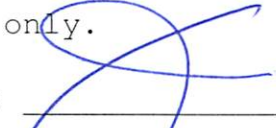SUBJECT: Govern to OpenForms Upgrade Project update information.
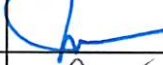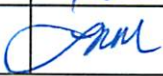
AGENDA OF:

ASSEMBLY ACTION:
Presented to the Assembly 5-21-19

MANAGER RECOMMENDATION: For information only.

APPROVED BY JOHN MOOSEY, BOROUGH MANAGER: _____

Route To:	Department/Individual	Initials	Remarks
	Originator	*EW*	
	Purchasing Officer	*(initials)*	
	Finance Director	*CX*	
	Borough Attorney	*NS*	
	Borough Clerk	*(initials)*	5/13/19

ATTACHMENT(S): Project Work Breakdown Structure

SUMMARY STATEMENT: Govern is the Borough's enterprise system that is used to appraise, assess and tax property, collect revenue, manage permits and plats, administer self-assessed taxes, manage foreclosures and tax sales and bill Talkeetna Water and Sewer Utility customers.

The current version of Govern was originally installed over 13 years ago. The data was converted from a smaller system that was developed in the 1990's. The data from this older system was not reviewed and "cleansed" when it was converted to Govern in 2006. In the near future, the Govern vendor will stop

supporting the current version of the product and the Borough may not be able to keep it operating. The net result is that we have an aging system with unnecessary data.

A project began in FY 2018 to migrate the existing version of Govern to the new version called Open Forms. This project has multiple goals: 1) To document, review and improve existing business processes; 2) To eliminate extraneous data and improve the accuracy of existing data, 3) To install and migrate to the new Open Forms version of Govern, 4) Develop and document new, more efficient processes using the new tool, and 5) Provide initial system support and user training and develop an on-going training program.

To date, approximately 50% of the existing processes have been documented, initial training on Open Forms has been conducted and an initiative to review and "cleanse" the existing Govern data is underway.

The total cost of a project of this type was originally estimated from $1.5M to $2M, with a duration of two(2) to three(3) years. The funding approach is to request portions of the funding each year until complete.

The FY 2018 Capital Budget provided $300,000 for project planning and business analysis. Another $400,000 was provided for these efforts in the FY 2019 Capital Budget for continued business analysis, data cleanup and new system training.

A total of $456,745 has been encumbered to date leaving an unencumbered balance of $242,255.

A total of $500,000 has been requested for this project in the

proposed FY20 Capital Investment Project (CIP) Budget for continued data cleaning and migration, systems implementation, process updating, and training.

Project Work Breakdown Structure (WBS) has been developed for the remainder of the project. See attached. Our current estimate to complete this work is approximately $1.1M additional to complete by June 30, 2020 or later, depending on vendor availability of funding. This includes the $242,255 currently in the project, the $500,000 requested in the FY20 CIP request, and an additional $357,000 will have to be identified or requested in FY21.

The current funding of $242,255 will allow work to continue through August 2019. If the FY20 ask of $500,000 is approved, this would allow work to continue through February 2020. If the additional funding is found in FY20, work could be completed by June 30, 2020. If additional funding comes in FY21 or later, there will be a break in portions of the upgrade project that may impact a successful completion.

Work Breakdown Structure

Position	Org/Vendor	Monthly Cost	April	May	June	July	August	September	October	November	December	January	February	March	April	May	June
Lead Maintenance Programmer	MSB	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Maintenance Programmer	MSB	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Maintenance Programmer	MSB	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Project Manager	Vendor	12,000	-	-	-	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000
Sr. Developer	Vendor	20,000	-	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000
Business Analyst	Vendor	15,000		15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000
Developer	Vendor	20,000			16,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000
Govern Consultant	Vendor	6,000			6,000	6,000	6,000	6,000	6,000									
Subtotal - MSB			-	35,000	57,000	73,000	73,000	73,000	73,000	67,000	67,000	67,000	67,000	67,000	67,000	67,000	67,000
Harris Govern	Harris (Gover	15,000				15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000
Total Labor			-	35,000	57,000	88,000	88,000	88,000	88,000	82,000	82,000	82,000	82,000	82,000	82,000	82,000	82,000
Current Project Balance		242,255	242,255	207,255	150,255	62,255	(25,745)	(113,745)	(201,745)	(283,745)	(365,745)	(447,745)	(529,745)	(611,745)	(693,745)	(775,745)	(857,745)
FY20 CIP Requested		742,255	742,255	707,255	650,255	562,255	474,255	386,255	298,255	216,255	134,255	52,255	(29,745)	(111,745)	(193,745)	(275,745)	(357,745)
Total Required		1,100,000	1,100,000	1,065,000	1,008,000	920,000	832,000	744,000	656,000	574,000	492,000	410,000	328,000	246,000	164,000	82,000	-