

Agenda Report

TO: CITY COUNCIL

DATE: DECEMBER 15, 2003

FROM: CITY MANAGER

SUBJECT: AUTHORIZATION TO ENTER INTO A CONTRACT WITH HIGH LINE CORP, FOR SERVICES RELATED TO FUNCTIONALITY REVIEW AND ENHANCEMENT OF THE PERSONALITY 2000 PAYROLL/HR SYSTEM.

RECOMMENDATION:

It is recommended that the City Council authorize the City Manager to enter into a contract with High Line Corporation in an amount not to exceed \$125,000 for services related to a functionality review and enhancement of the Personality 2000 Payroll/HR System. This review is necessary prior to implementation of the web-based employee self-service module and time card entry that was presented to City Council as part of the 2004 CIP Budget. Competitive Bidding is not required pursuant to City Charter Section 1002(F), contracts for professional or unique services.

Is it further recommended that the City Council grant the proposed contract an exemption from the Competitive Selection process of the Competitive Bidding & Purchasing Ordinance, pursuant to P.M.C. Section 4.08.049(B), contracts for which the City's best interests are served.

BACKGROUND:

The City of Pasadena implemented an upgrade to its Payroll/HR system in April 2002. The upgraded version of the High Line Corporation software is called Personality 2000 (P2K.) It was the first upgrade to the Payroll/HR software since the original implementation in 1994. The upgrade was designed to improve the management of human resource processes and payroll business functions. The ensuing 18 months have revealed several areas where additional improvements and efficiencies are necessary prior to the implementation of the web-based time card and employee self-service functions. The improvements will ensure that employees access accurate information through the payroll system while completing on-line time entry. Employees will also be assured access to accurate information regarding personal demographic information to which they may be able to make changes on-line, including home and mailing addresses, telephone numbers, etc.


The level of effort required to assess and implement the necessary improvements to the Personality 2000 software indicate the need for expert consulting services to assist with the project. Due to the proprietary nature of the software and the City's licensing agreements with High Line Corporation, only High Line can provide the necessary consulting services. It is expected that the functionality review will result in changes to the physical setup of pay components and elements. Although the improvements are not expected to alter the amounts paid to employees, the changes are proprietary in nature and must be coordinated through the software vendor.

At the conclusion of the functionality review and upgrade, the City will be ready to proceed with implementation of the web-based time card and employee self service software. An RFP has been issued for this phase of the project and the staff is evaluating the responses. A separate recommendation will be presented to City Council regarding the vendor selected to provide software and implementation services for this phase.

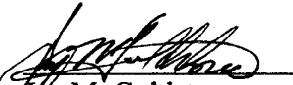
FISCAL IMPACT:

Funding for the web-based time card and employee self service project, including consultant services is included in the 2004 CIP budget as project #71898.

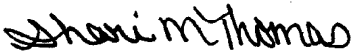
Respectfully submitted,


Cynthia J. Kurtz
City Manager

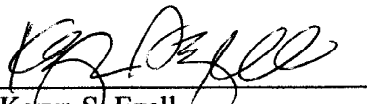
Approved by:


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Concurrence,


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