

Agenda Report

TO: CITY COUNCIL DATE: March 10, 2008
FROM: CITY MANAGER
RE: AUTHORIZATION TO INCREASE THE NOT TO EXCEED AMOUNT OF
CONTRACT NUMBER 18,404 WITH HIGH LINE CORPORATION FROM
\$200,000 TO \$336,000.

RECOMMENDATION

It is recommended that the City Council approve an increase of \$136,000 to the amount of contract number 18,404 with High Line Corporation, thereby increasing the not to exceed amount from \$200,000 to \$336,000 for additional services and enhancements to upgrade the Personality 2000 (P2K) HRIS/Payroll System.

BACKGROUND

In December of 2003, the City Council authorized contract 18,404, with High Line Corporation for services related to a functionality review and enhancement of Personality 2000 (P2K), the City's HRIS/Payroll system. In December of 2004, City Council authorized an increase of \$75,000 to the not to exceed amount of the contract to implement additional improvements in the system.

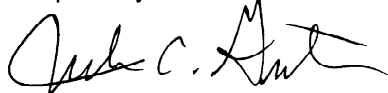
In conjunction with advances in technology and the Council's goal to operate an effective and cost efficient government Staff recommends that the City move forward at this time with a planned implementation of E-Personality Employee and Manager Self Service, a web-based enhancement to the City's current HRIS/Payroll System. The implementation will provide an automated self-service environment, providing access for employees to view benefit levels, available medical plans, employment history, banking information and pay stub data. Additionally employees will have access to update their personal information such as addresses and emergency contacts. Access will be provided to Managers to initiate and approve changes in employee status (Personnel Action Forms) and leave requests, as well as providing an enhanced reporting capability. The project includes upgrading the current database in addition to harnessing the power of the internet to manage certain functions in the areas of

employee benefits, employment history and payroll administration more efficiently. An additional benefit of the implementation will be to provide the capability for Managers, Supervisors and employees to communicate, initiate, approve, and process documentation more efficiently, thereby increasing productivity and reducing the use of paper. This aspect of the project is in keeping with the City's Green Initiative.

FISCAL IMPACT

Funding for this project has been identified in the FY2008 Budgets of both the Human Resources and Finance Departments. No additional appropriations are needed.

Respectfully Submitted,



For BERNARD K. MELEKIAN
City Manager

Prepared by:



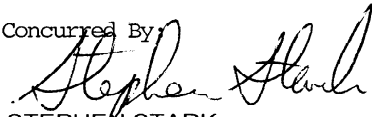
JESSIE RAMIREZ
Human Resources

Approved By:



KARYN S EZELL
Director of Human Resources

Concurred By:



STEPHEN STARK
Director of Finance

**Disclosure Pursuant to the
City of Pasadena Taxpayer Protection Amendment
Pasadena City Charter, Article XVII**

Contractor/Organization hereby discloses its trustees, directors, partners, officers, and those with more than 10% equity, participation, or revenue interest in Contractor/Organization, as follows:

(If printing, please print legibly. Use additional sheets as necessary.)

1. Contractor/Organization Name: High Line Corporation

2. Type of Entity: <input checked="" type="checkbox"/> non-government <input type="checkbox"/> nonprofit 501(c)(3), (4), or (6)

3. Name(s) of trustees, directors, partners, officers of Contractor/Organization: Karl Niemuller, President, Director

4. Names of those with more than a 10% equity, participation or revenue interest in Contractor/Organization: Karl Niemuller

Prepared by: Jackie Johnstone

Title: Controller

Phone: 905-940-8777

Date: February 26, 2008