

MINUTES OF THE REGULAR MONTHLY MEETING OF THE
LOUISVILLE/JEFFERSON COUNTY METRO REVENUE COMMISSION
June 11, 2020

Due to COVID 19 and social distancing, the regular meeting of the Louisville/Jefferson County Metro Revenue Commission (LMRC) was held via WebEx Meeting, the Commissioners are not issued Metro Government computer equipment with video and microphone capability, for this reason not all could join via video, but did participate via teleconference. The call-in information for the teleconference was posted on our website to provide public access to the meeting. The meeting began at 9:05 a.m., on the above date. The monthly agenda and financial information were electronically provided to all Commissioners prior to the above date. The following members were present:

Travis Frick
Delorian Malone
NaomiRose Paulin
Larry Lenahan
Bill Hollander

On motion of Commissioner Lenahan seconded by Commissioner Hollander, and unanimously passed, the minutes of the regular meeting of May 14, 2020 were approved. (See **Tab 1**)

The next item of business was the distribution of tax collections to the Louisville Metro Government, the School Boards, and the Mass Transit Fund. On motion of Commissioner Lenahan, seconded by Commissioner Paulin, and unanimously passed, distributions to the aforesaid taxing jurisdictions were approved. (See **Tab 2**)

The next item of business was the collections' comparison report of the prior month's receipts by Josh Steele. Total tax collections for the month of May are down 9.84%, (see **E14**).

Individual Withholding Taxes are down 7.05%, (see **E1**), for the month.

Corporate Net Profit Taxes are down 13.07%, (see **E2**)

Insurance Premiums Taxes are up 11.91%, (see **E5**)

Transient Room Tax collections are down 78.93%, (see **E7**)

There were no significant events that took place for the month of April.

Next presented were the financial statements showing the collections and expenditures during May as well as statements showing the condition of the agency's general reserve. On motion of Commissioner Lenahan, seconded by Commissioner Paulin, and unanimously passed, the above-described monthly statements were approved. (See **Tab 3**)

Bills for the past month, which had been reviewed, approved, and recommended for payment, were presented to the Commissioners. On motion of Commissioner Lenahan seconded by Commissioner Paulin and unanimously passed, the following bills, plus previously authorized expenditures as listed, were approved for payment. (See **Tab 4**)

President Frick advised the Legal Account checks is informational only and requires no action. (See **Tab 5**)

On motion of Commissioner Lenahan seconded by Commissioner Paulin and unanimously passed, the investment transactions since the last monthly meeting were approved and ratified. (See **Tab 6**)

On motion of Commissioner Lenahan seconded by Commissioner Paulin, and unanimously passed, refunds totaling \$764,703.25 were approved.

Next presented was the approval for Abatement of Penalty and Interest for this month. There were no recommendations for approval of Abatement or Interest for the month.

On motion of Commissioner Lenahan seconded by Commissioner Paulin, and unanimously passed, motion to approve the denials of Abatement of Penalty and Interest was approved.

The next item of business was the Report of General Counsel Doug Dowell. General Counsel Dowell advised at this time there is nothing new to report.

The next item of business was the Report of the Secretary Treasurer. Angela Dunn. Mrs. Dunn advised LMRC is set to tentatively open to the public as of June 29, 2020. Mrs. Dunn advised facilities has placed plexiglass in the Registration and Support area to comply with the CDC guidelines for distancing and working with the public. LMRC is complying as workstations are six feet apart, for this reason five taxpayers can be in the Registration and Support area at one time.

Mrs. Dunn advised the lobby will not be open for taxpayers to wait in. Taxpayers will be seen by appointment. The taxpayer can call to set up their appointment. In the event a taxpayer shows up without calling first there will be a virtual tool which will allow them to scan a barcode located on the front door. LMRC will be notified a taxpayer is waiting outside. LMRC staff will be able to call or text the taxpayer to let them know when they can come in and be seen. There will also be a drop off process that will allow taxpayers to drop off their information for LMRC staff to prepare and process their returns. Once the returns are prepared LMRC will mail the information back to the taxpayer. LMRC will place information on the website for the public to view that will explain the steps if they need in person assistance.

Staff have been given mask and will wear them in common areas where social distancing may not be available. Taxpayers coming into the office and being assisted by a representative will also be required to wear a mask. LMRC will have disposable masks to provide to anyone who may not have one. Daily temperature checks are being conducted for all LMRC staff members. LMRC has designated one door for all employees to enter and exit. Mrs. Dunn stated LMRC staff who have the capability to telework will still follow this process as much as possible.

Mrs. Dunn further stated for the dates of June 29, 2020 through July 15, 2020 staff will be brought back in to assist with the filing deadline for Occupational License Tax returns. After these dates staff will be deployed back to teleworking and on a rotation basis.

Mrs. Dunn advised LMRC is sending out 14,000 Statement of Account letters (SOA). The letters began going to taxpayers on June 3, 2020. LMRC is currently printing 400 per day. The SOA letter is a letter which advises the taxpayer of their account and any payments that may be due to LMRC. Calls have been increasing as the letters have been sent. TRUCK letters have also been sent to taxpayers who are responsible for submitting truck payments that are of a certain weight and travel on Louisville Metro roads.

Mrs. Dunn stated regarding the PMQM, collections for the month of May 2020 are down compared to the collections received in May 2019. This is due to there was a W1 Lien project in May 2019, liens were put against businesses that had delinquent W1's. LMRC decided not to do the project in May 2020.

On motion of Commissioner Lenahan, seconded by Commissioner Paulin, and unanimously passed, the meeting was adjourned approximately at 9:28 a.m.