



City of Emeryville

CALIFORNIA

MEMORANDUM

DATE: August 5, 2021

TO: Consultants

FROM: Brad Farmer

SUBJECT: Questions and Answers to inquiries to the RFP – Business License Tax Revenue Consulting Services

1. Does the City expect to make any changes to the business license municipal code (i.e., filing frequency or fees) within the next 6-12 months? **No planned changes at this point and none expected.**
2. When does the City typically mail the initial annual renewal notice to businesses? **November**
3. How does the City currently assign account #'s to a business with multiple locations within the City?
 - 1 account with multiple locations or
 - separate accounts for each location **Each location gets a separate license.**
4. Is the City allowing a hold on licenses for outstanding delinquent periods and/or outstanding debts to the City? **Only for unpaid Business Licenses.** If so, are you able to provide:
 - List of accounts needing flags so that licenses are not issued on them and
 - detailed information regarding the outstanding items for each of those accounts.
5. Printed License/Receipt - Besides the standard license that is printed from the system, are there any other kinds of "receipts" or permits required for printing within the business license program? **No**
6. Printed License/Receipt - Are specific schedules/business license types required to be printed on separate licenses or require different licensing formats? **All the same.**
7. Other than the Administrative and Renewal Fees outlined on the applications, are there additional fees collected along with the Business License Program at the same time (i.e., permit fees, District fees) **No we are not asking for monitoring or handling of anything except for business licenses revenue.**
8. What system of record is the City currently using for business info and BL payment posting? **We use Central Square.** Is the current system shared by other departments outside of the BL program? **Yes, other departments will need access to determine if a current license is in force, otherwise we require a current license for any permit. Multiple people will need access to the database to determine if the license is current.**

9. Do other departments have access to the detailed information within the BL program, or are all inquiries from other departments required to go through BL staff? **Currently staff is required to ask the BL Dept., however we want others to be able to determine if a license is active without having to ask Finance.**
10. Is the information gathered from the Zoning Compliance Information Form that accompanies new applications required for all new applications before a license can be issued, resulting in follow up from the BL Dept, or is this form monitored/followed up by another department outside of the BL process if not received? **Other department will follow up with items not related to the BL.**
11. Is the acknowledgement of Home Business Form that accompanies new applications required for all new applications before a license can be issued, resulting in follow up from the BL Dept, or is this form monitored/followed up by another department outside of the BL process if not received? **Yes, BL will need to obtain prior to issuance.**
12. For the quarterly license taxes (i.e., Alcohol Sales, Hotel), is an official license mailed to each business on a quarterly basis after remitting the tax due, or is only the annual license provided but with a quarterly tax remittance/payment due. (Receive 4 licenses annually or only 1?) **The licenses are issued each quarter (4 a year)**
13. Should the Cannabis Business Tax collection be included within the anticipated scope of services? **No**