ACS Future Year Update Issue

DUNN COUNTY

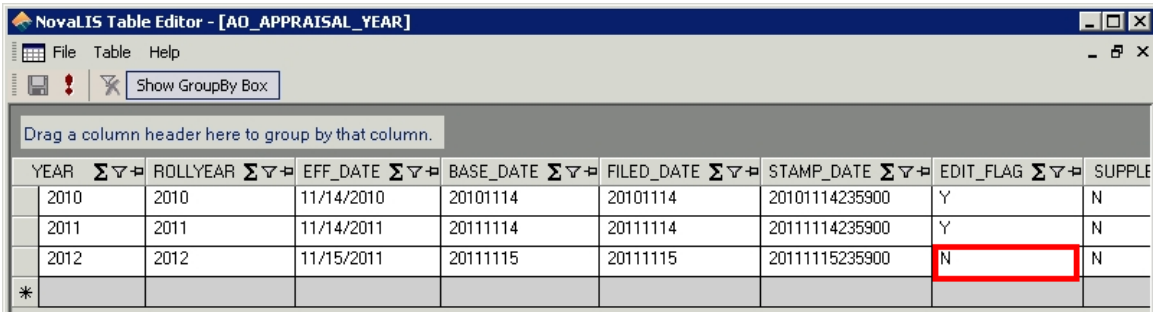
EXECUTIVE SUMMARY

After reviewing and testing the current ACS Assessment Office (AO) configuration, it has been determined that a change request relating to the future year update process is not necessary. It has been proven that when issues arose during initial testing, the roll year table was not configured properly and that records were edited in a way that didn't comply with established policies and procedures. Now that it is configured properly and our procedures have been published and well promulgated, it functions as expected.

A detailed explanation of both the roll year configuration and procedures used for testing are included in this report. It is important to note that one minor configuration change was made on the test system which was necessary to complete the process of splitting parcels. The setting allowed the edit of the 2012 roll year was changed from "N" to "Y". A detailed explanation and description of this configuration change is included in the report. The ACS system operated as expected in all testing scenarios without creating any issues for Dunn County.

APPRAISAL YEARS TABLE CONFIGURATION

Prior to testing, the roll year configuration in the appraisal year's table was verified. The detailed configuration is illustrated in Figure 1. The key configuration item to note is that the Edit Flag for Year 2012 is set to "N". It was also verified that this configuration matches the appraisal year's table configuration in the production system.



YEAR	ROLLYEAR	EFF_DATE	BASE_DATE	FILED_DATE	STAMP_DATE	EDIT_FLAG	SUPPLE
2010	2010	11/14/2010	20101114	20101114	20101114235900	Y	N
2011	2011	11/14/2011	20111114	20111114	20111114235900	Y	N
2012	2012	11/15/2011	20111115	20111115	20111115235900	N	N

Figure 1

NAME CHANGES

The first test performed was changing a "mail to" name and deeded name. The scenario for the test is as follows. Redacted Name called to indicate that her name should be on the tax bill for the property assigned Alternate Redacted Alt Number. The property in question was researched. The Real Property Lister located the recording instrument for this property in the Laredo system. She verified that a document (see Figure 2) was recorded in 2011 with deeded name of Redacted Name.

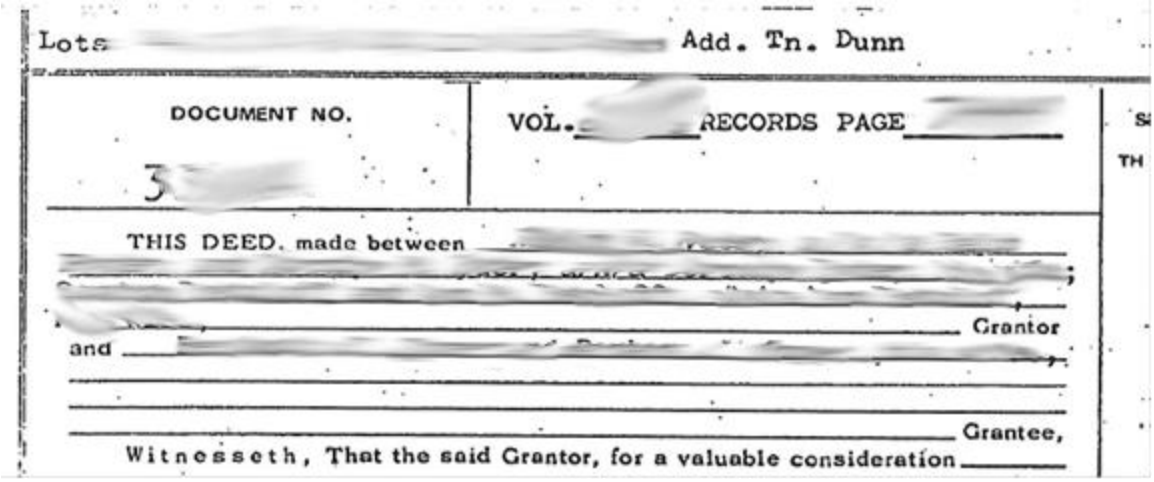


Figure 2

The record in the AO Property Viewer (Figure 3) showed the Deeded Name as Redacted Name.

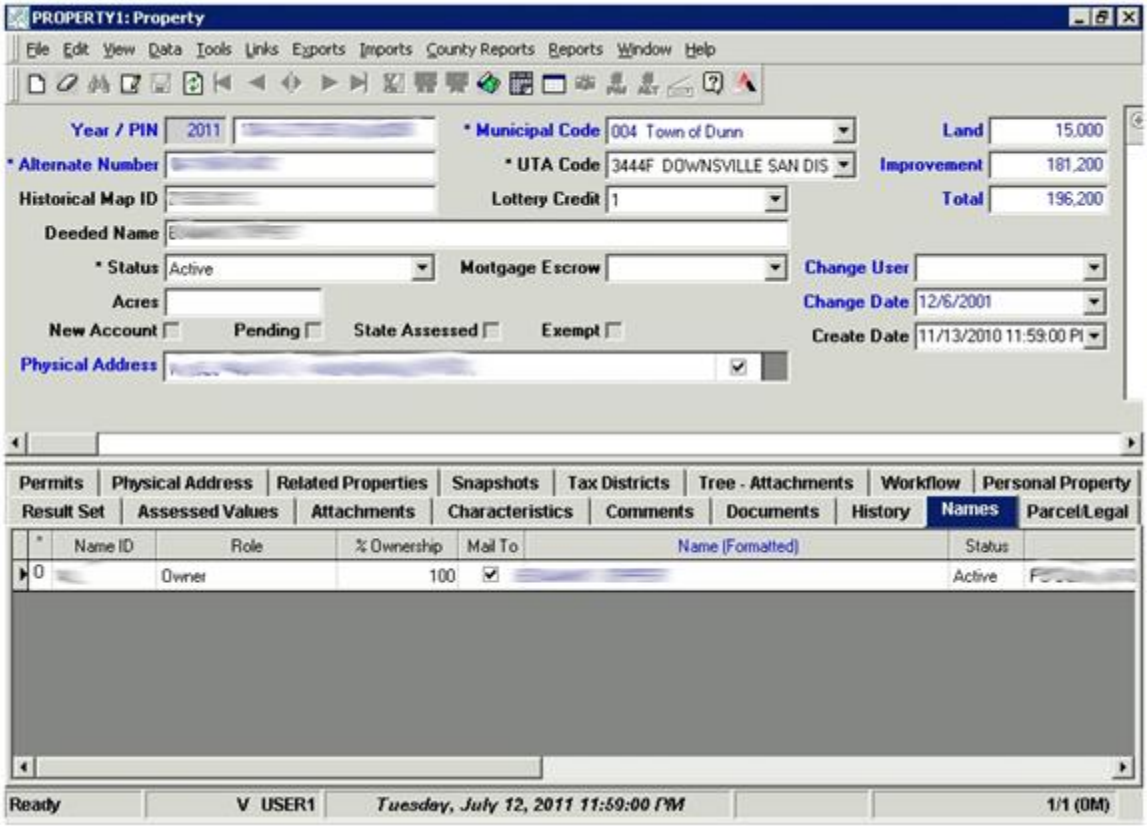


Figure 3

The corresponding record in the AO Name Viewer for Roll Year 2011 was located. The First Name field was changed (Figure 4) to Redacted Name and the record was saved.

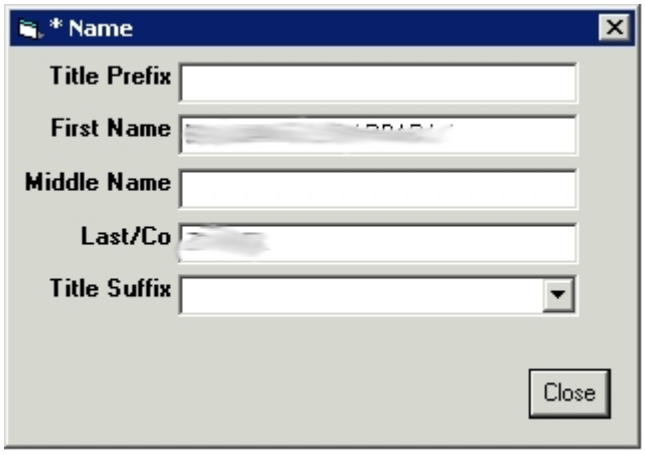


Figure 4

In the AO Name Viewer, the Roll Year 2012 was then selected and the screen refreshed. The change made in Roll Year 2011 displayed in Roll Year 2012. The change made in Roll Year 2011 did NOT display in Roll Year 2010 (as expected). The conclusion is that the name changes work when following the published policies and procedures. There is no issue relating to roll year.

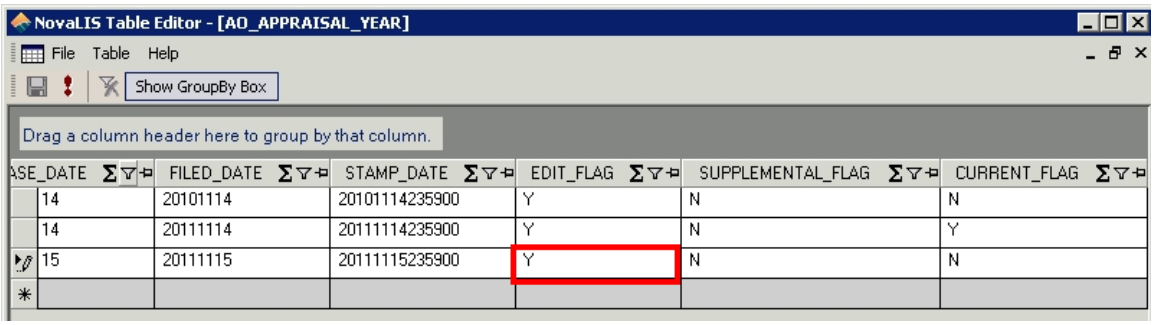
REAL PROPERTY CHANGES

DEEDED NAME

In the above scenario, the deeded name still needed to be changed in the property viewer. The record in the AO Property Viewer for Alternate Number Redacted Alt Number in Roll Year 2011 was edited to change the deeded name from Redacted Name to Redacted Name. In the AO Property Viewer, the 2012 record displayed the name revision made in 2011 Roll Year. It is interesting to note that the edit flag for 2012 was still set to N at the time of this change. It occurred automatically by making the change in the 2011 roll year. No manual editing was performed on the record in the 2012 roll year. It was also verified that in the 2010 Roll Year, the record showed the deeded name as Redacted Name as expected.

PARCEL SPLITS

Based on the configuration illustrated in Figure 1, we attempted to record a parcel split in Roll Year 2012. We were unable to edit the 2012 record because the edit flag for 2012 was still set to N in the Appraisal Years Table. The edit flag for 2012 was changed from "N" to "Y" as illustrated in Figure



5. **Figure 5**

We were then able to complete the parcel split on the test system following the procedure titled TSK PROPERTY VIEWER SPLIT PROPERTY. The two new parcels created in Roll Year 2012 do not display in Roll Year 2011. The original parcel that was inactivated in Roll Year 2012 showed all of the original values for Roll Year 2011 prior to the split. As expected, it was verified that all Roll Year 2012 changes did not populate back to the 2011 Roll Year.

ACREAGE CHANGES

The acreage value change roll year functionality was researched on the production system. Note that the production system Appraisal Years Table configuration matches Figure 1. On 5/23/2011, the RPL changed the acreage for the record assigned Alternate Number Redacted Alt Number from 21.45 to 21.65 acres in Roll Year 2011 to agree with the MFL recorded in Redacted Vol/Page (correcting an error). The same record for Roll Year 2012 shows 21.65 acres. This change was reflected automatically. The same record for Roll Year 2010 shows 21.45 acres. These results are what is expected from the system.

ADDRESS CHANGES

The physical address change roll year functionality was also researched. It was brought to our attention that the physical address on the record for Alternate Number Redacted Alt Number was incorrect. The correct address is Redacted Address and the AO Property Viewer indicated it was Redacted Alt Number. (Note that in the HP system the address was also listed as Redacted Alt Number, so the information in the ACS system was matching the HP system.) Upon consultation with the GIS Technician, the Address Valid Combinations table (in the AO Property Viewer) was updated to remove the Redacted Direction pre-directional for Redacted Street. The address was then corrected in the AO Property Viewer 2011 Roll Year. The same record for Roll Year 2012 shows the correct address. The same record for Roll Year 2010 shows the incorrect address. These results are what is expected of the system.

PERSONAL PROPERTY CHANGES

DELETED RECORDS

The personal property change roll year functionality was researched on the production system. Note that the production system Appraisal Years Table configuration matches Figure 1. The RPL deleted the record for Alternate Number Redacted Alt Number in Roll Year 2011. A query of the same record for Roll Year 2012 shows no matches. The deletion was applied automatically. The same record for Roll Year 2010 still exists. These results are what is expected of the system.

ADDED RECORDS

The RPL added two personal property records for the Village of Ridgeland in Roll Year 2011. In Roll Year 2010 there are 33 personal property records. In Roll Year 2011 there are 35 records (the 33 from 2010 with edits plus the 2 new records). In Roll Year 2012 there are also 35 records. These records were created automatically and match the Roll Year 2011 records. These results are what is expected of the system.