



MEMORANDUM

Town Manager's Office

TO: LAUREL PREVETTI, TOWN MANAGER

ok'd by phone
MAYOR REVIEW 6-19-2019
(conversation with Manager)

FROM: CHRIS GJERDE, IT MANAGER

SUBJECT: **Second Amendment to Agreement for Consultant Services**
Lynx Technologies – GIS Services

DATE: June 18, 2019

tm rec'd 6/18/19

RECOMMENDATION:

It is recommended that the Town Manager execute a Second Amendment to the Agreement for Consultant GIS Services with Lynx Technologies for an additional term of two months, from July 1, 2018 through August 31, 2019, and additional compensation of \$5,000, for a total amount not to exceed \$54,000.

BACKGROUND:

The original Agreement for Consultant Services with Lynx Technologies for GIS services, dated July 1, 2018, remains in effect until June 30, 2019 for a total amount not to exceed \$46,000.

The First Amendment to the Agreement, dated May 6, 2019, increased compensation to a total amount not to exceed \$49,000 only.

DISCUSSION:

Staff is currently working with Lynx Technologies on a multi-year agreement that will go to the Town Council for approval in August. In the meantime, the Town may extend the existing agreement for an additional two months, with increased compensation of \$5,000, in order to allow uninterrupted use of GIS services until the multi-year contract goes to Council in August.

The other option is to freeze GIS consulting hours for the next couple months. This is not recommended as GIS has become a useful daily tool for staff.

PREPARED BY: CHRIS GJERDE, IT Manager and HOLLY ZAPPALA, Management Analyst

Reviewed as necessary: Town Manager, Assistant Town Manager, Town Attorney, Finance Director

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CONCLUSION:

Staff recommends that the Town Manager execute a Second Amendment to the Agreement for Consultant Services with Lynx Technologies for an additional term of two months, from July 1, 2018 through August 31, 2019, and additional compensation of \$5,000, for a total amount not to exceed \$54,000.

FISCAL IMPACT:

There are sufficient funds available in the IT budget.

Attachments:

1. Draft Second Amendment to Agreement
2. Agreement 18.145 for Consultant Services – Lynx Technologies
3. First Amendment 19.067 to Agreement