



Agenda Item Summary Sheet

Item No: **F-2**
Meeting Date: **July 1, 2020**

Item Title: Write-off of old business licenses/registration fees

Item Summary:

In June 2013 the Board adopted a Town Code text amendment allowing the write-off of business license debt more than three (3) years old.

Attached please find a memo from Tax Collector Linda Bittner requesting business licenses and registrations to be written off for the year 2017 in accordance with Town Code Sec. 12-33 (also attached).

Number of Attachments: 2

Specific Action Requested:

Request formal Board approval to write-off of business licenses/registrations for the year 2017.

Submitted By: Linda Bittner, Tax Collector

Date: June 24, 2020

Finance Officer Comment:

Every effort has been made to collect this debt; I concur with the Tax Collector's request to write off \$1,000 of business licenses/registrations.

Signature: Amy Miller

Date: June 24, 2020

Town Attorney Comment:

N/A

Signature: John Leidy

Date: June 24, 2020

Town Manager Comment and/or Recommendation:

I concur with staff.

Signature: Greg Sparks

Date: June 24, 2020