



AGENDA MEMORANDUM

Action Item for the City Council Meeting of October 7, 2025

DATE: October 7, 2025

TO: Peter Zanoni, City Manager

FROM: Peter Collins, Director of Information Technology
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Police Department – Implementation of Advanced Scheduling and Payroll Process Automation

CAPTION:

Motion authorizing execution of a professional services agreement with RPI Consultants, Inc., of Baltimore, Maryland, in the amount not to exceed \$318,130.00 as a one-time cost to implement an advanced scheduling and payroll automation software for the Corpus Christi Police Department, with FY 2025 funding of \$100,000.00 from the Information Technology Fund and \$50,000.00 from the General Fund and FY 2026 funding of \$168,130.00 from the Information Technology Fund, subject to annual budget approval.

SUMMARY:

Motion to approve funding for professional services with RPI, Inc. for the implementation, configuration and automation of payroll and scheduling for the Police Department for a one-time fee.

BACKGROUND AND FINDINGS:

Implementing Infor's advanced scheduler within the Police Department is imperative for optimizing operational efficiency and resource allocation. The current reliance on manual processes for officer scheduling, overtime approvals, and time-off requests introduces significant administrative burden, leading to inefficiencies and potential for human error. By leveraging Infor's robust automation capabilities using Infor's advanced scheduling tool, the department can transition to a centralized, digital platform that streamlines these workflows. This not only reduces the considerable amount of time spent by officers and administrative staff on paperwork, enabling them to focus on core law enforcement duties, but also provides real-time visibility into staffing levels, ensuring optimal coverage for all shifts and special assignments.

The implementation of Infor's advanced scheduler with automated overtime and time-off request functionalities offers profound benefits in terms of accountability and resource management. The system's ability to apply predefined rules for scheduling and approvals ensures consistent policy enforcement, reduces the likelihood of grievances, and provides transparent audit trails for all personnel actions.

This professional services contract is expected to be for 40 weeks. RPI will be providing guidance on best practices, configure integrations and workflows as necessary, conduct requirements gathering workshops, facilitate and prepare test plans, training, and provide post go-live support.

ALTERNATIVES:

An alternative is not to approve the purchase. City staff would continue to utilize manual data collection for officer scheduling, overtime approvals, and time-off requests.

FISCAL IMPACT:

The FY 2025 fiscal impact is \$100,000 to the Information Technology Fund and \$50,000 from the General Fund. Remaining funding will be appropriated through the annual budget process.

Funding Detail (Phase 1):

Fund:	5210	Information Technology
Department:	35	Information Technology
Organization/Activity:	40470	IT Enterprise Applications
Project # (CIP Only):	n/a	
Account:	530000	Professional Services
Amount:	\$100,000.00	

Fund:	1020	General Fund
Department:	59	Finance
Organization/Activity:	10751	Accounting
Project # (CIP Only):	n/a	
Account:	530000	Professional Services
Amount:	\$50,000.00	

RECOMMENDATION:

Staff recommends approval of this motion as presented.

LIST OF SUPPORTING DOCUMENTS:

Professional Service Agreement