



## Legislation Text

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**File #:** 23069, **Version:** 1

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### **Title**

Amending the 2011 Operating Budget of the Engineering Division and Authorizing the Signing of an Agreement with Kronos Inc for a Computerized Timekeeping System.

### **Body**

WHEREAS, the Engineering Division uses time clocks to track employees' hours of work to ensure that employees are paid for all hours worked and ensure compliance with the Fair Labor Standards Act (FLSA) and existing union contracts; and

WHEREAS, the Engineering Division's current time clocks include two mechanical clocks located at Emil Street and twelve "Job Clocks" at remote locations that have outlived their useful life and are in need of replacement; and

WHEREAS, the Engineering Division, along with other Public Works agencies, recently implemented Telestaff for scheduling and overtime call-ins and the City is in the process of migrating its financial systems, including payroll, to MUNIS; and

WHEREAS, the Engineering Division desires a computerized timekeeping system that has successfully demonstrated its ability to interface with both Telestaff and MUNIS to leverage the City's investments in these systems; and

WHEREAS, a computerized timekeeping system will reduce paperwork and data entry as well as eliminate duplication of effort; and

WHEREAS, the Engineering Division researched available timekeeping options and in consultation with City IT staff selected Kronos Workforce Timekeeper for its ability to meet the above stated needs; and

WHEREAS, the Engineering Division has funds available elsewhere in its 2011 Operating Budget to reallocate to this capital asset purchase.

NOW, THEREFORE, BE IT RESOLVED that the Engineering Division's 2011 Operating Budget is hereby amended to provide funding in the amount of \$22,000 for a purchase order to Kronos to provide the necessary hardware, software and configuration services to purchase two computerized timeclocks to replace the existing mechanical clocks, virtual timeclocks accessed via a secure browser for staff working at remote City facilities, and software for supervisors to retrieve, review and approve employee time.

BE IT FURTHER RESOLVED that the Mayor and City Clerk or the Designee of the Finance Manager, as appropriate, are hereby authorized to sign an automatically-renewing contract agreement with Kronos, Inc for the above-described software, maintenance and support services.

NOTE: Interfaces with Telestaff and MUNIS will be implemented in a later phase after MUNIS has been rolled out and configuration specifics can be identified.

### **Fiscal Note**

The total cost of the electronic time clocks, software, support and related professional services is estimated to be \$22,000. Since this project was not anticipated in the 2011 Operating Budget, a budget amendment is

necessary. Funding for this project can be reallocated from elsewhere in the budget. The budget amendment necessary is as follows:

GN01-58599-535000 \$22,000

Software

GN01-54950-538000 (\$22,000)

Consulting Services