



## Legislation Text

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**File #:** RES 17-0085, **Version:** 1

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**TO:**

Honorable Mayor and Members of the City Council

**THROUGH:**

Mark Danaj, City Manager

**FROM:**

Robert Espinosa, Fire Chief  
Sanford Taylor, Information Technology Director

**SUBJECT:**

Resolution Approving Addendum No. 1 to the December 2012 Agreement with Kronos Incorporated to Provide Telestaff Workforce Management Software Update, User and Administrator Training, and Project Management Services in the Amount of \$8,571.25 and \$14,971.44 of Annual Maintenance and Service Fees for Three Years (\$23,542.69 Total for Contract Addendum) (Fire Chief Espinosa).

**ADOPT RESOLUTION NO. 17-0085**

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**RECOMMENDATION:**

Staff recommends that the City Council adopt Resolution No. 17-0085 approving Addendum No. 1 to the December 2012 Agreement with Kronos Incorporated to purchase the newest version of Telestaff Workforce Management software (Telestaff), training, and project management services in an amount not to exceed \$8,571.25 and \$14,971.44 for three years of annual maintenance and service fees. Total for the amended contract will be \$23,542.69.

**FISCAL IMPLICATIONS:**

The Fire Department will use funds from budgeted accounts from fiscal year 2016-2017 to pay for training, computer consulting services and contract services. Funds for annual maintenance fees are in both the budgets for fiscal years 2016-2017 and 2017-2018.

**BACKGROUND:**

The Fire Department uses Telestaff for payroll and daily staffing. Telestaff integrates with other Fire Department software to track training and incident reporting. Off-duty firefighters can access a scaled-down web version of Telestaff using their smart devices and home computers. The Fire Department is using software version of 2.81.2 and version 6.0.1 is Kronos' current software. We were recently notified Telestaff version 2 would no longer be supported by Kronos.

The original contract with Kronos was for a total of \$49,712.72 for all software, equipment and services, and included \$12,605.65 in software and equipment and \$19,190.60 in training and programming, and \$17,916.47 for four years of annual maintenance and support (about \$4,480 per

year).

### **DISCUSSION:**

At the November 20, 2012, city council meeting Council approved the purchase software license, training, and service agreement with Kronos for Telestaff Workforce Management Software. The Fire Department using the Telestaff for reconciling payroll, to staff daily positions, and creating reports. The current software version, Telestaff 2.81.2, was purchased in 2013. An installation disk is needed to install a copy of the software on each department computer. A scaled down web version of Telestaff is available for employees (basic level users) to access staffing information from their smart devices or home computers.

We are recommending an update from Telestaff version 2.81.2 to version 6.0.1. Our current version of Telestaff Workforce Management software will soon not be supported by Kronos. The newest version of this software is web-enabled as opposed to needing a software installation on each of the department's desktop computers. The new web-enabled software will be robust, manageable by administrators from work or home desktop computers and smart devices and accessible for employees from non-city devices.

### **POLICY ALTERNATIVES:**

#### **ALTERNATIVE #1:**

Continue using the current version of Telestaff

#### **PROS:**

There would be no additional costs

#### **CONS:**

The current version is not supported, and failure of the software could lead to loss of historical data or render the software unusable

#### **ALTERNATIVE #2:**

Use the staffing module in the Fire Department's record management software

#### **PROS:**

No additional costs

#### **CONS:**

The staffing module in the Fire Department's record management system is inadequate for payroll reports, not design for the purposes we need for managing daily staffing, and is not accessible remotely

### **PUBLIC OUTREACH/INTEREST:**

After analysis, staff determined that public outreach was not required for this issue.

### **ENVIRONMENTAL REVIEW**

The City has reviewed the proposed activity for compliance with the California Environmental Quality Act (CEQA) and has determined that there is no possibility that the activity may have a significant effect on the environment; therefore, pursuant to Section 15061(b)(3) of the State CEQA Guidelines the activity is not subject to CEQA. Thus, no environmental review is necessary.

## **LEGAL REVIEW**

The City Attorney has reviewed this report and determined that no additional legal analysis is necessary.

### **Attachment/Attachments:**

1. 2012 Kronos Sales, Software License and Services Agreement
2. 2017 Kronos Addendum Workforce Management Service
3. Resolution No. 17-0085
4. Kronos Order Forms
5. Kronos Annual Maintenance Estimates