

## **Revenue All Staff Meeting**

Wednesday, July 29, 2015

9:45am – 10:30am

Lunchroom, Columbia Square

- I. Staff Introductions and Changes *Terri Williams*
  - a. New Employees
    - i. Roger Koppy – Arts Tax, RTS II
    - ii. Tim Moore – Arts Tax, RTS II
    - iii. Jason McKay – Audit, Auditor
  - b. Promotions
    - i. Wendy Farrier, Auditor
    - ii. Huitzi Rios-Martinez, BLT MCBIT, RTS III
    - iii. Craig Plasse, BLT MCBIT, RTS III
    - iv. Josh Gregor, Transient Lodging, RTS IV
  - c. Vacancies
    - i. RTS V
    - ii. RTS I
    - iii. Auditor – OCT
- II. Office Updates *Terri Williams*
  - a. Deadbolt on mailroom – complete use by 5:45pm
  - b. Changing Regulatory Manager office to Conference Room
- III. Arts Tax Audit *Thomas Lannom*
  - a. Improve compliance – we will use IRS data share, voter registrations, water accounts, collection agency
- IV. Short Term Rentals *Thomas Lannom*
  - a. Hotel/Motel taxes with AirBnB
  - b. Heavy resistance from companies to collect and remit taxes
- V. Security Update *Terri Williams and Jen McFarland*
  - a. IRS FTI
    - i. No selection for a new auditor has been announced yet
    - ii. Disclosure Awareness Training is projected for August
  - b. Lock your computer every time you leave your desk
    - i. Windows flag + L
    - ii. Ctrl + Alt+ Dlt
  - c. Clean Desk
    - i. Checks and tax returns must be locked up prior to leaving for the day or use deposit boxes
    - ii. Be sure to get your print jobs off the printers by the end of the day
  - d. Badge must be above the waist
  - e. Visitors must sign in
  - f. Shred and recycle bins
    - i. Shred = has Personal Identifiable Information (PII) and sensitive information

- ii. Recycle = no sensitive information
- VI. Onboarding Peer *Terri Williams*
  - a. OMF initiative – for new city employees or new division employees to introduce and welcome them
  - b. Volunteer program – if you are interested in being a peer to a new employee, speak with your manager/supervisor.
  - c. Signs with expectations for program will be hung up
- VII. Safety Committee *Allen Buller*
  - a. Be sure to hydrate; it's getting hot!
  - b. City Learner:
    - i. AED / CPR Training
    - ii. Defensive Driver Training
  - c. Don't forget about the hand sanitizer
- VIII. LMC Committee *Karla Frahler*
  - a. Members:
    - i. Labor:
      1. Adrienne Brown-Dunn (co-chair and shop steward)
      2. Karla Frahler (co-chair and shop steward)
      3. Josh Gregor (shop steward)
      4. Karen Obana (shop steward)
      5. Jayden Dotson
      6. Mary Pinero
      7. Rachel Cleveland
    - ii. Management:
      1. Thomas Lannom (chair)
      2. Terri Williams
      3. Scott Karter
      4. Mary Beth Henry
      5. Julie Shervey
  - b. Projects:
    - i. Onboarding Peer
    - ii. Trainings