



TO: Mayor Shaun Sipma
Members of the City Council

FROM: Lance Meyer, P.E., City Engineer

DATE: April 18, 2022

**SUBJECT: CITYWORKS AND PAYMENTUS INTEGRATION STATEMENT OF WORK
(4423)**

I. RECOMMENDED ACTION

1. Approve the statement of work with Paymentus for Cityworks integration and authorize the mayor to sign the statement of work;
2. Approve the attached budget amendment and use of general fund cash reserves to pay for the integration

II. DEPARTMENT CONTACT PERSONS

Lance Meyer, City Engineer	701-857-4100
Emily Huettl, Assistant City Engineer	701-857-4100

III. DESCRIPTION

A. Background

Staff and consultants are in the final stages of the Cityworks implementation. One of the final tasks is integrating with the City’s online credit card processor Paymentus.

B. Proposed Project

Now that the Cityworks system is built, staff and consultants have the information needed to integrate to Paymentus. The integration scope of work is included in the contract with Timmons Group, our Cityworks implementer. However, staff did not know what Paymentus would charge for the integration until now.

C. Consultant Selection

N/A

IV. IMPACT:

A. Strategic Impact:

N/A

B. Service/Delivery Impact:

With the new online portal, customers will be able to apply for licenses and permits from anywhere and make credit card payments online saving them time and expense.

C. Fiscal Impact:

Project Costs

The statement of work with Paymentus is scoped at \$2,500.

Project Funding

The funding will come from general fund cash reserves.

V. CITY COUNCIL ASPIRATIONS

This item accomplishes two council aspirations: dynamic and prosperous, and excellent and connected.

VI. ALTERNATIVES

1. Council could deny the integration scope of work. However, the city would not be able to take online credit card payments for permits and licenses through our online portal. Citizens would physically have to come to the departments to make a payment.

VII. TIME CONSTRAINTS

Approval by the council allows the integration design to continue.

VIII. LIST OF ATTACHMENTS

- A. Budget Amendment
- B. Scope of Work