

Senate File 295 Implementation Advisory Panel GIS Subcommittee

DATE: WEDNESDAY SEPTEMBER 23, 2015
TIME: 10:00 A.M. – 11:00 A.M.

LOCATION: ISAC CONFERENCE ROOM B, 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
	Dave Bader – Thompson Reuters - phone	Jeff Lewis – Schneider Corp	Kim Veeder – Black Hawk County IT Director - phone
	Carla Becker – Delaware County Auditor	Dale McCrea - Muscatine County Assessor	Amy Vermillion – Poweshiek County Assessor’s Office
	Lucas Beenken - ISAC	Mel Obbink – Sidwell	Mark Warren – Muscatine Area GIS
	Susan Chambers – IDR Property Tax Division	Julie Roisen – IDR Property Tax Division Administrator	Patrick Wilke-Brown – Iowa OCIO/State GeoTec
	Micah Cutler- Harding County GIS/ IT Director	Ed Saunders – Cedar Rapids Assessor’s office - phone	Mark Williams - OCIO
	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 10:00 A.M. with introductions of attendees.
Timing Concept Diagram Review for Discussion Purposes – Beginning in 2016 when the BPTC application deadline changes.	<ul style="list-style-type: none"> Applications Due July 1 Assume applications recommend for approval to board of supervisors by October. The Real Estate file transfers from the assessor to the auditor on or about October. Taxes are certified based on this file the following July, and transferred to the treasurer for tax statements the following August. A full county GIS snapshot is needed to reflect the BPTC units based on applications received as of July 1. This could be delivered in October with a separate file of approved BPTC units, or could come together.
Timing Discussion Summary	<ul style="list-style-type: none"> The auditor balances the BPTC unit list before submission to the board of supervisors. In some cases the auditor would not have an approved file of BPTC units until November. In election years it could be later. The need for an approved file is not critical. Changes will be minimal and could be corrected after board approval versus recommended for approval. This allows a more flexible timeline. It would help auditors to have a deadline for assessors to deliver the list of recommended BPTC units for board approval.

Meeting Agenda/Minutes

Timing Concept Decision	<ul style="list-style-type: none"> In October assessors would submit a GIS file including a GIS Id and a separate file of approved or recommended BPTC units, also including the GIS id.
File Layout Discussion	<ul style="list-style-type: none"> At next meeting define file layout for Assessor's Permanent File of Recommended BPTC Units. IDR to send subcommittee members the schema for the Unit ID Generator File and Data Elements file.
Next Agenda Items	<ul style="list-style-type: none"> GIS File Format Decisions Define Assessors Recommendation List Timing & Implementation
Next Meeting Date	<ul style="list-style-type: none"> October 23, 2015 from 10:00 – 11:00, ISAC offices, Conference Room A. This meeting date was set by the ISAC Working Group which followed the GIS Subcommittee meeting. Subsequent note: October 23 meeting canceled. Next meeting December 2, 2015, 10:00 – 11:00 am, same location.
Meeting adjourned at 11:00 A.M.	

#	ACTION ITEMS	RESPONSIBLE	DUE DATE
1.	Does IDR have authority to require delivery of the BPTC file from assessors?	Roisen, Chambers & Arvidson	Prior to next meeting.
2.	Send subcommittee members the schema for the BPTC Unit ID Generator File and Data Elements file.	Roisen, Chambers & Arvidson	Prior to next meeting.