

IMPLEMENTATION UPDATE

DCED Study and Report on Best Practices

Tuesday, February 23, 2010

Introduction and Overview

Organization of Tax Collection Committees

TCC Officer Database

DCED Best Practices Report

Model Bylaws

(Matt Speicher)

- Preparation
- Content
- Overview

Operational Procedures

(Marita Kelley)

Powers and Duties:

- Tax Collection Committee Board
- Tax Collection Committee Officers
- Other Board Officers or Related Appointments

EIT Collection Consolidation & Reform

> ready > set > succeed

Powers and Duties (continued):

-Committees

-Executive Director and/or Management or Steering Committee

EIT Collection Consolidation & Reform

> ready > set > succeed

Information Technology Report

(Mitch Hoffman)

- Scope of Survey
- Act 32 Requirements and Best Practices for IT
- Glossary – Identification of Terms

EIT Collection Consolidation & Reform

> ready > set > succeed

Tax Officer Request for Proposal

(Mitch Hoffman)

1. General Information
2. Proposal Requirements
3. Criteria for Selection
4. Work Statement

EIT Collection Consolidation & Reform

> ready > set > succeed

Model Agreements

and

Sample Employee Agreement Letter

REGULATIONS

(Matt Speicher)

- Development
- Process
- Implementation

MEDIATION OVERVUE

(Matt Speicher)

Tax Officer Certification

(Mitch Hoffman)

On-Line Training Curriculum

On-Line Certification Exam

Annual Recertification Program

Shared Municipal Services Grant Program

(Marita Kelley)

- Assist with Start-Up and Administrative Costs
- \$5,000 Maximum Grant Award
(Requires Matching Funds)
- Available to Tax Collection Committees

DCED Presenters/Contacts

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