



The County of El Dorado

Chief Administrative Office

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TO: Board of Supervisors

FROM: Terri Daly, Chief Administrative Officer

RE: Enterprise Resource Planning (ERP) System Monthly Update

On March 26, 2013, the Board of Supervisors approved the contract with our ERP provider Tyler Technologies. This memo is your first monthly update on the progress of the implementation of the system.

During the past month, our project manager David Russell has had several meetings with the implementation team at Tyler to establish a project plan. The project plan should be completed by the May 22nd kick off meeting with County management. The first dates of note in the project plan include:

- May 14-15: Project planning meeting with County's key project implementation team
- May 22, 1:00pm to 3:30pm: Project implementation kick off meeting for Department Heads and financial/administrative managers
- May 29-30: Preliminary discussions regarding the Chart of Accounts

During this past month, the County made its first payment in accordance with the terms of the contract. The total amount of the three invoices submitted to the Auditor's Office for payment was \$729,565.40 (individual invoices for \$27,545.40 for hardware, \$483,430.00 for software, and \$218,590.00 for software). We have also downloaded the software package from Tyler Technologies, as called for in the contract. In addition, the County has initiated a RFB (request for bidders) for hardware to support storage, redundancy, and high availability of the new ERP solution.

The Executive Steering Committee (Auditor, Chief Technology Officer/DA, CAO) meet weekly to determine next steps. This month, the Committee drafted the guidelines for the awarding of stipends to ERP implementation team members. Once reviewed by HR and County Counsel, these guidelines will be discussed with affected employee organizations. One 15% stipend has been authorized for the ERP project manager.

The Executive Steering Committee also initiated a county-wide business process review project. Each Department Head was given an application inventory assessment for the department and

asked to confirm that the list was complete and accurate. At the monthly Department Head meeting, the Executive Steering Committee members led a discussion with the Department Heads on how to conduct this inventory and the results that were expected.

The Executive Steering Committee also approved opening recruitment for a broad category of limited-term positions, including finance/accounting analyst positions and management analyst positions. The recruitment is under the category of Business Analyst. As limited-term positions are filled to directly work on the ERP implementation, we will report to the Board on the number and type of positions hired.

The Auditor was designated by the Executive Steering Committee to maintain the financial tracking of the ERP implementation.

Thank you for your support and leadership in this very important project.