



Paradise Recreation & Park District

Agenda Prepared: 2/18/2025
Agenda Posted: 2/18/2025
Prior to: 5:00 PM

6626 Skyway
Paradise, CA 95969
Email: info@ParadisePRPD.com

Phone: 530-872-6393
Fax: 530-872-8619
Website: www.ParadisePRPD.com

NOTICE OF BOARD OF DIRECTORS COMMITTEE MEETING

Committee: Finance Committee (*Rodowick/Stonebraker*)
Date: Thursday, February 20, 2025
Time: 1:00 PM
Location: Terry Ashe Recreation Center, Room A

Notice:

The public may submit comments prior to the meeting via email to bodclerk@prpd.com before 1:00 p.m. on the day of the meeting and they will be read into the record.

AGENDA:

The Committee will meet to:

1. Electronic Timesheet
2. Briefing on Town of Paradise Berry Creek Property Agreement (Verbal)
3. Policy Adjustment for Specialty Construction Bids (Verbal)

https://paradisepprd.sharepoint.com/sites/BODMeeting/Shared Documents/_Committee.Finance/2025/FC_25.0220.Agenda.docx

Memo



Date: 1/15/2025
 To: Finance Committee
 From: Catherine Merrifield, District Accountant
 CC: Dan Efseaff, District Manager
 Subject: **Electronic Time Sheets**

Proposed Service

Benefits of BASIC Time & Attendance

- Accurate Payroll Planning - Avoid unplanned overtime costs with rules and alerts, allowing you to accurately match your staff's real worked hours with your budgeted payroll hours.
- Reduce Common Payroll Expenses - Modern technology helps limit early, late, and missed punches, prevents human errors in computing hours and pay, and reduces time spent reviewing timecards and processing payroll.
- Custom Configuration Create - personalized pay rules and overtime calculations for your unique organization. Choose from many physical and online clock options, with available job costing features for things like tips, mileage, and other job-related details.
- Mobile Flexibility Administrators - have access to admin tools while employees can punch in and out from any mobile device.

Additional Features

- BASIC Payroll Plus Integration - Seamless integrate BASIC Time & Attendance with BASIC Payroll Plus and all major payroll services.
- Geofencing - A modern timekeeping feature that helps employers know if their employees arrived at the right place at the right time. Whether your business has a single location or multiple, Geofencing lets you keep track of every location while simplifying compliance with mobile clocks.
- Compliance Assistance - BASIC Time & Attendance helps businesses easily comply with labor laws. Our offering makes it easy to stay compliant with respect to leave, overtime, shift length, meal and mandated breaks, and more, with built-in record keeping.
- Robust Administration - Administrators have total control like never before with exceptional timecard management features, reporting options, detailed employee profile data, and payroll integration.
- ACA Tracking Tools - Track total "Full-Time Equivalent" employees as well as total hours, average weekly hours, and employee type.

Intelligent Timekeeping: Touch™

Touch™ is an advanced touch clock with intelligent timekeeping built-in to speed up punching and reduce errors. Touch™ clocks employees almost immediately by reading their fingerprints, intelligently identifying each employee, and communicating directly with your time and attendance software over Ethernet or Wi-Fi.

- Dramatically reduces payroll costs
- Integrates with existing time management systems
- Eliminates badges/fobs/PIN numbers

- Eliminates buddy punching
- Reduces time spent at clock

Well-suited for most workspaces including office settings, healthcare, retail, hospitality, educational, manufacturing, and industrial.

Features

- Requires a unique fingerprint to clock in which prevents time theft
- Filtered prompts track breaks and meals for improved compliance
- Better match rate than other fingerprint scanners prevent hold-ups at the clock-in queue
- Collect exact clock data in real-time from every site and eliminate miscalculation, transposition, and other errors common to manual data transfer
- Can be combined with mobile clocks in the same timekeeping system for unified employee time data
- Antimicrobial coating and less repeated contact than PIN clocks help protect against surface transmitted infections

1-15-2025

Number of Employees: 55

Payroll Frequency: Bi-Weekly

Service	Set Up Fee	Cost Per Pay Period
Web-Based Timekeeping System - Swipeclock <ul style="list-style-type: none"> • Web-Based Time Clock • Mobile Application for Tablets/Smart Phones • Real-Time Data • Full Payroll Integration • Unlimited Manager Users • Role-Based Security 	\$180.00 (Discounted from \$199.00)	\$1.99 Per Employee (discounted from \$2.10)
Fingerprint Timeclock Hardware – Touch Clock	\$1299.00 per clock	Estimated \$109.45 per pay period
Additional Employees/Garnishments	\$1.80 Per Additional Employee/Garnishment	
Year-End W-2/1099	\$50.00 Base Fee - \$6.00 Per W-2 / 1099	
Year-End ACA	\$500.00 Base Fee - \$6.00 Per Mailing *additional fees apply for aged-banded groups	
This quote is subject to change 120 days after date proposed.		

Recommendation: This has been the best proposal I have seen. We may not want to get the Touch™ because there may be a lot of push back from employees due to the fingerprint use, however, it is a nice feature to consider. We will not need the Year-End W-2/1099 or the Year-End ACA. I would like to accept this proposal.



HR Solutions Should Be Simple.
Keep it BASIC.

Proposal for Timekeeping Solutions

Paradise Point Recreation District

Presented to: Catherine Merrifield

basiconline.com





HR solutions should be simple. **Keep it BASIC.**

Company Summary

About Our Company

Established in 1989, BASIC has grown into one of the largest TPAs in the nation, servicing over 20,000 employers nationwide. BASIC provides an HR ecosystem to employers and health insurance agents/brokers. Paired with our experienced staff, BASIC's proprietary software and solutions allow employers to control costs, manage risks, and maintain flexibility. **HR solutions should be simple. Keep it BASIC.**

Serving Clients Coast to Coast for over 30 Years



Commitment to Service

BASIC's commitment to service is in the numbers. We manage our processes and quality by measuring the key metrics of our operations. With below average industry hold times, an FSA and HRA claim accuracy rate of 99.95%, and an average claim processing time of 1 day; we understand that consistency is the key to success. Our integrated HR solutions paired with our commitment to service can provide full circle support for your business.

Certified Experts

Our industry certified account managers take the time to thoroughly understand your unique business environment. As Federal and State laws continue to evolve, it's reassuring to know an expert is simply a phone call away.



HR solutions should be simple. Keep it BASIC.

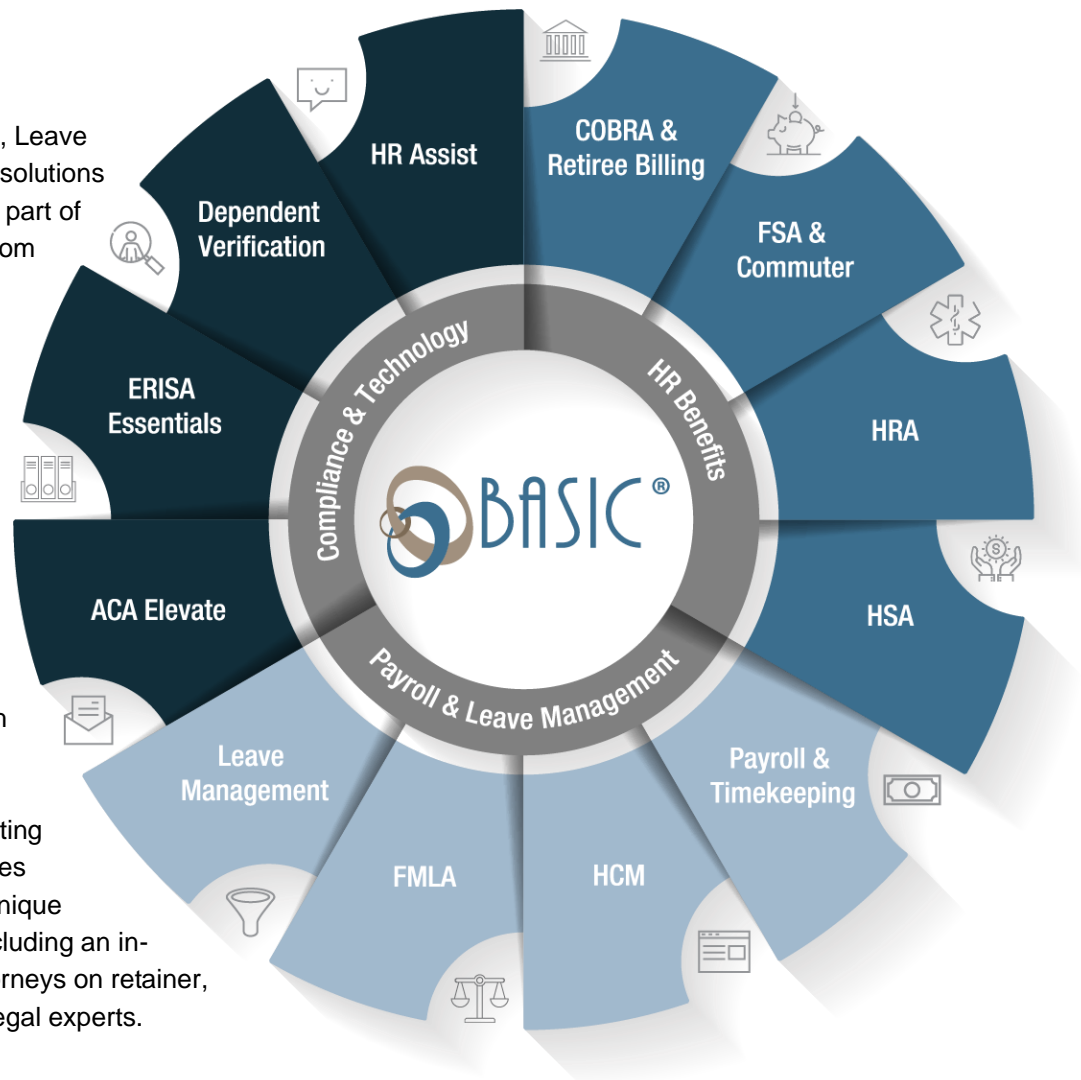
Why BASIC

Our Services

Our suite of HR Benefit, Payroll, Leave Management, and Compliance solutions are offered independently or as part of a platform of services. Our custom built FMLA, ACA, and Payroll Software were designed with our clients' needs in mind.

Guaranteed Compliance

BASIC is focused and dedicated to ensuring compliance for all our services, including staying up to date with changes in regulations, making necessary process and system improvements, and communicating changes to clients. BASIC utilizes experienced attorneys for the unique areas of service we provide, including an in-house attorney, two ERISA attorneys on retainer, and many other distinguished legal experts.



Awards and Honors

BASIC is committed to providing best-in-class service to our referral partners, clients we serve, and their employees.

- Awarded the Inc. 5000 Fast Growing Private Companies award four consecutive years
- Awarded the Service Award by the Independent Payroll Providers Association



Testimonials

Payroll

“Even though we are a small business, we acknowledge there is responsibility and liability that comes along with having even just one employee. With that said, we made the decision to partner with BASIC. I am very pleased with the relationship we have with BASIC. Everyone that I have had contact with has been friendly, knowledgeable, and very efficient. I have confidence in my payroll getting processed, employee matters being handled timely, and compliance being up to date and accurate. When I contact them, I feel like they care. That is important to us, and equally important to them. BASIC is top notch, with very competitive rates and a wonderful staff to work with.”

- Reading Success Plus

FMLA – Absence Management – COBRA – FSA

“BASIC’s Compliance Experts are knowledgeable, responsive, and timely in their assistance to our small HR department which gives us peace of mind in managing our ERISA compliance responsibilities. We were led through the onboarding and implementation process step-by-step which made getting started with BASIC’s ERISA Essentials easy. I would highly recommend partnering with BASIC for all your ERISA Compliance needs.”

- LAFCU

ERISA Essentials

“Even though we are a small business, we acknowledge there is responsibility and liability that comes along with having even just one employee. With that said, we made the decision to partner with BASIC. I am very pleased with the relationship we have with BASIC. Everyone that I have had contact with has been friendly, knowledgeable, and very efficient. I have confidence in my payroll getting processed, employee matters being handled timely, and compliance being up to date and accurate. When I contact them, I feel like they care. That is important to us, and equally important to them. BASIC is top notch, with very competitive rates and a wonderful staff to work with.”

- Abri Credit Union



HR solutions should be simple. **Keep it BASIC.**

Proposed Service

Time & Attendance

Modernize Your Timekeeping Process

Outdated timekeeping processes can lead to inflated payroll costs, including early and late punch-ins and punch-outs, unplanned or unapproved overtime, human error when computing hours and pay, and more. BASIC Time & Attendance gives your organization a modern solution to eliminate the most common pitfalls of the timekeeping process.

Benefits of BASIC Time & Attendance

Accurate Payroll Planning

Avoid unplanned overtime costs with rules and alerts, allowing you to accurately match your staff's real worked hours with your budgeted payroll hours.

Reduce Common Payroll Expenses

Modern technology helps limit early, late, and missed punches, prevents human errors in computing hours and pay, and reduces time spent reviewing timecards and processing payroll.

Custom Configuration

Create personalized pay rules and overtime calculations for your unique organization. Choose from many physical and online clock options, with available job costing features for things like tips, mileage, and other job-related details.

Mobile Flexibility

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Product Specifications

- Dimensions: 12.3 x 5.6 x 3 (W x H x D)
- RFID: EM4100 SERIES PROX CARDS
- PASSIVE PROX/RFID responder
- Touch-based optical fingerprint reader with FBI PIV and Mobile ID certification; FAP20 High performance live-finger detection Lumidigm Mercury Sensor: Lumidigm
- Capacity: 20,000 unique fingerprints
- Multi-frequency card reader, UltiCard* supports all major RFID standards for frequency ranges 125/134.2 kHz and 13.56 MHz, including NFC
- AC adaptor and power over Ethernet included
- Battery backup sold separately





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Financial Analysis – Paradise Recreation and Park District

1-15-2025

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**See detailed proposal page(s) for guidelines, exclusions, and requirements*

***This proposal and pricing are based on specifications given to BASIC. If the specifications are not accurate or change, pricing may be affected. This proposal is current for 60 days.*

**** Billing cycles vary from monthly, quarterly, or annually depending on the level of service charges.*

This proposal contains confidential and privileged information and may not be used or shared with any other person or organization without authorization.

Presented by:



Andrew Waldowski Regional Director

417-380-9376

AWaldowski@basiconline.com

BASIC Sales Support

888-602-2742

sales@basiconline.com