



Town Council Memorandum

TO: The Honorable Mayor and Town Council
FROM: India Adams-Jacobs, Town Manager; J.C. LaRiviere, Director of
Community Development & Partnerships
COPY: Jeff Gore, Town Attorney; Tina Staples, Director of Finance
SUBJECT: Retroactive Ratification of Tax Deadline Extension
DATE: January 2nd, 2025

SUMMARY:

Staff is requesting that Town Council retroactively approve the extension of real and personal property tax deadlines from December 5th, 2024 to December 13th, 2024.

BACKGROUND:

Due to mailing issues with the local post office and limited Town Hall operating hours, staff consulted the Town Attorney on extending the deadline. Based on Mr. Gore's advice, all Council members were informed of and supported the proposed extension on December 5th, 2024. The Town Attorney further advised staff to obtain retroactive approval from Council of this action as it involved the temporary suspension of late payment penalties as required by Town Code.

RECOMMENDATION:

Staff recommends that the Town Council move to retroactively authorize this extension.

DRAFT MOTION:

I move that Council ratify the extension of the personal and real property tax payment deadlines to December 13th, 2024, as proposed by staff.