



## Cover Memorandum/Staff Report

---

**File #:** 25-108

**Agenda Date:** 2/4/2025

**Item #:** 6.F.3.

---

**TO:** Mayor and Commissioners  
**FROM:** Jay Stacy, Chief Technology Officer  
**THROUGH:** Terrence R. Moore, City Manager  
**DATE:** February 4, 2025

MOTION TO APPROVE A CONTINUITY OF SERVICES AGREEMENT WITH FLIPSIDE GEOGRAPHICS, LLC FOR THE COMPLETION OF GIS CONSULTING SERVICES WHILE THE CITY ENGAGES IN A COMPETITIVE SOLICITATION

**Recommended Action:**

Motion to approve Professional Services Contractor agreement with Flipside Geographics, LLC for completion of GIS Consulting Services on select projects through a Best Interest Approval while the City engages in a Competitive Solicitation for future services .

**Background:**

The City's Geographic Information Systems (GIS) infrastructure was in need of major upgrades to provide the necessary interfaces to new software implementations for the Development Services, Utilities, Neighborhood and Community Services, Police, and Fire Departments. The GIS Consulting Services of Flipside Geographics, LLC was recommended by other cities for these advanced tasks. These services were originally procured using the Exemption for Consultant/Professional Services up to \$65,000 with approval of the City Manager in January 2023. The agreement provided for a flat rate of \$135 per hour.

These projects are nearing completion, but we have exceeded the limits permitted in the exemption by \$6,125. To bring these projects to a final close, an additional \$20,000 is needed.

At this time we are requesting retroactive approval of the \$6,125 that was needed to keep the projects on track and approval of an additional \$20,000 to continue using the services of Flipside Geographics to complete the current projects.

This purchase is utilizing the City's Best Interest waiver of the City's purchasing policies in order to complete the project with the same vendor. While these projects are being completed, a competitive solicitation process will begin to address any future needs for this type of expertise.

**Attachments:**

1. Best Interest Approval

**Funding Source/Fiscal Impact:**

001-16-000-516.31-90 (Professional Services)

Other Department Accounts as needed