## Agenda Submittal

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| **Agenda #:** | 9 | **Status:** | Consent Calendar |
| **Type:** | Resolution | **Department:** | Information Technology - Registrar of Voters |
| **File #:** | 19-771 | **Contact:** | Tim Flanagan, 784-2703 |
| **Agenda date:** | 10/8/2019 | **Final action:** | 10/8/2019 |

**Title:** Adopt a resolution amending the List of Numbers and Classifications of Positions to add 2.0 FTE project based limited term Information Technology Analyst IV, expiring on June 30, 2022, in the Department of Information Technology's Solano County Integrated Property System (SCIPS) Division to assist with the replacement of the County's property tax system and the implementation of the County Assessment and Taxation System (CATS)

**Governing body:** Board of Supervisors

**District:** All

**Attachments:** 1. A - Resolution, 2. Minute Order, 3. Adopted Resolution

| Date | Ver. | Action By | Action | Result |
|---|---|---|---|---|
| 10/8/2019 | 1 | Board of Supervisors | | |

Published Notice Required?      Yes _____ No _X_
Public Hearing Required?         Yes _____ No _X_

## DEPARTMENTAL RECOMMENDATION:

The Department of Information Technology (DoIT) recommends the Board adopt a resolution amending the List of Numbers and Classifications of Positions to add 2.0 Full-time Equivalent (FTE) project based limited term Information Technology Analyst IV, expiring on June 30, 2022, in the Department of Information Technology's Solano County Integrated Property System (SCIPS) Division to assist with the replacement of the County's property tax system and the implementation of the County Assessment and Taxation System (CATS).

## SUMMARY:

On April 4, 2017, the Board approved to replace the County's current legacy property tax system that was initially created in 1982 with Thomson Reuters Aumentum solution, a commercially developed and supported modern software package. In conjunction with the Assessor - Recorder, Auditor - Controller, Treasurer - Tax Collector - County Clerk, and County Administrator's Office (CAO), the Department of Information Technology is in the early stages of implementing this enterprise level property tax administration system. In support of this effort, 2.0 FTE project based limited term Information Technology Analyst IV are requested to augment the existing technical staff and assist with the replacement and implementation of the County Assessment and Taxation System (CATS) project.

## FINANCIAL IMPACT:

The FY2019/20 projected expenditures for the 2.0 FTE positions filled as Information Technology Analyst IVs at the highest step and full benefits is $203,237. However, levels in this classification are flexibly staffed and the positions may be filled at a lower class level depending on experience. The annual estimated cost for the two positions at the highest class level and highest salary step is $352,277. The cost of the positions will be funded through the Solano County Property Tax System (SCIPS) migration fund which has sufficient

appropriations to fund the two positions.

The costs associated with preparing the agenda item are nominal and absorbed by the department's FY2019/20 Adopted Budget.

## DISCUSSION:

Solano County's property tax system was initially created in 1982 and was developed in Cobol and Cognos Powerhouse on an HP3000 platform. In 2010, a system modernization project was completed, primarily to replace the unsupported HP3000 platform to run on a combination of Unix and Windows servers and to provide a web browser-based user experience. The current programming and systems support is done in-house using a combination of newer development tools while still relying heavily on the legacy Cobol programming language. The system also employs "emulation" technologies that allow much of the system to mimic the way old technology worked.

While the resulting system is hosted on a modern platform, the underlying application structure and business rules are approximately 30 years old. The current system has been in production for over nine years and continues to be maintained by seven technical positions for the application, and contracted positions support the hardware platforms and database. The system complexity and 30-year-old design has proven to be a maintenance challenge and limits the departments' ability to improve business processes as well as limits the County's ability to take advantage of new service-based technology. Operation of the system is heavily dependent upon the institutional knowledge of how the application works, including its idiosyncrasies and numerous workarounds.

Due to the limitations and risks inherent of the current system, on April 4, 2017, the Board approved to replace the County's current legacy property tax system with Thomson Reuters Aumentum solution, a commercially developed and supported modern software package. In conjunction with the Assessor - Recorder, Auditor - Controller, Treasurer - Tax Collector - County Clerk, and County Administrator's Office (CAO), the Department of Information Technology is in the early stages of implementing this multiyear replacement enterprise level property tax administration system. In support of this effort, 2.0 FTE project based limited term Information Technology Analyst IV are requested to augment the existing technical staff and assist with the replacement and implementation of the County Assessment and Taxation System (CATS) project.

The project based limited term Information Technology Analyst positions will provide additional resources to assist with the technical aspects of the system implementation as well as provide continuity and continued support for the day-to-day operation of the legacy system. Through the process of shadowing existing senior staff, the limited term positions will absorb some of the day-to-day operational duties, allowing current staff more time to focus on the data conversion activities required for the successful implementation of the new County Assessment and Taxation System (CATS).

Additionally, five of the seven existing staff members on the SCIPS/CATS team will be reaching retirement eligibility during the CATS implementation. The loss of institutional knowledge, as well as the complexity of the legacy system, the annual business cycle process has become more challenging, and the two additional staff would provide some degree of succession development. Also, should one or more of the permanent staff depart, potentially one of the limited term resources would be in a position to assume the role vacated.

## ALTERNATIVES:

The Board could choose not to approve the addition of two project based limited term positions. However, this is not recommended as it will prevent DoIT from having staff with the skills needed and to ensure succession development to complete a successful enterprise system conversion.

## OTHER AGENCY INVOLVEMENT:

The Department of Human Resources and the County Administrator's Office have reviewed DoIT's recommendation and concur.

**CAO RECOMMENDATION:**

APPROVE DEPARTMENTAL RECOMMENDATION