

INCOME TAX BOARD

City of Findlay

May 4, 2022

MINUTES

ATTENDANCE

Members Present: Mayor Christina Muryn, Don Rasmussen, Susan Hite, Jim Staschiak II, Jeff Wobser.

Staff Present: Mary Price and Kathy Launder.

APPROVAL OF MINUTES

Motion to approve minutes of the February 9, 2022, meeting as presented, by Councilman Wobser, second by Law Director Rasmussen. Motion passed 5-0.

OLD BUSINESS

Update on Past Due Collections Process Legality: Law Director Rasmussen stated that effective December 15, 2015, nothing has changed on the legality of the past due collections process. Unless the Board wants to change the way we pay the collections attorney, there is nothing to change. Mayor Muryn stated to further clarify the Law Director has reviewed the concerns that were brought up in the collections process. Per the policies and ordinances that were passed and the process that is currently being utilized, Law Director Rasmussen believes the City to be in compliance. The Law Director Rasmussen stated that there is no change from 2015 to now. Auditor Staschiak inquired if the collection attorney Scott Basinger is in agreement. Law Director Rasmussen stated that Mr. Basinger is in agreement. Auditor Staschiak need to make sure it is clear to the taxpayer what is owed up front including penalties. Mayor Muryn asked Mary Price to put together a flow chart of the process, such as, how many and how often notices are sent to the delinquent taxpayer before it goes to the collections attorney, what is the timeframe they have to respond, and what do the templates look like that are used. There is time and resources that are put in to notify taxpayers of delinquent accounts that makes sense for there to be a fee that is recouped beyond the liability owed. At what point do we start incurring the cost of the pursuit of the delinquent tax liability. Auditor Staschiak stated that in his opinion the Income Tax Board should have an understanding of the flow chart and through that review say yes that the Board is okay with the process and should it ever change, the Board will review the changes.

Update on Current Legal Cases: Law Director Rasmussen stated that there are cases filed in the Supreme Court, District Court, and Common Pleas Court by the same taxpayer. Law Director Rasmussen is having a conversation with our attorneys. Working with the insurance companies to determine which insurance company is to handle the cases. Taxpayer owes \$1000. It was costing us a significant amount of time and money to go after that amount of judgment. The City won the case and decided to waive payment of the \$1000. The same taxpayer then filed additional lawsuits against the City. Working to get cases dismissed.

NEW BUSINESS

Year-To-Date Collections: Price reported that collections are up overall 34.778%. The Individual collections increase is due to the filing extension in 2021. Individual collections will normalize by June. The Business collections are up significantly due to the sale of Speedway. Mayor Muryn stated slight

decrease withhold due to option of employer withholding wait until end of year and option of working remote. Overall businesses in Findlay are doing great.

Collections, Estimates, Delinquencies: Price provided a summary report on the past due collections and court cases for the end of April 2022. Year-to-date collections are up 2.193%. Court cases are down 11.3% year-to-date and wage garnishments are down 37.1% year-to-date.

Income Tax Software Request for Proposal Discussion: Mayor Muryn stated that Price put together a request for proposal (RFP) for a more robust income tax software system.

Auditor Staschiak stated that the state auditor made clear they want the Auditor's Office involved in all software decisions that impact fiscal matters. Need to have a good understanding of what the Income Tax Department goals are for the new software. If doing a proposal, there are two issues: one is the testing of software to make sure the software is capable of doing what they say it should do; and second if we are doing an RFP and it's a lowest and best request because we are going out for bid we need to make sure we put the proper criteria in place to make sure that we can justify what's best. The recommendation to the Board of Control for the software that is chosen needs to come through the Income Tax Board.

Price stated that online filing capabilities is a must, more advanced and automated reporting capabilities, and consistent and equitable communications. Concerns regarding Internet Explorer being disabled in June, the current software runs on Internet Explorer. There are no concerns with actual software running, but Crystal reports will have issues once Internet Explorer is disabled.

Mayor Muryn stated that while the Board members are further vetting the RFP, send Price suggestions/changes so they can be incorporated for review at the next meeting. Will want to hold more meetings closer together for some work sessions to keep process moving toward approval of the RFP. Want to make sure we have a thorough process that is not rushed and can be adjusted. Price stated that ideally would like the new software system implemented by January 1, 2023.

OTHER BUSINESS

Next Meeting: Meeting schedule for 2022: August 3, and November 2. All meetings will be held at 2:30pm in the third floor conference room of the Municipal Building.

Being no further business, the meeting adjourned.

Respectfully submitted,

Kathy K. Launder
City Clerk