



## AGENDA MEMORANDUM

Future Item for the City Council Meeting of February 12, 2019  
Action Item for the City Council Meeting of February 19, 2019

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**DATE:** February 12, 2019

**TO:** Keith Selman, Interim City Manager

**FROM:** Gilbert Hernandez, Director of Municipal Court [GilbertH@cctexas.com](mailto:GilbertH@cctexas.com)  
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### InCode Software for Municipal Court

#### **CAPTION:**

Resolution authorizing a five-year service agreement for InCode software maintenance and support with Tyler Technologies of Plano, Texas for an amount not to exceed \$864,818.

#### **PURPOSE:**

The purpose of this agenda item is to enter into a new contract to continue the utilization of this Municipal Court software that was implemented in 2013.

#### **BACKGROUND AND FINDINGS:**

Municipal Court staff, with the assistance of Municipal Information Systems evaluated software from a number of providers in 2013. InCode Municipal Court Software was the software chosen. At that time, InCode was the software of choice by over 500 cities in Texas.

City Council previously approved a five-year maintenance agreement along with the license agreement in 2013. Municipal Court staff are pleased with the performance of the software and recommend entering into a new five-year agreement to continue the service, as a sole source purchase.

**ALTERNATIVES:**

Solicit for other software; however, there will be a large expense to convert everything to a new system.

**OTHER CONSIDERATIONS:**

No feasible considerations

**CONFORMITY TO CITY POLICY:**

This purchase conforms to the City’s purchasing policies and procedures and State Statues regulating procurements.

**EMERGENCY / NON-EMERGENCY:**

Non-emergency

**DEPARTMENTAL CLEARANCES:**

Municipal Court, IT Department and Purchasing Division

**FINANCIAL IMPACT:**

Operating       Revenue       Capital       Not applicable

<b>Fiscal Year: 2018-2019</b>	<b>Current Year</b>	<b>Future Years</b>	<b>TOTALS</b>
Line Item Budget	\$258,943.00	\$701,365.00	\$960,380.00
Encumbered / Expended Amount	\$30,665.00	\$0.00	\$30,665.00
This item	\$163,453.00	\$701,365.00	\$864,818.00
<b>BALANCE</b>	<b>\$64,724.37</b>	<b>\$0.00</b>	<b>\$64,724.37</b>

Fund(s): General Fund/ Muni Court Technology

**Comments:** The contract value total is a not-to-exceed \$163,453 for the first year, of which all will be funded in next year and the following years in future year’s budgets. The total contract value for five years will be a not-to-exceed \$864,818.

**RECOMMENDATION:**

Staff recommends approval of the Motion.

**LIST OF SUPPORTING DOCUMENTS:**

Service Agreement  
Verification Addendum