



Administrative Report

H.13., File # 24-1530

Meeting Date: 10/1/2024

To: MAYOR AND CITY COUNCIL

From: MICHAEL W. WEBB, CITY ATTORNEY ALEENA F. HASHMI, SR. DEPUTY CITY ATTORNEY

TITLE

APPROVE AN AGREEMENT WITH CYCOM DATA SYSTEMS, INC. TO PROCURE A NEW CASE MANAGEMENT SYSTEM (CITYLAW) FOR THE CITY ATTORNEY'S OFFICE, CIVIL DIVISION, IN AN AMOUNT OF \$19,728 FOR A ONE-YEAR TERM BEGINNING OCTOBER 1, 2024.

EXECUTIVE SUMMARY

The City Council approved the FY 2024-2025 budget that includes procuring a new case management system for the City Attorney's Office. After review of other case management systems and comparing pricing, the City Attorney's Office has selected to use CityLaw by Cycom, Inc. CityLaw is a software used by other municipalities and is designed for the specialized needs of the Civil Division of the City Attorney's Office. CityLaw will allow the City Attorney's Office to handle additional litigation and pre-litigation matters in-house, track subpoenas and discovery, more efficiently assign and close out assignments, and integrate assignment and court deadlines into the City's current Microsoft platforms.

BACKGROUND

The City Attorney's Office currently uses a case management software that does not enable it to effectively handle litigation matters in-house due to its limited storage, communication, and data sorting capabilities. CityLaw will allow the Civil Division to streamline litigation matters and inter-departmental assignments, with the goal of reducing overall litigation costs and allowing more efficient inter-departmental communication on City Attorney requests.

COORDINATION

The City Attorney's Office has coordinated the preparation of this item with the IT Department. The City Attorney's Office negotiated and reviewed the contract and associated legal documents.

FISCAL IMPACT

Costs have been included within the adopted FY 2024-2025 budget for the City Attorney's Office. Costs and Funds are as follows:

- \$19,728, inclusive of the initial licensing fee, calendar integration add-on, and work assignment portal add-on.

ATTACHMENTS

- Agreement, Cycom Data Systems, Inc. (MSA) with Exhibits