

Senate File 295 Implementation Advisory Panel

DATE: FRIDAY APRIL 24, 2015
 TIME: 11:10 A.M. – 1:05 P.M.

LOCATION: ISAC CONFERENCE ROOM A, WEST DES MOINES, IA

FACILITATORS	Lucas Beenken / Julie Roisen		
ATTENDEES	Kay Arvidson – IDR Property Tax Division	Ryan Lafrenz – Polk County Auditor’s Office	Rodney Ross – Cerro Gordo County Programmer
	Carla Becker – Delaware County Auditor	Jeff Lewis – Schneider Corp	Sandy Shonka – Cerro Gordo County Auditor’s Office
	Lucas Beenken – Public Policy Specialist	Dale McCrea - Muscatine County Assessor	Kim Veeder – Black Hawk County IT Director - phone
	Susan Chambers – IDR Property Tax Division	Mel Obbink – Sidwell	Amy Vermillion – Poweshiek County Assessor’s Office
	Micah Cutler- Harding County GIS/ IT Director	Julie Roisen – IDR Property Tax Division Administrator	Mark Warren – Muscatine Area GIS
	Kelsi Jurick – Polk County Assessor’s Office		Jeanean Willems – Tyler
	Chris Knobbe – Tyler Technologies		Patrick Wilke-Brown – Iowa DNR/State GeoTec

Agenda topics	Notes:
Opening Remarks / Introductions	<ul style="list-style-type: none"> Meeting opened at 11:10 am with introductions of attendees.
Subcommittee’s Goals	<ul style="list-style-type: none"> Goal: To effectively enable IDR to fulfill its statutory obligation under Iowa Code Chapter 426C.7. to audit contiguity of properties that received the Business Property Tax Credit (BPTC). Maps are needed to fulfill this requirement. Goal: Create a process based on the minimum standards and best opportunity so all counties can participate. To begin this task, the group engaged in a SWOT analysis.
SWOT Analysis - Strengths	<ul style="list-style-type: none"> Local government skills 95 counties (jurisdictions) have parcel layers Vendor participation IDR requirement Formats – ESRI Schema ties to polygon Availability of GIS web data Established work flow
SWOT Analysis - Weaknesses	<ul style="list-style-type: none"> Different formats Maintenance timing Lack of Right of Way standards BPTC Unit ID’s not maintained in GIS Geocode not in tax administration software Counties don’t have schema to tie to polygons Variety of processes

Meeting Agenda/Minutes

	<ul style="list-style-type: none"> • Vendor dependence for update by counties • Wind turbine mapping (BLL's) • Mapping for railroads • Projections • Quality of Parcel layers • Upkeep of mapping • Maintenance • Data attribute standards
SWOT Analysis - Opportunities	<ul style="list-style-type: none"> • Capitalize on skills of others • Standardize maintenance of polygons across the State • Increase skills levels of staff across State • Timing standard • Process Opportunity • Establish measures of tolerance • Standard format and procedure to provide GIS file to IDR • Survey counties, possibly survey vendors • Review process methods other states are using
SWOT Analysis - Threats	<ul style="list-style-type: none"> • Standards variation • Data/Maps variation • County offices separate functions • Format differences between softwares • Communication to organizations
Decisions	<ul style="list-style-type: none"> • Data File = Assessment Year, Unique Parcel ID, Shape file • Need to define file layout, define all fields, and determine file naming convention • All counties will follow same process and use same schema • File will come from county
Timing	<ul style="list-style-type: none"> • Iron out file issues in next two meetings. • Discuss testing and training by 1st of year • Go live Q 1 2016
GIS Roadmap	<ul style="list-style-type: none"> • Summarize needs --> identify processes --> set standards --> develop an implementation/training plan --> create training materials --> begin Q1 2016
County Survey	<ul style="list-style-type: none"> • Get feedback for next steps • Subcommittee sends suggestions for questions to IDR before next meeting.
Communications	<ul style="list-style-type: none"> • Meet with ICIT June 12 • Discuss at ISAA Fall School or ISAC Fall School with Assessors • Discuss at ISAC Fall School with Auditors and BOS
Next Meeting Date	<ul style="list-style-type: none"> • June 5, ISAC Offices 9:30 – 10:30.
Meeting adjourned at 1:05 pm	

#	ACTION ITEMS	RESPONSIBLE	DUE DATE
1.	Coordinate with ICIT for presentation at June 12 meeting	Raisen/Arvidson/ Cutler/Veeder	Before June 12 ICIT meeting

Meeting Agenda/Minutes

2.	Coordinate with Assessors for discussion at ISAA Fall School or ISAC Fall School	Arvidson	As soon as possible
3.	Coordinate with Auditors for discussion at ISAA Fall School or ISAC Fall School	Arvidson/Becker	As soon as possible
4.	Send IDR ideas for County Survey	Subcommittee Members	Before next meeting