DATE: May 30, 2017

FROM: Karl Weiland, Assessor

TO: Board of Supervisors, Shiva Frentzen, Chair
Don Ashton, Chief Administrative Officer

SUBJ: Property Tax Administration System Project Update

The previous update on March 28th reported that:
1) The contract administration was completed
2) An initial kickoff meeting had occurred
3) The project manager contract was presented for adoption.
4) Data conversion was underway.
5) Go Live was projected for July 1, 2018

Since the last update, the following has been accomplished:

1. The initial 25% payment has been made to Megabyte.

2. The project management team has been formed
   a. The Auditor/Controller, Treasurer Tax Collector and Assessor have each designated project management staff from the respective departments.
   b. IT has designated project management and staff.
   c. MPTS has assigned a data conversion team.

3. Project Manager Carie Toeller has accomplished the following:
   a. Held or attended several meetings with project staff from MPTS and County.
   b. Begun development of the project control log, infrastructure plan and other management documents.
   c. Begun initial inquiry into business process analysis and risk assessment plan.
   d. Established weekly meetings with department team leads to review status, work efforts, identify issues, open items and concerns.

4. Executive sponsors and key staff have met with MPTS project management staff. The discussion focused on aspects of the implementation plan and communications during the project.

5. Auditor and Tax Collector Tax Roll data has been extracted, configured, balanced and transmitted based on MPTS requirements.

6. The server has been delivered and is being hardened for security and configured for software installation.

7. A detailed timeline in support of the Go Live date of July 1, 2018 is being developed and will be finalized based on further discussion with MPTS.

8. A project Google site has been created and will be deployed during June 2017. Project Summary, schedule and other relevant documents will be posted to the site.

9. County IT staff continues to run validation scripts against the existing data and ensure that the transferred data conforms to standards and is clean and free of garbage.

10. Several design options for the management, access and storage of historical property tax data are being developed. The goal remains to determine the best cost/benefit solution considering access needs and MPTS data conversion costs.