

Meeting Agenda/Minutes

Senate File 295 Implementation Advisory Panel GoToWebinar Meeting Minutes

DATE: FRIDAY MAY 20, 2016
TIME: 9:00 A.M. – 10:05 A.M.

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

FACILITATORS	Lucas Beenken / Julie Roisen		
ATTENDEES	Kay Arvidson – IDR Property Tax Division	Whitney Hunt – Marshall County - phone	Julie Roisen – IDR Property Tax Division Administrator
	Dave Bader – Thompson Routers - phone	Carrie Johnson – Local Government DOM – phone	Joel Rose - Solutions
	Carla Becker – Delaware County Auditor	Chris Jones – Thompson Reuters - phone	Erika Rosiles – Solutions - phone
	Lucas Beenken - ISAC	Deb Kout - Solutions	Frank Rottinghaus – Floyd County Treasurer - phone
	Mark Castensen – Linn County Assessor’s Office - phone	Chris Knobbe – Tyler Technologies - phone	Doug Smith – Thompson Reuters - phone
	Susan Chambers – IDR Property Tax Division	Ryan LaFrenz – Polk County Auditor’s Office - phone	Janine Sulzer – Jones County Auditor - phone
	BJ Covington - IDR Property Tax Division	Craig Madill - Marshall County Assessor - phone	Jeanean Willems – Tyler Technologies - phone
	Greg Davis – Solutions - phone	Erin Mullenix – Iowa League of Cities - phone	Amy Vermillion – Poweshiek County Assessor - phone
	Melanie Ewalt – Marshall County GIS - phone	Darina Petkova – IDR Internal Services Division - phone	Mark Williams - OCIO
Sam Huffman - Solutions	Julie Riesselman – Tyler Technologies – phone	Jon Wolfe – IDR Internal Services Division - phone	

Agenda topics	Notes:
Opening Remarks / Introductions	<ul style="list-style-type: none"> Meeting opened at 9:00 A.M. with introductions of attendees.
Data Elements Dual Class File Schema	<ul style="list-style-type: none"> Fields 1 – 22 remain as before Fields 23 – 27 are now utilized for dual class data. Test files will be submitted by vendors and certain counties in June.
LocalGovExchange Timing for AY 2015 BPTC	<ul style="list-style-type: none"> Dates and instructions are on the web portal. The last date to submit a file to generate Unit Ids is June 24. This enables time to receive the Unit Ids, generate a Data Elements file, and review/resubmit the Data Elements file if needed by the June 30 deadline.

Meeting Agenda/Minutes

AY 2015 BPTC Credit Calculation	<ul style="list-style-type: none"> • Calculation of the AY 2015 credit and production of the BPTC Credit files takes 2 weeks. • This year's pool of funds is 98% of \$125 million plus any unspent funds and interest from the 2% reserve in each of the prior two years.
AY 2016 Unit Ids	<ul style="list-style-type: none"> • The LocalGovExchange portal will be open for AY 2016 Unit Ids following calculation of the AY 2015 BPTC.
Assessor's Permanent BPTC File and Web Service for Auditors	<ul style="list-style-type: none"> • Test files were received in April from 98 counties. • This GIS file is due to IDR by October 15, 2016. • The minimum requirements for the October submission are: <ol style="list-style-type: none"> a. the BPTC Unit id b. the Unique Parcel # for all parcels in the BPTC units c. points and polygons for all parcels in the jurisdiction
Agland/FF Update	<ul style="list-style-type: none"> • Debt service for inactive school districts was discussed. This impacted 5 counties last year. • A blank field was added for use to accommodate this situation. For most counties this will be null.
Central Assessment Update	<ul style="list-style-type: none"> • A consolidated certificate for auditors was proposed and reviewed. This would replace individual certificates for each utility. • Q: why can't utilities report miles by tax district to IDR for all utility types? A: This is required for auditors in the code, but not for IDR. The code states IDR is to receive miles per county for railroad and telecom.
Next Meeting Date and Location	<ul style="list-style-type: none"> • September 8, 2016 - 11:00 am following the GIS Subcommittee Meeting. • ISAC Offices, West Des Moines, IA Conference Room A
Meeting adjourned	<ul style="list-style-type: none"> • 10:00 am

#	ACTION ITEMS	RESPONSIBLE	DUE DATE
1.	Data Elements File Delivery	County Auditors	June 24 is last date to upload a file for adjustments. June 29 is the last date to submit a file.