

**CITY CLERK'S OFFICE MEMORANDUM**  
#08-02

July 24, 2008

**TO:** Honorable Mayor Kathleen M. Novak and City Council Members

**FROM:** Johanna Small, Acting City Clerk 

**SUBJECT:** CR-113, Liquor Licensing Fee Increase

**RECOMMENDATION:**

Attached to this memorandum is a resolution which, if approved, would increase the fees charged by the City for certain liquor license applications to the maximum limits allowed by the State. Staff recommends approval of the proposed resolution.

**BACKGROUND:**

Senate Bill 07-149, which was signed into law on April 20, 2007, raised the maximum fees that local licensing authorities may charge for the following license applications: new license applications, transfer of ownership applications, renewal applications and special event permit applications. The fees charged by the City cannot exceed the limits established by the State and must be set to cover actual and necessary expenses incurred in the processing of the applications.

The Bill allowed for a phased-in increase as shown in the table below. City Council approved the first phase of the fee increase by adopting Resolution 07-67 on July 26, 2007. If approved, CR-115 would raise the current fees to the maximum allowed in the second phase, and the new fees would be effective through July 1, 2009.

Type of Application	Phase 1 August 8, 2007 – July 1, 2008	Phase 2 July 2, 2008 – July 1, 2009	Phase 3 July 2, 2009 – July 1, 2010	Phase 4 After July 2, 2010
New Liquor License Application C.R.S. 12-47-505-(4)(a)(I) (Currently \$625 fee)	\$625	\$750	\$875	\$1,000
Transfer of Ownership Application C.R.S. 12-47-505-(4)(a)(II) (Currently \$625 fee)	\$625	\$750	\$750	\$750
Renewal Application C.R.S. 12-47-505(4)(a)(III) (Currently \$75 fee)	\$75	\$100	\$100	\$100
Special Event Permit Application C.R.S. 12-48-107(2) (Currently \$100 fee)	\$100	\$100	\$100	\$100

Staff prepared an analysis of actual costs for processing liquor license applications at the request of the Liquor Licensing Authority (Authority) in June of 2007. The cost analysis measured the activities and staff time involved in processing the license applications, and the cost analysis has since been updated for the Authority's review. The proposed fee increase will be presented to the Authority at their regular meeting on Monday, July 21, 2008, and staff will communicate the Authority's recommendation regarding the second phase of fee increases to Council prior to the July 24, 2008 Council meeting.

**BUDGET/TIME IMPLICATIONS:**

The fee increase would result in additional revenue estimated to be less than \$2,500.00 annually.

**STAFF REFERENCE:**

Please contact Johanna Small, Acting City Clerk at [jsmall@northglenn.org](mailto:jsmall@northglenn.org) or 303-450-8757 with any questions or comments.

SPONSORED BY: MAYOR NOVAK

COUNCILMAN'S RESOLUTION

RESOLUTION NO.

No. CR-113  
Series of 2008

\_\_\_\_\_  
Series of 2008

A RESOLUTION ADOPTING A NEW SCHEDULE OF FEES CHARGED FOR LIQUOR LICENSING SERVICES AS PERMITTED BY STATE LAW

WHEREAS, Senate Bill 07-149 was signed into law by Governor Ritter, permitting local licensing authorities to charge higher fees for a variety of licensing services; and

WHEREAS, the City Council determined that an increase in fees is necessary to offset the actual and necessary expenses incurred by the City in providing these licensing services.

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTHGLENN, COLORADO, THAT:

Section 1. Beginning July 24, 2008, the schedule of fees for liquor licensing services provided by the City of Northglenn shall be as set forth in the attached **Exhibit A**.

DATED at Northglenn, Colorado, this \_\_\_\_ day of \_\_\_\_\_, 2008.

\_\_\_\_\_  
KATHLEEN M. NOVAK  
Mayor

ATTEST:

\_\_\_\_\_  
JOHANNA SMALL, CMC  
Acting City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
COREY Y. HOFFMANN  
City Attorney

**Exhibit A**

**City of Northglenn  
Liquor Licensing Fees**

<b>Type of Application</b>	<b>Beginning July 24, 2008</b>
New Liquor License Application C.R.S. § 12-47-505(4)(a)(I)	\$750
Transfer of Location or Ownership Application C.R.S. § 12-47-505(4)(a)(II)	\$750
Renewal Application C.R.S. § 12-47-505(4)(a)(III)	\$100
Special Event Permit Application C.R.S. § 12-48-107(2)	\$100