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**DEPARTMENT MEMO**

**DEPARTMENT:** Information Technology

**FROM:** Hugo Rodriguez

**MEETING:** November 14, 2022

**SUBJECT:**

Consider approval of a minute order with Central Square for annual software maintenance and high-availability services of Naviline software for up to three years in the amount not to exceed \$341,833.05  
(Staff Contact: Hugo Rodriguez, Deputy Director, IT)

**SUMMARY:**

The City utilizes Central Square's Naviline software for its current Financial, Human Resources, Payroll, and Utility Billing modules and has reached its end of life. While the city transitions to its new ERP, maintenance, and support on the existing software needs to be maintained. The annual software maintenance covers extended software support, upgrades, and software releases until the new modules are configured in the Tyler Munis. As new modules are completed, the annual maintenance cost is expected to decrease, and we can choose not to renew should the ERP be implemented in less than three years. BTX-IT expects the Tyler Munis modules to be completed as follows:

- Financial – April 2023
- HR/Payroll – January 2024
- Utility Billing – April 2024

Central Square also provides high-availability services to our environment, allowing us to operate with little to no downtime in case of a disaster.

**OPTIONS:**

- 1) Approve a minute order with Central Square
- 2) Deny the minute order.

**RECOMMENDATION:**

Approve the minute order with Central Square for annual software maintenance and high availability services of Naviline software for up to three years in the amount not to exceed \$ 341,833.05.

**FISCAL IMPACT:**

**Budgeted Y/N:** Y

**Fund Name:** Support Services

**Full Account #:** 504-1511-412.42-04

**Amount:** \$341,833.05

**STAFF CONTACT:**

Name: Hugo Rodriguez  
Department: Information Technology  
Email: [hrodriguez@burlesontx.com](mailto:hrodriguez@burlesontx.com)  
Phone: 682-312-2766