June 21, 2016

Marin County Board of Supervisors
3501 Civic Center Drive
San Rafael, CA 94903

Subject: Status report regarding the Administrative Technologies of Marin (ATOM) project implementation

Dear Board Members,

RECOMMENDATION: Accept status report

SUMMARY
The project is on-time and on-budget for the Finance system implementation. As part of our commitment to a successful ATOM project, we are providing your Board with another project status update at a key milestone. The key milestone to report to your board on this date is the project team’s readiness to Go-Live with the Finance phase of the system implementation.

The current phase of the project will provide new integrated tools to manage and control all centralized aspects of County finances including Budget, Procurement, Cost Accounting, General Ledger, Fixed Assets, Revenue Collections, and Payments. The ATOM project is aligned with the County’s 5-Year business plan and provides opportunities for innovation on how the County can best use its limited resources to provide quality service to our residents. Below is a high level summary of events leading to this milestone.

- December 2014 – County Board of Supervisors approves a contract with Tyler Technologies for their Munis software product
- February 2015 – ATOM Project Implementation commences
- December 2015 – New Financial reporting structure (Chart of Accounts) completed
- June 2016 – End-user training transitions to long-term support
- July 2016 – HR/Payroll phase implementation kick-off
- July 2016 – Go Live for Finance Phase
End-user training has been completed successfully with a significant majority of end-users reporting favorable training results - 89% of users reporting 'ready' to use the new system. A variety of resources will be available to support our organization through the transition to the new system including: detailed desktop procedure manuals, recorded training sessions for replay at user convenience, and open labs, and a helpdesk support team.

The combination of an affirming outside project audit, approval by business process owners, and successful and detailed integration test has built confidence that the project is ready to 'Go-Live'.

**FISCAL IMPACT:** Since the project is proceeding within budget, there is no fiscal impact to report.

Please let us know if you have any questions or concerns.

**Reviewed By:**

(X) Department of Finance

(X) Department of Human Resources

Matthew Hymel
County Administrator

Charlie Haase
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