CITY OF CARLISLE COUNCIL – WORK SESSION MINUTES
Tuesday, May 9, 2023
CARLISLE COUNCIL CHAMBERS - CARLISLE, OHIO

Mayor Winkler called the Carlisle, Ohio City Council Work Session of Tuesday, May 9, 2023, to order at 6:00pm in the Council Chambers at the Carlisle City Hall building, 760 Central Avenue, Carlisle, Ohio with the following members in attendance:

Council Attendees:

Mr. Tim Humphries
Mr. Chris Stivers
Mr. Michael Kilpatrick
Mr. William Bicknell
Mrs. Debbie Kemper
Mr. Jason Faulkner
Mr. Randy Winkler, Mayor

Staff members present:
Interim City Manager Charlotte Colley
Police Chief Will Rogers
Fire Chief Jeremy Lane
Zoning Administrator Cathy Walton
Clerk of Council Jennifer Harover
Tax Administrator Dinee Kier

Discussion Items:

Fire/JEMS

Chief Lane and Chief Madden invited each member of Council to the Groundbreaking event for the new JEMS station on Wednesday, May 24th at 4:00pm. They would like to have as many staff members there that day to commemorate this occasion. The construction group plans to bring supplies and equipment to the site that week with work scheduled to begin the week following, weather dependent.

Chief Lane announced that the Fire Department has received a grant from the BWC which they are very excited about. He then introduced Morgan Goubeaux as the newest member of the Carlisle Fire Department. Mrs. Colley swore in Ms. Goubeaux as a firefighter. Everyone congratulated and welcomed Morgan to the City.

Tax Software

Mrs. Colley explained to Council members the need for updating the City's current tax software. She stated that $35,000 was appropriated in the 2023 budget by Mr. Rushing; however, that amount will not be enough as the actual cost came in quite higher than expected. Our current software will no longer be supported as of July 31, 2023 and we will need to do either upgrade or choose a new application. She introduced Dinee Kier, Tax Administrator, and explained that Mrs. Kier would give them more information as well as options for updating the software.

Mrs. Kier presented to Council three options of tax software and detailed each of their pros, cons, user ability and how they would meet residents' needs. (Presentation & Comparisons are attached) Each of our current software upgrades for payroll, utilities and finance were through Civica (formerly known as CMI) and were each roughly $35,000 which is why that amount was assumed for the tax software. The tax software is a much more robust program hence the increase in cost. Each of the costs are one-time fees for license and set-up but each would have an annual support fee as well.

Mrs. Kier is recommending that the City go with Civica; however, she cannot guarantee that the program will be 100% ready for e-filing capabilities by next tax season simply due to the timing of implementation. She has visited several other cities in the area that use these systems and was able to get user opinions on each application.

Following discussions and questions, all Council Members were in agreement that the Civica option would be the best for the city as it relates to residents' needs and requests as well as user-ability for staff.

Mrs. Colley thanked Council and will have legislation in reference to this at Council's next meeting on May 23rd. It will be presented as emergency language due to the circumstances and deadline.

Parade Permits

Mr. Bicknell asked when the information about not throwing candy was implemented into the permit application. Mr. Kilpatrick recalls speaking about this at the end of a meeting. He is not sure when that was but does remember concerns about throwing candy and believes from that is how it was put into the permit. Chief Rogers approached Council with information from the most recent parade. The last parade was in August of 2022 and this parade for CBA/CPA was the first of 2023 with the "updated" permit application. This application has a page for the applicant/parade organizer to initial on several regulations:

1. It is the responsibility of the Parade Organizer that all parade participants be advised of the Parade Regulations.
2. Parade participants must keep up with the participant directly in front. No gaps should appear in the parade.
3. Nothing shall be thrown or shot to the crowd by any parade participant, including candy or other items. Parade participants may hand candy or other items to persons sitting behind the curb.
4. The parade route submitted on the permit cannot be deviated from without the approval of the Chief of Police or his designee.
5. Violation of these regulations may result in the Organizer's future parade permit requests being denied.

Chief explained that the parade route changed during this past event and half went to the High School and the other half went down Fairview to the ball fields. This was a huge safety concern as there was not enough staff on duty to handle two parade routes. He spoke with the organizer and told her that this could not happen again. Staff signed off on one parade route and half of the parade took another route.

Mr. Kilpatrick stated the "lashing" the City received on social media was completely unfounded as the Parade Organizer knew that candy needed to be handed out and not thrown. Posts were made the day of the parade that candy could not be given out. The organizer of the parade clearly did not pass along correct information not did they approach the City prior to the parade about any concerns with the application they submitted over a month prior to the event.

Discussions were had about the Parade Organizer's liability, as well as what liability the City would have if there were any type of injury. Chief highly encourages not throwing candy. Parades are slow-moving vehicles where, in most cases, the driver cannot see what is happening behind them or around the wheels of the vehicle. If a child runs into the street to grab candy and gets in the way of a vehicle, it could cause tragic injuries or death. Anything that the City can do to keep parade viewers as well as the participants safe, it should be done.

Discussions were had about creating an official parade route for all parades. Trying to stay away from the railroad crossings and/or off of SR 123 could be beneficial to everyone.

Mrs. Colley suggested that she work with Chief as well as the new City Manager on putting together some information for residents about parade safety. Consensus was to leave the parade application as it is currently.

Further discussions were had regarding the new JEMS building and its construction. Mr. Faulkner questioned how many trees would be removed. Mr. Bicknell explained the large tree in front will stay but everything behind the building will go. The number one question that he receives is how long after the JEMS building is up will the city look at installing a stoplight at Union Road. Mayor Winkler commented that issue will need to be focused on rather

quickly. It was suggested that the new City Manager begin working on that very soon. Chief stated that they will also want to look into a trip light there for the JEMS building.

Adjournment:

With no further business, Council adjourned the meeting by voice vote.

Meeting adjourned at 6:55 p.m.

Date: 5.23.23

Mayor

Attest:
Clerk of Council

Tax Software Comparison

	CIVICA	MITS	CITY TAX
E-Filing & E-Payments	✓	✓ Limited	3rd Party
Taxpayer Created Account W/Notification	✓	✓	
Pay With Bank Account	✓		
Documents & Payment Submitted Multi Yr	✓		
Auto Billing	✓		
Better Letter Correspondence Process	✓	✓	✓
Easier Payment Plans W/Auto Pay	✓	✓	✓ 3rd Party Pmt
Scanned Documents Linked & Searchable	✓	✓ Limited	
Withholding Accounts E-Pay & Recons	✓	✓	✓ 3rd Party Pmt
Withholding Recons Link W2's	✓	✓	
Import "State Tape"	✓	✓	✓
State of Ohio Net Profit Report Import			✓

An Overview of Required Change In Tax Software

Charlotte Colley-Interim Finance Director
Dinee Kier-Tax Administrator

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Why do we need a new tax software program?

- Our current software is being phased out and will be inoperable after July 31, 2023.
- The following presentation is intended to offer a basic overview of the available software options, their cost, advantages & dis-advantages .

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Civica (Current Provider)

Client Server to Authority - Pros

- Full online e-filing and payment capability.
- Taxpayers creating an online account, or e-filing a return, receive notification of acceptance or denial.
- Taxpayers can see account balances & pay by credit card or their bank account, which they set up and control themselves.
- Documents and payments can be submitted for any tax year (10 yr max).
- The system offers automated billing & much easier letter correspondence process.

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Client Server to Authority – Pros cont.

- Payment plans are much more easily generated & taxpayers can be set up with auto pay for payment plans.
- All documents can be scanned and automatically linked to taxpayer's account. Scanned documents can be searched as well. Our other Civica software applications can access this also.
- Withholding accounts have the ability to pay online & submit reconciliations electronically. W2's automatically link to resident's account.
- Ability to locate missing taxpayers by automatically importing info from the State of Ohio (state tape).
- We have a long history with the company. Finance, payroll & utility software are Civica products. Less of a learning curve than with a new company.

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Client Server to Authority – Cons

- Cost.
- All payment plans required to be paid on same date.
- Have to manually enter monthly State of Ohio net profit report (although still easier than current situation).
- Support has been lacking in recent months. They recently appointed a service/support manager, so they are working to remedy the situation.

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MITS - Pros

- E-filing and payment capability.
- Easier letter correspondence process than current application.
- Payment plan generation is easier.
- Documents can be scanned and linked to taxpayer's account.
- Withholding accounts can pay & submit reconciliations electronically. W2's link to taxpayer account.
- Also has State tape import ability.
- Lower cost.

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MITS - Cons

- Taxpayer's are only able to e-pay at the same time they e-file and only for the current tax year.
- No bank account payment option.
- No auto billing.
- Very limited flexibility for payment codes, which makes tracking court payments much more difficult.
- Have to manually enter monthly State of Ohio net profit report (although still easier than current situation).
- Completely different software, possibly resulting in a longer/more difficult conversion & learning curve.

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City Tax - Pros

- Cost. Cheapest option.
- Supposed automated letters process (some cities have problems with this).
- Payment plans are easier than current application.
- Documents can be scanned and linked to taxpayer's account.
- Withholding accounts can submit reconciliations electronically.
- Also has State tape import ability.
- Supposed ability to import monthly State of Ohio net profit report.

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City Tax - Cons

- E-filing option not really functional at this point (taxpayers receive erroneous information) & online payments would be through a 3rd party.
- Can only pay by credit card (3rd party). No bank account payment option.
- Taxpayer document submission would have to go through 3rd party at this point.
- Withholding reconciliations do not link W2's to taxpayer's account.
- Multiple ways of processing tasks, which can be complicated and lead to incorrect processing, or missed information.
- Completely different software, possibly resulting in a longer/more difficult conversion & learning curve.

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Why does this information need to be presented?

- The original budgeted amount was based upon the previous cost of the new Finance and Payroll software. Those two applications were very similar in cost. Due to the extended features of the Tax software, the cost is much more expensive. This results in the need for an additional appropriation of funds to purchase any of the software programs.

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Cost Comparison

Civica	MTS	City Tax
$76,100	$56,313 Program $12,000 Data Transfer	$35,758 Program $12,000 Data Transfer
$76,100 Total cost	$68,313 Total cost	$47,578 Total cost *

* Total cost does not include additional fees for necessary 3rd party applications.

$35,000 is the currently approved budgeted amount.

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