

AGENDA ITEM SUMMARY SHEET
VILLAGE COUNCIL MEETING
June 19, 2024

Agenda Item:

Tyler Munis Project Management

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.

To implement Munis successfully and expeditiously, staff required an outside project manager. Staff recommended engaging Horizon Solutions Group, Inc. to provide project management services for Tyler Munis. On September 20, 2023, Council approved Horizon Solutions Group to provide 400 hours of project management services at \$175 per hour not to exceed \$70,000. Britt Martin served as the project manager. Britt previously worked as the Interim Finance Director for the Village. 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.

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 all prior engagements.

Description:

To provide full project management implementation services, Horizon Solutions Group, Inc. and Village Staff anticipated a need of 800 hours at a cost not to exceed \$140,000. Ultimately, staff brought forward to Council a request for 400 hours at a cost not to exceed \$70,000. This change required a strategic shift of project management responsibilities and duties. The project manager focused on project planning and data and general ledger conversions. The remaining implementation work was performed by Village Staff.

During this engagement a need arose for Horizon to provide financial statement and audit preparation services. The project manager spent 53 hours of their allocated 400 hours on these audit services. With new Finance staff coming on board, the Village does not anticipate using Horizon Solutions Group for future audits.

Regarding the direct costs from Tyler on implementation, the contract was approved at three years of annual SaaS fees totaling \$41,429 and implementation professional services totaling \$138,990. During implementation, staff removed three modules from Munis reducing future annual fees by \$6,168. Through May 31, 2024, Tyler professional service costs totaled \$78,000 or 56% of total approved costs. This amount will rise in June as Tyler is providing further implementation services, however there is no anticipation of exceeding the budget. Total costs to date are as follows:

1st Annual SaaS Fee: \$41,429 (Will be \$35,261 in years 2 and 3)

Horizon Costs: \$60,725 (347 Hours Other 53 Hours on Audit)

Tyler Costs: \$78,000

Total **\$180,154**

Within the \$138,990 is \$11,000 of unused conversion hours. These funds remain unused because Britt has taken the lead and performed data conversions. Staff intends to not use these funds and have this supplement the additional request of services for Horizon.

Munis went live on Monday, June 3 as initially planned. Staff have performed a check run and are continuing to work on the new solution. The Finance Director intends to provide a comprehensive update to Council at a work session on July 3.

Britt Martin has gone above and beyond in her service to the Village providing exceptional value for the cost. She is efficient and is always conscious of her time. She has met the approved 400 hours (which included 53 hours on the audit) and anticipates needing an additional 80 hours not to exceed \$14,000 to complete her implementation services. The remaining conversions include nine months of detailed history for fiscal year 2023-2024 and 1099 vendor history.

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 Martin will begin services immediately under this engagement.

Financial Impact:

Britt Martin will perform services at a discounted rate of \$175 per hour with a “Not to Exceed” amount of \$14,000.

Prepared by: Kevin Greenville, CPA

Attachments:

1. Tyler MUNIS Project Management Engagement Letter