

MINUTES OF THE REGULAR MONTHLY MEETING OF THE  
LOUISVILLE/JEFFERSON COUNTY METRO REVENUE COMMISSION

March 12, 2020

The regular meeting of the Louisville/Jefferson County Metro Revenue Commission (LMRC) was held in the conference room on the Third floor of 617 West Jefferson Street, and beginning at 9:08 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

Secretary Angela Dunn advised due to President Nancy Grove rotating off the Commission, the commission was absent a president and that she would begin the meeting and hand it over once the President and Vice Presidents were elected.

The next item of business was the Election of Officers. General Counsel Doug Dowell opened the floor for nominations for the office of President of the commission. Commissioner Lenahan nominated Travis Frick to be the President. Commissioner Bill Hollander seconded the nomination of Commissioner Frick. By a unanimous vote, Commissioner Travis Frick was elected and will serve as President of the Commission.

The vacancies of the Vice Presidents of the Commission were next to be filled. The floor was opened for nominations to these posts. Commissioner Lenahan nominated Commissioner Delorian Malone and Commissioner NaomiRose Paulin to serve as Vice-Presidents of the Commission. Commissioner Hollander seconded the nomination. By unanimous vote, Commissioner Delorian Malone and Commissioner NaomiRose Paulin were elected and will serve as Vice- Presidents of the Commission.

The meeting was turned over to President Travis Frick to continue the regular meeting agenda.

On motion of Commissioner Lenahan seconded by Commissioner Hollander, and unanimously passed, the minutes of the regular meeting of February 13, 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 February are up 12.2%, (see **E14**).

Individual Withholding Taxes are up 22.47%, (see **E1**), for the month.  
Corporate Net Profit Taxes are down 4.02%, (see **E2**)

Insurance Premiums Taxes are down 18.92%, (see **E5**)

Transient Room Tax collections are down 4.62%, (see **E7**)

Some of the significant events that took place in the month of January were the Nuway Wrestling National Mayhem which took place on 1/10-1/12 with an expected attendance of 6,000 and peak rooms of 1,400 and the National Junior Beta Club Kentucky which took place on 1/19-1/21 with an expected attendance of 4,000 with peak rooms of 1,400.

Next presented were the financial statements showing the collections and expenditures during February, as well as statements showing the condition of the agency's general reserve. On motion of Commissioner Lenahan, seconded by Commissioner Malone, 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 Malone, 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 \$3,591,678.01 were approved.

Next presented was the approval for Abatement of Penalty and Interest for this month. The staff are recommending the Penalty and or Interest be abated for the taxpayer's listed on Line 1-2, Line 1-2 Taxpayer's medical provider provided documentation for extenuating circumstances as to why the taxpayer was unable to file. For this reason, staff is recommending the Penalty to be abated.

On motion of Commissioner Hollander seconded by Commissioner Lenahan, and unanimously passed, the abatement of the penalty was approved.

The next item of business was the Report of General Counsel Doug Dowell. General Counsel Dowell advised that the County Attorney is currently handling three outstanding occupational license tax cases. Two are in the process of discovery or being reviewed for consideration of what discovery needs to be pursued. A third is being reviewed for consideration of what pretrial motions should be filed.

The next item of business was the Report of the Secretary Treasurer. Angela Dunn. Mrs. Dunn went over the division statistics beginning with the Legal and Collections department. Mrs. Dunn stated collections were down for the month of February 2020 versus the month of February 2019. LMRC's collections department is operating with three less employees from where they were in 2019. The collections

department is at 64% of their goal for the year. The monthly average is at about \$626,000. This is a 6.83% improvement from last year. The collections department management team has been conducting interviews and are looking to fill one to two of the vacancies that are currently in that area.

The next division is the Audit Discovery division. This division is responsible for compliance. The division utilizes information received from the IRS. This allows them to cross reference with information in our system. If the taxpayer is not registered with LMRC the division representatives will reach out to the taxpayer for additional information and help them become compliant if they need to be registered with LMRC. There has been an increase in phone calls to the department in response to letters that were recently sent identifying potential taxpayers.

Mrs. Dunn gave an update on the filings that have been coming in this year versus last year with the new programs that LMRC has been utilizing. In house scanning has dropped from 9.9% in 2019 to 7.9% as of March 10, 2020. eMINTS the online filing system has increased from 8.4% in 2019 to 14.9% in 2020. Lockbox has dropped from 75% to 46%, this is in part to the MeF program that was available as of January 1, 2020. This allows taxpayers using the approved software to upload their returns to LMRC. Bulk filing for the W1 is up from 18.6% in 2019 to 44% in 2020.

Mrs. Dunn advised LMRC has been involved in discussions regarding a few house bills providing information to the mayor's liaison. One bill was House Bill 431. This bill would advise that the judgement liens lose their priority over mortgages. Mrs. Dunn and LMRC gave information along with members of the Kentucky Occupational License Association (KOLA) regarding this house bill.

Mrs. Dunn introduced the Quick Reference Guide. This guide will allow the customer service staff to have additional knowledge in order to assist taxpayers with questions they may have.

Mrs. Dunn advised LMRC is taking precautions considering COVID19. Internally employees have been moved to a social distancing platform beginning March 12, 2020. All employees are seated in every other workstation as to adhere to the six feet apart rule. This will last two to three weeks, depending on the need. Cavi Wipes have been ordered and purell sanitizer has been distributed to the customer service stations. LMRC is asking anyone coming into our office to use sanitizer before coming back to work with a representative. Only three taxpayers will be allowed at a time in the registration area to help minimize potential exposure.

Mrs. Dunn advised in the case of severe circumstances that could potentially happen due to COVID19 LMRC does have groups that could work from home.

President Frick reminded those in attendance next month's meeting is scheduled for Tuesday April 14, 2020 at 9:00 am.

On motion of Commissioner Lenahan, seconded by Commissioner Paulin, and unanimously passed, the meeting was adjourned approximately at 10:03 a.m.