

**Meeting Agenda/Minutes**

# Senate File 295 Implementation Advisory Panel

DATE: FRIDAY SEPTEMBER 19, 2014  
 TIME: 10:00 A.M. – 12:45 P.M.

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

<b>FACILITATORS</b>	Lucas Beenken / Julie Roisen		
<b>ATTENDEES</b>	Mike Albers – Polk County Auditor’s Office - phone	Carrie Johnson – Local Government DOM	Rodney Ross – Cerro Gordo County Programmer
	Kay Arvidson – IDR	Dianne Kiefer – Wapello County Treasurer - phone	Sandy Shonka – Cerro Gordo County Auditor’s Office
	Dave Bader – Thompson Reuters - phone	Ryan Lafrenz – Polk County Auditor’s Office - phone	Doug Smith – Thompson Reuters - phone
	Carla Becker – Delaware County Auditor	Nicole Maakestad – Marshall County Programmer	Solutions – Monica, Joel, Deb - phone
	Lucas Beenken – Public Policy Specialist	Mary Maloney – Polk County Treasurer	Jeremy Thielen– Solutions
	Mark Castenson – Linn County Assessor’s Office	Dale McCrea - Muscatine County Assessor	Gordon Thompson – Linn County Auditor’s Office
	Susan Chambers – IDR Property Tax	Erin Mullenix – Iowa League of Cities	Beth Weeks – Cedar Rapids Assessor
	Jennifer Channell – Thomson Reuters - phone	Ted Nellesen – DOM Local Government	Jeanean Willems – Tyler
	LaRayne Jack – Polk County	Julie Riesselman - Tyler	Kim Veeder – Blackhawk County - phone
	Jeff Garrett – Washington County Treasurer	Julie Roisen – IDR Property Tax Division Adminis	

<b>Agenda topics</b>	<b>Notes:</b>
Opening Remarks / Introductions	<ul style="list-style-type: none"> <li>Meeting opened at 10:00 am with introductions of attendees.</li> </ul>
MSATA Award	<ul style="list-style-type: none"> <li>Roisen announced that the collaborative effort we have made to implement the Business Property Tax Credit received the Public Service Award from MSATA (Midwest States Association of Tax Administrators) in August.</li> </ul>
Settlement of Payments	<ul style="list-style-type: none"> <li>A handout was provided identifying the Replacement Claim amounts for each county.</li> <li>Replacement Claim warrants for all counties were processed to I3 on 9/18/14. Our work through the LocalGovExchange portal has reduced the amount of processing time for these warrants from one week to one day.</li> <li>The first half payment equals the total amount calculated divided by 2.</li> <li>The second half payment is the total amount less the first half payment. This payment is made in March.</li> <li>There was discussion and some misunderstanding and miscommunication in regard to this method. There may be some pennies that are not completely balanced at the tax district level as a result of this method.</li> </ul>

## Meeting Agenda/Minutes

<p>Replacement Claim Process – Levy Rate</p>	<ul style="list-style-type: none"> <li>• The LocalGovExchange portal uses the DOM published levy rates according to statute.</li> <li>• It was identified in August that in rare cases, the levy rate could change for a district after the DOM publication date.</li> <li>• IDR and its developer had to address programming to accommodate this, and allow an auditor to elect to use a new rate or the DOM rate in cases where the levy rate in the Replacement Claim file does not match the DOM rate.</li> <li>• Another issue identified was the discovery that taxing districts may exist but not be active. Chambers thanked the vendors on the project for their assistance working through this issue, and their immediate response to her emergency calls on this subject.</li> <li>• These unplanned development needs delayed work on the corrections process. Originally corrections processing was to be addressed in more detail at today's meeting. This will be addressed at a future meeting.</li> </ul>
<p>Replacement Claim Process – Filer Issue</p>	<ul style="list-style-type: none"> <li>• A personal emergency in one county created the need for a second party to do the "needs review" for the replacement claim file that had previously been submitted. The web portal has been designed to finalize file processing by the party that started the process. Any deviation where one party submits a file and another party has to complete the "needs review" requires administrator action to access the file in the portal. In emergency situations, counties should contact IDR Property Tax Division to address this need.</li> </ul>
<p>Adjustment to Business Property Tax Credit</p>	<ul style="list-style-type: none"> <li>• Adjustments related to changes in the Replacement Claim amounts calculated will be addressed in the March installment.</li> <li>• A report on the portal is available to document the levy rate used in the Replacement Claim calculation.</li> <li>• When the levy rate changes, the BPTC needs to be changed. It is up to each county to decide how to address this, and whether to issue new tax statements. But IDR will be adjusting any business property tax credit amounts and an adjustment will be made in the March installment for this first year.</li> </ul>
<p>Documentation for Treasurers</p>	<ul style="list-style-type: none"> <li>• In October IDR will work with the Treasurers to set up A&amp;A accounts for the LocalGovExchange portal.</li> <li>• For the September payment, treasurers can receive a report on the portal from their county auditor.</li> <li>• The treasurers in the working group will communicate this to the other county treasurers.</li> <li>• In the short run we will continue to use a CSV file. In the future the user will be able to select the file type desired for download reports.</li> <li>• The A&amp;A and portal process is new to the treasurers. Fall school is Nov 12 – 14. The treasurers in the working group will see if there is time on the fall school agenda for a presentation on using the portal. This is just before BPTC Warrants are expected Nov 15.</li> <li>• IDR will work with the Treasurers to send out information to all counties about setting up an A&amp;A account.</li> </ul>
<p>Questions &amp; Answer: Publicly Available Information</p>	<ul style="list-style-type: none"> <li>• Q: When will Replacement Claim information be available for the public? Most requests to DOM are by cities looking for a list of districts and claim amounts by city. Cities budget in November, so this information is needed in early October. Could this be added to the IDR website?</li> <li>• A: IDR will work on this and report back at the next meeting.</li> </ul>

## Meeting Agenda/Minutes

	<ul style="list-style-type: none"> <li>IDR will also send information to the League of Cities to disseminate to the cities.</li> </ul>
<p>Questions and Answer: Replacement Claim Processing – Inactive TIF districts</p>	<ul style="list-style-type: none"> <li>Q: Can this be handled on the DOM system?</li> <li>A: These can be inactivated but not removed. Some counties leave these open. It is a user preference. Also tax district numbers cannot be reused, so counties keep them open. When these are inactive they do not have any parcels associated with them in the current year. It is the county's choice to leave them open if they are not used.</li> </ul>
<p>Corrections Process</p>	<ul style="list-style-type: none"> <li>A high level diagram was distributed showing the steps involved if a county requires a Replacement Claim correction.</li> <li>Corrections on the Replacement Claim will show as an adjusted offset in either direction. Corrections will always be reconciled in the second installment.</li> <li>IDR will create a handbook and videos once the corrections process is complete. This will cover the entire functionality of the portal including the corrections process.</li> <li>Communication between county offices will be essential for the corrections process.</li> </ul>
<p>Question and Answer: File Timing</p>	<ul style="list-style-type: none"> <li>Q: At what point in time should a county transfer the assessor file to the auditor file?</li> <li>A: It is recommended that the Assessment file be rolled in to the Auditor's file after the Replacement Claim has been filed and is in complete status.</li> </ul>
<p>Abstract</p>	<ul style="list-style-type: none"> <li>Assessors will count the commercial units and the dual class units to create the total.</li> <li>IDR is interested in improved parcels that are considered one unit. Dual class properties will be considered as part of a commercial unit. At this time the dual class is not included with Multi-residential.</li> <li>IDR will include dual classed property in with the commercial sales study for equalization.</li> <li>Abstract handout page 5 – Number of Dwellings will change to Number of Units. Column 6 will go away on all pages. There will be no dual class in Multi-Res. In Multi-Res we are not counting dwellings. By code this is defined as three or more dwellings.</li> <li>2015 abstracts need to be placed on the IDR website. Chambers will send a link to the new abstract. There will also be a new page on recon reporting. IDR intends to eventually move abstract exchange into the LocalGovExchange portal.</li> <li>Corrections to the abstract will be posted. Chambers will send out the location.</li> </ul>
<p>Agland</p>	<ul style="list-style-type: none"> <li>Conceptually this is similar to what we have done for data input from the county, data input from DOM, and data output for the county.</li> <li>DOM data – this will work the same to compare it with county data. We may need a process for inactive school districts similar to selecting the “use or ignore” process for Replacement Claim levy rates.</li> <li>Counties will need to submit valid districts that have an agland credit associated with them.</li> <li>File layout discussion included the need for the year credited</li> </ul>

## Meeting Agenda/Minutes

	<p>against, and the credit valuation year (assessment year – 1).</p> <ul style="list-style-type: none"> <li>• The IDR program will check against the school rate.</li> <li>• For 2013 Ag Value with 2014/15 rates – county must remember to put the ISL portion of the rate back into the value.</li> <li>• Data input file will come from DOM – same layout as used with Replacement Claim and BPTC.</li> <li>• Going forward the Output file will pass back the school rate. The ISL rate will come from a separate certification from DOM as part of the June 30 data each year.</li> <li>• The output file will be a reflection of the input file. Agland and Family Farm will be separate submissions. Family Farm will be the same file format as Agland.</li> <li>• IDR will determine a file naming convention to distinguish these files uniquely for each type of credit, and for import and export files.</li> <li>• Timing – we will write requirements from June – September 2015, and do tests in October/November 2015. The plan will be to implement Agland in March 2016 for AY 2015.</li> </ul>
Other Items for Consideration	<ul style="list-style-type: none"> <li>• The Unit Generator Database is live for AY15. It has been active since July 15. IDR recommends holding on to work with the unit generator until all applications have been received in 2015, in order to avoid duplication of effort on the part of assessors.</li> <li>• The Multi-Residential Rules public hearing is scheduled for October 27 from 2 – 3 pm at the Wallace State Office Building in Des Moines.</li> </ul>
For Future Discussion	<ul style="list-style-type: none"> <li>• Disabled Veteran’s Homestead Tax Credit will work much like the Homestead Tax Credit.</li> <li>• A file layout is needed – possibly in Excel – to provide IDR with the information needed to report this.</li> </ul>
Next Meeting Date and Location	<ul style="list-style-type: none"> <li>• November 6, 2014 10 am – 1 pm ISAC Offices, West Des Moines. IA</li> </ul>
Meeting adjourned at 12:45 pm	

#	ACTION ITEMS	RESPONSIBLE	DUE DATE
1.	Work with county treasurers to set up access to LocalGovExchange web portal.	Roisen/Chambers/ Arvidson	October, 2014
3.	Provide BPTC information for cities to use in budgeting on the Department website	Roisen/Chambers/ Arvidson	IDR will work on this and report back at the next meeting. IDR will also send information to the League of Cities to disseminate to the cities.
4.	Find time on the fall school agenda for an IDR presentation to Treasurers Nov 12 – 14.	Garrett, Maloney, Kiefer	Confirmed for Nov 13 prior to end of the 9/19 meeting.
5.	For Agland: We will need a process for inactive school districts similar to selecting the “use or ignore” process for Replacement Claim levy rates.	Roisen/Chambers/ Arvidson/Developer	Include in requirements definition in Spring 2015.
5.	2015 abstracts need to be placed on the IDR website. Chambers will send a link to the new	Roisen/Chambers/ Arvidson	As soon as possible.

### Meeting Agenda/Minutes

	abstract.		
6.	Corrections to the abstract will be posted. Chambers will send out the location.	Rosen/Chambers/ Arvidson	As soon as possible.
7.	Create a file layout for Disabled Veteran's Tax Credit.	Rosen/Chambers/ Arvidson	For next working group meeting agenda.