

Senate File 295 Implementation Advisory Panel GIS Subcommittee

DATE: FRIDAY JUNE 5, 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 IT
	Mike Albers – Polk County Auditor’s Office	Stacey Law – Linn County Auditor’s Office - phone	Sandy Shonka – Cerro Gordo County Auditor’s Office
	Carla Becker – Delaware County Auditor - phone	Jeff Lewis – Schneider Corp	Kim Veeder – Black Hawk County IT Director - phone
	Dave Bader – Thompson Reuters - phone	Dale McCrea - Muscatine County Assessor	Amy Vermillion – Poweshiek County Assessor’s Office
	Susan Chambers – IDR Property Tax Division	Mel Obbink – Sidwell	Mark Warren – Muscatine Area GIS
	Micah Cutler- Harding County GIS/ IT Director	Julie Roisen – IDR Property Tax Division Administrator	Patrick Wilke-Brown – Iowa DNR/State GeoTec
	Kelsi Jurick – Polk County Assessor’s Office	Doug Smith – Thompson Reuters - phone	

Agenda topics	Notes:
Opening Remarks / Introductions	<ul style="list-style-type: none"> Meeting opened at 9:30 am with introductions of attendees.
File Configuration – Review of Data Elements File	<ul style="list-style-type: none"> This Data Elements file layout for the Business Property Tax Credit was distributed. This file relates to the property parcels receiving the credit. It is provided to IDR by county auditors June 30 of each year. This file layout was created 2 years ago. The layout includes descriptions of what is in the file now, what will be added when dual class properties are submitted in 2016 (light grey), and GIS files data to be included at a later date in the Data Elements File (dark grey).
Data Elements File Item 4	<ul style="list-style-type: none"> The Unique Parcel ID (Item 4 in the file) is set by the county to establish an id for each item in the file. This is a text string up to 24 characters. Leading zeros can cause format problems in file types other than CSV.
Data Elements File Item 7	<ul style="list-style-type: none"> Item 7 layout: This is the BPTC number that identifies the property that belongs to a unit in the IDR Database. Example: 07_2014_1001_0002_0001. Example: 07_2014_1001_0002_0002. This number consists of 2 digits for the county (07 in example above), 4 digits to represent the year the unit was registered (2014), a 5 digit number that is the registration number (10001), four digits to identify how many parcels are in the unit

Meeting Agenda/Minutes

	(0002), and four digits to identify which of these parcels this record represents in the unit (0001 or 0002).
Data Elements File Item 28	<ul style="list-style-type: none"> IDR needs a unique identifier in the GIS files for file Item 28. Data Elements file Item 28 – the subcommittee will think about a GIS Id number that ties the geometry to the parcel. Discussion will continue at the next meeting.
File Configuration – Naming convention	<ul style="list-style-type: none"> Two submissions may be possible if counties have the ability to provide shape files and point files. The file naming convention would be: xx_yyyy_poly or xx_yyyy_point where: xx = county number, yyyy = assessment year and “poly” represents a polygon shape file and “point” represents a point file of longitude and latitude. Some counties will have common vendors, some will not. We will need to decide on the queries in order to define valuation rules. Discussion of the configuration of the point file (for condos and buildings on leased land) and the poly files continued. This will continue at the next meeting. How do we coordinate the timing of a GIS file to be associated with the Data Elements file sent June 30 each year?
GIS Survey	<ul style="list-style-type: none"> Question 1: include one or more contacts. Question 2: What department is responsible for GIS? Remove Question 3. Replace Question 4 with: Can you provide data in shape file format? Can you provide a GIS files as a geo database? New Question 5: Do you have parcel views of maps on your web site? Same Questions 6 & 7. Cutler will review the final survey before it is sent out.
Next Meeting Date	<ul style="list-style-type: none"> August 7, 2015 from 10 – 11:00 at ISAC offices. This meeting date was set at the ISAC Working Group following this meeting.
Meeting adjourned at 10:40 pm	

#	ACTION ITEMS	RESPONSIBLE	DUE DATE
1.	Consider what should be the GIS Id number that ties the geometry to the parcel.	Subcommittee Members	Discuss at next meeting.
2.	Discussion of the configuration of the point file (for condos and buildings on leased land) and the poly files continued. This will continue at the next meeting.	Subcommittee Members	Discuss at next meeting.
3.	How do we coordinate timing of a GIS file to be associated with the Data Elements file sent June 30 each year?	Subcommittee Members	Discuss at next meeting.
4.	Compose GIS Survey	Raisen/Chambers/Arvidson	Review final survey with Micah Cutler. Distribute and collect input prior to next meeting.