



Folsom City Council Staff Report

MEETING DATE:	12/10/2024
AGENDA SECTION:	Consent Calendar
SUBJECT:	Resolution No. 11302 – A Resolution Authorizing the City Manager to Execute Amendment No. 7 to the Agreement (Contract No. 174-21-13-052) with Superior, LLC (now known as CentralSquare Technologies) to Integrate Timekeeping Software with Ultimate Kronos Group (UKG).
FROM:	Finance Department

RECOMMENDATION / CITY COUNCIL ACTION

The Office of Management and Budget respectfully requests that the City Council to approve Resolution No. 11302 – A Resolution Authorizing the City Manager to Execute Amendment No. 7 to the Agreement (contract No. 174-21 13-052) with Superior, LLC (now known as CentralSquare Technologies) to Integrate Timekeeping Software with Ultimate Kronos Group (UKG).

BACKGROUND / ISSUE

The City currently uses Excel spreadsheets and an outdated Timekeeping Online system to process employee hours. Each employee fills out their own individual timecard on a piece of paper and turns it into their Supervisor/Manager for approval. All approved timecards are given to the departments respective Administrative Assistant or Office Assistant and then entered onto an Excel spreadsheet and into the current timekeeping system. The hours are then balanced between the two entries. This does ensure that the hours are being reported correctly, however, the work is being doubled, if not tripled. The Excel spreadsheets are then printed and turned in to Payroll where another check is completed before processing. With respect to everyone's time, this is a very time-consuming process, especially for the bigger departments.

POLICY / RULE

Section 2.36.080, Award of contracts of the Folsom Municipal Code states, in part, that contracts for supplies, equipment, services, and construction with an estimated value of \$73,209 or greater shall be awarded by the City Council.

ANALYSIS

UKG Ready Timekeeping is a timekeeping software that will integrate with the City's current payroll system, CentralSquare's Finance Enterprise, where the employee will be able to log onto any computer and/or phone device and enter their own time directly into the system. Once the payroll period has ended, the timecards go through an approval process and the information is sent to Payroll. The double entries will no longer be needed as the employee is entering their own time directly into the system. This will save a tremendous amount of work for the administrative staff of the city, as well as make balancing and reviewing more efficient for Payroll.

Other features of the software include:

- Clock-in/clock-out on any device
- Data collection via clocks, mobile devices, or browser
- Timesheet and time-off request management and approvals
- Overtime, absence, and exception tracking and management
- Mass edit and import/export capabilities
- Automated pay rules
- Rate tracking and job costing
- Built-in baseline scheduling
- Document storage
- GPS clock-in tracking and geofencing via mobile
- Employee and manager self-service on any device
- Historical timesheet changes and retro pay activation
- Mobile punch and document upload capabilities
- Real-time timesheet error monitoring and notifications

FINANCIAL IMPACT

The City Council allocated \$175,000 of American Rescue Plan Act (ARPA) funds to upgrade the city's timekeeping software to streamline the payroll process. The total cost of this contract amendment for three years is \$177,933. The cost for the first year is \$75,937, including \$28,552 for setup fees. The cost for Year 2 is \$49,755 and Year 3 is \$52,242. There is sufficient funding budgeted and available from the ARPA allocation for Year 1. Years 2 and 3 will be funded by the remaining available ARPA allocation and/or available budget in the finance department, if needed.

ATTACHMENTS

Resolution No. 11302 – A Resolution Authorizing the City Manager to Execute Amendment No. 7 to the Agreement (contract No. 174-21-13-052) with Superion, LLC (now known as CentralSquare Technologies) to Integrate Timekeeping Software with Ultimate Kronos Group (UKG)

Submitted,

Stacey Tamagni, Chief Financial Officer

RESOLUTION NO. 11302

**A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE
AMENDMENT NO. 7 TO THE AGREEMENT (CONTRACT NO. 174-21 13-052) WITH
SUPERION, LLC (NOW KNOWN AS CENTRALSQUARE TECHNOLOGIES) TO
INTEGRATE TIMEKEEPING SOFTWARE WITH ULTIMATE KRONOS GROUP
(UKG)**

WHEREAS, the City currently has a contract with Superion, LLC (now known as CentralSquare Technologies) to provide financial accounting and payroll software for the City; and

WHEREAS, an amendment to the agreement is desired to integrate updated timekeeping software with the City's current payroll system; and

WHEREAS, the cost to implement the three year amendment is \$75,937 for the first year, \$49,755 for the second year and \$52,242 for the third year, for a total contract amount of \$177,933; and

WHEREAS, the City Council allocated \$175,000 of American Rescue Plan Act (ARPA) funds to upgrade the city's timekeeping software to streamline the payroll process; and

WHEREAS, sufficient funds for Year 1 of this contract are budgeted and available in the FY 2024-25 General Fund (Fund 010) budget using ARPA funds and funding for Year 2 and Year 3 will be funded by the remaining available ARPA allocation and available funds in the Finance Department budget within the General Fund, and will be included in subsequent budgets; and

WHEREAS, the agreement will be in a form acceptable to the City Attorney:

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Folsom authorizes the City Manager to execute amendment No. 7 to the agreement (contract No. 174-21 13-052) with Superion, LLC (now known as CentralSquare Technologies) to integrate timekeeping software with Ultimate Kronos Group (UKG) in the amount of \$177,933.

PASSED AND ADOPTED this 10th day of December 2024, by the following roll-call vote:

AYES: Councilmember(s):

NOES: Councilmember(s):

ABSENT: Councilmember(s):

ABSTAIN: Councilmember(s):

MAYOR

ATTEST:

Christa Freemantle, CITY CLERK

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CITY OF
FOLSOM
DISTINCTIVE BY NATURE