AGENDA ITEM NO. 5

AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: September 2, 2020
PREPARED BY: Lydia Collins, Finance Director
DEPARTMENT: Finance

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on a Service Level Agreement – Addendum between TimeClock Plus, LLC, and the City of Manor for timekeeping services.

BACKGROUND/SUMMARY:

The TimeClock service will allow for better timekeeping and mainstream our payroll process.

PRESENTATION: **No**
ATTACHMENTS: **Yes**

- Service Level Agreement - Addendum

STAFF RECOMMENDATION:

It is the City Staff's recommendation that the City Council approve the Service Level Agreement – Addendum with TimeClock Plus, LLC in the amount of $5,820; and Authorize the City Manager to execute the agreement.

PLANNING & ZONING COMMISSION:	**Recommend Approval**	**Disapproval**	**None**