



Agenda Item: 16.E
Date of Meeting: April 14, 2025
Department: Finance

STAFF REPORT

To: City Council
From: Ethan Aukee
Subject: **Refund of Business License Credit Balance to Licensee**
Prepared On: March 24, 2025

Background/History:

Business licensee #1325 made an online payment for their business license in January 2025 but accidentally applied the payment to their utilities account. Being that the payment was incorrectly applied, their business license account showed a delinquency at the end of January and the account accrued a delinquency penalty. City staff advised the licensee that the delinquency penalty would be waived, being that the initial payment was made in a timely manner. The licensee opted to keep the existing payment made applied to their utilities account as is and reissue payment for the business license. The licensee accidentally made payment on the business license amount plus penalty, as they issued payment before City staff was able to adjust the invoice.

The licensee has requested a refund, rather than retaining a credit balance on their business license account.

Analysis/Discussion:

Per City of Bishop Municipal Code:

Under Section 5.08.030, titled "Mistakes by administrator; prorating taxes; refunds," the city does not issue refunds for business license taxes except in cases where a tax, penalty, or portion thereof was erroneously assessed and collected. The relevant portion states:

"No license tax paid nor any part thereof shall be refunded or prorated, except that any license tax, penalty, or part thereof which has been erroneously assessed and collected shall be refunded by the city administrator upon approval by the city council."

The City is asserting that a \$20.00 penalty was erroneously assessed and collected, and therefore, is requesting City Council approval to issue a refund to the licensee in the same amount.

Economic Impacts:

None.

Budget Impacts:

None.

Legal Review:

City Attorney Pucci has reviewed this item and finds that the recommended action complies with the law.

Recommended Action:

City Council to approve the refund of a \$20.00 credit balance to business license #1325.

Approved By: Ethan Aukee 3/24/2025

Approved By: Robin Picken 3/24/2025

Approved By: Deston Dishion 4/10/25

Approved By: