

## Revenue Division All Staff Meeting Agenda

Date/Time: 05/25/16, 9:30AM

Location: Rivers Conference Room, Columbia Square

- I. Budget Update (Thomas)
  - BLT tax increase was not approved by council
  - OCT cuts = \$80,000
  - New positions from approved budget:
    - RTS III – UCT permanent ongoing
    - RTS IV – STR permanent ongoing
    - Program Coordinator – DEAP OCT perm ongoing
    - Auditor – for OCT in Audit one-time
    - Senior Management Analyst – IRS Liaison one-time
    - Business Systems Analyst – for IRS in BSD one-time
    - RTS (level TBA) – Heavy Vehicle Use Tax permanent ongoing
- II. IRS/FTI Update (Thomas)
  - Letters have been sent!
- III. Cyber Security (Karter)
  - 2 responsibilities:
    - Look for and recognize, do not open and engage
    - Forward to City Spam Deposit
- IV. General Reminders (Meghann)
  - If you have office supplies order, please order them through the order sheet next to Tressa's Cubicle. Go to <http://www.officedepot.com/> find the item #, quantity, and name of item. If this is a unique purchase for you, and the item is not already stocked in the mailroom, please get your supervisor's approval (i.e. special pens, ergonomic keyboard or mouse). Please be courteous to other's work loads and avoid requesting emergency orders of items. Office supply orders are, typically, done weekly.
  - Lost badges need to be reported to Meghann after 3 days
  - If you need a badge for the day, please see Meghann
  - Be considerate of communal spaces, keep them clean.
    - The refrigerators are for everyone's use and items within should be treated respectfully. *Your food should be cleaned out of the fridge each week, please.* If you bring your own lunch, regardless of the packaging, please write your name on it.
    - Wash and dry your dishes appropriately, do not leave dishes to soak in the kitchen sink.
    - If the dish rack is full, put the dishes away before you place more dishes on top – this is leading to broken dishes.
    - If the dishwasher is full, put the dishes away before you place more dishes inside – this is leading to double washing and is wasteful.

- Kitchen utensils should not be taken home or kept at your desk. These are for communal use.

V. Tax Season Recap (Ellertson and Rice)

- Best BLT tax season for amount of work completed – ahead of last year by months
- Arts Tax season – over \$8 million for TY 2015 – \$2.3mil from Lockbox
  - Call volume was less, but not a significant amount
- Next steps for Arts Tax - 2 Resolutions:
  - Establish criteria for assignment of delinquent Arts Education and Access Income Tax accounts to outside collection agencies
    - Refer accounts that owe more than \$100
  - Direct the Bureau of Revenue and Financial Services Revenue Division to report on options for a permanent resolution to the issue of the five percent cost limitation on administration of the Arts Education and Access Income Tax

VI. Safety Committee Update (Karla and Allen)

- Please donate blood, if you can
- Active Shooter Training coming up

VII. Equity Committee Update (Kelly and Huitzi)

- BRFS Equity Assessment Roadmap
  - Revenue members are Ivy, Jamari, Tim, Meghann, Huitzi
- Dress for Success – please help count and sort!
- June = LGBTQ Pride Month

VIII. LMC Committee Update (Rachel)

- All Staff Picnic August 20 @ Gresham City Park
- Family is invited
- Please share activity ideas