



## Staff Report

**TO:** City Council  
**FROM:** Thaxton Van Belle, Director of Water Reclamation  
Sunshine Sanchez, Management Analyst  
**DATE:** September 2, 2025  
**SUBJECT:** Approve a Purchase Order Increase of \$17,200 for Tyler Technologies

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**Description:** The approved Purchase Order (PO) for Tyler for Utility Billing is exhausted, and an increase is needed to pay the last invoice for Fiscal Year 24/25.

### **Background and Analysis:**

Tyler Technologies is a software service provider utilized by multiple City departments. To date a total of \$185,700 has been expended.

To pay the last invoice for FY 24/25, an additional \$17,200 is required. This will meet the City's financial obligations and close out Fiscal Year 2024-2025.

The increase brings the total amount to \$202,900. Per Ordinance No. 1160, the City Manager's purchasing authority of \$200,000 for the purchase of goods and general services. As the revised total exceeds this threshold, Council approval is required to increase the Purchase Order.

### **Fiscal Impact:**

The funds will be allocated from the Wastewater Software budget GL 700-4050-7071-0000.

The cost to prepare this staff report is estimated to be \$150.

### **Recommended Action:**

Approve a Purchase Order increase of \$17,200 to Tyler Technologies.

### **Attachments:**

A. PO Change Form