

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 6, 2020

RE: Relating to extending certain municipal licenses from June 30, 2020, until August 31, 2020. (Legistar File No. 60090)

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One of the major duties of the City Clerk is administering the municipal licensing process. Under Sec. 9.02, Madison General Ordinances, municipal licenses commence on July 1 of each year, and expire on June 30 of the following year. As a practical matter, license applications must be filed well in advance of the June 30 expiration date in order that the applications may be reviewed by the Clerk's staff for accuracy and completeness.

This year the license renewal process will fall during what may be a peak time for COVID-19 concerns. Emergency Order Number 12, the Wisconsin Safer at Home Order, issued by the Secretary of the Wisconsin Department of Health Services, orders social distancing, closes nonessential businesses and directs individuals who are not performing essential functions to stay at home. This has meant that many licensees are not able to operate their businesses because the businesses have been closed by the Order. This means that many small businesses are operating with no or reduced revenues and licenses fees may be a burden.

The City Clerk's staff has been reduced by COVID-19 health concerns, at the same time that the Clerk's staff has been busy administering the April 7<sup>th</sup> election. The urgency of the work that will be done before and after the election means that election tasks must be prioritized by the staff.

This Order of the Mayor provides the following:

NOW THEREFORE BE IT RESOLVED, that effective immediately, the City will temporarily extend the expiration date, to the extent not preempted by state law, of all licenses issued under Madison General Ordinance Section 9.02, which establishes that all City annual licenses shall expire on June 30<sup>th</sup> of each year, unless otherwise stated. The new expiration date shall be August 31, 2020.

This change is estimated to result in a shifting of approximately \$125,000 in license revenues, but will not in and of itself, result in a reduction of revenues. The Order excludes alcohol beverage licenses issued under Chapter 125, Wis. Stats., and Chapter 38, Madison General Ordinances, from this license extension, because the term of those licenses is set by state law.

Once the Clerk's staff has met the deadlines related to the April election, the staff will devote more of their efforts to license renewal and the upcoming August Primary and November Election. Additional efforts will be made to inform the public about the license extension. It is expected that minimal steps will need to be taken by the Office staff in order to implement the extension.