

RESOLUTION R-23-72

A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE A MASTER SERVICES AGREEMENT WITH ADP IN THE TOTAL AMOUNT OF \$19,500.00 FOR THE IMPLEMENTATION OF ADP WORKFORCE NOW TIME AND ATTENDANCE HARDWARE AND SOFTWARE, AND \$46,482.00 IN ANNUAL COST.

WHEREAS, staff requested proposals for time and attendance solutions with ADP, being the best fit for the City needs.

WHEREAS, the City has used ADP for payroll and tax processing over the past several years; and

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF GLADSTONE, MISSOURI, AS FOLLOWS:

THAT, the City Manager of the City of Gladstone, Missouri, is hereby authorized to enter into a contract with ADP in the total amount of \$65,982.00 for time and attendance hardware and software.

FURTHER, THAT, funds for such purpose are budgeted in the General Fund.

INTRODUCED, READ, PASSED, AND ADOPTED BY THE COUNCIL OF THE CITY OF GLADSTONE, MISSOURI, THIS 23RD DAY OF OCTOBER 2023.


Jean B. Moore, Mayor

ATTEST:


Kris Keller, City Clerk



Request for Council Action

RES ☒ **# R-23-72**

BILL ☐ **# City Clerk Only**

ORD **# City Clerk Only**

Date: 10/17/2023

Department: Finance

Meeting Date Requested: 10/23/2023

Public Hearing: Yes ☐ Date: [Click here to enter a date.](#)

Subject: ADP Time and Attendance – Scheduling and Timekeeping System

Background: Personnel costs for the City are the largest budgeted outflow yearly. After our prior timekeeping system failed in 2021, the City has been processing this ~\$19 million payroll expense using Microsoft Excel. Employees signed timesheets are transcribed by administrative assistants onto a department sheet. These department spreadsheets are again transcribed by HR into a master document which is uploaded into ADP. This process is labor intensive, prone to errors, and offers little to no useful analytic functionality. Staff have determined that the City would drastically benefit from an electronic timekeeping and scheduling solution. After conducting market and pricing research, ADP's WorkforceNow Time and Attendance Solution appears to best fit our procurement requirements. The City has a decade of experience with this vendor for our payroll processing and the vendor has intimate knowledge of our business processes. We can leverage the work already done on their database to reduce implementation costs and promote a smooth transition.

Budget Discussion: Funds for the project are budgeted in the General Fund. Implementation costs have been quoted at \$19,500.00. Ongoing yearly costs are expected to be approximately \$50,000.00. This does not consider any labor savings from data entry and error correction.

Public/Board/Staff Input:

- Staff have solicited quotes from competing vendors such as Synerion, Attendance-On- Demand, and Deputy.
 - The first two have declined to sign a worker's authorization affidavit as required by Missouri statute. The latter was determined to not match our procurement needs for the price.
- Community Center, which will be the heaviest user of the scheduling module, is currently using a legacy PHP application developed in-house. Finance has recognized this system as an internal control risk, and this system would be phased out with implementation.
- Per Police and Fire requests, the scheduling module will contain enhanced capabilities for operational safety and efficiency. These include items such as shift trades, online scheduling, grant tracking, and audited PTO accruals and requests.

Provide Original Contracts, Leases, Agreements, etc. to: City Clerk and Vendor.

Dominic Accurso
Department Director/Administrator

JM
City Attorney

BB
City Manager