



## Staff Report

**TO:** City Council  
**FROM:** Kari Mendoza, Administrative Services Director  
**DATE:** October 7, 2025  
**SUBJECT:** Tyler Technology Purchase Order Request

---

**Description:** The City Council is requested to consider and approve the creation of a **purchase order** in the amount of **\$280,714.81** for Tyler Technologies. This action will consolidate all requested services and modules under a single vendor contract to ensure efficient system management and uninterrupted City operations.

### **Background and Analysis:**

Tyler Technologies serves as the City's **Enterprise Resource Planning (ERP)** vendor, providing multiple software solutions supporting the City's financial, permitting, licensing, and utility billing operations.

The consolidation of these modules, and the expected addition of an additional approved module, would exceed the signing authority for the City Manager, as per Chapter 3.01 of the Beaumont Municipal Code.

The following modules and services are requested for inclusion in the new P.O.:

- **Utility Billing** – Sewer utility billing credit transaction fees and software system monthly fees (paid through the WWTP enterprise fund)  
*Annual Cost: \$65,800*
- **EZ Pay Module** – Enables residents to make online utility payments by credit card.  
*Cost Impact: The City incurs no cost; customers pay a small transaction fee per use.*
- **Enterprise Permitting & Licensing Extension** – Streamlines the permitting and licensing processes within the Community Development Department.  
*First Year Cost: \$24,000; Ongoing Annual Cost: \$8,700*

- **ERP Pro Financials** – Comprehensive financial management software supporting City-wide operations.  
Annual Cost: \$115,165.77
- **EnerGov SaaS Subscription** – Migrates the City’s permitting system to a cloud-based Software-as-a-Service model for enhanced reliability and access.  
Annual Cost: \$27,049.04

A new module was proposed during the Fiscal Year 2026 budget process and was approved by City Council as an enhancement to the budget.

- **Tyler Assist Basic** – Provides real-time monitoring, proactive system support, and optimization tools to ensure seamless ERP operations.  
Annual Cost: \$40,000

### Single Source Justification

Tyler Technologies has been the **City’s ERP vendor** since 2016, managing all financial and operational systems across departments. Nearly a decade of the City’s financial history is integrated into this platform, allowing staff to access critical historical data as needed.

Alternatively, transitioning to a new ERP system through a competitive bidding process would require:

- A complete system replacement across all City departments.
- A 3 to 5-year implementation period with substantial financial costs.
- Potential disruptions to billing and revenue collection impacting essential City services.

To avoid these risks and ensure system continuity, vendor accountability, and cost efficiency, staff recommends keeping all requested modules under Tyler Technologies.

Per the Beaumont Municipal Code Chapter 3.02.050 – Upon obtaining approval from the City Council, the Purchasing Officer may engage the services of a professional firm or individual without complying with the competitive procurement procedures in the following circumstances:

- A. Legal services
- B. The services are available only from a single source; or
- C. Public exigency or emergency will not permit delay; or
- D. State or federal grant or loan requirements authorize noncompetitive procurement of such services; or
- E. After solicitation of a number of sources, competition is deemed inadequate.

Attached is the Single Source Justification Form (Attachment C).

**Fiscal Impact:**

The cost to prepare this staff report is \$550. Below is a breakdown of the current system and the new module being requested. It is important to note that the new module, Tyler Assist Basic, was approved as an enhancement during the Fiscal Year 2026 budget process.

Service/Module	Cost	GL Account
Tyler Assist Basic (new)	\$40,000.00	100-1230-7071-0000
EZ Pay Module	\$0.00	N/A (transaction fee model)
Enterprise Permitting & Licensing	\$24,000.00	100-1230-7071-0000
Enterprise Permitting & Licensing (Annual)	\$8,700.00	100-1230-7071-0000
ERP Pro Financials	\$115,165.77	100-1230-7071-0000
EnerGov SaaS Subscription	\$27,049.04	100-1230-7071-0000
Utility Billing	\$65,800	700-4050-7071-0000
Grand Total:	<b><u>\$280,714.81</u></b>	

**Recommended Action:**

Authorize a Purchase Order to Tyler Technologies in an amount not to exceed \$280,714.81.

**Attachments:**

- A. Tyler Technologies Amendment
- B. Tyler Technologies Agreement
- C. Single Source Justification Form