



AGENDA COVER MEMO

Memorandum Date: March 2, 2023

Order Date: March 21, 2023

TO: Board of County Commissioners

DEPARTMENT: Sheriff's Office

PRESENTED BY: Greg Rice, Lieutenant

AGENDA ITEM TITLE: ORDER/IN THE MATTER OF APPROVING A FIVE YEAR CONTRACT WITH TIMECLOCK PLUS, LLC IN THE AMOUNT OF \$82,567.68 FOR SCHEDULING SOFTWARE AND DELEGATING AUTHORITY TO THE COUNTY ADMINISTRATOR TO EXECUTE THE CONTRACT

I. MOTION

Move approval of entering into a five-year contract with Timeclock Plus, LLC in the amount of \$82,567.68 for scheduling software and delegate authority to the County Administrator to execute the contract.

II. AGENDA ITEM SUMMARY

The Board is being asked to approve a contract for scheduling software, Aladtec Enterprise, a product of Timeclock Plus, to be used with Sheriff's Office employees working in the Corrections Division. Currently, scheduling is completed by hand using spreadsheets, a failing Access database and paper forms, which are easily lost or misplaced. The paper schedule transaction forms are inefficient and costly. The division will save money on purchasing forms, paying for time to redo the work when the system crashes, and manually filling out multiple sheets of paper.

Employees will have the ability to download an app on their cell phone where then can request time off, request shift trades, sign up for available overtime and more. This software will allow supervisors to notify employees when unexpected overtime becomes available with just a few clicks. Currently, supervisors must call each off duty employee in an attempt to fill an unexpected overtime slot. This is a very time-consuming process that the software program will speed up allowing supervisors to spend their time on other important duties, such as providing mentorship and guidance to deputies during the shift while also providing staff the flexibility to have a greater role in managing their schedules.

III. BACKGROUND/IMPLICATIONS OF ACTION

A. Board Action and Other History

The Sheriff's Office has a current contract with Timeclock Plus for their Schedule Anywhere software that is used by the Police Services Division. The Schedule Anywhere product is not suitable to the Corrections Division's needs, but the Aladtec Enterprise solution offered by them will be.

B. Policy Issues

Lane Manual chapter 20 establishes that all procurements in excess of \$10,000 must be made through a competitive process. The Sheriff's Office provided a document containing the requirements they wanted in a scheduling software and sent it to vendors. They received four written quotes that were reviewed by staff. Staff also watched vendor presentations and completed reference checks on each one. Each product was reviewed for price and for meeting the business needs of Corrections. Timeclock Plus was best able to meet all requirements and also had the lowest cost.

C. Board Goals

The implementation of the scheduling software is relevant to the County's Strategic Plan under the goal of Our People and Organizational Health and supports Employees Well-Being and Positive Workplace Culture.

Employees will be able to make requests for time off, shift-trades or accept overtime opportunities by utilizing an app on their cell phone if they choose. They can also access the software from a computer during work time. This alleviates completing cumbersome paperwork, saving time and frustration. The app will also provide employees with reminders of upcoming events such as overtime or time off. The software eliminates lost or incorrectly submitted forms as well as the effort to enter them into the spreadsheet schedule and greatly reduces the opportunity for errors to occur. It also provides the ability to send notifications to all employees such as upcoming trainings and policy updates and verifies that they have read and received the information.

D. Financial and/or Resource Considerations

The cost of this software will be split between General Fund, Public Safety Local Option Levy Fund and Special Revenue Fund within the Corrections Division of the Lane County Sheriff's Office. The cost will be split out based on the number of FTE using the software in each program. In FY2023, the cost will be absorbed into the current budget and it was included in the Department Request Budget for FY2024.

E. Health Implications

None

F. Analysis

Utilizing a scheduling program will eliminate the manual schedule process currently employed by the Corrections Division. This change will free up managers and supervisors to concentrate on other job duties and responsibilities. It will also give employees better access to schedules and assignments.

G. Alternatives/Options

1. Continue using an obsolete manual process for scheduling in the Corrections Division.
2. Purchase the Timeclock Plus Aladtec product and convert to an automated scheduling product.

IV. RECOMMENDATION

Staff recommends Option 2.

V. ATTACHMENTS

Board Order

BEFORE THE BOARD OF COMMISSIONERS OF LANE COUNTY, OREGON

ORDER NO: 23-03-21-05

In the Matter of APPROVING A FIVE YEAR
CONTRACT WITH TIMECLOCK PLUS, LLC
IN THE AMOUNT OF \$82,567.68 FOR
SCHEDULING SOFTWARE AND
DELEGATING AUTHORITY TO THE
COUNTY ADMINISTRATOR TO EXECUTE
THE CONTRACT

WHEREAS, the Corrections Division of the Sheriff's Office conducted a competitive bid process to identify a vendor for scheduling software to be used within the Division; and

WHEREAS, the selected vendor, Timeclock Plus, LLC offered additional discounts for a five-year contract period; and

WHEREAS, the Board of County Commissioners approves contracts in excess of \$150,000 and/or in excess of three years in length per Lane Manual chapter 20.

NOW, THEREFORE, the Board of County Commissioners of Lane County **ORDERS** as follows:

1. Approves a five-year contract with Timeclock Plus, LLC for scheduling software in the amount of \$82,567.68.
2. Delegates authority to the County Administrator to execute the contract.

ADOPTED this 21st day of March, 2023.

Pat Farr, Chair
Lane County Board of Commissioners