

Agenda Report

TO: CITY COUNCIL

DATE: MARCH 28, 2005

FROM: CITY MANAGER

SUBJECT: INCREASE PURCHASE ORDER NUMBER 25231 WITH MISSION CRITICAL TECHNOLOGIES IN THE AMOUNT OF \$75,000 FOR PROGRAMMING AND TECHNICAL SUPPORT OF THE HUMAN RESOURCES AND PAYROLL MANAGEMENT SYSTEM.

RECOMMENDATION

It is recommended that the City Council approve an increase to Purchase Order number 25231 with Mission Critical Technologies (MCT) for an additional \$75,000, thereby increasing the total amount of the Purchase Order from \$225,000 to \$300,000 for programming and technical support related to the City's Human Resources and Payroll Management System.

BACKGROUND

The City currently utilizes a Human Resources and Payroll Management System developed by Highline Corporation. The current version, implemented in April 2002 is utilized to track employee labor hours, leave time, benefits and compensation.

On 10/27/2003, the City Council approved a purchase order with MCT to provide programming and technical support for the payroll system. The services provided by MCT augment existing staff resources in the Department's Information Technology Services Division. The support has proven vital for the continued successful operation of the payroll system. The support provided by MCT will ensure the continued proper operation of the system as well as to provide support for the planned implementation of a web-based time and labor management system, which is expected to reduce manual data entry and editing of payroll information. The resource supplied by MCT has been consistent since the inception of the contract and now provides cost effective and highly developed expert support to the Human Resources and Payroll Management System.

Since the system requires ongoing technical support, the Human Resources Department conducted two open recruitments during 2004 in an effort to locate permanent staffing to fulfill this need. Unfortunately, neither recruitment was successful in locating qualified applicants for a permanent position with the City. A third recruitment is currently underway to locate an individual with the required skills and expertise to become a permanent staff member. The proposed contract amendment will provide sufficient funds to maintain the services of MCT through September 30, 2005. It is believed that by that time a qualified candidate will be selected and adequately trained to provide the services currently offered through the MCT contract. Should this occur sooner, the purchase order may be cancelled without penalty.

FISCAL IMPACT

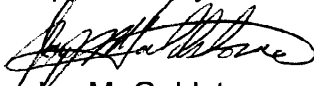
Sufficient funds are available from salary savings for the vacant position in the Information Services Technology Division's Fiscal Year 2005 Operating Budget Account 501-328510.

Respectfully submitted,



Cynthia J. Kurtz
City Manager

Approved by:



Jay M. Goldstone
Director of Finance

Prepared by:



Shari M. Thomas
Deputy Finance Director

Concurrence:



John Pratt
Information Technology Services Director