

Meeting Agenda/Minutes

Senate File 295 Implementation Advisory Panel

DATE: FRIDAY, APRIL 24, 2014
 TIME: 10:00 A.M. – 12:30 P.M.

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

FACILITATORS	Lucas Beenken / Julie Roisen		
ATTENDEES	Kay Arvidson – IDR	Ryan Lafrenz – Polk County Auditor’s Office	Rodney Ross – Cerro Gordo County Programmer
	Dave Bader – Thompson Reuters - phone	Nicole Maakestad – Marshall County Programmer	Sandy Shonka – Cerro Gordo County Auditor’s Office
	Carla Becker – Delaware County Auditor - phone	Mary Maloney – Polk County Treasurer	Doug Smith - phone
	Lucas Beenken – ISAC	Dale McCrea – Muscatine County - phone	Solutions - Monica Peterson, Joel Rose, Deb – - Phone
	Mark Castenson – Linn County Assessor’s Office	Deb McWhirter – Butler County Assessor - phone	Janine Sulzner – Jones County Auditor - phone
	Susan Chambers – IDR Property Tax	Erin Mullenix – Iowa League of Cities	Gordon Thompson – Linn County Auditor’s Office
	Jeff Garrett – Washington County Treasurer - phone	Ted Nellesen – DOM Local Government	Beth Weeks – Cedar Rapids phone
	Carrie Johnson – DOM Local Government	Julie Roisen – IDR Property Tax Division Administrator	Jeanean Willems – Tyler
	Dianne Kiefer – Wapello County Treasurer - phone	Julie Riesselman - Tyler	

Agenda topics	Notes:
Opening Remarks / Introductions	<ul style="list-style-type: none"> Meeting opened at 10:00 am with introductions of attendees.
Testing Cycle Report Out	<ul style="list-style-type: none"> Another successful Data Elements testing cycle completed this week (cycle 3). 99 counties tested for the cycle ending this week. Only 3 files needed review. One file needed to be resubmitted. 90,000 parcels were included in the testing cycle. 212 records would not have had a credit calculated. Testing was also completed on the Credit Calculation with Vendors and Independent Counties. Another testing cycle has been added beginning April 28, with a report out May 6. This cycle will test two new steps in the process: <ul style="list-style-type: none"> Deleting a Data Elements file before loading a new one. Calculating a credit for the counties to see what it looks like. This will be a fake credit. Files will be named “fake credit” Counties will be instructed to do nothing with the fake credit file.
Moving Data Elements into Production	<ul style="list-style-type: none"> Moving Data Elements into production will require the production database to be down for two days. Best Practices recommend that Data Elements goes live before Replacement Claim testing begins in the staging area. Given these parameters, Data Elements will move into production on or about May 12. The production site will then contain a tab for the Data Elements area and a tab for the BPTC Unit Generator area.
Replacement Claim Testing	<ul style="list-style-type: none"> A dry run test was completed using DOM data and 2012 levy rates. Tyler counties cannot test replacement claims – Tyler will test these.

Meeting Agenda/Minutes

	<ul style="list-style-type: none"> • Solutions will test this initially, than select some counties to test • This test plan was then confirmed: <ul style="list-style-type: none"> ○ First round testing with Vendors and Independent Counties. ○ Second round testing will be extended to a few counties at the discretion of the Vendors. ○ A third round of testing will be defined and determined based on the results of rounds 1 & 2. • IDR will put a test plan together and send it to the vendors and independents as soon as possible, expected in early May.
<p>Reports when Credits are not Calculated</p>	<ul style="list-style-type: none"> • Counties and Vendors are asked to consider what kind of reports will be needed when a credit was not calculated. • When this occurs after July 1, there will be a corrections process that will allow for the county to file for a correction. Any adjustments would be made in the March payment, and not for September and not in time for the tax statement. • The window for corrections is 3 years after the calculation deadline – From July 15, year 1 when application is received through October 31, year 3. • Process Ideas for corrections – not yet finalized <ul style="list-style-type: none"> • Go to website • Select “Corrections” tab. Query for records (parcel #, BPTC #, other to be determined) • Enter information needed to calculate the credit • Submit – credit calculated upon submission • Output provided – to be determined • Enter information into county system manually • Corrections must be handled one unit at a time • Possible Correction Process when the value changes: <ul style="list-style-type: none"> • When value for a single parcel changes: <ol style="list-style-type: none"> 1. Do not submit: if the value change exceeds the maximum initial value for the credit for single parcel units 2. Must resubmit: if the value is below the maximum value for single parcel units • When value of any parcel(s) in a multi-parcel unit changes: <ol style="list-style-type: none"> 1. Must resubmit 2. System will recalculate for all parcels in the unit. • Possible Correction Process for a missing record <ul style="list-style-type: none"> • Query for by BPTC, Unique Parcel ID, others to be determined. • See current parcels in Unit • Click “add” button, enter information for calculation. <ol style="list-style-type: none"> 1. <i>There will not be a Unit ID # for 2013 for the new parcel(s).</i> 2. Credit against all records will be calculated. 3. Results will be reported. 4. A BPTC Unit ID will need to be submitted for the next assessment year. • ISACA is reviewing recommendations on the timing of Auditor corrections, and is in discussion with the State Auditor on this subject. This will be addressed with the association separate from

Meeting Agenda/Minutes

	<p>the Working Group. There are two practices across the state. One practice is for county Auditors to make corrections before taxes are calculated while some counties do not make any corrections until after taxes are calculated so their valuations and budgets submitted to DOM match.</p> <ul style="list-style-type: none"> • Input requested and responses: <ul style="list-style-type: none"> • Who gets the report? Auditors. But Treasurers also need to be advised. • Should it be provided for download? Yes, in a format that can be imported into Excel • What information do you need to know? <ol style="list-style-type: none"> 1. Identify all parcels affected and note that no credit was calculated 2. Provide parcel numbers, BPTC #, and reason for error.
<p>Replacement Claim Corrections Process and Reports Discussion</p>	<ul style="list-style-type: none"> • Input on reports for this process should be provided to IDR. • IDR will seek a legal opinion on the Replacement Claim Corrections Process for adjustments to value, and advise the working group on this as soon as possible. • <i>Legal opinions indicated that there would not be adjustments to the replacement claim dollars.</i>
<p>Rail Road Bridges and Toll Bridges Discussion</p>	<ul style="list-style-type: none"> • Initially the legal opinion provided to IDR was that Rail Road Bridges and Toll Bridges that cross the Mississippi and Missouri Rivers are not were eligible for the credit as well as mineral rights were not eligible. • This decision has now been reversed, and these types of properties <i>do qualify for the credit, rollback and replacement claim, even though these do not have equalization orders.</i> • This will be in effect for the April 28 testing cycle. • Susan Chambers will send to Tyler a list of the counties impacted by this issue.
<p>Mineral Rights Discussion</p>	<ul style="list-style-type: none"> • Initially the legal opinion provided to IDR was that Mineral Rights did not qualify. • This decision has now been reversed. • This will be submitted as Commercial/MR Class. • IDR will forward a written policy letter confirming the eligibility of Mineral Rights. This was done on April 28, 2014.
<p>Dual Classed Properties/Military Credit</p>	<ul style="list-style-type: none"> • The value required for calculation of the credit is the 100% of the DOM value. IDR then calculates the rollback less the Military credit. • Discussion around how to manage the Military Credit when it is greater than the value less Rollback. • When this happens IDR will notify the counties. This issue will be reviewed again to determine if there are issues to address.
<p>Error Reports – Additional Discussion</p>	<ul style="list-style-type: none"> • For values equal to or less than \$100, the credit will amount to partial pennies. In these cases, it was recommended that credit information still be provided to the county treasurer with an amount of zero.
<p>Other Questions</p>	<p>Corrections Screens</p>

Meeting Agenda/Minutes

	<ul style="list-style-type: none"> • How will the correction screen look for when first half taxes have been paid then the correction is applied? What kind of report will be needed for the counties? • A report depicting the \$ Amount, \$ correction and Warrant details similar to what IDR issues now for corrections will be reviewed. <p>How will Replacement Claim be paid to the county?</p> <ul style="list-style-type: none"> • Use process currently in place documenting Claimed Amount, Paid Amount, and Warrant details. <p>Assessor Abstract information</p> <ul style="list-style-type: none"> • This is needed now. • IDR will send this to Solutions, Tyler and In-house Counties. This was done on Tuesday April 28, 2014.
Next Meeting Date and Location	<ul style="list-style-type: none"> • May 20, 2014 1:00pm – 4:00 at ISAC Offices in West Des Moines, IA
Meeting adjourned at 12:30 pm	

#	ACTION ITEMS	RESPONSIBLE	DUE DATE
1	Send Test Plan for Replacement Claim testing to vendors and independent counties.	Roisen/Chambers	As soon as possible, anticipated to be in early May.
2	Legal Opinion on Replacement Claims and Adjustments to Value. Advise Working Group of decision.	Roisen	As soon as possible.
3	Report Input for Replacement Claim Corrections	Counties/Vendors	Provide to IDR – to Roisen and Chambers
4	Provide list of counties impacted by the Rail Road Bridge decision to Tyler.	Chambers	As soon as possible.
5	Provide written policy letter confirming mineral rights are eligible for the BPTC	Roisen	As soon as possible. (note – this was distributed 4/28)
6.	Provide Assessor Abstract information to Vendors and Independent Counties	Roisen/Chambers	As soon as possible. (note – this was distributed 4/28/14)