REGULAR BUSINESS MEETING
DORMONT BOROUGH COUNCIL
FEBRUARY 4, 2013

1. Executive Session 6:00PM

   A. Legal Matter – Pitcher Park Foundation

2. Call to Order 7:00PM

3. Pledge of Allegiance

4. Roll Call

5. Registered Comments from the Public

6. Comments from the Public on Agenda Items

7. Comments from the Mayor

8. Council President's Report

9. Consent Agenda

   A. Motion to accept the written report of the Borough Solicitor.
   B. Motion to accept the written reports of Borough Officials.
   C. Motion to approve the Minutes of the December 19, 2012 Special Council Meeting.
   D. Motion to approve the Minutes of the January 7, 2013 Council Business Meeting.
   E. Motion to approve the Warrant List for January, 2013.
   F. Motion to approve Payment Application No. 2 and Final for Robinson Pipe Cleaning Company through SHACOG in the amount of $10,640.77 for the Sanitary Sewer Lining Project – Year 6.
   G. Motion to accept the Dormont Volunteer Fire Department Line Officers for 2013.

10. Action Items

    A. **Approval of Purchase of Tax Collection Software** – Motion to authorize the Borough Manager to execute all agreements for the purchase of Tax Collection software for the Tax Collector's Office at a cost of $1,449 from Logi-Tek Solutions for FY 2013 and $1,200 annually thereafter – Finance and Legal Committee – Onnie Costanzo, Chairperson
    B. **Approval of Purchase of Automated Time and Attendance Software** – Motion to approve the purchase of Automated Time and Attendance Software from Kronos at a cost of $35,475.20 as a sole source purchase and authorize the Borough Manager to execute any necessary agreements – Public Safety/Public Service Committee – Joan Hodson, Chairperson

C. **Approval of Reserved Accessible Parking Space for 2946 Glenmore Avenue, Apartment #2** – Motion to authorize a Reserved Accessible Parking Space for Ms. Susan Lee Karako of 2946 Glenmore Avenue, Apartment #2, for a period of 6 months [Recommended by T&PPC] – Public Safety/Public Service Committee – Joan Hodson, Chairperson
D. **Authorization to Spend $3,500 to Create Additional Office Space** – Motion to authorize the Borough Manager to spend up to $3,500 to create additional office space in Borough Hall – Property, Supplies & Planning Committee – Valerie Martino, Chairperson
E. **Approval to Purchase a Vehicle Lift for the Garage** – Motion to authorize the purchase of a Mohawk Lift with a 16,000 pound capacity with optional equipment for $19,109.96 from the State of Pennsylvania State Contract – Property, Supplies & Planning Committee – Valerie Martino, Chairperson
F. **Approval of Conditional Use for Public Parking Lot** – Motion to approve a Conditional Use for the property located at 3201 West Liberty Avenue to be used as public parking for the Borough – Public Safety/Public Service Committee – Joan Hodson, Chairperson
G. **Adoption of Financial Policies and Procedures** – Motion to adopt Financial Policies and Procedures as reviewed and presented by the Finance and Legal Committee of Council – Finance and Legal Committee – Onnie Costanzo, Chairperson
H. **Borough Engineer Hire** –Motion to authorize the hiring of Mr. Wayne McVicar for the position of Borough Engineer at a salary of $72,000 per year – Public Safety/Public Service Committee – Joan Hodson, Chairperson
I. **Police Chief Hire** – Motion to authorize the hiring of Mr. Michael Bisignani for the position of Police Chief at a salary of $90,492.42 per year – Public Safety/Public Service Committee – Joan Hodson, Chairperson
J. **Appointment to Planning Commission** – Motion to appoint ____ to the Planning Commission for a five (5) year term – Property, Supplies & Planning Committee – Valerie Martino, Chairperson

11. Discussion Items

A. **Update on West Liberty Avenue Redevelopment** – Borough Manager
B. **Update on Voelkel and Belrose Avenue Traffic Calming** – Borough Manager
C. **Discussion of Free and Discounted Pool Admissions for 2013** – Borough Manager
D. **Discussion of GTECH/CONNECT Grant Award** – Borough Manager
E. **Discussion of the Carnegie Mellon University Sustainable Community Development Project Award** – Borough Manager

12. Comments from the Public on Non-Agenda Items

13. Announcements

14. Adjournment

DORMONT VOLUNTEER FIRE DEPARTMENT

MONTHLY SUMMARY REPORT

December 2012

Total Alarms	*18*
Drills.	*0*
False Alarms.	*4*
Alarms in Houses.	*6*
Alarms in Buildings.	*6*
Mutual Aid (Given to other Departments)	*3*
Alarms Involving Automobiles and Trucks.	*3*
Alarms Involving Brush, Rubbish, Misc.	*0*
Day Alarms 06:00 AM. To 06:00 PM.	*10*
Night Alarms 06:00 PM. To 06:00 AM.	*8*
Total Number of Volunteers at Alarms.	*110*
Total Number of Volunteers at Drills	*0*
Total Number of Apparatus Operators at Alarms.	*24*
Total Number of Apparatus Operators at Drills	*0*
Estimated Value of Property Involved in Fires	*0*
Estimated Property Lost Due to Fire	*0*
Single Largest Fire Loss.	*0*
Monthly Stipend	*$ 1,026.00*

FIRE DEPARTMENT MEMBERS OR RESIDENTS INJURED OR TREATED AT ALARMS 0
MUTUAL AID GIVEN OR RECEIVED

12-0000304 Dormont Fire, assist Dormont Police
12-0000315 Dormont Fire, assist Mt Lebanon Fire.
12-0000318 Dormont Fire,assist Mt. Lebanon Fire

Dormont Fire Chief Jeffrey D. Arnold *Date: December 2012*

DORMONT VOLUNTEER FIRE DEPARTMENT

MONTHLY ALARM SUMMARY

MONTH YEAR	TOTAL ALARMS	TOTAL DRILLS	TOTAL FIRE DAMAGE
December2012	18	0	0

12/01/12	1317 Wisconsin Ave.	Gas Odor Ventalation	None
12/02/12	2830 Broadway Ave.	Missing Person(Assist Police)	None
12/02/12	2873 W. Liberty Ave.	Vehicle Fire	None
12/03/12	2999 W. Liberty Ave.	False Alarm	None
12/04/12	2928 W. Liberty Ave.	False Alarm	None
12/05/12	1801 Dormont Ave.	Vehicle Accident	None
12/06/12	3145 W. Liberty Ave.	Low Hanging Wire	None
12/07/12	2938 W, Liberty Ave.	Possible Electrical Fire	None
12/08/12	1235 Kelton Ave.	Residential Lock Out	None
12/08/12	2710 Miles Ave.	Low Hanging Wire	None
12/11/12	3026 Annex Ave.	Residential Lock Out	None
12/13/12	2676 W. Liberty Ave.	False Alarm	None
12/17/12	1050 McNeilly Rd.	Smoke Showing(Mutual Aid)	None
12/21/12	1733 Potomac Ave.	Wire Down	None
12/21/12	1224 Hillsdale Ave.	False Alarm	None
12/27/12	916 McNeilly Rd.	Structure Fire (Mutual Aid)	None
12/29/12	2700 W. Liberty Ave.	Vehicle Accident	None
12/30/12	2808 Glenmore Ave.	C O Alarm	None

DCED APPROVED FORMAT FOR ACT 169 TAX COLLECTOR'S REPORT

Tax Collector's Monthly Report to Taxing Districts

For the Month of January, 2013

Dormont Borough Taxing District

	Real Estate	Interim/Other	Per Capita/Other	Other
A. Collections				
1. Balance Collectable - Beginning of Month	154,267.89			
2A. Additions: During the Month (*)	679.00			
2B. Deductions: Credits During the Month - (from line 17)	0			
3. Total Collectable	154,942.89			
4. Less: Face Collections for the Month	31,763.58			
5. Less: Deletions from the List (*)	0			
6. Less: Exonerations (*)	0			
7. Less: Liens/Non-Lienable Installments (*)	0			
8. Balance Collectable - End of Month	123,179.31			
B. Reconciliation of Cash Collected				
9. Face Amount of Collections - (must agree with line 4)	31,763.58			
10. Plus: Penalties	3,118.45			
11. Less: Discounts	0			
12. Total Cash Collected per Column	A. 34,882.03	B.	C.	D.
13. Total Cash Collected - (12A + 12B + 12C + 12D)				35,159.95

(*) ATTACH ANY SUPPORTING DOCUMENTATION REQUIRED BY YOUR TAXING DISTRICT

C. Payment of Taxes

14. Amount Remitted During the Month (*)

Date	Transaction #	Amount	TOTAL ALL TAXES
		Total	$ 35,159.95

15. Amount Paid with this Report Applicable to this Reporting Month — Transaction # _____ — $35,159.95

16. Total Remitted This Month — $35,159.95

17. List, Other Credit Adjustments (*)

Parcel #	Name	Amount
	Total	$

18. Interest Earnings (if applicable) $ _____

Harvey W Luberson 1-22-2017

Tax Collector — Date

I verify this is a complete and accurate reporting of the balance collectable, taxes collected and remitted for the month.

Received by (taxing district): _____

Title: _____ Date: _____

I acknowledge the receipt of this report.

TAXING DISTRICT USE (OPTIONAL)

Carryover from Previous Month $ _____

Amount Collected This Month $ _____

Less Amount Paid this Month $ _____

Ending Balance $ _____

BOROUGH OF DORMONT

EXECUTIVE SESSION 5:30 PM

A. Legal Matter – Pitcher Park
B. Union Negotiations – Desk Officers Union
C. Personnel Matter – Police Chief Selection
D. Personnel Matter – Borough Manager Evaluation

SPECIAL MEETING OF THE DORMONT BOROUGH COUNCIL
HELD ON MONDAY, DECEMBER 19, 2012 7:00PM
IN THE DORMONT MUNICIPAL CENTER COUNCIL CHAMBERS

Council President McCartney called the Special Meeting of the Dormont Borough Council to order.

PLEDGE OF ALLEGIANCE

ROLL CALL

The following members of Council responded to roll call:

Onnie Costanzo, Jeff Fabus, Valerie Martino, Joan Hodson, Bill McCartney

Also present: Jeffrey Naftal, Manager
Mayor Tom Lloyd
Phil Ross, Police Chief
Erica Bosh, Junior Council Member

COMMENTS FROM THE PUBLIC ON AGENDA ITEMS

None

ACTION ITEMS

Motion by Costanzo, second by Martino to authorize the Council President and Borough Manager to execute an Agreement with Cochran Real Estate, L. P. to exchange properties as part of the West Liberty Avenue Redevelopment Plan. Motion carried 5-0.

Motion by Costanzo, second by Hodson to approve Resolution #22-2012 to authorize an exchange of properties as part of the West Liberty Avenue Redevelopment Plan. Motion carried 5-0.

Motion by Costanzo, second by Hodson to authorize the Council President and Borough Manager to execute an Agreement with Cochran South Hills, Inc. increasing the scope and payment for their lease of property owned by the Borough. Motion carried 5-0.

Motion by Costanzo, second by Martino to authorize the Council President and Borough Manager to execute an Agreement with Cochran Real Estate, L. P. to provide for a guaranteed amount of contributions to a Tax Increment Financing Plan should such plan be approved by the Borough, Allegheny County, and the Keystone Oaks School. Motion carried 5-0

Motion by Costanzo, second by Hodson to approve Resolution #23-2012, authorizing the Borough to begin the process of creating a Tax Increment Financing District for West Liberty Avenue Redevelopment. Motion carried 5-0.

OTHER ITEMS

None

ADJOURNMENT

Motion to adjourn

BOROUGH OF DORMONT

EXECUTIVE SESSION 6:00 PM

Legal Matter – Pitcher Park Foundation

REGULAR MEETING OF THE DORMONT BOROUGH COUNCIL
HELD ON MONDAY, JANUARY 7, 2013 7:00PM
IN THE DORMONT MUNICIPAL CENTER COUNCIL CHAMBERS

Council President McCartney called the Regular Business Meeting of the Dormont Borough Council to order.

PLEDGE OF ALLEGIANCE

ROLL CALL

The following members of Council responded to roll call:

John Maggio, Eugene Barilla, Jeff Fabus, Onnie Costanzo, Joan Hodson, Valerie Martino, Bill McCartney

Also present: Jeffrey Naftal, Manager
John Rushford, Borough Solicitor
Chief Phil Ross
Mayor Tom Lloyd
Erica Bosh, Jr. Council Member

REGISTERED COMMENTS FROM THE PUBLIC

COMMENTS FROM THE PUBLIC ON AGENDA ITEMS

Bobby McClellan, 2705 Philadelphia Avenue RE: 10B, Reserved Accessible Parking Space Policy

Jeff Naftal, Borough Manager, explained a few of the changes: consolidating two items, the policy from 1994 and Section 195-24 of the Borough Code, added a few items that were practice but not written, some changes to medical condition and proposed fees for temporary spots.

Jane Fontaine, 1564 Tolma Avenue RE: Executive Session, Pitcher Park

COMMENTS FROM THE MAYOR

The Mayor stated that the Historical Society had a mistake in their latest newsletter stating that he had resigned. He is still doing the duties of the mayor in 2013.

Council will be meeting on January 19th to interview applicants for the Police Chief.

Hodson read a letter of gratitude regarding Officer Don Kelly from Bill Boxley who was involved in a car accident in December 2012.

COUNCIL PRESIDENT REPORT

McCartney thanked everyone for their support over the past year. The Comprehensive Plan is scheduled to begin this year; council will be doing some strategic planning. Council will be attending a dinner this Thursday with local and state officials. Maggio will take a lead on a special committee of council having a more active role with our state, federal and county representatives. Thank you to Mr. Maggio.

CONSENT AGENDA

Naftal stated that there is one typing error on the bottom of page 4 of the minutes.

Motion by Costanzo, second by Hodson to accept Consent Agenda Items A through J (A. written report of the Borough Solicitor, B. written reports of Borough Officials, C. the Minutes of the December 3, 2012 Council Business Meeting, D. the Warrant List for December, 2012, E. Payment Application No. 1 for Soli Construction through SHACOG in the amount of $115,316.51 for the O&M Point Repairs – Year 1, F. Payment Application No. 1 for Robinson Pipe Cleaning Company through SHACOG in the amount of $28,134.69 for the Sanitary Sewer Lining Project – Year 6, G. Payment Application No. 2 for Roto Rooter Services Company in the amount of $11,400.00 for the Capital Lining Project, H. appointment of Mat Davis as the Borough's Emergency Management Coordinator and T. J. Conroy as his backup, I. appointment of Virginia Stocker to the Recreation Board to fill the

position vacated by Councilman Fabus, J. approval of the Dormont Volunteer Fire Department Officers for 2013). Motion carried 7-0.

ACTION ITEMS

Motion by Costanzo, second by Fabus to approve a three year contract with the Desk Officers Union effective January 1, 2013. Motion carried 7-0.

McCartney stated that there will be no agenda meetings, only one meeting per month.

Motion by Hodson, second by Martino to adopt a Policy regulating the issuance of Reserved Accessible Parking Spaces on public residential streets. The mayor stated two objections: the use of placards and reducing the number of places in certain instances. Ann McCartney, Earlsmere Avenue, asked if the policy is retroactive to January 1, 2013. Motion carried 7-0.

Motion by Hodson, second by Costanzo to authorize a Reserved Accessible Parking Space for Ms. Olive Rose of 1307 Hillsdale Avenue, approved by the Traffic & Parking Planning Commission. Motion carried 7-0.

Motion by Costanzo, second by Hodson to authorize the Borough Manager to enter into an agreement with Maher Duessel to provide annual audit services for the Borough through the audit of Fiscal Year 2014. Motion carried 7-0.

Motion by Martino, second by Costanzo to authorize the purchase of a Case Model 580N Backhoe with optional equipment for $85,737.00. Motion carried 7-0.

Motion by Costanzo, second by Hodson to authorize the Borough Manager to execute Change Order #3 for Roto Rooter for the 2012 Capital Lining Program. Motion carried 7-0.

Motion by Costanzo, second by Hodson to approve the 2013 reappointments to the various Boards and Commissions of the Borough as outlined in the staff report (Kevin Hensler, 5 years Recreation Board; Mark Shuttleworth, 5 years Traffic & Parking Planning Commission; Steve Samarin, 3 years on UCC Board of Appeals; Leah Petrelli, 1 year on Vacancy Board; Cynthia Harris, 3 years on Zoning Hearing Board). Motion carried 7-0.

Motion by Costanzo, second by Martino to appoint Matt Hamilton (Waltham Avenue) to fill the remainder of Willard McCartney's term on the Planning Commission (1st Monday in January 2016). Motion carried 7-0.

Motion by Hodson, second by Costanzo to authorize the promotion of John Schneider to Working Foreman in the Streets Department and Tim Duffy to Assistant Working Foreman in the Streets Department. Motion carried 7-0.

Motion by Hodson, second by Fabus to authorize the hiring of Evan Duffy to the position of General Maintenance worker at a salary of $39,638.89. Motion carried 7-0.

Motion by Hodson, second by Fabus to authorize the hiring of Joey Skrip to the position of General Maintenance worker at a salary of $39,638.89. Motion carried 7-0.

Motion by Hodson, second by Martino to approve the revised job description for the Police Chief position. Major changes reflect what the State Borough Code says for a borough regarding education and supervision. Motion carried 7-0.

Motion by Costanzo, second by Hodson to approve increasing the Borough Manager's salary by 3% and to provide him with a one time bonus of $2,000.00. McCartney explained how the evaluation was conducted. Motion carried 7-0.

Motion by Martino, second by Costanzo to authorize the Borough Manager to enter into an agreement with Interface Studio LLC to update the Borough's Comprehensive Plan at a cost of $94, 495.00. Naftal explained how the selection process was handled. Most information is on the borough website in the agenda package. Motion carried 7-0.

DISCUSSION ITEMS

Update on West Liberty Avenue Redevelopment – Naftal discussed the Special Meeting that was held on December 19, 2012. Council approved a resolution to create a TIF District; as part of that the county and school district need to approve the same resolution. Then there will be a TIF Committee to decide the form of the district and where the revenue is going to go. After all three governing bodies have approved the plan there will be a public meeting and a public vote on whether to go forward with the plan.

Update on Voelkel/Belrose Avenue Traffic Calming – Naftal stated that there is not much to report. The girl working on the report is outside of the area looking for work and isn't giving much more new information.

DABA has requested to do work at the Pop Murray Concession stand; they are asking that the fee be waived for the building permit and will be put on next month's agenda.

PUBLIC COMMENTS ON NON AGENDA ITEMS

Michelle Ross, 3253 Beacon Hill Avenue RE: DABA support of the community

Ed Hartman, 1638 LaSalle Avenue RE: questions regarding the funding of the TIF

ANNOUNCEMENTS

Costanzo gave a summary on the recent Finance and Legal Committee Meeting of Costanzo, Hodson and Maggio. McCartney and Naftal also attended; discussed the most recent Auditor's Report from the spring of 2012: consistent material weaknesses, significant deficiencies and problems of internal control. The committee addressed 19 different issues; some have been corrected by the manager. The goal is to have an audit report with no

weaknesses or deficiencies and to have a financial operating system in place where income and expenditures can be tracked and monitored to insure efficiency. Naftal will give a report at the February Council Meeting.
January 19th at 9:00 am the Public Safety and Council will conduct interviews thru an Executive Session for the Police Chief. The Civil Service Commission is required to interview the chosen person.

The Mayor briefly discussed the free parking for Christmas. The survey done by the meter person indicated that 74% of the businesses said it helped their business. The Mayor has a copy of the complete survey.

The new Street Sweeping signs are being made.

ADJOURNMENT

GATEWAY
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THE GATEWAY ENGINEERS, INC.

400 HOLIDAY DRIVE, SUITE 300
PITTSBURGH, PA 15220-2727
412.921.4030 PHONE
412.921.9960 FAX

www.gatewayengineers.com

January 24, 2013
C-55000-2013

MEMO TO: Dormont Borough Council

FROM: The Gateway Engineers, Inc.

SUBJECT: January Engineers Report

The following projects were investigated during the month of January 2013:

C-17749-1307 Feasibility Study Consent Order

We met with the Manager on December 14th to review the plan of action for 2013. We are currently working through the end of January and will meet with the Manager.

C-55000-2013 Mapping

We are working with the Borough to update the Borough Offices' GIS system.

C-55000-2013 CDBG Applications

A response to the application for the ADA Access project to Dormont Park is expected near February 2013.

C-55122-1201 O&M Program Preventative Maintenance – Year 2

Jet Jack, Inc. is scheduled to work in the Borough in late February 2013.

C-55122-1205 O&M Program Point Repairs – Year 1

Work is underway by Soli Construction, Inc.

C-55122-1215 Capital Lining Project

Work is underway by Roto Rooter Services Company.

C-55122-1225 Joint Municipal SHACOG Sanitary Sewer Lining Project – Year 6

Work is underway by Robinson Pipe Cleaning Company.

Recommended Motion: To approve Payment Application No. 2 & Final **to SHACOG** for Robinson Pipe Cleaning Company in the amount of $10,640.77 upon receiving invoicing from SHACOG.

C-55125-2013 **Phase II Storm Water**

The NOI permit application was submitted to DEP by September 14, 2012 with the TMDL report. DEP has returned the NOI packet with comments. We are addressing those comments and will be re-submitting the report. Through conversations with DEP, it is our understanding that they are keeping record that the NOI was submitted on time, and not late.

G:\Projects\55000 Dormont\55000 - 55999 General\2013\Docs\Correspondence\Client\Engineers Reports\January 24.doc

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January 23, 2013
C-55122-1225

South Hills Area Council of Governments
794 Washington Road
Pittsburgh, PA 15228-2021

Attn: Lou Gorski, Executive Director

Re: Joint Municipal SHACOG Sanitary Sewer Lining Project – Year 6
Application for Payment No. 2 - FINAL
Dormont Borough

Dear Lou:

We have approved Final Application for Payment No. 2 for Robinson Pipe Cleaning Company, dated January 2013, in the amount of $10,640.77. A copy of this application is enclosed for your review. The quantities as shown on the application were completed satisfactorily.

We recommend processing payment Robinson Pipe Cleaning Company in the amount of $10,640.77, based on the quantities shown in the enclosed Final Application for Payment No. 2.

We understand SHACOG will invoice Dormont Borough for this work in the future so no payment by Dormont is due at this time.

If you have any questions, please call me at 412-921-4030, Ext 161.

Sincerely,
THE GATEWAY ENGINEERS, INC.

Michael Skinner, P.E.
Project Manager

Enclosure

cc: Jeffrey Naftal, Borough Manager
Stacey Graf, P.E., Project Engineer

G:\Projects\55000 Dormont\55122 Consent Order\-2012\-1225 O&M Lining\Docs\Engineering\Construction Administration\Pay Estimates\Pay App No. 2 Approval Letter_SHACOG 1-23-13.docx

CONTRACTORS APPLICATION FOR PAYMENT

TO OWNER:
Dormont Borough
1444 Hillsdave Avenue Suite 10
Pittsburgh, PA 15216

PROJECT:
Joint Municipal SHACOG Sanitary Sewer Lining Project - Year 6

APPLICATION NO.: Final Estimate 2

APPLICATION PERIOD: January 2013

APPLICATION DATE: January 16, 2013

FROM CONTRACTOR:
Robinson Pipe Cleaning Company
2656 Idelwood Road
Pittsburgh, PA 15205

VIA ENGINEER:
The Gateway Engineers, Inc.
400 Holiday Drive, Suite 300
Pittsburgh, PA 15220

PROJECT NUMBERS: Engineer's: C-55122-1225
Contractor's:
Owner's:

CONTRACTOR'S APPLICATION FOR PAYMENT

See the attached continuation sheet(s)

1. ORIGINAL CONTRACT PRICE	$	$41,437.00
2. Net change by Change Orders	$	$0.00
3. CURRENT CONTRACT PRICE (Line 1 ± 2)	$	$41,437.00
4. TOTAL COMPLETED AND STORED TO DATE (Column F on Progress Estimate)	$	$38,775.46
5. RETAINAGE:		
a. 0 % of Work Completed ($ 38775.46)=	$	$0.00
b. 0 % of Materials Stored ($ 0)=	$	$0.00
c. Total Retainage (Line 5a + Line 5b)	$	$0.00
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5c)	$	$38,775.46
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application)	$	$28,134.69
8. AMOUNT DUE THIS APPLICATION	$	$10,640.77
9. BALANCE TO FINISH, PLUS RETAINAGE (Column G on Progress Estimate + Line 5c above)	$	$0.00

CHANGE ORDER SUMMARY		
Number	Additions	Deductions
Prior approved		
Totals		
Net Changes	$0.00	

CONTRACTOR'S CERTIFICATION

The undersigned Contractor certifies that: (1) all previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with Work covered by prior Applications for Payment; (2) title of all Work, materials and equipment incorporated in said Work or otherwise listed in or covered by this Application for Payment will pass to Owner at time of payment free and clear of all Liens, security interests and encumbrances (except such as are covered by a Bond acceptable to Owner indemnifying Owner against any such Liens, security interest or encumbrances); and (3) all Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

CONTRACTOR:

By: _____ Date: 1-22-13

ENGINEER'S CERTIFICATION

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Engineer certifies to the Owner that to the best of the Engineer's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment in the AMOUNT CERTIFIED.

AMOUNT CERTIFIED $ 10,640.77
(Line 8 or other – attach explanation of other amount)

ENGINEER:

By: _____ Date: 1-23-13

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment, and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract

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Based on EJCDC N0. C-620 prepared by the Engineers' Joint Contract Documents Committee and AIA document G702.

Progress Estimate

Contractor's Application

For (contract): Joint Municipal SHACOG Sanitary Sewer Lining Project - Year 6	Application Number: Final Estimate 2
Application Period: January 2013	Application Date: January 16, 2013

A					B	C	D	E	F		G
Item No.	Description	Bid Quantity	Unit	Unit Price	Bid Value	Quantity Installed	Installed Value	Materials Presently Stored (not in C)	Total Completed and Stored to Date (D + E)	% (F/B)	Balance to Finish (B-F)
2	8" CIPP Spot Liner	112	L.F.	$322.00	$36,064.00	92	$29,624.00		$29,624.00	82.14%	$0.00
5	10" CIPP Spot Liner	0	L.F.	$325.00	$0.00	12	$3,900.00		$3,900.00		$0.00
5	12" CIPP Spot Liner	6	L.F.	$385.00	$2,310.00	6	$2,310.00		$2,310.00	100.00%	$0.00
9	8" to 27" Heavy Cleaning	100	L.F.	$3.63	$363.00	342	$1,241.46		$1,241.46	342.00%	$0.00
10	Removal of Protruding Service Taps	1	EA.	$200.00	$200.00	2	$400.00		$400.00	200.00%	$0.00
11	Reinstatement of Active Service Laterals	5	EA.	$50.00	$250.00	6	$300.00		$300.00	120.00%	$0.00
13	Locating Manholes for Work Access	1	HR.	$250.00	$250.00	0					$0.00
14	Traffic Controls and Resident Notification	1	L.S.	$1,000.00	$1,000.00	1	$1,000.00		$1,000.00	100.00%	$0.00
15	Emergency Mobilization	1	EA.	$1,000.00	$1,000.00	0					$0.00
Totals					$41,437.00		$38,775.46	$0.00	$38,775.46	93.58%	$0.00

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Based on EJCDC N0. C-620 prepared by the Engineers' Joint Contract Documents Committee and AIA document G702.

January 21, 2013

RE: 2013 Line officers update

Borough of Dormont Council
1444 Hillsdale Avenue
Pittsburgh, PA 15216

Dear members of Council,

The Dormont Volunteer Firefighter's Association elected the Line Officers for 2013 at our regular business meeting on December 20, 2012. The following Officers were elected into position:

Chief Jeff Arnold
Captain Jeff Stakich

A special election was conducted on January 17, 2013 and Bryan Taylor was elected to the position of Assistant Chief.

Attached, please find the contact information for the Officers. Should you require additional information, please feel free to contact any officer, 412-563-8826.

Sincerely,

Joey J. Schoenefeldt
Secretary
Dormont Volunteer Fire Department

MEMORANDUM

Date: **January 24, 2013**

To: **President, Vice-President, Council and Mayor**

From: **Jeff Naftal, Borough Manager**

Subject: **Purchase of Tax Collection Software**

Background:

Currently the Tax Collector for the Borough does not use any computer software to track and collect our real estate taxes. Everything is done on paper records. A check of other tax collectors throughout the South Hills found that our Tax Collector is the only one to not use some sort of computer program for tax collection. And this fact has led to the Borough receiving negative comments by our auditors each year for many years in their Management Letter.

Discussion:

The Council President spoke with the Tax Collector who indicated a willingness to begin using computer software to track and collect our taxes. I investigated what software options were available and settled on a product called TaxLogix from a company called Logi-Tek Solutions located in Verona, PA. This software is widely used including by Castle Shannon. It is very robust and will work on the computer hardware currently in the Tax Collector's office. They propose first year costs of $599 to purchase the software and $850 for annual maintenance. The only cost after the first year will be the annual maintenance of $1,200. This will include all software upgrades, training if necessary and all other support that might be needed by the Tax Collector. A copy of their proposal and Purchase and Support Agreements are attached to this report.

No funds were budgeted for this purchase in either the Tax Collector or Data Processing Departments so the funds for this purchase will need to come from the Contingency line item in the Contingency Department where there is $100,000 available.

Recommendation:

I recommend that Council authorize me to enter into all agreements necessary with Logi-Tek Solutions for the purchase of their TaxLogix software at a first year cost of $1,449.

JN

Attachments

Cc: Harvey Lieberman, Tax Collector

LOGI-TEK Solutions
P.O. Box 311• Verona, PA 15147
Phone: (412) 828-5044•Fax: (412) 828-5045
www.logi-tek.com

January 2, 2013

Mr. Jeff Naftal, Borough Manager
Borough of Dormont
1444 Hillsdale Avenue
Dormont, PA 15216

Dear Mr. Naftal:

Please let this serve as our proposal to supply the Borough with our ***TaxLogix***© Property Tax Collection Software. The following pricing will apply:

- ***TaxLogix***© Property Tax Collection Software: $599.00
- First year annual support: 850.00
  (subsequent years of support will be $1,200 annually)

Enclosed please find the necessary contract documents pertaining to the purchase and support of our product. As stated in these agreements, you will find that the purchase price includes on-site installation and up to three hours of training on the day of installation. The support agreement provides for software updates (which occur at least once or twice per year), unlimited telephone support, and reduced rates for other services such as additional training, etc.

After you get approval to proceed, I would need all copies of the enclosed agreements duly signed and dated, with the ones labeled "Logi-Tek Copy" returned to me. I will also issue an invoice for the cost of the software and first year annual support, payment of which would be due on the day of installation.

It should be noted that in most instances, a second on-site training session is usually necessary, especially for users not familiar or comfortable with computer software. This will be billed at the hourly rates provided for in the support agreement. The only other costs that would be incurred would be the annual charge to import the information from Allegheny County to start the tax season, and the annual charge to update Homestead indicators for the school tax in the summer. The charge for each of these items is currently $85.00.

LOGI-TEK Solutions
P.O. Box 311• Verona, PA 15147
Phone: (412) 828-5044•Fax: (412) 828-5045
www.logi-tek.com

Based on the specifications you provided, the tax collector's computer should prove adequate for our software. A good laser printer (we recommend HP products) should also be considered if it doesn't currently exist, along with at least two flash drives to be used to backup the system. I will setup the backup process on the day of installation as well. Additionally, I will evaluate what would be needed to allow remote access to the tax collector's computer from my office for the purpose of providing software updates and support.

TaxLogix© has been a fixture in tax offices, especially in Allegheny County, for over 25 years, and I am confident that it will provide the Borough, School District, and your tax collector with the tools and features necessary to help streamline your collections. Please contact me if you have any questions or need additional information. Thank you once again for your interest in our products and services, and I look forward to working with you and the Borough.

Sincerely,

Edward A. Scatena
President

Enclosures: Contracts

LOGI-TEK Solutions
P.O. Box 311• Verona, PA 15147
Phone: (412) 828-5044•Fax: (412) 828-5045
www.logi-tek.com

TaxLogix©
Property Tax Software
Purchase Agreement

The following will be included with the purchase of Logi-Tek Solutions, LLC *TaxLogix*© Property Tax Collection Software package:

- *TaxLogix*© Property Tax Collection Software (Network Version? YES / NO)
- Installation and initial setup of software
- Individual training for single sites (not to exceed 3 hours) on the day of installation

The price for all of the above is $ **599.00**, for installation at 1 licensed site(s), **payable in full on the day of installation.**

Any time needed for additional training, program enhancements, data conversion, or additional consulting will be billed on an as-needed basis, with rates for these services based on either: 1) the terms outlined in the *TaxLogix*© Support Agreement if such agreement is in effect or 2) Logi-Tek Solutions' normal prevailing hourly rates. The Client understands that they have purchased the standard version of this product (unless enhancements have been made part of this agreement as listed above), and that any modifications requested would be at an additional charge. Due to the nature of this product, under no circumstances will refunds be issued. No warranties, either express, implied or statutory, are made by Logi-Tek Solutions, LLC as to the merchantability or fitness for use of this product by the Client. The Client is given the right to install this product on one (1) computer or one (1) computer network depending on which version is purchased, for the number of sites licensed above, and agrees not to make unlicensed copies of the software with the exception of system backups. The design of this product is the proprietary property of Logi-Tek Solutions, LLC. The Client agrees to have a modem (or high-speed internet access) and communications software installed on one (1) computer to facilitate support by Logi-Tek Solutions.

Agreement:

The Client wishes to purchase the software and services as outlined above, and agrees to the terms as described above. **Authorized on** _____ **by:**

_____	_____
CLIENT	**Logi-Tek Solutions, LLC**
_____	President
Title	**Title**

Client Name and Address: **Borough of Dormont**
1444 Hillsdale Avenue
Dormont, PA 15216

CLIENT COPY *CLIENT COPY*

LOGI-TEK Solutions
P.O. Box 311• Verona, PA 15147
Phone: (412) 828-5044•Fax: (412) 828-5045
www.logi-tek.com

TaxLogix© Property Tax Support Agreement

Borough of Dormont (Client) has retained Logi-Tek Solutions, LLC for services related to their Property Tax software (***TaxLogix***©). This agreement will commence on February 1, 2013, which is deemed the start of the contract year. This agreement will automatically renew each year under the terms described below. The annual charge for this agreement is as follows:

- $850 for the first contract year
- $1,200 for subsequent contract years

By entering into this agreement, the Client will receive the following services:

- Unlimited free phone support
- Program updates when available
- Priority scheduling/coverage
- A $20.00/hour reduction in Logi-Tek Solutions' prevailing hourly rate (currently $105.00/hour) for time needed for such items as training, program modifications, etc.
- All travel time will be billed at Logi-Tek Solutions' prevailing discounted travel rate (currently $35.00/hour port-to-port) instead of at the normal prevailing hourly rate
  (NOTE: All rates are periodically subject to change)

This agreement will be in force for one (1) year from the commencement date above, and will automatically renew at the end of each contract year unless written notice is received from the Client by Logi-Tek Solutions at least 60 days prior to the scheduled annual expiration date of this agreement. Otherwise the Client will be responsible for, and agrees to pay for, all scheduled charges for the coming contract year as agreed. Under no circumstances will refunds be issued. Logi-Tek Solutions reserves the right to suspend or terminate support service and/or software operation in lieu of non-payment for such contracted support. Such suspension or termination of services does not relieve the Client of their obligation to pay under the terms of this agreement. In such instances software operation will be reinstated upon the Client's full payment of monies due to Logi-Tek Solutions. Software updates are available only to Clients whose support agreement is in good standing. It is the Client's responsibility to maintain their hardware and software in a manner that Logi-Tek Solutions can provide adequate support.

APPROVED BY (CLIENT):	*PROPOSED AND AUTHORIZED BY (Logi-Tek Solutions, LLC):*
_____	_____
Authorized Signature	Authorized Signature
_____	President
Title	Title
_____	1/2/2013
Date	Date

Client Billing Address: 1444 Hillsdale Avenue
Dormont, PA 15216

LOGI-TEK COPY *LOGI-TEK COPY*

MEMORANDUM

Date: **January 22, 2013**

To: **President, Vice-President, Council and Mayor**

From: **Jeff Naftal, Borough Manager**

Subject: **Purchase of Automated Time and Attendance Software**

Background:

When Council passed the Fiscal Year 2013 Budget, they included in the Data Processing department budget $35,525 for the purchase of an automated time and attendance system. This system was budgeted for to allow the Borough to collect the actual hours employees are working and calculate automatically any overtime owed as well as to be able to track sick leave and vacation time used by employees. The quote that was used for this budgeted item was from Kronos, a company who specializes in this type of software and handles 97% of the governments in the world that use this type of software. I have also implemented their software in three other local governments I have worked for.

Discussion:

An automated time and attendance system removes paper from the payroll system by allowing employees to either key in at their computer, punch a code or swipe an ID card at a time clock, or place their finger on a time clock (biometrics) to register the exact time employees are working. This means that employees will no longer have to worry that the hours they work will not be compensated. In addition, the user interface will allow employees to see their time worked, see their sick leave or vacation accrual balances, and request time off from their supervisors. Once the data is collected, the software calculates the total hours worked, applies overtime rules (such as the Desk Officers' rule that there is no overtime unless there are more than 53 hours in a week) and then calculates the proper hours and pay amounts for each employee. That information is then downloaded to a file which is uploaded to our payroll software and used to generate that week's payroll checks and direct deposits. The only edits necessary by staff are for exceptions, employees who call in sick or who have a special situation which causes them to miss a clock in or clock out.

Following approval of the Fiscal Year 2013 Budget I approached Kronos to provide us with a formal quote for their system. That proposal is attached. Also attached is a detailed Statement of Work that explains what the Borough is getting with this purchase. In brief, what we receive is the software and licenses to cover all of our employees including summer pool staff, two (2) time clocks with biometric capability, annual maintenance for the first year, and over 200 hours of training.

Because of the inclusion of the biometric features for the time clocks, the total cost of the project is now over the budgeted amount of $35,525 by $1,440. However we anticipate saving that amount on the other computer equipment we will be buying this year and so will be able to account for that difference in the Data Processing Department budget. Because there is effectively no competition for this type of software, this is a sole source purchase.

Recommendation:

I recommend that Council authorize me to purchase automated time and attendance software from Kronos for $36,965.20 and execute any agreements necessary.

JN

Attachments

KRONOS

ORDER FORM

Quote#: 335408 - 1
Expires: 29-DEC-2012
Prepared By: Beacham, Christina R

Order Type: Standard US
Date: 28-DEC-2012
Page: 1/7

Bill To: BOROUGH OF DORMONT
1444 HILLSDALE AVENUE
DORMONT
PA 15216
United States

Solution ID: 6111885

Ship To: Attn:JEFF NAFTAL
BOROUGH OF DORMONT
1444 HILLSDALE AVENUE
DORMONT
PA 15216
United States

Contact: JEFF NAFTAL
Email: jnaftal@boro.dormont.pa.us

Payment Terms: N30
Currency: USD
Customer PO Number:

FOB: Shipping Point
Ship Method:
Freight Term: Prepay & Add

Your Kronos solution includes:

SOFTWARE

Item	License/Qty	Total Price
WORKFORCE TIMEKEEPER V6	150	
WORKFORCE MANAGER V6	5	
WORKFORCE EMPLOYEE V6	50	
WORKFORCE INTEGRATION MANAGER V6	150	
	Total Price	**$4,160.00**

*Includes applicable software media

EQUIPMENT

Item	Quantity	Total Price
KRONOS INTOUCH 9000,STANDARD,B/C	2	$4,000.00
NORTH AMERICA POWER KIT FOR MOUNT OVER OUTLET, INTOUCH STD	2	$0.00
TOUCH ID OPTION,INTOUCH	2	$1,200.00
	Total Price	**$5,200.00**

SUPPORT SERVICES

Item	Duration	Total Price
GOLD SUPPORT SERVICE	1 YR	$915.20
DEPOT EXCHANGE SUPPORT SERVICE	1 YR	$810.00
	Total Price	**$1,725.20**

*Support values listed above are total for all applicable products in each section of this Order Form

PROFESSIONAL SERVICES / EDUCATIONAL SERVICES

Item	Quantity	Unit Price	Total Price
MOMENTUM ONLINE REMOTE TEAM	115 Hours		$20,700.00
Project Manager	9 Hours	$180.00	
Application Consultant	106 Hours	$180.00	
BILL-AS-YOU-GO INSTRUCTOR LEAD TRAINING	4900 Points	$0.95	$4,655.00
KNOWLEDGE PASS	1 Each	$0.00	$0.00
ED SERVICES SUBSCRIPTION	1 Contract	$525.00	$525.00
		Total Price	**$25,880.00**

QUOTE SUMMARY

Description	Total Price
Subtotal	$36,965.20
Deposit	($0.00)
Tax	$665.12
Grand Total	**$37,630.32**

BOROUGH OF DORMONT

Signature: _____

Name: _____

Title: _____

Effective Date: _____

Kronos Incorporated

Signature: _____

Name: _____

Title: _____

Effective Date: _____

Invoice amount will reflect deposit received. All professional services are billed as delivered with a payment term of Net Upon Receipt. Unless otherwise indicated above, this order is subject to the attached terms and conditions which the customer acknowledges have been read. THIS ORDER IS SUBJECT TO APPLICABLE TAXES. THE TAX AMOUNT SHOWN ON THIS ORDER IS ONLY AN ESTIMATE. THE ACTUAL TAX AMOUNT TO BE PAID BY CUSTOMER WILL BE SHOWN ON CUSTOMER'S INVOICE. The JBoss® Enterprise Middleware components embedded in the Software are subject to the End User License Agreement found at http://www.redhat.com/licenses/jboss_eula.html.Shipping and handling charges will be reflected on the final invoice.

Customer and Kronos agree that the terms and conditions set forth in this Agreement shall apply to all Kronos Equipment, Software, Professional and Educational Services, Support, and such other Kronos offerings, as specified on an order form (an "Order Form") signed by the parties which expressly references this Agreement (or is signed contemporaneously hereto).

Kronos and Customer hereby agree that the terms and conditions of this Agreement apply to any Order Form executed by Kronos and Customer which expressly references this Agreement (including any Order Form signed contemporaneously with this Agreement regardless of the appearance of any express reference to this Agreement). Either party may discontinue use of this Agreement for future orders upon thirty (30) days prior written notice to the other party, provided however that any Order Form signed by the parties prior to the effective date of such notice shall remain in effect unless otherwise specifically terminated in accordance with the terms of this Agreement. Kronos may require additional terms and conditions for the sale or license of products or services not contemplated by this Agreement (including without limitation those that may be related to international services) provided that no such additional terms and conditions shall be binding upon Customer without Customer's prior written consent. Notwithstanding, Kronos will not be obligated to accept or approve an order for any products or services for which such additional terms and conditions are required. All orders are subject to the approval of Kronos' corporate office in Chelmsford, Massachusetts. This Agreement and the Order Form shall supersede the pre-printed terms of any Customer purchase order or other Customer ordering document, and no such Customer pre-printed terms shall apply to the items ordered.

1. PAYMENT AND DELIVERY

Unless otherwise set forth in this Agreement, payment terms are indicated on the Order Form or other contemporaneous ordering document containing product-specific payment terms signed by the parties. Delivery terms are as stated on the Order Form ("Delivery"). Kronos will invoice Customer for products upon Delivery. Unless otherwise set forth on the Order Form, Professional and Educational Services are provided on a time and materials basis, invoiced monthly as rendered. Customer agrees to pay all applicable taxes levied or based on the products, services or other charges hereunder, including state and local sales and excise taxes, and any taxes or amount in lieu thereof paid or payable by Kronos, exclusive of taxes based on net income. Customer agrees to pay a late charge of one percent (1%) per month, (but not in excess of the rate allowed by law), on any overdue amounts not the subject of a good faith dispute. If full payment is not made within 90 days of final payment due date, Customer is responsible for all expenses, including legal fees, incurred by Kronos for collection.

2. GENERAL LICENSE TERMS

Kronos owns or has the right to license the Software. The Software and Software documentation are confidential and may not be disclosed to a third party without Kronos' written consent. The Software contains proprietary trade secret technology. Unauthorized use and copying of such Software is prohibited by law, including United States and foreign copyright law. The price Customer pays for a copy of the Software constitutes a license fee that entitles Customer to use the Software as set forth below. Kronos grants to Customer a non-exclusive, nontransferable, perpetual (except as provided herein) license to use the Software. This license may be terminated by Kronos by written notice to Customer upon any material breach of this Agreement by Customer which remains uncured for a period of thirty (30) days after such written notice from Kronos. Upon such termination of this license by Kronos, Customer will have no further right to use the Software and will return the Software media to Kronos and destroy all copies of the Software (and related documentation) in Customer's possession or control. This license is subject to all of the terms of this Agreement.

3. FEE BASED LIMITATIONS

Customer recognizes and agrees that the license to use the Software is limited, based upon the amount of the license fee paid by Customer. Limitations, which are set forth on the Order Form, may include the number of employees, simultaneous or active users, Software product modules, Software features, computer model and serial number and partition, and/or the number of telephone lines or terminals to which the Software is permitted to be connected. Customer agrees to: i) use the Software only for the number of employees, simultaneous or active users, computer model, partition and serial number, and/or terminals permitted by the applicable license fee; ii) use only the product modules and/or features permitted by the applicable license fees; and iii) use the Software only in support of Customer's own business. Customer agrees not to increase the number of employees, simultaneous or active users, partitions, terminals, products modules, features, or to upgrade the model, as applicable, unless and until Customer pays the applicable fee for such increase/upgrade. Customer may not relicense or sublicense the Software to, or otherwise permit use of the Software (including timesharing or networking use) by any third party. Customer may not provide service bureau or other data processing services that make use of the Software without the express prior written consent of Kronos.

4. OBJECT CODE ONLY

Customer may use the computer programs included in the Software (the "Programs") in object code form only, and shall not reverse compile, disassemble or otherwise convert the Programs into uncompiled or unassembled code. The Programs include components owned by third parties. Such third party components are deemed to be Software subject to this Agreement. Customer shall not use any of the Programs (or the data models therein) except solely as part of and in connection with the Software and as described in the published documentation for such Software. Customer shall indemnify and hold harmless Kronos for all damages or liability caused by Customer's failure to comply with the foregoing restriction.

5. PERMITTED COPIES

Customer may copy the Programs as reasonably necessary to load and execute the Programs and for backup and disaster recovery and testing purposes only, except for additional copies of the Teletime Software and the Kronos iSeries (which must be licensed separately). All copies of the Programs or any part thereof, whether in printed or machine readable form and whether on storage media or otherwise, are subject to all the terms of this license, and all copies of the Programs or any part of the Programs shall include the copyright and proprietary rights notices contained in the Programs as delivered to the Customer.

6. UPDATES

In the event that Kronos supplies Service Packs, Point Releases and Major Releases (including legislative updates if available) of the Software (collectively referred to as "Updates"), such Updates shall be part of the Software and the provisions of this license shall apply to such Updates and to the Software as modified thereby.

7. EXPORT

Customer acknowledges that the Equipment and Software may be restricted by the United States Government or by the country in which the Equipment or Software is installed from export to certain countries and certain organizations and individuals, and agrees to comply with such laws. Customer agrees to comply with all applicable laws of all of the countries in which the Equipment and Software may be used by Customer and shall indemnify Kronos for any noncompliance which results in damages or liability for Kronos. Customer's obligations hereunder shall survive the termination or expiration of this Agreement. Customer must obtain Kronos' prior written consent before exporting the Software.

8. FIRMWARE

Customer may not download firmware updates for the Kronos Equipment unless Customer is maintaining such Equipment under a support plan with Kronos. If Customer is not maintaining the Equipment under a support plan with Kronos, Kronos shall have the right to verify Customer's Kronos Equipment to determine if Customer has downloaded any firmware to which Customer is not entitled. If Customer has downloaded firmware for the Kronos Equipment to which Customer is not entitled, Customer shall be responsible to pay Kronos for such updated firmware in accordance with Kronos' then-current support policies.

9. TRAINING POINTS

Training Points which are purchased by Customer may be redeemed for an equivalent value of instructor-led training sessions offered by Kronos. Available instructor-led sessions are listed at http://customer.Kronos.com and each session has the Training Points value indicated. Training Points may be redeemed at any time within 12 months of the date of the applicable Order Form, at which time they shall expire. Training Points may not be exchanged for other Kronos products and/or services. Kronos will invoice Customer for the Training Points identified in the Order Form upon execution of such Order Form with payment due upon the payment terms indicated in such Order Form.

10. ACCEPTANCE

For Customer's initial purchase of each Equipment and Software product Kronos shall provide an acceptance test period (the "Test Period") that commences upon Installation. Installation shall be defined as: a.) the Equipment, if any, is mounted; b.) the Software is installed on Customer's server(s); and c.) implementation team training, if any, is complete. During the Test Period, Customer shall determine whether the Equipment and Software meet the Kronos published electronic documentation, ("Specifications").

The Test Period shall be for 30 days. If Customer has not given Kronos a written deficiency statement specifying how the Equipment or Software fails to meet the Specifications ("Deficiency Statement") within the Test Period, the Equipment and Software shall be deemed accepted. If Customer provides a Deficiency Statement within the Test Period, Kronos shall have 30 days to correct the deficiency, and Customer shall have an additional 30 days to evaluate the Equipment and Software. If the Equipment or Software does not meet the Specifications at the end of the second 30 day period, either Customer or Kronos may terminate this Agreement. Upon any such termination, Customer shall return all Equipment and Software (and related documentation) to Kronos, and Kronos shall refund any monies paid by Customer to Kronos for the returned Equipment and Software. Neither party shall then have any further liability to the other for the products that were the subject of the Acceptance Test.

11. LIMITED WARRANTY

Kronos warrants that all Kronos Equipment and Software media shall be free from defects in materials and workmanship, for a period of ninety (90) days from Delivery. In the event of a breach of this warranty, Customer's exclusive remedy shall be Kronos' repair or replacement of the deficient Equipment and/or Software media, at Kronos' option, provided that Customer's use, installation and maintenance thereof have conformed to the Specifications. This warranty is extended to Customer only and shall not apply to any Equipment (or parts thereof) or Software media in the event of:

(a) damage, defects or malfunctions resulting from misuse, accident, neglect, tampering, (including modification or replacement of any Kronos components on any boards supplied with the Equipment), unusual physical or electrical stress or causes other than normal and intended use;

(b) failure of Customer to provide and maintain a suitable installation environment, as specified in the Specifications; or

(c) malfunctions resulting from the use of badges or supplies not approved by Kronos.

When using and applying the information generated by Kronos products, Customer is responsible for ensuring that Customer complies with the applicable requirements of federal and state law. If Customer is licensing Workforce Payroll Software or Workforce Absence Management Software: (i) Customer is solely responsible for the content and accuracy of all reports and documents prepared in whole or in part by using such Software, (ii) using such Software does not release Customer of any professional obligation concerning the preparation and review of such reports and documents, (iii) Customer does not rely upon Kronos, Best Software, Inc. or such Software for any advice or guidance regarding compliance with federal and state laws or the appropriate tax treatment of items reflected on such reports or documents, and (iv) Customer will review any calculations made by using such Software and satisfy itself that those calculations are correct.

12. INDEMNIFICATION

Kronos agrees to indemnify Customer and to hold it harmless from and against any and all claims, costs, fees and expenses (including reasonable legal fees) relating to actual or alleged infringement of United States or Canadian patents or copyrights asserted against Customer by virtue of Customer's use of the Software as delivered and maintained by Kronos, provided that: i) Kronos is given prompt written notice of any such claim and has sole control over the investigation, preparation, defense and settlement of such claim; and, ii) Customer reasonably cooperates with Kronos in connection with the foregoing and provides Kronos with all information in Customer's possession related to such claim and any further assistance as reasonably requested by Kronos. Kronos will have no obligation to indemnify Customer to the extent any such claim is based on the use of the Software with software or equipment not supplied by Kronos. Should any or all of the Software as delivered and maintained by Kronos become, or in Kronos' reasonable opinion be likely to become, the subject of any such claim, Kronos may at its option: i) procure for Customer the right to continue to use the affected Software as contemplated hereunder; ii) replace or modify the affected Software to make its use non-infringing; or iii) should such options not be available at reasonable expense, terminate this Agreement with respect to the affected Software upon thirty (30) days prior written notice to Customer. In such event of termination, Customer shall be entitled to a pro-rata refund of all fees paid to Kronos for the affected Software, which refund shall be calculated using a five year straight-line depreciation commencing with the date of the relevant Order. Additionally, Kronos agrees to be liable for tangible property damage or personal injury caused solely by the negligence or willful misconduct of its employees.

13. PROFFESSIONAL AND EDUCATIONAL SERVICES

(a) TRAVEL EXPENSES

Customer agrees to reimburse Kronos for all reasonable and necessary travel incurred by Kronos in the performance of any professional and/or educational services, provided that such travel complies with the then current Kronos Travel and Expense Policies. Customer further agrees to pay any travel expenses such as airfare, lodging, meals and local transportation, plus an administrative fee of ten percent (10%) of the amount of such travel expenses, incurred by Kronos to deliver purchased professional services and/or educational services in accordance with the Kronos Travel and Expense Policies. Customer will be billed by Kronos for such travel expenses and payment thereof shall be due net 30.

(b) ENGAGEMENTS
Unless otherwise indicated on the Order Form, Professional and Educational Services ("Professional Services") shall be provided on a time and material basis at the rates set forth in the Order Form. If a dollar limit is stated in the Order Form or any associated statement of work ("SOW"), the limit shall be deemed an estimate for Customer's budgeting and Kronos' resource scheduling purposes. After the dollar limit is expended, Kronos will continue to provide Professional Services on a time and materials basis, if a Change Order or Schedule of Services for continuation of the Professional Services is signed by the parties.

(c) WARRANTY
Kronos warrants that all professional and educational services performed under this Agreement shall be performed in a professional and competent manner. In the event that Kronos breaches this warranty, and Customer so notifies Kronos within 30 days of receipt of invoice for the applicable services, the Customer's sole remedy and Kronos' exclusive liability shall be to re-perform the services which were deficient in a manner so as to conform to the foregoing warranty, at no additional cost to Customer.

(d) KRONOS PROFESSIONAL/EDUCATIONAL SERVICES POLICIES
Kronos' then-current Professional/Educational Services Policies shall apply to all Professional and/or Educational Services purchased under the applicable SOW and may be accessed at: http://www.kronos.com/Support/ProfessionalServicesEngagementPolicies.htm ("Professional Services Policies"). In the event of a conflict between the Professional Services Policies and this Agreement, the terms of this Agreement shall prevail.

14. SOFTWARE SUPPORT SERVICES

(a) SUPPORT OPTIONS
Customer may select from the following Software support purchase options: Gold (or Gold Plus) and Platinum (or Platinum Plus) support ("Service Type"), each providing different service coverage periods and/or service offerings, as specified herein ("Service Offerings") and in the Kronos Support Service Policies (defined below). Customer must purchase the same Service Type for all of the Software specified on the Order Form, (however, if Customer is purchasing support services for Visionware Software, Customer may only purchase Gold Service Type for the Visionware Software). All Updates shall be provided via remote access. Customer may purchase support services for Equipment in accordance with the terms and conditions of Kronos' standard Equipment Support Services Agreement a copy of which is available upon request and is located at: http://www.kronos.com/Legal/EquipmentSupportAgr.aspx .

(b) EXTENDED SUPPORT PROGRAM (DELL SERVERS)
Customers purchasing the Extended Support Program (as indicated on the Order Form) for their Dell servers purchased from Kronos shall receive a specialized, bundled set of Kronos Support Services. Because of the specialized nature of these services, the terms and conditions located at http://www.kronos.com/Legal/SupplementalTerms.aspx shall supersede the provisions of this Agreement for the Extended Support Program.

(c) TERM OF SOFTWARE SUPPORT
Unless otherwise indicated on the Order Form, support service shall commence on the Software Delivery date and shall continue for an initial term of one (1) year. Support service shall automatically renew for additional one year terms on the anniversary date of its commencement date, unless either party notifies the other in writing sixty (60) days prior to that anniversary renewal date. After the one year initial term of this Agreement, the Service Offerings provided and the Service Coverage period are subject to change by Kronos with sixty (60) days advance written notice to Customer. For the initial two (2) renewal years the annual support fee, for the same products and service type, will not increase by more than 4% over the prior year's annual support fee.

(d) GOLD SERVICE OFFERINGS
Customer shall be entitled to receive:

(i) Updates for the Software (not including any Software for which Kronos charges a separate license fee), provided that Customer's operating system and equipment meet minimum system configuration requirements, as reasonably determined by Kronos. If Customer requests Kronos to install such Updates or to provide retraining, Customer agrees to pay Kronos for such installation or retraining at Kronos' then-current time and materials rate.

(ii) Telephone and/or electronic access to the Kronos Global Support Center for the logging of requests for service during the Service Coverage Period. The Service Coverage Period for the Gold Service Offering is 8:00 a.m. to 8:00 p.m., local time, Monday through Friday, excluding Kronos holidays.

(iii) Web-based support including access to Software documentation, FAQ's, access to Kronos knowledge base, Customer forums, and e-case management. Such offerings are subject to modification by Kronos. Current offerings can be found at http://www.kronos.com/services/support-services.aspx .

(iv) Web-based remote diagnostic technical assistance which may be utilized by Kronos to resolve Software functional problems and user problems during the Service Coverage Period.

(v) Access to specialized content as and when made available by Kronos such as technical advisories, learning quick tips, brown bag seminars, technical insider tips, SHRM e-Learning, HR Payroll Answerforce and service case studies.

(e) PLATINUM AND PLUS SERVICE OFFERINGS:
Platinum: In addition to the Service Offerings specified for the Gold Service Offering above, the Service Coverage Period for the Platinum Service Offering is 24 hours a day, seven days a week, 365 days a year.

Plus option: In addition to the Service Offerings specified for the Gold Service Offering above, customers purchasing the Plus option shall receive the services of a dedicated, but not exclusive, Kronos Technical Account Manager ("TAM") for one production instance of the Software. Customers purchasing the Gold-Plus option shall designate up to one primary and one secondary backup technical contacts ("Technical Contacts") to be the sole contacts with the TAM, while customers purchasing the Platinum-Plus option shall designate up to two primary and three secondary backup Technical Contacts. Upon request, Customer may designate additional and/or backup Technical Contacts. Customer is required to place all primary Technical Contacts through Kronos product training for the Software covered under this Agreement at Customer's expense.

Customers purchasing the Platinum-Plus option shall also receive a one day per year visit to be performed at the Customer location where the Software is installed.

During this onsite visit, Kronos shall work with Customer to identify ways to help Customer increase functionality or maximize utilization of the Software in Customer's specific environment. Customer must be utilizing the then-current version of the Software. Travel and expenses are not included and shall be paid by Customer.

(f) PAYMENT
Customer shall pay annual support charges for the initial term in accordance with the payment terms on the Order Form and for any renewal term upon receipt of invoice. Customer shall pay additional support charges, if any, and time and material charges upon receipt of invoice.

(g) ADDITION OF SOFTWARE
Additional Software purchased by Customer during the initial or any renewal term shall be added to this Agreement at the same support option as the then current Software support coverage in place under these terms. Customer agrees to pay the charges for such addition, and any such addition shall be automatically renewed as provided in these terms.

(h) RESPONSIBILITIES OF CUSTOMER
Customer agrees (i) to provide Kronos personnel with full, free and safe access to Software for purposes of support, including use of Kronos' standard remote access technology, if required; (ii) to maintain and operate the Software in an environment and according to procedures which conform to the Specifications; and (iii) not to allow support of the Software by anyone other than Kronos without prior written authorization from Kronos. Failure to utilize Kronos' remote access technology may delay Kronos' response and/or resolution to Customer's reported Software problem. If Customer requires the use of a specific remote access technology not specified by Kronos, then Customer must purchase the Plus option to receive support and provide Kronos personnel with full, free and safe access to the remote access hardware and/or software.
(i) DEFAULT
Customer shall have the right to terminate Kronos support services in the event that Kronos is in breach of the support services warranty set forth below and such breach is not cured within fifteen (15) days after written notice specifying the nature of the breach. In the event of such termination, Kronos shall refund to Customer on a pro-rata basis those pre-paid annual support fees associated with the unused portion of the support term. Kronos reserves the right to terminate or suspend support service in the event the Customer is in default under this Agreement with Kronos and such default is not corrected within fifteen (15) days after written notice. In addition, the support services will terminate and all charges due hereunder will become immediately due and payable in the event that Customer ceases to do business as a going concern or has its assets assigned by law.

(j) WARRANTY
Kronos warrants that all support services shall be performed in a professional and competent manner.

(k) KRONOS SUPPORT SERVICE POLICIES
Kronos' then-current Support Services Policies shall apply to all Support Services purchased and may be accessed at: http://www.kronos.com/Support/SupportServicesPolicies.htm ("Support Policies"). In the event of a conflict between the Support Policies and this Agreement, the terms of this Agreement shall prevail.

15. KNOWLEDGEPASS EDUCATION SUBSCRIPTION:
The parties hereby agree that the following terms shall apply to Customer's purchase of the Kronos KnowledgePass Education Subscription only, if specified on the Order Form:

(a) Scope: The KnowledgePass Education Subscription is available to customers who are licensing Kronos' Workforce Central and iSeries Timekeeper Software products and who are maintaining such products under a support plan with Kronos. The KnowledgePass Education Subscription provides access via the internet to certain educational offerings provided by Kronos (the "KnowledgePass Content"), including:

? Product and upgrade information for project teams and end users
? Hands-on interactive instruction on common tasks
? Self-paced tutorials covering a range of topics
? Job aids
? Knowledge assessment and reporting tools to measure progress
? Webinars

(b) Term of Subscription: The KnowledgePass Education Subscription shall run co-terminously with Customer's Software Support, and shall renew for additional one (1) year terms provided Customer renews its KnowledgePass Education Subscription as provided below.

(c) Payment: Customer shall pay the annual subscription charge for the initial term of the KnowledgePass Education Subscription in accordance with the payment terms on the Order Form. Kronos will send Customer a renewal invoice for renewal of the KnowledgePass Education Subscription at least forty five (45) days prior to expiration of the then current term. KnowledgePass Education Subscription shall renew for an additional one (1) year term if Customer pays such invoice before the end of the initial term or any renewal term.

(d) Limitations: Customer recognizes and agrees that the KnowledgePass Content is copyrighted by Kronos. Customer is permitted to make copies of the KnowledgePass Content provided in *pdf form solely for Customer's internal use and may not disclose such KnowledgePass Content to any third party other than Customer's employees. Customer may not edit, modify, revise, amend, change, alter, customize or vary the KnowledgePass Content without the written consent of Kronos, provided that Customer may download and modify contents of Training Kits solely for Customer's internal use.

(e) Train-the-Trainer Program (TTT): Certification under the Train-the-Trainer Program is valid only for the point release of the Software for which the TTT Program is taken, and covers only the Customer employee who completes the TTT Program.

16. CONFIDENTIAL INFORMATION
"Confidential Information" is defined as information that is: i) disclosed between the parties after the date of this Agreement that is considered confidential or proprietary to the disclosing party; and ii) identified as "confidential" at the time of disclosure, or would be reasonably obvious to the receiving party to constitute

confidential information because of legends or other markings, by the circumstances of disclosure or the nature of the information itself. Additionally, the terms, conditions and pricing contained in this Agreement and the Order Form, the Software (and Software documentation), and the Specifications shall be deemed to be Kronos' Confidential Information. Each party shall protect the Confidential Information of the other party with at least the same degree of care and confidentiality, but not less than a reasonable standard of care, which such party utilizes for its own information of similar character that it does not wish disclosed to the public. Neither party shall disclose to third parties (except the parent company or the wholly owned subsidiaries of the receiving party who have a need to know) the other party's Confidential Information, or use it for any purpose not explicitly set forth herein, without the prior written consent of the other party. The obligation of confidentiality shall survive for three (3) years after the disclosure of such Confidential Information.

This Agreement imposes no obligation upon either party with respect to the other party's Confidential Information which the receiving party can establish by legally sufficient evidence: (a) was rightfully possessed by the receiving party without an obligation to maintain its confidentiality prior to receipt from the disclosing party, (b) is generally known to the public without violation of this Agreement; (c) is obtained by the receiving party in good faith from a third party having the right to disclose it without an obligation with respect to confidentiality; (d) is independently developed by the receiving party without use of the disclosing party's confidential information, which can be shown by tangible evidence; or (e) was required to be disclosed by applicable law; provided that the receiving party notifies the disclosing party of such requirement prior to disclosure, and provided further that the receiving party makes diligent efforts to limit disclosure.

17. MARKETING ACTIVITIES

Customer agrees that Kronos may use Customer's name as part of Kronos' published customer lists. Upon Kronos' request, Customer will participate in mutually beneficial marketing and public relations activities with Kronos. All content shall be subject to the prior review and approval of Customer, such approval not to be unreasonably withheld.

18. LIMITATION OF LIABILITY

CUSTOMER'S EXCLUSIVE REMEDIES AND KRONOS' SOLE LIABILITY FOR ANY KRONOS BREACH OF THIS AGREEMENT ARE EXPRESSLY STATED HEREIN. EXCEPT AS PROVIDED IN THIS AGREEMENT, ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, ARE EXCLUDED.

EXCEPT FOR KRONOS' INDEMNIFICATION OBLIGATIONS SET FORTH IN THIS AGREEMENT, IN NO EVENT SHALL KRONOS' OR ITS PARENTS', SUBSIDIARIES', AFFILIATES', OR THIRD PARTY LICENSOR'S LIABILITY TO A CUSTOMER, HOWSOEVER CAUSED, EXCEED THE VALUE OF THE ORDER WHICH GIVES RISE TO THE CLAIM, AND IN NO EVENT WILL KRONOS OR ITS PARENTS, SUBSIDIARIES AFFILIATES OR THIRD PARTY LICENSORS BE LIABLE FOR LOST PROFITS, LOST DATA OR ANY OTHER INCIDENTAL OR CONSEQUENTIAL DAMAGES ARISING OUT OF THIS AGREEMENT WHETHER SUCH CLAIM IS BASED ON WARRANTY, CONTRACT, TORT OR THE EXISTENCE, FURNISHING, FUNCTIONING OR CUSTOMER'S SPECIFIC USE OF, OR INABILITY TO SO USE, ANY EQUIPMENT, SOFTWARE OR SERVICES PROVIDED FOR IN THIS AGREEMENT.

19. GENERAL

(a) This Agreement shall be governed by Massachusetts law. The parties waive the application of the United Nations Commission on International Trade Law and United Nations Convention on Contracts for the International Sale of Goods as to the interpretation or enforcement of this Agreement.
(b) The invalidity or illegality of any provision of this Agreement shall not affect the validity of any other provision. The parties intend for the remaining unaffected provisions to remain in full force and effect.
(c) Customer shall not assign this Agreement or the license to the Software without the prior written consent of Kronos and any purported assignment, without such consent, shall be void.
(d) Neither party shall be liable for failures or delays in performance due to causes beyond its reasonable control, including war, strikes, lockouts, fire, flood, storm or other acts of God. Both parties agree to use their best efforts to minimize the effects of such failures or delays.
(e) All notices given under this Agreement shall be in writing and sent postage pre-paid, if to Kronos, to the Kronos address on the Order Form, or if to Customer, to the billing address on the Order Form.
(f) No action, regardless of form, may be brought by either party more than two (2) years after the cause of action has arisen.
(g) The section headings herein are provided for convenience only and have no substantive effect on the construction of this Agreement.
(h) The parties agree that if this Agreement is delivered via fax or electronically delivered via email it shall constitute a valid and enforceable agreement.
(i) This Agreement and any information expressly incorporated herein (including information contained in any referenced URL), together with the applicable Order Form, constitute the entire agreement between the parties for the products and services described herein and supersede all prior or contemporaneous representations, negotiations, or other communications between the parties relating to the subject matter of this Agreement. This Agreement may be amended only in writing signed by authorized representatives of both parties. Customer understands and acknowledges that while Kronos may disclose to customers certain confidential information regarding general product development direction, potential future products and/or product enhancements under consideration, Customer is not entitled to any products or product enhancements other than those contained on the Order Form. Customer has not relied on the availability of any future version of the Software or Equipment identified on an Order Form, nor any other future product in executing this Agreement.
(j) Use, duplication, or disclosure by the United States Government is subject to restrictions as set forth in subparagraph (c) (1) (ii) of the Rights in Technical Data and Computer Software clause at DFARS 252.227-7013, or subparagraph (c)(1)(2) of the Commercial Computer Software Restricted Rights clause at FAR 52.227-19, as applicable. Manufacturer/distributor is Kronos Incorporated, 297 Billerica Road, Chelmsford, MA.

DATED:_____

CUSTOMER SIGNATURE:_____

KRONOS®

Statement of Work

For the Implementation of

Workforce Timekeeper

Prepared for Borough of Dormont

12/27/12

Created:	December 28, 2012	Expires:	January 30, 2013
Prepared By:	Charley Rose	Filename:	DORMONT - WTK SOW CR1228120853 - 122812 R1
Pre-Sales Consultant: Service Solutions Consultant / BDM:		Tool Name:	ESQ Version 6.3.6

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KRONOS

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1 EXECUTIVE SUMMARY

1.1 DOCUMENT PURPOSE

Kronos is pleased to be considered a Workforce Management business partner with Borough of Dormont. The purpose of this document is to provide an outline of the work required and the professional services estimated for your Kronos solution.

This document defines Kronos' current understanding of the engagement's objectives, scope, assumptions, risks and constraints and is based upon information gathered during conversations with Borough of Dormont during the sales cycle, with the key assumption that Kronos and Borough of Dormont will jointly staff the project team during the project lifecycle.

This Statement of Work provides a documented basis for making future decisions and for confirming or developing a common understanding of project scope among the stakeholders. Any change to the assumptions in this document or the discovery of increased complexity during the engagement will be considered a change in the scope of the professional services, and will be managed through Kronos' standard Change Control procedures.

For detailed information regarding project scope & assumptions, project complexity and risk areas, please see the sections of the document after the approval page. Please note that signing the approval section includes approval of the Detailed Project Scope and Assumptions sections.

1.2 PROJECT OVERVIEW

Kronos Essentials is an innovative program that helps small to mid-sized organizations reap the benefits of the industry's leading workforce management solution -- Kronos Workforce Central. This tailored solution of products and services will automate your employee-centric processes without forcing you into a pre-built, limited application.

The purpose of this document is to estimate the services required for the remote implementation of Kronos products by Borough of Dormont. This estimate is based upon the implementation assumptions listed below. Any change to the assumptions or discovery of increased complexity will be considered a change of scope.

1.3 PROPOSED SOLUTION

1.3.1 SUMMARY

Item	Estimated Investment
Professional Services	$20,700
Education	$5,180
Estimated Investment For This Implementation	**$25,880**

1.3.2 WORKFORCE TIMEKEEPER

	Total Estimated Professional Services Hours	Total Estimated Professional Services Dollars

	Total Estimated Professional Services Hours	Total Estimated Professional Services Dollars
Workforce Timekeeper V6.3	94	$16,920
Workforce Integration Manager Interface – Pay Data Export	20	$3,600
Configure 4500 Numeric Bar Code 4500 Timekeeper Terminals	1	$180
Totals	**115**	**$ 20,700**

*The hours estimated will be confirmed when the detailed assessment is completed which could result in more or less hours.

1.4 Implementation Approach

A remote delivery method will be used for this implementation.

Note: It is assumed that a high level executive will be assigned as an Executive Sponsor and will remain engaged during the full lifecycle of the implementation. The Executive Sponsor will secure resources to support the defined duration of the project, take active part in Project Kick-off and Solution Overview, and completing Milestone sign-offs. This level of Executive involvement will allow for cost containment resulting in an increased Return on Investment (ROI) and avoid unnecessary delays.

1.5 Travel Requirements

Billable travel expenses will be charged pursuant to the terms and conditions contained within the KRONOS SALES, SOFTWARE LICENSE AND SERVICE AGREEMENT. In certain instances specialized resources may be used that require the payment of airfare, lodging and related travel expenses. Also, if any portion of remote services are changed to on-site services, and agreed to by Borough of Dormont and Kronos, an appropriate change in travel hours will occur. Customers shall be made aware of any such instance(s) during the sales or Change Order process.

The total estimated Travel hours for this engagement are: 0

1.6 Resource Requirements

This project involves shared risk by both Kronos and Borough of Dormont. Kronos' experience has shown that the project team needs to be aware of their level of involvement in the implementation of the Kronos solution as the project is being planned. Common risks in any project surround customer resource availability due to competing priorities from daily tasks and other responsibilities.

In some organizations, the resource available in one organizational role may be able to cover more than one project role. If any of the customer-specified roles are not available in your organization, please contact your Kronos representative to explore staff augmentation options. Proper staffing is critical as this may impact the professional services required, or the implementation approach recommended, to complete a successful project for your organization

1.7 APPROVALS

SUBMITTED AND APPROVED BY KRONOS REPRESENTATIVE

By: _____ Date:_____

This Statement of Work is subject to Borough of Dormont's agreement with Kronos governing Professional and Educational Services. By signing below, Borough of Dormont's authorized representative agrees to purchase the services described herein.

Very truly yours,

Kronos Incorporated

ACCEPTED AND AGREED

Borough of Dormont

By: _____ Date: _____

Title: _____

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Microsoft, Windows NT, Windows 2003, Windows 2008 and Windows XP are registered trademarks, and Windows Vista is a trademark of Microsoft Corporation in the United States and/or other countries.

2 DETAILED PROJECT SCOPE AND ASSUMPTIONS

The following solution details have been discovered through analysis with Borough of Dormont throughout the Sales Cycle, and form the scope by which this project will be managed. Additional assumptions have been made where necessary in order to estimate the Professional Services hours and tasks required for Borough of Dormont's solution.

Solution analysis and design may be performed during the Assess Phase(s) of the project in order for both parties to mutually agree on the Solution Design. If the solution or assumptions defined in this document change, Kronos and Borough of Dormont will review and adjust the project scope and budget accordingly through standard Kronos change control procedures.

2.1 Configuration Factors

Configuration Factors for Workforce Timekeeper and Related Products	
Number of Employees licensed for Workforce Timekeeper:	150
The number of Managers that will be supported is:	5
Number of Sites:	2
Number of Pay/Work Rules:	10
Timekeeper Functions are Centralized:	Yes
Number of Deployment Groups	1
Workforce Employee WTK (50 PC employees)	1 profile

2.2 Additional Assumptions

1. The project management estimate assumes a 10 week project.
2. Commitment from Borough of Dormont upper management is crucial to the success of the project. Kronos assumes Borough of Dormont will assign a Project Executive Sponsor. The Executive Sponsor is responsible for implementing the necessary change management for Borough of Dormont to embrace using an automated Workforce Management system and for ensuring the Project Team is appropriately staffed, made available and is executing their tasks according to the Project Plan.
3. Changes or additions to standard "Genies/Hyperfind Queries" are not included in the scope of this engagement. Contact your Kronos Representative for level of effort to configure any changes to the standard "Genies/Hyperfind Queries". A Genie is a configurable tool for automating user tasks. It shows a summary of key employee information and lets you access certain system components. Hyperfind Queries displays the queries that you can use to find people who match criteria.
4. Base schedules will be configured by Borough of Dormont personnel, once the project team has attended Workforce Timekeeper core training. If assistance is needed with setting up base schedules, contact your Kronos Representative for the level of effort to assist with the setup of base schedules.
5. Borough of Dormont is responsible for developing their workforce management policies and for documenting and disseminating business procedures and policy changes to support the Kronos system.

6. Borough of Dormont's information technology support personnel will adhere to the project timeline and responsibilities.
7. Hours have been included to configure Workforce Employee as follows: allow employees to complete a standard on-line timecard with in and out times; allow employees to enter pay code edits, duration of time and Work rule transfers; allow employees to view their time details, schedules, accrual information (if accrual balances will be imported) and pay stub reports/pay slips. No custom or tailoring work has been included. Any additional requests will be handled via Kronos standard change control procedures.
8. Borough of Dormont's Project Team will attend appropriate Kronos training prior to participating in the implementation and properly support the application post-implementation.
9. Borough of Dormont will use the "Train-the-Trainer" approach to train users in the organization that have not taken Kronos Instructor-led courses.
10. Borough of Dormont understands Kronos recommends setup of both a TEST and PRODUCTION environment.
11. Borough of Dormont understands that all Deployment Groups will be rolled out at the same time and not one Deployment Group at a time.
12. Generic data access profiles will not be included in this implementation. Generic data access profiles allow you to restrict access to specific pay rule and accrual rule configuration data from users who create and update these policy rules in different areas of your organization. Generic Data access profiles are most likely to be used by multinational companies who wish to "hide" one country's policies and configuration from another country's configuration users. Additional hours may be required to implement generic data access profiles. If this feature is needed, a separate, more in-depth discovery will be conducted, and additional hours may be required.
13. The customization of the visual theme of Workforce Central is limited to that of a shallow theme. Documentation is provided in order for Borough of Dormont's graphic designer to make more in-depth customizations to the theme.
14. Navigator Assumptions

    Kronos will implement Kronos Recommended navigators for up to 2 of the following workforce management roles in Borough of Dormont's organization: Manager, Employee, Application Administrator. Limited changes to the default configuration of these Kronos Recommended navigators is included, such as updating the configuration of a navigator to include customer-specific Workforce Central configuration and the renaming of individual items in a navigator. Additions of new content or changes in layout/design are not included.

    The contents of a navigator rely on Workforce Central functionality. For example, the ability to use the Time Off Request widget is dependent upon the My Requests functionality being configured and working properly in Workforce Central. Unless otherwise noted, any Workforce Central configuration changes that are requested or recommended while implementing the Next Generation User Interface are outside the scope of this statement of work.

15. Borough of Dormont will take ownership of the Kronos system during implementation and maintain it after go-live.
16. Customization of any delivered system reports or development of new custom reports code or any system code will be considered outside the scope of this project unless identified in this Statement of Work.
17. Kronos generally finds that our standard reports library, and the ability to export to Excel is sufficient for passing data to benefit providers. In cases where this capability does not meet the Borough of Dormont's benefit provider's specifications, Kronos will advise Borough of Dormont of options and any additional costs required to meet the specifications.

2.3 TIMEKEEPER TERMINALS

The number of Model 4500 Numeric Bar Code Timekeeper Terminals to be configured is: 2

Borough of Dormont is responsible for the physical installation of all Timekeeper Terminals and installing all terminal options.

2.4 INTERFACES

This implementation includes standard interface(s). Standard interfaces are pre-built to match standard 3rd party products, and are in some cases, simple fixed file formats. When Kronos provides data via an interface to a non-Kronos system, Kronos will provide an export file. It is the responsibility of Borough of Dormont or the 3rd party to import that data file to update the appropriate database. Borough of Dormont will provide test data and all necessary interface file layouts/interface formats. Borough of Dormont will work directly with all 3rd party vendors during assessment and testing. If Kronos is to lead these conversations for Borough of Dormont, additional effort and scope will be required. Borough of Dormont will also be responsible for testing all interfaces including testing the results to/from 3rd party providers. The test results will be shared with Kronos.

The payroll interface is a one-way interface that will support a one-to-one relationship between Kronos and the Payroll system. Calculations and rate passing within the interface as well as manipulation of hours prior to passing are not included. Kronos assumes that Borough of Dormont has a single payroll with one destination file and up to two pay periods. Additional pay periods will require additional Professional Services hours. The payroll interface supports the previous pay period only and does not include projected or retro pay.

The Customer's Payroll vendor is: Freedom

Interface Customization:

In the event that a standard interface(s) require customization, an estimate and change order (if applicable) will be presented to Borough of Dormont for approval. Some examples of scenarios which will require customizations include, but are not limited to:

- Changes only - Employee Demographic download not providing the data required in the file, resulting in the need for a lookup table (i.e. pay rule, labor level, clock or badge assignment)
- A non one-to-one relationship between Pay Codes and Compensation Codes
- Calculations (i.e., percentages, wage manipulations, etc.)
- Table lookups
- Wage Profile transfers
- Passing Non standard Premium hours requiring calculations (i.e. Mileage, Meals, Bonuses)

2.5 Product Maintenance

The selected maintenance level is: Gold

Breakdown of support offerings:

	Gold	Platinum
7 x 24 Telephone Support		X
Senior Specialists		X
5 x 12 Telephone Support	X	
Web-Based Expertise	X	X
eCase Management	X	X
Software Assurance	X	X

2.6 Customer Roles and Responsibilities

Based on Kronos implementation experience, the following roles are critical for the successful implementation of the Kronos system:

Title	Suggested Qualifications
Executive Sponsor	Experienced in leading organizations through change and developing communication plans. Ability to commit time to be engaged prior to starting the project and must remain committed during the full lifecycle of the implementation. Ability to take part in Kick-off and Solution Overview and eMilestone sign-offs.
Project Manager	Experienced Project Manager with successful track record.
Payroll Supervisor	Complete comprehension of your time, attendance, and payroll policies. Strong oral and written skills.
Human Resources Manager	Complete comprehension of your time, attendance, accrual and payroll policies. Strong oral and written skills.
Database Administrator	Experienced with backup and recovery plan creation and implementation of database engine.
Network Administrator	Complete knowledge of the organization's network, future plans, and outstanding issues or problems. Technical knowledge of network connectivity, and strong network troubleshooting skills.
System Administrator	Experienced System Administrator with two years of experience.
Desktop Services Administrator	Knowledgeable Desktop Administrator.
Help Desk	Knowledgeable in Windows and Intel based applications
Web Master	Knowledgeable in Apache, Sun ONE, or Microsoft Internet Information Server.

Borough of Dormont understands and agrees that unqualified or unavailable staff will delay the implementation of the Kronos system and may require **Borough of Dormont** to purchase additional Services from Kronos. If any of the above positions are not available in your organization, please contact your Kronos representative for staff augmentation options or a third-party vendor.

Borough of Dormont Time Requirements: Kronos estimates **Borough of Dormont** resources will be required to spend at least two times that of Kronos resources.

2.7 Educational Services Estimate

Kronos Educational Services offers a full schedule of classes in the virtual classroom to give guided instruction on how to best utilize the software. More advanced and technical courses are offered in the traditional classroom at locations across the country. Tailored, private courses are also available as customer exclusive events. All Kronos courses are designed with extensive hands-on practice exercises to reinforce new skills and concepts. For complete course descriptions, objectives, and pre-requisite information, please see the Kronos Education Catalog that your Kronos salesperson will provide, or visit www.kronos.com/support/education.htm.

Training points allow you to plan and budget training for your organization, yet give you flexibility to select specific courses to meet your implementation and continuing education needs. Training points can be used toward instructor-led training in the virtual classroom, in the traditional classroom, and for customer exclusive training. Pricing for public classes, both virtual and in a Kronos classroom, is based on one student per paid seat. Pricing for each private event is based on a daily rate for the number of planned attendees. If additional students attend training, additional fees may be incurred.

Kronos recommends the best practice of having at least two individuals from your organization receive training on the Kronos solution. Selecting one primary and one backup resource from within your functional and technical teams ensures adequate coverage in the event of an urgent change or support request or employee turnover.

2.7.1 *Educational Services Subscription - KnowledgePass™*

KnowledgePass is an online educational portal that provides 24/7 anytime-anywhere access to in-depth training content to help your employees maximize productivity and achieve their goals: from implementation to optimization. Gain instant access to helpful tutorials, job aids, in-depth, hands on tools, webinars, and educational documents to help your team succeed. Use KnowledgePass to:

- Prepare for, practice and reinforce what you learned during implementation training
- Assess new features and prepare for upgrades
- Prepare your end users for the deployment of your Kronos solution
- Train new hires
- Reinforce and refresh skills

Note: New features and upgrade training for the project team is now available in KnowledgePass. A subscription to KnowledgePass is required to access this training. Standard release courses are available if KnowledgePass is not purchased.

KnowledgePass offers the convenience of online learning with the cost savings of a subscription service and unlimited access to all components and content included in KnowledgePass, including:

- **Interactive hands-on simulations**: to refresh your skills and reinforce those that you learned in your Kronos classes
- **Sandbox**: to practice on a live system what you learned during your implementation classes and to test drive new features
- **Tutorials**: to onboard new users
- **Job aids**: to quickly reference when performing common tasks
- **Step/Action Tables**: to provide you extra support when performing your tasks
- **Concepts**: to learn or review key Kronos product concepts
- **Training kits**: to tailor your own end user training
- **Ask-the-instructor**: to connect with one of our expert Kronos instructors

KnowledgePass offers tools for end users to easily build the learning path that meets their needs. Training managers can use the KnowledgePass tools to define learning paths for their end users and track their progress. And, you can manage your users' profiles, adding and modifying them as you need.

The following courses with a recommended number of students (where applicable) per course are included. A discount of 40% has been applied to each course.

Course	Product	Seats	Training Points or Price	Extended Price	Format
	PROJECT TEAM TRAINING, Workforce Timekeeper				
TRAINPTS	Workforce Timekeeper Project Team Fundamentals	1	500	$500	Virtual
TRAINPTS	WTK 6.3 Managing Timecards & Preparing for Payroll	2	1,000	$2,000	Virtual
TRAINPTS	WFC 6.3 Administering the Application	2	1,200	$2,400	Virtual
KPASS SUBSCRIPTION	Kronos Terminal Employee Training Kit	1	0	$0	Kit
	PRE TRAINING, POST TRAINING, AND REFRESHER SKILLS				
8602748-001	Kronos Educational Services Subscription - KnowledgePass	1	$525	$525	OnDemand

	Total Points	Net Price
Training Points	4900	**$4,655**
Educational Services Products		**$525**

The total price of the Education Services package is:	**$5,180**

2.7.2 END USER EDUCATION HAS NOT BEEN INCLUDED

Kronos is committed to your organization's implementation. Educating your end users is vital to the success of any project. Industry measurements suggest that an end user without adequate training may take nearly five times longer to achieve the same skill level as a trained employee. Effective training gives your employees the skills and competencies they need to increase their expertise and productivity. This level of training helps ensure adoption of your Kronos solution. Although we highly recommend an end user training solution your organization has opted to not be provided one at this time. Please know we are committed to your end users and you may, at any time, engage a Kronos Education Consultant to conduct an Education Needs Assessment for guidance in this area.

2.8 REQUIRED TECHNOLOGY ENVIRONMENT

Workforce Timekeeper requires a technology environment capable of meeting the minimum requirements defined in this section. Kronos strongly recommends that your technology environment

meet the **recommended** configurations, as experience has shown that overall performance will meet your expectations.

DEDICATED server(s) must be located on a LAN. All our qualification testing was done in this configuration. Since we cannot predict the impact of third-party applications, we can only support dedicated servers for the implementation.

2.8.1 DATABASE SERVER

Component	Recommended Configuration
Operating System	Windows 2003 Server, SP2 (32-bit) or Windows Server 2008 (32 and 64 bit) or Windows 2008 Server R2 (64 bit)
Database	Microsoft SQL Server 2005 (SP 2) (32 and 64 bit) or SQL Server 2008 (32 and 64 bit)
CPU	2 Quad Core Xeon 2.4 GHz, 6 MB Cache. 1.333 MHz+ Front Side Bus
RAM	8 GB RAM for 32-bit operating systems, 16 GB RAM for 64-bit operating systems
Disk	3 x 146GB, SAS, 3.5-inch 15K RPM
CD-ROM	CD-ROM Reader (or access to one on the network)
Monitor	1024x768 resolution recommended
Network	TCP/IP, 10/100 MPBS or better
Backup Drive	A rewriteable CD-ROM (CD-RW) drive or tape device for data backup is required.
Apache Web Server	The installation is streamlined to install quickly with little modifications. By default, we install the Apache Web Server. For Workforce HR, Microsoft IIS is required instead.
Application Server software	JBOSS (Kronos provided)

With Workforce Timekeeper V6.3, you can specify the file groups that are needed for your installation. Generally, this varies depending on whether or not you use RAID (Redundant Array of Independent Disks).

RAID disk allocation — RAID is an assembly of disk drives, known as a disk array that operates as one storage unit. Your specific RAID implementation will determine the number of file groups required. Often, all Workforce Timekeeper database objects are created on one file group for the Workforce Timekeeper platform, typically called **PRIMARY.**

Non-RAID disk allocation — if you are not using RAID, Kronos recommends that you use at least three disks when installing a Workforce Timekeeper database.

2.8.2 DATABASE LICENSING

It is the customer's responsibility to provide the RDBMS with appropriate licensing to support this implementation. This is not a recommendation, but rather some guidelines to assist you in determining the appropriate Licensing model for your implementation.

Microsoft SQL Server comes in two versions, Standard Edition and Enterprise Edition. Microsoft offers two primary licensing models:

- Client License
    - Licenses each server where SQL Server is installed.
    - Licenses each device connected to the database (Client Access License (CAL)).

      Devices are:
        - Kronos Timekeeper Terminals

- Workforce Managers
- Web-based professionals (Workforce Employee)

- Processor License
  - Unlimited number of devices can connect to the database.
  - One processor license for each processor in the server (even if all processors are not running SQL software).

Generally, most customers prefer the flexibility provided by Processor Licensing which allows for changes in business processes and future growth. Most of our customers using SQL Server have also found that the Standard Edition with Processor licensing is most effective for Kronos applications.

2.8.3 CLIENT PCS

Employees and Managers can access Workforce Central using Java based or HTML clients - in this case the Web Browser provides the interface to the Workforce Timekeeper application. Both HTML-based and Java-based workstations can access the application, in either secure or non-secure mode. Each Web Client Workstation must have a supported browser installed.

Intel-based Web Client Workstations:

- Microsoft Internet Explorer versions 7 and 8.
- Mozilla Firefox V3.5.

For Java-based workstations, the application requires a Java Runtime Environment. JRE 1.6 is shipped with the system.

Workforce Timekeeper V6.3 requires Cookies to be enabled and Active-X controls must be permitted.

Adobe Acrobat 6.0 or greater is required to view reports created by Workforce Central.

NOTE: Not all Operating Systems, Application Server software, web browsers, etc., are supported for all Workforce Central products and features. Please contact your Kronos technical representative for detailed information.

The minimum configuration requirements are:

Component	Recommended Configuration
Operating System	Windows 2003 Server SP2 (32-bit) Windows 2008 Server (32 and 64-bit) Windows XP (32-bit) Windows Vista (32-bit) Windows 7 (32 and 64-bit)
CPU	Intel-based Pentium III 1 GHz or greater or AMD equivalent
RAM	2 GB or greater
Cache	256KB/L2 recommended
Hard Disk Space	100 MB
Display	1,024 x 768 with 256 Color recommended Recommended Flash is 10.1 Minimum Graphics Memory for Navigator : 128MB (Flash Player Hardware Requirement)
Network Protocol	HTTP
Network Bandwidth	LAN Connection: Gigabit network recommended

Component	Recommended Configuration
	WAN Connection: Fractional T1 or T1-T3

2.8.4 REQUIREMENTS FOR KRONOS GLOBAL SUPPORT ACCESS

GoToAssist is the remote access method used to support our customers. GoToAssist allows Technical Support representatives to remotely identify and solve users' problems as a real time tool. There is no installation required at the customer site. Some of the advantages are screen-sharing, online management, report retrieval, and user interaction.

2.8.5 WORKFORCE INTEGRATION MANAGER

Workforce Integration Manager is an easy-to-use, flexible data integration tool that efficiently interfaces Kronos product suites with other critical business applications. Integration Designer is the client component. Recommended configuration for Integration Designer workstations is:

Component	Recommended Requirements
Operating System	Windows 2003 Server SP2 (32-bit) Windows 2008 Server (32 and 64-bit) Windows XP (32-bit) Windows Vista (32-bit) Windows 7 (32 and 64-bit)
CPU	Intel-based Pentium III 1.0 GHz or better
RAM	512 MB or greater for Windows 2003 Server, Windows 2008 Server or Windows XP 1 GB or greater for Windows Vista or Windows 7
Display	Minimum 800x600; 1024x768 recommended

2.9 TIMEKEEPER TERMINALS:

2.9.1 MODEL 4500 TIMEKEEPER TERMINALS

2.9.1.1 Telnet

Kronos 4500 Terminals have built in Telnet capabilities. Telnet is sometimes used by Kronos Global Support for diagnostic purposes when troubleshooting various issues with the Timekeeper Terminals. Due to security concerns, the Timekeeper Terminals are shipped with this feature disabled. You may be requested to enable this feature by Kronos Global Support when diagnosing issues with your Timekeeper Terminal. This will require physical access to the Terminal by personnel with Supervisory Access. Before enabling Telnet, please check with your company's security policies.

2.9.1.2 IP Addresses

The Model 4500 Timekeeper Terminal supports static IP addresses (best practice) or IP addresses assigned via DHCP with specific restrictions. The device does not support dynamic allocation of IP addresses. For more information, please see the Model 4000 Installation Guide.

2.9.2 DEVICE INITIATED VS. SERVER INITIATED COMMUNICATIONS

The way that interactions between devices and Workforce Device Manager occur depends on the communication protocol that is established for each device. There are two protocols: the device-initiated protocol and the server-initiated protocol. Firmware version 3.x supports both device-initiated and server

initiated communications with Workforce Device Manager. Older devices using firmware version 2.1 or higher communicate with Workforce Device Manager using the server-initiated protocol.

Device Initiated Communication Protocol

Devices using the device-initiated communication protocol initiate all communications with the suite through Workforce Device Manager. Each communication request is made to the Web Server which is serviced by an Application Server.

Server Initiated Communication Protocol

For devices using the server-initiated communication protocol, the majority of the communications are initiated from the Application Server. Communication can be initiated directly from Workforce Device Manager to the device or through a proxy. The only communications that are initiated by the device are transactions (punches), biometric data, and log collection.

2.9.3 FIREWALLS

When network firewalls exist within the communications path between Kronos 4500 terminals and the Workforce Central Suite Servers, specific TCP ports must be permitted through the firewall. Otherwise, symptoms such as punch collection failures, uncollected biometric enrollments, or general communication failures may occur. Port 80 is used for communications. If SSL is implemented, port 443 is used. In order to use SSL at the Series 4500 Terminal, you must enable SSL using Workforce Device Manager. For further instructions refer to the Workforce Central System Administrator's Guide - Workforce Device Manager.

Please note: The above port requirements assume a "stateful" packet inspection firewall is used to permit the return path of the TCP connections. Most firewalls are stateful capable and do not require any further configuration. If your firewall can not maintain stateful TCP connections, all TCP source ports must be allowed to transverse the firewall for each of the destination TCP ports mentioned above, and the return path permissions must be configured manually. TCP source ports are automatically assigned by the device initiating communication and use a port range of 1024 to 65535.

2.10 MOMENTUM™ ESSENTIALS IMPLEMENTATION

Our proven Momentum Essentials™ implementation methodology provides a structured and phased approach. The implementation is performed using a combination of coordinated remote and on-site Kronos resources.

Our Workforce Management professionals guide your team through our efficient and proven process by providing assistance during the following project phases:

2.10.1 PLAN

Kronos project management support is provided by a Project Manager (KPM). The KPM assists the Customer to prepare for the implementation, establish project success criteria, and plan the project scope, schedule, and guidelines. Complete Customer readiness for the implementation of all products purchased is the goal of the Plan phase of the project. Project support continues for the duration of the project.

Project Support Services – The Customer Project Manager serves as the primary lead role for the implementation. The Kronos Project Manager acts as a **support role to the Customer implementation team and Kronos implementation team**. The Kronos Project Manager will address customer requests related to project templates, developed specifically for the Customer to take ownership of the project management activities. The Kronos Project Manager will be the central point of contact for scheduling Kronos resources, scheduling Customer team training, and managing the submission and execution of change requests.	
Kronos Responsibilities	**Customer Responsibilities**
Kronos Project Manager initiates an Executive Sponsor and Project Manager Introduction call to initiate discussions between Customer Executive Sponsor, Customer Project Manager, Kronos Executive Sponsor and Kronos Project Manager regarding the project goals, objectives and implementation overview. The Kronos Project Manager will also schedule the Project Kick-off and Solution Overview call to review: • Project Scope. • Implementation Process. • Project Team Roles and Responsibilities. • Project Schedule. • Technical Requirements. • Interface Requirements. • Testing Strategy. • General Assessment Readiness and Technical Assessment Checklists. **EMilestone - Customer Assessment Readiness.**	Identify a Project Executive Sponsor and Project Manager. Participate in an Executive Sponsor and Project Manager Introduction call. Secure customer project team resources. Schedule Kronos Virtual Classroom training. Complete Computer Based Tutorials. Participate in the Project Kick-off and Solution Overview call. Arrange for acquisition and setup and of necessary system hardware. Establish Internet connectivity at Server. Complete the General Assessment and Technical Assessment Readiness Checklists. Arrange for installation and connectivity test of Timekeeper Terminals. **Customer Assessment Readiness EMilestone** indicates Customer has completed all readiness items as identified; understands and accepts the project criteria, scope, schedule, and guidelines. The Customer understands and agrees that any Customer project delays, including those affected by unqualified or unavailable staff, will delay the implementation and may require the purchase of additional services from Kronos. **Sign-off on Customer Assessment Readiness EMilestone.**

2.10.2 ASSESS

Kronos assists the Customer to ensure all applicable requirements and Solution Design documents for the product(s) are understood and completed.	
Kronos Responsibilities	**Customer Responsibilities**
Review Timekeeper Terminal installation procedures. Schedule and conduct the Product Design Workshop (PDW). Schedule and conduct Interface and Customer Design Workshop(s) as necessary. Provide a Solution Design (including Product, Interface and Custom Design documents) for customer approval. Provide customer with revised estimate, if applicable. Confirm installation readiness.	Complete Kronos Virtual Classroom training. Complete Computer Based Tutorials. Attend the Product Design Workshop (PDW). Dedicate or make available on an as-needed basis, decision makers to discuss configuration/integration requirements. Attend Interface and Custom Design Workshop(s) as necessary. Create testing and education plans. Review and approve Solution Design (including Product, Interface and Custom Design) documents.

Support testing and education planning discussions.	
EMilestone – Solution Design	**The Solution Design EMilestone** indicates customer understands and has completed all documents required for configuration of the product(s). **Sign-off on Solution Design EMilestone.**

2.10.3 SOLUTION BUILD, WORKFORCE TIMEKEEPER

Kronos builds the solution according to the Product Design.	
Kronos Responsibilities	**Customer Responsibilities**
Configure Workforce Timekeeper, according to the Solution Design. Import Preparation. Clock Setup (if purchased). Backup. Perform applicable Kronos Unit Testing. Configure Person Import interface to include the appropriate Workforce Timekeeper person-related data. Person Import interface configuration is exclusive of Accrual Balance and Labor Level Entry import.	Provide access and security to the applicable network and servers. Dedicate or make available on an as-needed basis, appropriate resources during the Solution Build and Kronos Unit Testing. Dedicate or make available on an as-needed basis, appropriate IT resources to participate in Clock Setup and System Backup. Provide appropriate Customer and Third Party software vendor resources and system access during the configuration of the Person Import interface.

2.10.4 TEST & CERTIFY

Kronos supports Customer project team testing to the Product Design, resolves all critical open issues, and plans deployment.	
Kronos Responsibilities	**Customer Responsibilities**
Support Customer testing efforts; Unit, Integration and Operational. Verify product(s) is configured as per the Solution Design documentation (product, interface and custom design documents). For Payroll Implementations: • Provide Payroll parallel support through two payroll parallels. Note: The Kronos Consultant will assist the customer remotely. • Verify communication and integration capability of product(s). • Make configuration changes as requested. • Verify configuration changes. Schedule and Conduct Solution Acceptance Review. **EMilestone – Solution Acceptance.**	Finalize Test Plan to support Unit, Integration and Operational Testing. Complete test case scenarios in the Solution Validation Workbook. Dedicate or make available on an as-needed basis, appropriate resources to test the product(s), ensuring representatives from all affected user communities participate in the test. Coordinate testing with other vendors, such as interface testing with Medical, Dental, Life Insurance providers; Verifying check format and direct deposit file with your Bank; and if applicable, test & validate the data transfer from Kronos to Ceridian. Utilize the Solution Validation Workbook for HR and Payroll unit and parallel testing. Maintain the workbook as needed until testing is complete. Write operational procedures and train user as needed for a successful deployment. At the conclusion of the second payroll parallel test, the customer will run additional parallel tests on their own from time import through printing checks, interfacing G/L, verify W-2's from YTD balance data conversion, etc. Document any request for changes. Test any changes requested. Attend Solution Acceptance Review.

	The Solution Acceptance eMilestone indicates the Kronos product(s) has been installed and configured in compliance with the Solution Design documents. **Sign-off on System Solution Acceptance Milestone.**

2.10.5 DEPLOY & SUPPORT

Kronos helps the customer transition from a project oriented, pre-production environment to a successful and live production operation supported by Kronos Global Support.	
Kronos Responsibilities	**Customer Responsibilities**
Review Deployment Readiness Checklist with the customer. Review Go-live procedures. Kronos personnel are available via telephone for switch to production system (if applicable) and Go-Live. Note: Your Kronos field consultant will provide support through the customer's first two (2) production payrolls. After that milestone has been achieved, the customer will be transitioned from the field consulting team to Kronos Global Support (KGS). Schedule and conduct Production Review call. Make and verify necessary configuration changes per approved change order(s). Schedule Customer Care call and complete transition to Post Implementation Support team. **EMilestone - Production.**	Complete Deployment Readiness activities. Dedicate or make available on an as-needed basis, appropriate resources to be responsible for switch to production system (if applicable) and Go-Live. Review data for accuracy, if applicable. **The eProduction Milestone** indicates the Kronos product(s) included in a project phase has been successfully moved into a production environment and is working according to the Solution Design. The implementation project for the applicable product(s) is considered complete and the customer has been transitioned to Kronos Global Support. **Complete Production Review call and Sign-off on Production Milestone.** **Participate in Customer Care call.**

2.11 ENGAGEMENT GUIDELINES

For information related to Kronos' Engagement Guidelines, please point your browser to:

http://www.kronos.com/Support/ProfessionalServicesEngagementPolicies.htm for information relating to:

- Professional Services and Educational Services Policies
  - Cancellation Policies
  - Change Order Process
  - Travel

MEMORANDUM

Date: **January 24, 2013**

To: **President, Vice-President, Council and Mayor**

From: **Jeff Naftal, Borough Manager**

Subject: **Request for Residential Handicap Parking Space**

Background:

Pursuant to the Accessible Parking Policy of the Borough which was adopted on July 1, 1996, one resident made application for a residential handicap parking space on the street in front of their house. This application was made prior to Council's approval of the new Policy and as such falls under the rules from 1996. The application was heard by the Traffic and Parking Planning Commission at their regular meeting on January 8, 2013. This application is attached for Council review.

Discussion:

The applicant is Ms. Susan Karako of 2946 Glenmore Avenue, Apartment #2. Ms. Karako requested a residential handicap parking space in front of her house because of an inability to walk at least 200 feet without stopping for rest. There was an issue with the double garage at the apartment but because the landlord will not allow her to use one of the garages the Commission accepted her application. However, because Ms. Karako will be having hip replacement surgery and that should eliminate her physical disability, the Commission voted unanimously to recommend approval of the request for only a six (6) month period.

Recommendation:

I recommend that Council follow the recommendations of the Traffic and Parking Planning Commission regarding the above residential handicap parking space application and approve an accessible space for only a six (6) month period.

JN

Cc: Phil Ross, Chief of Police
Traffic and Parking Planning Commission Members

Attachments

2946 GLENMORE AVENUE APARTMENT 2# DORMONT

CONTENTS:

1: APPLICATION
2: LETTER FROM APPLICANT
3: DMV REPORT/ PROOF OF RESIDENCY
4: LETTER TO APPLICANT
5: SITE INSPECTION
6: DIGITAL PICTURES

Accessible (HP) Parking Signs

APPLICATION

Date / / /

Name SUSAN LEE KARAKO

Address 2946 GLENMORE AVE Apt# 2

Home Phone 412-523-5761 Work Phone

1. To the Applicant:

A. Do you possess a HP or PD plate registered to the Commonwealth of PA?
(YES) NO *(please circle)*

Vehicle Model FORD FOCUS Year 2010 Plate 55814 PD

B. Are you a resident of the Borough?
(YES) NO *(please circle)*

C. Do you have accessible private off-street parking in a driveway, parking pad, or garage at your residence?
YES (NO) *(please circle)*

2. The Application and or Renewal must be accompanied by a completed copy of the attached Physician's certification.

3. The Applicant must re-apply for the issuance of this sign not earlier than August 1 and not later than August 31 of each calendar year.

4. Please check one:

New Application ✓ Renewal of Existing Sign

Signature Susan Lee Karako Date 10/20/12

Office Use Only

Application Submitted Date 12/11/2012 JL Site Inspected Date 12/31/2012 JL

Approved Denied Police Chief Initials

Work Order Issued Date / / Manager Initials

To whom It may Concern.

Enclosed is the application for a handicapped parking space. I have obtained a handicapped license plate. With the recent coverage and as I walk different routes, it is imperative that I have a space close to where I live.

Currently, the space behind the space already on Glenmore is directly across from 2946 Glenmore where I live. With rain and ice and the fact I walk with a cane, going up or especially down the street presents a great danger to me.

I thank you for your consideration in this matter.

Sincerely,
Susan Kaake
2946 Glenmore Ave.
412-523-5761.

FAX TRANSMISSION

☐Message From Terminal/Unit: DORSTS Operator: DO000003(KOLESKY, JAMES)
Originally Sent To: DORP
Date/Time Sent: 31-DEC-2012 12:56:37
☐Original Message

Message From Terminal/Unit: STDR Operator: ()

Date/Time Sent: 31-DEC-2012 12:55:28

1L01TIBX2856 .ALCO-43367 - MVR-94868 12/31/12 12:55:27 - 12/31/12

12:55:27 8CSR9DX4B2YM

RESPONSE FROM PENNSYLVANIA BUREAU OF MOTOR VEHICLES

QUERY: MKE/RQ.ORI/PA0020802.LIC/35816PD.LIY/12.LIT/PC

OWNER INFORMATION

KARAKO,SUSAN LEE

2946 GLENMORE AVE APT 2

PITTSBURGH, PA 15216

COUNTY = ALLEGHENY

VEHICLE INFORMATION

LIC: 35816PD EXPIRES: 10-2013

VMA: FORD VYR: 2010 VST: SDN VIN: 1FAHP3FN6AW125219

TLN: 68202655 REG GR WT: COMB GR WT:

LICENSE STATUS

SUSPENSION/REVOCATION: NO

TYPE CODE:

A = RETURN CHECK

C = CAT FUND STOP

F = INSURANCE CANCELLATION

I = REVOCATION

BOROUGH OF DORMONT
POLICE DEPARTMENT

1444 HILLSDALE AVENUE
SUITE # 1
PITTSBURGH, PENNSYLVANIA 15216
(412) 561-8900 FAX (412) 561-3516

PHILLIP A. ROSS
CHIEF OF POLICE

THOMAS R. LLOYD
MAYOR

December 31, 2012

Susan Karako
2946 Glenmore Avenue
Apartment 2#
Pittsburgh PA 15216

Dear Mrs. Karako,

There will be a meeting of the Dormont Borough Traffic and Parking Commission on Tuesday January 8, 2012 at 7:00 P.M in the Borough Council Chambers concerning your application for a handicapped parking space at 2946 Glenmore Avenue.

In order to complete the process, your attendance is required.

If you have any questions, please call Handicapped Parking Coordinator James Kolesky at 412-561-8900 x 300 or voice mail #372.

Sincerely,

James Kolesky,
Handicapped Parking Coordinator

Cc: Dormont Borough Traffic and Parking Commission

SITE INSPECTION
2946 GLENMORE AVENUE
APARTMENT 2

On December 31, 2012, James Kolesky performed a site inspection at 2946 Glenmore Avenue, in regards to an application for a Handicapped Parking Space.

Kolesky observed that 2946 Glenmore Avenue is a two story duplex with the applicant living on the second floor. When the applicant exits the duplex, she would go down two sets of steps (total of 10 steps) to a concrete side walk. This side walk runs parallel to the 2900 block of Glenmore Avenue. The parking for the 2900 block of Glenmore Avenue is on the Eastern side of the street only, which is the opposite side of the applicant's residence. The applicant would have to cross the street to get to the parking spaces.

Kolesky observed on the left side of the duplex there is driveway. The driveway leads to a two vehicle detached garage which is located in the rear of the duplex. The garage seems in good repair and easy to access because of the flat rear yard.

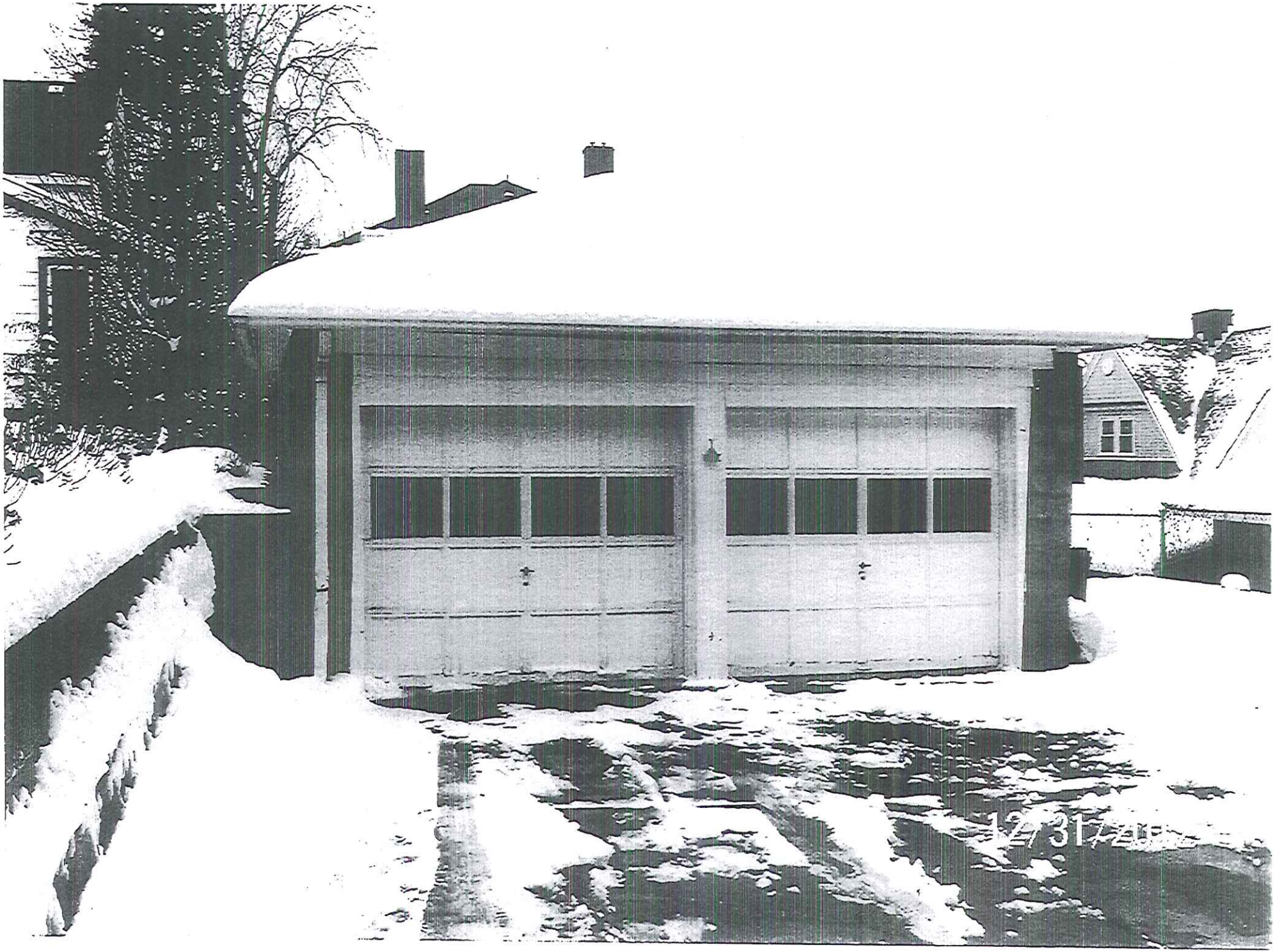
Currently there is one Handicapped Parking Space issued in the 2900 block of Glenmore Avenue. This space is issued to a resident directly across the street from the applicant.

Please see digital pictures that accompany this site inspection.

James Kolesky

Handicapped Parking
Coordinator

29 46


12/31/20