

# REQUEST FOR LEGISLATIVE ACTION

Completed by County Counselor's Office:

~~Res~~/Ord No.: 4869

Sponsor(s): Dennis Waits

Date: July 25, 2016

SUBJECT	<p>Action Requested  <input type="checkbox"/> Resolution  <input checked="" type="checkbox"/> Ordinance</p> <p>Project/Title: <u>Requesting an Ordinance appropriating \$18,486.00 from the Undesignated Fund Balance of the 2016 General Fund and authorizing the purchase of updated Court Management Software for the County's Municipal Court from Tyler Technologies of Lubbock, Texas as a Sole Source Purchase.</u></p>														
<p>BUDGET INFORMATION  <i>To be completed By Requesting Department and Finance</i></p>	<table border="1" data-bbox="326 590 1463 821"> <tr> <td>Amount authorized by this legislation this fiscal year:</td> <td>\$18,486.00</td> </tr> <tr> <td>Amount previously authorized this fiscal year:</td> <td></td> </tr> <tr> <td>Total amount authorized after this legislative action:</td> <td>\$18,486.00</td> </tr> <tr> <td>Amount budgeted for this item * (including transfers):</td> <td>\$18,486.00</td> </tr> <tr> <td>Source of funding (name of fund) and account code number:</td> <td></td> </tr> <tr> <td>FROM: 001-2810 General Fund, Undesignated Fund Balance</td> <td>\$18,486.00</td> </tr> <tr> <td>TO: 001-3004-56661 General Fund, Municipal Court, Software Purchases</td> <td>\$18,486.00</td> </tr> </table> <p>* If account includes additional funds for other expenses, total budgeted in the account is: \$</p> <p>OTHER FINANCIAL INFORMATION:</p> <p><input type="checkbox"/> No budget impact (no fiscal note required)  <input type="checkbox"/> Term and Supply Contract (funds approved in the annual budget); estimated value and use of contract:  Department: _____ Estimated Use: \$ _____</p> <p>Prior Year Budget (if applicable): _____  Prior Year Actual Amount Spent (if applicable): _____</p>	Amount authorized by this legislation this fiscal year:	\$18,486.00	Amount previously authorized this fiscal year:		Total amount authorized after this legislative action:	\$18,486.00	Amount budgeted for this item * (including transfers):	\$18,486.00	Source of funding (name of fund) and account code number:		FROM: 001-2810 General Fund, Undesignated Fund Balance	\$18,486.00	TO: 001-3004-56661 General Fund, Municipal Court, Software Purchases	\$18,486.00
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PRIOR LEGISLATION	<p>Prior ordinances and (date): _____  Prior resolutions and (date): _____</p>														
CONTACT INFORMATION	<p>RLA drafted by (name, title, &amp; phone): Barbara Casamento, Purchasing Supervisor, 881-3253</p>														
REQUEST SUMMARY	<p>The County Municipal Court is using an outdated version of their Court Management Software and the windows database of the software is no longer supported. The requested updated software would be web-based, improve efficiency and eliminate the need for a third party to process payments.</p> <p>Pursuant to Section 1030.1 of the Jackson County code, the Director of Finance and Purchasing recommends the purchase of updated Court Management Software for the County Municipal Court from Tyler Technologies as a Sole Source Purchase. Tyler Technologies is the developer of the software being updated and would be considered a Sole Source.</p> <p>The Director of Finance and Purchasing also requests the appropriation of funds as follows:</p> <table data-bbox="310 1619 1463 1713"> <tr> <td>001-2810, General Fund, Undesignated Fund Balance</td> <td>FROM: \$18,486.00</td> <td>TO:</td> </tr> <tr> <td>001-3004-5661 General Fund, Municipal Court, Software Purchases</td> <td></td> <td>\$18,486.00</td> </tr> </table>	001-2810, General Fund, Undesignated Fund Balance	FROM: \$18,486.00	TO:	001-3004-5661 General Fund, Municipal Court, Software Purchases		\$18,486.00								
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CLEARANCE	<p><input type="checkbox"/> Tax Clearance Completed (Purchasing &amp; Department) N/A  <input type="checkbox"/> Business License Verified (Purchasing &amp; Department) N/A  <input checked="" type="checkbox"/> Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)</p>														
ATTACHMENTS	<p>Memorandum from Ms. Erin Chatterton, Court Administration and Mr. Mark Trosen, Deputy Chief Operating Officer and Tyler Technologies Proposal.</p>														

REVIEW	Department Director:	Date:
	Finance (Budget Approval): <i>If applicable</i>	Date: 7/18/16
	Division Manager:	Date: 7/21/16
	County Counselor's Office:	Date:

Mary Rasmussen  
 Mary Ann Brown

Fiscal Information (to be verified by Budget Office in Finance Department)

- This expenditure was included in the annual budget.
- Funds for this were encumbered from the \_\_\_\_\_ Fund in \_\_\_\_\_.
- There is a balance otherwise unencumbered to the credit of the appropriation to which the expenditure is chargeable and there is a cash balance otherwise unencumbered in the treasury to the credit of the fund from which payment is to be made each sufficient to provide for the obligation herein authorized.
- Funds sufficient for this expenditure will be/were appropriated by Ordinance # \_\_\_\_\_
- Funds sufficient for this appropriation are available from the source indicated below.

Account Number:	Account Title:	Amount Not to Exceed:
001-2810	General Fund Undesignated Fund Bal	\$18,486

- This award is made on a need basis and does not obligate Jackson County to pay any specific amount. The availability of funds for specific purchases will, of necessity, be determined as each using agency places its order.
- This legislative action does not impact the County financially and does not require Finance/Budget approval.






**JACKSON COUNTY MUNICIPAL COURT**

**DIVISION 301**  
308 W. KANSAS AVE.  
SUITE 142  
INDEPENDENCE, MISSOURI 64050

Court Administrator  
Erin Chatterton  
(816) 881-1697  
(816) 881-4653 Fax

**MEMORANDUM**

To: Troy Thomas, Chief Financial Officer  
Barbara Casamento, Purchasing Supervisor

From: Erin Chatterton, Court Administrator  
Mark Trosen, Deputy Chief Operating Officer 

Date: July 1, 2016

Re: Tyler Technologies and Incode Software – Sole Source

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The Jackson County Municipal Court is currently running on Version 8 of our court software, Incode. The Court has been running on this version of Incode since the Court was established in 2008. Due to the rapid growth of our court, the time has come to upgrade to the newest available version of Incode. The new version of Incode will be web hosted by Tyler Technologies.

Unfortunately we are in an emergency state with the current Windows database. The Windows database is no longer supported. If the database were to go down, the Court's case management information would be inaccessible. The Court would be unable to process payments for violation tickets and court fees. In 2015, the Court's revenue was \$956,048 while expenses were \$269,072 and therefore yielding a revenue of \$686,976.

To avoid this horrendous possibility, the Court is requesting funding to purchase the newest version of the Web hosted Incode. Tyler Technologies will have the Incode software on a Web hosted environment that has 24/7 technical assistance if something were to go down. Even if the County's website was down, defendants would still be available to utilize the Court's online ticket payment database for payments or for other information regarding their court cases. All sensitive information would be protected through Incode. The new online payment application would be completely secure and we would no longer have to go through that third party (Plug n' Pay).

The day to day activities of the Court would be up to date and the overall production would be much more efficient. The cost for the Web hosted Incode software is \$18,486 annually. This price is guaranteed for five years. This cost would include free upgrades and migrations throughout that five year time frame. Once authorization is obtained, Tyler can have the new software installed within 60 to 90 days.



**Proposal - Jackson County Court - Flip to Hosted**  
Local Government Division

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*Presented to:*

**Daniel Davis**  
Sr. Systems Analyst  
Jackson County  
415 E 12th St  
Kansas City, MO 64106-2706  
(806) 881-4321  
dldavis@jacksongov.org

*Proposal date:*

June 2, 2016

*Submitted by:*

Robin Reeves  
(800) 646-2633  
robin.reeves@tylertech.com

Tyler Technologies  
Local Government Division  
5519 53rd Street  
Lubbock, Texas 79414

## Subscription Summary

Daniel Davis  
Jackson County  
June 2, 2016



### Investment Summary

Proposal Valid for 120 days

Subscription - Hosted		Annual Fees
Length of Agreement	5 Years - 60 Months	
Annual Subscription Fee		12,961
Annual User Fee	7	4,025
Tyler On-Demand		1,500
<b>Summary</b>		<b>18,486</b>

*\*\*Note: Additional users may be added at any time at the per user rate of \$575 per year.*

Software Licenses  
Daniel Davis  
Jackson Courty  
June 2, 2016



Application Software

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**Incode Court Case Management Suite**

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- Criminal Court Case Management
- Auto Macros
- Court to Police Interface
- Non Tyler GL Interface
- Accu ODBC
- Court Incode Web Services API



**Tyler On Demand - Tyler U**

Daniel Davis  
Jackson County  
June 2, 2016



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Service	Annual Fee
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**Tyler On Demand - Tyler U**

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Tyler U Subscription	1,500
<ul style="list-style-type: none"><li>- E-learning courses available for all employees during the subscription period</li><li>- Unlimited access to hundreds of e-learning courses spanning the entire suite of Tyler applications</li><li>- Unlimited access to on-demand Continuing Professional Education credit courses certified by NASBA standards</li><li>- Unlimited access to Government compliance courses such as HIPAA Compliance, Red Flag Rules, and Workplace Harassment Prevention</li><li>- Available 24/7</li><li>- New courses created continually</li></ul>	

*Tyler Technologies, Inc. is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be submitted to the National Registry of CPE Sponsors through its website: [www.learningmarket.org](http://www.learningmarket.org)*

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<b>Tyler Online Training Center Total</b>	<b>1,500</b>
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