



AGENDA MEMORANDUM

Future Item for the City Council Meeting of November 27, 2018
Action Item for the City Council Meeting of December 4, 2018

DATE: October 19, 2018
TO: Keith Selman, Interim City Manager
FROM: Belinda Mercado, Director of Information Technology
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Purchase additional Kronos Time System subscription licenses
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CAPTION:

Motion authorizing the purchase of additional licenses necessary for electronic leave requests from Kronos, Inc., for \$83,352.50, pursuant to the terms of the parties' existing renewable subscription agreement.

PURPOSE:

To purchase additional licenses of the Kronos Time System for city-wide implementation of electronic time off leave requests utilizing the Kronos Online System and Kronos Mobile App for employees and managers.

BACKGROUND AND FINDINGS:

The city has used the Kronos Time System for over 18 years and is currently in the final year of the current subscription agreement. This item is for a one-year purchase of licenses needed to implement the module city-wide.

In reviewing efficiency items across the city, leave requests was an area identified of weakness due to a manual paper process in capturing employee time off. All leave requests are handled by paper, routed for signature, and routed to Payroll for manual entry.

In July 2018, a pilot utilizing electronic leave requests began with 75 employees in three City departments. In addition, the use of the Kronos Mobile for employees and managers was introduced. The pilot has been a success reducing manual input with an automated integration to the Infor Payroll system.

The team is ready to move city-wide for electronic leave requests for all departments with the exception of the Fire and Police departments. Public Safety has more complex scheduling that will be addressed with additional products/modules at a later date.

ALTERNATIVES:

Continue to use printed forms and hand-written signatures to submit and approve leave requests.

OTHER CONSIDERATIONS:

Not applicable

CONFORMITY TO CITY POLICY:

The proposed purchase conforms to City purchasing policies and procedures.

EMERGENCY / NON-EMERGENCY:

Non-Emergency

DEPARTMENTAL CLEARANCES:

Purchasing

Finance

FINANCIAL IMPACT:

☒ Operating ☐ Revenue ☐ Capital ☐ Not applicable

Fiscal Year: 2018-2019	Current Year	Future Years	TOTALS
Line Item Budget	\$1,789,597.85	0	\$1,789,597.85
Encumbered / Expended Amount	\$248,123.27	0	\$248,123.27
This item	(\$83,352.50)	0	(\$83,352.50)
BALANCE	\$1,458,122.08	0	\$1,458,122.08

Fund(s): Information Technology

Comments: Funds are available in the Information Technology Department FY2018-2019 budget. Funding will be requested during the normal budget process for all future years.

RECOMMENDATION:

Staff recommends approval of this agenda item.

LIST OF SUPPORTING DOCUMENTS:

Kronos Proposal