



## PARKS & PUBLIC WORKS COUNCIL COMMITTEE & COMMITTEE OF THE WHOLE REGULAR MEETING

Tuesday, November 08, 2022, at 5:00 PM

Snoqualmie City Hall, 38624 SE River Street & Zoom

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### COMMITTEE MEMBERS

Bryan Holloway, Chair

Jolyon Johnson, Councilmember

Ethan Benson, Councilmember

*This meeting will be conducted in person and remotely using teleconferencing technology provided by Zoom.*

**Join by Telephone at 5:00 PM:** To listen to the meeting via telephone, please call **253.215.8782** and enter Webinar ID **867 8554 3964** and Password **1700050121** if prompted.

Press \*9 to raise your hand to speak. Raising your hand signals the meeting moderator that you have a comment.

Press \*6 to mute and unmute.

**Join by Internet at 5:00 PM:** To watch the meeting over the internet via your computer, follow these steps:

- 1) Click this [link](#).
- 2) If the Zoom app is not installed on your computer, you will be prompted to download it.
- 3) If prompted for Webinar ID, enter **867 8554 3964**; Enter Password **1700050121**
- 4) Please confirm that your audio works prior to participating.

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### CALL TO ORDER & ROLL CALL

### PUBLIC COMMENTS

### MINUTES

1. Approval of minutes dated October 18, 2022

### AGENDA BILLS

2. AB22-155: Approving the purchase of required computer hardware and equipment for the roll out of Tyler/Munis Enterprise Asset Management, Finance, and other related modules for Parks & Public Works staff

### DISCUSSION

3. TENTATIVE: 2023 - 2024 Biennial Budget

### ADJOURNMENT



# PARKS & PUBLIC WORKS COUNCIL COMMITTEE & COMMITTEE OF THE WHOLE REGULAR MEETING MINUTES OCTOBER 18, 2022

*This hybrid meeting was conducted in-person and remotely using teleconferencing technology provided by Zoom in accordance with Governor Inslee's Proclamation 20-28.*

## CALL TO ORDER & ROLL CALL

Committee Chair Holloway called the meeting to order 5:01 PM

## Committee Members:

Committee Chair Bryan Holloway, Councilmember Ethan Benson (5:05pm arrival), and Councilmember Jolyon Johnson were present. Council Committee of the Whole member, Cara Christensen, attended.

Mayor Katherine Ross was also in attendance.

## City Staff:

Mike Chambless, Parks & Public Works Director  
Joan Quade, Administrative Assistant  
Pat Fry, P.E., Project Engineer  
Mike Sauerwein, City Administrator  
Andrew Vining, P.E., Project Engineer  
Jimmie Betts IT Support

Chris Miller, Interim I.T. Manager  
Drew Bouta, Finance Manager  
Jeff Hamlin, Deputy Parks & Public Works Director  
Jen Ferguson, Finance & HR Director  
Bob Sterbank, City Attorney

## PUBLIC COMMENTS

None

## MINUTES

October 4, 2022 minutes were approved as written.

## AGENDA BILLS

AB22-128		SR-202 Downtown Snoqualmie Speed Limit Reduction
<b>Recommendation:</b>		<b>Non-consent. Add to Committee Reports on Council agenda</b>
AB22-138		Community Center Expansion Project – Alternative Public Works Contracting Options
<b>Recommendation:</b>		<b>Non-consent. Additional information requested prior to Council meeting, for Committee Reports.</b>

## DISCUSSION

AB22-076		Proposed 2023-2024 Biennial Budget discussed
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**ADJOURNMENT**

There being no further business to come before the Committee, Committee Chair Holloway adjourned the meeting at 6:31 PM.

DRAFT



## BUSINESS OF THE CITY COUNCIL CITY OF SNOQUALMIE

**AB22-155**  
**November 7, 2022**  
Choose an item.

Item 2.

### AGENDA BILL INFORMATION

<b>TITLE:</b>	Ab22-155: Approving the purchase of required computer hardware and equipment for the roll out of Tyler/Munis Enterprise Asset Management, Finance, and other related modules for Parks & Public Works staff	<input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Action Needed:
<b>PROPOSED ACTION:</b>	Motion to approve the purchase of required computer hardware and equipment required for the roll out of Tyler/Munis Enterprise Asset Management from the State bid for an amount not to exceed \$184,000 from FY2022 appropriated monies.	<input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution

<b>REVIEW:</b>	Department Director/Peer	Mike Chambless	10/19/2022
	Finance	Jen Ferguson	10/19/2022
	Legal	Bob Sterbank	10/19/2022
	City Administrator	Mike Sauerwein	10/19/2022

<b>DEPARTMENT:</b>	Parks & Public Works		
<b>STAFF:</b>	Mike Chambless		
<b>COMMITTEE:</b>	Parks & Public Works	<b>COMMITTEE DATE:</b> November 1, 2022	
<b>MEMBERS:</b>	Bryan Holloway	Ethan Benson	Jo Johnson
<b>EXHIBITS:</b>	1. Tyler EAM Brochure 2. Panasonic Toughbook 55 Brochure		

<b>AMOUNT OF EXPENDITURE</b>	\$184,000
<b>AMOUNT BUDGETED</b>	\$ add in overall budget allocation
<b>APPROPRIATION REQUESTED</b>	\$ n/a

### SUMMARY

#### INTRODUCTION

This purpose of this agenda bill is for City Council consideration of and approval of the purchase and provide Parks & Public Works department staffing with the required technology upgrades and equipment totaling \$184,000 to support the newly acquired Tyler/Munis financial information system modules.

#### LEGISLATIVE HISTORY

In 2020 the City Council passed AB21-069 executing a \$2,091,830 contract with Tyler Technologies to purchase enterprise-wide financial information and asset management software, otherwise known as the ERP Project

## BACKGROUND

Upon the approval of AB21-069 with Tyler Technologies for the ERP Project, the City began a process that will reimagine every aspect of service delivery. This interconnected suite of programs will increase efficiency and productivity through out the organization. One module, Tyler Enterprise Asset Management (EAM) [TYLER EAM video](#), specifically creates a citywide asset database, establishes a work order system which automatically updates constituents who report concerns, and provides additional administrative tools to track asset performance. Currently Parks & Public Works is scheduled to begin implementing the software at the end of 2023. Additionally, the financial modules for purchasing including requisitions, purchase orders and vendor management are scheduled for go-live action by July of 2023.

To prepare for the implementation and effective deployment of the software modules, several colossal challenges need to be overcome, such as changing the way the department has operated, assembling the data required to effectively deploy EAM, purchasing and contract management, and equipping Parks & Public Works staff with the technological assets they will require to successfully use the programs. This resolution addresses the challenge of purchasing the required computer hardware and equipment. Simply put, Parks & Public Works does not have the technology it needs to operate in today's environment let alone the planned future environment.

Currently 10 laptops, are assigned to our department and are utilized daily. There are 10 desktop "virtual computers" that work for some activities, but are outdated and not supported by IT. Additionally, two of these "virtual machines" are shared by 6 different staff members. This leads to many "manual processes" and lack of appropriate record retention. For example, currently, Parks & Public Works completes timesheets by hand which produces reams of paper and hours of manual review monthly, not only by over 30 employees but also finance staff who process the manual timesheets. Additionally, not all Parks & PW staff have email accounts, nor the Office suite of tools for necessary communication, schedule management and access to files and technology tools.

To ensure a smooth rollout of the Financial modules and EAM, staff is beginning to compile the needed information for the EAM rollouts via hard copy paper. This means every bench, playground, tree, water valve, pump needs to be located (GPS) data recorded (manufacturer, dates, model numbers). This is creating a data entry nightmare and creating additional opportunities for errors due to our lack of computer equipment. The Analysis Section below is a table showing the current equipment we have, where it is located, and what has been identified as needing to be purchased to meet our needs.

## ANALYSIS

. Below is a table showing what equipment we have and what is being requested:

<b>Computer Current and Needs</b>				
<b>Division</b>	<b>Current</b>	<b>Quantity</b>	<b>Needs</b>	<b>Quantity</b>
Fleet/Facilities	Desktop	3	Toughbook/Hub/Vehicle Mount	3
Parks & Streets	Lenovo Laptop/Desktop	2/2	Toughbook/Toughpad/Hub/Vehicle Mount	4/5
Stormwater & Urban Forestry	Desktop	2	Toughbook/Toughpad/Hub/Vehicle Mount	3/2
Engineering	Lenovo Laptop	2	Lenovo Laptop	1
Water	Lenovo Laptop	3	Toughbook/Hub/Vehicle Mount	7
Sanitation	Desktop	5	Toughbook/Hub/Vehicle Mount	6

Admin	Lenovo Laptop	3		
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<b>Surplus</b>	
Desktops	12
Lenovo Laptop	5

Panasonic tough books and pads have been identified as the new computer hardware due to their resilience and the nature of the environment that our public works teams are working in daily. Many municipalities utilize tough books for public works operations. Staff intends to use the Statewide Contract for the acquisition of these units. Being a direct service delivery department, most of our team is in the field for most of their shifts. This will require that the computer equipment is capable of being mobile, robust, and able to survive the wet, cold, hot, and dry environment we work in. Staff will be required to always have their computers with them for the EAM module to be effectively used. For example, Staff will receive work orders in the field and be able to complete checklists or provide important information remotely.

### BUDGET IMPACTS

Administration recommends approving the purchase of required computer hardware and equipment in the amount of \$159,821 for the roll out of the Tyler Munis Enterprise Asset Management system and other related modules. This project has a current budget of \$1,800,000 of which the City appropriated \$1,470,000 for the 2021-2022 biennium. \$472,489 has been incurred against the project budget to-date with \$1,069,548 in outstanding contractual value. As a result, the City has a remaining project budget of \$257,963. When accounting for this purchase, the City will have a remaining project budget of \$98,142. While this purchase was not planned as part of the project, the City did set aside \$210,000 in contingency for other potential uses. Sufficient appropriation exists within the 2021-2022 Biennial Budget to fund the purchase (Information Technology Fund #502).

<b>Project Budget</b>	<b>\$1,800,000</b>
<i>Expenditures (Less)</i>	<i>\$472,489</i>
<i>Outstanding Contractual Value (Less)</i>	<i>\$1,069,548</i>
<b>Current Remaining Budget</b>	<b>\$257,963</b>
<i>Proposed Purchase/Contract (Less)</i>	<i>\$159,821</i>
<b>Remaining Budget After Purchase/Contract</b>	<b>\$98,142</b>

### PROPOSED ACTION

Motion to approve the purchase of required computer hardware and equipment required for the roll out of Tyler/Munis Enterprise Asset Management from the State bid for an amount not to exceed \$184,000 from FY2022 appropriated monies.



# Enterprise Asset Management

ENTERPRISE ASSET MANAGEMENT FOR THE PUBLIC SECTOR



## Maintenance

Asset maintenance enables you to track and maintain assets effectively, increasing the reliability of physical assets, enhancing predictive maintenance, and providing configurability to address your most important asset management challenges.

Designed for the field and office, asset maintenance maximizes your field-focused workforce using web-enabled programs as well as iPhone® and Android® mobile apps. This allows workers in the field to easily see their work, complete work orders on assets, manage inventory, and allocate resources from anywhere at any time.

## Performance

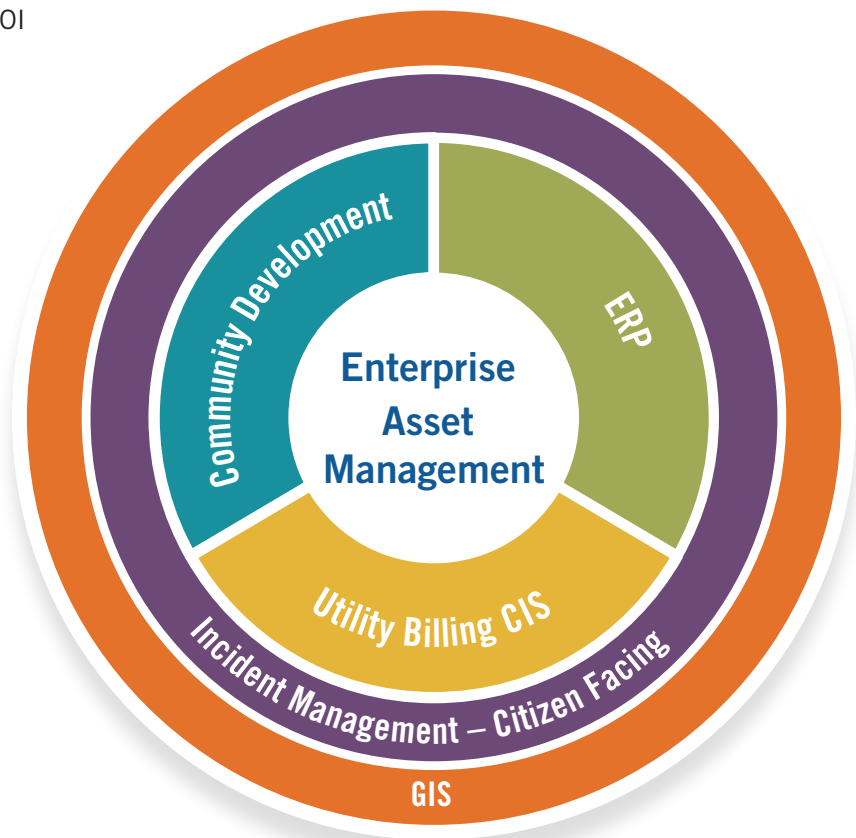
Asset performance provides insight into the health of your assets and helps asset managers plan, prioritize, and budget for future work that will maximize the ROI from those assets. This empowers your organization by intuitively surfacing key asset-related data and provides robust analytical tools to support informed asset management decision making.

## GIS

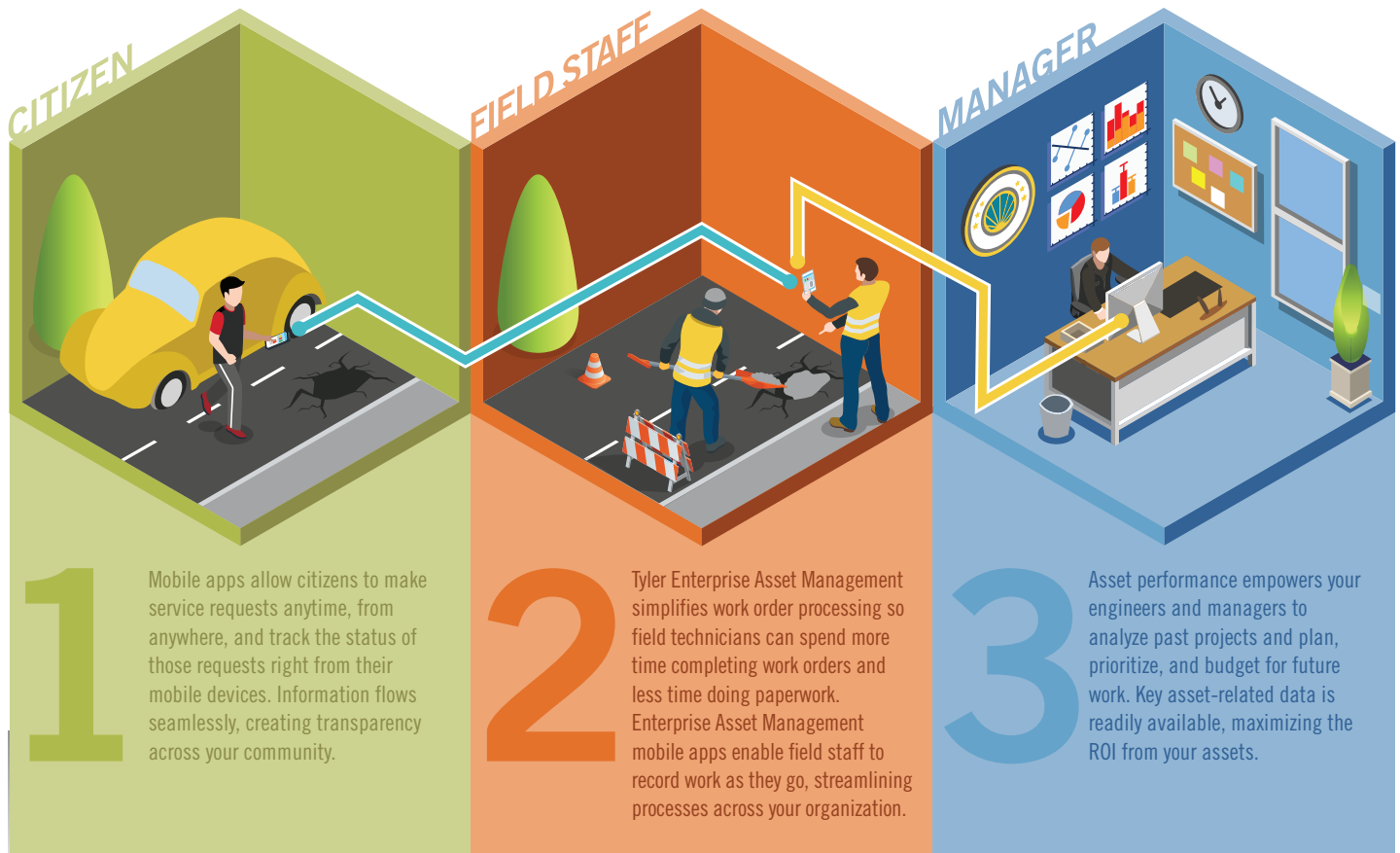
Tyler's GIS-enabled applications utilize Esri® ArcGIS tools, and offer dynamic maps and geographic information system (GIS) data and services via the web, allowing cities and local government to publish, discover, and share GIS information. These GIS-enabled applications allow you to view layers of GIS information on assets' associated information, such as work orders. With appropriate permissions, you can view, create, edit, and delete assets, as well as view the GIS attributes, work history, and create new work orders right from the map. GIS is designed to integrate with your organization's existing ArcGIS server and is accessible from all of Tyler GIS-enabled applications.

## Tools for today to plan for tomorrow

- Track, rate, and manage your assets with detailed inventory and condition assessments
- Schedule preventative maintenance and extend life of assets
- Review work orders and update them as completed
- Proactively manage infrastructure assets
- Plan and monitor unexpected and expected work activities, from initial request through completion
- Manage critical business processes using a configurable dashboard
- Make informed decisions to repair, refurbish, or replace an asset
- Determine viability of assets with operational analytics
- Make decisions on how to best use resources







## Maximize Efficiency with Integrated Solutions

As a public sector organization, you need an intuitive solution for managing asset data and maintenance activities. Enterprise Asset Management is a mobile-enabled, GIS-centric maintenance management solution that is optimized for use in both the office and in the field. From citizen to technician and back again, Enterprise Asset Management offers insight to all stakeholders in both your organization and community.

Fully integrated with Tyler enterprise solutions, Enterprise Asset Management works seamlessly with your ERP, community development, and citizen portals to increase your productivity, enhance your reporting and analytics, streamline your decision making, and connect your community.

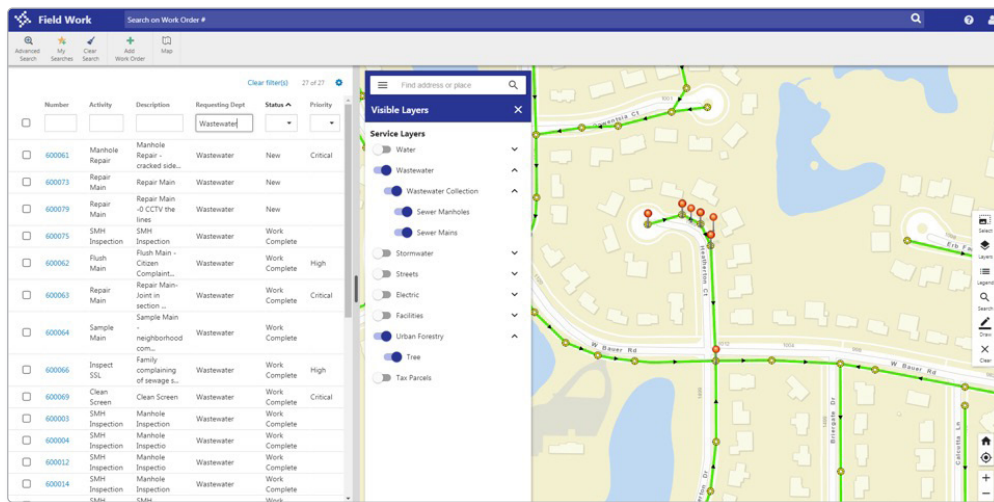
## Flexible Technology

Tyler solutions are designed to make the public sector more efficient. That means putting the right technology in your hands. With Hub, monitor key processes and quickly executes routine tasks, workers in the field use mobile apps, your IT team has cloud hosting with built-in disaster recovery, and more. Tyler gives you what you need to get the job done well.

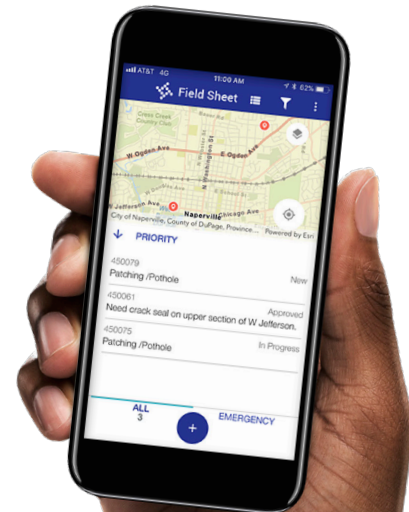
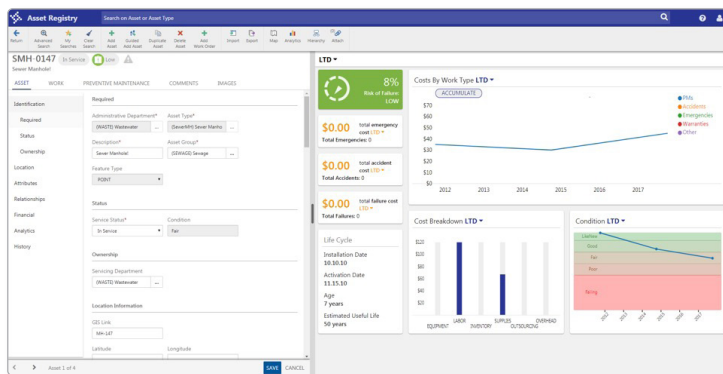
## A Long-Term Partnership — The Tyler Advantage

Selecting a Tyler solution is more than just a software application — it's a partnership that will meet your needs today and for years to come. We are committed to the public sector and to developing new features and tools that keep our clients up-to-date with what they need to manage their organizations. Tyler has a 97 percent client retention rate, and many of our clients have been with us for more than 20 years.

How is that possible? Tyler's evergreen product development philosophy. We continue to invest in our solutions, ensuring that Tyler solutions are developed with public sector best practices in mind, and we use the latest technology and tools to ensure client success. We then deploy these new features to our clients annually at no cost as part of the annual maintenance agreement. Tyler is committed to growing with you for years to come.



*Enterprise Asset Management and mobile apps help remote employees access schedules and project documentation, thereby improving productivity on site.*





## How does enterprise asset management improve public sector operations?

Tyler Technologies' Enterprise Asset Management software solution is specifically designed to meet the needs of public sector organizations: It offers a complete view of your organization's infrastructure and direct interaction with your constituents, providing integrated transparency to support your community and its goals.

The management of an organizational infrastructure is never limited to the asset itself, but rather the complete view of the asset and how it functions as part of the greater infrastructure. Enterprise Asset Management is the only solution that offers a complete view of your assets, from procurement to retirement, and all maintenance required through the life of those assets.

Enterprise Asset Management is an enterprise solution designed to help public sector organizations achieve both tactical, short-term goals and strategic, long-term goals by leveraging connections to financial, planning, incident management, and customer-based data throughout your organization to streamline work processes and quantify the value you receive from your assets.



## About Tyler Technologies, Inc.

Tyler Technologies (NYSE: TYL) provides integrated software and technology services to the public sector. Tyler's end-to-end solutions empower local, state, and federal government entities to operate more efficiently and connect more transparently with their constituents and with each other.

By connecting data and processes across disparate systems, Tyler's solutions are transforming how clients gain actionable insights that solve problems in their communities. Tyler has more than 37,000 successful installations across more than 12,000 locations, with clients in all 50 states, Canada, the Caribbean, Australia, and other international locations.

Tyler was named to Government Technology's GovTech 100 list five times and has been recognized three times on Forbes' "Most Innovative Growth Companies" list. More information about Tyler Technologies, an S&P 500 company headquartered in Plano, Texas, can be found at [tylertech.com](https://tylertech.com).

[info@tylertech.com](mailto:info@tylertech.com) | [tylertech.com](https://tylertech.com)



**Empowering people who serve the public®**





## TOUGHBOOK Product Portfolio

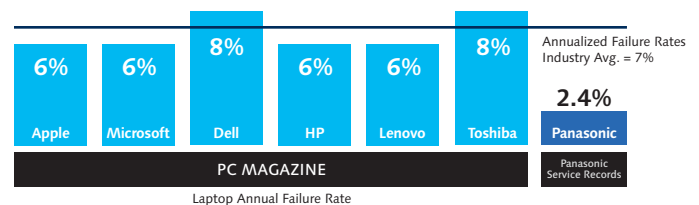
From military bases to patrol cars, on the shop floor or in a lab, on the road or in the field, Panasonic is helping to keep organizations moving forward.

Engineered to withstand drips, drops, dust and grime TOUGHBOOK® computers thrive and survive in the hardest of environments. Panasonic is committed to delivering mobile computing solutions that help you get the job done, wherever it takes you.

- Select TOUGHBOOK mobile devices go beyond the standard safety testing to achieve Hazardous Locations Class 1 Div 2 certification<sup>1</sup>, TPM 2.0 and are TAA-compliant, approved for government deployment.
- Panasonic and its partners design a wide assortment of heavy-duty docks, mounts and other peripherals including barcode readers, printers and magstripe readers—to expand and enhance the TOUGHBOOK capabilities.
- Panasonic values keeping backward compatibility to allow customers to save the expense and hassle of replacing vehicle docks every time a new model is introduced.
- Panasonic is the only major manufacturer that designs, builds and tests its mobile devices in its own factory—allowing quality control, consistency and parts availability to be monitored every step of the way.

## INDUSTRY AVERAGE FAILURE RATE

Panasonic devices are over five times more reliable than the average laptop used by businesses across America.\*



\*Comparing 2019 Panasonic actual data for TOUGHBOOK family of devices to PC Magazine reader-reported data for competitors in the same time period.

Not only is a TOUGHBOOK purpose-built to withstand extreme mobile environments, but it has the exclusive Panasonic ProServices support team standing behind it. To help ensure uninterrupted worker productivity and efficiency, Panasonic offers support and services throughout the lifecycle of your mobile computing device.

Panasonic ProServices for TOUGHBOOK include:

- Pre-deployment consulting
- Engineering design and field engineering expertise
- Deployment services (imaging, asset tagging, etc.)
- Warranty coverage and maintenance services
- Hard drive replacement
- End of life recycling

MOBILITY SOLUTIONS





## TOUGHBOOK 55

14" Semi-rugged Windows® 10 & 11 | 810H | 3' Drop | IP53

- Optional 1000 nit gloved multi touch model
- Innovative modular design & user-removable accessory expansion packs (xPAK's) offer unparalleled customization
- Intel® Core™ i5 processor (i7, 64GB & vPro® optional)
- Vehicle & desktop dock backwards compatibility
- Infrared 2MP webcam w/tetra-array microphones & privacy cover
- Optional FirstNet Ready™ 4G modem (up to 600Mbps)
- Up to 19-hour battery life (38 w/optional 2nd battery)



## TOUGHBOOK 40

14" Fully-rugged Win 10&11 | 810H | 6' Drop | IP66 | C1D2¹

- 1200 nit gloved multi touch display
- Innovative modular design & user-removable accessory expansion packs (xPAK's) offer unparalleled customization
- Intel® Core™ i5 vPro® processor (i7 & 64GB opt.); opt. AMD dGPU¹
- Infrared 5MP webcam w/tetra-array microphones & privacy cover
- Opt. FirstNet Ready™ 5G (Sub6+mmWave) modem¹ or 4G modem (up to 2Gbps)
- 18-hour battery life (36 w/optional 2nd battery)



Keyboard sold separately

## TOUGHBOOK 33

12" Fully-rugged Win 10&11 | 810G | 4-5' Drop | IP65 | C1D2

- 1200 nit gloved multi touch + digitizer display
- Intel® Core™ i5 vPro® processor (i7 & 32GB optional)
- 2-in-1 with optional keyboard
- Optional quick-release SSD & rubber keyboard
- Vehicle dock backwards compatibility with VDA
- Optional FirstNet Ready™ 4G modem (up to 600Mbps)
- 10-hour battery life (20 w/optional long life battery)



Keyboard sold separately

## TOUGHBOOK G2

10.1" Fully-rugged Windows® 10 & 11 | 810H | IP65 | C1D2

- 1000 nit gloved multi touch + digitizer display
- User-removable expansion packs (xPAK's) including thermal camera, barcode reader, CAC reader and more
- Intel® Core™ i5 vPro® processor (i7 & 32GB optional)
- 2-in-1 with optional keyboard
- Quick-release SSD
- Opt. FirstNet Ready™ 5G (Sub6+mmWave) modem or 4G modem (up to 600Mbps)
- 18.5-hour battery life



## TOUGHBOOK A3

10.1" Fully-rugged Android™ 9 | 810H | 6' Drop | IP65

- 800 nit max gloved multi touch display
- Qualcomm® octa-core processor
- NFC & optional 2nd USB-A or barcode or insertable SmartCard reader
- Optional FirstNet Ready™ 4G modem
- 9-hour battery life (15.5 w/opt long life battery) & hot swappable



## TOUGHBOOK S1

7" Fully-rugged Android™ 10 | 810H | 5' Drop | IP65 & IP67

- 500 nit gloved multi touch display
- Qualcomm® octa-core processor
- NFC & optional 2nd USB-A, portrait or landscape barcode reader
- Optional FirstNet Ready™ 4G modem
- 9-hour battery life [14.5 w/opt long life battery] & warm swappable



## TOUGHBOOK N1

4.7" Fully-rugged Android™ 9 | 810G | 7' Drop | IP66 & IP68

- 500 nit gloved multi touch display
- Qualcomm® octa-core processor, 3GB RAM, 32GB Flash
- NFC & barcode reader
- Optional dual SIM & cellular voice capability
- Optional FirstNet Ready™ 4G modem
- 12-hour battery life (19 w/opt long life battery) & warm swappable



## TOUGHBOOK N1 Tactical

4.7" Fully-rugged Android™ 9 | 810G | 7' Drop | IP66 & IP68

- 500 nit gloved multi touch display
- Qualcomm® octa-core processor, 4GB RAM, 64GB Flash
- NFC & optional NIAP Certification
- Dual SIM & cellular voice capability
- 12-hour battery life & warm swappable

