Meeting Date: December 18, 2023

Submitter: Dave Strahl, Interim Human Resources Representative

Department: Treasurer's Office

Agenda Item: Approval MiTime Software Module

Summary: Staff is requesting the city purchase and enter into an annual support agreement with Civic Systems for the MiTime software module. The city already utilizes several modules with Civic Systems including the payroll system. This additional module would provide for timekeeping to be performed electronically through either logging in at a workstation or through a cell phone. Cell phone log-in would be GEO fenced, so employees could only log in remotely within certain distances from the city border or building. The exact fencing parameters would have to be determined later. This module will also allow time entry directly into payroll and would include time off requests and approvals to monitor time usage within defined limits of time available.

Recommended Council Action: Approval of purchasing the MiTime module from Civic Systems for $8500 and entering into a contract for annual maintenance for $1650.

Council approved purchase consideration at the December 11, 2023, workshop meeting.

Financial Impact:

Funding Source: General fund as part of the information technology line item. Capacity exists within the account to undertake this purchase and annual maintenance contract.

Budgeted Amount: Will be budgeted in future years, but this purchase would be requested for this fiscal year.

Cost: Initial cost $8500 and annual maintenance contract of $1650.

Attachments: Software Purchase Agreement

/Documents/Council Final Action Memo MiTime Software.docx