

ITEM E

**CITY OF LA VISTA  
MAYOR AND CITY COUNCIL REPORT  
MAY 15, 2012 AGENDA**

<b>Subject:</b>	<b>Type:</b>	<b>Submitted By:</b>
AUTHORIZE THE CONTRACTS FOR TIME & LABOR	◆ RESOLUTION ◆ ORDINANCE RECEIVE/FILE	SHEILA LINDBERG FINANCE DIRECTOR

**SYNOPSIS**

A resolution has been prepared authorizing the purchase of time and attendance clocks for City departments; to contract for the interface between the City's payroll system and the time and labor system; the implementation fee and the monthly service fee.

**FISCAL IMPACT**

The FY 11/12 Capital Fund includes funding for this project. The time clocks are a one-time expenditure not to exceed \$4,400; Summit interface is a one-time expenditure not to exceed \$3,000; and the training and implementation is also a one-time expenditure not to exceed \$800. The ongoing service fee will be \$3.00 per employee per month.

**RECOMMENDATION**

Approval.

**BACKGROUND**

The City Council approved the Strategic Technology Plan on November 15, 2011 by Resolution 11-124. The IT Committee identified two vendors to demonstrate their time entry system. Payroll Maxx, a local firm, was the only one that met the City's current needs. The other vendor's software program would have the best functionality only if they also processed payroll. The IT Committee wants to get to that process but not right away. Departments will save time in the manual calculation of time cards. The system will be doing scheduling for certain departments as well as electronic time off requests.

**RESOLUTION NO. \_\_\_\_\_**

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF LA VISTA, NEBRASKA AUTHORIZING THE PURCHASE OF TIME AND ATTENDANCE CLOCKS AND CONTRACT FOR THE INTERFACE BETWEEN THIS SYSTEM AND THE CITY'S PAYROLL SYSTEM FROM PAYROLL MAXX, OMAHA NE.

WHEREAS, the City Council of the City of La Vista has determined that the purchase time and attendance clocks for city departments to make this process more efficient is necessary; and

WHEREAS, the City Council has also determined that a contract is necessary for the interface between the city's payroll system and the time and labor system along with the implementation fee and monthly service fee; and

WHEREAS, the FY 2011/12 General Fund Budget provides funding for the purchase; and

WHEREAS, Subsection (C) (9) of Section 31.23 of the La Vista Municipal code requires that the City Administrator secure council approval prior to authorizing any purchases over \$5,000.

NOW, THEREFORE BE IT RESOLVED, by the Mayor and City Council of La Vista, Nebraska authorizing the purchase of time and attendance clocks and contract for the interface between this system and the city's payroll system from Payroll Maxx, Omaha NE.

PASSED AND APPROVED THIS 15TH DAY OF MAY 2012.

CITY OF LA VISTA

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Douglas Kindig, Mayor

ATTEST:

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Mandy Garrod  
Deputy City Clerk

# Investment Summary

## City of La Vista

March 5, 2012

### Summit Software

Third Party Payroll Time & Attendance Interface Software	\$3,000.00
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This interface allows the Summit Payroll (PR) module to communicate employee data both to and from a third party time and attendance program. Using this feature saves you time as it reduces the amount of keypunch required for each payroll.

The interface reads a text file which has been created by the third party time and attendance program and imports it into PR. When it comes time to do payroll, you simply access this option from the PR menu, complete the fields on the window, and then import the data. Summit also prints a report that you can use to verify the information that has been imported.

This option also allows you to export employee data out of Summit into the third party time and attendance program. The third party time and attendance program uses this information for recording employee time data.

A more detailed description is available in the Entry section of the Summit Payroll Manual under Time Clock Interface.

**Note:** This price is based on the ability to interface with us using our existing file layouts or an XML file. If the vendor can't use either and requires us to modify our interface, we will need to quote the cost of those modifications

<b>Total Summit Software</b>	<b>\$3,000.00</b>
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### Professional Services

Implementation of Payroll Time & Attendance Interface will be done remotely at the rate of \$95.00 an hour.

<b>Total Investment</b>	<b>\$3,000.00</b>
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90 Days Software Warranty with Unlimited Software Support	Free
Summit Software Annual License Fee	\$300.00
Summit Software Annual Product Support Agreement	\$300.00

All Services are billable unless otherwise stated.

\*Implementation services include **onsite** installation and training as well as some remote setup. The number of implementation service days is estimated. Additional implementation service days are available at \$650.00 per day plus travel expenses. The travel expenses (i.e., mileage, meals, lodging, airfare [if applicable], and travel time) are billable at cost and are not included in the total. Mileage is calculated at the current IRS allowable rate in effect at the time service is rendered. Travel time is billed at \$25.00 per hour.

# MAXX-TIME ORDER FORM



Company Name: City of La Vista

Start Date of Service TBD

## ORDER INFORMATION

ITEM	QTY	PRICE	EXT PRICE	OFFICE USE	
Maximus - SevereDuty	1	\$ 2,550.00	\$ 2,550.00		
Keypad and Barcode					
Synel SY-715	1	\$ 850.00	\$ 850.00		
Keypad and Barcode					
VeriFone TRANZ 380	5	\$ 200.00	\$ 1,000.00		
Keypad and Barcode					
1 Year Warranty					
<b>Order Total</b>			<b>\$ 4,400.00</b>		

### CLIENT

Sign Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

### PAYROLL MAXX LLC

Sign Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

# MAXX-TIME ORDER FORM



Company Name: City of La Vista

Start Date of Service TBD

## ORDER INFORMATION

	ITEM	QTY	PRICE	EXT PRICE	OFFICE USE
ONE-TIME CHARGES	Implementation Fee for Maxx-Time Enterprise	1	\$ 800.00	\$ 800.00	
	Requirements				
	Configuration				
	Training				
	Ongoing Support				
	<b>Order Total</b>			<b>\$ 800.00</b>	

## MAXX-TIME ENTERPRISE

	ITEM	QTY	PRICE	PER	EXT PRICE	OFFICE USE
MONTHLY FEES	Service Fee Per Employee	125	\$3.50	MONTH *	\$ 375.00	
			\$3.00			
				<b>ANNUAL</b>	<b>\$ 4,500.00</b>	<i>Preferred Pricing</i>

\* Based on the actual number of active employees during the month.

### CLIENT

Sign Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

### PAYROLL MAXX LLC

Sign Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

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[www.payrollmaxx.com](http://www.payrollmaxx.com)

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