

REVENUE DIVISION UPDATE

PRESENTED: JUNE 18, 2024



6-MONTH UPDATE

- Restructuring of Revenue Division.
 - Personnel Changes
 - Realignment of Duties & Responsibilities
- Temporary staffing will be authorized by City Manager in FY25. Reconsideration for permanent positions will be brought back this fiscal year.
 - Administrative Assistant
 - Revenue Analyst*
 - License & Tax Clerks
 - Asst. Finance Director*
 - Revenue Auditor*

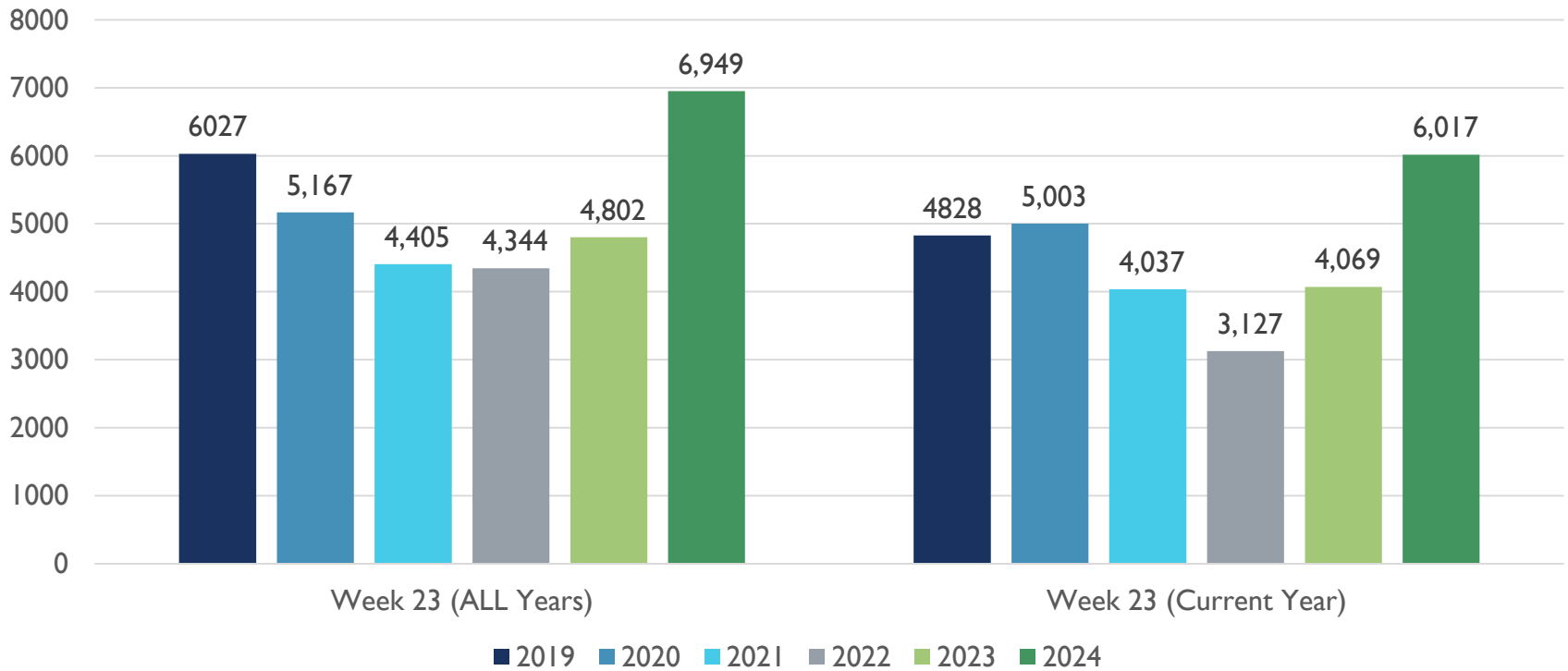
* Note: It may be challenging to recruit talent for temporary positions.

6-MONTH UPDATE

- Reviewing/updating of operational policies and procedures.
 - Implemented changes to processing of mail.
 - Implemented changes to handling of cash.
 - Implemented changes to enforcement notification to Code Enforcement.
- Conducting weekly system improvement/online migration meetings with staff from Information Technology, Inspections and Code, and Finance.
- Communication for excise tax online payment transition will be sent this week.

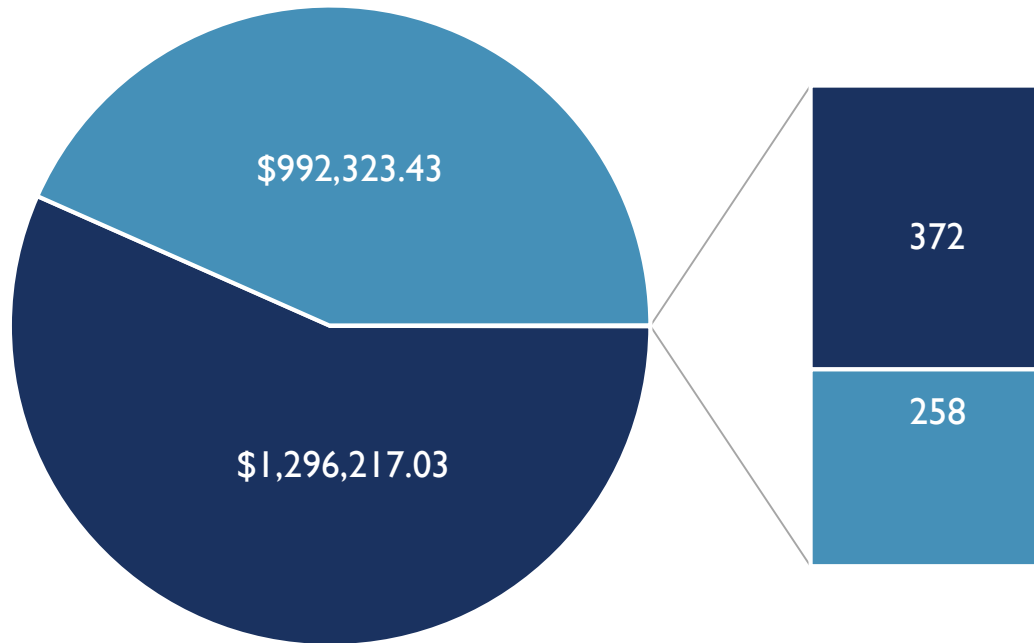
6-MONTH UPDATE

Licenses Processed



6-MONTH UPDATE

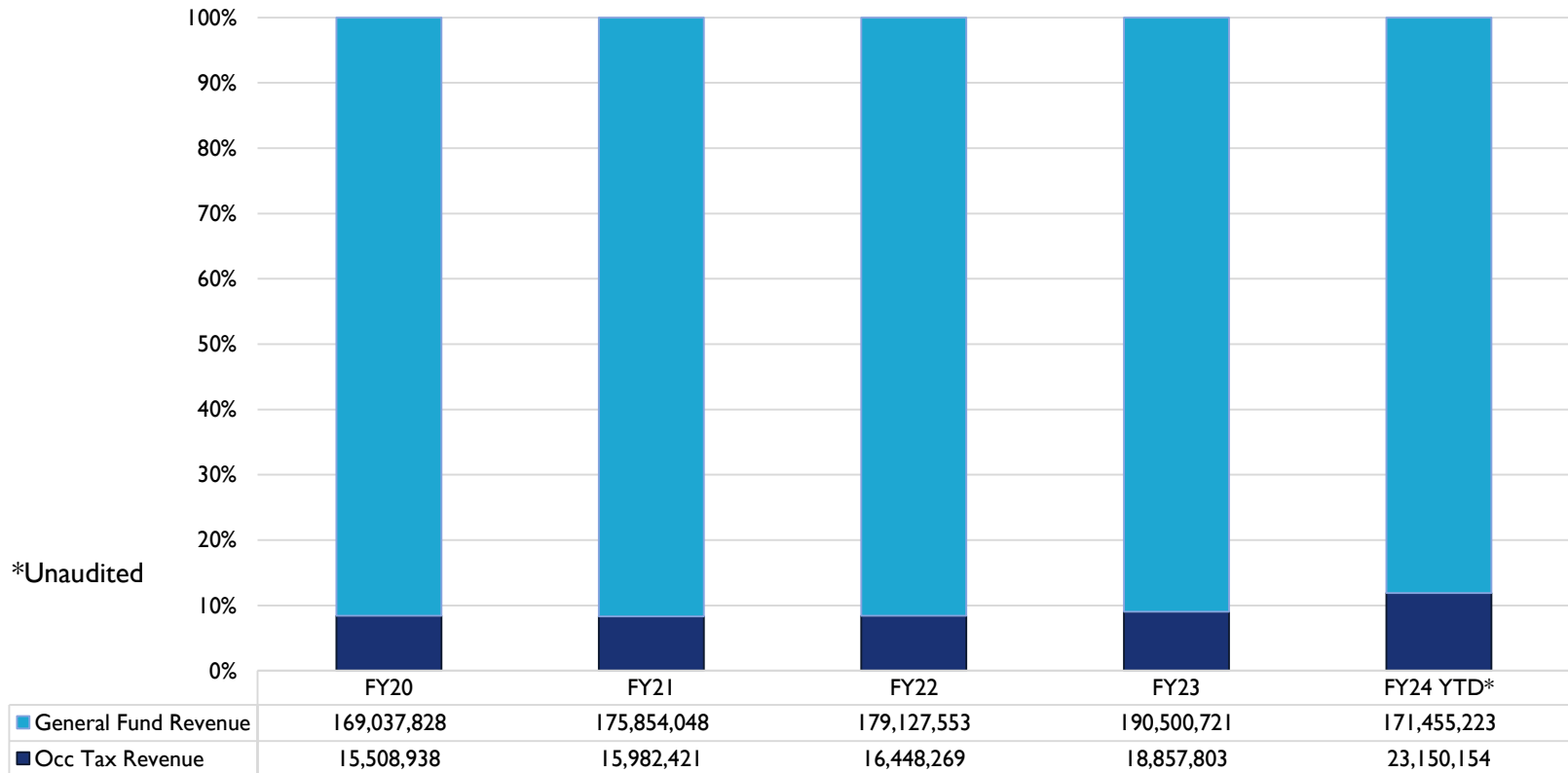
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■ \$ Problems ■ \$ Pending ■ # Problems ■ # Pending

OCCUPATION TAX REVENUE

Occupation Tax Revenue as a Percentage of General Fund Revenue



2024 AND BEYOND

- Finance will continue processing license renewals and follow-up on problem letters.
- Courtesy delinquency notice tentative mailing in July 2024.
- Continue recruitment for temporary staffing.
- Implement online processing for some taxes and permits in June/July 2024.
- Continue working towards implementing online license renewals for next occupation tax renewal season.
- Continue review of policies & procedures.
- Continue quarterly progress updates to City Manager, Mayor, and Council.



Questions?