



City of Killeen

Legislation Text

File #: RS-24-048, **Version:** 1

Consider a memorandum/resolution authorizing the renewal of annual maintenance agreement of Municipal Court Software, in an amount of \$258,282.

DATE: **March 5, 2024**

TO: **Kent Cagle, City Manager**

FROM: **Willie Resto, Executive Director of Information Technology**

SUBJECT: **Renewal of annual maintenance agreement of Municipal Court Software**

BACKGROUND AND FINDINGS:

The Tyler Technologies Incode court case management software is used for Municipal Court case management functions, the current system allows for automated document indexing, multiple document review, removal of closed cases from the electronic database, and automated email correspondence. This software is an essential tool in managing court cases, warrants, statistical reporting, and other mission critical activities.

This contract provides for annual software support and maintenance of the INCODE Court Case Management System used by the Municipal Court Department.

This is a three-year software support and maintenance contract of the INCODE court case management system used by the Municipal Court Department. INCODE is an essential tool in managing court cases, warrants, statistical reporting, and other mission critical activities.

Using the Court Notifications module allows the City's Municipal Court to be in compliance with the requirements of the Code of Criminal Procedure Article 103.0033 and Title 1,175.3 of the Texas Administrative Code (TAC) which is a Collection Improvement Program. The State of Texas Office of Court Administration audits the Municipal Courts delinquency phone calls for defendants who have convictions and have received a payment plan or an extension for their citations.

The software support and maintenance agreement is only available from Tyler Technologies, Inc.; therefore, the purchase is exempt from the competitive bidding statutes in accordance with the Texas Local Government Code, Section 252.022(a) 7 as sole-source procurement.

THE ALTERNATIVES CONSIDERED:

None.

Which alternative is recommended? Why?

Renewal of this support keeps the City's Municipal Court Management software system legally licensed and under support by Tyler Technologies, Inc.

CONFORMITY TO CITY POLICY:

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FINANCIAL IMPACT:

What is the amount of the revenue/expenditure in the current fiscal year? For future years?

FY 2024 expenditure is \$81,929. FY 2025 will be \$86,026 with a 5% increase and FY 2026 will be \$90,327 with a 5% increase.

Is this a one-time or recurring revenue/expenditure?

Recurring

Is this revenue/expenditure budgeted?

Yes, funding is available in the Information Technology Internal Service Fund account 627-2705-419.61-40.

If not, where will the money come from?

N/A

Is there a sufficient amount in the budgeted line-item for this revenue/expenditure?

Yes

RECOMMENDATION:

Staff recommends that the City Council approve the renewal of annual maintenance agreement of Municipal Court Software with Tyler Technologies in an amount of \$258,282, and that the City Manager or designee be expressly authorized to execute any and all change orders within the amounts set by state and local law.

DEPARTMENTAL CLEARANCES:

Purchasing
Finance

Legal

ATTACHED SUPPORTING DOCUMENTS:

Contract Amendment
Contract Verification Form
Presentation