



# County of Monterey

**Item No.**

## Board Report

Board of Supervisors  
Chambers  
168 W. Alisal St., 1st Floor  
Salinas, CA 93901

**Legistar File Number: A 25-394**

**October 07, 2025**

**Introduced:** 9/22/2025

**Current Status:** Agenda Ready

**Version:** 1

**Matter Type:** BoS Agreement

a. Authorize the Contracts and Purchasing Officer or their designee to execute Amendment 2 to the agreement (A-16608) with In Time Services, Inc., dba In Time, extending the agreement an additional two (2) year period (October 18, 2025 through October 17, 2027) for a revised full agreement term of October 18, 2022 through October 17, 2027 and adding \$131,914 for a revised total agreement amount not to exceed \$328,218.

### RECOMMENDATION:

It is recommended that the Board of Supervisors:

a. Authorize the Contracts and Purchasing Officer or their designee to execute Amendment 2 to the agreement (A-16608) with In Time Services, Inc., dba In Time, extending the agreement an additional two (2) year period (October 18, 2025 through October 17, 2027) for a revised full agreement term of October 18, 2022 through October 17, 2027 and adding \$131,914 for a revised total agreement amount not to exceed \$328,218.

### SUMMARY/DISCUSSION:

On October 10, 2023 the Board of Supervisors approved a retroactive sole source agreement with InTime, to provide a time keeping and scheduling solution for the Monterey County Sheriff's Office (MCSO).

The In Time system is designed for public safety agencies and has a proven history. The system is able to communicate with the County's current HRM Payroll system which will eliminate repetitive work, making the payroll process more streamlined and efficient.

The current CGI Advantage system which contains the HRM Payroll system is in the process of being replaced, however, there have been some delays. InTime will do the final conversion (timekeeping to payroll) once the system has been replaced. After the system has been replaced, MCSO will still need to utilize the InTime system for scheduling and timekeeping for payroll purposes.

In Time is based out of Canada, as such the company is covered for workers compensation insurance through the government, so they will not submit a waiver for not submitting workers compensation insurance.

### OTHER AGENCY INVOLVEMENT:

The Office of County Counsel has reviewed and advised on this Agreement as to legal form. The Auditor-Controller has reviewed and approved the Agreement as to fiscal provisions.

### FINANCING:

The cost of this contract was included in the FY 2025-26 Adopted Budget. There will be no increase in General Fund Contribution as a result of this Board action.

BOARD OF SUPERVISORS STRATEGIC PLAN GOALS:

Mark a check to the related Board of Supervisors Strategic Plan Goals [Include one or two sentences referencing the Ordinance, Code, Board Order/Resolution, etc. in relation to this selection]:

- Well-Being and Quality of Life
- Sustainable Infrastructure for the Present and Future
- Safe and Resilient Communities
- Diverse and Thriving Economy
- Dynamic Organization and Employer of Choice

Prepared by: Arthur Curtright, Management Analyst II, Ext#3708

Reviewed by: Jason Smith, AOB Chief, Ext #3801

Approved by: Tina Nieto, Sheriff/Coroner, Ext#3750

Attachment:

Board Report

Board Order with Agreement & Amendment #1

Amendment #2