



MEMORANDUM

To: Mayor and City Council

Via: Vivyon V. Bowman, Director of Administration and Human Resources

From: Justin Vaughn, Assistant Director of Administration/Human Resources

Date: August 11, 2017

Re: Consider approval for an amendment to the contract with Tyler Technologies for the replacement of the City's current Time and Attendance software with Executime (ATICC Project, a sub project of the PIER Project) for the total amount of \$48,650 and authorizing the City Manager to sign any necessary documents.

2030: Sustainable City Government

Introduction: The City has entered into a contract with Tyler Technologies to provide a new Time and Attendance system (Executime). This agenda item requests an amendment to that contract for the purpose of purchasing the Advanced Scheduling module of the software in the amount of \$48,650.

Analysis: The City has been working for the past several months on a discovery project for the replacement of the City's ERP system, including Financial/HR/Payroll (PIER Project), with Tyler Technologies Munis product. As a part of this discovery project, we identified the opportunity to address the current Time and Attendance system in addition to the other modules mentioned above. At the request of staff, the Mayor and City Council approved a contract with Tyler Technologies on February 28, 2017 for the purchase of Time and Attendance software (Executime). This agenda item is an amendment to the initial contract for the purchase of the Advanced Scheduling module within Executime. During implementation of the initial software, it was determined that the Police and Fire Departments would require an inordinate amount of time to manually enter their schedules on an ongoing basis, track minimum staffing and lack the ability to make schedule changes on the fly. The Advanced Scheduling module will greatly enhance the ability for both public safety departments to maintain and track employee time and required staffing changes in an ever-changing work environment. Initially, the purchase and implementation of the Advanced Scheduling module was being considered as an optional purchase in phase two of the PIER project. Our initial plan was to bring the base Executime module on-line first and layer the Advanced Scheduling module on top of the base system. The decision was made to do a parallel implementation in order to avoid manual schedule up keep and simplify the process for Police and Fire more immediately addressing their requirements.

Legal Review: Contract was reviewed by City Attorney

Fiscal Impact: Funds will be provided by the General Fund Undesignated Fund Balance

Recommendation: Staff recommends approval of the contract.