

City of Culver City, California
Agenda Item Report

Meeting Date: 03/12/2012		Item Number: <u>C-5</u>	
CITY COUNCIL AGENDA ITEM: Approval of an Amendment to the Existing Professional Services Agreement with Tyler Technologies for the Purchase and Implementation of a Business License Module for the Munis Finance System			
Contact Person/Dept.: Jeff Muir/Finance		Phone Number: (310) 253-5865	
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☒ No ☐	
Public Hearing: ☐		Action Item: ☐	Attachments: ☒
Public Notification: (E-Mail) Meetings and Agendas – City Council (03/08/12); (E-Mail) Tyler Technologies – Jennifer Wahlbrink (03/08/2012)			
Department Approval: Jeff Muir (03/07/20)		City Attorney Approval: Carol Schwab (by H. Baker) (03/07/12)	
Chief Financial Officer Approval: Jeff Muir (03/07/20)		City Manager Approval: John M. Nachbar (03/07/12)	

RECOMMENDATION:

Staff recommends that the City Council approve an amendment to the existing professional services agreement with Tyler Technologies for the purchase of Business License Module for the Munis Financial System.

BACKGROUND:

On August 11, 2011, the City Council approved a professional services agreement with Tyler Technologies to purchase and implement the Munis Finance System (Munis). This included many modules of Munis that would replace the current JD Edwards system, as well as several other third-party or proprietary systems used by the Finance and Human Resources Departments. Implementation of Munis is underway, with projected go-live dates for the financial system targeted for July 1, 2012 and the payroll/human resources system for April 1, 2013.

DISCUSSION:

The administration of business licenses is currently accomplished utilizing a software system from the HdL Companies. This system is a 'stand-alone' system, meaning it is not integrated with the current financial or cash receipting system. While the software has been adequate for the general administration of business licenses, there are inherent inefficiencies in many processes due to the lack of integration with the finance system. Certain information entered into the cash receipting system

City of Culver City, California
Agenda Item Report

must be re-entered into the HdL system. Built-in reporting options are also relatively limited.

The current HdL software has been in place for many years, and it does not leverage many of the tools that more modern software provide. HdL has created an updated version of their software that staff has seen demonstrated on-site. While it is certainly an improvement over the current system, it does not address the lack of integration and manual processes that must be developed around a stand-alone system.

After the professional services agreement with Tyler Technologies was approved, staff gathered more information about the Business License module for Munis. An on-site demonstration was provided to Finance Department staff members. Munis offers the necessary functionality required for Culver City business licenses. It also offers a significantly improved user-interface, search capabilities, reporting capabilities, and integration into the cash receipting and other Munis modules (where appropriate). Additionally, having one company responsible for all of the modules used by the Finance Department is preferable, in that there is a single point of contact for support. It is, therefore, staff's recommendation to amend the agreement with Tyler Technologies to purchase the necessary software and services so that business licenses are handled through Munis.

FISCAL ANALYSIS:

Tyler Technologies' proposal includes costs for the necessary Tyler software and consulting services, and maintenance/support for a total of \$102,590.00. The proposal also waives the first year maintenance and support costs of \$12,510.00. It should also be noted that the discontinuation of the HdL contract would also save approximately the same amount of annual maintenance costs.

Staff also recommends a contingency of \$10,000, or approximately 10% of the first year cost.

Sufficient funds exist in the existing project budget (42000636 – Financial System Replacement) to cover the total cost of the purchase of software and professional services for the implementation.

ATTACHMENTS:

None

City of Culver City, California
Agenda Item Report

MOTION:

That the City Council:

- 1) Approve an amendment to the existing professional services agreement for an amount not-to-exceed \$102,590.00 with Tyler Technologies to provide software and professional services to replace the HdL Business License System; and,
- 2) Authorize the Chief Financial Officer to approve change orders to the amended professional services agreement in an amount not-to-exceed \$10,000.00, if necessary; and,
- 3) Authorize the City Attorney to review/prepare the necessary documents; and
- 4) Authorize the City Manager to execute such documents on behalf of the City.