

CITY OF AZTEC
ORDINANCE 2026-571
An Ordinance Amending Chapter 16, Article VI. Community Center and Article VIII. Business License and Registration Fees

WHEREAS, the City Commission establishes fees for various operations by the City;
and

WHEREAS, the Police Department reviewed Article VI. Community Center and Article VIII. Business License and Registration Fees of Chapter 16 and noted that the cost of security was significantly risen due to wage increases more than what was listed which was set last updated in 2011.

NOW THEREFORE BE IT RESOLVED that the Aztec City Commission approves the amending Article VI. Community Center and Article VIII. Business License and Registration Fees as attached.

PASSED, APPROVED, SIGNED AND ADOPTED this ____ day of _____ 2026,
by the Aztec City Commission, City of Aztec, New Mexico.

Mayor Michael A. Padilla Sr.

ATTEST:

Karla Sayler, City Clerk CMC

APPROVE AS TO FORM:

City Attorney

Advertised Date of Final Adoption: _____

Effective Date of Ordinance: _____

ARTICLE VI. COMMUNITY CENTER

Sec. 16-260. Definitions.

Aztec Club or Organization

Any organization that can provide a Charter, by-laws, or a letter confirming its association as an Aztec club or organization.

For Profit Use

Any person or organization scheduling an event with the intent to raise funds that is not recognized by either the state of New Mexico or the IRS as a non-profit.

Private Use

Includes weddings, receptions, parties, and dances.

Other Non Profit Use

Non-profit events for non-Aztec based non-profits.

(Ord. 2010-381, eff. 2010-May-05)

Sec. 16-261. Availability.

The Community Center is not available to rent on the following:

1. Past mid-night on any night.
2. Between the hours of 8 am and 3 pm Monday through Thursday

(Ord. 2010-381, eff. 2010-May-05)

Sec. 16-262. Requirements or Restrictions.

In addition to those terms established in the *Community Center Scheduling Policy and Rental Agreement*, the Community Center will enforce the following requirements and/or restrictions:

1. Fees and all fully completed paperwork must be paid and submitted at least one (1) month prior to the event.
2. Fees will be refunded only if the facility was not used and cancellation occurred at least one (1) week in advance of scheduled event.
3. Additional hour fees will be assessed for any additional time over 12 hours.
4. New Mexico Food License for catered events and kitchen rental must be provided.
5. Certificate of Liability Insurance is required and written with the City of Aztec covered for one million dollars (\$ 1,000,000).

(Ord. 2024-549, eff. 2024-May-24; Ord. 2010-381, eff. 2010-May-05)

Sec. 16-263. Rental Fees.

1. Aztec Club or Organization.

<i>Duration</i>	<i>Rental Fee</i>	<i>Cleaning Fee ⁽¹⁾</i>	<i>Damage Deposit ⁽²⁾</i>	<i>Kitchen Use Deposit ⁽²⁾</i>	<i>Security Fee (If Applicable)</i>
Per hour rental	\$ 25	\$ 100	\$ 100	\$ 150	\$ 40/hr/officer Annually Calculated 16-263-4
12 hour rental ⁽³⁾	\$ 250	\$ 100	\$ 100	\$ 150	

- (1) Partially refundable
- (2) Refundable
- (3) Based on more than 2 hours

(Ord. 2024-549, eff. 2024-May-24; Ord. 2010-381, eff. 2010-May-05)

2. Private and other Non-profit Use.

<i>Duration</i>	<i>Rental Fee</i>	<i>Cleaning Fee ⁽¹⁾</i>	<i>Damage Deposit ⁽²⁾</i>	<i>Kitchen Use Deposit ⁽²⁾</i>	<i>Security Fee ⁽³⁾</i>
Per hour rental	\$ 35	\$ 100	\$ 300	\$ 150	\$ 40/hr/officer Annually Calculated 16-263-4
12 hour rental ⁽⁴⁾	\$ 350	\$ 100	\$ 300	\$ 150	

- (1) Partially refundable
- (2) Refundable
- (3) Dance and/or alcohol involved
- (4) Additional hourly fees will be assessed for any additional time over 12 hours

(Ord. 2024-549, eff. 2024-May-24; Ord. 2010-381, eff. 2010-May-05)

3. For Profit Use.

<i>Duration</i>	<i>Rental Fee</i>	<i>Cleaning Fee ⁽¹⁾</i>	<i>Damage Deposit ⁽²⁾</i>	<i>Kitchen Use Deposit ⁽²⁾</i>	<i>Security Fee ⁽³⁾</i>
Per hour rental	\$ 45	\$ 100	\$ 300	\$ 150	\$ 40/hr/officer Annually Calculated 16-263-4
12 hour rental ⁽⁴⁾	\$ 450	\$ 100	\$ 300	\$ 150	

- (1) Partially refundable
- (2) Refundable
- (3) Dance and/or alcohol involved
- (4) Additional hourly fees will be assessed for any additional time over 12 hours

(Ord. 2024-549, eff. 2024-May-24; Ord. 2010-381, eff. 2010-May-05)

4. Security Fee (per officer / per hour)

The rate will be calculated based on the average overtime rate of the officers and sergeants on July 1st of each year.

Sec. 16-264. Kitchen Use.

For operation of the kitchen facility, renters must have the following:

1. New Mexico Food License for catered events.
2. Food insurance which includes the City of Aztec.

The cost of which is \$ 25 per hour in addition to the fees established in Sec. 16-263.
(Ord. 2024-549, eff. 2024-May-24; Ord. 2010-381, eff. eff. 2010-May-05)

Sec. 16-265. Conference Room A or B.

	<i>Rental Fee Per Hour</i>	<i>Cleaning Fee (1)</i>	<i>Damage Deposit (2)</i>
Aztec Club or Organization	\$ 20	\$ 100	\$ 300
Private and other Non-profit Use	\$ 30	\$ 100	\$ 300
For Profit	\$ 40	\$ 100	\$ 300

(1) Partially refundable

(2) Refundable

(Ord. 2024-549, eff. 2024-May-24; Ord. 2010-381, eff. eff. 2010-May-05)

Secs. 16-266 to 16-269. Reserved.

ARTICLE VIII. BUSINESS LICENSE AND REGISTRATION FEES

Sec. 16-280. Definitions.

Business Registration Fee

There is imposed on each place of business conducted in the City of Aztec a business registration fee. The fee is pursuant to [NMSA 1978, §3-38-3](#) as it now exists or is amended and shall be known as the business registration fee.

Business License Fees

There is imposed on each place of business when conducted within the City of Aztec, in lieu of and not in addition to the registration fee.

Late Fee

Any business registration or business license that are not filed timely shall be assessed an additional fee.

(Ord. 2011-406, eff. 2011-Nov-02)

Sec. 16-281. Business Registration Fee.

<i>Fee Type</i>	<i>Fee</i>
Business Registration Fee (Ord. 2011-406, eff. 2011-Nov-02)	\$ 35. ⁰⁰

Sec. 16-282. Business License Fees.

<i>Business Type</i>	<i>Reference</i>	<i>Fee</i>
Adult Oriented Business	Chapter 11, Article XII	\$ 1,000. ⁰⁰
Alarm Services	Chapter 3	\$ 50. ⁰⁰
Armored Cars	Chapter 11, Article X	\$ 50. ⁰⁰
Body Art Establishment	Chapter 11, Article XIII	\$ 50. ⁰⁰
Cannabis Consumption Establishment	Chapter 11, Article XIII	\$ 250. ⁰⁰
Cannabis Courier	Chapter 11, Article XIII	\$ 35. ⁰⁰
Cannabis Integrated Microbusiness	Chapter 11, Article XIII	\$ 250. ⁰⁰
Cannabis Manufacture	Chapter 11, Article XIII	\$ 250. ⁰⁰
Cannabis Producer	Chapter 11, Article XIII	\$ 250. ⁰⁰
Cannabis Producer Microbusiness	Chapter 11, Article XIII	\$ 250. ⁰⁰
Cannabis Research Laboratory	Chapter 11, Article XIII	\$ 35. ⁰⁰
Cannabis Retailer	Chapter 11, Article XIII	\$ 250. ⁰⁰
Cannabis Testing Laboratory	Chapter 11, Article XIII	\$ 35. ⁰⁰

<i>Business Type</i>	<i>Reference</i>	<i>Fee</i>
Cannabis Vertically Integrated Microbusiness	Chapter 11, Article XIII	\$ 250. ⁰⁰
Carnival, or Circus (except kiddie rides carnivals) per day	Chapter 11, Article XV	\$ 125. ⁰⁰
Distress Sales (90 days only)	Chapter 11, Article IV	\$ 50. ⁰⁰
Fireworks Sales (Retailer sales)	Chapter 8	\$ 50. ⁰⁰
Fireworks Sales (Specialty retailer, permanent, tourism)	Chapter 8	\$ 50. ⁰⁰
Food vending wagons and trucks, per vehicle	Chapter 11, Article XI	\$ 50. ⁰⁰
Junk or Secondhand Dealers	Chapter 11, Article VI	\$ 50. ⁰⁰
Outdoor Special Events	Chapter 11, Article I	\$ 10. ⁰⁰
Pawnbrokers	Chapter 11, Article VII	\$ 1,000. ⁰⁰
Peddler or Solicitor, <i>per Peddler or Solicitor</i>	Chapter 11, Article I	\$ 35. ⁰⁰
Private Investigators and Private Patrol Operators	Chapter 11, Article VI	\$ 50. ⁰⁰
Security for Carnival (2 officers/hour/minimum)	per officer/hour	\$ 40.⁰⁰
Special events (license is required of sponsor only)	Chapter 11, Article I	\$ 25. ⁰⁰
Taxicabs first four or fewer vehicles	Chapter 11, Article IX	\$ 100. ⁰⁰
Additional charge for each taxicab		\$ 35. ⁰⁰
Temporary outside displays and sales not meeting the definition of special events, per day	Chapter 11, Article I	\$ 10. ⁰⁰

(Ord. 2021-519, eff. 2021-Nov-03; Ord. 2011-406, eff. 2011-Nov-02)