



# VICTOR STAFF REPORT

## Decision Item Agenda Documentation

**PREPARATION DATE:** April 17, 2019

**MEETING DATE:** April 24, 2019

**SUBMITTING DEPARTMENT:** Administration

**DEPARTMENT DIRECTOR:** Olivia Goodale

**PRESENTER:** Olivia Goodale, City Administrator

**SUBJECT:** Public Hearing for Business License Renewal Late Fee and Resolution R523, a Resolution of the City of Victor Making Certain Findings, Adding a Fee to the City of Victor Regarding Late Fee for Business License Renewal

**Re: Applicable Victor Values:**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Culturally Historic | <input type="checkbox"/> Sustainable     | <input type="checkbox"/> Connected to Nature            |
| <input type="checkbox"/> Small Town Feel     | <input type="checkbox"/> Family Friendly | <input checked="" type="checkbox"/> Administrative Need |
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**STATEMENT/PURPOSE:** The purpose of this item is for Council to hold a public hearing establishing a Business License Renewal Late Fee of \$25.00 per month, not to exceed \$100.00 and to approve the associated Resolution.

**BACKGROUND/ALTERNATIVES:** Chapter 1 of Title 3 of the City of Victor Municipal Code relating to General Business License Provisions should be updated because the current Chapter is unclear and incomplete, making it hard to interpret for both staff and local business license holders. City Council held a work session on this ordinance and will consider final approval of the update during its April 24, 2019 meeting.

The update specifies that “Any licenses not renewed by January 30 of each year shall be delinquent and a late fee as set as per the City Fee and Fines Schedule shall be imposed the last day of each month until renewed.” The attached resolution sets the late fee which must be approved during a public hearing.

City Council has several options to proceed:

1. Approve the resolution as presented or amended.
2. Continue the item.
3. Other.

### ATTACHMENTS

Resolution

### FISCAL IMPACT

Fiscal impact is minimal but includes the collection of any late fees.

STAFF IMPACT

Staff impact includes processing the resolution for permanent records, and updating the fee schedule online.

LEGAL REVIEW

Complete

RECOMMENDATION

Staff recommends that Council approve the resolution as presented.

SUGGESTED MOTIONS:

I move to approve as presented Resolution R523, a Resolution of the City of Victor Making Certain Findings, Adding a Fee to the City of Victor Regarding Late Fee for Business License Renewal.

[Roll call vote]

**RESOLUTION R523**

**A RESOLUTION OF THE CITY OF VICTOR, IDAHO MAKING CERTAIN FINDINGS; ADDING FEES OF THE CITY OF VICTOR REGARDING LATE FEE FOR BUSINESS LICENSE RENEWAL; AND PROVIDING AN EFFECTIVE DATE**

**WHEREAS**, the Victor City Council regularly sets fees for City provided services, licenses, permits, and programs available to the public pursuant to Idaho State Statute; and

**WHEREAS**, the City Council has determined that the City of Victor Fee Schedule be amended to reference Late fee for Business License Renewal.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF VICTOR AS FOLLOWS:**

1. That the late fee for a business license renewal shall be \$25.00 per month not to exceed \$100.00.
2. That the fees provided for in this resolution shall be immediately effective.

Passed and approved this 24<sup>th</sup> day of April, 2019.

CITY OF VICTOR

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Jeff Potter  
MAYOR

ATTEST:

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Michelle Smith  
CITY CLERK