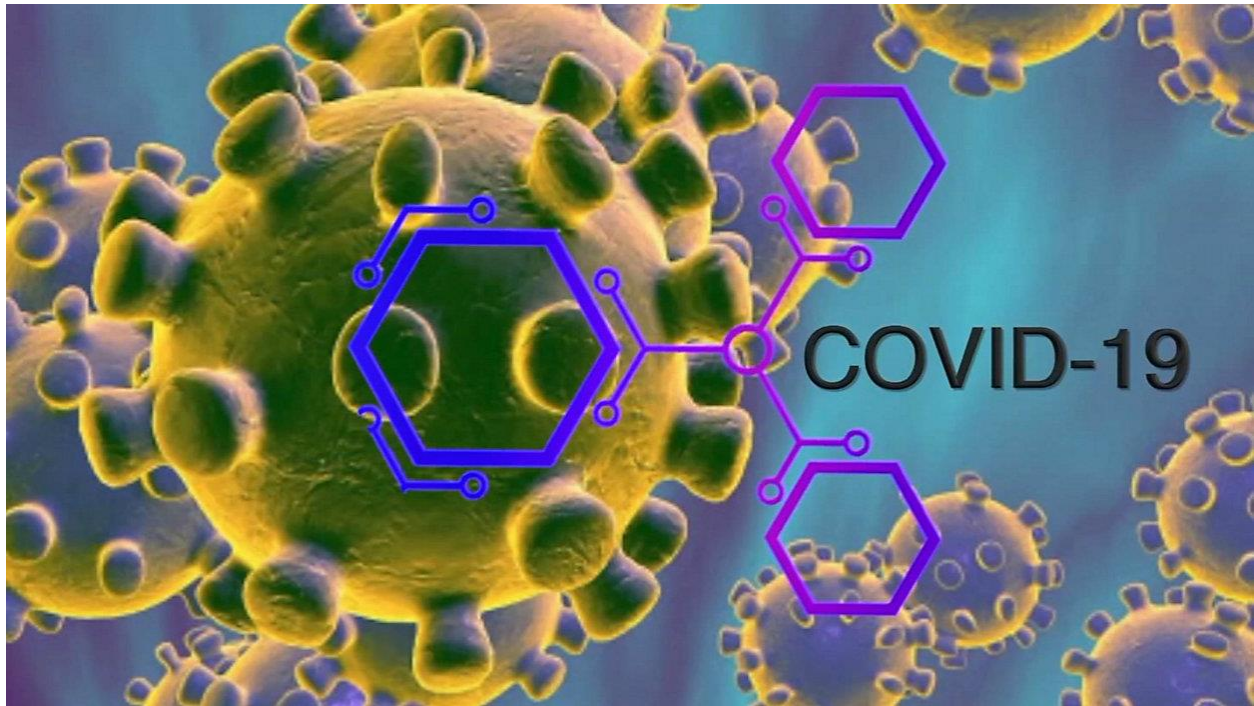





**CITY MANAGER
EXECUTIVE ORDER 2020-29
LIQUOR LICENSE PAYMENT EXTENSIONS**




November 30, 2020



Tim Gleason, City Manager



Tari Renner, Mayor



Mboka Mwilambwe, Mayor Pro Tem

§ 29.1 INTRODUCTION

The City Code, § 6-111, requires liquor license holders to renew their license by December 1st annually. If not renewed, late penalties are assessed and ultimately the license holder would lose their license if fees and renewal documents are not received by December 31st. To account for the hardships created on many liquor license establishments by the COVID-19 pandemic, this Executive Order extends the time for liquor license renewal payments to be made and waives any late fees.

§ 29.2 AUTHORITY

On March 26, 2020, the City Council approved an Ordinance Declaring Local Emergency due to the COVID-19 Virus & Enacting Various Emergency Measures. Section 2(C) of that Ordinance authorizes the City Manager to address licensing issues, upon concurrence with the Mayor and Mayor Pro Tem.

§ 29.3 LIQUOR LICENSE APPLICATION EXTENSION

- A. Current liquor license holders that do not intend to engage in the provision or sale of alcoholic liquor as of January 1, 2021 due to the COVID-19 pandemic, will have until March 31, 2021, to renew their liquor license.
- B. Liquor license holders that desire to take advantage of the payment extension must notify the City Clerk's office in writing (via email or otherwise) that they do not intend to sell or serve alcoholic liquor as of January 1, 2021, due to the pandemic, but that they do intend to sell or serve in the future and, thereby, request the renewal payment extension. No alcoholic liquor may be provided or sold during the extension period. Any liquor license holder also holding a video gaming license may also not operate video gaming during the extension period, as video gaming license are dependent upon functioning liquor license.
- C. No late fee or other penalty shall be assessed against a liquor license holder so long as the City Clerk's office is notified as required in subsection (B); the renewal application and all required documentation are submitted to the City Clerk by December 1, 2020; and the applicable liquor license payment is paid by March 31, 2021 or prior to selling or serving alcoholic liquor.



HEALTH OFFICIAL RECOMMENDATIONS

1. Practice social distancing;
2. Washing your hands often;
3. Avoid touching your eyes, nose and/or mouth with unwashed hands;
4. Avoid contact with sick people;
5. Stay home if you are sick;
6. Cover your mouth/nose with a tissue or sleeve when coughing or sneezing; and
7. Clean and disinfect frequently touched objects and surfaces.

For more information on COVID-19 and related health information, please visit the following websites:

www.cdc.gov

dph.illinois.gov

health.mcleancountyil.gov

- D. A liquor license holder that takes advantage of the extension and does not submit a renewal application by December 1, 2020, but desires to resume the provision or sale of alcoholic liquor, must submit its renewal application at least 15 days before the license holder intends to resume operations, but no later than March 31, 2021. Failure to timely submit a renewal application will require applicants to file for new liquor licenses as if they are a new license holder.

- E. Any liquor license holder that is currently engaged in the provision or sale of alcoholic liquor and/or intends to be engaged in the provision or sale of alcoholic liquor on January 1, 2021, must have their liquor license renewal application and payment submitted by December 1, 2020.