

**TOWN OF MEAD, COLORADO  
RESOLUTION NO. 09-R-2018**

**A RESOLUTION OF THE TOWN OF MEAD, COLORADO, AUTHORIZING  
THE PURCHASE OF TIMEKEEPING SOFTWARE AND SERVICES FROM  
CASELLE**

**WHEREAS**, Erika Rasmussen, Town Engineer/Public Works Director obtained a single quote from Caselle, 1656 S. East Bay Blvd., Suite 100, Provo, UT 84606, for timekeeping software in the amount of \$3,035.00 for the license and \$68 per month for maintenance services; and

**WHEREAS**, Caselle offers a Timekeeping module that will integrate seamlessly with the existing software utilized by the Town for payroll, utility billing and all other accounting functions; and

**WHEREAS**, an award to Caselle as a single source provider of the desired timekeeping software is appropriate because of the compatibility with existing Town owned accounting software; and

**WHEREAS**, currently, wage and benefit expenses are distributed between the various expense accounts (such as administration, sewer, parks, or roads) on a percentage basis, not on actual hours worked; and

**WHEREAS**, the benefits include tracking employee time for both standard work activities as well as special events or natural disasters, online time sheet submittal and approval, online leave requests, and detailed reports of hours and costs per work activity; and

**WHEREAS**, the software is fully customizable to allow departments to establish activity codes and defaults for each work group;

**NOW THEREFORE, BE IT RESOLVED** by the Board of Trustees of the Town of Mead, Weld County, Colorado, that:

**Section 1.** It is the intent of the Board of Trustees of the Town of Mead to award a contract for timekeeping software to Caselle, 1656 S. East Bay Blvd., Suite 100, Provo, UT 84606, in the amount of \$3,035.00 for the license and \$68 per month for maintenance services.

**Section 2. Ministerial Action.** The Mayor and Town Clerk are hereby authorized and directed to take those steps necessary to sign the contract with Caselle, 1656 S. East Bay Blvd., Suite 100, Provo, UT 84606, and to place the signed contract in the official records of the Town.

**Section 3. Effective Date.** This resolution shall become effective immediately upon adoption.

**Section 4. Repealer.** All resolutions, or parts thereof, in conflict with this resolution are hereby repealed, provided that such repealer shall not repeal the repealer clauses of such resolution nor revive any resolution thereby.

**Section 5. Certification.** The Town Clerk shall certify to the passage of this resolution and make not less than one copy of the adopted resolution available for inspection by the public during regular business hours.

INTRODUCED, READ, PASSED, AND ADOPTED THIS 29<sup>th</sup> DAY OF JANUARY, 2018.

ATTEST:

TOWN OF MEAD

By Mary E. Strutt  
Mary E. Strutt, CMC, Town Clerk



By Gary R. Shields  
Gary R. Shields, Mayor