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MEMORANDUM

Date: July 20, 2020
To: **Finance & Administration Committee**
Gary Gibson, County Administrator
From: John Light, Director of Human Resources
Subject: Realignment of GIS into the Chief County Assessment Office

Issue

Geographic Information Systems (GIS) subject matter experts are in numerous departments on the Waukegan Campus. An internal analysis on consolidating GIS into a shared services model for the Waukegan Campus should be performed with a focus on increasing efficiency, improving the delivery of services, and cost savings.

Analysis

The Human Resources Department brought together a team to provide input on the analysis. The team was comprised of senior staff from Information Technology, CCAO, County Administration, Human Resources and Finance. The team reviewed the existing structures and various shared services options to include consolidating all Waukegan GIS under the current lead department (IT) or moving the shared service under either CCAO or Planning, Building, and Development. After thorough analysis, it was agreed that a consolidation and shared services model under the CCAO is the best option. Consolidating GIS under CCAO would:

- Support Parcel Maintenance in iasWorld
- Strengthen partnerships between GIS and the positions which use it
- Prepare GIS and the County for the ERIS upgrade in 2020
- Centralizing the function with similar positions already in CCAO provides a net savings of 1.0 FTE (elimination of vacant position / \$84,344)
- Adds redundancy within the CCAO which is needed for succession planning

Recommendation

The analysis team recommends consolidating Waukegan GIS functions under the CCAO where they will provide a shared service to the Waukegan Campus. Additional analysis should look at further GIS consolidation and shared services across all County departments.