



## CITY COUNCIL MEMORANDUM

**FROM:** The Office of the City Manager    **DATE:** November 11, 2024  
**SUBJECT:** Approve the purchase of audio-visual hardware, software, and professional services from BIS Digital, Inc., in the amount not to exceed \$79,800 utilizing the Interlocal Purchasing System (TIPS) Cooperative Contract No. 230901.

**PRESENTER:** Bob Weakley, Assistant Director of Information Technology

### **SUMMARY:**

Staff requests City Council approve purchase of audio-visual hardware, software, and professional services from BIS Digital, Inc., in a cumulative amount not to exceed \$79,800 utilizing the Interlocal Purchasing System (TIPS) Cooperative Contract No. 230901.

This FY23-24 Capital Improvement Project IT2403 – Court Room Audio/Visual Upgrade is funded from the Municipal Court Technology Fund.

As long as funds are appropriated in the city's annual budget each year, North Richland Hills would be able to take advantage of the available pricing for the TIPS contract renewal years through November 30, 2026, or for as long as TIPS renews the agreement. Provided that the terms and conditions of the contracts do not change, the remaining renewals will not require additional City Council approval.

### **GENERAL DESCRIPTION:**

The Municipal Court continues to use the original audio-visual hardware and configuration equipment installed when the City Hall Municipal Complex was completed in May 2016. Despite the continued operability of the equipment, the mandates implemented during the COVID-19 Pandemic, particularly the requirement for virtual court hearings, have necessitated innovative approaches to conducting court proceedings. These newly adopted procedures required court staff to be more directly involved in accessing official court records.

The new software allows staff to seamlessly transition between in-person and virtual court sessions without disrupting audio or video recordings. A hybrid courtroom offers greater flexibility for court participants by enabling them to attend proceedings remotely from virtually any location. This process has demonstrated a significant increase in appearance rates and more efficient case management. Other advantages of this upgrade include:



- Court records are stored in one repository with distinction between a criminal and a civil case,
- Staff will have the ability to perform automated redactions within the software,
- Staff will have the ability to create retention periods on stored and archived recordings,
- Enhanced accessibility to hearings for all court participants through customized links.

**RECOMMENDATION:**

Approve the purchase of audio-visual hardware, software, and professional services from BIS Digital, Inc., in the amount not to exceed \$79,800 utilizing the Interlocal Purchasing System (TIPS) Cooperative Contract No.230901.