

REVENUE DIVISION UPDATE

PRESENTED: NOVEMBER 19, 2024

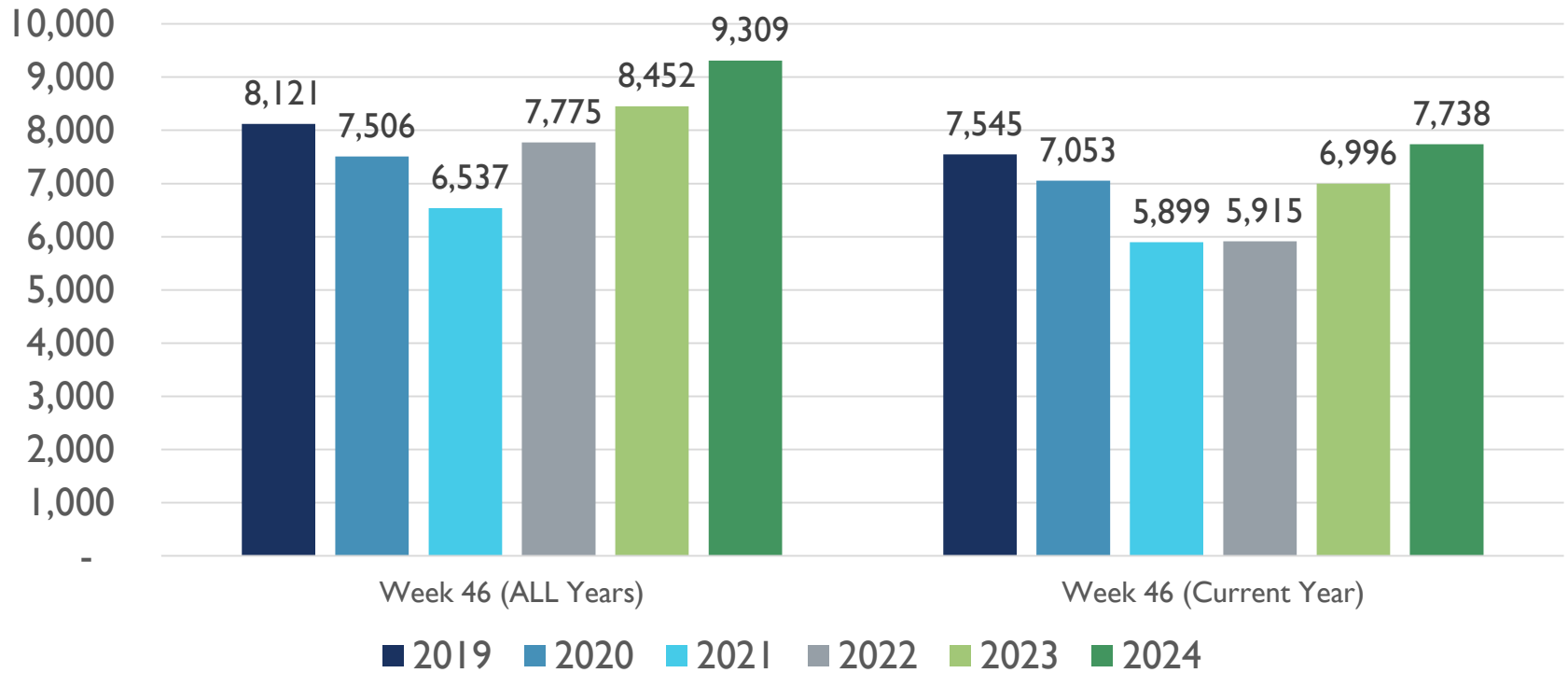


4TH QUARTER UPDATE

- Continuously reviewing/updating of operational policies and procedures.
- As of November 1, 2024, Civic Access Self Service (CASS) Portal is live and available for use.
- CASS Portal allows online remittance of excise tax payments for Mixed Drinks (3% Liquor Tax). Hotel/Motel Tax payments will be available online next followed by remaining excise taxes.
- Conducting weekly system improvement/online migration meetings with staff from Information Technology, Inspections and Code, and Finance.

4TH QUARTER UPDATE

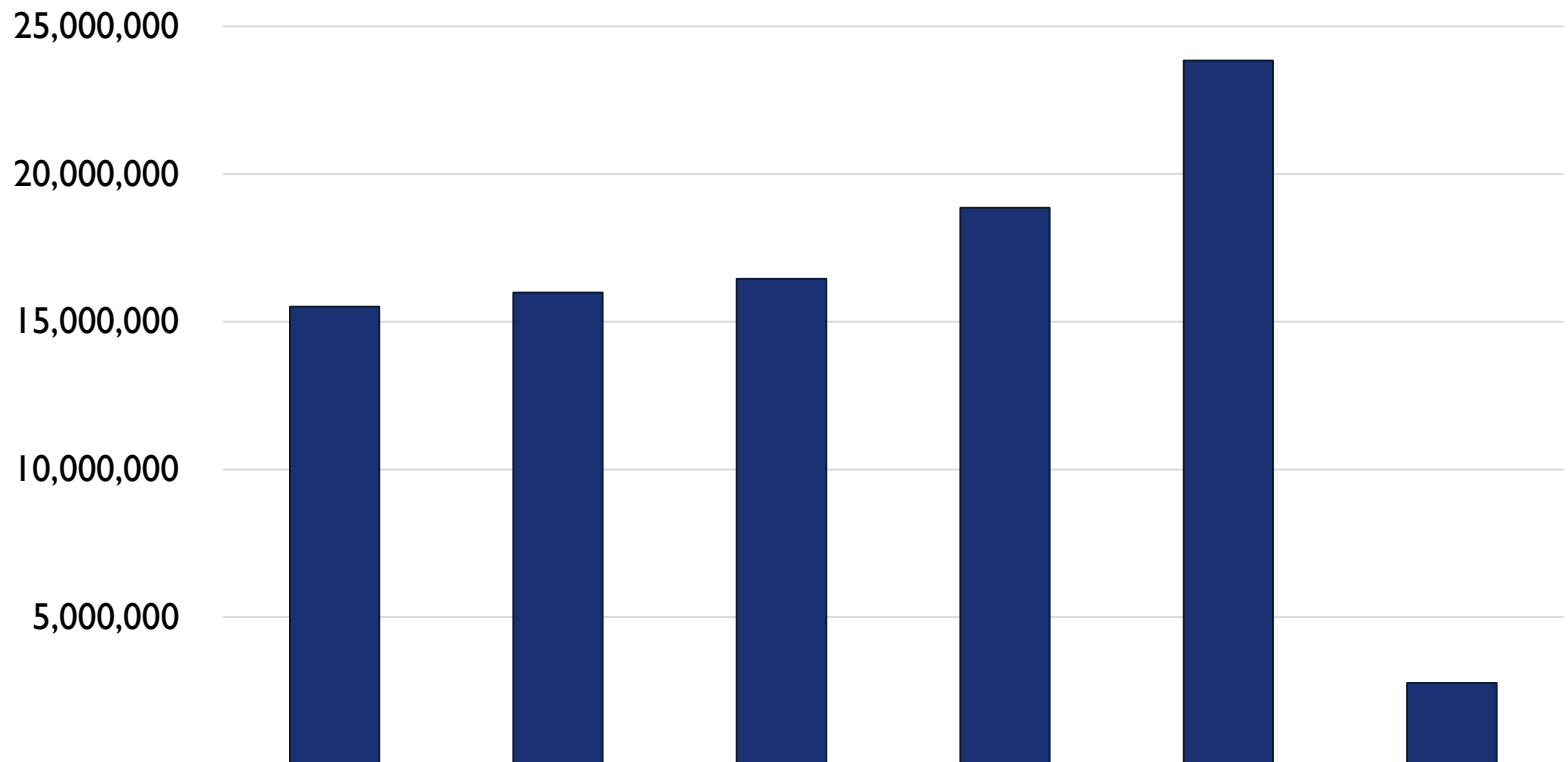
Licenses Processed



4TH QUARTER UPDATE

- 2024 courtesy delinquency notices were mailed in August 2024.
- After the courtesy notice mailing, 1,095 delinquent accounts were turned over to Code Enforcement in September 2024.
- As of 11/13/24, the 1,095 delinquent accounts are summarized as follows by Code Enforcement:
 - 202 officer confirmed as out of business
 - 22 citations issued
 - 56 warnings issued
(warning only issued if owner is unavailable)
 - 179 businesses are now in compliance
 - 175 out of county jurisdiction
 - 461 remaining to be visited
- Code Enforcement goal is to resolve all cases by January 1, 2025.

OCCUPATION TAX REVENUE



	FY20	FY21	FY22	FY23	FY24*	FY25 YTD*
■ Occ Tax Revenue	15,508,938	15,982,421	16,448,269	18,857,803	23,839,462	2,771,697

*Unaudited

4TH QUARTER UPDATE

- Personnel
 - The following positions were included in the Mayor's Recommended Budget, but not approved by the Council Budget Review Committee.
 - Administrative Assistant
 - License & Tax Clerks
 - Revenue Auditor
 - Revenue Analyst
 - Asst. Finance Director
 - Temporary staffing was authorized by City Manager in FY25.
 - Reconsideration of permanent positions is necessary as soon as possible.
 - Further review and realignment of duties and responsibilities as new processes are implemented.

2024 AND BEYOND

- Finance will continue processing license renewals and follow-up on problem cases.
- Continue delinquency notifications for Code Enforcement.
- Consider outsourcing delinquent license enforcement or hire additional Code Enforcement staff.
- Continue implementation of online excise tax remittances.
- Continue working towards implementing online license renewals for upcoming occupation tax renewal season. This new process will require some update to city code.
- Continue review of policies & procedures.
- Continue progress updates to City Manager, Mayor, and Council.



Questions?