Honorable Members,

On July 16, 2013 the Council passed Ordinance 3001 to provide contracted services, 2.0 staff and funding to install and implement a new city-wide enterprise application. This application will replace our current financial, human resources, payroll, asset management, utility billing, business licenses, project and grant accounting, fleet management, and risk management applications and combine them into one application that interact seamlessly with each other. This memo provides the status of our project. The project has started and remains on schedule. During 3rd quarter 2013 the following project tasks were accomplished:

- We have branded the project as the Lynnwood Enterprise Application Project or LEAP. We felt this acronym was appropriate because we are essentially LEAPing into the future with the new Munis application.
- The City signed a contract for $683,667 with Tyler Technologies for the installation and implementation of Tyler's Munis software suite.
- Finalized Overall Implementation Plan with Tyler and City staff (see pages 2 & 3).
- Finalized Phase 1 – Financial Calendar and Project Plan which includes establishing process flow and the go-live date for the related modules within this Phase.
- System hardware/operating system purchased (per Tyler recommendations) and installed.
- Completed Munis software installation and verification testing.
- Designed and published a periodic newsletter to keep City staff informed of the status of all project activities. We have published three (3) editions thus far.
- We are in the final stages of hiring a new programmer to augment staff for software install. Currently reviewing and pursuing utilization of the remaining project position.
- Conducted 76 meetings involving City staff and/or Tyler. The meetings have consisted of analysis of modules, kick-offs, demos, communication to sponsors, directors, and staff, etc.
- Transferred $250,000 to Fund 332 for support of the project. Fund allocations were $168,918 (2/3) from the General Fund and $81,082 (1/3) from the Utility Fund.
- Determined Phase 2 start date as February 5, 2014. Beginning in depth reviewing of Phase 2 Project Plan.
• No payments to the vendor have been required or made thus far.

**LEAP- Overall Implementation Plan**

We will be implementing Tyler Munis for the next two years. The general timeline is presented below:

- **Phase 1 – Financials – Sept. 2013 – July 2014**
  - Chart of Accounts, Budget, General Ledger, Accounts Payable, Bid Management, Contract Management, Fixed Assets, Inventory, Project & Grant Accounting, Purchase Orders, Requisitions, Treasury Management, Content Management, Business and Vendor Self Service

- **Phase 2 – HR/Payroll - Feb. 2014 – Nov 2014**
  - HR Management, Payroll with Employee Self Service, Risk Management, Applicant Tracking, Employee Expense Reimbursement

  - Fleet & Facilities

  - Accounts Receivable, General Billing, Tyler Cashiering, Utility Billing, Central Property File, Citizen Self Service, GASB 34 Reporting

  - GIS Integration