



Ways and Means Committee

Wednesday, October 18, 2017

9:00 P.M.

Council Chambers

Attendance:

Councilman, John Mahony
Councilman, Mike Maier
City Administrator, Shawn Bell
Attorney, David Holmes
Finance Director, Naomi Reed

City Clerk, Sandra Woods
Staff Accountant, Kristi Place
Roger Case, PW Director
Lori Cooper, PW Adm Assist

Visitors: 0

Councilman, John Mahony called the meeting to order.

Hospitality Tax Collection

At the October 4, 2017 Ways and Means Committee meeting the committee asked City Administrator, Shawn Bell and Finance Director, Naomi Reed to review the Hospitality Tax Collection process.

Shawn Bell stated that he and Naomi Reed have met, discussed the process and the Finance Department is ready to take on the collection of the Hospitality Tax. Mr. Bell stated that the Mayor expressed approval to him in an email.

Naomi Reed passed out the written process and a Hospitality Tax Collection booklet to be given to the vendors.

In an effort to keep the process painless for our vendors, Sue Weil will continue to process the "in person" payments and forward to Sandra Woods to post and process the deposit. Sandra Woods will process "mailed in" payments and provide a status report to the Finance Director each month.

Motion by John Mahony, second by Mike Maier to forward the recommendation to council at the November 9th Council meeting. The motion carried.

The Finance Department will begin the transition immediately.

Business License and Building Permit Collection

Shawn Bell stated that Mayor Lee would also like to transfer the business license and permit collections to the Finance Department as well. After reviewing the process with Public Works and the Finance Director it would make sense for Sue to continue the process at her current location with oversight from the Finance Director.

The Finance Director and the Public Works Department will work together to train Sue and give her the tools she needs to process the fees correctly.

The Finance Director also expressed to the committee that our current software does not calculate the fees after it reaches a certain dollar amount. The Committee asked her to research other software providers and quantify the cost to upgrade.

The Ways and Means Committee will meet again January 11th at 4:30 pm to receive an update.

Respectfully submitted,

Sandra Woods
City Clerk

shawn.bell@fountaininn.org

From: Sam Lee <sam.lee@fountaininn.org>
Sent: Friday, October 13, 2017 11:18 AM
To: shawn.bell@fountaininn.org
Subject: Re: Process for HTAX payments

Sounds good.

Sent from my iPhone

On Oct 13, 2017, at 7:57 AM, <shawn.bell@fountaininn.org> <shawn.bell@fountaininn.org> wrote:

Mayor Lee and Councilmember Mahony,

I would like Hospitality and Accommodations Tax collections to begin transitioning to the Finance Department immediately. Let me know if this is okay.

<image003.jpg>

Shawn M. Bell

City Administrator

City of Fountain Inn

200 N. Main Street

Fountain Inn, SC 29644

E-mail: shawn.bell@fountaininn.org

Office: 864-862-4421

Mobile: 864-423-2506

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From: Naomi Reed [<mailto:naomi.reed@fountaininn.org>]

Sent: Thursday, October 12, 2017 3:47 PM

To: shawn.bell@fountaininn.org

Subject: Process for HTAX payments

Shawn,

Currently Sue and Lori are processing the all HTAX payments. I am still unclear when this process will fully transition to Finance and did not want to send instructions to staff until directed. I did however create the process that I would like for staff to follow. Please let me know if the hospitality tax transition was expected to start immediately or if we are transitioning all at one time.

Thank you,

<image001.png>

Naomi Buckmire-Reed

Finance Director

City of Fountain Inn

200 N. Main Street

Fountain Inn, SC 29644

E-mail: naomi.reed@fountaininn.org

864-862-6474

864-862-4812

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