

**City of Culver City, California
Agenda Item Report**

Meeting Date: 07/13/15		Item Number: <u>C-5</u>	
CITY COUNCIL AGENDA ITEM: (1) Approval of an Agreement with ExecuTime Software, LLC to Provide a Web-Based, Cloud-Hosted Timekeeping System for a Term of Five Years (ending on June 30, 2020) in an Amount Not-to-Exceed \$317,107 (\$89,507 Installation Plus \$207,600 for Five Years of Annual Subscription Plus \$20,000 in Contingency Authority); and (2) Approval of the Purchase of Related Communications Hardware in an Amount Not-to-Exceed \$15,000.			
Contact Person/Dept.: Jeff Muir/Finance		Phone Number: (310) 253-5865	
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☒ No ☐	
Public Hearing: ☐		Action Item: ☐ Attachments: ☐	
Commission Action Required: Yes ☐ No ☒ Date: _____			
Public Notification: (E-Mail) Meetings and Agendas – City Council (07/08/15); (E-Mail) ExecuTime Software – Brian Baker (07/08/15)			
Department Approval: Jeff Muir (07/07/15)		City Attorney Approval: Carol Schwab (by H. Baker) (07/07/15)	
Chief Financial Officer Approval: Jeff Muir (07/07/15)		City Manager Approval: John M. Nachbar (07/07/15)	
<u>RECOMMENDATION:</u> Staff recommends that the City Council (1) approve an agreement with ExecuTime Software, LLC to provide a web-based, cloud-hosted timekeeping system to replace the current antiquated timekeeping in an amount not-to-exceed \$317,107 (\$89,507 installation plus \$207,600 for five years of annual subscription plus \$20,000 in contingency authority); and (2) approve the purchase of related communications hardware in an amount not-to-exceed \$15,000. <u>BACKGROUND:</u> The City is currently using a custom time entry system named Eon which was developed by staff over ten years ago. The two senior programmers who developed the system have since left the City. The Eon system has far exceeded its expected useful life and the risk of a significant issue affecting this high profile system is increasing with its age. In addition, Eon does not utilize modern technological tools, such as integrated time clocks, remote web access, automated time-off requests, electronic approval workflow, and advanced shift scheduling. In August 2011, the City Council authorized the purchase of Tyler Technologies' Munis finance system. Although the Munis system offered a viable payroll module to process paychecks, it did not offer a robust, web-based time entry module which			

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would be able to meet the complexities of our labor agreements. As a result, Eon was temporarily interfaced into the Munis system with the intent of replacing Eon after the installed modules were proven stable and staff was comfortable using Munis. The final phase of the Munis implementation was completed in December 2013. The system is now proven stable, and staff is comfortable using it.

DISCUSSION:

Tyler Technologies has partnered with ExecuTime Software, LLC to develop a seamless interface between the ExecuTime timekeeping system and the Munis payroll module. ExecuTime has provided several demonstrations of the capabilities of their system, showing that their system can be configured to handle our labor agreement requirements and also provide modern technological tools which will enable us to be more efficient in completing the time entry process.

Because the Eon timekeeping system is over ten years old, the process is very manual and time consuming. In comparison, ExecuTime's process is much more automated and very efficient. Some of the substantial differences between the two systems are:

Time Entry Process

- Eon: Timekeepers collect paper timecards from all employees in their respective departments and enter the time into Eon.
- ExecuTime: Employees can enter their own time directly into the system or by using a biometric time clock where appropriate.

Leave Time Process

- Eon: Employees request time off (vacation, administrative leave, etc.) by filling out and submitting a manual form to their supervisor. Supervisors approve the request and manually track dates employees are requesting off in order to maintain proper staffing levels. Timekeepers compare leave hours from the manual forms to leave hours logged on paper timecards. Timekeepers then enter leave hours into Eon.
- ExecuTime: Employees complete an online leave request. The request is electronically forwarded to supervisors for approval. Supervisors see all pending and approved requests on a calendar. Supervisors approve Leave hours online. Approved Leave hours are automatically reflected on the employee timesheet.

Timecard Approval Process

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- Eon: Timekeepers print a detailed time report by employee and give it to the designated department approver. The department approver reviews the report and either approves time or indicates to the timekeeper any issues. The timekeeper works with employees to resolve the issues and resubmits the report to the approver. Once all time has been approved, the timekeeper delivers the approved report to payroll staff.
- ExecuTime: Departmental approvers can view and approve employee time directly within the ExecuTime system, from the internet, or from a mobile device. The approver works directly with an employee to resolve any issues. The approver approves employee time electronically, and the system notifies payroll staff.

ExecuTime provides a web-based, cloud-based timekeeping solution whereby all server maintenance and software upgrades are performed by ExecuTime. The data center housing the servers and software is located in Oklahoma City, OK. Should the need for data centers expand, new data centers will be located only in the United States. In addition to performing scheduled nightly backups and having an active disaster recovery plan, the data center is certified on an annual basis and holds the following certifications:

- SSAE 16: Compliance with the Sarbanes Oxley Act requirement for internal controls.
- International Organization for Standardization (ISO) 27001:2013: Compliance with requirements (1) to systematically examine information security risks, (2) to have a suite of security controls for risk avoidance, and (3) to have an overarching management process to ensure security controls continue to prevent ever-changing security risks and maintain data confidentiality.
- Minimum Tier 3 Data Facility: A Tier 3 data center is the second best rating, with an annual downtime of no more than 1.5 hours in a total of 8,760 hours.

ExecuTime has been successfully implemented at several California sites, including the City of San Francisco, the County of San Francisco, and the City of San Ramon. All sites have made very positive comments regarding the ExecuTime system, implementation consultants, and support staff. Furthermore, the sites are in agreement that ExecuTime has provided them a timekeeping solution which has saved substantial processing time and has increased efficiencies within their organizations. Additionally, several California sites, including the City of Thousand Oaks, City of Del Mar, and City of Mountain View are currently in the process of implementing ExecuTime.

Based upon the above comparisons of Eon versus ExecuTime, the positive experiences of other government agencies who have implemented ExecuTime, the knowledge that new sites are implementing ExecuTime, and the demonstrations

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provided by ExecuTime, staff is confident this software will provide the City with a modern, technologically advanced product.

Taking into consideration that ExecuTime is a partner of Tyler Technologies, Inc., and that this software will become a valuable component of the Munis finance system, the formal bid process does not apply in accordance with Culver City Municipal Code §3.07.045. Specifically this proposed contract meets the following two circumstances:

§3.07.045.B: When the equipment is a component for equipment or a system of equipment previously acquired by the City, and is necessary to repair, maintain or improve the City's utilization of the equipment; and,

§3.07.045.D: Where items to be purchased are computer software, hardware maintenance services or software maintenance services.

FISCAL ANALYSIS:

Sufficient funds exist to cover the total cost for set up of the dedicated Culver City timekeeping website, the annual subscription cost for using the system, and the purchase of necessary hardware.

Funding Source: Financial System Replacement Project, 42080000.PZ636

Timekeeping System – Estimated Project Cost

Component	Estimated Cost
ExecuTime –Start Up Cost:	
Cloud Startup Fee	\$47,007
ExecuTime Travel	\$7,500
10-Biometric Time Clocks	\$35,000
ExecuTime Start Up Cost Subtotal	\$89,507
ExecuTime – Annual Subscription Fee	
FY 2015-16	\$41,520
ExecuTime Annual Subscription Fee Subtotal	\$41,520
Additional Project Costs	
Communication Hardware	\$15,000
Contingency	\$20,000
Additional Project Costs Subtotal	\$35,000
TOTAL PROJECT COST ESTIMATE	\$166,027.00

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MOTION:

That the City Council:

- 1) Approve an agreement with ExecuTime Software, LLC to provide a web-based, cloud-hosted timekeeping system to which will replace the current antiquated timekeeping in an amount not-to-exceed \$317,107 (\$89,507 installation plus \$207,600 for five years of annual subscription plus \$20,000 in contingency authority); and,
- 2) Approve the purchase of related communications hardware in an amount not-to-exceed \$15,000; and,
- 3) Authorize the City Attorney to review/prepare the necessary documents; and
- 4) Authorize the City Manager to execute such documents on behalf of the City.