

Oakland County BS&A Assessing User Group Meeting Notes 01/18/12

Meeting Notes

Start Time: 9:00am

End Time: 10:00am

Attendance: Addison Township, Auburn Hills, Brandon Township, Independence Township, White Lake Township, Waterford Township, Royal Oak City, City of Southfield, Information Technology, Equalization Clerical, Equalization Personal Property, Treasurer's office.

Information Technology – Topics

- **Technical Support Review** Lynn Hensel reported that the BS&A Assessing system didn't experience any problematic downtime. System remained active except during scheduled maintenance. Auburn Hills was not able to access any oakgov.com websites the morning of January 14th 2012. No other users reported a problem.
 - **CAG Issues** – One user previously reported an issue gaining access via CAG. The issue has resolved itself without a known cause. Any user that would like a CAG account, to access BS&A from a remote computer, can contact the Service Center.
 - **Apex sketching error-** BS&A users must allow the Citrix connection page to remain open/minimized while working in Assessing, especially while using Apex sketching. An error will occur if the Citrix connection page is closed.

- **Miscellaneous**
 - **SLA – Service Level Agreement** – OCIT has updated their SLA for application/ service support offered to the CVTs and county departments. Users are asked to review the updated document and note the following updates: Monthly application patches will be minimized to a quarterly basis unless otherwise noted (sec 2.2). Additional power users/patch testers can be added, if needed. OCIT will continue to test new features and fixes, but CVTs and county departments must test any changes that affect values and/or calculations (sec 2.3.2). Additionally, OCIT continues to offer “after hours support” during the months of December through March. Sunday support may not be requested, as the databases are not available. Call (do not email) the Service Center for support during pre-arranged “after hours support” times (sec 3.6). Stand-alone database users or non-participating CVTs should use caution when upgrading or installing patches. All patches should mimic the version that OCIT is currently using to avoid data problems. OCIT version date is noted in the database under Help > System Status. Furthermore, .Net users need to ensure patch/versions match OCIT as well. Lastly, OCIT is now supporting

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the MYSA (Multi Year Special Assessment db).

- **Sales Imports – Reports and EOY processing** – (Equalization & Participating CVTS) All sales reports have been entered for the 2011 season, with exception to 12/31/11. CVTs wishing to include sales from this date must manually enter these. Assessor freezes will begin this weekend (1/21/12) which prevents additional sales from being automatically imported until the 2nd week of May. CVTs should ensure Sales Reports are not missing any dates (refer to the ACS File date). OCIT must request missing dates from the vendor, ACS.
(Non- participating CVTS) – No changes to the Sales Exports/Reporting.
- **2012 OCIT Schedule/Calendar** - An updated calendar can be found here: http://www.oakgov.com/aat/calendar/it_schedule.html The Assessment and Taxation Calendar is a guideline for Assessors and Treasurers to follow for County and State processing deadlines.
- **BSA-Assessment Application**
 - **Scheduled BSA Assessment Production Patch** – There are no scheduled patches for the month of January.
 - **Apex Area Code Table** – the area code table has been updated. If there are any requests for additions, please contact the Service Center.
 - **End of Year Processing schedule** – The end of the year processing will begin at 5:00pm on Wednesday, May 2, 2012. The process will be complete with the databases reopened on Thursday, May 10th, 2012. All users will be locked out of the database during this time. Please refer to the calendar for additional information
http://www.oakgov.com/aat/calendar/it_schedule.html.
 - **2012 CPI Rate** – this rate is MANDATORY and must be filled in. Errors will result when exporting, if the field is left blank. 2011 archive database will require the 2011CPI rate as well.
 - **PRE & NPRE Millage rates** – millage rates for assessment change notices have been entered, as stated in the 2011 Equalization Apportionment book. Any changes should be reported through the Service Center.
 - **New Rehab Class Codes** – The following Property Class Codes have been updated and/or added to the MASTAPPR.12 database. These class codes will relate to the Commercial Rehabilitation Act. CVTs may adopt and use these codes if needed.
 - Updated from :911 CRT – COMM/BLL to 911 CRA FROZEN – BLL
 - Updated from: 925 CRT – RP to 925 CRA FROZEN – RP
 - New: 912 CRA REHAB – BLL
 - New: 926 CRA REHAB – RP

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- **LAMS – Land Address Management System**
 - **Training for 2012** – Training classes are usually offered in April of each year. The dates for 2012 classes are TBD. Class size is a minimum of 4 people. Wendy is currently waiting on the STC to determine if these classes will qualify towards continuing education credits. There are six classes which are: Getting Started, Beginner Report Writing, Advanced Report Writing, Personal Property, EDF, Land and Sales, and Apex.

- **Local Unit/Equalization – Topics**
 - **Issues** – Equalization stated that the primary zoning codes are not holding their values for Townships when reports are run. Cities are maintaining their values. Equalization will provide documentation for OCIT to further research.
 - **Open Forum** – DNR/PILT parcels should not be rounded. BS&A is investigating the cause and the fix may require a patch. Equalization units are fine for 2011 and have put the values in override for 2012 until a patch is delivered by BSA. All other CVTs should check their DNR/PILT values to the “Payment in Lieu of Taxes – Tax Record Master List” which are the assessed values that are approved by the State Tax Commission.

User Group Meeting Schedule *

2012 – Room 126

Tuesday, April 17

Thursday, July 12

Tuesday, October 16

*Meeting dates are subject to change