



# County of Monterey

**Item No.31**

## Board Report

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

**Legistar File Number: A 26-213**

**June 16, 2026**

**Introduced:** 5/28/2026

**Current Status:** Criminal Justice - Consent

**Version:** 1

**Matter Type:** BoS Agreement

- a. Approve and authorize the County Purchasing Agent or designee to execute an Agreement with Pace Systems, Incorporated to provide Pace Scheduler and timeclock software license subscriptions effective June 22, 2026 through June 21, 2027, not to exceed \$15,285; and
- b. Accept the non-standard limitations of liability and proprietary rights terms and conditions as recommended by Chief Probation Officer; and
- c. Authorize the County Purchasing Agent or designee to execute future extensions to the Agreement provided that these do not exceed an aggregate amount of \$200,000 per fiscal year, the extensions fall within the signing authority of the County Purchasing Agent, and the order forms do not significantly alter the terms of the Agreement, all subject to County Counsel review.

### RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Approve and authorize the County Purchasing Agent or designee to execute an Agreement with Pace Systems, Incorporated to provide Pace Scheduler and timeclock software license subscriptions effective June 22, 2026 through June 21, 2027, not to exceed \$15,285; and
- b. Accept the non-standard limitations of liability and proprietary rights terms and conditions as recommended by Chief Probation Officer; and
- c. Authorize the County Purchasing Agent or designee to execute future extensions to the Agreement provided that these do not exceed an aggregate amount of \$200,000 per fiscal year, the extensions fall within the signing authority of the County Purchasing Agent, and the order forms do not significantly alter the terms of the Agreement, all subject to County Counsel review.

### SUMMARY

Pace Scheduler is a cloud-based workforce management system designed for law enforcement, giving Probation staff 24/7 access on any device while streamlining scheduling through permanent shifts, rotation patterns, automated deficit tracking, open-shift sign-ups, electronic time-off and overtime requests, mass communication tools, and detailed audit-ready reporting. Alongside it, the integrated Timeclock Module replaces the current manual, inconsistent timekeeping processes at Juvenile Institutions by allowing staff to clock in and out electronically, automatically linking timestamps to scheduled shifts, reducing discrepancies, improving real-time attendance oversight, and generating accurate payroll data-all within the same unified platform.

### DISCUSSION:

Probation Juvenile Institutions currently rely on a paper master schedule system for staffing. The paper system requires administrators to find a physical copy of the master shift report to calculate and report staffing patterns. A paper system can lead to inaccuracies and inefficiencies. This program is needed to

modernize antiquated paper processes by introducing centralized, digital scheduling and workforce management. By automating shift assignments, documenting staffing levels in real time, and maintaining a comprehensive audit trail, the system ensures accurate reporting and immediate visibility into staffing compliance.

The Pace Scheduler software is an advanced scheduling solution built specifically for the unique needs of law enforcement. It is an online-hosted solution, which allows users 24-7 access anywhere they have an active internet connection. The site is scalable and fully functional on any modern device (tablet, phone, laptop, PC, etc.). It will allow Probation to quickly and easily create schedules utilizing permanent shift and customized rotation patterns, easily identify and fill staffing deficits, manage on-the-fly schedule changes, notify and allow officers sign up for available open-shifts, send unlimited communication via email and/or text alerts and messages to staff, handle time off/overtime requests electronically, all backed by a full audit trail and extremely robust reporting, and ease the burden on administrative staff by automating the process.

In addition to the scheduling platform, Probation is procuring the Pace Scheduler Timeclock Module to further modernize workforce management across both Juvenile Institutions. Currently, staff timekeeping is managed through disparate, manual processes that are susceptible to human error, inconsistency, and administrative inefficiency. The integration of a unified timeclock solution directly within the Pace Scheduler platform will standardize time and attendance tracking across both institutions, ensuring that all staff operate under a single, cohesive system. The Timeclock Module allows employees to clock in and out electronically, with timestamps automatically recorded and linked to their assigned shifts in the master schedule. This eliminates discrepancies between scheduled and actual hours worked, provides supervisors with real-time attendance visibility, and generates accurate data for payroll processing-all within the same platform already being used for scheduling.

The adoption of the Timeclock Module supports the Department's broader goal of operational standardization and procedural consistency. By consolidating scheduling and timekeeping into one integrated platform, Probation will reduce the administrative burden associated with reconciling records from multiple systems, minimize opportunities for error, and establish uniform operating procedures that apply equally to staff at both facilities. The module's audit trail capabilities further ensure accountability and transparency in time reporting, which is critical for compliance with labor regulations and internal policy requirements. This investment represents a strategic step toward a fully integrated, data-driven approach to workforce management that will serve both institutions equitably and efficiently for years to come.

The non-standard agreement terms include limitations of liability and proprietary rights. The Chief Probation Officer recommends approval of this proposed Agreement.

**OTHER AGENCY INVOLVEMENT/COMMITTEE ACTIONS:**

The Agreement and non-standard terms have been reviewed and approved by County ITD; and approved by the Office of the County Counsel as to form and Office of the Auditor Controller as to fiscal provisions.

**FINANCING:**

There will be no impact to the General Fund from approval of this action. The funds for this

Agreement are included in the Probation Department (PRO001, Unit 8163 and PRO001, Unit 8164) Fiscal Year (FY) 2025-26 Adopted Budget. Any unused contract authority will be fully budgeted in the subsequent FYs, through the term of the Agreement.

BOARD OF SUPERVISORS STRATEGIC PLAN GOALS:

Acquiring the Pace Scheduler and Timeclock Modules supports the initiative for Sustainable Infrastructure for the Present and Future. The Pace Scheduler and Timeclock Module are essential to improving the accuracy, efficiency, and consistency of workforce management within the Department. This investment will modernize legacy processes, reduce administrative overhead, and create a standardized, reliable system that supports both day-to-day operations and long-term organizational goals.

Well-Being and Quality of Life

- X Sustainable Infrastructure for the Present and Future
- Safe and Resilient Communities
- Diverse and Thriving Economy
- Dynamic Organization and Employer of Choice

Prepared by: Wendi Reed, Management Analyst III, Ext. 3985

Approved by: Jose Ramirez, Chief Probation Officer, Ext. 3913

Attachments:

Board Report

2026-2027 Agreement with PACE Systems, Incorporated