



## MEMORANDUM

**To:** Mayor and City Council

**From:** Jerod Anderson, Director of Enterprise

**Date:** Solutions November 9, 2021

**Reference:** Consider approval of a service agreement with Xylem Technologies, LLC for the PIER Project in the amount of \$60,500.00 available in the PIER Project; and authorize the City Manger to sign any necessary documents.

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### Introduction:

We are currently working on PIER Project Phase IV which is the Utility Billing portion of the project. This project has been ongoing for many months. The Enterprise Solutions Department has had dedicated staff to support this portion of the project. The work includes backend database validation and numerous complex SQL queries/stored procedures, as well as numerous report creation. The resource identified to do this work on behalf of the department has resigned to finish obtaining her doctorate in data science. Therefore, we are in need of staff augmentation to support the remainder of the work prior to and after go live.

### Analysis:

We have been able to identify a resource that has specific knowledge of the Tyler Munis software and has previously performed work within the Munis database for another entity. Her name is Melissa Shipley and she works for Xylem Technologies. Due to her specific experience/expertise that she can provide we would like to enter into an agreement with Xylem. The specific scope of work the contractor will provide is listed below.

- The resource will work on SQL Database using SQL Management Studio
- The resource will write complex SQL queries and Stored Procedures
- The resource will have experience with ETL processes
- The resource will have experience with establishing the crosswalks and perform data mapping / conversions related activities
- The resource will have knowledge of Tyler Munis Database
- The resource will provide support to the Project Team on a daily basis
- Complete Validations using SQL and Excel (vlookup)

The anticipated schedule would be for her to work approximately 40hrs per week beginning November 10, 2021 through February 8, 2022. The agreement identifies 550 working hours billable at \$110 per hour. This rate is fair and reasonable considering the current market conditions.

**Legal Review:**

Agenda item did not require legal review as the contract is the standard for purchase contract drafted by our legal firm and was vetted by our Chief Procurement Officer.

**Fiscal Impact:**

The fiscal impact of this Agenda item is \$60,500 based on 550hrs billable at \$110 per hour. The terms of the agreement are Time and Materials, therefore the actual expenditure could be more or less depending on the actual work performed.

**Recommendation:**

The Enterprise Solutions Department recommends approval.