



To: Mayor and Town Council
From: Michelle Metteer, Town Manager
Date: December 6, 2023
Agenda Item: Ordinance No. 28 - Series 2023, Approving an update to the Contractor License Duration Period and Fee.

REQUEST:

Approve Ordinance No. 28 - Series 2023, Approving an update to the Contractor License Duration Period and Fee.

INTRODUCTION:

In 2014, the Minturn Town Council approved Ordinance 03 – Series 2014, establishing requirements for contractors operating in Minturn. Originally, the fee was set at \$240 and the license period was for (3) three years.

ANALYSIS:

Objective 8.4 of the 2023 Minturn Community Plan, stipulates that the Town regularly evaluates internal processes to improve operations and efficiency. Town staff have determined that the three year license period is both unnecessary and incompatible with other Town licensing processes. Staff recommends the license period be changed to annual.

COMMUNITY INPUT: N/A

BUDGET / STAFF IMPACT:

Budget and Staff impact should be minimal from a cost standpoint, though the benefits could help in both budgetary areas and staff resources. This change will improve administrative management of contractor licenses.

STRATEGIC PLAN ALIGNMENT:

PRACTICE FAIR, TRANSPARENT AND COMMUNICATIVE LOCAL GOVERNMENT

The Town will seek to make ethical, informed, **data-based decisions**. With a focus on the public process, the Town Council and staff are committed to serving Minturn with the honesty and integrity in all aspects of local government.

RECOMMENDED ACTION OR PROPOSED MOTION:

Approve Ordinance No. 28 - Series 2023, Approving an update to the contractor license duration period and fee.

ATTACHMENTS:

- Ordinance No. 28 – Series 2023