

INCOME TAX BOARD

City of Findlay
August 3, 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 May 4, 2022, meeting as presented, by Mayor Muryn, second by Law Director Rasmussen. Motion passed 5-0.

OLD BUSINESS

Income Tax Software Request for Proposal Discussion: Mayor Muryn stated Price worked with Ginger Sampson in the Auditor's Office and Brent Schroeder in the Computer Services Department to develop the Income Tax Software Request for Proposal (RFP). Auditor Staschiak asked how many bidders anticipated. Price stated that she is expecting at least three companies to respond. Auditor Staschiak asked how many companies cannot bid. Price stated there is one company that is not qualified due to not a robust online filing system. Auditor Staschiak asked how this new software will reduce staff. Price stated she is confident that they will no longer need part time employees once the new software system is in place. Auditor Staschiak asked if we have an estimate of cost. Mayor Muryn stated that \$125,000 is budgeted. Looking at potentially using ARPA dollars for the software. Price inquired how long the systems should run parallel. Auditor Staschiak suggested that they should run parallel through all major processes at least once. Councilman Wobser asked for a basic timeline for the RFP and then implementation. Price stated that once the RFP is approved, the deadline will be set for 30 days for response to RFPs and then review. Auditor Staschiak stated that the 2023 budget for employee expense should look the same, but would expect to see a decrease in employee expense for the 2024 budget. Price stated that they won't see efficiency gain until at least year two. Councilman Wobser asked if the companies will have to do much adjustment to their software product. Price stated that each of the three companies she has talked with usually do customized software packages. Price stated that the RFP will be advertised through Bid Express. Motion to approved Income Tax Software Request for Proposal, by Councilman Wobser, second by Mayor Muryn. Motion passed 5-0.

NEW BUSINESS

Year-To-Date Collections: Price stated that collections overall are up 34.245% as of July 29, 2022. The remainder of the year month-to-month collections will be lower due to comparison to Speedway sale in 2021. Goodyear is not expecting any significant changes for 2022, will know by October 2022 for 2023.

Collections, Estimates, Delinquencies: Price stated that through July the year to date is down from 2021. 2021 was a big year for tax collections. Pre-2016 cases are getting less and less.

Legal Actions in Process and Contemplated: Court cases and wage garnishment numbers are down from last year for same reason as above.

Income Tax Department Organizational Chart Proposed Statement/Assistant Tax Administrator – Proposed Job Description: Price stated that if she is out, there is no second in command currently. Some duties of the Tax Administrator can be delegated to the Assistant Tax Administrator. The promotion will be done internally and will not add an additional full time employee. Auditor Staschiak stated that he is in support of the position and further stated that this individual would need to learn what all the positions in the department do. Price stated that the individual they are considering for the position already knows what all the positions in the department do. Motion to approve job description for Assistant Tax Administrator, by Auditor Staschiak, second by Councilman Wobser. Motion passed 5-0.

OTHER BUSINESS

Next Meeting: Meeting schedule for 2022: 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