City Council Agenda Memo



City Council Meeting Date: 06/26/14

TO: Larry D. Gilley, City Manager

FROM: Ronnie C. Kidd, Managing Director for Administration

SUBJECT: Resolution approving Installment Payment Agreement for Timekeeping System

GENERAL INFORMATION:

The City of Abilene replaced its payroll and Human Resource Information Systems (HRIS) in 2009 when we converted to the Lawson (which has since become Infor) solution. We did not, however, address our timekeeping process with the 2009 payroll/HRIS conversion. Currently, we have about 100 staff members who are designated as timekeepers. They use a myriad of methods to track time, to include shuffling paper, recording entries on logs, and sometimes utilizing Excel spreadsheets. Then for each bi-weekly payroll process cycle, each employee's time worked and/or leave usage must be keyed into the Lawson system through a batch entry process. The timekeeping process is resource intensive and incredibly inefficient. Also, because it is so manually oriented, it creates great opportunity for error and inconsistency. This in turn creates compliance and reporting exposure with employment law and regulations.

Staff and management have identified a viable solution utilizing hardware and software provided by Kronos and Telestaff to automate the timekeeping process. The solution provides for timekeeping and absence management through an integrated network of online time clocks, computers, mobile applications and telephones. The solution also automates the scheduling and filling of vacancies for the Fire Department shifts, which is a significant efficiency enhancement.

SPECIAL CONSIDERATIONS:

The Kronos and Telestaff solution is available through the Federal GSA buy board pricing, negating the need to issue an RFP. Further, to meet cash flow needs, the solution is available via an installment payment purchasing agreement through ePlus Group, Inc. over a 36 month period. At the end of the term, the City will own the hardware and software and be able to maintain same moving forward.

FUNDING/FISCAL IMPACT:

Monthly payments will be \$13,219.86 for 36 months for a total of approximately \$476,000. This will be funded through the technology fund. Appropriate language is in the installment payment agreement to protect the City in the event that the budgetary obligation cannot be met.

STAFF RECOMMENDATION:

Staff recommends approval of the installment payment agreement for procurement of the Kronos and Telestaff Timekeeping System solution as described above. The complete agreement is available for review with the City Secretary should any council member so desire.

ATTACHMENTS

Resolution authorizing the Installment Payment Agreement with ePlus Group, Inc.

Prepared by:		Disposition by City Council
		□ Approved Ord/Res#
Name Ronnie C. Kidd		Denied
Title Managing Director for Administration		□ Other
Title Managing Director for Administration	Item No7.3_	City Secretary

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ABILENE, TEXAS, APPROVING INSTALLMENT PAYMENT AGREEMENT WITH ePLUS, INC. FOR PROCUREMENT OF TIMEKEEPING SYSTEM.

WHEREAS, the City of Abilene ("City") replaced its payroll and Human Resource Information Systems (HRIS) in 2009, but did not replace its timekeeping process with the 2009 payroll/HRIS conversion; and

WHEREAS, the City has no uniform or standard timekeeping process available to its staff timekeepers; and

WHEREAS, currently these staff timekeepers use various methods to keep track of time worked, and these various methods must then be manually entered into the City's HRIS, which is both inefficient and inconsistent; and

WHEREAS, the City has determined that an automated timekeeping process would provide an efficient and consistent manner of keeping track of employee time worked; and

WHEREAS, the City desires to enter into a 36-month installment payment agreement with ePlus Inc. for the procurement of timekeeping computer hardware, software and support services provided by Kronos and Telestaff; and

WHEREAS, the City desires to designate the City Manager as authorized signer of the installment payment agreement.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ABILENE, TAYLOR COUNTY, TEXAS:

PART 1.	That the City of Abilene enter into a 36-month installment payment agreement with
	ePlus, Inc. for the procurement of the Kronos and Telestaff Timekeeping System
	solution.

PART 2.	That the City Manager is authorized to execute all necessary documents to carry or
	the intention of this resolution

ADOPTED this day of June, 2014.			
ATTEST:			
Danette Dunlap, City Secretary APPROVED:	Norman Archibald, Mayor		
City Attorney			