



BOARD OF SUPERVISORS
AGENDA LETTER

Agenda Number:

Clerk of the Board of Supervisors
105 E. Anapamu Street, Suite 407
Santa Barbara, CA 93101
(805) 568-2240

Department Name: Treasurer-Tax Collector
Department No.: 065
For Agenda Of: January 8, 2008
Placement: Administrative
Estimated Tme:
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors

FROM: Department Bernice James, Treasurer-Tax Collector
Director(s)
Contact Info: Kim Tesoro, Treasury Finance Chief (568-2153)

SUBJECT: **Personnel Action in the Treasurer-Tax Collector Department**

County Counsel Concurrence

As to form: N/A

Auditor-Controller Concurrence

As to form: N/A

Other Concurrence: Human Resources

As to form: Yes

Recommended Actions:

That the Board of Supervisors:

- 1.) Adopt a HR Resolution effective January 14, 2008 adding one (1.0 FTE) Financial Systems Analyst I/II (003510/003511), Range 6266/6366 (\$5,523-6,742 per month/\$5,805-7,807 per month).
- 2.) Authorize and approve a Budget Revision Request to establish funding for the position.

Summary Text:

This request is to add a Financial Systems Analyst position to the Treasurer-Tax Collector Department. The Treasurer-Tax Collector has been working on a joint Property Tax Improvement Project with the Auditor and Assessor Departments to develop and implement new property tax distribution tools and applications to replace mainframe applications. The current project team consists of a project manager and three programmers and is in need of an analyst who can analyze data, document and evaluate processes and procedures, and act as the liaison between the users and programmers.

Background:

In the first phase of this system development project, the Assessor took the lead and accomplished two major steps towards a new system:

1. Development of a new secured property valuation system (1999)
2. Development of a new unsecured property valuation system (2006)

In this second phase of the project, the focus is now on the accounting processes for billing, collection and distribution. Therefore, the Auditor and Tax Collector are taking the lead to complete this part of the project, while still working closely with the Assessor.

The current systems used for property tax billing, collection and distribution consist of 1) a central mainframe system shared by the Assessor, Auditor & Tax Collector, and 2) multiple PC-based systems within each department that handle various parts of the process. The mainframe system was developed by the County in-house in 1978 with the passage of Proposition 13 in California. The various PC-based systems have been developed in-house or purchased from vendors over the years to accommodate additional processes not handled by the mainframe. Problems with the current systems include:

1. There are still many manual processes done on paper and spreadsheets
2. Many processes are tracked outside of the central system, so there is no complete central data storage
3. The technology used to develop many of the systems (primarily mainframe) is outdated
4. Processes may be inefficient or overly complex due to current system limitations

For these reasons and more, the Assessor, Auditor and Tax Collector have joined together to work on replacing these systems with a new integrated system.

The primary goals and objectives of this project are to:

- Build a theoretical accounting framework to support the major property tax functions of billing, collection and distribution
- Integrate other systems where possible, such as the general ledger accounting system (FIN), the cashing system, and the remittance processing system
- Develop common understanding of business processes across departments
- Maximize and leverage use of the new property tax database
- Decommission the property tax system on the mainframe

The current focus of the project is on replacing the TAX system (secured). The team is continuing to build out the new database model, with input from the users on various topics. In addition, they have started building the posting engine framework that will handle all of the business logic rules and calculations. Once this framework is in place, the next step will be to tackle the first major system interface to APS (the Assessor’s secured parcel system).

Fiscal and Facilities Impacts:

Budgeted: No

Fiscal Analysis:

| <u>Funding Sources</u> | <u>Current FY Cost:</u> | <u>Annualized On-going Cost:</u> | <u>Total One-Time Project Cost</u> |
|------------------------|-------------------------|----------------------------------|------------------------------------|
| General Fund | | | |
| State | | | |
| Federal | | | |
| Fees | | | |
| Other: Designation | \$ 42,000.00 | \$ 130,000.00 | |
| Total | \$ 42,000.00 | \$ 130,000.00 | \$ - |

Narrative:

The increase to salaries and benefits for the Financial Systems Analyst position will be shared by the Tax Collector, Auditor and Assessor during the development of the property tax system. All three departments have designations for automation projects and have agreed to fund the position using those funds. Additionally, once the development of the project has been completed, the Tax Collector's office will retain the position for maintenance of the new system and will be responsible for the funding of the position.

Staffing Impacts:

Legal Positions:

1.0

FTEs:

1.0

Special Instructions:

Please send minute order and copy of HR resolution to Kim Tesoro, Treasury Finance Chief, Treasurer-Tax Collector.

Please send an approved copy of the HR resolution to Susan Kean, CEO/HR Department.

Attachments: HR Resolution

Budget Revision

Authored by:

Kim Tesoro, Treasury Finance Chief, Treasurer-Tax Collector

cc: