

INCOME TAX BOARD

City of Findlay
February 3, 2016

MINUTES

ATTENDANCE

Members Present: Mayor Lydia L. Mihalik, Don Rasmussen, Susan Hite, Jim Staschiak II, Ron Monday.

Staff Present: Andrew Thomas and Kathy Launder.

APPROVAL OF MINUTES

Motion to approve minutes of the November 4, 2015, meeting as presented, by Rasmussen, second by Monday. Motion passed 4-0. (Jim Staschiak was not in attendance at the meeting during the time the minutes were approved.)

NEW BUSINESS

Year-To-Date Collections: Thomas reported that overall collections were up 19.426%. Thomas stated that business collections were down which was surprising. Thomas also reported that budget-season 2015 year-end projections for individual collections were within \$8,000; for business collections were within \$6,000; and for employer withholding collections were within \$100,000 of year-end actual collections.

Local Income Tax Board of Review: Monday reported that Douglas Huffman and Roger Miller were appointed to the Local Board of Tax Review by City Council. Mayor Mihalik reported that John Pinski, CPA is her appointment to the Local Board of Tax Review.

OTHER BUSINESS

Staschiak read the roles of the Income Tax Board out of the ordinance that was just passed. He stated that duties shall include a quarterly review of collections estimates delinquencies, legal actions in process and contemplated, review of rules and ordinances, and review of budget. He asked if we should modify future agendas for the meetings to include these items. What burden is it to Thomas to gather that information? Mayor stated that there is limited information due to confidentiality requirements. Staschiak stated that we should adjust the agenda to include the duties stated previously so that the Board's relevance is recorded and duties are performed.

For the future, items under new business would include: Collections estimates delinquencies, legal actions in process and contemplated, annual review of rules and ordinances, and annual review of budget. Thomas stated it will be a great deal of work to gather the information for the collections from delinquent taxpayers. The Tax Department files 12-15 small claims cases per week. The department files garnishments when possible and when the debtor's employer is known. Other past-due accounts are assigned to the collection attorneys. Municipal Court limits the number of cases that can be filed by plaintiffs to 30 filings per year. The Court graciously waives this limitation for the Tax Department, but Mr. Thomas stated he does not want to wear out our welcome. Rasmussen stated that a report can be printed giving the number of cases filed. However, reporting on the money collected from these cases is a little more difficult to produce. Staschiak asked if there are any cases that owe a significant amount of money, \$50,000 or more? Rasmussen stated that we can try to track the significant amount cases rather than the small amounts. Thomas stated that we are required to collect on returns that owe more than \$5.00. The new standards for 2016 is \$10.00. Mayor Mihalik

stated that Council already receives monthly reports on past due collections. Mr. Thomas stated he and the software engineer are currently working on the W-2 Wage and Tax Statement electronic import to expedite entry of the W-2s into the system, in part, to facilitate wage garnishments. Next they will be working on a migration to a virtual server at the request of computer services, and then on to HB 5 compliance measures. Mr. Thomas stated that the office's work flow is to serve the taxpayers and to optimize the amount of time the office can spend pursuing past-due tax dollars. Staff members are advised that the Tax Department is an office setting, but a production environment.

Next Meeting: Meeting schedule for 2016: May 6, August 5, and November 4. All meetings will be held at 8:30 a.m. in the third floor conference room of the Municipal Building.

Being no further business, the meeting adjourned.

Respectfully submitted,

Kathy K. Launder
City Clerk