



CITY COUNCIL WORK SESSION
Monday, November 15, 2021 10:00 AM
City Council Chambers, Elks Civic Building - 107 S. Cascade Ave.

Public participation for this meeting will be in person in the City Council Chambers and via Zoom at the following link: https://us02web.zoom.us/webinar/register/WN_VmDQJmOJQyGKxISxboo_vg

1) **DISCUSSION ITEMS**

- A) Update to Municipal Code Section 5-2-1 Regarding Hotel Room Tax (15 minutes)
Staff: Assistant City Attorney Chris Dowsey 3-6
- B) Equipment Purchase Request (10 minutes)
Staff: Public Works Manager Jim Scheid 7-9
- C) Montrose Public Safety Complex Fitness Equipment (10 minutes)
Staff: Public Works Manager Jim Scheid 10-14
- D) 2021 Supplemental Budget Ordinance (10 minutes)
Staff: Finance Director Shani Wittenberg 15-17
- E) 2022 Municipal Election Plan and Resolution Authorizing a Mail Ballot Election (10 minutes)
Staff: City Clerk Lisa DelPiccolo & Deputy City Clerk Mikayla Unruh 18-26

2) **GENERAL CITY COUNCIL DISCUSSION**

3) **STAFF COMMENTS**

**Please note that the times listed are estimates of approximately how long each item may take. This time is intended to serve as a guide for the Mayor in an effort to help keep the meeting moving.*

**Hearing assistance devices are available for public use. Please let us know if you need accommodation.*



FUTURE TOPICS

- Intergovernmental Agreement with Montrose Recreation District - December 6
- Arts Liquor License Hearing - Montrose Center for the Arts - December 7
- School Choice Week Proclamation - January 18

Zoom Meeting Details

https://us02web.zoom.us/webinar/register/WN_VmDQJmOJQyGKxISxboo_vg

Join by phone:

1 669 900 9128

1 253 215 8782

1 346 248 7799

1 646 558 8656

1 301 715 8592

1 312 626 6799

Webinar ID: 875 8935 0364

International numbers available: <https://us02web.zoom.us/j/87589350364>



CITY OF MONTROSE

MEMO

TO: Honorable Mayor and Members of the City Council
FROM: Chris Dowsey, Assistant City Attorney
DATE: November 16, 2021
RE: Marketplace Facilitators – Hotel Room Tax

Action

Add the definition of marketplace facilitator (“MPF”) to the hotel room tax to have MPFs liable for hotel room tax on sales facilitated through their marketplace.

Background

A MPF is defined as a person who contracts with a marketplace seller or multichannel seller to facilitate for consideration, regardless of whether or not the consideration is deducted as fees from the transaction, the sale of the marketplace seller's tangible personal property, products, or services through the person's marketplace; engages directly or indirectly, through one or more affiliated persons, in transmitting or otherwise communicating the offer or acceptance between a purchaser and the marketplace seller or multichannel seller; and either directly or indirectly, through agreements or arrangements with third parties, collects payment from the purchaser on behalf of the seller.

Online hotel booking sites facilitate the sale of lodging services which is subject to City sales tax by: offering the lodging services of third-party lodging services providers through their website or mobile app (marketplace); transmits the offer and acceptance between purchaser and third-party lodging services provider; and arranges payment between the purchaser and lodging services provider. Thus, the hotel booking site is likely required to collect and remit the sales tax on these sales, not the lodging services provider.

However, since the hotel room tax is an excise tax and not a sales tax—the MPF definition and ordinance does not speak to any excise taxes only sales tax—the online hotel booking

site is not required to collect and remit the hotel room tax; the hotel will be liable for this excise tax.

Hotels/individuals who rent their rooms/houses through MPFs may not understand that they are liable for the hotel room tax. They may assume that the MPF is collecting and remitting all taxes since they are doing so for sales tax, which would have deficiencies in the amount of hotel room tax collected. Adding this definition to the hotel room excise tax will have collection and remitting of all applicable taxes for the rental of a house/room through a MPF coming from one source. Thus, eliminating confusion on who is liable for this tax and possible deficiencies.

Additionally, this will avoid confusion for local restaurants who sell through MPFs that deliver their food. The pandemic made third-party-food-delivery companies popular. Depending on their business model, they may fit within the definition of a MPF. If they do fit within this definition, it again would eliminate confusion to have the collection and remitting of all applicable tax from one source.

Sec. 5-2-1. - Imposition of tax.

[SHARE LINK TO SECTION](#)[PRINT SECTION](#)[DOWNLOAD \(DOCX\) OF SECTION](#)[EMAIL SECTION](#)[COMPARE VERSIONS](#)

(A) There is hereby levied and charged a hotel room tax in the amount of 0.9 percent of the entire amount charged for furnishing rooms or accommodations for consideration in a hotel, motel, short term rental, apartment hotel, lodginghouse, motor hotel, guest house, guest ranch or other similar lodging business. The entire amount subject to tax shall not include City or state sales taxes or charges for food service, beverages, telephone, laundry, or other services incidental to the furnishing of lodging or accommodations for which a separate charge or bill is made.

(B) There is hereby levied and charged an excise tax of 0.8 percent upon the amount charged by restaurants, cafes, coffee shops, and like places of business for food and drink sales. The amount subject to tax shall not include City or state sales taxes or charges, or charges for alcoholic beverages for which a separate charge or bill is made.

(C) Marketplace Sales.

(1)(a) A marketplace facilitator, as defined in 5-15-2, engaged in business in the City is required to collect and remit hotel room tax on all taxable sales made by the marketplace facilitator, or facilitated by it for marketplace sellers or multichannel sellers to customers in the City, whether or not the marketplace seller for whom sales are facilitated would have been required to collect tax had the sale not been facilitated by the marketplace facilitator.

(b) A marketplace facilitator shall assume all the duties, responsibilities, and liabilities of a vendor under 5-2-1(A). Marketplace facilitators shall be liable for the hotel room taxes collected from marketplace sellers or multichannel sellers. The City may recover any unpaid taxes, penalties, and interest from the marketplace facilitator that is responsible for collecting on behalf of marketplace sellers or multichannel sellers.

(c) The liabilities, obligations, and rights set forth under this article are in addition to any duties and responsibilities of the marketplace facilitator has under this article if it also offers for sale tangible personal property, products, or services through other means.

(d) A marketplace seller, with respect to sales and services provided subject to tax under this chapter made in or through a marketplace facilitator's marketplace, does not have the liabilities, obligations, or rights of a retailer under this article if the marketplace seller can show that such sale was facilitated by a marketplace facilitator:

i. With whom the marketplace seller has a contract that explicitly provides that the marketplace facilitator will collect and remit hotel room tax on all sales subject to tax under this article; or

ii. From whom the marketplace seller requested and received in good faith a certification that the marketplace facilitator is registered to collect hotel room tax and will collect and remit hotel room tax on all sales subject to tax under this article made in or through the marketplace facilitator's marketplace.

- (e) If a marketplace seller makes a sale that is not facilitated by a licensed marketplace facilitator in a marketplace, the marketplace seller is subject to all of the same licensing, collection, remittance, filing, and recordkeeping requirements as any other retailer.
- (2) *Auditing.* An audit of a marketplace facilitator does not constitute an audit for the marketplace sellers or multichannel sellers who make sales through the marketplace of the marketplace facilitator that is being audited.

PURCHASE RECOMMENDATION

TO: Honorable Mayor, and Montrose City Council
Cc: William Bell City Manager, Shani Wittenberg Finance Director,
Shane Brandt Fleet Superintendent
FROM: Jim Scheid Public Works Manager
DATE: November 15, 2021
Subject: Equipment Purchase Recommendation



Action

Consider the approval of purchasing two Refuse Trucks and two Vactor Trucks from Faris Machinery in Grand Junction, CO for the total of \$1,950,478.34

Background

The City's Fleet Division has budgeted to replace one refuse truck and one Vactor truck in the 2022 budget. The City's Trash and Recycle Division has included in the 2022 budget one additional refuse truck for the current and projected additional can pick ups in both trash collection and recycling collection. The trash and recycle division has experienced steady growth over the last several years and is projected to have even more growth in the coming years. The additional truck would be used to supplement existing routes so at this time there is not an expected change to routes.

The City's Utility Department has included in the 2022 budget one additional Vactor truck. The new truck would be primarily used in the Sewer Collection division but this additional truck makes one of the existing trucks available for storm sewer cleaning, weather event support, special projects and emergency backup.

The pricing breakdown in the chart below is utilizing the Sourcewell Cooperative Purchasing Agreement (CPA) contract 091219-LEG and 122017-FSC for the Labrie refuse truck body and the Vactor truck body. The Sourcewell (CPA) is what allows the City of Montrose to take advantage of previously awarded government pricing. Both truck types would be purchased through Faris Machinery because Faris is the regional vendor for these manufacturers. The City has requested pricing through Faris for the refuse truck body and the Vactor bodies to be installed on a Peterbilt chassis to match what currently exists in the City's Fleet. Faris is the sole regional vendor for this equipment type and to be able to utilize the government pricing through the Sourcewell (CPA) a sole source waiver is also included with this purchase recommendation.

Truck type	Body type	Price	Qty	Total
Peterbilt	Labrie (refuse truck)	\$ 639,798.17	2	\$ 1,279,596.34
Peterbilt	Vactor (vactor truck)	\$ 335,441.00	2	\$ 670,882.00
			Total	\$ 1,950,478.34

Net Financial Impact

The Fleet Division Budgeted \$705,000.00 in GL 600-8005-944-000 for the replacement of one vector truck and one refuse truck. The Trash and Recycle Division budgeted \$290,000.00 in GL 550-710-944-000 for the additional refuse truck and the Sewer Division budgeted \$760,000.00 in GL 510-7035-944-000 for the additional Vector Truck. The budgeted amounts were based on quotes received in July of 2021 and included the anticipated inflationary increases that were known at that time. The budgeted amounts total \$1,755,000.00 which is \$195,478.34 below the prices being provided now. The costs above what is budgeted are to be covered by the Fleet Fund GL 600-8005-944-000.





CITY OF MONTROSE

SOLE SOURCE WAIVER REQUEST

REQUESTING DEPARTMENT: Public Works - Fleet DATE: 11/15/2021REQUESTED BY: Jim Scheid BID NO. N/AVENDOR NAME: Faris Machinery COST: \$1,950,478.34

JUSTIFICATION

(INITIAL ALL ENTRIES THAT APPLY TO REQUEST)

PRODUCT OR SERVICE DESCRIPTION: _____

1. _____ Vendor is the original equipment manufacturer and there are no regional distributors.
2. _____ The product, equipment or service requested is clearly superior functionally to all other similar products, equipment or service from another manufacturer or vendor.
3. X _____ The over-riding consideration for purchase is compatibility or conformity with City-owned equipment in which non-conformance would require the expenditure of additional funds.
4. _____ No other equipment is available that shall meet the specialized needs of the department or perform the intended function.
5. X _____ Detailed justification is available which establishes beyond doubt that the vendor is the only source available to provide the item or service required.
6. _____ Detailed justification is available which proves it is economically advantageous to use the product, equipment or service.

I recommend that competitive procurement procedures be waived and the product or service described herein be purchased as a sole source.

DEPARTMENT HEAD AUTHORIZATION: Jim Scheid Digitally signed by Jim Scheid
Date: 2021.11.10 14:25:26
+07'00' Public Works Manager 11/15/21
Authorized Signature Title Date

FINAL AUTHORIZATION: City Council Approval Required (\$50,000 +) YES NO
City Manager Approval Required (up to \$50,000) YES NO

MANAGER/COUNCIL AUTHORIZATION: _____
Authorized Signature Title Date
Attach detailed justification documentation

PURCHASE RECOMMENDATION

TO: Honorable Mayor and Montrose City Council
Cc: William Bell - City Manager, Shani Wittenberg - Finance Director,
Blaine Hall – Police Chief
FROM: Jim Scheid, Public Works Manager
DATE: November 15, 2021
Subject: Fitness Equipment Purchase for the new Police Department Building



Action

Consider approving the purchase of Lifetime Fitness/ Hammer Strength fitness equipment from Advanced Exercise for a total of \$71,551.60

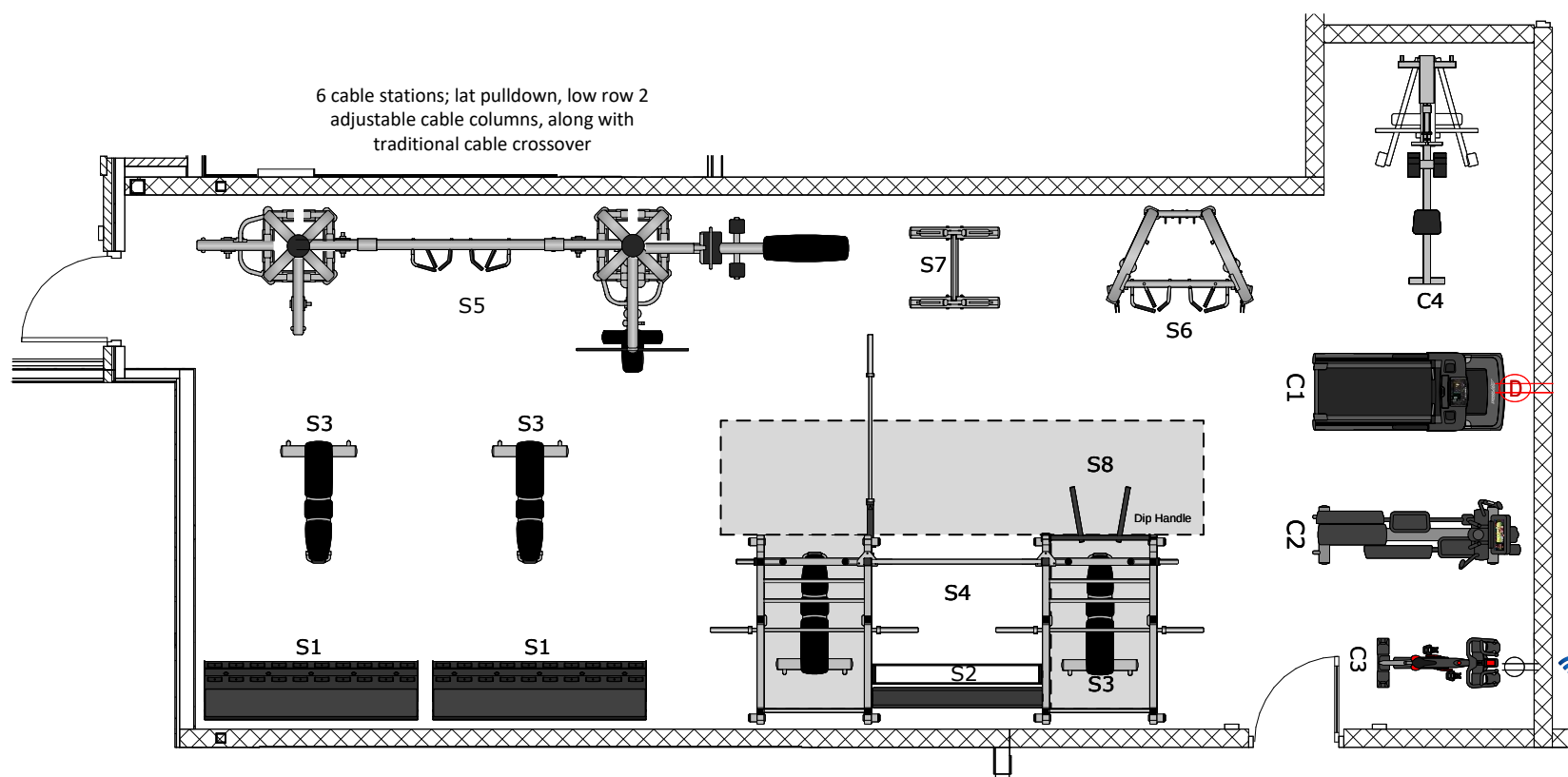
Background

As part of the construction of the Montrose Public Safety Complex, the City is purchasing fitness equipment for the fitness center within the new building. This fitness center is designed for and intended for physical fitness training for our Police Department and City Staff members after proper application and safety training for requested use of the facility.

The fitness center located within the new Police Department will allow staff efficient and secure access for their training and fitness needs. The type of equipment utilized in the fitness center was requested by Police Department Staff for their specific training needs and for general fitness ability and availability. This equipment was also selected in part due to the compatibility with equipment at the Montrose Rec Center. The equipment at the Rec Center provided a good example for what our Police Department Staff would utilize in the fitness center. The City of Montrose and Montrose Rec District utilizing the same equipment manufacturer opens the door for efficiencies in the long term maintenance and repairs of the equipment. A floor plan layout of the fitness center and pictures of a few of the pieces of equipment are attached for reference.

Net Financial Impact

The purchase of fitness equipment has been an anticipated owner expense for the MPSC project and will be funded from the Public Safety Fund and specifically from the MPSC Project 20.0012.2. The procurement of this equipment was completed through a cooperative purchasing agreement (Sourcewell 081120-LFF)



CARDIO EQUIPMENT

C1	treadmill
C2	elliptical
C3	bike
C4	Ski erg/rower
C5	.
C6	.
C7	.
C8	.
C9	.
C10	.
C11	.
C12	.
C13	.

STRENGTH EQUIPMENT

S1	3 tier dbell rack
S2	Connected kbell storage
S3	Adj benches
S4	Connected pwr racks
S5	6 station cable system
S6	Functional trainer
S7	Barbell rack
S8	Connected rubber platforms
S9	.
S10	.
S11	.
S12	.
S13	.
S14	.
S15	.
S16	.
S17	.
S18	.
S19	.
S20	.
S21	.
S22	.
S23	.
S24	.
S25	.

ACCESSORIES

A1	.
A2	.
A3	.
A4	.
A5	.
A6	.
A7	.
A8	.





close





ORDINANCE NO. 2570

AN ORDINANCE OF THE CITY OF MONTROSE, COLORADO, AMENDING ORDINANCE NO. 2514 WHICH APPROPRIATED FUNDS FOR DEFRAYING THE EXPENSES AND LIABILITIES OF THE CITY OF MONTROSE, COLORADO DURING THE FISCAL YEAR BEGINNING JANUARY 1, 2021; SAID EXPENDITURES OF THE CITY OF MONTROSE OVER AND ABOVE THOSE ANTICIPATED AT THE TIME OF THE ADOPTION OF THE ORIGINAL BUDGET FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2021.

WHEREAS, these additional appropriations are deemed necessary for the public health, peace or safety of the city's residents.

WHEREAS, the funds below have either additional revenues or fund balance to cover these additional expenses.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MONTROSE, COLORADO, AS FOLLOWS:

Section 1: The amounts appropriated for the following funds by Section 1 of Ordinance No. 2514 are hereby amended to read according to the column entitled "Final Budget", below:

Fund #	Fund Name	Original Budget	Final Budget
200	RETAIL SALES ENHANCEMENT FUND	\$ 467,939	\$ 515,300
202	CDBG Pass thru Grants	\$ -	\$ 175,000
260	MONTROSE URBAN RENEWAL AUTHORITY	\$ 800,000	\$ 4,355,100
370	GENERAL DEBT SERVICES	\$ 1,193,651	\$ 1,197,651
580	BLACK CANYON GOLF COURSE	\$ 1,098,018	\$ 1,353,302
600	FLEET MANAGEMENT FUND	\$ 2,400,672	\$ 2,707,120
610	HEALTH & DENTAL MGMT FUND	\$ 2,805,757	\$ 3,467,560

In addition to the aforementioned supplemental items, the following projects were approved throughout the 2021 budget year using existing General Fund budget. These projects included a contribution to asbestos abatement in several mobile home parks, La Raza park upgrades and the sidewalk on North 9th, partnering to fund a childcare needs assessment study, property acquisition such as the house adjacent to the CMU campus and the Bullock Plant purchase.

You will please take notice that the Montrose City Council will hold a hearing upon the above Ordinance and on the question of its adoption on first reading on Tuesday, the 16th day of November, 2021, at the hour of 6:00 p.m. in the City Council Chambers at 107 S. Cascade.

INTRODUCED, READ and PASSED on first reading this 16th day of November, 2021

Douglas Glaspell, Mayor

Attest:

Lisa DelPiccolo, City Clerk

INTRODUCED, READ AND ADOPTED on second reading this 7th day of December, 2021.

Douglas Glaspell, Mayor

Attest:

Lisa DelPiccolo, City Clerk

Backup for Ordinance # 2570 which appropriates additional funds and supplements the original appropriating Ordinance # 2514

A supplemental budget is necessary to appropriate funds for projects, grants, and other unanticipated expenditures that occurred during the fiscal year which are deemed necessary for the public health, peace or safety of the city's residents.

City Council 11/16/2021

		Original Budget Ordinance 2570	Final Budget Ordinance 2514	Difference	Other Funding	Explanation
Fund #	Fund Name					
Fund #	Fund Name	Original Budget	Final Budget	Additional Appropriation for 2021	Funded by Grants	
200	RETAIL SALES ENHANCEMENT FUND	\$ 467,939	\$ 515,300	\$ 47,361	\$ -	DART employee, AJGA golf tournament sponsorship and downtown small business and special event related projects.
202	CDBG Pass thru Grants	\$ -	\$ 175,000	\$ 175,000	\$ 175,000	Sponsorship of grants for other entities: RE1-J for the playground at Centennial Middle School
260	MONTROSE URBAN RENEWAL AUTHORITY	\$ 800,000	\$ 4,355,100	\$ 3,555,100	\$ -	Incentives for Horizontal Improvements
370	GENERAL DEBT SERVICES	\$ 1,193,651	\$ 1,197,651	\$ 4,000		Fees for debt service on public safety building COPs and Infrastructure loan
580	BLACK CANYON GOLF COURSE	\$ 1,098,018	\$ 1,353,302	\$ 255,284		Rusty Putter Restaurant start up
600	FLEET MANAGEMENT FUND	\$ 2,400,672	\$ 2,707,120	\$ 306,448		Trash and Recycle Truck budgeted in 2020 not received until 2021
610	HEALTH & DENTAL MGMT FUND	\$ 2,805,757	\$ 3,467,560	\$ 661,803	\$ -	Claims exceeding the projection for 2021

In addition to the aforementioned supplemental items, the following projects were approved throughout the 2021 budget year using existing General Fund budget. These projects included a contribution to asbestos abatement in several mobile home parks, La Raza park upgrades and the sidewalk on North 9th, partnering to fund a childcare needs assessment study, property acquisition such as the house adjacent to the CMU campus and the Bullock Plant purchase.



CITY OF MONTROSE
CITY CLERK

MEMO

DATE: November 10, 2021
TO: City Council
FROM: Lisa DelPiccolo, City Clerk
RE: 2022 Municipal Election Plan

In accordance with the City Charter, the 2022 Municipal Election is scheduled for Tuesday, April 5, 2022. Due to appointments made to two City Council seats, four seats will be on the 2022 ballot:

- District I - four year term
- District II - four year term
- District III - two-year term
- At-Large - two-year term

The procedures and timelines for the 2022 election are unchanged from 2020. The City Council district boundaries will be adjusted following the 2020 Census as required by the Charter, with adoption of an updated map scheduled for December 7. Candidate information will be available on the City website on or before Monday, December 13.

The City will contract with the Montrose County Elections Office for production of the ballot packets and tabulation of the election results. An election plan and calendar are attached to this memo.

A resolution authorizing a mail ballot election is scheduled for City Council consideration on the December 7.



CITY OF MONTROSE

2022 MAIL BALLOT ELECTION PLAN

Date of Election: April 5, 2022

Description of Election: General Municipal Election to Determine City Council Members

Designated Election Official: Lisa DelPiccolo, City Clerk

Statute and Home Rule Charter Provision Authorizing an Election:

- Title 31, Article 10 of the Colorado Revised Statutes
 - Article III, City of Montrose Home Rule Charter
-

NUMBER OF ELIGIBLE ELECTORS

The estimated number of eligible electors is 12,500.

ASSISTANCE PROVIDED BY MONTROSE COUNTY CLERK AND RECORDER

- Generate lists of registered electors
- Prepare ballot packets in accordance with State Statutes
- Mail UOCAVA ballot packets to U.S. Military personnel and citizens living abroad by February 18, 2022
- Mail ballot packets to all registered voters between March 14 and March 21, 2022
- Count ballots and tabulate election results

RESPONSIBILITIES OF THE CITY CLERK

- Issue and collect candidate petitions, verify petition signatures, and send letters of petition sufficiency
- Certify ballot language to the County Clerk by February 2, 2022
- Issue absentee and replacement ballots after the initial mailing of ballot packets and maintain a log of ballots dispersed
- Supervise the election judges daily and issue an oath to each before the deadline of March 21, 2022
- Maintain daily receipt and reconciliation records for both voted ballots and ballots returned as undeliverable
- Notify voters of missing and discrepant signatures

BALLOT DEPOSIT LOCATIONS

- A ballot box will be available in the lobby of City Hall, 433 S. First Street, during office hours, 7:00 a.m. until 6:00 p.m. Monday through Thursday, and 7:00 a.m. until 7:00 p.m. on Election Day. The ballot box will be monitored at all times by two or more election judges and will be locked in the vault overnight.
- A ballot box will be available in the Elections Office of the Montrose County Building, 320 S. First Street, during office hours, 8:30 a.m. until 4:30 p.m. Monday through Friday. This ballot box will be monitored by the Elections Office staff and locked in a secure location when the office is closed. City Clerk's Office staff will collect the ballots from this location daily Monday through Thursday.
- Ballots may be deposited in the locked 24-hour drop box with video surveillance located near the street on the north side of the Montrose County Old Courthouse at 320 S. First Street. City Clerk's Office staff will collect the ballots from this location daily Monday through Thursday

BALLOT SECURITY PROCEDURES

- City Clerk's Office staff and election judges will ensure that returned ballots are batched and continually secured until Election Day.
- The doors to the election office will be locked with keys available only to City Clerk's Office personnel.
- Ballot boxes will be secured with single-use numbered locks. A signed log will be affixed to each locked ballot box indicating the time and date the box is unlocked and resealed.

BALLOT SECRECY PROCEDURES

Each ballot packet will include a secrecy sleeve with voting instructions. Election judges will be instructed that any ballot received outside of a secrecy sleeve will be immediately placed into a secrecy sleeve and any knowledge of the vote shall be kept confidential.

PROCESSING VOTED BALLOTS

- All ballots received are date stamped on the outer envelope upon receipt via U.S. Mail, or upon removal from an official ballot box.
- Daily receipt records are maintained for both voted ballots in their verification envelopes and ballots returned as undeliverable.
- Voted ballots will be processed as follows:
 - Voted ballots are scanned into the database as received before the envelope is opened. An election judge verifies that the number on the ballot envelope matches the number in the database.

- An election judge confirms that a signature is present and matches the name on the ballot envelope.
- An election judge verifies that the signature on the envelope matches the voter's signature on file with the Secretary of State.
- The return envelopes are opened and separated from the secrecy sleeve while still containing the voted ballot.
- A different election judge removes the ballot from the secrecy sleeve.
- Any ballot received outside of a secrecy sleeve will be immediately placed into a secrecy sleeve. Election judges are instructed that any knowledge of the vote shall be kept confidential.
- Ballots are stacked in groups of twenty-five and placed in a transfer case for delivery to the County Elections Office Counting Center. A copy of the daily total sheets will also be included in the transfer cases.
- Any person whose eligibility cannot be determined will be issued a provisional ballot. Provisional ballots will be verified according to 1-8.5-105, C.R.S.

PROCEDURES FOR UNDELIVERABLE BALLOTS

- The mailing envelope of the ballot packet will be printed with the instruction, "Do Not Forward, Address Correction Requested."
- The outer envelopes will be stamped with the date returned to the City, alphabetized, noted in the poll book, and secured.
- Ballots will not be re-mailed unless requested by the elector.

PROCEDURES FOR REPLACEMENT BALLOTS

- Replacement Ballot applications may be made in writing, by mail, by email, or by telephone.
- Voters seeking replacement ballots will be required to complete a sworn statement in compliance with state statute.
- Voters requesting a Replacement Ballot in person must present an acceptable form of identification identifying the name and address of the elector.
- If an elector requests a replacement ballot by mail, the sworn statement will be included in the ballot packet and must be received by the Election Official, along with a copy of an acceptable form of identification, by 7:00 p.m. on Election Day.
- Both the mailing envelope and return envelope for replacement ballots will be marked with the words "Replacement Ballot."
- If an eligible elector spoils a ballot, the eligible elector may obtain a replacement ballot, with a maximum of three replacement ballots total.
- A log will be kept of all replacement ballots distributed.

PROCEDURES FOR REJECTED BALLOTS

- Ballots rejected for missing or discrepant signatures will be marked “rejected” and kept separate from processed and undeliverable ballots.
- The City Clerk will send a letter notifying the voter of the error. The voter can claim the ballot at City Hall, with proper identification, and correct the error.
- The ballot will then be placed in an official ballot box for processing.

ACCEPTABLE FORMS OF IDENTIFICATION

According to 1-1-104 (19.5) C.R.S.

- A valid Colorado driver’s license;
- A valid identification card issued by the Department of Revenue in accordance with the requirements of Part 3 of Article 2 of Title 42, C.R.S.;
- A valid U.S. passport;
- A valid employee identification card with a photograph of the eligible elector issued by any branch, department, agency, or entity of the United States government or of this state, or by any country, municipality, board, authority, or other political subdivision of this state;
- A valid pilot’s license issued by the Federal Aviation Administration or other authorized agency of the United States;
- A valid U.S. Military identification card with a photograph of the eligible elector;
- A copy of a current utility bill, bank statement, government check, paycheck, or other government document that shows the name and address of the elector.
- A valid Medicare or Medicaid card issued by the Centers for Medicare and Medicaid Services;
- A certified copy of a U.S. birth certificate for the elector issued in the United States;
- Certified documentation of naturalization;
- A valid student identification card with a photograph of the eligible elector issued by an institute of higher education in Colorado;
- A valid veteran identification card issued by the United States Department of Veterans Affairs Veterans Health Administration with a photograph of the eligible elector;
- A valid identification card issued by a federally recognized tribal government certifying tribal membership.

ELECTION RESULTS

- Election judges will process ballots in preparation for counting beginning March 21, 2022.
- Ballots will be counted and tabulated at the Montrose County Elections Office Counting Center.

- On Election Day, staff will be on duty from 7:00 a.m. until all ballots are counted, tabulated, and secured.
- Unofficial results will be announced in the City Council Chambers, posted on the City web site, and posted on the doors of City Hall when tabulation is complete.
- In accordance with state statute, UOCAVA ballots will be accepted via U.S. Mail and rejected ballots with discrepant signatures may be reconciled until April 13, 2022.
- A canvass of votes will be conducted on or before Friday, April 15, 2022.
- Elected City Councilors will take the oath of office on Tuesday, April 19, 2022.

ELECTION CALENDAR

An election calendar is attached.

ELECTION CALENDAR

Mail Ballot Election

April 5, 2022

Date	Action
12/07/2021	Resolution authorizing a mail ballot election submitted to City Council for adoption
01/04/2022	First day candidates may pick up and circulate nomination petitions
01/05/2022	First Day absentee ballots may be requested
01/24/2022	Last day to file candidate nomination petitions with the City Clerk
01/28/2022	Last day to amend a candidate nomination petition
01/31/2022	Last day to file an Affidavit of Intent to be a Write-In Candidate
02/02/2022	Last day for the City Clerk to certify the ballot content to the County Clerk
02/18/2022	Last day to mail UOCAVA ballots to active U.S. Military and citizens living abroad
03/04/2022	Last day to mail a TABOR Notice (if necessary)
03/04/2022	Last day for the County Clerk to provide a list of electors submitted to election official
03/14/2022 – 03/21/2022	Ballot packets mailed must be mailed during this time frame
03/14/2022	Ballots must be available at Election Official's office
03/15/2022	Fair Campaign Practices Act filing deadline
03/16/2022	Last day for the County Clerk to provide a supplemental list of electors to the election official
03/16/2022	Last day to publish a TABOR Notice on the City website (if necessary)
03/21/2022	Last day for the Election Official to appoint election judges
03/21/2022	Processing of mail ballots may begin
03/25/2022	Last day for the Election Official to publish a Notice of Election
04/01/2022	Last day to apply for an absentee ballot unless an emergency exists

04/01/2022	Fair Campaign Practices Act filing deadline
04/05/2022	Election Day - Unofficial results announced and posted
04/13/2022	Last day to count UOCAVA ballots received by mail and resolve discrepant signatures
04/15/2022	Deadline for Canvass of Votes
04/15/2022	Last day a recount can be requested
04/20/2022	Optional and mandatory recounts must be completed
05/05/2022f	Fair Campaign Practices Act filing deadline

RESOLUTION NO. 2021-__

A RESOLUTION AUTHORIZING THE CONDUCT OF A MAIL BALLOT ELECTION FOR THE CITY OF MONTROSE GENERAL MUNICIPAL ELECTION OF APRIL 5, 2022

WHEREAS, pursuant to the requirements of the City of Montrose Charter, a general municipal election for the City of Montrose is to be conducted on April 5, 2022; and

WHEREAS, the General Assembly of the State of Colorado has enacted provisions, Colorado Revised Statute Sections 1-7.5-104 and 31-10-908, for the governing board of any political subdivision may determine that an election may be held by mail ballot; and

WHEREAS, the City Council of the City of Montrose desires that the registered electors of the City of Montrose have the opportunity to vote by mail in said election.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MONTROSE AS FOLLOWS:

Section 1. Authorization of a mail ballot election for the April 5, 2022, General Municipal Election. The Montrose City Clerk is authorized and directed to conduct a mail ballot election in accordance with Colorado Revised Statutes, Title 31, Article 10 and applicable City ordinances and regulations.

Section 2. Adoption of the Mail Ballot Election Provision of the Municipal Election Code for the April 5, 2022, General Municipal Election. The City of Montrose hereby adopts the mail ballot election provisions of the Municipal Election Code (C.R.S., Title 31-10-908 through 31-10-913) pertaining to mail ballot elections for the conduct of the April 5, 2022, General Municipal Election. In the event a procedure for the election is not provided for in the Mail Ballot Election Act, the City shall comply with the applicable provisions of Title 1 C.R.S., and applicable City ordinances and regulations.

ADOPTED this 7th day of December, 2021, by the Montrose City Council.

CITY OF MONTROSE, COLORADO

Douglas Glaspell, Mayor

ATTEST:

Lisa DelPiccolo, City Clerk