

## CITY COUNCIL MEMORANDUM

**AGENDA ITEM** Automated Time Keeping System - ExecuTime

**ORIGINATING DEPARTMENT** Information Technology Services

### BACKGROUND INFORMATION

The City of Killeen uses a manual time keeping system. In FY14-15 the staff initiated a process improvement plan to streamline the time keeping process, designed to alleviate recording errors, standardize input process across the departments, decentralize input, and allow Department heads to verify timesheets prior to payroll processing.

### DISCUSSION/CONCLUSION

In FY15-16 ACM-IS charged ITS, HR, and Finance with forming an inter-departmental project work group to evaluate the need and recommend the solution for a fully automated timekeeping system. The group invited the three (3) top vendors, associated with SunGard (the City's enterprise software) and available through various buy boards or cooperative programs, to demonstrate their system. The interdepartmental work group used a matrix to evaluate the systems based on their merits with respect to effectiveness and efficiency. Costs were then injected into the evaluation process so that the group could identify the vendor based on best value.

The group identified ExecuTime, a SunGard preferred vendor, as the best-value automated timekeeping system. ExecuTime is a sole source provider of an automated time management system that can be thoroughly integrated with SunGard. The purchase of items available from only one source is exempt from bidding requirements pursuant to Texas Local Government Code Section 252.022. The ExecuTime system will be purchased through its partnership with SunGard, becoming an additional module that is included in SunGard's annual maintenance.

### FISCAL IMPACT

This automated time keeping system was included in the FY15-16 budget as a capital improvement project having an estimated cost of \$169,000 and was approved and funded through the following accounts. Additionally, implementation costs of \$7000 will be funded through the ITS Professional Services (44-20) account. As a result, the total cost of the project is \$176,000 (\$169,000 + \$7,000). Funding accounts are delineated below:

Fund	Account	Budget/Cost Share
General Fund (Professional Services)	010-2705-419.44-20	\$7000
General Fund	010-2705-491.61-40	\$118,654
Hotel and Motel Fund	214-9508-457.61-40	\$401
Cable System Improvement Fund	220-9508-531.61-40	\$467
KFHRA Fund	525-9508-521.61-40	\$5,475
Skylark Fund	527-9508-521.61-40	\$534
Solid Waste Fund	540-9508-439.61-40	\$14,957
Water and Sewer Fund	550-9508-492.61-40	\$19,805
Drainage Utility Fund	575-9508-492.61-40	\$5,235
Municipal Court Fund	240-0000-417.61-40	\$3,472
	Total	\$176,000

## RECOMMENDATION

The staff recommends that the City Manager be authorized to execute the purchase of the ExecuTime software system and associated hardware required for the initial fielding of the system, not to exceed \$176,000. Additionally the City Manager is expressly authorized to execute any and all change orders within the amounts set by state and local law.