DATE: May 8th, 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 January 18th reported that:
1) Project Manager Carie Toeller:
2) Process mapping sessions for the Assessor and Auditor are almost complete with a good portion of the mapping done and ready for review. Tax collector processes were under way.
3) Data conversion team is fully engaged and meeting weekly.
4) 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.
5) Software installation was underway.
6) 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) Phase 1- System configuration and requirements is complete and MPTS has been paid for achieving that milestone.
2) In March, a partial data set was provided and tested.
3) In April, a complete set of data for the Assessor, Auditor and Tax Collector was loaded into the system. Each of the departments is validating the accuracy of the conversion.
4) The training program has been developed and discussions with MPTS are determining the best mix of on-site or vendor provided classes.
5) The local application server is performing well, as are both tower and VDI machines with the Megabyte software
6) Overview training presentations on differences between our existing system and Megabyte have been conducted for several groups of employees.

Anticipated activities between now and Go live on July 1st:
1) The project manager and key team members from all three department and IT will meet on a regular basis, with additional meetings scheduled as needed.
2) Phase 2 – Data conversion is expected to be completed.
3) Phase 3 – System testing is underway and expected to conclude in the middle of June, along with the conclusion of process mapping and workflow documentation
4) Phase 4 – Training is underway and will intensify between now and July 1st.
5) Completion of the analysis and configuration of program resource tables
6) Report, form and interfaces development processes will be inventoried and scheduled.
7) Continue system operational training for staff.

8) Necessary formal training by MPTS staff will be scheduled
9) With less than two months to user go live, project workload impacts will increase significantly. The recent transition of Tax Collector IT staff to the IT department makes it absolutely crucial that, with or without a service level agreement (SLA), IT must provide priority support to the project for the Tax Collector. This support should be flexible and recognize the critical need for the Tax Collector to be ready to operate in the new property tax administration environment as of July 1, 2018, because the unsecured tax bill will be mailed out near the end of July.

In conclusion, the project remains on track and under budget. Data conversion is behind schedule however we have assurance from MPTS that the data conversion will conclude in time and that 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.