



City Council Agenda Memo

Crest Hill, IL

Meeting Date: December 11, 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 CivicSystems for the MiPay software module. The city already utilizes several modules with CivicSystems 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 MiPay module from CivicSystems for \$8500 and entering into a contract for annual maintenance for \$1650.

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

Software Purchase Agreement

Civic Systems, LLC
4807 Innovate Ln
P.O. Box 7398
Madison, WI 53707-7398

City of Crest Hill
1610 Plainfield Road
Crest Hill, IL 60403

You agree to purchase the software and services detailed below and Civic Systems, LLC agrees to provide them. **Payment is due upon execution of the contract unless other payment terms are negotiated.** The information provided in this proposal is valid for 90 days from issue date.

INVESTMENT SUMMARY

License Fee - <i>miTime</i>	\$ 5,500
Training (1 day @ \$1,200/Day)	1,200
Setup (12 hours @ \$150/hour)	<u>1,800</u>
 TOTAL INVESTMENT	 \$ 8,500
 Annual Support	 \$ 1,650

*Above amounts do not include travel costs.

SIGNATURE AGREEMENT

The signatures below indicate each party's acceptance of this agreement.

CITY OF CREST HILL, IL

Signature: _____
Title: _____
Date: _____

CIVIC SYSTEMS, LLC

Signature: _____
Title: _____
Date: _____



A SUBSIDIARY OF BAKER TILLY US, LLP