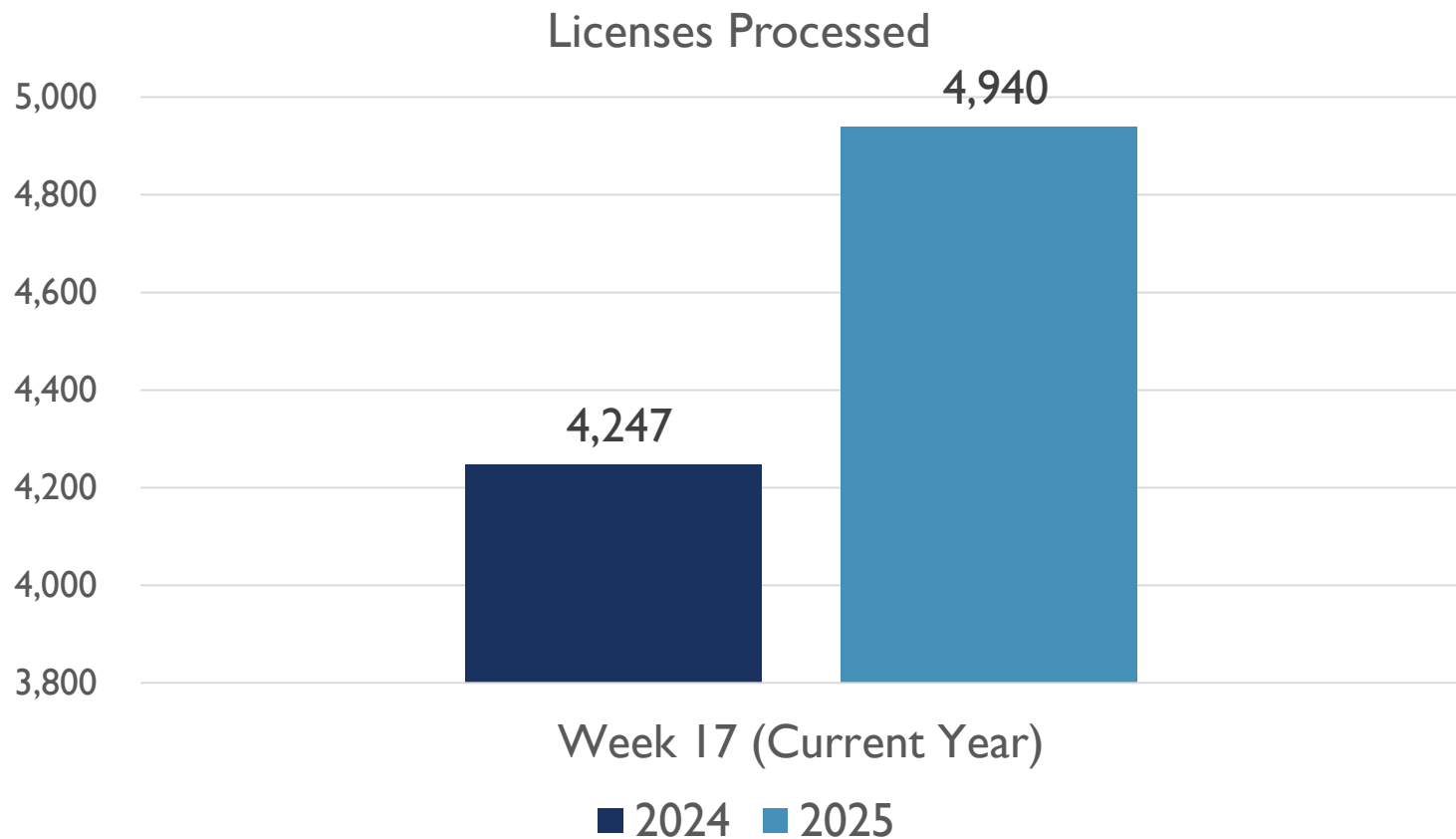


REVENUE DIVISION UPDATE

PRESENTED: APRIL 29, 2025

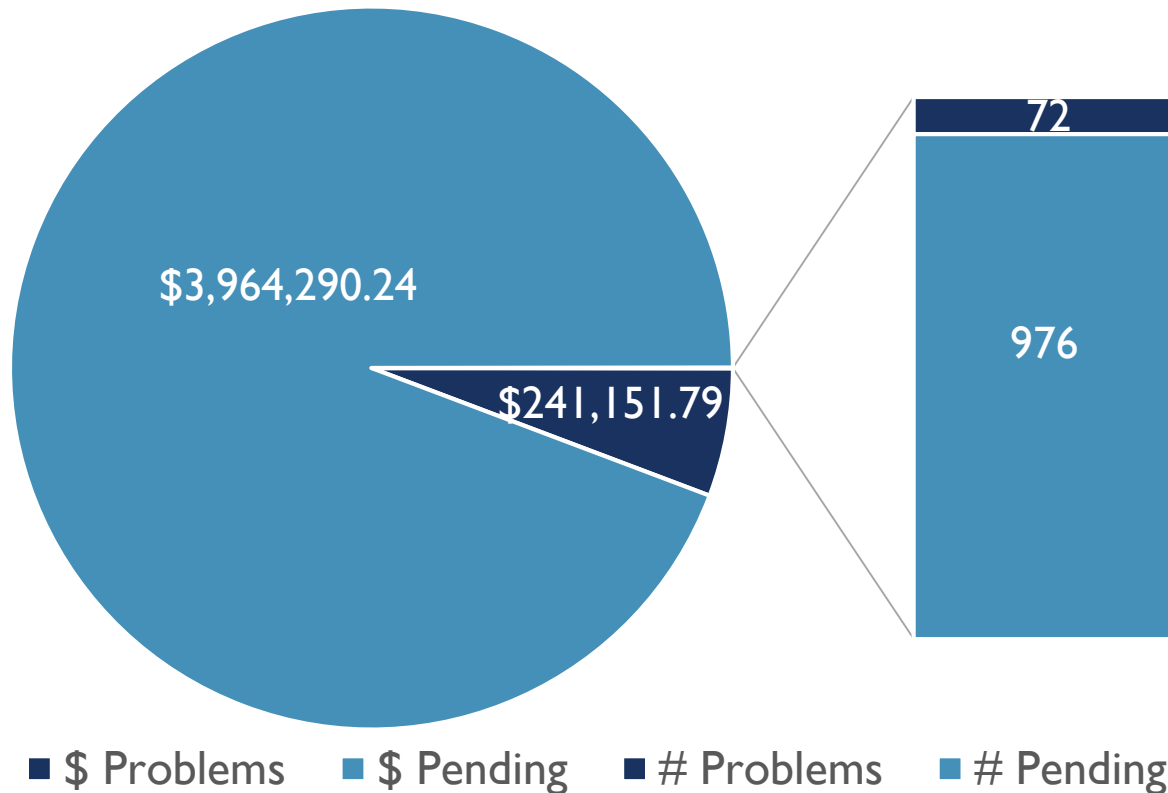


IST QUARTER UPDATE



IST QUARTER UPDATE

FY25 Lockbox



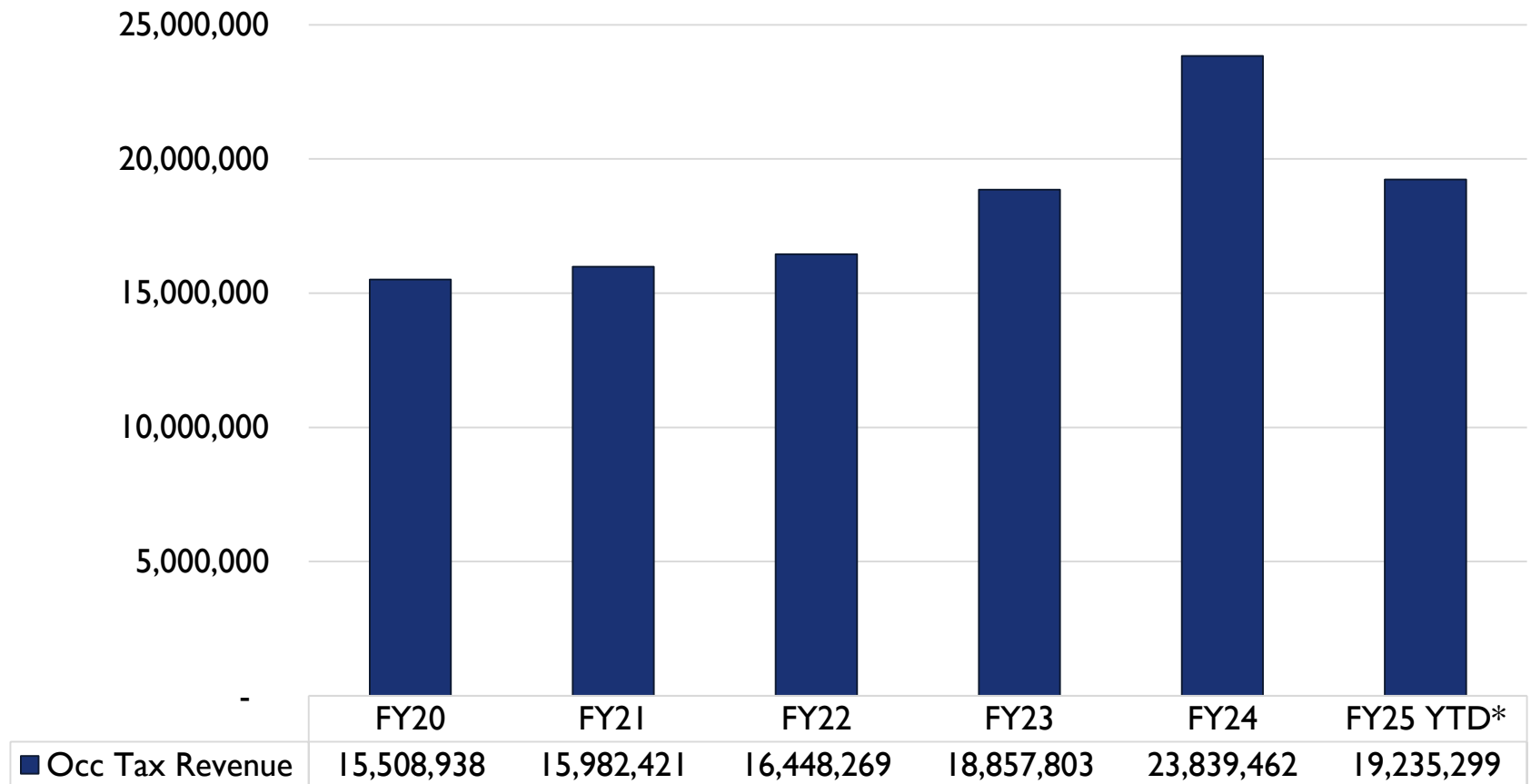
IST QUARTER UPDATE

- 2025 license renewal expected completion timeframe is mid-June 2025.
- Once renewal processing is complete, any pending problem letters will be reviewed, and secondary contact will be made if possible.
- Courtesy delinquency notice mailing will be in August 2025.
- Delinquent accounts to be turned over to Code Enforcement in September 2025.
- Code Enforcement is an ongoing activity that requires constant communication between Finance and Inspections and Code.

IST QUARTER UPDATE

- Continuously reviewing/updating of operational policies and procedures. Suggestions for code updates should be considered as a matter of continuous process improvement.
- Civic Access Self Service (CASS) Portal is live and for public use.
- CASS Portal allows online remittance of excise tax payments for Mixed Drinks (3% Liquor Tax) and Hotel/Motel Tax. Remaining excise payments i.e., vehicle rentals and alcohol distributors will be available online by the end of 2nd quarter 2025.
- Conducting weekly system improvement/online migration meetings with staff from Information Technology, Inspections and Code, and Finance.

OCCUPATION TAX REVENUE



*Unaudited

IST QUARTER UPDATE

- Personnel
 - The following positions were added by Council with FY25 mid-year budget approved at the end of January.
 - License & Tax Clerks
 - Revenue Auditor
 - Revenue Analyst
 - Recruitment is challenging but ongoing.
 - Further review and realignment of duties and responsibilities as new processes are implemented.

REVENUE DIVISION RFP

- RFP No 25-0015 - Business license tax/revenue collection services (annual contract) was released on January 23,2025
- Proposals were due by February 19, 2025.
- Three (3) proposals were received.
- RFP Committee has convened and are still evaluating proposals.



Questions?