

AGENDA ITEM SUMMARY SHEET
VILLAGE COUNCIL MEETING
September 20, 2023

Agenda Item:

Tyler Munis Project Management

Motion to approve the engagement for Horizon Solutions Group, Inc. between the Village of Estero and Horizon Solutions Group, Inc.

Authorize the Village Manager to execute the engagement documents on behalf of the Village of Estero Council.

Background:

On June 21, 2023, Council authorized staff to move forward with the implementation of Munis a Tyler Technologies Enterprise Resource Planning (ERP) Solution. Total cost of implementation is \$253,687 which includes all implementation and three years of annual fees (please note \$9,590 in estimated travel expenses is not included). Funding is included in the Villages' Fiscal Year 2023-2024 Capital Improvement Plan.

Horizon Solutions Group, Inc. is licensed, insured, and located in Lee County. In the past, Horizon has engaged the Village to provide Interim Finance Director services and financial statement preparation and audit support. Their President, Britt Martin, has led both engagements. Britt is an accomplished government finance professional who has provided exceptional services in both prior engagements.

Description:

To implement Munis successfully and expeditiously, staff requires an outside project manager. Staff recommends engaging Horizon Solutions Group, Inc. to provide project management services for Tyler Munis. Britt Martin will be serving as the project manager. Britt's recent and intimate knowledge of the Village's financial systems cannot be replicated. Additionally, she recently led the successful implementation of Munis at another Florida municipality.

This professional services engagement is exempt from the competitive bidding procedures outlined in Ordinance No. 2015-06. All purchases in excess of \$50,000 require Council approval.

Action Requested:

Motion to approve the engagement for Horizon Solutions Group, Inc. between the Village of Estero and Horizon Solutions Group, Inc.

Authorize the Village Manager to execute the engagement documents on behalf of the Village of Estero Council.

Process and Timeline:

Britt will begin services immediately under this engagement.

Financial Impact:

Britt will perform services at a discounted rate of \$175 per hour with a “Not to Exceed” amount of \$70,000.

Prepared by: Kevin Greenville, CPA

Attachments:

1. Tyler MUNIS Project Management Engagement Letter