



Administrative Report

H.12., File # 25-0476

Meeting Date: 6/10/2025

To: MAYOR AND CITY COUNCIL
From: JOE HOFFMAN, CHIEF OF POLICE

TITLE

APPROVE AN AGREEMENT WITH UKG KRONOS SYSTEMS, LLC FOR TELESTAFF TIMEKEEPING SOFTWARE SUBSCRIPTION SERVICES FOR THE POLICE AND FIRE DEPARTMENTS FOR THE TERM OCTOBER 1, 2025 THROUGH SEPTEMBER 30, 2028, WITH TWO AUTOMATIC ONE-YEAR RENEWALS, FOR A TOTAL FIVE-YEAR NOT TO EXCEED AMOUNT OF \$214,487

EXECUTIVE SUMMARY

The Police and Fire Departments utilize UKG Telestaff software to manage the complex, 24-hour a day, public safety employee schedules, which include tenured based criteria for leave time and the equitable distribution of overtime across multiple work units. The software is a hosted cloud-based service governed by a Master Terms and Conditions Agreement. Due to the age of the existing Agreement and enhancements to the hosted service, an updated agreement is required. The new Agreement will have an initial term of three years, with two automatic one-year renewals. The City has the option to terminate service with a 60-day prior written notice in advance of the automatic renewal dates. The total cost of services for the anticipated five-year agreement period is \$214,487.

BACKGROUND

Since 2009, the Police and Fire Department have used Telestaff software to manage the complex scheduling of their public safety personnel. Telestaff provides the capability to schedule employees based on availability and tenure, while ensuring compliance with federal and state labor laws, collective bargaining agreements, organizational policies, and the equitable distribution of overtime. Another integral part of the software is the ability to keep a digital record of all requests, schedules, and approvals/denials within the system. Using the Telestaff platform has streamlined the employee scheduling process for the City's public safety employees.

The current Agreement has been in place since 2015 and requires updating. The proposed Agreement incorporates updated provisions related to software advances and cloud-hosting capabilities, along with a defined contract term of up to five years, inclusive of two, automatic, one-year renewals. Either Party may terminate any service included in the Agreement upon, at least, 60 days written notice, prior to each annual renewal date.

COORDINATION

The Agreement was reviewed and approved as to form by the City Attorney's Office.

FISCAL IMPACT

The cost for the first year of the agreement is \$39,600, and there will be a 4% annual increase for each additional year, for a total five-year cost of \$214,487. Funding for the services is included in the annual operating budgets for the Police and Fire Departments.

APPROVED BY:

Mike Witzansky, City Manager

ATTACHMENTS

- Agmt - UKG Kronos Systems, LLC
- Insurance - UKG Kronos Systems, LLC
- Agmt - Original Agreement with Kronos, Inc., March 17, 2015