

**Meeting Agenda/Minutes**

# Senate File 295 Implementation Advisory Panel

DATE: FRIDAY, JANUARY 10, 2014  
 TIME: 10:00 A.M. – 12:56 P.M.

LOCATION: ISAC CONFERENCE ROOM

<b>FACILITATOR</b>	Lucas Beenken / Julie Roisen		
<b>ATTENDEES</b>	Mike Albers – Polk County Auditor's Office	Ryan Lafrenz – Polk County Auditor's Office	Rodney Ross – Cerro Gordo County Programmer
	Kay Arvidson – IDR	Chris Knobbe – Tyler - phone	Deb Kout - Solutions
	Carla Becker – Delaware County Auditor	Joel Rose - Solutions	Monica Peterson - Solutions
	Lucas Beenken – Public Policy Specialist	Nicole Maakestad – Marshall County Programmer	Sandy Shonka – Cerro Gordo County Auditor's Office - phone
	Mark Castenson – Linn County Assessor's Office	Dale McCrea – Muscatine County Assessor	Ed Saunders Cedar Rapids Assessor's Office - phone
	Susan Chambers – IDR Property Tax	Ted Nellesen – DOM Local Government	Janine Sulzner – Jones County Auditor - phone
	Carrie Johnson – Local Government DOM	Julie Riesselman – Tyler - phone	Kim Veeder – Black Hawk County IT Director - phone
	Dianne Kiefer – Wapello County Treasurer - phone	Julie Roisen – IDR Property Tax Division Administrator	Jeanean Willems – Tyler - phone

<b>Agenda topics</b>	<b>Notes:</b>
1. Opening Remarks / Introductions	<ul style="list-style-type: none"> <li>Meeting opened up with introductions of attendees.</li> <li>Agenda items were re-ordered to move TIF discussion to a small group at the end of today's meeting.</li> </ul>
2. Process Overview	<ul style="list-style-type: none"> <li>A high level diagram of SF 295 implementation was distributed to those in person and attending by phone. Discussion followed regarding the timeline of events to follow in 2014.</li> <li>Discussion followed about reconciliation of the BPTC Unit ID's between the assessor file received in January, and the Data Elements File received by the end of June to calculate the BPTC credit. Any items that do not match between the two files, and are not reconciled within the allotted timeframe, will not be calculated for a credit.</li> <li>Also identified was the need for education on how to do the reconciliation.</li> <li>Also discussed was how to provide notification that Data Elements files have been posted, if files have been reconciled, and when BPTC Credit files are ready for counties to bring into their systems prior to generating property tax statements.</li> </ul>
3. Notification Decision	<ul style="list-style-type: none"> <li>The web portal should provide a list of counties for various activities:                             <ul style="list-style-type: none"> <li>When the BPTC Credit file is ready to be picked up by the county.</li> <li>When Data Elements files need to be submitted</li> <li>When reconciliation between the Unit ID and Data Element File needs to occur</li> </ul> </li> </ul> <p>When a county completes the required action, its name goes off the list. It was suggested by the group that this activity could then be monitored by Affiliate representatives.</p>
4. Data Elements File Testing Discussion and Decision	<ul style="list-style-type: none"> <li>This testing will run in a similar manner to the Unit Generator ID testing. The first test will be uploading the Data Elements file. Testing will begin the week of February 3 - 7. Vendors will test initially, along</li> </ul>

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	with the independent counties. Full county testing will follow February 10 - 14. This will not be a test of the data within the file, just the ability to upload the file. File data testing will occur later.
5. Unit Generator Application in Production	<ul style="list-style-type: none"> <li>Also discussed is that the BPTC Unit ID Generator application is live and in production. Files are expected from counties after the January 15 application deadline. IDR anticipates files will be received from Jan 16 – 28. Files including the BPTC Unit ID will be posted 2 days after submission. The email provided by the assessor will receive notice when the file is ready to be downloaded by the county.</li> </ul>
6. File Reconciliation Decisions	<ul style="list-style-type: none"> <li>What will be done if something is missed in the reconciliation process? The ISAC Working group will work with the Department on the process for how this will be addressed. Two percent of the credit is withheld for this type of situation. One process is needed if the omission is found prior to July 7 (the last date for reconciliations for credits on the September property tax installment before processing the Credit File). After July 7, another process will need to be identified</li> </ul>
7. Replacement Claims	<p>IDR will do a replacement claim file definition. Like with other claims. IDR will get file layout within the next couple months. Files will be generated in July.</p> <p>IDR will report back with the claim it is paying to the county. It was decided that the report will contain exactly what was provided by the county. For the first three years IDR pays 100% of the claim. Year 4 and beyond, the amount will be prorated.</p>
8. Question for IDR Legal Staff	<ul style="list-style-type: none"> <li>If there is only 90% of the money, does that mean that every tax district only gets 90%, including TIF - or does it mean that the base is still made whole, then the increment is adjusted? The law is written that base is paid first. The answer to this question impacts the kind of report IDR sends back to the county. Lisa Oakley, for school districts needs to know what was actually paid by DOM tax district (which means the base and increment are segregated).</li> <li>Decision: IDR is responsible to state \$ given. Same file back to local with amount requested and amount paid. IDR will finalize report requirement. Report options through the website: CSV or PDF or xml (need to confirm this one with ITE). Same thing will go to Lisa.</li> </ul>
9. Training Discussion	<ul style="list-style-type: none"> <li>It was recommended that a workshop discussing SF 295 from applications received by the assessor to reimbursements received by the county. The workshop would be open to all county officers and added to the agenda for County Day on Wednesday March 12. Lucas will see if this can be accommodated in the ballroom between 3 – 5 that afternoon.</li> </ul>
10. Next Meeting Location	<ul style="list-style-type: none"> <li>February 21, 2014 10:00 – 2:00 at ISAC Offices in West Des Moines, IA</li> </ul>
11. Small Group TIF discussion summary/decisions	<ul style="list-style-type: none"> <li>Counties will calculate TIFs with and without rollback (for commercial and industrial), and let this flow as usual. If the rollback exceeds the base, it is applied to the increment (only in districts where this occurs).</li> </ul>

#	ACTION ITEMS	RESPONSIBLE	DUE DATE
1	Share information with Assessors, Auditors and Treasurers about the upcoming Data Elements File	Susan Chambers	As soon as possible

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	testing.		
2	IDR will prepare and distribute a Data Elements test plan for Auditors	Julie Roisen and Susan Chambers	Prior to Feb 3
3	See if a workshop for all local officers can be held in the ballroom following County Day March 12	Lucas Beenken	As soon as possible
4	Contingency plans for items missed in the Data Elements File	ISAC Working Group	Future agenda item