

CITY OF MADISON
CITY ATTORNEY'S OFFICE
Room 401, CCB
266-4511

MEMORANDUM

TO: City of Madison Common Council

FROM: Steve Brist, Assistant City Attorney

DATE: April 8, 2020

RE: Waiving late fees and penalties for licenses and permits issued by the City Clerk's Office, including late fees for alcohol beverage renewal applications (Legistar No. 60086)

One of the major functions of the Madison City Clerk's Office is the administration of the municipal licensing process. Licenses and permits issued by the Clerk expire on June 30, 2020. The license renewal process starts well before the June expiration date.

This year, the license renewal process is taking place during what may be a peak period for COVID-19 virus risk. In addition, a large number of businesses subject to licensure are operating with reduced hours or are closed. This means that the business have decreased or even no revenues. License fees may be a financial hardship at this time.

This resolution waives late fees and penalties associated with licenses and permits administered by the City Clerk's Office, including late fees for alcohol beverage licenses, to the extent not preempted by state law, commencing on April 1, 2020. The fee and penalty waiver continues until 60 days after the Director of Public Health Madison and Dane County and the Governor end the emergency actions to combat the coronavirus pandemic.

The Finance Department estimates that this legislation will reduce revenues by \$5,200 per month for each month of the waiver period. This resolution is being implemented by the City Clerk and her staff. No significant administrative changes will need to be made to implement this change.