



Staff Report

TO: City Council
FROM: Kari Mendoza, Administrative Services Director
DATE: April 6, 2021
SUBJECT: **Contract Amendment with Tyler Technologies**

Background and Analysis:

In December 2020, the City expanded its use of the Tyler Technologies (Tyler) Incode 10 system to include the payroll/human resources module and the fixed assets module. The addition of the payroll/human resources module will provide for full integration of payroll activities into the core financials and provide more seamless budgeting options for payroll related activities. Further, the addition of a human resources module will allow for improved abilities to track employee evaluations, training and to better centralize employee related data.

As implementation began, City staff determined a need to explore alternate scheduling software to allow for seamless integration. Currently, there is a large amount of department staff time spent manually collecting individual time sheet data and transferring that data into the payroll system. The Tyler scheduling module allows for an electronic transfer of data into the payroll system which will save approximately 6 hours of staff time on a bi-weekly basis. This time and attendance module also allows for advanced scheduling for the City's existing 24 hour, 7 day a week operations.

City staff is also requesting the addition of a benefits enrollment module. This will automate the open enrollment and new hire benefits process. It allows for simplified self-service, enhanced visibility, and creates a paperless process that reduces errors.

Fiscal Impact:

The initial one-time cost to implement these modules is \$20,270. This includes the cost of the modules and Tyler staff time to support the implementation. The ongoing annual cost will be \$24,219. The annual maintenance costs will remain at this level until 2023, which is the term of the existing contract.

The original contract amendment of \$31,270 was being offset by savings from the elimination of the current third-party payroll solution of approximately \$70,000 annually. The elimination of the current scheduling solution and timeclocks will result in an additional \$18,000 in annual savings. The original electronic time clock interface quoted with Tyler can also be eliminated for an addition \$1,060 a year.

Recommended Action:

Approve the attached contract amendment with Tyler Technologies, including the one-time implementation costs of \$20,800 and ongoing annual maintenance costs of \$24,219, and

Approve the contract amendment removing the Payroll – Electronic Time Clock Interface at a cost of \$1,061 annual fee.

Attachments:

- A. Sales quote from Tyler Technologies contract to add Benefits Enrollment, Executime Time & Attendance and Advanced Scheduling
- B. Amendment to Contract removing Payroll – Electronic Time Clock Interface
- C. Tyler product description sheets