H	\$ 605.84
	DELL FINANCIAL SERVICES LLC	LATITUDE 3550 LAPTOP	\$ 2,408.22
		Total	\$ 3,085.80
Streets	NICE ELECTRIC	Rex Z - 1 Hour	\$ 110.00
	SGM INC.	Blanket PO - Professional Engineering Services - P	\$ 129.75
	SGM INC.	Blanket PO - Professional Engineering Services - P	\$ 432.50
		Total	\$ 672.25
Dispatch	RAGSDALE AND ASSOC. P.C.	Psychiatric Diagnostic Evaluation - Kennett	\$ 375.00
	APCO INSTITUTE, INC.	EMD Class	\$ 150.00
		Total	\$ 525.00
Rec Center	ATMOS ENERGY	GAS SERVICE	\$ 1,167.04
	AMBROSIA LLC	CHEMICALS	\$ 7,376.00
	FARMINGTON HEATING & METAL CO.,	REPAIR	\$ 516.00
	FARMINGTON HEATING & METAL CO.,	REPAIR	\$ 645.00
	FARMINGTON HEATING & METAL CO.,	REPAIR	\$ 1,032.00
	FARMINGTON HEATING & METAL CO.,	REPAIR	\$ 5,210.54
		Total	\$ 15,946.58
Water	MONTEZUMA WATER COMPANY	WATER 57371	\$ 350.20

EXPENDITURE LIST FOR WEEK ENDING NOVEMBER 29, 2024

Department	Vendor Name	Description	Amount
	USA BLUEBOOK	200051 - HACH DILUTION WATER, ORGANIC FRE	\$ 103.66
	ULINE	Nemesis Safety Glasses - Clear	\$ 48.00
	ULINE	Nemesis Safety Glasses - Smoke	\$ 70.64
	MONTEZUMA VALLEY PLUMBING LLC	Descale Solution and Labor	\$ 170.00
	SPARKS PLUMBING	Travel, Decision-Making, and Time	\$ 150.00
	SPARKS PLUMBING	Camera - found roots under main building	\$ 300.00
	PARKER'S WORKPLACE SOLUTIONS	NAMEPLATE	\$ 11.09
	DONA THOMPSON	REIMB PETTY CASH - REFUND ON WATER DOCK C	\$ 50.00
	DONA THOMPSON	REIMB PETTY CASH - REFUND ON WATER DOCK C	\$ 50.00
	FLUID CONSERVATION SYSTEMS INC	Install	\$ 3,000.00
	FLUID CONSERVATION SYSTEMS INC	SU Trial Loggers, Billed by each	\$ 5,190.00
	SGM INC.	Blanket PO - Water Scoping Services	\$ 86.50
	SGM INC.	Blanket PO - Water Scoping Services	\$ 246.50
		Total	\$ 9,826.59
Refuse	BELT SALVAGE	Blanket PO - Miscellaneous Materials for Repairs	\$ 146.00
		Total	\$ 146.00
Total			\$ 138,261.09

EXPENDITURE LIST FOR WEEK ENDING DECEMBER 6, 2024

Department	Vendor Name	Description	Amount
Municipal Court	MARSHALL SUMRALL	LEGAL SERVICES	\$ 210.00
	MARSHALL SUMRALL	LEGAL SERVICES	\$ 525.00
	PADILLA LAW P.C.	MUNICIPAL COURT PROFESSIONAL SERVICES	\$ 3,000.00
	RICHARD SIMS LAW OFFICE	LEGAL SERVICES	\$ 210.00
	BUFFINGTON LAW, LLC	LEGAL SERVICES - ASSISTANT CITY ATTORNEY	\$ 1,937.00
		Total	\$ 5,882.00
Finance	CITY OF CORTEZ	FIBER	\$ 902.08
		Total	\$ 902.08
City Clerk	OPEN MEDIA FOUNDATION	OMP Services - Open Media Project Training, I	\$ 3,045.00
	BALLANTINE COMMUNICATIONS	NEWSPAPER ADS/NOTICES	\$ 9.36
		Total	\$ 3,054.36
Grant Admin	BRAVO CLEANING & RESTORATION	NOTAH DINEH - CLEAN CARPET	\$ 2,174.40
	DREAM DEVELOPING LLC	DISPLAY CASE REPAIR - NOTAH DINEH	\$ 600.00
	HIGH DESERT LIFE OUTDOORS LTD	CBPP GRANT	\$ 3,734.38
	PRODIGY FABRICATIONS LLC	SIGN FOR ZU GALLERY	\$ 4,500.00
	THE PERFECT POUR, LLC	INSTALL KEGERATOR AT ZU GALLERY	\$ 4,942.27
	ZU GALLERY	CBPP GRANT	\$ 231.24
		Total	\$ 16,182.29
Library	CITY OF CORTEZ	FIBER	\$ 3,503.40
	CORTEZ SANITATION DISTRICT	SEWER	\$ 48.00
	CITY OF CORTEZ	REFUSE	\$ 165.00
	CITY OF CORTEZ	WATER	\$ 35.65
	TOP LINE INSTALLERS INC.	Flashed curbs and penetrations for new HVAC	\$ 1,600.00
		Total	\$ 5,352.05
General Services	DELL FINANCIAL SERVICES LLC	Dell 27 Monitor - P2725H	\$ 188.31
		Total	\$ 188.31
City Hall Operations	CORTEZ SANITATION DISTRICT	SEWER	\$ 492.00
	CITY OF CORTEZ	REFUSE	\$ 247.00
	CITY OF CORTEZ	WATER	\$ 86.65
	BALLANTINE COMMUNICATIONS	NEWSPAPER ADS/NOTICES	\$ 21.54
		Total	\$ 847.19
Welcome Center	CORTEZ SANITATION DISTRICT	SEWER	\$ 48.00
	CITY OF CORTEZ	REFUSE	\$ 115.00
	CITY OF CORTEZ	WATER	\$ 31.80
	BALLANTINE COMMUNICATIONS	NEWSPAPER ADS/NOTICES	\$ 20.90
	IMAGENET CONSULTING LLC	COPIER EXPENSE	\$ 78.28
		Total	\$ 293.98

EXPENDITURE LIST FOR WEEK ENDING DECEMBER 6, 2024

Department	Vendor Name	Description	Amount
Police Department	DRUG & ALCOHOL TESTING ASSOC	EMPLOYEE DRUG TESTING	\$ 270.00
	BALLANTINE COMMUNICATIONS	NEWSPAPER ADS/NOTICES	\$ 21.54
	COLORADO ASSOC OF CHIEFS OF POLICE	Membership Renewal	\$ 250.00
	MONTEZUMA COUNTY LANDFILL	POLICE/ANIMALS	\$ 63.00
	LORI MILLICH	REIMB PETTY CASH - K ROSS TRANSPORT JUV	\$ 41.85
	MCHS	CPD VEST CEREMONY	\$ 190.00
	GALL'S LLC	Shipping	\$ 12.99
	GALL'S LLC	Shipping	\$ 18.31
	GALL'S LLC	511 Performance polos	\$ 158.40
	GALL'S LLC	511 Duty jacket	\$ 220.00
	TRANSUNION RISK AND ALTERNATIVE	PERSON SEARCH	\$ 75.00
	GALL'S LLC	511 Apex pants	\$ 79.20
	CORTEZ SANITATION DISTRICT	SEWER	\$ 60.00
	CITY OF CORTEZ	REFUSE	\$ 253.00
	CITY OF CORTEZ	WATER	\$ 58.75
	EPIC BUSINESS ESSENTIALS LLC	AAG E71750 - DAILY DESK CALENDAR REFILL	\$ 4.59
	EPIC BUSINESS ESSENTIALS LLC	AAG SK2-00 - DAYMINDER 14 MONTH PLANNER	\$ 11.44
	EPIC BUSINESS ESSENTIALS LLC	AAG PM11-28 - 3 MONTH WALL CALENDAR	\$ 53.80
	EPIC BUSINESS ESSENTIALS LLC	AAG PM228 - MONTHLY WALL CALENDAR 8X11	\$ 86.40
	EPIC BUSINESS ESSENTIALS LLC	AAG SK2400 - MONTHLY DESK PAD	\$ 135.46
	OFFICE DEPOT	HP 414A black Toner Cartridge - W2020A	\$ 328.92
	PITNEY BOWES GLOBAL FINANCIAL SERVICES	COPIER EXPENSE	\$ 186.33
		Total	\$ 2,578.98
Animal Shelter	DOLORES ANIMAL HOSPITAL	CASTRATION	\$ 60.00
	FOUR CORNERS M.A.S.H., LLC	CASTRATION	\$ 64.00
	CORTEZ SANITATION DISTRICT	SEWER	\$ 84.00
	CITY OF CORTEZ	REFUSE	\$ 61.00
	CITY OF CORTEZ	WATER	\$ 66.45
		Total	\$ 335.45
Public Works	DOUGLAS ROTH	Blanket PO - GIS Consulting Services	\$ 1,525.00
	AMAZON CAPITAL SERVICES	Smead TUFF Expanding File	\$ 31.40
	FASTENAL COMPANY	0136170 - IC WB CAUTN BLU - Safety Blue	\$ 87.64
	BALLANTINE COMMUNICATIONS	NEWSPAPER ADS/NOTICES	\$ 20.90
	DRUG & ALCOHOL TESTING ASSOC	EMPLOYEE DRUG TESTING	\$ 140.00
		Total	\$ 1,804.94
Outdoor Pool	CORTEZ SANITATION DISTRICT	SEWER	\$ 48.00
	CITY OF CORTEZ	REFUSE	\$ 357.65
		Total	\$ 405.65
Golf Pro	CORTEZ SANITATION DISTRICT	SEWER	\$ 260.00
	CITY OF CORTEZ	REFUSE	\$ 247.00
	CITY OF CORTEZ	WATER	\$ 240.54

EXPENDITURE LIST FOR WEEK ENDING DECEMBER 6, 2024

Department	Vendor Name	Description	Amount
		Total	\$ 747.54
Golf Course Maint	DRUG & ALCOHOL TESTING ASSOC	EMPLOYEE DRUG TESTING	\$ 60.00
	CORTEZ SANITATION DISTRICT	SEWER	\$ 48.00
	CITY OF CORTEZ	REFUSE	\$ 247.00
	CITY OF CORTEZ	WATER	\$ 31.80
	SUPERIOR AUTO	BEARING	\$ 247.23
		Total	\$ 634.03
Parks	LE PEW PORTA-JOHNS INC.	MONTHLY RENTALS	\$ 1,548.00
	CORTEZ SANITATION DISTRICT	SEWER	\$ 348.00
	CITY OF CORTEZ	REFUSE	\$ 1,684.50
	CITY OF CORTEZ	WATER	\$ 484.25
	BOBCAT OF DURANGO	CUTTING EDGES FOR BOBCAT	\$ 477.88
	FOUR STATES TIRE CO.	TIRE REPAIR	\$ 21.60
	SUPERIOR AUTO	BATTERY CHARGER	\$ 55.37
	CHOICE BUILDING SUPPLY	Supplies for shed that Parks is buidling	\$ 2,575.94
	BALLANTINE COMMUNICATIONS	NEWSPAPER ADS/NOTICES	\$ 20.58
		Total	\$ 7,216.12
Recreation	NCSI	APPLICANT PROFILES	\$ 18.50
		Total	\$ 18.50
Planning & Building	LISA BLOOMQUIST	Lisa Bloomquist Consulting Services 2024	\$ 1,745.75
	LISA BLOOMQUIST	Lisa Bloomquist Consulting Services 2024	\$ 5,137.50
	BALLANTINE COMMUNICATIONS	NEWSPAPER ADS/NOTICES	\$ 47.25
	BALLANTINE COMMUNICATIONS	NEWSPAPER ADS/NOTICES	\$ 52.92
	BALLANTINE COMMUNICATIONS	NEWSPAPER ADS/NOTICES	\$ 52.92
		Total	\$ 7,036.34
Shop	DRUG & ALCOHOL TESTING ASSOC	EMPLOYEE DRUG TESTING	\$ 95.00
	FOUR STATES TIRE CO.	Blanket PO - Tire Repairs and Alignments	\$ 21.60
	FOUR STATES TIRE CO.	Blanket PO - Tire Repairs and Alignments	\$ 21.60
	FOUR STATES TIRE CO.	Blanket PO - Tire Repairs and Alignments	\$ 98.00
	FASTENAL COMPANY	Blanket PO - Fasteners and Shop Supplies	\$ 11.09
	KIMBALL - MIDWEST	80744CN TORQ CB CANS	\$ 154.68
	CHOICE BUILDING SUPPLY	HOSE BARB	\$ 6.59
	CHOICE BUILDING SUPPLY	PIPE PARTS	\$ 19.76
	O'REILLY AUTO PARTS	Blanket PO - Parts for Fleet Repairs and Supplie	\$ 26.63
	SUPERIOR AUTO	Blanket PO - Parts/Supplies for Fleet Maintena	\$ 1.07
	SUPERIOR AUTO	Blanket PO - Parts/Supplies for Fleet Maintena	\$ 1.84
	SUPERIOR AUTO	Blanket PO - Parts/Supplies for Fleet Maintena	\$ 10.60
	SUPERIOR AUTO	Blanket PO - Parts/Supplies for Fleet Maintena	\$ 13.07
	SUPERIOR AUTO	Blanket PO - Parts/Supplies for Fleet Maintena	\$ 15.90
	SUPERIOR AUTO	Blanket PO - Parts/Supplies for Fleet Maintena	\$ 16.64

EXPENDITURE LIST FOR WEEK ENDING DECEMBER 6, 2024

Department	Vendor Name	Description	Amount
	SUPERIOR AUTO	Blanket PO - Parts/Supplies for Fleet Maintenance	\$ 17.48
	SUPERIOR AUTO	Blanket PO - Parts/Supplies for Fleet Maintenance	\$ 24.78
	SUPERIOR AUTO	Blanket PO - Parts/Supplies for Fleet Maintenance	\$ 72.22
	SUPERIOR AUTO	Blanket PO - Parts/Supplies for Fleet Maintenance	\$ 96.21
	SUPERIOR AUTO	Blanket PO - Parts/Supplies for Fleet Maintenance	\$ 154.80
	BRENNAN OIL INC	86E10 UL for Service Center	\$ 4,165.37
	ORKIN LLC	Blanket PO - Pest Control Services - Service Center	\$ 195.99
	CORTEZ SANITATION DISTRICT	SEWER	\$ 140.00
	CITY OF CORTEZ	REFUSE	\$ 379.50
	CITY OF CORTEZ	WATER	\$ 180.10
	XEROX CORPORATION	Blanket PO - C8045 AltaLink Color Copier, s/n 8	\$ 404.03
		Total	\$ 6,344.55
Technology	INSIGHT PUBLIC SECTOR, INC.	Sophos Central Intercept X Advanced for Server	\$ 1,626.25
	MVIX (USA) INC	SIGNATURE CARE PACKAGE - XHIBIT LITE SIGNAGE	\$ 447.47
	AMAZON CAPITAL SERVICES	POWERSTON Drafting Chair, Ergonomic Tall Office	\$ 118.87
		Total	\$ 2,192.59
Streets	BALLANTINE COMMUNICATIONS	NEWSPAPER ADS/NOTICES	\$ 21.54
		Total	\$ 21.54
Self-Insured Health Fund	TRIAD EAP	EAP SERVICES	\$ 1,539.15
		Total	\$ 1,539.15
Airport	CITY OF CORTEZ	REFUSE	\$ 45.75
	CORTEZ GLASS CO.	MIRROR REPLACEMENT	\$ 20.00
		Total	\$ 65.75
Dispatch	CITY OF CORTEZ	FIBER	\$ 902.08
		Total	\$ 902.08
Rec Center	DRUG & ALCOHOL TESTING ASSOC	EMPLOYEE DRUG TESTING	\$ 90.00
	NCSI	APPLICANT PROFILES	\$ 37.00
	CITY OF CORTEZ	FIBER	\$ 902.08
	CORTEZ SANITATION DISTRICT	SEWER	\$ 692.00
	CITY OF CORTEZ	REFUSE	\$ 247.00
	CITY OF CORTEZ	WATER	\$ 462.21
	LINCOLN AQUATICS	LIFE VESTS	\$ 1,013.50
	WESTERN PAPER DISTRIBUTORS	CLEANING SUPPLIES	\$ 357.30
		Total	\$ 3,801.09
Water	DRUG & ALCOHOL TESTING ASSOC	EMPLOYEE DRUG TESTING	\$ 60.00
	CITY OF CORTEZ	FIBER	\$ 902.08
	CITY OF CORTEZ	REFUSE	\$ 61.00
	BALLANTINE COMMUNICATIONS	NEWSPAPER ADS/NOTICES	\$ 14.88

EXPENDITURE LIST FOR WEEK ENDING DECEMBER 6, 2024

Department	Vendor Name	Description	Amount
	USA BLUEBOOK	77296 - (OR) HACH TOTAL ORGANIC CARB ON	\$ 784.39
	DRUG & ALCOHOL TESTING ASSOC	EMPLOYEE DRUG TESTING	\$ 60.00
	UTILITY NOTIFICATION CENTER	Blanket PO - Utility Notification Charges	\$ 144.48
	AMAZON CAPITAL SERVICES	Arbiter Backflow Quick Connect Test Fittings	\$ 109.98
		Total	\$ 2,136.81
Refuse	MONTEZUMA COUNTY LANDFILL	RECYCLE CREDIT	\$ (653.00)
	MONTEZUMA COUNTY LANDFILL	COMPOST	\$ 23.67
	MONTEZUMA COUNTY LANDFILL	Blanket PO - Landfill Charges	\$ 30,425.05
	MONTEZUMA COUNTY LANDFILL	E WASTE	\$ 26.00
	MONTEZUMA COUNTY LANDFILL	MATTRESS	\$ 51.00
	FOUR CORNERS WELDING & GAS SUPPLY	Blanket PO - Welding Supplies - Dumpster Rep	\$ 880.58
	MONTEZUMA COUNTY LANDFILL	RECYCLE CHARGE	\$ (1,097.25)
		Total	\$ 29,656.05
Total			\$ 100,139.42



CITY OF CORTEZ
123 ROGER SMITH AVENUE
CORTEZ, CO 81321

Linda Smith
City Clerk
123 Roger Smith Avenue
Cortez, CO. 81321
lsmith@cortezco.gov

Memorandum

To: CORTEZ CITY COUNCIL

From: LINDA SMITH, CITY CLERK

Date: November 27, 2024

RE: Approval of an application for a Transfer of Ownership for Once Upon LLC, DBA Once Upon a Sandwich (owners Richard and Carolyn Hessom) to Once Upon a Sandwich, LLC, DBA Once Upon a Sandwich (owners Cameron and Kari Watson), located at 7 West Main Street, Cortez.

Attachments

Memo on Once Upon a Sandwich Transfer of Ownership



City of Cortez
123 Roger Smith Ave.
Cortez, Co. 81321

Linda Smith
City Clerk
123 Roger Smith Ave.
Cortez, CO 81321
lsmith@cortezco.gov

November 27, 2024

MEMO TO: Honorable Mayor and City Council

FROM: Linda L. Smith, City Clerk

SUBJECT: APPLICATION FOR A TRANSFER OF OWNERSHIP FOR ONCE UPON A SANDWICH, LOCATED AT 7 WEST MAIN STREET, CORTEZ

BACKGROUND

The application for a Transfer of Ownership for a Hotel and Restaurant Liquor License was received in the City Clerk's office on October 2, 2024, for Once Upon LLC, DBA Once Upon a Sandwich (owners Richard and Carolyn Hessom) transferring ownership to Once Upon a Sandwich, LLC, DBA Once Upon a Sandwich (owners Cameron and Kari Watson). The Transfer of Ownership application is available for review in the City Clerk's Office.

ISSUES

When a request is made for a Transfer of Ownership, licensing authorities are to consider only the requirements of C.R.S. 2024, 44-3-303, which refers to the character of the licensee. Individual History records and fingerprints were completed for both applicants with no issues outstanding.

As per Section 44-3-311(1) the local licensing authorities may cause a hearing to be held on the application for Transfer of Ownership; however, the local licensing authority may approve the Transfer of Ownership without a hearing.

RECOMMENDATION

Staff recommends approval of the Transfer of Ownership of a Hotel and Restaurant Liquor License from Once Upon LLC, DBA Once Upon a Sandwich, Richard and Carolyn Hessom to Once Upon a Sandwich, LLC, DBA Once Upon a Sandwich (Cameron and Kari Watson) without a public hearing.



CITY OF CORTEZ
123 ROGER SMITH AVENUE
CORTEZ, CO 81321

Linda Smith
City Clerk
123 Roger Smith Avenue
Cortez, CO. 81321
lsmith@cortezco.gov

Memorandum

To: CORTEZ CITY COUNCIL

From: LINDA SMITH, CITY CLERK

Date: December 4, 2024

RE: Approval of a renewal application for a Hotel and Restaurant Liquor License for Lakeside Lanes, Inc., DBA Lakeside Lanes, located at 410 Lakeside Drive, Cortez.

Attachments

Renewal Memo for Lakeside Lanes



CITY OF CORTEZ
123 ROGER SMITH AVENUE
CORTEZ, CO 81321

December 4, 2024

MEMO TO: Honorable Mayor and City Council

FROM: Linda L. Smith, City Clerk

SUBJECT: RENEWAL APPLICATION ON A HOTEL AND RESTAURANT LIQUOR
LICENSE FOR LAKESIDE LANES, INC., DBA LAKESIDE LANES, LOCATED
AT 410 LAKESIDE DRIVE, CORTEZ.

BACKGROUND

The renewal application referred to above was filed in the City Clerk's office on December 3, 2024. 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 a Hotel and Restaurant Liquor License for Lakeside Lanes Inc., DBA Lakeside Lanes, located at 410 Lakeside Drive, Cortez.



CITY OF CORTEZ
123 ROGER SMITH AVENUE
CORTEZ, CO 81321

Vern Knuckles
Chief of Police
608 North Park Street
Cortez, CO. 81321
vknuckles@cortezco.gov

Memorandum

To: CORTEZ CITY COUNCIL

From: VERN KNUCKLES, CHIEF OF POLICE

Date: December 2, 2024

RE: Presentation of a Purple Heart and Medal of Honor to Katalina "Kat" Moran and Novelynn "Novi" Moran in honor of their Father, Sergeant Mike Moran, as well as a presentation of The Chief's Certificate of Commendation to Cortez resident Amanda Darland.



CITY OF CORTEZ
123 ROGER SMITH AVENUE
CORTEZ, CO 81321

Matt Cashner
Human Resources Director
123 Roger Smith Avenue
Cortez, CO. 81321
mcashner@cortezco.gov

Memorandum

To: CORTEZ CITY COUNCIL

From: MATT CASHNER, HUMAN RESOURCES DIRECTOR

Date: November 27, 2024

RE: 2024 Employee Anniversary Awards

Attachments

2024 Anniversary Awards

2024

Years of Service Awards

5 Years

Steve Bogott – Lead Communications Technician

Caleb Caldwell – Senior Collections Operator

Tyler Gray – Water Treatment Plant Operator

Pam Imm – Animal Control Officer

Taylor Marston – Patrol Officer

Alexis Parker – Communications Technician

Walter Taft – Building Maintenance Technician II

Joseph Yen – Patrol Officer

10 Years

Marissa Hurst – Patrol Administrative Assistant

20 Years

Angelo Martinez – Detective Lieutenant

25 Years

Michelle Devall – Parks & Recreation Aquatics Supervisor

30 Years

Don Cornett – Public Works Street Foreman

Carla Odell – Court Administrator / Clerk

35 years

Rex Brinkerhoff – Evidence Technician

Debbie Speer – Human Resources Assistant / Risk Manager

45 years

Dona Thompson – Public Works Administrative Assistant



CITY OF CORTEZ
123 ROGER SMITH AVENUE
CORTEZ, CO 81321

Drew Sanders
City Manager
123 Roger Smith Avenue
Cortez, CO. 81321
dsanders@cortezco.gov

Memorandum

To: CORTEZ CITY COUNCIL

From: DREW SANDERS, CITY MANAGER

Date: December 2, 2024

RE: Ordinance No. 1330, Series 2024

BACKGROUND

The Municipal Court Judge's salary must be established by ordinance, and therefore any changes require a new ordinance to be enacted. The 2025 budget reflects the judge's salary as high as \$59,800. The current ordinance reflects a salary of \$36,000.

DISCUSSION

The proposed increase in salary is due to the increase in workload and demands of the Municipal Court. If approved, the Judge will begin working all day on Mondays for the City of Cortez, as well as being available on Wednesdays and Fridays for in-custody hearings. The increase in cases filed in Municipal Court has gone from 436 cases in 2021 when the Judge was first appointed, to 992 cases to date in 2024 with six weeks remaining in the year.

FISCAL IMPACT

The proposed increase in compensation was included in the City of Cortez Fiscal Year 2025 Budget approved by City Council November 12, 2024.

RECOMMENDATION

Staff recommends that Council approve on second and final reading, Ordinance No. 1330, Series 2024, an Ordinance approving the Second Amendment to Professional Services Contract for Municipal Judge Services.

MOTION

If agreed upon by the City Council, a possible motion would be: I move that Council approve on second and final reading, Ordinance No. 1330, Series 2024, an Ordinance approving the Second Amendment to the Professional Services Contract for Municipal Judge Services.

Attachments

Ordinance No. 1330, Series 2024
Second Amendment to Professional Services Agreement
Letter from Judge Padilla

ORDINANCE NO. 1330
SERIES 2024

AN ORDINANCE APPROVING THE SECOND AMENDMENT TO PROFESSIONAL SERVICES CONTRACT FOR MUNICIPAL JUDGE SERVICES

WHEREAS, on November 15, 2021, the City of Cortez ("City") and Beth Padilla/Padilla Law ("Contractor") entered into that certain PROFESSIONAL SERVICES CONTRACT - AGREEMENT BY AND BETWEEN THE CITY OF CORTEZ AND PADILLA/PADILLA LAW FOR MUNICIPAL JUDGE SERVICES, as amended by the AMENDMENT TO PROFESSIONAL SERVICES CONTRACT FOR MUNICIPAL JUDGE SERVICES that was approved pursuant to Ordinance No. 1320, Series 2023 (collectively the "Agreement"); and

WHEREAS, pursuant to the Agreement, effective January 1, 2024, the Contractor's salary is \$36,000.00 per year; and

WHEREAS, the City and the Contractor desire to increase the Contractor's compensation effective January 1, 2025 to \$59,800.00, as more specifically described in the SECOND AMENDMENT TO PROFESSIONAL SERVICES CONTRACT FOR MUNICIPAL JUDGE SERVICES (the "Second Amendment") that is attached hereto and incorporated herein; and

WHEREAS, pursuant to Article VI, Section 2 of the Cortez City Charter, the Contractor's compensation shall be fixed by ordinance from time to time.

NOW THEREFORE, BE IT ORDAINED BY THE CORTEZ CITY COUNCIL THAT the SECOND AMENDMENT TO PROFESSIONAL SERVICES CONTRACT FOR MUNICIPAL JUDGE SERVICES that is attached hereto and incorporated herein, is approved and the Mayor is authorized to sign the same.

REPEALER. All orders, bylaws, ordinances, and resolutions of the City, or parts thereof, inconsistent or in conflict with this Ordinance, are hereby repealed to the extent only of such inconsistency or conflict.

SEVERABILITY. If any section, paragraph, clause, or provision of this Ordinance shall for any reason be held to be invalid or unenforceable, the invalidity or unenforceability of such section, paragraph, clause, or provision shall not affect any of the remaining provisions of this Ordinance, the intent being that the same are severable.

RECORDING AND AUTHENTICATION. Upon adoption hereof, this Ordinance shall be recorded in a book kept for that purpose and shall be authenticated by the signatures of the Mayor and the City Clerk.

EFFECTIVE DATE. This ordinance shall be effective upon publication after final passage.

FIRST READING: This ordinance shall be considered on first reading on November 26, 2024, at the hour of 7:30 p.m., in the City Council Chambers in City Hall, Cortez, Colorado, at which time the City Council shall consider authorizing the ordinance to be considered for a public

hearing on second and final reading on December 10, 2024.

PUBLIC HEARING. This ordinance shall be considered for second or final reading on the December 10, 2024, at the hour of 7:30 p.m., in the City Council Chambers in City Hall, Cortez, Colorado, at which time and place all persons may appear and be heard concerning the same.

PASSED, ADOPTED AND APPROVED ON FIRST READING THIS 9th DAY OF DECEMBER, 2024.

CITY OF CORTEZ

ATTEST:


LINDA L. SMITH, CITY CLERK


RACHEL B MEDINA, MAYOR

PASSED, ADOPTED AND APPROVED ON SECOND AND FINAL READING THIS 23rd DAY OF DECEMBER, 2024.

CITY OF CORTEZ

ATTEST:

LINDA L. SMITH, CITY CLERK

RACHEL B MEDINA, MAYOR

APPROVED AS TO FORM:


J. PATRICK COLEMAN, CITY ATTORNEY

SECOND AMENDMENT TO PROFESSIONAL SERVICES CONTRACT FOR
MUNICIPAL JUDGE SERVICES

1. On November 15, 2021, the City of Cortez ("City") and Beth Padilla/Padilla Law ("Contractor") entered into that certain PROFESSIONAL SERVICES CONTRACT - AGREEMENT BY AND BETWEEN THE CITY OF CORTEZ AND PADILLA/PADILLA LAW FOR MUNICIPAL JUDGE SERVICES, as amended by that certain AMENDMENT TO PROFESSIONAL SERVICES CONTRACT FOR MUNICIPAL JUDGE SERVICES (collectively the "Agreement").
2. Pursuant to Section 4.0 of the Agreement, the City shall pay the Contractor for services under the Agreement a total not to exceed the amounts set forth in Exhibit "B" attached and incorporated into the Agreement.
3. Pursuant to Section 4.0 of the Agreement, the payment amount for the Contractor's services may be changed by a properly authorized amendment to the Agreement. The City and the Contractor desire to change the payment amount for the Contractor's service pursuant to this SECOND AMENDMENT TO PROFESSIONAL SERVICES CONTRACT FOR MUNICIPAL JUDGE SERVICES (this "Second Amendment").
4. Effective January 1, 2025, upon approval of Ordinance No. 1330, Series 2024, authorizing the Mayor to execute this Second Amendment, the City and Contractor agree to amend Exhibit "B" of the Agreement to increase the Contractor's compensation as follows: Fixed salary of \$59,800.00 per year. The City and Contractor acknowledge that the City's multi-year financial obligation set forth in this Amendment is subject to the City making an annual appropriation of sufficient funds to satisfy its obligation, as required pursuant to C.R.S. § 29-1-110, and any failure to appropriate such funds shall be deemed as a termination of the Agreement without cause.
5. Article VI, Section 2 of the Cortez City Charter requires that the Contractor's compensation shall be fixed by ordinance from time to time.
6. This Second Amendment may be executed in one or more counterparts, each of which shall be deemed an original, but all of which, when taken together, shall constitute one and the same instrument. This Second Amendment may be executed using facsimile or electronic signatures and such signatures shall be given the authority of original signatures for purposes of executing and enforcing the validity of this Second Amendment.
7. Except as specifically amended by this Second Amendment, all other terms and conditions of the Agreement shall remain in full force and effect.

AGREED TO EFFECTIVE ON THE DATE OF THE LAST PARTY'S SIGNATURE BELOW:

BETH PADILLA/PADILLA LAW

THE CITY OF CORTEZ

Beth Padilla

Rachel B. Medina, Mayor

Date

Date

ATTEST:

Linda Smith, City Clerk

November 19, 2024

Dear City of Cortez Council Members:

I am the Municipal Court judge, and I was appointed in November, 2021. I am contacting you to provide updates about the Municipal Court and to explain the proposed ordinance change regarding my compensation.

As a threshold matter, the judge's salary must be established by ordinance, and therefore any changes require a new ordinance to be enacted.

The 2025 budget reflects the judge's salary is \$59,800. The current ordinance reflects a salary of \$36,000. Currently, I am physically present in the Municipal Court on Monday mornings and Wednesday and Friday as needed for in-custody hearings.

The proposed increase in the salary is due to the increase in workload and demands of the Municipal Court. If the increase is approved, I will begin working all day on Monday for the City of Cortez, in addition to being available on Wednesday and Friday for in-custody hearings. The rationale for this increase is multi-faceted.

First, we are seeing an increase in cases filed in Municipal Court. When I was appointed to the bench in 2021, there were 436 cases; whereas we have seen 992 cases so far in 2024. Importantly, we still have six weeks left in the year.

With the proposed expansion of time that I will be working with the City, I hope to meet with law enforcement leadership to discuss potentially filing more juvenile cases into the Municipal Court. Currently, we see very few juvenile cases, and I believe that some of the lower-level offenses committed by young people in our community can be effectively resolved in the Municipal Court.

The Cortez Municipal Court is also becoming a leader in Colorado. We have established the first American Bar Association sponsored Outreach Court in the state. As of Monday, we have 41 participants that have engaged in the program. Many of the defendants have attended in-patient drug rehabilitation treatment as a result of the Outreach Court.

Other municipal courts are contacting us to brainstorm, meet, and observe our new program. We recently met with the Delta Municipal Court Chief Judge and staff to discuss whether this program might be a good fit for them. Likewise, Montrose Municipal Court has also reached out with questions and plans to observe our court. I attended the Colorado Municipal Judge's Association fall conference and discussed our court with numerous judges from the Front Range, many of whom wish to learn more.

If I am able to spend more time working for the City, I hope to continue to meet with our partners in the community to strengthen the Outreach Court. Specifically, I would like to meet with Pinon Project, Porch Light (formerly The Recovery Center), Axis, and Ute Mountain Counseling.

The impact that our court is having is extending beyond the City of Cortez and State of Colorado. For example, I will be speaking with the San Juan County, New Mexico courts on November 20, 2024 to discuss our program and how it may be implemented in their system.

In addition, we host an annual networking event for municipal court judges and staff. We are creating a community of municipal courts in our area.

I would like to be able to explore additional programs and funding sources to better meet the needs of our community through the Municipal Court. Specifically, I would like additional time to research other specialty courts and to investigate grant funding for programming.

I am not an employee of the City; instead, I am a contractor. As a result, I continue to practice law and must split my time between my judicial duties and my clients. I do not receive benefits from the City of Cortez.

The requested increase in salary would allow me to dedicate more time to the City of Cortez. To provide additional context, my current salary converts to an hourly rate of \$115/hour. Both the Assistant City Attorney and defense attorneys appearing in the Municipal Court are compensated at a higher hourly rate. I am the lowest-paid professional with a Juris Doctor in the court room.

The proposed increase in my salary would equate to 10 hours per week with the City of Cortez with an hourly rate of \$115. Essentially, the increase in salary would compensate me to spend more time at the City. If an increase in salary is granted, I will spend all day on Monday working for the City of Cortez and will continue to handle in-custody hearings on Wednesdays and Fridays.

The calculation of hours that I spend on Municipal Court does not include communicating with the court administrator almost daily regarding in-custody cases, coordinating the time of court, attending multi-day conferences on behalf of the City of Cortez, attending City Council meetings, and any meetings that I currently attend with shareholders in our community.

I am very dedicated to the City of Cortez and my position as the Municipal Court Judge. I appreciate your time and consideration and welcome any questions you may have about the proposed changes.

Thank you for your time and consideration.

/s/ Beth Padilla

Beth Padilla

beth@padillalawpractice.com

Office: (970) 764-4547 x 1



CITY OF CORTEZ
123 ROGER SMITH AVENUE
CORTEZ, CO 81321

Drew Sanders
City Manager
123 E Roger Smith Ave,
Cortez, CO. 81321
dsanders@cortezco.gov

Memorandum

To: CORTEZ CITY COUNCIL

From: DREW SANDERS, CITY MANAGER

Date: December 2, 2024

RE: 2025 Cortez Community Support Grants

BACKGROUND

Most years, the Cortez City Council budgets money from the General Fund to support community organizations that preserve or enrich the health, education and welfare of the community. Community support organizations may receive grants to support activities and programs that are accessible to the City of Cortez community and encourage the development of healthy community organizations that provide programs for citizen welfare and education in the region.

DISCUSSION

The 2025 Community Support Grant application and eligibility criteria were made available to the public on the City of Cortez website the first of August, 2024, and distributed to media outlets by the Cortez PIO. Submissions were due October 18, 2024. This year, the City received 26 grant applications totaling \$109,715 in funding requests. The Council budget for the grant awards is \$32,000. The grant review committee, Councilmember Dennis Spruell, Councilmember Matt Keefauver, Community and Economic Development Director Rachael Marchbanks, Executive Assistant Wendy Mimiaga, and City Manager Drew Sanders, carefully analyzed each application based on the required criteria and have submitted their recommendations for the 2025 grant awards.

FISCAL IMPACT

The \$32,000 2025 Community Support Grant was included in the City of Cortez 2025 Annual Budget that was approved by Council on November 12, 2024.

RECOMMENDATION

Staff recommends that Council consider awarding the 2025 Cortez Community Support Grants as determined by the 2025 Community Support Grant review committee.

MOTION

If agreed upon by the City Council, a possible motion would be: I move that Council approve the 2025 Community Support Grant awards as determined by the Grant Review Committee, and authorize the Mayor to sign the award letters for all grant applicants.

Attachments

Applicants

Nominees, suggested awards

2025 COMMUNITY SUPPORT GRANT APPLICANTS
SUGGESTED AWARDS FOR 2025

	Organization	Applicant	Mailing Address	Amount Requested	Amount Awarded
1	Cancer Resource Alliance of Mtz-Dol Counties	Tiffani Randall or Susan Keck 970-749-2613 / 970-759-1378	P.O. Box 569 Cortez, CO 81321	\$ 5,000.00	\$ 4,000.00
2	Colorado Pet Pantry	Eileen Lambert 720-441-3111	P.O. Box 323 Boulder, CO 80306	\$ 5,000.00	\$ 1,500.00
3	Community Connections	Lisa Branner 970-385-3453	281 Sawyer Dr Ste 200 Durango, CO 81301	\$ 2,500.00	\$ 2,500.00
4	Sunflower Troupe Community Theater	Tom Yoder 970-564-9727	P.O. Box 116 Cortez CO 81321	\$ 1,000.00	
5	Cortez BMX	Mark Baxter 970-739-0771	33 N. Chestnut St. Cortez CO 81321	\$ 5,000.00	
6	Cortez Cultural Center	Shere Holleman 720-890-6097	25 North Market St. Cortez, CO 81321	\$ 5,000.00	
7	Dolores Watershed Collaborative	Amorina Lee-Martinez 970-560-9484	33 N. Chestnut St. Cortez CO 81321	\$ 5,000.00	
8	Four Corners Child Advocacy Center	Rosemary Jergens 970-565-8155	118 N Chestnut St. Cortez, CO 81321	\$ 5,000.00	\$ 5,000.00
9	Four Corners Community Band	Ann Streett-Joslin 970-317-4566	28709 Road P.7 Dolores, CO 81323	\$ 1,000.00	\$ 1,000.00
10	Grace's Kitchen	Annie Seder 970-565-7865	110 W. North St. Cortez, CO 81321	\$ 5,000.00	\$ 5,000.00
11	Hope's Kitchen	Remetha Gustafson 970-565-3002	PO Box 1016 Cortez, CO 81321	\$ 5,000.00	\$ 5,000.00
12	Hospice of Montezuma	Chris Giangreco 773-726-4205 / 970-565-4400	PO Drawer 740 Cortez, CO 81321	\$ 4,000.00	\$ 2,000.00
13	Housing Solutions for the Southwest	Elizabeth Salkind 970-259-1086	295 Girard St. Durango, CO 81303	\$ 5,000.00	
14	Montezuma County Search and Rescue	Taylor McFerrin 832-691-1740	P.O. Box 81 Cortez, CO 81321	\$ 5,000.00	
15	Montezuma County Historical Society	Elizabeth Quinn MacMillan 970-516-1100	P.O. Box 218 Cortez, CO 81321	\$ 2,250.00	
16	Montezuma County VFW Post 5231	John Davis 720-388-5602	P.O. Box 561 Cortez, CO 81321	\$ 5,000.00	
17	Montezuma Leadership Network	Vanessa Malloy 970-565-9200	33 N. Chestnut Cortez, CO 81321	\$ 5,000.00	\$ 1,000.00
18	Por Dia Corporation	Amy Long 970-759-2800	1515 S. Oak St. Cortez, CO 81321	\$ 5,000.00	
19	The Salvation Army	Evalena Russell 970-564-4228	215 N. Linden St. Cortez, CO 81321	\$ 3,965.00	
20	Sand Canyon Therapy	Anna Diaz 970-570-3119	37 N. Madison Cortez, CO 81321	\$ 5,000.00	
21	School Community Youth Collaborative (O)	Christine Brice-Nelson 970-480-7293	10 West Main #102 Cortez, CO 81321	\$ 5,000.00	\$ 2,500.00
22	Southwest Center for Independence	Kelsey Bell 970-903-2360	206 W. North St. #5 Cortez, CO 81321	\$ 3,000.00	
23	Metro Volunteers / Spark the Change Colorado	Angela Clark 719-821-2982	PO Box 232 Cortez, CO 81321	\$ 5,000.00	
24	Southwest Memorial Hospital Foundation	Austan Koller 970-560-0690	P.O. Box 1585 Cortez, CO 81321	\$ 5,000.00	\$ 2,500.00
25	Tri City Soccer Association	Ben Burkett 303-594-7820	P.O. Box 1353 Cortez, CO 81321	\$ 5,000.00	
26	Westminster-Broomfield Optimist	John Swanborg 303-466-5631	P.O. Box 1436 Dolores, CO 81323	\$ 2,000.00	

Total Requested: \$ 109,715.00 \$ 32,000.00



2025 CORTEZ COMMUNITY SUPPORT GRANTS

Nominees – Suggested Awards

1. Cancer Resource Alliance of Montezuma and Dolores Counties – Serves residents with education about cancer, provides free breast and reproductive cancer screenings through providers, and provides funds to residents who are in cancer treatment.

Purpose of Funds – Provide financial assistance through grants to local residents to help offset some of the medical and non-medical expenses incurred during cancer treatment. The current grant amount is \$500. All volunteer, very minimal operating expenses. Almost 100% of income used for resident grants. 49% of participants are from the City of Cortez.

Organization has been in existence since 2003. They have been awarded the Cortez Community Support Grant the past five (5) years.

Requested \$5,000 / Suggested \$4,000

2. Colorado Pet Pantry – Temporarily helps to feed Colorado pets allowing families the ability to care for their pets keeping them with their families and out of shelters.

Purpose of Funds – Help cover the cost of staff, transportation, delivery and distribution. All pet food and supplies are donated and organization is primarily powered by volunteers. Pets help keep people healthy, and help to support their physical and mental wellbeing. Funds to be expended 40% Cortez / 60% Montezuma County.

Organization has been in existence for 11 years. First time applicant.

Requested \$5,000 / Suggested \$1,500

3. Community Connections – Create opportunities for children and adults with intellectual and developmental disabilities and connecting them with the resources they need to lead healthy and fulfilling lives.

Purpose of Funds – Three primary programs; Case management to help navigate the system of supports; Early intervention to provide support and services for children 0-3 who need help reaching developmental milestones or other developmental needs; Family support services to support and strengthen families who are caring for individuals with intellectual and developmental disabilities in the home. 84% of funding stays in the City of Cortez, 16% Montezuma Count.

Organization has been in existence for 39 years. They have been awarded the Cortez Community Support Grant the past five (5) plus years.

Requested \$2,500 / Suggested \$2,500

4. Four Corners Child Advocacy Center – To strengthen our community's response to child abuse and neglect through prevention, intervention, education and advocacy.

Child Advocacy Centers are child-focused programs in which representatives of law enforcement, social services, prosecution, victim advocacy, medical and mental health personnel jointly intervene in cases involving sexual/physical assaults and other crimes against children through investigation, treatment and prosecution.

Purpose of Funds – To support their forensic interview services and help sustain critical services to ensure continued support to child victims. 55% of funds directly support Cortez.

Organization has been in existence for 32 years. They have been awarded the Cortez Community Support Grant for at least the past five (5) plus years.

Requested \$5,000 / Suggested \$5,000

5. Four Corners Community Band – Provide quality public musical entertainment for the Four Corners area and to provide an opportunity for area musicians to continue their involvement in music.

The only concert band in the area; has approximately 10 - 12 performances annually. Always free of charge and everyone is welcome.

Purpose of Funds – For general operations, especially the director honorarium, without a director, there is no band; and for professional association membership and copyright law compliance. 57% of funds directly support Cortez.

Organization has been in existence for 24 years. They were awarded the Cortez Community Support Grant in 2018, 2022, 2023 and 2024.

Requested \$1,000 / Suggested \$1,000

6. Grace's Kitchen – To provide a meal to anyone in need. Meal's are provided three (3) days a week throughout the year. Over 10,000 nutritious meals have been distributed, with an average increase from 240 to 330 per week. It is projected that nearly 14,000 meals will have been served by the end of 2024 including the annual Thanksgiving holiday dinner. All at no charge. All volunteer organization with 8,000 volunteer hours provided. 100% of funds directly support Cortez.

Purpose of Funds – All funds to be used for food, supplies and take out service supplies.

Organization has been in existence for 26 years. They were awarded the Cortez Community Support Grant in 2024.

Requested \$5,000 / Suggested \$5,000

7. Hope's Kitchen – To provide food to those who are homeless and hungry in our community. Meals are provided three (3) days a week. Through their partnership with St. Barnabas Church (Grace's kitchen) meals are provided to the hungry six (6) days a week. 85% of funds directly support Cortez.

Purpose of funds – All funds to be used to purchase meat products and produce.

Organization has been in existence for 24 years. They were awarded the Cortez Community Support Grant in 2024.

Requested \$5,000 / Suggested \$5,000

8. Hospice of Montezuma – A community organization providing end-of-life care, support and guidance to all individuals and families.

Hospice is concept of care that meets the physical, emotional and spiritual needs of those living with life-limiting illness along with their families using a unique team approach that encompasses a wide range of resources and disciplines. The goal is to improve quality of life from diagnosis through the end of life and bereavement.

Purpose of Funds – To continue bereavement services free of charge and with no restrictions to those in need; pay staff salaries and offset printing, mailing, and therapeutic group needs. 47% of funds support caregivers and families living in the City of Cortez.

Organization has been in existence for 35 years. They have been awarded the Cortez Community Support Grant the past five (5) plus years.

Requested \$4,000 / Suggested \$2,000

9. Montezuma Leadership Network – Provides development opportunities for current and emerging leaders; continuing leadership education and peer networking.

A unique organization that provided various leadership development opportunities within the City of Cortez and Montezuma County. It is crucial to the health and well-being of a community to have a diverse, empowered leadership pool.

Purpose of Funds – To provide general operating support to all activities including advertising, contract labor, printing, program meals and expenses, etc. 37% of the funds support the City of Cortez.

Organization has been in existence for 2 years. This would be their first Community Support Grant award.

Requested \$5,000 grant / Suggested \$1,000

10. School Community Youth Collaborative – Support youth on their path to adulthood. Provide connection opportunities, positive youth development, and academic opportunities. Increase youth self-esteem and social-emotional skills.

Purpose of Funds – Support out-of-school time programs at SWOS and M-CMS. These programs provide both academic support and enrichment opportunities. 100% of the funds support the City of Cortez.

Organization has been in existence for 25 years. They were awarded the Cortez Community Support Grant in 2022 and 2024.

Requested \$5,000 / Suggested \$2,500

11. Southwest Memorial Hospital Foundation – Supports Southwest Health System in providing high-quality, accessible health care for the people of Montezuma County and surrounding areas.

Purpose of Funds – To provide Montelores Cancer Care Assistance Grants to members of our community. Grants are limited to \$1,000 per individual to aid patients with personal needs during their treatment.

Organization has been in existence for 39 years. First time applicant.

Requested \$5,000 / Suggested \$2,500



CITY OF CORTEZ
123 ROGER SMITH AVENUE
CORTEZ, CO 81321

Brian Peckins
Director of Public Works
110 West Progress Circle
Cortez, CO. 81321
bpeckins@cortezco.gov

Memorandum

To: CORTEZ CITY COUNCIL

From: Vickie Haddix, General Services Secretary

Date: 12/3/2024

RE: 2025 Janitorial Bids for the Service Center, Welcome Center, City Hall, and Police Department

BACKGROUND

The City contracts out janitorial services for cleaning the Service Center, Welcome Center, City Hall, and Police Department. For the past several years, the City has reissued contracts to the existing vendor at the same rate as the previous year. This year, it was decided to rebid all janitorial services for the Service Center, Welcome Center, City Hall, and Police Department for the 2025 year.

DISCUSSION

Specifications were drawn up and bids were received on November 20, 2024. The City received five responses to the Service Center bid request; four responses for the Welcome Center; four responses for City Hall; and three responses for the Police Department. Following is an overview of the bids received for each building.

Service Center	
Red Fin Janitorial, LLC	\$20,320.00
Care Beyond Care, LLC	\$32,100.00
Monica's Cleaning Service	\$36,000.00
Superior Services, LLC	\$49,150.00
Bravo! Cleaning & Restoration	\$55,072.00

Welcome Center	
Red Fin Janitorial, LLC	\$15,396.00
Care Beyond Care, LLC	\$18,000.00
Monica's Cleaning Service	\$24,000.00
Bravo! Cleaning & Restoration	\$27,118.00

City Hall	
Monica's Cleaning Service	\$38,000.00
Superior Services, LLC	\$55,720.00
Bravo! Cleaning & Restoration	\$60,751.00
Care Beyond Care, LLC	\$64,300.00

Police Department	
Monica's Cleaning Service	\$48,000.00
Care Beyond Care, LLC	\$58,500.00
Bravo! Cleaning & Restoration	\$79,678.00

FISCAL IMPACT

Janitorial services are included in the budgets for each of the buildings.

RECOMMENDATION

Staff recommends that Council consider approving the 2025 Janitorial bids to the low bidder for each building, as shown below:

Service Center	Red Fin Janitorial, LLC	\$20,320.00
Welcome Center	Red Fin Janitorial, LLC	\$15,396.00
City Hall	Monica's Cleaning Service	\$38,000.00
Police Department	Monica's Cleaning Service	\$48,000.00

MOTION

If agreed upon by the City Council, a possible motion would be: I move that Council award the 2025 Janitorial Bids to the following bidders, and authorize the City Manager to negotiate and sign a Professional Services Agreement on behalf of the City with each.

Service Center	Red Fin Janitorial, LLC	\$20,320.00
Welcome Center	Red Fin Janitorial, LLC	\$15,396.00
City Hall	Monica's Cleaning Service	\$38,000.00
Police Department	Monica's Cleaning Service	\$48,000.00

Attachments

SC Bidtab
 WC Bidtab
 CH Bidtab
 PD Bidtab

2025 SERVICE CENTER JANITORIAL BID TAB											
	TIMES PER YEAR	SUPERIOR SERVICES, LLC		BRAVO CLEANING & RESTORATION		CARE BEYOND CARE, LLC		RED FIN JANITORIAL, LLC		MONICA'S CLEANING SERVICE	
Daily - 5 days/week	260	\$ 100.00	\$ 26,000.00	\$ 140.00	\$ 36,400.00	\$ 100.00	\$ 26,000.00	\$ 62.00	\$ 16,120.00	\$ 138.46	\$ 36,000.00
Weekly	52	\$ 75.00	\$ 3,900.00	\$ 60.00	\$ 3,120.00	\$ 75.00	\$ 3,900.00	\$ 25.00	\$ 1,300.00	\$ 692.30	\$ 36,000.00
Monthly	12	\$ 900.00	\$ 10,800.00	\$ 680.00	\$ 8,160.00	\$ 100.00	\$ 1,200.00	\$ 25.00	\$ 300.00	\$ 3,000.00	\$ 36,000.00
Quarterly	4	\$ 2,112.50	\$ 8,450.00	\$ 1,848.00	\$ 7,392.00	\$ 250.00	\$ 1,000.00	\$ 650.00	\$ 2,600.00	\$ 12,000.00	\$ 36,000.00
Total Bid			\$ 49,150.00		\$ 55,072.00		\$ 32,100.00		\$ 20,320.00		\$ 36,000.00
Per Month			\$ 4,095.83		\$ 4,589.33		\$ 2,675.00		\$ 1,693.33		\$ 3,000.00

BID FORM

The bidder shall include with his bid, a schedule of work currently carried out by the bidder and a short narrative of how the additional work load can be handled. This schedule of work and narrative shall be attached to this bid form on a separate piece of paper. A list of three references for comparable work performed by the bidder shall also be included (form attached – pg. 5).

All bid items must be included, including Daily, Weekly, Monthly, and Quarterly pricing. Failure to include any required item will be grounds for rejection of a bidder's proposal.

BID – CITY SERVICE CENTER JANITORIAL SERVICES

Daily Cleaning (5 days/week):	\$ <u>62</u> ^{75¢} x 260 days	\$ <u>16120.00</u>
Weekly Cleaning:	\$ <u>25</u> x 52 weeks	\$ <u>1300.00</u>
Monthly Cleaning:	\$ <u>25</u> x 12 months	\$ <u>300.00</u>
Quarterly Cleaning:	\$ <u>650</u> x 4 quarters	\$ <u>2600.00</u>

YEARLY TOTAL: \$ 20,320.00

Bidder hereby acknowledges Addendum No. 1

Dusten Friend
Signature

Company Name: Redfinjanitorial LLC
Mailing Address: 28260 Hwy 160 # 25 Cortez, CO 81321
Contact Person: Dusten Friend Phone: 970-560-3517
Email: Redfinjanitorial98@gmail.com

BID FORM

The bidder shall include with his bid, a schedule of work currently carried out by the bidder and a short narrative of how the additional work load can be handled. This schedule of work and narrative shall be attached to this bid form on a separate piece of paper. A list of three references for comparable work performed by the bidder shall also be included (form attached – pg. 5).

All bid items must be included, including Daily, Weekly, Monthly, and Quarterly pricing. Failure to include any required item will be grounds for rejection of a bidder's proposal.

BID – CITY SERVICE CENTER JANITORIAL SERVICES

Daily Cleaning (5 days/week):	\$ <u>100.00</u>	x 260 days	\$ <u>26,000.00</u>
Weekly Cleaning:	\$ <u>75.00</u>	x 52 weeks	\$ <u>3,900.00</u>
Monthly Cleaning:	\$ <u>900.00</u>	x 12 months	\$ <u>10,800.00</u>
Quarterly Cleaning:	\$ <u>2,112.50</u>	x 4 quarters	\$ <u>8,450.00</u>

YEARLY TOTAL: \$ 49,150.00

Bidder hereby acknowledges Addendum No. 1

Benjamin Lee Boaz
Signature

Company Name: SUPERIOR SERVICES, LLC

Mailing Address: P.O. Box 1213 CORTEZ, CO. 81321

Contact Person: BENJAMIN LEE BOAZ Phone: 970 739-4509

Email: CTZsuperior.services.llc@gmail.com

BID FORM

The bidder shall include with his bid, a schedule of work currently carried out by the bidder and a short narrative of how the additional work load can be handled. This schedule of work and narrative shall be attached to this bid form on a separate piece of paper. A list of three references for comparable work performed by the bidder shall also be included (form attached – pg. 5).

All bid items must be included, including Daily, Weekly, Monthly, and Quarterly pricing. Failure to include any required item will be grounds for rejection of a bidder's proposal.

BID – CITY SERVICE CENTER JANITORIAL SERVICES

Daily Cleaning (5 days/week):	\$ <u>140</u>	x 260 days	\$ <u>36,400</u>
Weekly Cleaning:	\$ <u>60</u>	x 52 weeks	\$ <u>3,120</u>
Monthly Cleaning:	\$ <u>680</u>	x 12 months	\$ <u>8,160</u>
Quarterly Cleaning:	\$ <u>1,848</u>	x 4 quarters	\$ <u>7,392</u>

YEARLY TOTAL: \$ 55,072

Bidder hereby acknowledges Addendum No. 1


Signature

Company Name: Bravo! Cleaning & Restoration

Mailing Address: 723 W 4th St Cortez, CO 81321

Contact Person: Randon Sheley Phone: 970-739-6742

Email: bravocleaningcortez@gmail.com

BID FORM

The bidder shall include with his bid, a schedule of work currently carried out by the bidder and a short narrative of how the additional work load can be handled. This schedule of work and narrative shall be attached to this bid form on a separate piece of paper. A list of three references for comparable work performed by the bidder shall also be included (form attached – pg. 5).

All bid items must be included, including Daily, Weekly, Monthly, and Quarterly pricing. Failure to include any required item will be grounds for rejection of a bidder's proposal.

BID – CITY SERVICE CENTER JANITORIAL SERVICES

Daily Cleaning (5 days/week):	\$ <u>106</u> x 260 days	\$ <u>26,000</u>
Weekly Cleaning:	\$ <u>75</u> x 52 weeks	\$ <u>3,900</u>
Monthly Cleaning:	\$ <u>100</u> x 12 months	\$ <u>1,200</u>
Quarterly Cleaning:	\$ <u>250</u> x 4 quarters	\$ <u>1,000</u>

YEARLY TOTAL: \$ 32,100

Bidder hereby acknowledges Addendum No. 1



Signature

Company Name: Care Beyond Care LLC

Mailing Address: P.O. Box 71, Mancos CO 81321

Contact Person: Charles Green-Warshum Phone: 970-739-0256

Email: Warshum@gmail.com / Founder@carebeyondcare.com

BID FORM

The bidder shall include with his bid, a schedule of work currently carried out by the bidder and a short narrative of how the additional work load can be handled. This schedule of work and narrative shall be attached to this bid form on a separate piece of paper. A list of three references for comparable work performed by the bidder shall also be included (form attached - pg. 5).

All bid items must be included, including Daily, Weekly, Monthly, and Quarterly pricing. Failure to include any required item will be grounds for rejection of a bidder's proposal.

BID - CITY SERVICE CENTER JANITORIAL SERVICES

Daily Cleaning (5 days/week):	\$ 138.46 x 260 days	\$ 36,000.00
Weekly Cleaning:	\$ 692.30 x 52 weeks	\$ 36,000.00
Monthly Cleaning:	\$ 3,000.00 x 12 months	\$ 36,000.00
Quarterly Cleaning:	\$ 12,000.00 x 4 quarters	\$ 36,000.00

YEARLY TOTAL: \$36,000.00

Bidder hereby acknowledges Addendum No. 1


Signature

Company Name: MONICA'S CLEANING SERVICE
Mailing Address: P.O. Box 693, CORTER Cd #1321
Contact Person: Monica Phone: 970 799-3408
Email: monica.balderama@hotmail.com

BID OPENING FORM

DATE: 11/20/2024 TIME: 3:00 P.m

NAME OF BID: 2025 Service Center Janitorial Bif

OPENED BY: ✓ Clare Haddy

PRESENT: Kaine Berneighen

BIDDERS: _____ \$ _____ \$ _____ \$ _____

Physical Bids: _____ \$ _____ \$ _____ \$ _____

monica _____ \$ 36,000 \$ _____ \$ _____

Superior _____ \$ 49,150 \$ _____ \$ _____

Blavo _____ \$ 55,072 \$ _____ \$ _____

Charles Green _____ \$ 32,100 \$ _____ \$ _____

Red fir _____ \$ 20,320 \$ _____ \$ _____

_____ \$ _____ \$ _____ \$ _____

_____ \$ _____ \$ _____ \$ _____

_____ \$ _____ \$ _____ \$ _____

_____ \$ _____ \$ _____ \$ _____

_____ \$ _____ \$ _____ \$ _____

_____ \$ _____ \$ _____ \$ _____

2025 WELCOME CENTER JANITORIAL BID TAB									
	TIMES PER YEAR	BRAVO CLEANING & RESTORATION		CARE BEYOND CARE, LLC		RED FIN JANITORIAL, LLC		MONICA'S CLEANING SERVICE	
Daily - 3 days/week	104	\$ 160.00	\$ 16,640.00	\$ 125.00	\$ 13,000.00	\$ 124.00	\$ 12,896.00	\$ 230.00	\$24,000.00
Weekly	52	\$ 90.00	\$ 4,680.00	\$ 75.00	\$ 3,900.00	\$ 25.00	\$ 1,300.00	\$ 460.00	\$24,000.00
2/year	2	\$ 2,899.00	\$ 5,798.00	\$ 550.00	\$ 1,100.00	\$ 600.00	\$ 1,200.00	\$12,000.00	\$24,000.00
Total Bid			\$ 27,118.00		\$ 18,000.00		\$ 15,396.00		\$24,000.00
Per Month			\$ 2,259.83		\$ 1,500.00		\$ 1,283.00		\$ 2,000.00

BID FORM**COLORADO WELCOME CENTER OF CORTEZ JANITORIAL SERVICES**

The bidder shall include with his bid, a schedule of work currently carried out by the bidder and a short narrative of how the additional work load can be handled. This schedule of work and narrative shall be attached to the bid form on a separate piece of paper. A list of three references for comparable work performed by the bidder shall also be included (form attached pg. 6).

All bid items must be included, including Daily, Weekly, and Twice-yearly pricing. Failure to include any required item will be grounds for rejection of a bidder's proposal.

BID - CITY SERVICE CENTER JANITORIAL SERVICES

Daily Cleaning 2 days/week):	\$ <u>160</u>	x 104 days	\$ <u>16,640</u>
Weekly Cleaning:	\$ <u>90</u>	x 52 weeks	\$ <u>4,680</u>
Twice Yearly Cleaning	\$ <u>2,899</u>	x 2 days	\$ <u>5,798</u>
YEARLY TOTAL:			\$ <u>27,118</u>

Bidder hereby acknowledges Addendum No. 1

Signature 

Company Name: Bravo! Cleaning & Restoration

Mailing Address: 723 W 4th St. Cortez, CO 81321

Contact Person: Randon Shelay Phone: 970-739-6742

Email: bravocleaningcortez@gmail.com

BID FORM**COLORADO WELCOME CENTER OF CORTEZ JANITORIAL SERVICES**


The bidder shall include with his bid, a schedule of work currently carried out by the bidder and a short narrative of how the additional work load can be handled. This schedule of work and narrative shall be attached to the bid form on a separate piece of paper. A list of three references for comparable work performed by the bidder shall also be included (form attached pg. 6).

All bid items must be included, including Daily, Weekly, and Twice-yearly pricing. Failure to include any required item will be grounds for rejection of a bidder's proposal.

BID – CITY SERVICE CENTER JANITORIAL SERVICES

Daily Cleaning 2 days/week):	\$ <u>125</u> x 104 days	\$ <u>13,000</u>
Weekly Cleaning:	\$ <u>75</u> x 52 weeks	\$ <u>3,900</u>
Twice Yearly Cleaning	\$ <u>550</u> x 2 days	\$ <u>1,100</u>
YEARLY TOTAL:		\$ <u>18,000</u>

Bidder hereby acknowledges Addendum No. 1


Signature

Company Name: Care Beyond Care LLC

Mailing Address: P.O. Box 71 Mancos CO 81321

Contact Person: Charles Green-Worsham II Phone: 970-739-0256

Email: Worsham@gmail.com / Founder@carebeyondcare.com

BID FORM**COLORADO WELCOME CENTER OF CORTEZ JANITORIAL SERVICES**

The bidder shall include with his bid, a schedule of work currently carried out by the bidder and a short narrative of how the additional work load can be handled. This schedule of work and narrative shall be attached to the bid form on a separate piece of paper. A list of three references for comparable work performed by the bidder shall also be included (form attached pg. 6).

All bid items must be included, including Daily, Weekly, and Twice-yearly pricing. Failure to include any required item will be grounds for rejection of a bidder's proposal.

BID - CITY SERVICE CENTER JANITORIAL SERVICES

Daily Cleaning 2 days/week):	\$ <u>124</u>	x 104 days	\$ <u>12896.00</u>
Weekly Cleaning:	\$ <u>25^{PSF}</u>	x 52 weeks	\$ <u>1300.00^{PSF}</u>
Twice Yearly Cleaning	\$ <u>600</u>	x 2 days	\$ <u>1200.00</u>
YEARLY TOTAL:			\$ <u>15,396.00</u>

Bidder hereby acknowledges Addendum No. 1


Signature

Company Name: Redfinjanitorial LLC
Mailing Address: 28260 Hwy 160 #25 Cortez, CO 81321
Contact Person: Dusten Friend Phone: 970-560-3517
Email: Redfinjanitorial98@gmail.com

BID FORM**COLORADO WELCOME CENTER OF CORTEZ JANITORIAL SERVICES**


The bidder shall include with his bid, a schedule of work currently carried out by the bidder and a short narrative of how the additional work load can be handled. This schedule of work and narrative shall be attached to the bid form on a separate piece of paper. A list of three references for comparable work performed by the bidder shall also be included (form attached pg. 6).

All bid items must be included, including Daily, Weekly, and Twice-yearly pricing. Failure to include any required item will be grounds for rejection of a bidder's proposal.

BID - CITY SERVICE CENTER JANITORIAL SERVICES

Daily Cleaning 2 days/week:	\$ <u>230.-</u> x 104 days	\$ <u>24000.-</u>
Weekly Cleaning:	\$ <u>480</u> x 52 weeks	\$ <u>24000.-</u>
Twice Yearly Cleaning	\$ <u>12000</u> x 2 days	\$ <u>24000.-</u>
YEARLY TOTAL:		\$ <u>24000.-</u>

Bidder hereby acknowledges Addendum No. 1

Signature 

Company Name: MONICA'S CLEANING SERVICE

Mailing Address: P.O. BOX 693, CORTEZ CO 81321

Contact Person: MONICA Phone: 970 799-3408

Email: monica.balderrama@hotmail.com

BID OPENING FORM

DATE: 11/20/2024 TIME: 4:00 p.m

NAME OF BID: 2025 Welcome Center Janitorial Bid

OPENED BY: Valeffadap

PRESENT: Kaine Beoughn

BIDDERS: _____ \$ _____ \$ _____ \$ _____

Physical Bids: _____ \$ _____ \$ _____ \$ _____

Monica _____ \$ 24,000 \$ _____ \$ _____

BRAVO _____ \$ 27,118 \$ _____ \$ _____

Charles Green _____ \$ 18,000 \$ _____ \$ _____

Redfin _____ \$ 15,396 \$ _____ \$ _____

_____ \$ _____ \$ _____ \$ _____

_____ \$ _____ \$ _____ \$ _____

_____ \$ _____ \$ _____ \$ _____

_____ \$ _____ \$ _____ \$ _____

_____ \$ _____ \$ _____ \$ _____

_____ \$ _____ \$ _____ \$ _____

_____ \$ _____ \$ _____ \$ _____

2025 CITY HALL JANITORIAL BID TAB

	TIMES PER YEAR	SUPERIOR SERVICES, LLC		BRAVO CLEANING & RESTORATION		CARE BEYOND CARE, LLC		MONICA'S CLEANING SERVICE	
Daily - 3 days/week	156	\$ 160.00	\$ 24,960.00	\$ 260.00	\$ 40,560.00	\$ 350.00	\$ 54,600.00	\$ 243.58	\$ 38,000.00
Weekly	52	\$ 90.00	\$ 4,680.00	\$ 160.00	\$ 8,320.00	\$ 75.00	\$ 3,900.00	\$ 730.76	\$ 38,000.00
Monthly	12	\$ 1,000.00	\$ 12,000.00	\$ 90.00	\$ 1,080.00	\$ 300.00	\$ 3,600.00	\$ 3,166.66	\$ 38,000.00
Quarterly	4	\$ 3,520.00	\$ 14,080.00	\$ 2,697.75	\$ 10,791.00	\$ 550.00	\$ 2,200.00	\$ 12,660.66	\$ 38,000.00
Total Bid			\$ 55,720.00		\$ 60,751.00		\$ 64,300.00		\$ 38,000.00
Per Month			\$ 4,643.33		\$ 5,062.58		\$ 5,358.33		\$ 3,166.67

BID FORM

The bidder shall include with his bid, a schedule of work currently carried out by the bidder and a short narrative of how the additional work load can be handled. This schedule of work and narrative shall be attached to this bid form on a separate piece of paper. A list of three references for comparable work performed by the bidder shall also be included (form attached – pg. 5).

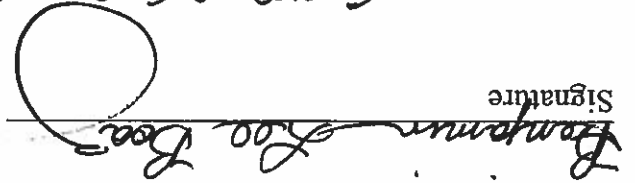
All bid items must be included, including Daily, Weekly, Monthly, and Quarterly pricing. Failure to include any required item will be grounds for rejection of a bidder's proposal.

BID – CORTEZ CITY HALL JANITORIAL SERVICES

Daily Cleaning (3 days/week):	\$ 160.00	x 156 days	\$ 24,960.00
Weekly Cleaning:	\$ 90.00	x 52 weeks	\$ 4,680.00
Monthly Cleaning:	\$ 1,000.00	x 12 months	\$ 12,000.00
Quarterly Cleaning:	\$ 3,520.00	x 4 quarters	\$ 14,080.00

YEARLY TOTAL:\$ 55,720.00**Bidder hereby acknowledges Addendum No. 1**

Signature


Company Name: SUPERIOR SERVICES, LLCMailing Address: P.O. Box 1213 CORTEZ, CO. 81321Contact Person: BENJAMIN LEE BOAZ Phone: 970 739-4509Email: CITZSUPERIORSERVICES,LLC@gmail.com

BID FORM

The bidder shall include with his bid, a schedule of work currently carried out by the bidder and a short narrative of how the additional work load can be handled. This schedule of work and narrative shall be attached to this bid form on a separate piece of paper. A list of three references for comparable work performed by the bidder shall also be included (form attached - pg. 5).

All bid items must be included, including Daily, Weekly, Monthly, and Quarterly pricing. Failure to include any required item will be grounds for rejection of a bidder's proposal.

BID - CORTEZ CITY HALL JANITORIAL SERVICES

Daily Cleaning (3 days/week):	\$ 260	x 156 days	\$ 40,560
Weekly Cleaning:	\$ 160	x 52 weeks	\$ 8,320
Monthly Cleaning:	\$ 90	x 12 months	\$ 1,080
Quarterly Cleaning:	\$ 2,697.75	x 4 quarters	\$ 10,791

YEARLY TOTAL:

\$ 60,751

Bidder hereby acknowledges Addendum No. 1

Signature



Company Name: Brave! Cleaning & Restoration

Mailing Address: 723 W 4th St. Cortez, CO 81321

Contact Person: Randon Shelby

Phone: 970-739-6742

Email: bravecleaningcortez@gmail.com

BID FORM

The bidder shall include with his bid, a schedule of work currently carried out by the bidder and a short narrative of how the additional work load can be handled. This schedule of work and narrative shall be attached to this bid form on a separate piece of paper. A list of three references for comparable work performed by the bidder shall also be included (form attached - pg. 5).

All bid items must be included, including Daily, Weekly, Monthly, and Quarterly pricing. Failure to include any required item will be grounds for rejection of a bidder's proposal.

BID - CORTEZ CITY HALL JANITORIAL SERVICES

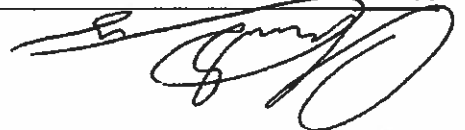
Daily Cleaning (3 days/week):	\$ 350	x 156 days	\$ 54,600
Weekly Cleaning:	\$ 75	x 52 weeks	\$ 3,900
Monthly Cleaning:	\$ 300	x 12 months	\$ 3,600
Quarterly Cleaning:	\$ 550	x 4 quarters	\$ 2,200

YEARLY TOTAL:

\$ 64,300

Bidder hereby acknowledges Addendum No. 1

Signature



Company Name: Care Beyond Care
 Mailing Address: PO Box 71 Maricopa AZ 85138
 Contact Person: Charles Green-Watson Phone: 970-739-0256
 Email: Worshum@gmail.com / faunier@carebeyondcare.com

BID FORM

The bidder shall include with his bid, a schedule of work currently carried out by the bidder and a narrative of how the additional work load can be handled. This schedule of work and narrative shall be attached to this bid form on a separate piece of paper. A list of three references for comparable work performed by the bidder shall also be included (form attached - pg. 5).

All bid items must be included, including Daily, Weekly, Monthly, and Quarterly pricing. Failure to include any required item will be grounds for rejection of a bidder's proposal.

BID - CORTEZ CITY HALL JANITORIAL SERVICES

Daily Cleaning (3 days/week):	\$ 213.50 x 156 days	\$ 34,000.00
Weekly Cleaning:	\$ 730.76 x 52 weeks	\$ 38,000.00
Monthly Cleaning:	\$ 3166.66 x 12 months	\$ 38,000.00
Quarterly Cleaning:	\$ 12,660.00 x 4 quarters	\$ 38,000.00

YEARLY TOTAL:

\$ 34,000.00

Bidder hereby acknowledges Addendum No. 1

Signature

Company Name: Monica's Cleaning Service
 Mailing Address: P.O. Box 693, Cortez, CO
 Contact Person: Monica
 Phone: 970-799-340
 Email: monica.balderrama@hotmail.com

BID OPENING FORM

DATE:

11/20/2024

TIME:

3:15 p.m.

NAME OF BID:

2025 City Hall Janitorial Bid

OPENED BY:

✓ what body

PRESENT:

Kare Bough

BIDDERS:

Physical Bids:

Monica's

\$ 38,000

Sufanor

55,720 \$

Charles Green

\$64300

Gravito

7/5/09 \$

2025 POLICE DEPARTMENT JANITORIAL BID TAB							
	TIMES PER YEAR	BRAVO CLEANING & RESTORATION		CARE BEYOND CARE, LLC		MONICA'S CLEANING SERVICE	
Daily - 3 days/week	260	\$ 180.00	\$ 46,800.00	\$ 200.00	\$ 52,000.00	\$ 184.61	\$ 48,000.00
Weekly	52	\$ 160.00	\$ 8,320.00	\$ 75.00	\$ 3,900.00	\$ 923.07	\$ 48,000.00
Monthly	12	\$ 90.00	\$ 1,080.00	\$ 100.00	\$ 1,200.00	\$ 4,000.00	\$ 48,000.00
Quarterly	4	\$ 5,869.55	\$ 23,478.20	\$ 350.00	\$ 1,400.00	\$ 12,000.00	\$ 48,000.00
Total Bid			\$ 79,678.20		\$ 58,500.00		\$ 48,000.00
Per Month			\$ 6,639.85		\$ 4,875.00		\$ 4,000.00

BID FORM

The bidder shall include with its bid, a schedule of work currently carried out by the bidder and a short narrative of how the additional work load can be handled. This schedule of work and narrative shall be attached to this bid form on a separate piece of paper. A list of three references for comparable work performed by the bidder shall also be included (form attached - pg 6).

All bid items must be included, including Daily, Weekly, Monthly, and Quarterly pricing. Failure to include any required item will be grounds for rejection of a bidder's proposal.

BID - CORTEZ POLICE DEPARTMENT JANITORIAL SERVICES

Daily Cleaning (5 days/week):	\$ <u>180</u>	x 260 days	\$ <u>46,800</u>
Weekly Cleaning:	\$ <u>160</u>	x 52 weeks	\$ <u>8,320</u>
Monthly Cleaning:	\$ <u>90</u>	x 12 months	\$ <u>1,080</u>
Quarterly Cleaning:	\$ <u>5,869.55</u>	x 4 quarters	\$ <u>23,478.20</u>

YEARLY TOTAL: \$ 79,678.20

Bidder hereby acknowledges Addendum No. 1

Signature

Company Name: Bravo! Cleaning & Restoration

Mailing Address: 723 W 4th St. Cortez, CO 81321

Contact Person: Randon Sholey Phone: 970-739-6742

Email: bravocleaningcortez@gmail.com

BID FORM

The bidder shall include with its bid, a schedule of work currently carried out by the bidder and a short narrative of how the additional work load can be handled. This schedule of work and narrative shall be attached to this bid form on a separate piece of paper. A list of three references for comparable work performed by the bidder shall also be included (form attached - pg 6).

All bid items must be included, including Daily, Weekly, Monthly, and Quarterly pricing. Failure to include any required item will be grounds for rejection of a bidder's proposal.

BID - CORTEZ POLICE DEPARTMENT JANITORIAL SERVICES

Daily Cleaning (5 days/week):	\$ <u>200</u>	x 260 days	\$ <u>52,000</u>
Weekly Cleaning:	\$ <u>75</u>	x 52 weeks	\$ <u>3,900</u>
Monthly Cleaning:	\$ <u>100</u>	x 12 months	\$ <u>1,200</u>
Quarterly Cleaning:	\$ <u>350</u>	x 4 quarters	\$ <u>1,400</u>

YEARLY TOTAL: \$ 58,500

Bidder hereby acknowledges Addendum No. 1


Signature

Company Name: Care Beyond Care LLC

Mailing Address: PO Box 71, Mancos CO 81321

Contact Person: Charles Green-Worshum III Phone: 970-739-0256

Email: Worshum@gmail.com / Foundercarebeyondcare.com

BID FORM

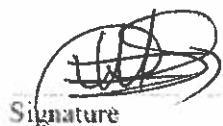
The bidder shall include with its bid, a schedule of work currently carried out by the bidder and a short narrative of how the additional work load can be handled. This schedule of work and narrative shall be attached to this bid form on a separate piece of paper. A list of three references for comparable work performed by the bidder shall also be included (form attached - pg 6).

All bid items must be included, including Daily, Weekly, Monthly, and Quarterly pricing. Failure to include any required item will be grounds for rejection of a bidder's proposal.

BID - CORTEZ POLICE DEPARTMENT JANITORIAL SERVICES

Daily Cleaning (5 days/week):	\$ <u>184.⁶¹</u> x 260 days	\$ <u>48000 =</u>
Weekly Cleaning:	\$ <u>923.⁰⁷</u> x 52 weeks	\$ <u>48000 =</u>
Monthly Cleaning:	\$ <u>4000.-</u> x 12 months	\$ <u>48000 =</u>
Quarterly Cleaning:	\$ <u>12000</u> x 4 quarters	\$ <u>48000 =</u>

YEARLY TOTAL: \$ 48000

Bidder hereby acknowledges Addendum No. 1


Signature

Company Name: MONICA'S CLEANING SERVICE

Mailing Address: P-O-Box 693.

Contact Person: MONICA BALDERAMA Phone: 970 799-3400

Email: monica.balderama@hotmail.com

BID OPENING FORM

DATE: 11/20/2024 TIME: 3:30 P.m

NAME OF BID: 2025 Police Department Janitorial Bid

OPENED BY: Valerie Haddock

PRESENT: Kaine Beaulieu

BIDDERS: _____ \$ _____ \$ _____ \$ _____

Physical Bids: _____ \$ _____ \$ _____ \$ _____

Monica _____ \$ 48,000 \$ _____ \$ _____

Charles Green- _____ \$ 58,500 \$ _____ \$ _____

BRAVO _____ \$ 79,678.⁰⁰ \$ _____ \$ _____

_____ \$ _____ \$ _____ \$ _____

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_____ \$ _____ \$ _____ \$ _____



CITY OF CORTEZ
123 ROGER SMITH AVENUE
CORTEZ, CO 81321

Brian Peckins
Director of Public Works
110 West Progress Circle
Cortez, CO. 81321
bpeckins@cortezco.gov

Memorandum

To: CORTEZ CITY COUNCIL

From: BRIAN PECKINS, DIRECTOR OF PUBLIC WORKS

Date: December 10, 2024

RE: 2025 Refuse Sideload Truck Lease

BACKGROUND

In 2024, the City initiated the transition to residential side-load truck technology within its refuse fleet by introducing one truck. This effort has allowed for the establishment and refinement of routes, as well as the collection of operational data. Currently, there are 1,600 residential services that have yet to be incorporated into the side-load system. The addition of another side-load truck will facilitate complete coverage of all residential pickups. For context, a rear-load truck utilizes two crew members and can handle approximately 400 residential services a day. A side-load truck utilizes one driver and can handle approximately 900 residential services a day.

DISCUSSION

The Refuse Department is seeking approval for the City to lease one (1) new sideload garbage truck. Upon the conclusion of the lease, the City of Cortez has the option to either sell the vehicle to the leasing company, utilize it for other municipal purposes, or sell it to a third party. There are no restrictions regarding mileage or usage. In collaboration with General Services, the Refuse Department has assessed multiple alternatives via the Sourcewell Cooperative Bid Agent, thereby ensuring adherence to the City's competitive bidding standards. Key considerations include:

- Availability Timelines: Ensuring the equipment can be delivered within the fiscal constraints.
- Warranty and Service: Proximity to service centers for maintenance not covered by in-house technicians.

The quotes are outlined below:

Quote Source	Description	Acquisition Cost	Availability	Closest Warranty Center
Kois Brothers	AutoCar Heil 30-yd Sideloader	\$423,443	60-90 days from order	Farmington, NM
Elliott Equipment	Battle Motors New Way 31-yd Sideloader	\$414,000	Q1 2025	Flagstaff, AZ
Faris Machinery	Peterbuilt Curbtender 31-yd Sideloader	\$432,000	TBD	Farmington, NM
McNeilus	Not submitted by Deadline			

After careful consideration of the submitted quotes, it has been concluded that the offer from Kois Brothers, though not the lowest quote, is the most cost-effective solution for the City for the following reasons:

1. The continuity and compatibility with parts' requirements align well with the existing Heil sideload truck in our fleet, i.e. parts on the shelf would fit both trucks.
2. We have two Certified Heil Technicians on staff.
3. Downtime incurred by potential long-distance repairs (low availability). Towing estimates provided to our Shop Supervisor, Darin Howard, from Glen Brace of CDL Towing (a local CDL-rated truck towing company) were as follows:
 - \$850 to Farmington, NM -- One Way
 - \$2,800 to Flagstaff, AZ -- One Way

FISCAL IMPACT

This expenditure received approval in the Fiscal Year 2025 budget as a component of the Refuse Enterprise Fund, and the use of the cost estimated by Kois Brothers enables the evaluation of the resulting fiscal impact. Engaging Clayton Holdings, LLC for the lease will include a first payment in 2025 of \$42,344.30 and six annual payments of \$75,872.35 through June 15, 2031. Below are the specifics regarding the annual payments and the annual percentage rates (APR) that are applicable based on the seven-year lease terms, including rate factors and applicable terms.

Fiscal Impacts (presented by Kellie Koskie, Finance Director.)

Bank/Institution	Acquisition Costs	APR	Rate Factor	Annual Payment	Total Cost OF Acquisition at end of lease
Clayton Holdings, LLC	\$423,443.00	4.6%	Fixed Rate	\$75,872.35	\$497,578.40
Kansas State	\$423,443.00	5.91%	0.168598	\$71,391.75*	\$499,742.25
Republic First National	\$423,443.00	5.05%	0.17316	\$73,322.94	\$513,260.58

*Kansas State Bank requires first full payment at closing, not budgeted in 2024.

RECOMMENDATION

All bidders have complied with the City's specifications and possess the required chassis and work bodies to adhere to our timeline. Notably, Kois Brothers has submitted the most competitive quote while providing a confirmed local warranty for any service matters not addressed by our maintenance facility.

Staff recommends that Council authorize the City Manager to negotiate and the Mayor to sign a seven (7) year lease agreement with Clayton Holdings, LLC to lease one sideload refuse truck from Kois Brothers in the amount of \$423,443.

MOTION

If agreed upon by the City Council, a possible motion would be:

I move that Council authorize the City Manager to negotiate and the Mayor to sign a seven (7) year lease agreement on behalf of the City with Clayton Holdings, LLC to lease one 2025 Autocar Heil 30-yd sideload refuse truck from Kois Brothers equipment in the amount of \$423,443.



CITY OF CORTEZ
123 ROGER SMITH AVENUE
CORTEZ, CO 81321

Linda Smith
City Clerk
123 Roger Smith Avenue
Cortez, CO. 81321
lsmith@cortezco.gov

Memorandum

To: CORTEZ CITY COUNCIL
From: LINDA SMITH, CITY CLERK
Date: December 3, 2024
RE: Resolution No. 18, Series 2024

BACKGROUND

Resolution No. 18, Series 2024, adopts the 2025 Fee Schedule for all the City Departments, except the Airport. The 2025 Airport Fee Schedule will be adopted through Resolution No. 21, Series 2024, following the review of this resolution. Attached to the packet memo includes Resolution No. 30, Series 2023, which shows the fees that were adopted for 2024. The changes that were made to the adopted 2024 Fee Schedule included: Resolution No. 11, Series 2024, adopted by Council on June 25, 2024, changing the CORA (Public Records) standard fees and charges and a new fee category was added for Surface Roadway Replacement Cold Patch and Surface Roadway Replacement Hot Patch. Resolution No. 15, Series 2024, adopted by Council on July 23, 2024, amended the 2024 Fee Schedule changing the Water Volume Charges Over 1,000 Gallons of Usage - Single Family.

DISCUSSION

The items highlighted in yellow are the fees which are being recommended by staff to be changed from the 2024 Fee Schedule. Memos from staff are included in the packet for explanation regarding the recommendations and staff will be available at the Council meeting to address any questions or concerns Council may have regarding the fee changes.

RECOMMENDATION

Staff recommends that Council approve Resolution No. 18, Series 2024, a resolution adopting the 2025 Fee Schedule for the City of Cortez.

MOTION

If agreed upon by the City Council, a possible motion would be: I move that Council approve Resolution No. 18, Series 2024, a resolution adopting the 2025 Fee Schedule for the City of Cortez.

Attachments

Resolution No. 18, Series 2024
Proposed Fee Schedule for 2025
Parks and Recreation Memo Regarding 2025 Fee Adjustments
C & E Development Dept. - Cash in Lieu Fee Memo
C & E Development Dept. - Plumbing & Mechanical Fee Memo
Public Works Memo Regarding 2025 Fee Adjustments
Res. 15, Series 2024
Res. 11, Series 2024

**CITY OF CORTEZ
RESOLUTION NO. 18, SERIES 2024**

**A RESOLUTION ADOPTING THE 2025 FEE SCHEDULE
FOR THE CITY OF CORTEZ**

WHEREAS, the City of Cortez Municipal Code establishes rules and regulations for operations for the City, and the Code requires that various fees and charges for City services be set forth in a fee schedule to be adopted by resolution; and,

WHEREAS, the City Council wishes to adopt the “Fee Schedule” attached hereto as the official fee schedule for the operations of the City of Cortez and the various chapters of the City of Cortez Municipal Code that address such operations; and,

WHEREAS, all resolutions adopting fees for the City of Cortez shall be superseded by Resolution No. 18, Series 2024, which shall become effective January 1, 2025.

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

Section 1. Fee Schedule. The City of Cortez City Council incorporates the foregoing recitals as its conclusions, facts, determinations, and findings. The City Council hereby approves the Fee Schedule for operations of the City of Cortez.

Section 2. Severability. If any part or provision of this Resolution is judged to be unenforceable or invalid, such judgement shall not affect, impair or invalidate the remaining provisions of this Resolution, it being Council’s intention that the various provisions hereof are severable.

Section 3. Conflicting Acts. All acts, orders and resolutions, or parts thereof, of the Council, which are inconsistent or in conflict with the Resolution, are hereby repealed to the extent only of such inconsistency or conflict. All fees shall become effective on January 1, 2025.

MOVED, SECONDED, AND ADOPTED THIS 10th DAY OF DECEMBER, 2024.

Rachel B. Medina, Mayor

ATTEST:

Linda L. Smith, City Clerk

CITY OF CORTEZ FEE SCHEDULE

Effective January 1, 2025

CITY CLERK FEES

MARIJUANA LICENSE FEES

Type of Fee	Local Fee
Application Fee for New Retail/Medical License	\$12,000.00
Transfer of Ownership (Same Premises)	\$2,850.00
Transfer Location (Same Owner)	\$7,000.00
Annual Renewal Fee	\$1,200.00
Re-Inspection	\$50.00 per hour
*These operating fees shall be charged per premises for any class or combination of classes of marijuana licenses that are regulated in Cortez	
*Re-inspection charges will apply, and be assessed at a minimum of one hour, in one hour increments, when any City official is required to spend additional time to ensure compliance of a licensed premises because a license holder has failed to follow the rules and laws that govern marijuana	

LIQUOR PERMIT FEES

Fee

Type of Fee	Fee
Application Fees	Local Fee
New License	\$1,000.00
License Renewal	\$100.00
Transfer of Ownership	\$750.00
Takeout/Delivery Permit	\$11.00
Concurrent Permit	\$1,000.00
Change of Location	\$750.00
Manager Registration Fee (Tavern & H/R)	\$75.00
Late Renewal Application Fee	\$500.00
Temporary Permits	\$100.00
Background Check- Corporation Change	\$100.00
License Fees	Local Fee
Beer & Wine	\$48.75
Brew Pub	\$75.00
Club	\$41.25
Fermented Malt Beverage	\$3.75
Hotel & Restaurant	\$75.00
Liquor Licensed Drug Store	\$22.50
Retail Liquor Store	\$22.50
Tavern	\$75.00
Hotel & Restaurant w/ one optional premise	\$75.00
Arts	\$41.25
Special Event Permit	\$100.00
Liquor Store Tastings License	\$100.00
Occupation Tax: (prorated on calendar year)	Local Fee
Brew Pub	\$48.75
Hotel & Restaurant	\$75.00
Tavern	\$41.25
Retail Liquor Store	\$3.75
Fermented Malt Beverage	\$75.00
Beer & Wine	\$22.50
Club	\$22.50
Arts	\$75.00

PUBLIC RECORDS STANDARD FEES AND CHARGES

DESCRIPTION

Fee

Type of Fee	DESCRIPTION	Fee
Photocopies or Printouts	Standard (letter/legal) per page	\$0.25
Photocopies or Printouts	Not Standard	Actual Cost
Fax Documents	Standard (letter/legal) per page	\$0.25
Document Certification	additional per page copy charge applies	\$5.00
Duplication of audio tapes, CDs or DVDs (this includes transfer of audio files to CD)	Per Disc	\$25.00

PUBLIC RECORDS STANDARD FEES AND CHARGES- CONTINUED

Fee

Type of Fee	Fee
Publication produced by City of Cortez	based on production costs
City of Cortez Municipal Code	\$100.00
Business License Report	\$7.50
List of City Businesses	\$25.00
Research, Retrieval, and Data Manipulation Fees	
Up to 1 hour	No Charge
1+ hours	per hour \$41.37

Additional fee information is available on the Open Records Request form.

Fee

Additional City Clerk Fees	
Tree Pruner	\$25.00
Pawn Broker	\$100.00
Plumber / Gas Fitter	\$25.00
Flea Market	\$100.00
Transient Vendor	10.00/ Day \$100.00

CORTEZ ANIMAL SHELTER

DESCRIPTION

Fee

Type of Fee	DESCRIPTION	Fee
Adoption Fees	Dogs	\$175.00
	Cats	\$100.00
Reclaim Fees	Dogs	
	First Offense	\$65.00
	Second Offense	\$75.00
	Third Offense	\$90.00
	Fourth Offense	\$115.00
	Cats	
	First Offense	\$30.00
	Second Offense	\$40.00
	Altered Animals	\$10.00
	Unaltered Animals	\$25.00
	Per day	\$15.00

CITY LICENSE FEE

Fee

Boarding fees of impounded animals	
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CRIMINAL JUSTICE FEES

Fee

Type of Fee	Fee
Crime/Offense Reports	\$ 3.00
Supplement Reports (each page)	\$ 0.50
Traffic Accident Reports	\$ 4.00
Bicycle License	N/C
Applicant Fingerprints	\$ 10.00
<u>Communication Center Recordings</u>	
30 seconds to 30 minutes	\$25.00
30 minutes plus	\$40.00
<u>Any report on microfilm or DVD</u>	
1st Page	\$ 6.00
Each additional page	\$ 1.00
Local Background Checks	\$ 5.00
Sex Offender Registration (Initial)	\$ 20.00
CD's of photographs (evidence)	\$ 25.00
DVD's of video (evidence)	\$ 25.00
DVD's of audio (evidence)	\$ 25.00
Public VIN Inspection	N/C
Certified VIN Inspection	\$ 20.00

LIBRARY FEES

Fee

Type of Fee	Fee
Replacement Library Card	\$ 1.00
Out of State Card	\$ 10.00
Lost/Damaged Items	Cost of Item
Copies- per page	
Black and white	\$ 0.10 first 10 pages free
Color	\$ 0.25 first 10 pages free
Headphones	\$ 1.00
USB	\$ 3.00

PARKS AND RECREATION DEPARTMENT

Cortez Recreation Center

PARKS AND RECREATION FACILITIES USE FEES

Daily Fees	Daily	20 Punch Card	5 Punch resale pass
Infant (4 & under)	Free ****	Free ****	Sold to business at \$25, sold to customer for \$30.
Youth (5-18)	\$ 5.00	\$ 90.00	
Adult (19-59)	\$ 6.00	\$ 110.00	
Senior (60+)/ Veteran	\$ 5.00	\$ 90.00	
Group Rate 20+ (5-18 yrs)	\$ 4.00		
Shower Fee	\$ 3.00		
Annual Passes	Yearly **	3 Month***	
Infant (4 & under)	Free ****	Free ****	
Youth (5-18)	\$ 225.00	\$ 95.00	
Adult (19-59)	\$ 305.00	\$ 120.00	
Senior (60+)/ Veteran	\$ 230.00	\$ 100.00	
Family* 2 members	\$ 400.00	n/a	
Family* 3 members	\$ 450.00	n/a	
Family* 4+ members	\$ 515.00	n/a	
* Family is immediate family only living in the same household, 5 members maximum, each additional child/youth \$30.00			
**Annual Passes can be paid with monthly payment automatic withdrawal			
***Three month passes need to be paid in full, no cancellations			
***Free with adult paid admission, card, or annual pass			
Annual Passes include all fitness classes with the exception of Silver Sneakers classes and Silver Sneakers annual pass holders			
Facility Rental Fees	Individual/ Non Profit	Commercial	
Canyon Room	\$25.00	\$50.00	
Mesa Room	\$25.00	\$50.00	
Canyon/Mesa Room	\$50.00	\$100.00	
1/2 Gym	\$30.00		
Full Gym	\$60.00	\$200.00	
Racquet Ball Court Tournament	\$10.00		
Full Facility without Aquatics (min 4 Hours)	\$100.00		
Full Facility (min 4 hours)	\$150.00 + Labor	\$400.00 + Labor	
Swim Team Practice (per week)	\$50.00		
Swim Team Individual Pass (monthly)	\$20.00		
Swim Team Meet (per day)	\$150.00	\$300.00	
Child Watch Room (min. 2 hours)	\$20.00		
*After hours facility usage rates of recreation center will be negotiated by recreation center supervisory staff depending on the type of use.			
Set-up Fee/Deposit	Set-up	Deposit/Clean-up	
Canyon/Mesa Rooms			
Mesa Room		\$25.00	
Canyon Room	\$15.00	\$25.00	
Canyon/Mesa Rooms	\$15.00	\$40.00	
Gym			
Court Set-up (each)	\$15.00	\$25.00	
Meeting, etc. 50+ people	\$75.00	\$50.00	
Pool			
Swim Meet	\$50.00	\$50.00	
Full Center	\$100.00	\$100.00	
Child Watch Room		\$25.00	
Miscellaneous Fees			
ID Replacement Card	\$5.00		
Racquetball Reservation Fee	\$1.00		
Wallyball Reservation Fee	\$5.00		
Child Watch Fee*	\$3.00 per hour (Max. 2 Hours)		
Child Watch 14 Punch Card	\$28.00		
* Household member must be in facility to use this service			
Locker Rental (6 months)	\$30.00		
Fitness Class (per class)	\$5.00		

Golf Course Fees

Description

Type of Fee	Description
OFF-PEAK SEASON - Annually before Apr 15, and after Sept 30.	
Daily Green Fees	Individual Senior/Veteran Junior
9 Holes Mon-Thursday	\$ 20.00 \$ 19.00 \$ 17.00
18 Holes Monday-Thursday	\$ 30.00 \$ 27.00 \$ 17.00
9 Holes Friday-Sunday, Holiday	\$ 22.00 \$ 20.00 \$ 17.00
18 Holes Friday-Sunday, Holiday	\$ 33.00 \$ 29.00 \$ 17.00
*Off-peak season rate may be offered due to course conditions with the approval by the Golf Pro and the Parks and Recreation Director	
PEAK SEASON - Annually between Apr 15 and Sept 30	
Daily Green Fees	Individual Senior/Veteran Junior
9 Holes Mon-Thursday	\$ 27.00 \$ 25.00 \$ 22.00
18 Holes Monday-Thursday	\$ 40.00 \$ 36.00 \$ 22.00
9 Holes Friday-Sunday, Holiday	\$ 29.00 \$ 27.00 \$ 22.00
18 Holes Friday-Sunday, Holiday	\$ 43.00 \$ 39.00 \$ 22.00
5 Round Pass with 6th Round Free	9 Holes \$135.00 18 Holes \$200.00
Season Ticket	\$135 + \$10 per 9 holes
Twilight Fee- Monday- Thursday (after 4:00 pm start or later)	18 holes for the price of 9 holes
SEASON PASSES	Base + \$2 per 9 holes Unlimited Rounds
Individual	\$ 633.00 \$ 726.00
Couple	\$ 1,040.00 \$ 1,161.00
Senior (60+)/ Veteran Individual	\$ 528.00 \$ 611.00
Senior (60+) Couple	\$ 864.00 \$ 985.00
Junior (under 18)	\$ 187.00 \$ 209.00
College	\$ 248.00 \$ 281.00
Family Pass	\$ 1,265.00 \$ 1,403.00
Cart Registration Fee	\$750
* Seniors are 60 years and over. Couple means Spouses only.	
*All season passes and season ticket will be discounted 35% after July 8th.	
*Families must reside in the same residence. Two members are adults, the rest must be under 18 years of age	
*Passholders will have an option of a payment plan to be paid annually by June 30th	
*Adults who play 18 holes and then decide to play another 9 holes shall pay the Adult 9 hole replay fee of \$22	
*Early and late season 25% discount for daily fee golfers from Open to April 15 and October 1st to Close	
Special Tournament Fee	\$35 per 18 holes for 18+tournament with 50 or more \$25 per hole for 9 hole tournament with 25 or more

Municipal Pool

Description

Type of Fee	Description
Pass Type	Daily Pass Season Pass
Youth (17 & Under)*	\$3.00 \$50.00/\$40.00***
Adult	\$5.00 \$70.00/\$60.00***
Senior (60+)/Veteran	\$4.00 \$60.00/\$50.00***
Family (Immediate Only)	\$150.00**/\$125.00***
Swim Lesson Youth (per lesson)	\$40.00
Swim Lesson Adult (per lesson)	\$45.00
Swim Team Practice (per week)	\$50.00
Swim Team Meet (per day)	\$120.00
Swim Team Pass (monthly)	\$20.00
Pool Shelter Rental- per hour (2 hour min.)	\$350.00 + \$100.00 Cleaning Deposit
Children 4 years of age and under are allowed in the pool free of charge, must be accompanied by a paying adult dressed to swim	
**Immediate Family Only, 5 members maximum, each additional youth \$30	
***Fee with current Recreation Center Pass equal or greater than the pass to be purchased	

Recreation Programs

Description

Type of Fee	Description
Youth Basketball/Volleyball	\$30/player
*Youth sports fee shall cover 50% of costs	
3 on 3 Volleyball	\$100/team
Sand Volleyball	\$100/team
Co-ed Dodge Ball	\$100/team
Pre-school	\$150/month
Volleyball- Co-ed/M/W	\$200/team
Adult Soccer	\$200/team
5 on 5 Basketball	\$325/team
Softball- Co-ed/M/W	\$325.00/team
Flag Football	\$275/team

Camps

Discounts

Type of Fee	Weekly Discount Fee	Monthly Discount Fee	All Summer Discount Fee
Daily Fee			
Playground Days (Full Day)			
First child - \$25.00	\$ 110.00 \$	400.00 \$	800.00
Second child+ - \$20.00	\$ 100.00 \$	350.00 \$	750.00
Daily Fee	Weekly Discount Fee	Monthly Discount Fee	
After School Program	\$ 55.00 \$	200.00	
Monday-Thursday - \$12.00			
Friday and holidays breaks - \$18.00			
*No refunds given for missed days if weekly, monthly or all summer rate is chosen.			
Other Recreation Programs			
Contracted Classes - The City receives 20% of gross fees collected. In 2025, it return to the traditional rate of 30%.			
Trips (Youth & Adult) - The fee must cover the program costs.			
Senior Programs - The must cover 75% of program costs.			

Facility & Equipment Rentals and Field Marking:

Organizers reserving the City playing surfaces for an approved youth cooperative (i.e. Tri-City Soccer, Southwest Colorado Youth Baseball, Southwest Softball, Cortez BMX, Montezuma Football, and Cortez Water Dragons) will be charged:

Cost of paint or chalk plus \$50 per week for activity preparation time, which includes dragging, marking, painting, tilling, and/or other activity preparation and for the facility reservation usage.

Organizers reserving the city playing surfaces for non-city youth/adult open usage will be charged:

Rental Fees	Individual/Non Profit	Commercial
One Sports Field	\$30 Half Day (4 hours or less)	\$75 Half Day (4 hours or less)
	\$60 Full Day (4 hours or more)	\$150 Full Day (4 hours or more)
Organizers renting other City park usage form non-city activities will be charged will be charged:		
Centennial Park- Small Shelter	\$30 Half Day (4 hours or less)	
Centennial Park- Large Shelter	\$30 Half Day (4 hours or less)	
Centennial Park- Entire Park	\$60 Full Day (4 hours or more)	
	\$120 Full Day (250 people or less)	
	\$180 Full Day + \$150 Damage Deposit (500 people or more)	
Veterans Park- Entire Park	\$120 Full Day (250 people or less)	
	\$180 Full Day (500 people or less)	
	\$180 Full Day + \$150 Damage Deposit (500 people or more)	
Montezuma Park- Performance Stage	\$60 Half Day	
	\$120 Full Day	
Parque de Vida Playground Shelter	\$30 Half Day	
	\$60 Full Day	
Parque de Vida Amphitheater	\$60 Half Day	
	\$120 Full Day	
Parque de Vida- Entire Park	\$120 Full Day (250 people or less)	
	\$180 Full Day (500 people or less)	
	\$180 Full Day + \$150 Damage Deposit (500 people or more)	
*Events with estimated attendance of 1,500 or more people will require individual contracts between the event producer nd the City of Cortez.		
Facility Key Deposit		
Facilities which require keys will have a \$5.00 refundable (with return of the key) deposit required		
Arborist License		
Arborist license shall be \$25.00		

PLANNING AND BUILDING

Fee

Type of Fee	Fee
Administrative Adjustment	\$ 125.00
Administrative - Research and Retrieval	up to 1 hour \$ no charge
	1 hour + \$ 30.00 per hour
Amended Plats and or Replats	\$ 300.00
Annexation	under 10 Acres \$ 350.00
	over 10 Acres \$ 500.00
Vacations (Street or Alley)	\$ 300.00
Application Withdrawal Fee	1/2 of Collected Fee
Billboard Permit	Annual Renewal \$ 50.00 per billboard, per year
Billboard Permit	New Sign \$ 27.50
Board of Adjustment Application	\$ 500.00
Comprehensive Plan	\$ 15.00 for CD
	\$ 25.00 paper copy
Conditional Use Permit	\$ 500.00
If applicant is applying for a conditional use permit CONCURRENT with a site plan review, the full site plan review fee applies, in addition to half the conditional use permit fee	
Condominium Subdivision	See Subdivision Plat Fees
Condominium Conversion	\$ 200.00
Copies	\$ 0.25 per page
Encroachment Permit	\$ 100.00
Historical Sign Application Fee	\$ 75.00
Historical Structure Application Fee	No Charge
Home Occupation Permit	\$ 50.00
Land Dedication- 5% Cash-In- Lieu Requirement	\$ 26,218.00 per acre
Land Use Code	\$ 15.00 for CD
	\$ 75.00 paper copy
Master Sign Plan- Includes all types of signs- As per adopted permit fee schedule	
Minor Subdivision	
Planned Unit Development	See Subdivision Plat Fees
Recording Fees	Actual Costs
Sign Permit (not Billboards)	per adopted permit fee schedule
Site Plan Review	\$ 500.00
Special Exception	\$ 100.00
*Subdivision Plat Fees, Including Condominium Subdivisions and/or Planned	\$ 400.00
Unit Development Fees	
	for the 1st acre or part thereof
	\$ 50.00 per acres for next 4 acres
	20.00 each additional acre
Re-Application Fee	300.00 plus appropriate Subdivision Plat Fees
*Separate Fee for each submittal- Preliminary and Final Plat	
Temporary Permits	\$ 30.00
Zoning Change	Residential/Small \$ 500.00 1/2 acre or less
	Commercial/Large Residential \$ 750.00

Building Permit Fees

From the total valuation of the structure, the permit fee is tabulated

Total Valuation	Fee
\$1.00 to \$500.00	\$75.00
\$501.00 to \$2,000.00	\$75.00 for the first \$500.00 plus \$4.00 for each additional \$100.00 or fraction thereof, to and including \$2,000.00
\$2,001.00 to \$25,000.00	\$135.00 for the first \$2,000.00 plus \$13.75 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$451.25 for the first \$25,000.00 plus \$10.50 for each additional \$1,000.00 or fraction thereof, to and including

3" Meter	\$	140.25
4" Meter	\$	151.84

Volume Charges Over 1000 gallons of usage		
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Single-Family		
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> 1,000 Gallons	\$	3.92 per 1,000 gallons
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Multi-Family		
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0 to 36,000 gallons	\$	2.89 per 1,000 gallons
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Over 36,000 gallons	\$	3.76 per 1,000 gallons
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Commercial		
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0 to 36,000 gallons	\$	4.04 per 1,000 gallons
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Over 36,000 gallons	\$	5.26 per 1,000 gallons
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Commercial Water Dock		
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	\$	13.12 for 500 gallons
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	\$	12.60 Water Dock Card
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Service Line and Development Charges		
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1) Single-family, commercial, irrigation-only, and mobile homes with individual services, and other uses not listed below

Size of Tap	Inside City	
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3/4"	\$	7,732.00
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1"	\$	12,918.00
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1-1/2"	\$	25,835.50
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2"	\$	41,299.00
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3"	\$	67,166.00
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4"	\$	119,611.00
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6"	\$	264,383.00
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8"	\$	394,133.00
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10"	\$	550,000.00
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12"	\$	760,000.00
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2) In the case of multi-unit dwellings or mobile home spaces being served by the same tap, service line, and/or meter, the development fee will be calculated as follows:

No. of Units	Developmental Fee/Unit	
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Each Unit	\$	7,732.00
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3) For sizes larger than 2" that include provisions for fire protection by sprinkler systems or hydrants, the fee shall be based on that portion of the size applied for that is not applicable to fire protection, plus the cost of providing the tap, the sum thereof constituting the tap fee.

4) OUT-OF-CITY WATER SERVICES: There shall be added to the schedule of development charges herein a fifty percent (50%) additional charge for all water service connections outside the City limits. As of January 1, 2024, all new out-of-City water users shall be charged an additional fifty percent (50%) for water usage. Those properties that have existing out-of-City water connections (water taps purchased prior to January 1, 2024), will be charged the same rate as in-City users.

Service Charge Fees		
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Water Service Fee	\$	36.00
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Reconnect Fee	\$	60.00
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Dangerous Animals	\$	36.00
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New Lawn Installation	\$	30.00
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Cross Connection Program Fees		
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Cross Connection Assembly Inspection	\$	48.00
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Re-Inspection Fee	\$	48.00
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Non-Compliance Testing of Backflow Assemblies	\$	120.00
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REFUSE DEPARTMENT		
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Description	Fee	
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Refuse Services for Polycart Charges (once-a-week pickup)

Residential	\$	29.15 per polycart
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Multi Family Residential	\$	29.15 per occupied unit/ month
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Small Commercial	\$	29.15 up to three 33 gallon cans no more than 50# each
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2nd & 3rd Polycart Discount at Same Residence	50% off Current Rate	effective 4/1/2024
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	\$	25.00 Call-back Fee
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Dumpster Rates start at \$30.50/yd and are based on volume and pickup frequency.			
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Dumpster Size	Number of Pickups Per Week	Base Per-Yard Rate with Applied Reductions	Applied Rate
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2-yd	1	\$30.50/yd.	\$ 61.00
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2	\$27.00/yd.	\$ 115.00
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3	\$25.00/yd.	\$ 165.00
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4	\$23.00/yd.	\$ 211.00
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5	\$21.00/yd.	\$ 253.00
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3-yd	Number of Pickups Per Week		
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1	\$30.50/yd. \$ 91.50
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2	\$27.00/yd. \$ 172.50
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3	\$25.00/yd. \$ 247.00
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4	\$23.00/yd. \$ 316.00
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5	\$21.00/yd. \$ 379.50
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Call for additional dumpster sizes			
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Extra Pickup Fee (Set at Current Mid-Rate)	\$	25.00	Per Yard
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Special Waste Back-charged	Tracking & Reporting	Fee per Load	Landfill Ticket + \$10
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One-Time Dumpster Lock Fee	\$	75.00	per lock
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Fee to Clean Dumpster Enclosure	\$	150.00	each time
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One-time Bear Cart Set-up Fee	\$	50.00	per polycart
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Easement/Alley Cleanup Fee	\$	150.00	each time
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CORTEZ COMMUNITY NETWORK		
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Description	Fee	
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CO-Location Fees	Current Monthly Fee	
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Co-Location Fee	\$	75.00
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Network Access- per site	\$	50.00
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Rack Space- first 12 inches	\$	60.00
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Additional 12 inches	\$	60.00
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Provider Owned Rack	\$	225.00
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Electric Power and Cooling	\$	30.00
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Roof Top Rent	Current Monthly Fee	
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0 to 12" Dish/Sector	\$100.00 + Electrical	\$10.00
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12-24" Dish/Sector	\$150.00 + Electrical	\$15.00
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25" & Above	\$175.00 + Electrical	\$20.00
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Roof Mount Space	Current Monthly Fee	
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Small	\$	25.00
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Medium	\$	50.00
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Large	\$	75.00
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Telecom Huts	Current Monthly Fee	
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Telecom Hut	\$	300.00
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Creighton Wright
Parks and Recreation Director
425 N. Roger Smith Ave.
Cortez, CO 81321
cwright@cortezco.gov

Memorandum

To: Linda Smith, City Clerk

CC: Drew Sanders, City Manager
Kelly Koskie, Finance Director

From: Creighton Wright, Parks and Recreation Director

Date: December 3, 2024

RE: Parks and Recreation Fee Adjustments

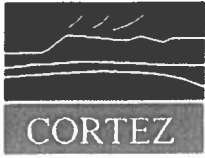
BACKGROUND

Each year, the City adjusts fees for programs and services rendered. Last year, the Parks and Recreation Department had an overall fee increase. The fee adjustments are more targeted this year and address specific issues/needs.

DISCUSSION AND FISCAL IMPACT

The Parks and Recreation Team proposes the following fee adjustments for 2025:

1. RC Resale Pass—Hotels and RV parks have asked us for an RC pass that they can sell, but they want to get something out of it. We are selling the passes to tourism-related establishments at a discount so that they can sell them at their actual value. 5-punch adult passes are sold to hotels and RV parks for \$25 and sold to patrons for \$30. It is unknown how many passes may be sold – we expect 20 to start, or \$500 in revenue.
2. Cart Fee – The cart fee hasn't been increased in years. Last year, all the golf fees were increased EXCEPT the private cart fee. There are 80 private cart passes available, which have been sold out for years. Initially, the private cart fee was implemented to help generate revenue to construct cart paths. This commitment was resurrected last year. The added revenue will go toward constructing cart paths. The fee increase is \$75, and 80 cart passes would generate \$6000 in revenue.
3. Preschool and Volleyball—We are implementing two new programs this year: a recreation-oriented preschool readiness program for approximately 12 hours per week and a youth volleyball program.
 - a. The preschool program will be offered in two 12-week sessions, and the fee will be approximately \$150 per month, covering approximately 50% of the costs. Ten spots with \$450 per session for two sessions generate \$18,000 in revenue.
 - b. We will offer a girls' youth volleyball program and charge the same fee as the other youth sport, basketball, at \$30 per registrant. For the first year, we expect 40 players and \$1,200 in revenue
4. We charge the swim team for private pool access but haven't charged individual participants for admission. That is changing this year. We are adding a \$20 individual fee for pool access for each Outdoor Pool and the Rec Center Pool. A \$20 fee for 50 participants in the Rec Center generates \$1,000, and a \$20 fee for 75 participants at the Outdoor Pool generates \$1,500. The difference in quantity is due to families with Rec Center passes; some kids play spring sports and don't start swimming until summer in the outdoor pool.



*City of Cortez
Community &
Economic
Development Dept.
123 Roger Smith Avenue
Cortez, CO 81321*

Item No:

Meeting Date: December 10, 2024

MEMO

TO: Members of the Cortez City Council

FROM: Nancy Dosdall, Contract City Planner

SUBJECT: Review of the 2024 Cash in Lieu Fee amount for the cash-in-lieu option to grant property for public land dedication as required in Section 4.05 of the Land Use Code

ATTACHMENTS: Land sales spreadsheet

BACKGROUND

Section 4.05 of the Land Use Code outlines the public land dedication requirements for a new subdivision within the City of Cortez:

(a) Purpose. The requirements for open space, school sites, park and recreational areas contained in this section are intended to ensure that in the city there will be sufficient land dedicated or otherwise set aside to meet the demand and need of the future residents of the development for open space, school sites, and parks, containing passive or active recreational areas that are reasonably attributable to such development.

(b) Applicability. Every subdivision shall include a dedication of land to the city, or other entity, as determined by the city council, to be used for parks and recreation, open space, school sites, or cash-in-lieu of such dedication in an amount established by this section as a condition of final plat approval and prior to the recording of a final plat. This requirement may be waived for developments, that in the sole estimation of the city, have:

- (1) Demonstrated an embodiment of the goals of the comprehensive plan;
- (2) Call for development exceeding the minimum standards required for such developments; and
- (3) Which will implement the city's future land use plan.

(c) Dedication Requirement. The obligation of the developer shall be to dedicate to the city at least five percent (5%) of the gross land area in fee simple, or other equivalent consideration, unless such a land dedication was required for the subject land at the time of annexation or waived by the city for the reasons stated in subsection (b) of this section.

In many circumstances, when the land dedication would result in a very small parcel or the land is otherwise inappropriate, the City will instead require payment of a cash-in-lieu fee that will go towards maintenance of existing parks.

(f) Payment of Cash in Lieu of Dedication. Payment of cash in-lieu of dedication of land for park and recreational purposes shall be made prior to the recording of a final plat and shall be subject to the following provisions.

- (1) Applicability. In any case in which the subdivision is less than 20 acres, or where the land required to be dedicated or otherwise reserved by this section would be less than one (1) acre, and in all cases in which the city council may find that the park and recreational needs of a proposed development would be better served by a park in a different location or the expansion or improvement of an existing park or recreational area, the city council shall require a developer or developers to pay the city cash in lieu or to dedicate or convey other equivalent consideration in lieu of applicable cash dedication.

The Code states the following methodology for calculating the cash-in-lieu fee:

(2) Schedule for Cash in Lieu. The amount of cash payment required shall be based on the market value of number of acres that otherwise would be required to be dedicated. The city council, following recommendation by the planning and zoning commission shall, by resolution, set the per-acre fee for dedicated land based upon the current fair market value for raw lands adjacent to the city of Cortez, utilizing an average per-acre value calculated over the previous five years. The five-year per-acre value and the corresponding cash-in-lieu fee shall be reviewed and updated annually at the adoption of fees and charges for city services.

Currently the cash-in-lieu fee is set at \$675/acre based on an average value of \$13,500. Using sales data from 2019 – 2024 the average land value per acre is \$26,218 (see attached sales sheet). The sales included were County land sales of vacant land. The highest and lowest sales were excluded. This equates to a new fee of \$1,310/acre.

PID	Situs_Addr	Sale_Price	ACRES_GIS	Sale_Date	Validity	Improved	Shape_Area	cost per acre
5611211102002	TBD ROAD 23.5	315000.00	30.47	9/9/2021	QI	V	447891.44814100000	
563718400001	TBD ROAD F	90000.00	48.41	5/17/2022	UI	V	2108820.31433000000	\$1,859.12
561127201015	TBD ROAD K.3	75000.00	3.31	3/28/2024	UI	V	144012.20469300000	
561108400053	22677 ROAD M	185000.00	35.88	9/8/2021	QI	V	1562757.68764000000	\$5,156.08
563716200085	TBD HWY 160-491	1400.00	6.44	4/15/2022	UI	V	280399.27255700000	
560933302012	8385 ROAD 29.4 LOOP	65000.00	3.44	5/19/2022	QV	V	149858.22645600000	
560933302014	8315 ROAD 29.4 LOOP	68900.00	3.50	7/19/2023	QV	V	152513.22021600000	
535933300011	TBD ROAD 29	130000.00	33.64	6/13/2022	UI	V	1465458.16905000000	\$3,864.45
561121402009	10503 ROAD 23.5	90000.00	4.82	10/19/2021	QI	V	210039.51829600000	
563721100046	23510 ROAD E #GUESS	775000.00	81.14	5/2/2022	UI	V	3534577.07094000000	\$9,551.39
563703401001	7259 ROAD 25	205000.00	29.67	4/25/2022	UI	V	1292426.73091000000	
563707400004	TBD ROAD F	450000.00	213.90	3/12/2024	UI	V	9317342.59677000000	\$2,103.79
561102201003	13915 ROAD 25.1	65000.00	2.98	3/20/2023	QV	V	129616.67635400000	
560933302002	TBD ROAD 29.4 LOOP	67900.00	3.21	10/3/2022	QV	V	139961.71570200000	
563702100021	25678 ROAD H	50000.00	0.38	12/1/2021	UI	V	16603.42703770000	\$131,578.95
560908300014	TBD ROAD M	1180000.00	16.21	12/21/2021	QI	V	706142.38881700000	\$72,794.57
561121102005	10590 ROAD 23.5	75000.00	3.12	4/21/2022	QV	V	135834.01511100000	
561102404014	25524 ROAD N.6 LOOP	124900.00	6.57	5/19/2022	QV	V	286108.01098700000	
561127400003	TBD S BROADWAY	370000.00	3.84	3/13/2023	UI	V	167258.92353000000	
563707101005	21850 ROAD G	100300.00	4.59	12/19/2023	UI	V	200091.74587000000	
561104400003	23757 ROAD N	330000.00	58.02	10/15/2022	UI	V	2527274.52259000000	\$5,687.69
560932201033	28255 ROAD H.6	166000.00	41.24	4/19/2023	UI	V	1796269.18295000000	
561121102012	10558 ROAD 23.7	90000.00	4.70	5/18/2022	UI	V	204628.22345900000	
561136100067	26620 ROAD J #A,B&C	120000.00	11.04	10/30/2023	UI	V	480721.07824900000	\$10,869.57
561109200004	TBD ROAD 23	350000.00	42.02	12/30/2021	UI	V	1830309.70712000000	\$8,329.37
561127201009	24148 ROAD K.3	75000.00	3.54	11/11/2021	UI	V	154283.36562100000	
560917400026	TBD ROAD 29	98900.00	2.32	7/24/2023	QV	V	101069.85891500000	\$42,629.31
561123100018	10771 ROAD 26	60000.00	0.68	2/9/2023	QV	V	29442.66192330000	\$88,235.29
561127201012	24026 ROAD K.3	89900.00	4.54	11/2/2021	QI	V	197603.16933400000	
561121402010	10483 ROAD 23.5	75000.00	3.10	3/31/2022	QV	V	134890.28969100000	
561120101029	TBD ROAD K.3	1425000.00	38.45	7/31/2023	UI	V	1674866.88679000000	
561127201013	TBD ROAD K.3	78000.00	3.62	4/10/2023	QV	V	157718.83091700000	
563703306006	24443 ROAD G	500000.00	2.96	6/10/2024	UI	V	128729.58218300000	

535931302013	TBD ROAD P.2	400000.00	5.42	9/13/2021	UI	V	236032.74285400000	
560906200020	27256 ROAD P	119000.00	6.77	3/4/2022	QV	V	295065.88963900000	\$17,577.55
561127300002	TBD S BROADWAY	120000.00	39.40	3/29/2024	UI	V	1716308.25986000000	\$3,045.69
561127201004	TBD ROAD K.3	100000.00	5.66	4/21/2022	QI	V	246584.38033200000	
560933302006	TBD ROAD 29.4 LOOP	68900.00	3.64	5/22/2023	QV	V	158398.44595300000	
561122204010	TBD ROAD 24.4 LOOP	20000.00	0.36	10/24/2023	QV	V	15722.57174590000	
560933302010	8461 ROAD 29.4	68900.00	3.23	10/4/2023	QV	V	140810.66578000000	
560917201019	11879 ROAD 28.3	130000.00	9.99	5/10/2024	QV	V	212702.40016100000	
563709114002	TBD HWY 491	25000.00	3.67	3/9/2022	UI	V	159860.65179200000	
561115200003	TBD ROAD M	335000.00	0.29	6/20/2022	UI	V	12697.70006470000	
561130101005	TBD ROAD K	350000.00	35.21	4/5/2022	QI	V	1533753.86720000000	
560931201002	27240 ROAD H.6	85000.00	8.90	4/21/2022	QV	V	387762.62949400000	
561104100003	23690 ROAD P	410000.00	70.04	6/19/2023	UI	V	3051030.60732000000	\$5,853.80
561111200035	12648 ROAD 25	190000.00	6.05	7/9/2024	UI	V	263481.82139600000	\$31,404.96
561121403003	10400 ROAD 23.5	52500.00	1.00	4/21/2022	UI	V	43668.58437300000	
561111201002	25450 ROAD N	825000.00	13.82	4/12/2022	UI	V	601828.24456200000	
560920401001	TBD ROAD 29	115000.00	6.80	11/28/2023	UI	V	296390.14794700000	
561111400003	TBD ROAD M	240000.00	46.41	9/16/2021	UI	V	2021637.68572000000	\$5,171.30
560920101002	10493 ROAD 29	125000.00	1.60	3/20/2023	UI	V	69685.38936190000	
560920101004	10627 ROAD 29	125000.00	1.84	1/4/2023	UI	V	80043.55226620000	
560920101006	10703 ROAD 29	110000.00	1.35	2/17/2022	QV	V	58621.79603820000	
561124222001	26304 ROAD L	132000.00	3.45	8/12/2022	QV	V	150447.51212000000	
563702101008	7528 ROAD 26.1	63000.00	3.11	11/15/2021	QV	V	135564.70234400000	
563701201013	7767 ROAD 26.1 LOOP	75000.00	3.04	2/24/2022	QV	V	132500.49767600000	
561113402001	11060 ROAD 26.8	185000.00	13.93	11/19/2021	UI	V	606872.20031200000	
561113402002	11128 ROAD 26.8	48000.00	4.00	2/1/2022	UI	V	174115.51310100000	
561113402003	11172 ROAD 26.8	85000.00	3.01	5/20/2022	UI	V	131309.85026900000	
561113402004	TBD ROAD L	80000.00	3.29	4/26/2023	UI	V	143389.55241900000	
561113402005	11256 ROAD 26.8	75000.00	3.10	5/9/2023	QV	V	135076.88040400000	
561113402006	TBD ROAD L	130000.00	6.12	8/24/2023	UI	V	133791.67504500000	
561113402008	11061 ROAD 26.8	70000.00	3.07	4/14/2022	UI	V	133886.42179900000	
560932201030	TBD ROAD H.6	96000.00	9.14	4/1/2024	QV	V	398355.67076000000	
561111404004	25711 ROAD M	82500.00	4.01	9/17/2021	QV	V	174788.43947500000	
561113403001	11185 HWY 145	25000.00	3.73	11/10/2021	UI	V	162655.49535200000	



City of Cortez
123 Roger Smith Ave.
Cortez, Co. 81321

Rachael Marchbanks
Community and Economic
Development Director
123 Roger Smith Ave.
Cortez, CO 81321
rmarchbanks@cortezco.gov

Memorandum

To: CORTEZ CITY COUNCIL

From: Rachael Marchbanks, Community and Economic Development Director

Date: December 10, 2024

RE: Plumbing Permit Fees and Mechanical Permit Fees

The Community and Economic Development Department is recommending an increase in the price of mechanical and plumbing permit fees to be more in-line with other permit prices. Our standard building permit prices change slightly every year based on the International Code Council's published average square footage price estimates. We increase our set-price permits for decks, portable storage buildings, etc. every few years to keep pace with increasing costs. We have not changed our mechanical or plumbing permit fees for several years, and current fees do not cover the cost of the required processing and inspections. Residential mechanical permits are proposed to increase from a base fee of \$25 to \$30 dollars, and residential plumbing fees are proposed to increase from \$30 to \$35. Commercial mechanical permit fees will be based on the cost of the project per the Building Permit Fees chart.



*City of Cortez
123 Roger Smith Avenue
Cortez, CO 81321*

Brian K. Peckins
Director of Public Works
110 West Progress Circle
Cortez, CO 81321
bpeckins@cortezco.gov

Memorandum

To: CORTEZ CITY COUNCIL

From: BRIAN K. PECKINS, DIRECTOR OF PUBLIC WORKS

Date: December 10, 2024

RE: Changes to 2025 Fee Schedule for Water and Refuse

SUBJECT DESCRIPTION:

City Council will evaluate the proposed amendments to the 2025 Fee Schedule, focusing on water rates and the fees pertaining to refuse collection.

BACKGROUND:

As infrastructure needs and material costs change, it is imperative that rates and fees are evaluated and adjusted periodically to maintain the current level of services and plan for future needs.

The unpredictability surrounding the water consumption of Cortez residents complicates the budgeting process, making it challenging to accurately estimate the necessary funds for operation, maintenance, and repairs. By implementing a five percent rate increase, the water enterprise fund will be sufficiently bolstered to address unforeseen water related costs such as waterline breaks and to enhance the investment account for future repair and replacement of the City's water infrastructure.

Fees associated with the Refuse Department have been adjusted and are minimal. The changes are designed to recover staff time and materials necessary for implementing these additional services.

DISCUSSION:

Based on the discussion with City Council during the work session on November 26, 2024, it is now recommended that the volume charge rates be increased by five (5) percent for all user types. This increase will be applied to the volume charge rates for single-family residential, multi-family residential, commercial, and water dock services. The base rates for all user types will remain at the established 2024 values, and will not change. The water rate fee schedule has been further modified to include new water tap fees for taps measuring three inches and larger. These tap fees are newly introduced and were not part of earlier fee schedules; previously, they were only categorized as "negotiable."

Regarding the rates for refuse services, three items require adjustment for the 2025 Fee Schedule:

- One-Time Locking Dumpster Fee: Will increase from \$65 to \$75 per lock
- One-Time Bear Cart Setup: \$50 per polycart
- Easement/Alley Cleanup Fee: \$150 per cleanup

Furthermore, the language for some existing fees has been refined to clarify their intended purposes. Cleanup fee has been updated to encompass easement and alley cleanups. This change aims to address the costs incurred when dispatching crews to manage illegal dumping in alleys or rights-of-ways, which

can create public hazards or lead to windblown debris. Language relating to 2nd and 3rd polycart discounts at the same residence has also been added.

FISCAL IMPACT:

An increase in the water rate volume charges is anticipated to yield an estimated additional revenue of around \$190,000, as derived from forecasted revenue predictions.

Modifications to the fees associated with the Refuse Department are expected to have a negligible effect on their total revenue; nonetheless, these adjustments will sufficiently cover the expenses associated with staff time and materials pertinent to those particular fees.

**CITY OF CORTEZ
RESOLUTION NO. 15, SERIES 2024**

**A RESOLUTION AMENDING THE 2024 FEE SCHEDULE FOR THE CITY OF
CORTEZ**

RECITALS

WHEREAS, the City of Cortez Municipal Code establishes rules and regulations for operations for the City, and the Code requires that various fees for City services be set forth in a fee schedule to be adopted by resolution; and

WHEREAS, pursuant to Resolution No. 30, Series 2023, as amended by Resolution No. 11, Series 2024, the City Council adopted the 2024 City of Cortez Fee Schedule (the "2024 Fee Schedule"), as the official fee schedule for the operations of the City of Cortez and the various chapters of the City of Cortez Municipal Code that address such operations; and

WHEREAS, the 2024 Fee Schedule contains a section entitled "WATER," which contains a category entitled Volume Charges Over 1,000 Gallons of Usage – Single Family; and

WHEREAS, the City Council desires to amend the Volume Charges Over 1,000 Gallons of Usage – Single Family section as set forth in this Resolution.

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

Section 1. Recitals Incorporated. The City of Cortez City Council incorporates the foregoing recitals as its conclusions, facts, determinations, and findings.

Section 2. Volume Charges Over 1,000 Gallons of Usage – Single Family. The City Council hereby amends the 2024 Fee Schedule by deleting the Volume Charges Over 1,000 Gallons of Usage – Single Family in its entirety and replacing it with the following:

Volume Charges Over 1000 gallons of usage		
Single-Family		
>1000 Gallons	\$3.73	per 1,000 gallons

Section 3. Remainder Unchanged. Except as amended herein, the 2024 Fee Schedule remains unchanged and in full force and effect.

Section 4. Severability. If any part or provision of this Resolution is judged to be unenforceable or invalid, such judgement shall not affect, impair or invalidate the remaining provisions of this Resolution, it being Council's intention that the various provisions hereof are severable.

Section 5. Conflicting Acts. All acts, orders and resolutions, or parts thereof, of the Council, which are inconsistent or in conflict with the Resolution, are hereby repealed to the extent only of such inconsistency or conflict.

Section 6. Effective Date. The Volume Water Rates Schedule, as amended herein, shall become effective for water usage on or after July 1, 2024.

MOVED, SECONDED, AND ADOPTED THIS 23rd DAY OF JULY, 2024.


Rachel B. Medina, Mayor

ATTEST:


Linda L. Smith, City Clerk

**CITY OF CORTEZ
RESOLUTION NO. 11, SERIES 2024**

**A RESOLUTION AMENDING THE 2024 FEE SCHEDULE FOR THE CITY OF
CORTEZ**

RECITALS

WHEREAS, the City of Cortez Municipal Code establishes rules and regulations for operations for the City, and the Code requires that various fees for City services be set forth in a fee schedule to be adopted by resolution; and

WHEREAS, pursuant to Resolution NO. 30, Series 2023, the City Council adopted the City of Cortez Fee Schedule, Effective January 1, 2024 (the "2024 Fee Schedule"), as the official fee schedule for the operations of the City of Cortez and the various chapters of the City of Cortez Municipal Code that address such operations; and

WHEREAS, the 2024 Fee Schedule contains a section entitled PUBLIC RECORDS STANDARD FEES AND CHARGES, which contains a fee for the Research, Retrieval, and Data Manipulation Fees that the City can charge in responding to public records requests (the "CORA Fee"); and

WHEREAS, the CORA Fee was set at \$33.58 per hour by the Colorado Legislature pursuant to C.R.S. § 24-72-205(6)(b) in 2019, and the Legislature Council is required to adjust the CORA Fee every five years using a formula based upon the Consumer Price Index; and

WHEREAS, the Legislative Council has determined that the new maximum CORA Fee that state and local governments in Colorado may charge effective on July 1, 2024, is \$41.37 per hour; and

WHEREAS, the 2024 Fee Schedule contains a section entitled PUBLIC WORKS, which contains a fee for a Right of Way Construction Permit (the "ROW Construction Fee"); and

WHEREAS, to compensate the City for expenses incurred in the event the City is asked to patch asphalt removals from City streets that occur due to construction conducted by a Right of Way Construction Permit holder, additional fees for Surfaced Roadway Replacement need to be added to the 2024 Fee Schedule.

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

Section 1. Recitals Incorporated. The City of Cortez City Council incorporates the foregoing recitals as its conclusions, facts, determinations, and findings.

Section 2. CORA Fee. The City Council hereby amends the 2024 Fee Schedule by changing the CORA Fee from \$33.58 per hour to \$41.37 per hour.

Section 3. New Fee Category. The City Council hereby amends the 2024 Fee Schedule by adding two subcategories of fees under the Right of Way Construction Permit to be entitled SURFACED ROADWAY REPLACEMENT COLD PATCH and SURFACE ROADWAY REPLACEMENT HOT PATCH (collectively the "Asphalt Patch Fees").

Section 4. Asphalt Patch Fees. The fee for the Surface Roadway Replacement Cold Patch shall be \$280.00/sq. yd., and the fee for the Surface Roadway Replacement Hot Patch shall be \$250.00/sq. yd. Additional fees and restrictions may apply for Surface Roadway Replacements.

Section 5. Remainder Unchanged. Except as amended herein, the 2024 Fee Schedule remains unchanged and in full force and effect.

Section 6. Severability. If any part or provision of this Resolution is judged to be unenforceable or invalid, such judgement shall not affect, impair or invalidate the remaining provisions of this Resolution, it being Council's intention that the various provisions hereof are severable.

Section 7. Conflicting Acts. All acts, orders and resolutions, or parts thereof, of the Council, which are inconsistent or in conflict with the Resolution, are hereby repealed to the extent only of such inconsistency or conflict. The amended CORA Fee and the added Asphalt Patch Fees shall become effective on July 1, 2024.

MOVED, SECONDED, AND ADOPTED THIS 25th DAY OF JUNE, 2024.


Rachel B. Medina, Mayor

ATTEST:


Linda L. Smith, City Clerk

**CITY OF CORTEZ
RESOLUTION NO. 30, SERIES 2023**

**A RESOLUTION ADOPTING THE 2024 FEE SCHEDULE FOR THE CITY OF
CORTEZ**

WHEREAS, the City of Cortez Municipal Code establishes rules and regulations for operations for the City, and the Code requires that various fees for City services be set forth in a fee schedule to be adopted by resolution; and,

WHEREAS, the City Council wishes to adopt the “Fee Schedule” attached hereto as the official fee schedule for the operations of the City of Cortez and the various chapters of the City of Cortez Municipal Code that address such operations; and,

WHEREAS, all resolutions adopting fee schedules and fees for the City of Cortez shall be superseded by Resolution No. 30, Series 2023, which shall become effective January 1, 2024.

WHEREAS, regarding out-of-City Water Services, as of January 1, 2024, all new out-of-City water uses shall be charged an additional fifty percent (50%) for water usage. Those properties that have existing out-of-City water connections (water taps purchased prior to January 1, 2024), will not be charged the same rate as in-City users.

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

Section 1. Fee Schedule. The City of Cortez City Council incorporates the foregoing recitals as its conclusions, facts, determinations, and findings. The City Council hereby approves the Fee Schedule for operations of the City of Cortez.

Section 2. Severability. If any part or provision of this Resolution is judged to be unenforceable or invalid, such judgement shall not affect, impair or invalidate the remaining provisions of this Resolution, it being Council’s intention that the various provisions hereof are severable.

Section 3. Conflicting Acts. All acts, orders and resolutions, or parts thereof, of the Council, which are inconsistent or in conflict with the Resolution, are hereby repealed to the extent only of such inconsistency or conflict. All fees shall become effective on January 1, 2024.

MOVED, SECONDED, AND ADOPTED THIS 14th DAY OF NOVEMBER, 2023.


Rachel B. Medina, Mayor

ATTEST:



Linda L. Smith, City Clerk

CITY OF CORTEZ FEE SCHEDULE

Effective January 1, 2024

CITY CLERK FEES

MARIJUANA LICENSE FEES

Type of Fee	Local Fee
Application Fee for New Retail/Medical License	\$12,000.00
Transfer of Ownership (Same Premises)	\$2,850.00
Transfer Location (Same Owner)	\$7,000.00
Annual Renewal Fee	\$1,200.00
Re-Inspection	\$50.00 per hour
*These operating fees shall be charged per premises for any class or combination of classes of marijuana licenses that are regulated in Cortez	

*Re-inspection charges will apply, and be assessed at a minimum of one hour, in one hour increments, when any City official is required to spend additional time to ensure compliance of a licensed premises because a license holder has failed to follow the rules and laws that govern marijuana

LIQUOR PERMIT FEES

Type of Fee	Fee
Application Fees	Local Fee
New License	\$1,000.00
License Renewal	\$100.00
Transfer of Ownership	\$750.00
Takeout/Delivery Permit	\$11.00
Concurrent Review	\$1,000.00
Change of Location	\$750.00
Manager Registration Fee (Tavern & H/R)	\$75.00
Late Renewal Application Fee	\$500.00
Temporary Permits	\$100.00
Background Check- Corporation Change	\$100.00
License Fees	Local Fee
Beer & Wine	\$48.75
Brew Pub	\$75.00
Club	\$41.25
Fermented Malt Beverage	\$3.75
Hotel & Restaurant	\$75.00
Liquor Licensed Drug Store	\$22.50
Retail Liquor Store	\$22.50
Tavern	\$75.00
Hotel & Restaurant w/ one optional premise	\$75.00
Arts	\$41.25
Special Event Permit	\$100.00
Liquor Store Tastings License	\$100.00
Occupation Tax: (prorated on calendar year)	Local Fee
Brew Pub	\$48.75
Hotel & Restaurant	\$75.00
Tavern	\$41.25
Retail Liquor Store	\$3.75
Fermented Malt Beverage	\$75.00
Beer & Wine	\$22.50
Club	\$22.50
Arts	\$75.00

PUBLIC RECORDS STANDARD FEES AND CHARGES

Type of Fee	DESCRIPTION	Fee
Photocopies or Printouts	Standard (letter/legal) per page	\$0.25
Photocopies or Printouts	Not Standard	Actual Cost
Fax Documents	Standard (letter/legal) per page	\$0.25
Document Certification	additional per page copy charge applies	\$5.00
Duplication of audio tapes, CDs or DVDs (this includes transfer of audio files to CD)	Per Disc	\$25.00

RECORDS STANDARD FEES AND CHARGES- CONT

Type of Fee		Fee
Publication produced by City of Cortez	based on production costs	Varied
City of Cortez Municipal Code		\$100.00
Business License Report		\$7.50
List of City Businesses		\$25.00
<u>Research, Retrieval, and Data Manipulation Fees</u>		
Up to 1 hour		No Charge
1+ hours	per hour	\$33.58

Additional fee information is available on the Open Records Request form.

Additional City Clerk Fees		
Tree Pruner		\$25.00
Pawn Broker		\$100.00
Plumber / Gas Fitter		\$25.00
Flea Market		\$100.00
Transient Vendor	10.00/ Day	\$100.00

CORTEZ ANIMAL SHELTER

Type of Fee	DESCRIPTION	Fee
Adoption Fees	Dogs	\$175.00
	Cats	\$100.00
Reclaim Fees	<u>Dogs</u>	
	First Offense	\$65.00
	Second Offense	\$75.00
	Third Offense	\$90.00
	Fourth Offense	\$115.00
	<u>Cats</u>	
	First Offense	\$30.00
	Second Offense	\$40.00
City License Fee	Altered Animals	\$10.00
	Unaltered Animals	\$25.00
	Boarding fees of impounded animals	Per day \$15.00

CRIMINAL JUSTICE FEES

Type of Fee	Fee
Crime/Offense Reports	\$ 3.00
Supplement Reports (each page)	\$ 0.50
Traffic Accident Reports	\$ 4.00
Bicycle License	N/C
Applicant Fingerprints	\$ 10.00
<u>Communication Center Recordings</u>	
30 seconds to 30 minutes	\$25.00
30 minutes plus	\$40.00
<u>Any report on microfilm or DVD</u>	
1st Page	\$ 6.00
Each additional page	\$ 1.00
Local Background Checks	\$ 5.00
Sex Offender Registration (Initial)	\$ 20.00
CD's of photographs (evidence)	\$ 25.00
DVD's of video (evidence)	\$ 25.00
DVD's of audio (evidence)	\$ 25.00
Public VIN Inspection	N/C
Certified VIN Inspection	\$ 20.00

LIBRARY FEES

Type of Fee	Fee
Replacement Library Card	\$ 1.00
Out of State Card	\$ 10.00
Lost/Damaged Items	Cost of Item
Copies- per page	
Black and white	\$ 0.10 first 10 pages free
Color	\$ 0.25 first 10 pages free
Headphones	\$ 1.00
USB	\$ 3.00

PARKS AND RECREATION DEPARTMENT

Cortez Recreation Center

PARKS AND RECREATION FACILITIES USE FEES

Daily Fees	Daily	20 Punch Card
Infant (4 & under)	Free ****	Free ****
Youth (5-18)	\$ 5.00	\$ 90.00
Adult (19-59)	\$ 6.00	\$ 110.00
Senior (60+)/ Veteran	\$ 5.00	\$ 90.00
Group Rate 20+ (5-18 yrs)	\$ 4.00	
Shower Fee	\$ 3.00	
Annual Passes	Yearly **	3 Month***
Infant (4 & under)	Free ****	Free ****
Youth (5-18)	\$ 225.00	\$ 95.00
Adult (19-59)	\$ 305.00	\$ 120.00
Senior (60+)/ Veteran	\$ 230.00	\$ 100.00
Family* 2 members	\$ 400.00	n/a
Family* 3 members	\$ 450.00	n/a
Family* 4+ members	\$ 515.00	n/a

* Family is immediate family only living in the same household, 5 members maximum, each additional child/youth \$30.00

**Annual Passes can be paid with monthly payment automatic withdrawal

***Three month passes need to be paid in full, no cancellations

****Free with adult paid admission, card, or annual pass

Annual Passes include all fitness classes with the exception of SilverSneakers classes and SilverSneakers annual pass holders

Facility Rental Fees	Individual/ Non Profit	Commercial
	Per Hour	Per Hour
Canyon Room	\$25.00	\$50.00
Mesa Room	\$25.00	\$50.00
Canyon/Mesa Room	\$50.00	\$100.00
1/2 Gym	\$30.00	
Full Gym	\$60.00	\$200.00
Raquet Ball Court Tournament	\$10.00	
Full Facility without Aquatics (min 4 Hours)	\$100.00	\$300.00
Full Facility (min 4 hours)	\$150.00 + Labor	\$400.00 + Labor
Swim Team Practice (per week)	\$50.00	
Swim Team Meet (per day)	\$150.00	\$300.00
Child Watch Room (min. 2 hours)	\$20.00	

*After hours facility usage rates of recreation center will be negotiated by recreation center supervisory staff depending on the type of use.

Set-up Fee/Deposit

	Set-up	Deposit/Clean-up
Canyon/Mesa Rooms		
Mesa Room		\$25.00
Canyon Room	\$15.00	\$25.00
Canyon/Mesa Rooms	\$15.00	\$40.00
Gym		
Court Set-up (each)	\$15.00	\$25.00
Meeting, etc. 50+ people	\$75.00	\$50.00
Pool		
Swim Meet	\$50.00	\$50.00
Full Center	\$100.00	\$100.00
Child Watch Room		\$25.00

Miscellaneous Fees

ID Replacement Card	\$5.00	
Racquetball Reservation Fee	\$1.00	
Wallyball Reservation Fee	\$5.00	
Child Watch Fee*	\$3.00	per hours (Max. 2 Hours)
Child Watch 14 Punch Card	\$28.00	
* Household member must be in facility to use this service		
Locker Rental (6 months)	\$30.00	
Fitness Class (per class)	\$5.00	

Golf Course Fees	
Type of Fee	Description

OFF-PEAK SEASON - Annually before Apr 15, and after Sept 30.

Daily Green Fees	Individual	Senior/Veteran	Junior
9 Holes Mon-Thursday	\$ 20.00	\$ 19.00	\$ 17.00
18 Holes Monday-Thursday	\$ 30.00	\$ 27.00	\$ 17.00
9 Holes Friday-Sunday, Holiday	\$ 22.00	\$ 20.00	\$ 17.00
18 Holes Friday-Sunday, Holiday	\$ 33.00	\$ 29.00	\$ 17.00

*Off-peak season rate may be offered due to course conditions with the approval by the Golf Pro and the Parks and Recreation Director

PEAK SEASON - Annually between Apr 15 and Sept 30

Daily Green Fees	Individual	Senior/Veteran	Junior
9 Holes Mon-Thursday	\$ 27.00	\$ 25.00	\$ 22.00
18 Holes Monday-Thursday	\$ 40.00	\$ 36.00	\$ 22.00
9 Holes Friday-Sunday, Holiday	\$ 29.00	\$ 27.00	\$ 22.00
18 Holes Friday-Sunday, Holiday	\$ 43.00	\$ 39.00	\$ 22.00

5 Round Pass with 6th Round Free 9 Holes \$135.00 18 Holes \$200.00

Season Ticket \$135 + \$10 per 9 holes

Twilight Fee- Monday- Thursday (after 4:00 pm start or later) 18 holes for the price of 9 holes

SEASON PASSES	Base + \$2 per 9 holes	Unlimited Rounds
Individual	\$ 633.00	\$ 726.00
Couple	\$ 1,040.00	\$ 1,161.00
Senior (60+)/ Veteran Individual	\$ 528.00	\$ 611.00
Senior (60+) Couple	\$ 864.00	\$ 985.00
Junior (under 18)	\$ 187.00	\$ 209.00
College	\$ 248.00	\$ 281.00
Family Pass	\$ 1,265.00	\$ 1,403.00

Cart Registration Fee \$675

* Seniors are 60 years and over. Couple means Spouses only.

*All season passes and season ticket will be discounted 35% after July 8th.

*Families must reside in the same residence. Two members are adults, the rest must be under 18 years of age

*Passholders will have an option of a payment plan to be paid annually by June 30th

*Adults who play 18 holes and then decide to play another 9 holes shall pay the Adult 9 hole replay fee of \$22

*Early and late season 25% discount for daily fee golfers from Open to **April 15 and October 1st to Close**

Special Tournament Fee \$35 per 18 holes for 18+tournament with 50 or more
 \$25 per hole for 9 hole tournament with 25 or more

Municipal Pool	
Type of Fee	Description

Pass Type	Daily Pass	Season Pass
Youth (17 & Under)*	\$3.00	\$50.00/\$40.00***
Adult	\$5.00	\$70.00/\$60.00***
Senior (60+)/Veteran	\$4.00	\$60.00/\$50.00***
Family (Immediate Only)		\$150.00**/\$125.00***
Swim Lesson Youth (per lesson)		\$40.00
Swim Lesson Adult (per lesson)		\$45.00
Swim Team Practice (per week)		\$50.00
Swim Team Meet (per day)		\$150.00
Pool Shelter Rental- per hour (2 hour min.)		\$20.00
Private Pool Rental- 2 Hours	\$350.00 + \$100.00 Cleaning Deposit	

*Children 4 years of age and under are allowed in the pool free of charge, must be accompanied by a paying adult dressed to swim

**Immediate Family Only, 5 members maximum, each additional youth \$30

***Fee with current Recreation Center Pass equal or greater than the pass to be purchased

Recreation Programs			
Type of Fee	Description		
Youth Basketball	\$30/player	Volleyball- Co-ed/M/W	\$200/team
*Youth sports fee shall cover 50% of costs		Adult Soccer	\$200/team
3 on 3 Volleyball	\$100/team	5 on 5 Basketball	\$325/team
Sand Volleyball	\$100/team	Softball- Co-ed/M/W	\$325.00/team
Co-ed Dodge Ball	\$100/team	Flag Football	\$275/team
Camps			
Type of Fee	Discounts		
Daily Fee	Weekly Discount Fee	Monthly Discount Fee	All Summer Discount Fee
Playground Days (Full Day)			
First child - \$25.00	\$ 110.00	\$ 400.00	\$ 800.00
Second child+ - \$20.00	\$ 100.00	\$ 350.00	\$ 750.00
Daily Fee	Weekly Discount Fee	Monthly Discount Fee	
After School Program	\$ 55.00	\$ 200.00	
Monday-Thursday - \$12.00			
Friday and holidays breaks - \$18.00			

***No refunds given for missed days if weekly, monthly or all summer rate is chosen.**

Other Recreation Programs
Contracted Classes - The City receives 20% of gross fees collected. In 2025, it return to the traditional rate of 30%.
Trips (Youth & Adult) - The fee must cover the program costs.
Senior Programs - The must cover 75% of program costs.

Facility & Equipment Rentals and Field Marking:

Organizers reserving the City playing surfaces for an approved youth cooperative (i.e. Tri-City Soccer, Southwest Colorado Youth Baseball, Southwest Softball, Cortez BMX, Montezuma Football, and Cortez Water Dragons) will be charged:

Cost of paint or chalk plus \$50 per week for activity preparation time, which includes dragging, marking, painting, tilling, and/or other activity preparation and for the facility reservation usage.

Organizers reserving the city playing surfaces for non-City youth/adult open usage will be charged:

Rental Fees	Individual/Non Profit	Commercial
Facility		
One Sports Field	\$30 Half Day (4 hours or less) \$60 Full Day (4 hours or more)	\$75 Half Day (4 hours or less) \$150 Full Day (4 hours or more)
<u>Organizers renting other City park usage for non-City activities will be charged:</u>		
Centennial Park- Small Shelter	\$30 Half Day (4 hours or less) \$60 Full Day (4 hours or more)	
Centennial Park- Large Shelter	\$30 Half Day (4 hours or less) \$60 Full Day (4 hours or more)	
Centennial Park- Entire Park	\$120 Full Day (250 people or less) \$180 Full Day (500 people or less) \$180 Full Day + \$150 Damage Deposit (500 people or more)	
Veterans Park- Entire Park	\$120 Full Day (250 people or less) \$180 Full Day (500 people or less) \$180 Full Day + \$150 Damage Deposit (500 people or more)	
Montezuma Park- Performance Stage	\$60 Half Day \$120 Full Day	
Parque de Vida Playground Shelter	\$30 Half Day \$60 Full Day	
Parque de Vida Amphitheater	\$60 Half Day \$120 Full Day	
Parque de Vida- Entire Park	\$120 Full Day (250 people or less) \$180 Full Day (500 people or less) \$180 Full Day + \$150 Damage Deposit (500 people or more)	

*Events with estimated attendance of 1,500 or more people will require individual contracts between the event producer and the City of Cortez.

Facility Key Deposit

Facilities which require keys will have a \$5.00 refundable (with return of the key) deposit required

Arborist License

Arborist license shall be \$25.00

PLANNING AND BUILDING

Type of Fee		Fee	
Administrative Adjustment		\$	125.00
Administrative - Research and Retrieval	up to 1 hour	no charge	
	1 hour +	\$	30.00 per hour
Amended Plats and or Replats		\$	300.00
Annexation	under 10 Acres	\$	350.00
	over 10 Acres	\$	500.00
Vacations (Street or Alley)		\$	300.00
Application Withdrawal Fee		1/2 of Collected Fee	
Billboard Permit	Annual Renewal	\$	50.00 per billboard, per year
Billboard Permit	New Sign	\$	27.50
Board of Adjustment Application		\$	500.00
Comprehensive Plan		\$	15.00 for CD
		\$	25.00 paper copy
Conditional Use Permit		\$	500.00
If applicant is applying for a conditional use permit CONCURRENT with a site plan review, the full site plan review fee applies, in addition to half the conditional use permit fee.			
Condominium Subdivision		See Subdivision Plat Fees	
Condominium Conversion		\$	200.00
Copies		\$	0.25 per page
Encroachment Permit		\$	100.00
Historical Sign Application Fee		\$	75.00
Historical Structure Application Fee		No Charge	
Home Occupation Permit		\$	50.00
Land Dedication- 5% Cash-In- Lieu Requirement		\$	13,500.00 per acre
Land Use Code		\$	15.00 for CD
		\$	75.00 paper copy
Master Sign Plan- Includes all types of signs- As per adopted permit fee schedule			
Minor Subdivision		See Subdivision Plat Fees	
Planned Unit Development		See Subdivision Plat Fees	
Recording Fees		Actual Costs	
Sign Permit (not Billboards)		per adopted permit fee schedule	
Site Plan Review		\$	500.00
Special Exception		\$	100.00
*Subdivision Plat Fees, Including Condominium Subdivisions and/or Planned Unit Developments		\$	400.00
			for the 1st acre or part thereof
		\$	50.00 per acres for next 4 acres
		\$	20.00 each additional acre
Re-Application Fee		\$	300.00 plus appropriate Subdivision Plat Fees
*Separate Fee for each submittal- Preliminary and Final Plat			
Temporary Permits		\$	30.00
Zoning Change	Residential/Small	\$	500.00 1/2 acre or less
	Commercial/Large Residential	\$	750.00

Building Permit Fees			
From the total valuation of the structure, the permit fee is tabulated			
Total Valuation	Fee		
\$1.00 to \$500.00	\$75.00		
\$501.00 to \$2,000.00	\$75.00 for the first \$500.00 plus \$4.00 for each additional \$100.00 or fraction thereof, to and including \$2,000.00		
\$2,001.00 to \$25,000.00	\$135.00 for the first \$2,000.00 plus \$13.75 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00		
\$25,001.00 to \$50,000.00	\$451.25 for the first \$25,000.00 plus \$10.50 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00		
\$51,000.00 to \$100,000.00	\$713.75 for the first \$50,000.00 plus \$7.25 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00		
\$100,001 to \$500,000.00	\$1076.25 for the first \$100,000.00 plus \$6.00 for each additional \$1,000.00 or fraction thereof, to and including \$500,000.00		
\$500,001.00 to \$1,000,000.00	\$3,476.25 for the first \$500,000.00 plus \$5.00 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000.00		
\$1,000,001.00 and up	\$5,976.25 for the first \$1,000,000.00 plus \$4.00 for each additional \$1,000.00 or fraction thereof		
Roof Permit Fee	Up to 5000 sq ft	\$	150.00
	(over 5000 sq ft)		\$150.00 +\$.05 per sq ft
Fence Permit Fee		\$	100.00
Siding Permit Fee		\$	75.00
Residential Deck Permit Fee		\$	100.00 over 30" high, no roof
Non-Habitable Portable Structure Fee		\$	100.00
Foundation Only Permit Fee		\$	100.00
Cell Tower Antennae Modification Permit		\$	150.00
Use Tax- In accordance with Council Ordinance No. 1054, Series 2005 (8/9/2005)			
Demolition Permit		\$	100.00
Plan Review Fee	For commercial projects& multi family units (4units & over) a Plan Review Fee may be charged at an additional rate of 65% of the Building permit Fee)		
Mobile Home Set-Up inspection Fee		\$	175.00 Mobile Home Parks Only
RV Home Set-Up inspection Fee		\$	75.00 Mobile Home Parks Only
Permanently Installed New and Used HUD Manufactured Homes (Trailers)	On private lots, the Building Permit Fee shall be based on one-half (1/2) the Building Permit per Square Foot Fee Schedule		
Colorado IRC Approved Manufactured Homes	Building Permit Fee shall be based on 100% of the Building Permit per Square Foot Fee Schedule		
Permanently Installed New and Used HUD Manufactured Homes and Colorado IRC			
Approved Manufactured Homes		\$	225.75 Use Tax Flat Fee
Temporary Certificate of Occupancy		\$	300.00
Re-Inspection Fee		\$	50.00
Stop Work order/ Work Conducted Without Permit		\$	250.00
Plumbing Permit Fees			
From the total amount of work to be done, the permit fee is tabulated			
Each Issuing Permit		\$	25.00
Supplemental Permit		\$	10.00
Each plumbing fixture, trap, or set of fixtures on one trap (including water, drainage piping, and backflow protection)		\$	10.00
Each Building/Trailer Park Sewer		\$	20.00
Rainwater Systems (inside building)		\$	10.00 per drain
Each Private Sewer Disposal System		\$	40.00
Each Water Heater and/or Vent		\$	10.00
Each Gas Piping System- 1-4 Outlets		\$	10.00
Each Additional Outlet		\$	1.00
Each Industrial Waste Interceptor (including trap and vent, excepting kitchen type grease interceptors functioning as a fixture trap)		\$	10.00
Installation, Alteration, or repair of Water Piping and/or Water Treating Equipment		\$	10.00

Plumbing Permit Fees- Continued

From the total amount of work to be done, the permit fee is tabulated

Each Lawn Sprinkler System on any one meter, including backflow Protection devices	\$	10.00
Vacuum breakers or backflow protective devices on tanks, vats, etc., or installation on unprotected plumbing fixtures, including water piping.	\$	5.00 1 to 4
Each Additional	\$	1.00

**** Note- Plumbing Inspections are included in the initial building permit fee for new construction

Mechanical Permit Fees

From the total amount of work to be done, the permit fee is tabulated

Mechanical Permit Fees	\$	20.00
Each Supplemental Permit	\$	10.00
Unit Fee Schedule (in addition to the permit issuing fee)		
Furnaces		
Installation or relocation of Furnaces up to and including 100,000 Btu/h (29.3kW)	\$	10.00
Installation or relocation of Furnaces over 100,000 Btu/h (29.3kW), including vent	\$	12.00
Relocation of floor furnace, installation/relocation of suspended, recessed or floor mounted heater	\$	10.00
Appliance Vents		
Installation, relocation or replacement of each vent installed, not included in appliance permit	\$	5.00 each
Repairs or Additions		
Repair, alteration or addition to each heating appliance, cooling unit, absorption unit, or each heating, cooling, absorption or evaporative cooling system, (including installation of controls regulated by the mechanical code)	\$	7.00
Boilers, Compressors, Absorption Systems		
Installation or relocation of Boiler	\$	12.00 each
Air Handlers		
Each Air Handling Unit to and including 10,000 cubic feet per minute cfm) (4720 L/s), including ducts attached to		
Evaporative Coolers	\$	7.00
Each Evaporative Cooler other than portable types	\$	7.00
Ventilation and Exhaust		
Each Ventilation Fan connected to a single duct	\$	5.00
Each Ventilation system which is not a portion of any heating or air conditioning system authorized by a permit.	\$	7.00
Installation of each hood which is served by mechanical exhaust, including ducts for hood incinerator	\$	7.00
Installation relocation of each domestic- type incinerator	\$	10.00
Installation relocation of each commercial or industrial- type incinerator	\$	20.00
Miscellaneous		
For each appliance or piece of equipment regulated by the Mechanical Code but not classed in other appliance categories to which no other fee is listed	\$	7.00

**** Note- Mechanical Inspections are included in the initial building permit fee for new construction

PUBLIC WORKS

Description		Fee	
GIS SERVICES			
Copies of Maps		Size	
Street and Address Grid	36x36	\$	15.00
Subdivision/Zoning	36x36	\$	25.00
Custom Maps		\$	30.00
With ortho-photography (aerial)		\$	40.00
Aerial map of a property- letter size		\$	5.00
Printouts of Plats or Plan sets			
(black & white)	24 x 36	\$	5.00 per sheet
	36 x 36	\$	7.00 per sheet
Custom maps and data requests		\$	60.00 per hour, plus materials
Digital Data on Disk			
2015 Digital Color Ortho-photography		\$	90.00 per square mile
50 Scale: 3-inch Resolution			
2005 Digital Color Ortho-photography		\$	50.00 per square mile
100 Scale: 6-inch Resolution			
2015 Lidar DTM- 1 foot Contours		\$	1,000.00
Coverage: 24 square miles in / around Cortez City Limits			
Miscellaneous Permits			
Administrative Costs - Research and Retrieval in excess of 1 hour		\$	30.00 per hour, plus copies
Blasting Permit		\$	75.00
Chipping Services			
	First 20 minutes	\$	50.00
	Each minute thereafter	\$	1.00
	Mulching Fee*	\$	10.00
*(Additional fee to unhook and dump chips in yard)			
Construction Design Standards		\$	25.00 for CD
		\$	50.00 for paper copy
Copies		\$	0.25 per page
Flat Bed Trucks		\$	90.00 for 1st ton
*Additional Fees for overweight -per Landfill charges		\$	55.00 per ton
Flood Plain Development Permit		\$	100.00
Land Disturbance (Grading Permit)		\$	40.00
Stormwater Quality Permit		\$	150.00
Right of Way Construction Permit		\$	30.00
Additional Fees applicable			

WATER

Metered Water Rates

Residential

Base Rate	Minimum Monthly Rate
Single Family (3/4" x 5/8")	\$ 31.80
Master Meter (Multi Family/ MH Park)	\$ 30.25

Non-Residential Base Rate

Base Rate	Minimum Monthly Rate
3/4" x 5/8" Meter	\$ 31.80
1" Meter	\$ 49.50
1-1/2" Meter	\$ 71.25
2" Meter	\$ 96.75
3" Meter	\$ 140.25
4" Meter	\$ 151.84

Volume Charges Over 1000 gallons of usage

Single-Family

1,001 to 4,000 gallons	\$ 2.66 per 1,000 gallons
4,001 to 8,000 gallons	\$ 4.36 per 1,000 gallons
8,001 to 16,000 gallons	\$ 5.66 per 1,000 gallons
16,001 to 24,000 gallons	\$ 7.36 per 1,000 gallons
Over 24,000 gallons	\$ 9.06 per 1,000 gallons

Multi-Family

0 to 36,000 gallons	\$ 2.75 per 1,000 gallons
Over 36,000 gallons	\$ 3.58 per 1,000 gallons

Commercial

0 to 36,000 gallons	\$ 3.85 per 1,000 gallons
Over 36,000 gallons	\$ 5.01 per 1,000 gallons

Commercial Water Dock

\$ 12.50 for 500 gallons
\$ 12.00 Water Dock Card

Service Line and Development Charges

1) Single-family, commercial, irrigation-only, and mobile homes with individual services, and other uses not listed below

Size of Tap	Inside City
3/4"	\$ 7,732.00
1"	\$ 12,918.00
1-1/2"	\$ 25,835.50
2"	\$ 41,299.00
Over 2"	Negotiated

2) In the case of multi-unit dwellings or mobile home spaces being served by the same tap, service line, and/or meter, the development fee will be calculated as follows:

No. of Units	Developmental Fee/Unit
Each Unit	\$ 7,732.00

3) For sizes larger than 2" that include provisions for fire protection by sprinkler systems or hydrants, the fee shall be based on that portion of the size applied for that is not applicable to fire protection, plus the cost of providing the tap, the sum thereof constituting the tap fee.

4) OUT-OF-CITY WATER SERVICES: There shall be added to the schedule of development charges herein a fifty percent (50%) additional charge for all water service connections outside the City limits. As of January 1, 2024, all new out-of-City water users shall be charged an additional fifty percent (50%) for water usage. Those properties that have existing out-of-City water connections (water taps purchased prior to January 1, 2024), will be charged the same rate as in-City users.

Service Charge Fees

Water Service Fee	\$ 36.00
Reconnect Fee	\$ 60.00
Dangerous Animals	\$ 36.00
New Lawn Installation	\$ 30.00

Cross Connection Program Fees

Cross Connection Assembly Inspection	\$ 48.00
Re-Inspection Fee	\$ 48.00
Non-Compliance Testing of Backflow Assemblies	\$ 120.00

REFUSE DEPARTMENT

Description		Fee	
<u>Refuse Services for Polycart Charges (once-a-week pickup)</u>			
Residential	\$	29.15	per polycart
Multi Family Residential	\$	29.15	per occupied unit/ month
Small Commercial	\$	29.15	up to three 33 gallon cans
	\$	25.00	Call-back Fee
<u>Dumpster Service/Commercial Containers</u>			
Dumpster Size	Number of Pickups	Base Per-Yard Rate with	
2-yd	1	\$30.50/yd.	\$ 61.00
	2	\$27.00/yd.	\$ 115.00
	3	\$25.00/yd.	\$ 165.00
	4	\$23.00/yd.	\$ 211.00
	5	\$21.00/yd	\$ 253.00
3-yd	Number of Pickups Per Week		
	1	\$30.50/yd.	\$ 91.50
	2	\$27.00/yd.	\$ 172.50
	3	\$25.00/yd.	\$ 247.00
	4	\$23.00/yd.	\$ 316.00
	5	\$21.00/yd	\$ 379.50
Extra Pickup Fee (Set at Current Mid-Rate)	\$	25.00	Per Yard
Special Waste Back-charged	Tracking & Reporting	Fee per Load	Landfill Ticket + \$10
One-Time Dumpster Lock Fee	\$	65.00	per lock
Fee to Clean Dumpster Enclosure	\$	150.00	each time

CORTEZ COMMUNITY NETWORK

Description	Fee	
<u>CO-Location Fees</u>	<u>Current Monthly Fee</u>	
Co-Location Fee	\$	75.00
Network Access- per site	\$	50.00
Rack Space- first 12 inches	\$	60.00
Additional 12 inches	\$	60.00
Provider Owned Rack	\$	225.00
Electric Power and Cooling	\$	30.00
<u>Roof Top Rent</u>	<u>Current Monthly Fee</u>	
0 to 12" Dish/Sector	\$100.00 + Electrical \$10.00	
12-24" Dish/Sector	\$150.00 + Electrical \$15.00	
25" & Above	\$175.00 + Electrical \$20.00	
<u>Roof Mount Space</u>	<u>Current Monthly Fee</u>	
Small	\$	25.00
Medium	\$	50.00
Large	\$	75.00
<u>Telecom Huts</u>	<u>Current Monthly Fee</u>	
Telecom Hut	\$	300.00



CITY OF CORTEZ
123 ROGER SMITH AVENUE
CORTEZ, CO 81321

Jeremy Patton
Airport Director
22874 Road F
Cortez, CO. 81321
jpatton@cortezco.gov

Memorandum

To: CORTEZ CITY COUNCIL

From: JEREMY PATTON, AIRPORT DIRECTOR

Date: December 2, 2024

RE: Resolution No. 21, Series 2024

BACKGROUND

It is imperative to have a guiding document that outlines the types of fees, rates, and applicability of airport uses. This guiding document was initiated, and adopted, in 2023 by the Airport Director with guidance of industry standards and existing fees and charges and further reviewed by the City Attorney and City Manager.

DISCUSSION

The majority of the fees are already being applied via land lease agreements, surface use agreements, contracts, weight-based landing fees, flight simulator use fees, classroom use fees, keys/gate card issuance fees, callout fees, and now public parking fees. These are standard across the aviation industry and CEZ remains well below comparable commercial service airports. CEZ continues to realize an increase in private and charter operations. This guiding document brings CEZ into a better position for growth while maintaining fairness to our users in the general aviation community.

FISCAL IMPACT

The enterprise fund of the Airport will realize increased revenue based on some of the new fees as demand increases for various operations. Projected landing fees will see a steady increase as many of our larger charter jets and the airline will fall into higher weight brackets. This fee schedule has been updated with the new public parking fee structure for 2025.

RECOMMENDATION

Staff recommends that Council approve Resolution No. 21, Series 2024, a resolution approving the Cortez Municipal Airport Schedule of Fees and Charges.

MOTION

If agreed upon by the City Council, a possible motion would be: I move that Council approve Resolution No. 21, Series 2024, a resolution approving the Cortez Municipal Airport Schedule of Fees and Charges.

Attachments

Resolution No. 21, Series 2024
Airport Fees for 2025
Airport Fees for 2024

**CITY OF CORTEZ
RESOLUTION NO. 21, SERIES 2024**

**A RESOLUTION ADOPTING THE 2025 FEES AND CHARGES
FOR THE CORTEZ MUNICIPAL AIRPORT**

WHEREAS, the City of Cortez Municipal Code establishes rules and regulations for operations for the City, and the Code requires that various fees and charges for City services be set forth in a fee schedule to be adopted by resolution; and,

WHEREAS, the City Council wishes to adopt the “2025 Fees and Charges for the Cortez Municipal Airport” attached hereto as the official fee schedule for the operations of the City of Cortez Municipal Airport; and,

WHEREAS, all resolutions adopting fees for the City of Cortez Municipal Airport shall be superseded by Resolution No. 21, Series 2024, which shall become effective January 1, 2025.

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

Section 1. Fee Schedule. The City of Cortez City Council incorporates the foregoing recitals as its conclusions, facts, determinations, and findings. The City Council hereby approves the Fees and Charges for the Cortez Municipal Airport.

Section 2. Severability. If any part or provision of this Resolution is judged to be unenforceable or invalid, such judgement shall not affect, impair or invalidate the remaining provisions of this Resolution, it being Council’s intention that the various provisions hereof are severable.

Section 3. Conflicting Acts. All acts, orders and resolutions, or parts thereof, of the Council, which are inconsistent or in conflict with the Resolution, are hereby repealed to the extent only of such inconsistency or conflict. All fees shall become effective on January 1, 2024.

MOVED, SECONDED, AND ADOPTED THIS 10th DAY OF DECEMBER, 2024.

Rachel B. Medina, Mayor

ATTEST:

Linda L. Smith, City Clerk



Cortez Municipal Airport

Schedule of Fees and Charges

City of Cortez, Colorado

26 November 2024

1. GENERAL REQUIREMENTS

The following fees and charges shall apply to all users of the Cortez Municipal Airport, henceforth referred to as “CEZ,” unless otherwise specified in a written agreement between CEZ and an Operator, Fixed Based Operator, Vendor, or any other person or entity affected by fees and charges assessed by CEZ (collectively referred to as “Airport Users” and individually as “Airport User”).

1.1 Payment of Fees and Charges. Unless otherwise specified in a separate agreement or implementation of point-of-sale systems, all payments to CEZ shall be made to: Cortez Municipal Airport, City of Cortez, 123 Roger Smith Ave., Cortez, CO 81321.

1.2 Amendment of Fees and Charges. All fees and charges shall be reviewed prior to 1 December of each year. Adjustments will be made by the City according to the published Consumer Price Index for the Denver-Aurora-Lakewood, Colorado area (“CPI”), or its equivalent, should the CPI no longer be published by the Federal government in its present form, in future years. Should the CPI be negative in any year or years, the respective rate will remain unchanged for the next annual period.

1.3 Remedies for Failure to Pay Fees and Charges. If an Airport User fails to timely pay fees and charges owed to CEZ, or timely perform any obligation under the City’s fee resolution, the following remedies may be exercised in any order or combination, in the sole discretion of CEZ: (a) obtain specific performance; (b) recover all damages incurred by CEZ, including incidental damages and attorney’s fees; (c) utilize security deposit charges provided by the Airport User to remedy the violation and to reimburse CEZ for any damages, including attorney’s fees and other expenses of collection that CEZ has sustained; (d) terminate the lease, agreement or license on the non-compliant Airport User, and if terminated, the Airport User involved shall continue to be liable for the performance of all terms and conditions, with the payment of all fees owed, prior to effective date of said termination, in addition to all damages, including attorney’s fees and expenses of collection that are incurred by CEZ; (f) utilize any other remedy pursuant to legal and equitable means as a result of said violations. Except in the event that the lease, agreement or licenses of a non-compliant Airport User is terminated, the non-compliant Airport User shall not be permitted to resume operations at CEZ or use CEZ facilities until CEZ notifies the non-compliant Airport User that its obligations to CEZ have been satisfied.

1.4 Interest. Any fees and charges owed to CEZ that are not paid when due will accrue interest at the rate of one and one-half percent (1.5%) per month from the original due date until payment is received. Any partial payments received shall be applied first to accrued interest, then to principal.

1.5 Airport damage. Airport Users operating at CEZ (including airside operations and public parking areas at CEZ) shall be liable for any damage to CEZ caused by the Airport User involved, or its members, officers, partners, contactors, subcontractors, employees, agents, representatives, customers, guests, or parties acting under its direction or control (ordinary wear and tear excepted).

1.6 Jurisdiction and Venue. Exclusive jurisdiction and venue for any litigation or other legal action to enforce or interpret the provisions of the City’s fee resolution shall be in the

Colorado State District Court located in Montezuma County, Colorado, and all Airport Users consent to the jurisdiction of such court.

1.7 Prevailing Terms. Should there be any inconsistency between the terms of this Fee Schedule and any other agreement, lease or license entered into between CEZ and an Airport User, the terms of the written agreement shall prevail.

1.8 Other fees and charges. CEZ may issue fees and charges that are not listed in this Fee Schedule for any class of Airport User, including without limitation, any tenant, concessionaire or operator, for any activity, so long as the fee or charge is imposed via written agreement, license, lease, or otherwise.

2. AIRSIDE AND TERMINAL FACILITIES

2.1 Hangar and T-Hangar Rent Fees. Rent fees are established and paid monthly or annually upon negotiation between CEZ and the tenant. Penalties, late fees, or other fees and charges associated with the Hangar and T-Hangar rent are determined by the written rental agreement.

2.2 Terminal Facilities Fees. CEZ's Airport Terminal facilities include office spaces for TSA operations as well as airline staff, including a shared breakroom. Limited counter space is available for tenant airline and car rental operations. The current rates for space are as follows:

Exclusive-use space

Customer Service Counter.....	\$26.60 per sq. ft./year
Office Space*	\$26.60 per sq. ft./year
Joint-use airline and TSA breakroom space.....	\$26.60 per sq. ft./year

**GSA On-Airport Lease (TSA offices) is negotiated in 5-year Agreements*

2.3 Customer Facility Charge. A customer facility charge will apply to customer transactions in relation to concession agreements in the airport terminal.

Customer facility charge.....	\$4.00
-------------------------------	--------

2.4 Airport Staff Labor Rate. In the event airport staff are requested for assistance to an Airport User not associated with normal CEZ job duties and responsibilities, externally billable staff time shall be incurred at:

Hourly labor fee.....	\$75/hr. (1-hour minimum)
-----------------------	---------------------------

2.5 Airport Conference Room Fee. The airport classroom/conference room is available for airport users to conduct meetings, trainings and briefs upon request and coordination with airport staff (airport tenant operators and non-profit excepted).

Conference room fee- 4 hour minimum..... \$50.00
8 hours..... \$100.00

2.6 Flight Simulator Usage and Fees. The flight simulator is available to authorized operators for the purpose of introduction flights, flight lessons, pilot currency, and educational institution uses including Experimental Aircraft Association and Civil Air Patrol sponsored activities.

1 hour minimum..... \$50.00/hour
2-10 hour blocks \$40.00/hour
11+ hour blocks \$35.00/hour

Experimental Aircraft Association (EAA), Civil Air Patrol (CAP), College or High School STEM/STEAM programs, and similar educational and civic programs, will be discounted to incentivize educational initiatives conducted by these organizations. A separate Letter of Authorization or Memorandum of Understanding may be requested by CEZ.

1 hour minimum..... \$30.00/hour
2-10 hour blocks..... \$20.00/hour
11+ hour blocks..... \$15.00/hour

Advanced Aviation Training Devices hours can be used toward Private Pilot, Instrument Rating-Airplane, and Commercial Rating- Airplane. The following hours are allowed per Federal Aviation Regulations, Part 61*:

Private Pilot- 2.5 hours

Instrument Rating: 20 hours. Instrument Rating currency requirements are permitted on AATDs (not including an IPC- Instrument Proficiency Check)

Commercial Rating: 50 hours

**Other allowances apply to airline transport pilots, subject to Federal Aviation Regulations.*

3. AIRCRAFT OPERATOR FEES AND CHARGES

3.1 Landing Fees. Aircraft landing fees are charged to all non-based aircraft, scheduled and unscheduled flights originating from another airport, signatory and non-signatory airlines, and diverted aircraft due to weather, mechanical, or other reasons. Aircraft landing fees shall not apply to *declared emergencies* or aircraft originating at CEZ and forced to return due to weather, mechanical, or other precautionary reasons.

Aircraft above 4,000 pounds maximum gross landing weight (MGLW) are charged at the following rates:

Fee per 1,000 pounds GLW from 4,000 lbs. to 9,000 lbs.....	\$2.50
9,001 lbs. to 12,500 lbs.....	\$3.00
12,501 lbs. to 20,000 lbs.....	\$3.50
20,001 lbs. to 35,000 lbs.....	\$4.00
35,001 lbs. and above.....	\$4.50

Military and Federally owned aircraft are generally exempt from landing fee charges as outlined in the FAA Grant Assurance 27 of the Airport Compliance Handbook. Non-federally owned or operated firefighting aircraft shall not be exempt from landing fee charges.

3.2 Fuel Flow Fee. Fuel flow fees are charged per gallon of 100LL and Jet-A. This applies to full-serve fuel from the Fixed Based Operator fuel trucks and “through-the-fence” fueling operations. Aircraft operators providing their own fuel apparatus shall report fuel gallonage to the FBO and pay the appropriate fee:

Flowage fee per gallon.....	\$0.13/gal.
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3.3 Ramp and Tie Down Fees. The current Fixed-Based Operator, Cortez Flying Service, manages the fees and collection of ramp and tie downs as part of their commercial operations set forth in the Commercial Minimum Standards. This element includes limited hangar aircraft parking overnight and on-call services.

3.4 Deice Services and Fees. The current Fixed-Based Operator, Cortez Flying Service, manages the fees and collection of deice and anti-ice services.

3.5 Gate Access and Keycard Issuance Fees. The automated vehicle access gate at the FBO is utilized by tenant operators, emergency services, air ambulance crew, contractors, and general ground transportation crew. For keycard management and distribution, the following fees shall apply:

Initial keycard issuance.....	\$15.00
Replacement keycard (lost or stolen).....	\$30.00

3.6 Skeleton Key Issuance Fees

Initial issue.....	\$10.00
Replacement (lost or stolen)	\$50.00
If key cores are to be replaced..... cost to replace	

4. LANDSIDE OPERATIONS FEES AND CHARGES

4.1 Public Parking Fees. The main terminal parking lot fees are managed by a ticket dispensing system. Airport staff maintain operation and security of the parking lot and kiosks, gates, and cameras. Rates are structured as daily and long-term*:

1 hour (grace period)	FREE
1 hour to a maximum of 7 days.....	\$1.00/hr up to max \$4.00/day
7 to 14 days.....	\$3.00/day
14+ days.....	\$2.00/day
Long Term Parking Pass (Annually).....	\$250.00
Lost ticket fee.....	\$10.00

Coupons for transient pilots and customers of the Fixed-Based Operator may be issued by the Airport Director or Airport Operations Foreman.

Key cards and digital pass codes to be issued to airport operators, PD/Fire/EMS, and employees as needed:

Key Card issuance.....	\$15.00
Replacement Keycard (lost or stolen)	\$30.00

**Violators of the fee structure, handicap parking spaces, and abandoned vehicles may be towed at owner's expense.*

4.2 Communication Site Fee.

Surface use for communications equipment.....	\$26.60 per sq. ft./year
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**CITY OF CORTEZ
RESOLUTION NO. 29, SERIES 2023**

**A RESOLUTION ADOPTING THE 2024 FEES AND CHARGES
FOR THE CORTEZ MUNICIPAL AIRPORT**

WHEREAS, the City of Cortez Municipal Code establishes rules and regulations for operations for the City, and the Code requires that various fees and charges for City services be set forth in a fee schedule to be adopted by resolution; and,

WHEREAS, the City Council wishes to adopt the “2024 Fees and Charges for the Cortez Municipal Airport” attached hereto as the official fee schedule for the operations of the City of Cortez Municipal Airport; and,

WHEREAS, all resolutions adopting fees for the City of Cortez Municipal Airport shall be superseded by Resolution No. 29, Series 2023, which shall become effective January 1, 2024.

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

Section 1. Fee Schedule. The City of Cortez City Council incorporates the foregoing recitals as its conclusions, facts, determinations, and findings. The City Council hereby approves the Fees and Charges for the Cortez Municipal Airport.

Section 2. Severability. If any part or provision of this Resolution is judged to be unenforceable or invalid, such judgement shall not affect, impair or invalidate the remaining provisions of this Resolution, it being Council’s intention that the various provisions hereof are severable.

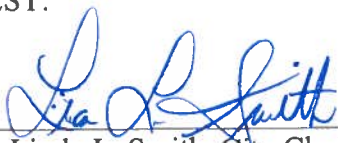
Section 3. Conflicting Acts. All acts, orders and resolutions, or parts thereof, of the Council, which are inconsistent or in conflict with the Resolution, are hereby repealed to the extent only of such inconsistency or conflict. All fees shall become effective on January 1, 2024.

MOVED, SECONDED, AND ADOPTED THIS 14th DAY OF NOVEMBER, 2023.



Rachel B. Medina, Mayor

ATTEST:



Linda L. Smith, City Clerk



Cortez Municipal Airport

Schedule of Fees and Charges

City of Cortez, Colorado

14 November 2023

Initiated: 14 November 2023

Revised:

Effective:

1. GENERAL REQUIREMENTS

The following fees and charges shall apply to all users of the Cortez Municipal Airport, henceforth referred to as "CEZ," unless otherwise specified in a written agreement between CEZ and an Operator, Fixed Based Operator, Vendor, or any other person or entity affected by fees and charges assessed by CEZ (collectively referred to as "Airport Users" and individually as "Airport User").

1.1 Payment of Fees and Charges. Unless otherwise specified in a separate agreement or implementation of point-of-sale systems, all payments to CEZ shall be made to: Cortez Municipal Airport, City of Cortez, 123 Roger Smith Ave., Cortez, CO 81321.

1.2 Amendment of Fees and Charges. All fees and charges shall be reviewed prior to 1 December of each year. Adjustments will be made by the City according to the published Consumer Price Index for the Denver-Aurora-Lakewood, Colorado area ("CPI"), or its equivalent, should the CPI no longer be published by the Federal government in its present form, in future years. Should the CPI be negative in any year or years, the respective rate will remain unchanged for the next annual period.

1.3 Remedies for Failure to Pay Fees and Charges. If an Airport User fails to timely pay fees and charges owed to CEZ, or timely perform any obligation under the City's fee resolution, the following remedies may be exercised in any order or combination, in the sole discretion of CEZ: (a) obtain specific performance; (b) recover all damages incurred by CEZ, including incidental damages and attorney's fees; (c) utilize security deposit charges provided by the Airport User to remedy the violation and to reimburse CEZ for any damages, including attorney's fees and other expenses of collection that CEZ has sustained; (d) terminate the lease, agreement or license on the non-compliant Airport User, and if terminated, the Airport User involved shall continue to be liable for the performance of all terms and conditions, with the payment of all fees owed, prior to effective date of said termination, in addition to all damages, including attorney's fees and expenses of collection that are incurred by CEZ; (f) utilize any other remedy pursuant to legal and equitable means as a result of said violations. Except in the event that the lease, agreement or licenses of a non-compliant Airport User is terminated, the non-compliant Airport User shall not be permitted to resume operations at CEZ or use CEZ facilities until CEZ notifies the non-compliant Airport User that its obligations to CEZ have been satisfied.

1.4 Interest. Any fees and charges owed to CEZ that are not paid when due will accrue interest at the rate of one and one-half percent (1.5%) per month from the original due date until payment is received. Any partial payments received shall be applied first to accrued interest, then to principal.

1.5 Airport damage. Airport Users operating at CEZ (including airside operations and public parking areas at CEZ) shall be liable for any damage to CEZ caused by the Airport User involved, or its members, officers, partners, contactors, subcontractors, employees, agents, representatives, customers, guests, or parties acting under its direction or control (ordinary wear and tear excepted).

1.6 Jurisdiction and Venue. Exclusive jurisdiction and venue for any litigation or other legal action to enforce or interpret the provisions of the City's fee resolution shall be in the

Colorado State District Court located in Montezuma County, Colorado, and all Airport Users consent to the jurisdiction of such court.

1.7 Prevailing Terms. Should there be any inconsistency between the terms of this Fee Schedule and any other agreement, lease or license entered into between CEZ and an Airport User, the terms of the written agreement shall prevail.

1.8 Other fees and charges. CEZ may issue fees and charges that are not listed in this Fee Schedule for any class of Airport User, including without limitation, any tenant, concessionaire or operator, for any activity, so long as the fee or charge is imposed via written agreement, license, lease, or otherwise.

2. AIRSIDE AND TERMINAL FACILITIES

2.1 Hangar and T-Hangar Rent Fees. Rent fees are established and paid monthly or annually upon negotiation between CEZ and the tenant. Penalties, late fees, or other fees and charges associated with the Hangar and T-Hangar rent are determined by the written rental agreement.

2.2 Terminal Facilities Fees. CEZ's Airport Terminal facilities include office spaces for TSA operations as well as airline staff, including a shared breakroom. Limited counter space is available for tenant airline and car rental operations. The current rates for space are as follows:

Exclusive-use space

Customer Service Counter.....	\$26.60 per sq. ft./year
Office Space*.....	\$26.60 per sq. ft./year
Joint-use airline and TSA breakroom space.....	\$26.60 per sq. ft./year

**GSA On-Airport Lease (TSA offices) is negotiated in 5-year Agreements*

2.3 Customer Facility Charge. A customer facility charge will apply to customer transactions in relation to concession agreements in the airport terminal.

Customer facility charge.....	\$4.00
-------------------------------	--------

2.4 Airport Staff Labor Rate. In the event airport staff are requested for assistance to an Airport User not associated with normal CEZ job duties and responsibilities, externally billable staff time shall be incurred at:

Hourly labor fee.....	\$70/hr. (1-hour minimum)
-----------------------	---------------------------

2.5 Airport Conference Room Fee. The airport classroom/conference room is available for airport users to conduct meetings, trainings and briefs upon request and coordination with airport staff (airport tenant operators and non-profit excepted).

Conference room fee- 4 hour minimum..... \$50.00
8 hours..... \$100.00

2.6 Flight Simulator Usage and Fees. The flight simulator is available to authorized operators for the purpose of introduction flights, flight lessons, pilot currency, and educational institution uses including Experimental Aircraft Association and Civil Air Patrol sponsored activities.

1 hour minimum..... \$50.00/hour
2-10 hour blocks \$40.00/hour
11+ hour blocks \$35.00/hour

Experimental Aircraft Association (EAA), Civil Air Patrol (CAP), and College or High School STEM/STEAM programs will be discounted to incentivize educational initiatives conducted by these organizations. A separate Letter of Authorization or Memorandum of Understanding may be requested by CEZ.

1 hour minimum..... \$30.00/hour
2-10 hour blocks..... \$20.00/hour
11+ hour blocks..... \$15.00/hour

Advanced Aviation Training Devices hours can be used toward Private Pilot, Instrument Rating-Airplane, and Commercial Rating- Airplane. The following hours are allowed per Federal Aviation Regulations, Part 61*:

Private Pilot- 2.5 hours

Instrument Rating: 20 hours. Instrument Rating currency requirements are permitted on AATDs (not including an IPC- Instrument Proficiency Check)

Commercial Rating: 50 hours

**Other allowances apply to airline transport pilots, subject to Federal Aviation Regulations.*

3. AIRCRAFT OPERATOR FEES AND CHARGES

3.1 Landing Fees. Aircraft landing fees are charged to all non-based aircraft, scheduled and unscheduled flights originating from another airport, signatory and non-signatory airlines, and diverted aircraft due to weather, mechanical, or other reasons. Aircraft landing fees shall not apply to *declared emergencies* or aircraft originating at CEZ and forced to return due to weather, mechanical, or other precautionary reasons.

Aircraft above 4,000 pounds maximum gross landing weight (MGLW) are charged at the following rates:

Fee per 1,000 pounds GLW from 4,000 lbs. to 9,000 lbs.....	\$2.50
9,001 lbs. to 12,500 lbs.....	\$3.00
12,501 lbs. to 20,000 lbs.....	\$3.50
20,001 lbs. to 35,000 lbs.....	\$4.00
35,001 lbs. and above.....	\$4.50

Military and Federally owned aircraft are generally exempt from landing fee charges as outlined in the FAA Grant Assurance 27 of the Airport Compliance Handbook. Non-federally owned or operated firefighting aircraft shall not be exempt from landing fee charges.

3.2 Fuel Flow Fee. Fuel flow fees are charged per gallon of 100LL and Jet-A. This applies to full-serve fuel from the Fixed Based Operator fuel trucks and “through-the-fence” fueling operations. Aircraft operators providing their own fuel apparatus shall report fuel gallonage to the FBO and pay the appropriate fee:

Flowage fee per gallon.....	\$0.13/gal.
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3.3 Ramp and Tie Down Fees. The current Fixed-Based Operator, Cortez Flying Service, manages the fees and collection of ramp and tie downs as part of their commercial operations set forth in the Commercial Minimum Standards. This element includes limited hangar aircraft parking overnight and on-call services.

3.4 Deice Services and Fees. The current Fixed-Based Operator, Cortez Flying Service, manages the fees and collection of deice and anti-ice services.

3.5 Gate Access and Keycard Issuance Fees. The automated vehicle access gate at the FBO is utilized by tenant operators, emergency services, air ambulance crew, contractors, and general ground transportation crew. For keycard management and distribution, the following fees shall apply:

Initial keycard issuance..... \$15.00
Replacement keycard (lost or stolen)..... \$30.00

3.6 Skeleton Key Issuance Fees

Initial issue..... \$10.00
Replacement (lost or stolen) \$50.00
If key cores are to be replaced..... cost to replace

4. LANDSIDE OPERATIONS FEES AND CHARGES

4.1 Public Parking Fees. *TBD.*

4.2 Communication Site Fee.

Surface use for communications equipment..... \$26.60 per sq. ft./year



CITY OF CORTEZ
123 ROGER SMITH AVENUE
CORTEZ, CO 81321

Kelly Koskie
Director of Finance
123 Roger Smith Ave
Cortez, CO. 81321
kkoskie@cortezco.gov

Memorandum

To: CORTEZ CITY COUNCIL

From: KELLY KOSKIE, DIRECTOR OF FINANCE

Date: 12/04/2024

RE: Resolution No. 23, Series 2024

BACKGROUND

Each year, the City of Cortez certifies to the Montezuma County Board of Commissioners the mill levy to be collected for property taxes on behalf of the City.

DISCUSSION

As part of the mill levy certification calculation, an inflation factor of 5.215% was used.

FISCAL IMPACT

Each year the City has the option of choosing a 5.5% increase or a TABOR limitation for the total amount of mill levy to be imposed. The most restrictive of these two options must be used. For 2025 an inflation factor of 5.215% was used. For the calendar year, the City is requesting a total of \$129,578.00 be collected. That is an increase over 2024 by \$7,320.00

RECOMMENDATION

Staff recommends that Council approve Resolution No.23, Series 2024, setting the 2025 budget year to County Commissioners of Montezuma County, Colorado, Tax Levies and Certification of 2024 Tax levies for the 2025 Budget Year.

MOTION

If agreed upon by the City Council, a possible motion would be: I move that Council approve Resolution No. 23, Series 2024, a resolution setting the 2025 Budget Year to County Commissioners of Montezuma County, Colorado, Tax Levies and Certification of 2024 Tax levies for the 2025 Budget Year.

Attachments

Certification signed
Resolution Setting 2025 Mill Levy

CERTIFICATION OF TAX LEVIES for NON-SCHOOL Governments**TO:** County Commissioners¹ of _____, Colorado.On behalf of the _____,
(taxing entity)^Athe _____,
(governing body)^Bof the _____,
(local government)^C**Hereby** officially certifies the following mills
to be levied against the taxing entity's GROSS \$ _____
assessed valuation of: (GROSS^D assessed valuation, Line 2 of the Certification of Valuation Form DLG 57^E)**Note:** If the assessor certified a NET assessed valuation
(AV) different than the GROSS AV due to a Tax
Increment Financing (TIF) Area^F the tax levies must be \$ _____
calculated using the NET AV. The taxing entity's total
property tax revenue will be derived from the mill levy
multiplied against the NET assessed valuation of: (NET^G assessed valuation, Line 4 of the Certification of Valuation Form DLG 57)
**USE VALUE FROM FINAL CERTIFICATION OF VALUATION PROVIDED
BY ASSESSOR NO LATER THAN DECEMBER 10****Submitted:** _____ for budget/fiscal year _____.
(no later than Dec. 15) (mm/dd/yyyy) (yyyy)**PURPOSE** (see end notes for definitions and examples)**LEVY²****REVENUE²**

1. General Operating Expenses ^H	_____ mills	\$ _____
2. <Minus> Temporary General Property Tax Credit/ Temporary Mill Levy Rate Reduction ^I	< _____ > mills	\$ < _____ >
SUBTOTAL FOR GENERAL OPERATING:	<div style="border: 1px solid black; width: 100px; height: 20px;"></div> mills	<div style="border: 1px solid black; width: 100px; height: 20px;"></div> \$
3. General Obligation Bonds and Interest ^J	_____ mills	\$ _____
4. Contractual Obligations ^K	_____ mills	\$ _____
5. Capital Expenditures ^L	_____ mills	\$ _____
6. Refunds/Abatements ^M	_____ mills	\$ _____
7. Other ^N (specify): _____	_____ mills	\$ _____
	_____ mills	\$ _____
TOTAL: [Sum of General Operating Subtotal and Lines 3 to 7]	<div style="border: 1px solid black; width: 100px; height: 20px;"></div> mills	<div style="border: 1px solid black; width: 100px; height: 20px;"></div> \$

Contact person: _____ Daytime
(print) phone: () _____Signed: Kelly Koskie Title: _____Include one copy of this tax entity's completed form when filing the local government's budget by January 31st, per 29-1-113 C.R.S., with the
Division of Local Government (DLG), Room 521, 1313 Sherman Street, Denver, CO 80203. Questions? Call DLG at (303) 864-7720.¹ If the *taxing entity's* boundaries include more than one county, you must certify the levies to each county. Use a separate form
for each county and certify the same levies uniformly to each county per Article X, Section 3 of the Colorado Constitution.² Levies must be rounded to three decimal places and revenue must be calculated from the total NET assessed valuation (Line 4 of
Form DLG57 on the County Assessor's **FINAL** certification of valuation).

CERTIFICATION OF TAX LEVIES, continued

THIS SECTION APPLIES TO TITLE 32, ARTICLE 1 SPECIAL DISTRICTS THAT LEVY TAXES FOR PAYMENT OF GENERAL OBLIGATION DEBT (32-1-1603 C.R.S.). Taxing entities that are

Special Districts or Subdistricts of Special Districts must certify separate mill levies and revenues to the Board of County Commissioners, one each for the funding requirements of each debt (32-1-1603, C.R.S.) Use additional pages as necessary. The Special District's or Subdistrict's total levies for general obligation bonds and total levies for contractual obligations should be recorded on Page 1, Lines 3 and 4 respectively.

CERTIFY A SEPARATE MILL LEVY FOR EACH BOND OR CONTRACT:

BONDS^J:

1. Purpose of Issue: _____
 Series: _____
 Date of Issue: _____
 Coupon Rate: _____
 Maturity Date: _____
 Levy: _____
 Revenue: _____

2. Purpose of Issue: _____
 Series: _____
 Date of Issue: _____
 Coupon Rate: _____
 Maturity Date: _____
 Levy: _____
 Revenue: _____

CONTRACTS^K:

3. Purpose of Contract: _____
 Title: _____
 Date: _____
 Principal Amount: _____
 Maturity Date: _____
 Levy: _____
 Revenue: _____

4. Purpose of Contract: _____
 Title: _____
 Date: _____
 Principal Amount: _____
 Maturity Date: _____
 Levy: _____
 Revenue: _____

Use multiple copies of this page as necessary to separately report all bond and contractual obligations per 32-1-1603, C.R.S.

Notes:

^A **Taxing Entity**—A jurisdiction authorized by law to impose ad valorem property taxes on taxable property located within its territorial limits (please see notes B, C, and H below). For purposes of the DLG 70 only, a *taxing entity* is also a geographic area formerly located within a *taxing entity*'s boundaries for which the county assessor certifies a valuation for assessment and which is responsible for payment of its share until retirement of financial obligations incurred by the *taxing entity* when the area was part of the *taxing entity*. For example: an area of excluded property formerly within a special district with outstanding general obligation debt at the time of the exclusion or the area located within the former boundaries of a dissolved district whose outstanding general obligation debt service is administered by another local government^C.

^B **Governing Body**—The board of county commissioners, the city council, the board of trustees, the board of directors, or the board of any other entity that is responsible for the certification of the *taxing entity*'s mill levy. For example: the board of county commissioners is the governing board ex officio of a county public improvement district (PID); the board of a water and sanitation district constitutes ex officio the board of directors of the water subdistrict.

^C **Local Government** - For purposes of this line on Page 1 of the DLG 70, the *local government* is the political subdivision under whose authority and within whose boundaries the *taxing entity* was created. The *local government* is authorized to levy property taxes on behalf of the *taxing entity*. For example, for the purposes of this form:

1. a municipality is both the *local government* and the *taxing entity* when levying its own levy for its entire jurisdiction;
2. a city is the *local government* when levying a tax on behalf of a business improvement district (BID) *taxing entity* which it created and whose city council is the BID board;
3. a fire district is the *local government* if it created a subdistrict, the *taxing entity*, on whose behalf the fire district levies property taxes.
4. a town is the *local government* when it provides the service for a dissolved water district and the town board serves as the board of a dissolved water district, the *taxing entity*, for the purpose of certifying a levy for the annual debt service on outstanding obligations.

^D **GROSS Assessed Value** - There will be a difference between gross assessed valuation and net assessed valuation reported by the county assessor only if there is a "tax increment financing" entity (see below), such as a downtown development authority or an urban renewal authority, within the boundaries of the *taxing entity*. The board of county commissioners certifies each *taxing entity*'s total mills upon the *taxing entity*'s *Gross Assessed Value* found on Line 2 of Form DLG 57.

^E **Certification of Valuation by County Assessor, Form DLG 57** - The county assessor(s) uses this form (or one similar) to provide valuation for assessment information to a *taxing entity*. The county assessor must provide this certification no later than August 25th each year and may amend it, one time, prior to December 10th. Each entity must use the **FINAL** valuation provided by assessor when certifying a tax levy.

^F **TIF Area**—A downtown development authority (DDA) or urban renewal authority (URA), may form plan areas that use "tax increment financing" to derive revenue from increases in assessed valuation (gross minus net, Form DLG 57 Line 3) attributed to the activities/improvements within the plan area. The DDA or URA receives the differential revenue of each overlapping *taxing entity*'s mill levy applied against the *taxing entity*'s gross assessed value after subtracting the *taxing entity*'s revenues derived from its mill levy applied against the net assessed value.

^G **NET Assessed Value**—The total taxable assessed valuation from which the *taxing entity* will derive revenues for its uses. It is found on Line 4 of Form DLG 57. **Please Note:** A downtown development authority (DDA) may be both a *taxing entity* and have also created its own *TIF area* and/or have a URA *TIF Area* within the DDA's boundaries. As a result DDAs may both receive operating revenue from their levy applied to their certified *NET assessed value* and also receive TIF revenue generated by any *tax entity* levies overlapping the DDA's *TIF Area*, including the DDA's own operating levy.

^H General Operating Expenses (DLG 70 Page 1 Line 1)—The levy and accompanying revenue reported on Line 1 is for general operations and includes, in aggregate, all levies for and revenues raised by a *taxing entity* for purposes not lawfully exempted and detailed in Lines 3 through 7 on Page 1 of the DLG 70. For example: a fire pension levy is included in general operating expenses, unless the pension is voter-approved, if voter-approved, use Line 7 (Other).

^I Temporary Tax Credit for Operations (DLG 70 Page 1 Line 2)—The Temporary General Property Tax Credit/ Temporary Mill Levy Rate Reduction of 39-1-111.5, C.R.S. may be applied to the *taxing entity*'s levy for general operations to effect refunds. Temporary Tax Credits (TTCs) are not applicable to other types of levies (non-general operations) certified on this form because these levies are adjusted from year to year as specified by the provisions of any contract or schedule of payments established for the payment of any obligation incurred by the *taxing entity* per 29-1-301(1.7), C.R.S., or they are certified as authorized at election per 29-1-302(2)(b), C.R.S.

^J General Obligation Bonds and Interest (DLG 70 Page 1 Line 3)—Enter on this line the total levy required to pay the annual debt service of all general obligation bonds. Per 29-1-301(1.7) C.R.S., the amount of revenue levied for this purpose cannot be greater than the amount of revenue required for such purpose as specified by the provisions of any contract or schedule of payments. Title 32, Article 1 Special districts and subdistricts must complete Page 2 of the DLG 70.

^K Contractual Obligation (DLG 70 Page 1 Line 4)—If repayment of a contractual obligation with property tax has been approved at election and it is not a general obligation bond (shown on Line 3), the mill levy is entered on this line. Per 29-1-301(1.7) C.R.S., the amount of revenue levied for this purpose cannot be greater than the amount of revenue required for such purpose as specified by the provisions of any contract or schedule of payments.

^L Capital Expenditures (DLG 70 Page 1 Line 5)—These revenues are not subject to the statutory property tax revenue limit if they are approved by counties and municipalities through public hearings pursuant to 29-1-301(1.2) C.R.S. and for special districts through approval from the Division of Local Government pursuant to 29-1-302(1.5) C.R.S. or for any *taxing entity* if approved at election. Only levies approved by these methods should be entered on Line 5.

^M Refunds/Abatements (DLG 70 Page 1 Line 6)—The county assessor reports on the *Certification of Valuation* (DLG 57 Line 11) the amount of revenue from property tax that the local government did not receive in the prior year because taxpayers were given refunds for taxes they had paid or they were given abatements for taxes originally charged to them due to errors made in their property valuation. The local government was due the tax revenue and would have collected it through an adjusted mill levy if the valuation errors had not occurred. Since the government was due the revenue, it may levy, in the subsequent year, a mill to collect the refund/abatement revenue. An abatement/refund mill levy may generate revenues up to, but not exceeding, the refund/abatement amount from Form DLG 57 Line 11.

1. Please Note: Pursuant to Article X, Section 3 of the Colorado Constitution, if the *taxing entity* is in more than one county, as with all levies, the abatement levy must be uniform throughout the entity's boundaries and certified the same to each county. To calculate the abatement/refund levy for a *taxing entity* that is located in more than one county, first total the abatement/refund amounts reported by each county assessor, then divide by the *taxing entity*'s total net assessed value, then multiply by 1,000 and round down to the nearest three decimals to prevent levying for more revenue than was abated/refunded. This results in an abatement/refund mill levy that will be uniformly certified to all of the counties in which the *taxing entity* is located even though the abatement/refund did not occur in all the counties.

^N Other (DLG 70 Page 1 Line 7)—Report other levies and revenue not subject to 29-1-301 C.R.S. that were not reported above. For example: a levy for the purposes of television relay or translator facilities as specified in sections 29-7-101, 29-7-102, and 29-7-105 and 32-1-1005 (1) (a), C.R.S.; a voter-approved fire pension levy; a levy for special purposes such as developmental disabilities, open space, etc.

CORTEZ CITY COUNCIL
RESOLUTION 23, SERIES 2024

A RESOLUTION SETTING THE 2025 BUDGET YEAR to COUNTY COMMISSIONERS OF
MONTEZUMA COUNTY, COLORADO TAX LEVIES and
CERTIFICATION OF 2024 TAX LEVIES FOR THE 2025 BUDGET YEAR

WHEREAS, the City of Cortez is required to certify the levy to be assessed by the Montezuma County Board of County Commissioners upon all property within the corporate limits of the City of Cortez, Colorado, for year 2025; and

WHEREAS, as determined and fixed by the Cortez City Council on the 10th day of December 2024, the levy upon all property within the corporate limits of the City of Cortez, Colorado, for 2025 is:

1.245 mills

for all funds so designated in accordance with the adopted tax list; and

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

The Montezuma County Board of County Commissioners is hereby authorized and directed to extend said levy upon its tax list for all property within the corporate limits of the City of Cortez, Colorado.

If it is determined necessary to re-certify this tax levy to comply in good faith with the mandates of Article X, Section 20 of the Colorado Constitution (“TABOR”), and if a temporary mill levy rate reduction is considered prudent and in the best interest of the City of Cortez, the City of Cortez will notify the Montezuma County Board of County Commissioners.

ADOPTED THIS 10TH DAY OF DECEMBER 2024

Rachael B. Medina, Mayor

ATTEST:

Linda Smith, City Clerk

APPROVED TO AS FORM:

J. Patrick Coleman, City Attorney