



TOWN OF ERIE

645 Holbrook Street
Erie, CO 80516

Town Council

Board Meeting Date: 2/14/2017

File #: 17-040, **Version:** 1

SUBJECT: An Ordinance of the Town of Erie, Colorado, Amending Title 2, "Finance And Revenue," Chapter 10, "Fee Schedule," Sections 2-10-2 "Administrative Fees" and 2-10-9 "Cemetery Fees" of the Municipal Code of the Town Of Erie, Colorado; Setting Forth Details in Relation Thereto.

An Ordinance of the Town of Erie, Colorado, Amending Title 4, "Business Regulations," Chapter 2, "Amusements," Article B, "Special Events," of the Code of Ordinances of the Town of Erie, Colorado; Repealing and Re-Enacting Sections 4-2b-1, 4-2b-2 And 4-2b-3; and, Setting Forth Details in Relation Thereto.

DEPARTMENT: Administration

PRESENTER: Town Clerk, Nancy Parker

FISCAL INFORMATION:

Cost as Recommended:
Balance Available:
Budget Line Item Number:
New Appropriation Required:

STAFF RECOMMENDATION: Approval on Second Reading

SUMMARY AND BACKGROUND OF SUBJECT MATTER:

The first ordinance addresses fees that the Town charges to process Special Event Applications and also fees relating to Mount Pleasant Cemetery. These fees are being updated to reflect actual costs of these services to the Town

Special Event Fees:

Currently the Town charges \$50.00 to process and issue a special event permit. This has been in effect since 2005. There has been an increase in requests to hold large events within the Town. Depending on the event, staff time to process these events requires coordination from several different departments. In addition to the permit fee of \$50.00, this ordinance adds a non-refundable application fee of \$200.00 to cover staff review.

Cemetery Fees:

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The current fee for plots and interment has not been updated since 2005. This Ordinance would increase the fees to be more in line with other Cemeteries similar to Mount Pleasant and to reflect the actual cost to the Town of the services offered.

The second ordinance amends the wording in the Municipal Code, regarding issuance of Special Event Permits. It removes the reference to licenses and allows the Town Clerk to designate the responsibilities for issuing permits. Currently the Parks Department will be reviewing and issuing permits for the larger events in Town and the Town Clerk's office will retain the responsibility for Block Parties and similar smaller events.

ATTACHMENTS: Ordinances