

Dear City Council and City Staff,

Why is it so hard for the City to implement time tracking? If the City cannot find an appropriate software, have employees take 10 minutes at the end of their day to log their time. From the EFOC meeting where time tracking was introduced by Director Kwong, it seemed that the project was more complex than it needs to be for Cost Allocation purposes.

For Cost Allocation Purposes, the Employee simply needs to denote how much time they work on Water or Sewer. For public works, Water and Sewer are distinct functions. It should be easy to track and in fact, Public Works did time track in January and February.

For most administrative services, Water and Sewer are handled simultaneously, as in billing and agenda items. This would be denoted as Water and Sewer and then split between the two categories.

The EFOC meetings are Water and Sewer and would be counted as time split $\frac{1}{2}$ and $\frac{1}{2}$ between the two funds.

Time tracking for Cost Allocation purposes should not be hard. It should be simple. The Employees who work on Water and Sewer should start keeping track of their time at the end of the day and put the time into an Excel sheet until the City finds a vendor.

As previously mentioned, the City's existing software platform, Springbrook, offers a cloud based time tracking program that could easily be implemented.

Time tracking for the Enterprise Funds is critical to developing an accurate Cost Allocation Plan and then a new Rate Study.

The City is out of compliance right now with its Cost Allocation Plan. It needs to start time tracking for Water and for Sewer.

Thank you,
Kate Haug