November 20, 2018

Dear Management:

RE: Changes to Dance Hall License Timeline and Processing Procedures

The City of Cincinnati Treasurer's office is moving to a completely online web-based software for processing dance hall licenses effective December 1, 2018. Reminder letters and applications **will no longer** be mailed to establishments. All applications, notifications and payments for dance hall licenses will be done through the online web site CAGIS ezTrak Edge. This program will allow applicants to apply, pay for, and renew their dance hall licenses on line. It will generate automated referrals to Police, Fire and Buildings departments for review and inspections. After all department approvals are received, and the balance dues paid online through the CAGIS ezTrak web-site, the dance hall license will be issued electronically. **Credit card processing fees will be applied. No other form of payment will be accepted at this time.**

Training programs on this software will be held on November 30, 2018 at the CAGIS offices at 138 E Court Street, 10th floor from 1 PM to 3 PM. Please register to attend the training session by contacting Kim Perry in Treasury at 352-6989.

For the upcoming 2019/2020 renewal season, on or after December 1st 2018, please apply on line by creating an online login account in CAGIS ezTrak Edge (https://eztrak.cagis.org/) with a $50.00 non-refundable application fee by January 6, 2019. **Any application fee paid after January 6 will be assessed a late fee.** Help documentation on how to use the software is available at https://eztrak.cagis.org/help on or after December 1st, 2018.

Any application received **after** January 6, may not be processed in a timely manner to ensure renewal by February 15. After February 15, the establishment will be operating without a license which is a violation of CMC 829-3 and will be subject to late fees and penalties.

Any questions may be addressed to Kim Perry in Treasury at 352-6989.

Sincerely,

Nicole D. Lee
City Treasurer

NDL/kep