

Agenda Report

TO: CITY COUNCIL

DATE: May 24, 2004

FROM: CITY MANAGER

SUBJECT: AUTHORIZATION TO INCREASE THE NOT TO EXCEED AMOUNT OF CONTRACT NUMBER 18,404 WITH HIGH LINE CORPORATION FROM \$125,000 TO \$200,000.

RECOMMENDATION:

It is recommended that the City Council approve a \$75,000 increase to the amount of contract number 18,404 with High Line Corporation, thereby increasing the not to exceed amount from \$125,000 to \$200,000, for services related to the Personality 2000 (P2K) Payroll/HR System.

BACKGROUND:

On December 15, 2003, the City Council authorized a contract with High Line Corporation to perform a functionality review and enhancement to the Personality 2000 (P2K) Payroll/HR software. The purpose of this work was to implement additional improvements in the system as well as to correct operational deficiencies that were the result of the initial implementation in April 2002, which were discovered subsequently. It is anticipated that implementation of a web-based time entry and employee self-service feature will proceed at the end of this process, thereby creating significant efficiencies in the way the City manages its payroll function.

Since December, the extent of operational deficiencies and the complexity in resolving them has proven greater than was known at the time Council approved the current contract. Essentially, a re-installation and re-implementation of the software was required, with the assistance of Highline Corporation, in order to properly configure the system. As a result of these additional services, the not to exceed amount of the contract would be exceeded.

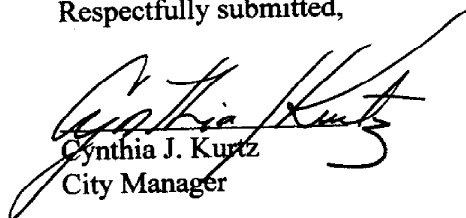
As a final phase of the current project, staff recommends interfacing the payroll system with the Fire Department's Telestaff scheduling software. Such an interface would eliminate the current requirement for manual transfers of data from Telestaff to paper time sheets and again from paper time sheets to the payroll system. It represents the first step toward automating time entry across the City and will save time for both Fire and Payroll staff as well as reduce errors created by the transfer of information via paper documents. Importantly, this expanded functionality will also represent the first time the City's payroll software will track and report Fire Department time according to FLSA requirements.

The proposed contract amendment provides sufficient contract authority to compensate Highline for the creation of the interface between the payroll system and Telestaff and for the additional services beyond that for which contract authorization was previously provided. These services have been necessary to complete the extensive functionality review and enhancement of the system. Without such services, the system would not function as properly designed, thereby jeopardizing the integrity of the City's payroll data and compromising implementation of the web-based time entry system.

FISCAL IMPACT:


Sufficient funding is included in the fiscal year 2004 General Fund operating budget: 8114-101-952100.

Respectfully submitted,



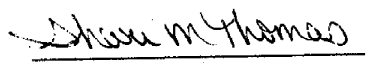
Cynthia J. Kurtz
City Manager

Approved by:



Jay M. Goldstone
Director of Finance

Prepared by:



Shari M. Thomas
Deputy Director of Finance