



City of Killeen

Legislation Details (With Text)

File #: RS-16-091 **Version:** 1 **Name:** ExecuTime Electronic Timekeeping System
Type: Resolution **Status:** Passed
File created: 7/20/2016 **In control:** City Council
On agenda: 8/9/2016 **Final action:** 8/9/2016
Title: Consider a memorandum/resolution authorizing the procurement of an Automated Time Keeping System - ExecuTime.
Sponsors: Information Technology Department
Indexes:
Code sections:
Attachments: 1. Council Memorandum, 2. SunGard - Executime Quote, 3. Sole Source Letter, 4. Certificate of Interested Parties, 5. Certificate of Interested Parties Acknowledged

| Date | Ver. | Action By | Action | Result |
|----------|------|-----------------------|----------|--------|
| 8/9/2016 | 1 | City Council | Approved | Pass |
| 8/2/2016 | 1 | City Council Workshop | | |

..TITLE

Consider a memorandum/resolution authorizing the procurement of an Automated Time Keeping System - ExecuTime.

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.