



November 13th, 2018

Matthew H. Hymel  
COUNTY ADMINISTRATOR

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

Daniel Eilerman  
ASSISTANT COUNTY  
ADMINISTRATOR

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

Angela Nicholson  
ASSISTANT COUNTY  
ADMINISTRATOR

Dear Board Members,

**RECOMMENDATION:** Accept status report

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**SUMMARY**

On December 9, 2014, your Board approved a contract with Tyler Technologies for their Munis software product after a thorough selection process. The first phase of the ATOM project implementation began in February of 2015 and completed in June 2016 with the implementation of a new Finance system.

As we have done throughout our process, we are providing your Board with project status update. The goal of this status report is to inform you of our approach to reaching Readiness and an final go-live date.

**Project Status:**

As previously reported, the criteria required to be met in order to go-live with the next phase of Human Resources and Payroll are as follows:

- Finance system performance issues have been resolved (previously reported resolved on June 2018)
- Both the County and Tyler agree that the HR and Payroll system is ready (in progress)
- All users of the system have been trained (to be announced after system readiness has been verified)

Consistent with our commitment to learn lessons from the SAP implementation, we will only go-live with the next phase when the system meets functional requirements and the organization is ready for the transition.

As previously reported, the implementation experienced a significant expansion in the scope of work after Tyler acquired and opted to more fully integrate the time reporting solution that would feed information to the Payroll solution. The software re-development phase to integrate the two products added over a year of additional testing and configuration to the project that was not originally planned. Based on our previously agreed contract with

Tyler as a 'not-to-exceed' contract based upon deliverables, no additional fees have been incurred because of this delay.

Final verification of comprehensive readiness is in progress and will be determined at the conclusion of a 4-step verification process which includes the following:

1. Detailed payroll scenario testing
2. Full Payroll Parallel test
3. Repeated full Payroll Parallel test to confirm feasibility in time frame allotted after go-live
4. Validation that end-user training approach is adequate

The ATOM ESC is committed to the principle of 'Readiness' before taking the step to go-live with the new HR and Payroll system and retiring SAP. The target go-live date will be confirmed with the board at the conclusion of successful system testing. End-user training and preparations for go-live will follow soon after the confirmation with the Board with a target go-live date in 2019.

**FISCAL IMPACT**

**The Project remains under budget by approximately \$2-3 million.** The project is still below budget because we have saved staff backfill costs by absorbing the project staffing costs within the departments existing operating budgets. Additional Tyler Technologies implementation costs attributable to the delay of the fully integrated software are being absorbed by Tyler Technologies.

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

**Reviewed By:**

- Department of Finance
- Department of Human Resources



Matthew Hymel  
County Administrator



Liza Massey  
Chief Information Officer



Roy Given  
Director, Department of Finance



Mary Hao  
Director, Department of Human Resources