



# CITY OF PLANO COUNCIL AGENDA ITEM

<b>CITY SECRETARY'S USE ONLY</b>					
<input type="checkbox"/> Consent <input type="checkbox"/> Regular <input type="checkbox"/> Statutory					
Council Meeting Date:		02/24/2014			
Department:		Parks and Recreation			
Department Head		Amy Fortenberry			
Agenda Coordinator (include phone #): <b>Kellie Boyer x7248</b>					
<b>CAPTION</b>					
To approve and authorize Contract Modification No. 1 for the expansion of users of the time keeping solution at multiple locations within the City from Kronos Incorporated through an existing DIR (Department of Information Resources) contract in the estimated annual amount of \$59,348 and to authorize the City Manager or his designee to execute all related documents. (DIR-SDD-1677)					
<b>FINANCIAL SUMMARY</b>					
<input type="checkbox"/> NOT APPLICABLE <input checked="" type="checkbox"/> OPERATING EXPENSE <input type="checkbox"/> REVENUE <input type="checkbox"/> CIP					
FISCAL YEAR:	<b>2013-14; 2014-15; 2015-16;</b>	<b>Prior Year (CIP Only)</b>	<b>Current Year</b>	<b>Future Years</b>	<b>TOTALS</b>
Budget		0	397,825	118,696	<b>516,521</b>
Encumbered/Expended Amount		0	0	0	<b>0</b>
This Item		0	-43,120	-118,696	<b>-161,816</b>
BALANCE		0	354,705	0	<b>354,705</b>
<b>FUND(s):    GENERAL FUND, TECHNOLOGY FUND</b>					
<p><b>COMMENTS:</b> This item approves price quotes for modifying existing contract 2013-103-C to increase users concerning timekeeping software. The estimated FY 2013-14 expenditure for the timekeeping software to be purchased from this contract for the remainder of FY 2013-14 is \$43,120. Future expenditures will be made by Park Administration within the annual approved budget appropriations, at an estimated annual expenditure of \$59,348 for fiscal years 2014-15 and 2015-16.</p>					
<p><b>STRATEGIC PLAN GOAL:</b> Contracts for timekeeping software relates to the strategic goal of Financially Strong City with Service Excellence.</p>					
<b>SUMMARY OF ITEM</b>					
<p>Staff recommends the approval of Contract Modification No. 1 for the expansion of users of the time keeping solution at multiple locations within the City from Kronos Incorporated, utilizing their DIR contract, in the estimated annual amount of \$59,348. The City is authorized to purchase from the State Contract list pursuant to Chapter 271 Subchapter D of the Local Government Code and by doing so satisfies any State Law requiring local governments to seek competitive bids for items. (DIR-SDD-1677 / City of Plano No. 2013-103-C)</p>					



# CITY OF PLANO COUNCIL AGENDA ITEM

List of Supporting Documents: Memo	Other Departments, Boards, Commissions or Agencies

# Memo

Date: January 24, 2014  
To: Purchasing Department  
From: Doug Green, Operations Superintendent  
Re: Time and Attendance Management Software Recommendation Memo

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## Recommendation

*The Plano Parks and Recreation Department (PAR), in cooperation with Plano Human Resources Department (HR), recommends modifying our existing contract and accepting Kronos' submitted quote for the use of Workforce Ready. Workforce Ready is a Software as a Service (SaaS) solution to be used by both Plano PAR and HR for hourly employee daily time recording and tracking, including attendance tracking. This SaaS is a turnkey solution providing software licenses and equipment to track time and attendance electronically for a combined total of up to 850 full and part time employees (a majority of which are seasonal part-time employees) at 18 different locations.*

## Vendor Selection

*The City solicited proposals for Time Reporting and received two (2) responses. After reviewing the responses it was determined that Kronos was the best solution for the City. The selection process was a collaborative effort between PAR, HR and the Purchasing Department using cooperative contract pricing.*

## Expenditure

*The annual amount of \$59,348.40 is within the budgeted amount of \$60,000.00 allocated for this expenditure. In addition, there is an \$8,500.00 one-time expenditure for system set-up. This amount is also within the budgeted amount of \$15,000.00 allocated for this portion of this project. The funding for this project was acquired in an approved supplement through a decision package submitted in the 2013-2014 budget package.*

## Action Requested

Modify existing City of Plano Contract No. 2013-103-C to increase the users to 850 at 18 different locations referencing DIR Contract No. DIR-SDD-1677.

## Justification

*PAR and HR currently have no permanent up-to-date time collecting and transfer solution in place. The above solution is capable of quickly and accurately capturing the time data for all*

*employees using the system. The combined departments currently have approximately 850 employees that would use the solution. Because of the number of employees, this solution would have far reaching advantages to both Departments as well as the City.*

*Use of this solution would allow much closer and more up-to-date monitoring of employees' attendance, punctuality, hours worked, as well as leave use. It would provide critical information as related to part-time employees' hour thresholds as well as full-time employee overtime management. Once in place, a time collection and transfer solution would allow efficiency and effectiveness in areas of management and supervision where it is being lost through outdated methods. This lost management and supervisory productivity would then be available for more productive uses.*

*The solution would also provide, if ever needed, a complete and accurate record of each employee's specific punch data. This data would be secure and available for any party seeking this type of information.*

#### **Non-Approval Implication**

*PARD and HR would continue to experience a loss of productivity, flexibility and efficiency due to managing its employees' time through outdated means and methods. The Departments would also have to continue to store and maintain paper timecards and timesheets for all of its employees using current time management methods.*

Cc:

Diana Wike, Purchasing Contract Specialist

Kellie Boyer, Purchasing Agent

Erica Hurst, HRIS Specialist

Sharon Caston, Project Manager