



## Agenda Memo

Crest Hill, IL

---

**Meeting Date:** March 1, 2024  
**Submitter:** Tony Graff, Interim City Administrator  
**Department:** Clerk's Dept.  
**Agenda Item:** Consideration to Suspend Business License Penalty Fees to June 1, 2024

### Summary:

On February 26, 2024 Work Session meeting there was further discussion relating options to address the Business License Penalty Fee either to suspend the fee until June 1, 2024 or options to amend the Ordinance or no amendment to the ordinance regarding the late penalty fee structure.

After the meeting staff and the City Attorney reviewed options. Instead of a Resolution to Suspend the late penalty fees and amend the ordinance later before the deadline of June 1, 2024, it was suggested to Amend the Ordinance with a Tier Structure for the Late Penalty Fee with an incentive to motivate compliance by creating a discount structure along with a Late Penalty Fee Notice from February 1<sup>st</sup> to 28<sup>th</sup>. Any penalty fee paid beginning on March 1<sup>st</sup> will receive a 75% discount, April 1<sup>st</sup> 50% discount and May 1<sup>st</sup> 25% discount and after June 1<sup>st</sup> no discount. Furthermore, after June 1<sup>st</sup> the business license is expired shall be subject to Administrative Code Enforcement citation.

---

At the February 20, 2024, Council meeting, the item Requesting Waiver of Late Fees for 3 Business Licenses was tabled for further discussion.

There were an additional 3 businesses that requested a waiver of the license penalty fees. Our current penalty license fees are three (3) times the amount plus the fee of the license. As of now, there are a total of 49 businesses that have either not paid or only paid the license fee and no penalty fees. Those businesses that have paid the license fee, but not the penalty, their license haven't been issued to them.

### Recommended Council Action:

A Resolution for Consideration to Amend the Ordinance for Business License Penalty Fee Structure.

**Financial Impact:**

**Funding Source:** NA

**Budgeted Amount:** NA

**Cost:** NA

**Attachments:**

License Fee Schedule