



# City of Galveston

## MUNICIPAL COURT STAFF REPORT

**Date** January 27, 2022

**To:** City Manager  
Mayor and City Council Members

**From:** Gladys Lopez, Municipal Court, Clerk of Municipal Court

**Request:** Consider for approval authorizing payments to Tyler Technologies for a total amount of \$51,326.00 for software maintenance of the court case management system through the end of Fiscal Year 2022.

### **Prior Council Action**

City Council has approved the yearly maintenance agreement since 2005.

### **Background**

The Municipal Court purchased and began using Incode, the software system provided by Tyler Technologies, in 2004. The Municipal Court uses Incode to file all criminal and civil cases, manage court dockets, schedule cases for hearings, subpoena officers and witnesses for trial, set alternative sentencing options, process payments, manage payment plans, create reports for compliance with state and federal laws, and so forth.

Since the purchase of the software in 2004, the Municipal Court has also purchased additional modules from Tyler Technologies providing for a collection agency export interface, a parking citation interface, the Brazos ticket writer interface, import of OSSI citations, and the support and hosting of the City's payment website. Tyler Technologies is the sole source provider for maintenance of the software.

### **Fiscal Impact Report**

The current amount due is \$46,098.09. It is anticipated that the total remaining fees due through the end of the current fiscal year for maintenance of the Brazos ticket writer interface module will be \$5,227.91.





# City of Galveston

## MUNICIPAL COURT STAFF REPORT

| Funding Source  | Amount      |
|---|-------------|
| General Fund - Maintenance Contracts Account          | \$23,400.00 |
| Court Technology Fund - Maintenance Contracts Account | \$27,926.00 |
| Total   | \$51,326.00 |

### Alternatives

- A. Approve the payment for a total amount of \$51,326.00 to Tyler Technologies for software maintenance. Approval will provide the Municipal Court with maintenance to the system and support necessary to perform essential departmental duties.
  
- B. Disapprove the payment. The Municipal Court will not receive any required patches and updates to the software. Technology Services will not be able to guarantee the programs will remain functional.

### Staff Recommendation

Concur with Alternative A and approve payment for software maintenance to Tyler Technologies for a total amount of \$51,326.00.

### Attachments

Tyler Technologies Invoice No. 025-357801





**Remittance:**  
 Tyler Technologies, Inc  
 (FEIN 75-2303920)  
 P.O. Box 203556  
 Dallas, TX 75320-3556

# Invoice

|                   |             |             |
|-------------------|-------------|-------------|
| <i>Invoice No</i> | <i>Date</i> | <i>Page</i> |
| 025-357801        | 12/01/2021  | 1 of 1      |

**Questions:**  
 Tyler Technologies- Local Government  
 Phone: 1-800-772-2260 Press 2, then 2  
 Email: ar@tylertech.com



Bill To: City of Galveston  
 Accounts Payable  
 PO Box 779  
 Galveston, TX 77553

Ship To: City of Galveston  
 Accounts Payable  
 PO Box 779  
 Galveston, TX 77553

|                               |               |                  |                 |              |                 |
|-------------------------------|---------------|------------------|-----------------|--------------|-----------------|
| <i>Cust No.-BillTo-ShipTo</i> | <i>Ord No</i> | <i>PO Number</i> | <i>Currency</i> | <i>Terms</i> | <i>Due Date</i> |
| 43065 - MAIN - MAIN           | 147170        |                  | USD             | NET30        | 12/31/2021      |

| Date                                 | Description  | Units | Rate     | Extended Price |
|--------------------------------------|--|-------|----------|----------------|
| Contract No.: Galveston, TX, City of |  |       |          |                |
|                                      | Annual fee to support and host Web Site                                | 1     | 1,200.00 | 1,200.00       |
|                                      | Maintenance Start: 01/Jan/2022, End: 31/Dec/2022                       |       |          |                |
|                                      | INCODE Court Online Component - Annual Fee                             | 1     | 1,800.00 | 1,800.00       |
|                                      | Maintenance Start: 01/Jan/2022, End: 31/Dec/2022                       |       |          |                |
|                                      | Maintenance Start: 01/Jan/2022, End: 31/Dec/2022                       |       |          |                |
|                                      | Hardware Annual Fees   | 1     |          | \$435.14       |
|                                      | Epson Thermal Receipt Printer - Maintenance                            |       |          |                |
|                                      | Incode CIS/CRM Annual Fees   | 1     |          | \$8,585.98     |
|                                      | Central Cash Collection  |       |          |                |
|                                      | Need the ability to look up in SDPSEL by LP#                           |       |          |                |
|                                      | Report showing total number of citations by LP#                        |       |          |                |
|                                      | Flag when 3 citations are given in a 12 month period                   |       |          |                |
|                                      | Incode Court Annual Fees   | 1     |          | \$33,628.01    |
|                                      | Court Case Management  |       |          |                |
|                                      | Police (non-INCODE) Interface to Court (XML)                           |       |          |                |
|                                      | Court Data Dictionaries  |       |          |                |
|                                      | Collection Agency Export Interface (Linebarger)                        |       |          |                |
|                                      | T2 Parking Citation Interface  |       |          |                |
|                                      | Brazos Citation Issuing Device Interface - Maintenance                 |       |          |                |
|                                      | Incode Court OSSI Citation Import & OSSI Warrant Export                |       |          |                |
|                                      | Incode Court Case Management Suite - Parking Citation Device Interface |       |          |                |
|                                      | Third Party System Software  | 1     |          | \$448.96       |
|                                      | AcuCorp AcuServer  |       |          |                |

**\*\*ATTENTION\*\***  
 Order your checks and forms from  
 Tyler Business Forms at 877-749-2090 or  
 tylerbusinessforms.com to guarantee  
 100% compliance with your software.

|               |           |
|---------------|-----------|
| Subtotal      | 46,098.09 |
| Sales Tax     | 0.00      |
| Invoice Total | 46,098.09 |

11/17/21