



COUNTY OF EL DORADO

PTARP

330 FAIR LANE PLACERVILLE, CA 95667

DATE: January 12th, 2018

FROM: Karl Weiland, Assessor

TO: Board of Supervisors, Michael Ranalli, Chair
Don Ashton, Chief Administrative Officer

SUBJ: Property Tax Administration System Replacement Project (PTARP)
Update

The previous update on August 29th reported that:

1. Project Manager Carie Toeller:
 - a. Established weekly key team meetings to monitor and coordinate activities.
 - b. Held or attended several meetings with project staff from MPTS and County.
 - c. Developed the project control log, infrastructure plan and other management documents.
 - d. Completed the high level business process analysis and risk assessment plan.
 - e. Established a project web site where project updates are posted along with other information and status reports
2. The server is operational and secure
3. Staffs from all three departments are attending MPTS user training sessions to familiarize themselves with the system.

Since the last update, the following has been accomplished:

- 1) Process mapping sessions for the Assessor and Auditor are almost complete with a good portion of the mapping done and ready for review this month. Tax collector processes were delayed due to increased workload last month, but it is anticipated that process mapping will be concluded shortly.
- 2) MPTS conversion staff is actively working on parcel data as well as Auditor roll extension and tax roll data sets, seeking clarification and input from County subject matter experts as they make progress toward configuring our system and converting our data.
- 3) A data conversion team is now meeting on an "as needed" basis to assist MPTS with technical conversion issues.
- 4) The Assessor attended the annual MPTS Business meeting.
- 5) The project manager and team staff are meeting with other County departments to insure Application Process Interfaces (API) are in place to insure non property tax user department data needs are met.
- 6) Assessor staff participated in Williamson Act and Timber Production Zone assessment workshop held on-site by MPTS.
- 7) Tax Collector staff attended a demonstration and overview of the Transient Occupancy Tax (TOT) module being developed by MPTS.
- 8) Software installation is under way and expected to be completed shortly.

Anticipated winter 2018 activities:

- 1) The project manager and key team members from all three department and IT will continue to meet on a regular basis.

- 2) Completion of the business process analysis and documentation.
- 3) Conclude process mapping and workflow documentation.
- 4) Analyze and configure program resource tables
- 5) Report, form and interfaces development processes will be inventoried and scheduled.
- 6) Continue familiarization training for staff.
- 7) Some formal training by MPTS staff may be scheduled
- 8) Megabyte staff will finish working with County IT staff to make server set up adjustments and to finish local application installation.
- 9) The MPTS general training schedule for 2018 is now posted. County staff has been, and will continue to attend applicable training sessions to better understand the nuances of the system, and in preparation for testing and our formal training.
- 10) Data interfaces monthly meetings will continue with the expectation that efficient pathways for data exchange between departments will be finalized.
- 11) Business process work is set to conclude this month in preparation for process testing, gap resolution and process change management to begin when data is available.
- 12) A second demonstration/evaluation of MPTS's new Transient Occupancy Tax module is being scheduled for Tax Collector staff. Deployment of the new module has been delayed and pricing has not yet been established, but this is still anticipated to occur prior to go-live.
- 13) Our first complete dataset from Megabyte is still anticipated in the January to February timeframe.
- 14) With less than six months to user go live, project workload is anticipated to ramp up significantly in February and to remain high through the duration of the project. This will probably result in requests for additional extra help staff to fill in behind key project staff to minimize risk of delays that could impact meeting the go-live target of July 1, 2018.
- 15) VDI user issues are a concern for the project team. There is a concern about possible delaying impacts on uninterrupted and efficient testing of Megabyte data, processes and performance.

In conclusion, the project remains on track, on schedule and under budget. Go Live is still projected for July 1, 2018. The Assessor is currently working on the 2018/19 roll, which will be completed in the old M204 system and converted to MPTS for extension by the Auditor and billing/collection by the Tax Collector. The Assessor will begin preparing the 2019/20 roll in MPTS.