



Finance Committee

Financial Management, Human Resource and Payroll Software Project Briefing

Agenda Date: 9/21/2022
Agenda Item Number: 6.A
File Number:22-0569

Type: report **Version:** 1 **Status:** Filed

Title

Financial Management, Human Resource and Payroll Software Project Briefing

Recommended Action

Not referred to a committee.

Report

Issue:

Whether to receive a briefing on the City's Financial Management, Human Resource and Payroll Software Project.

Staff Contact:

Danelle MacEwen, Performance Management Specialist/Project Manager, 360.753.8211

Presenter(s):

Danelle MacEwen, Performance Management Specialist/Project Manager

Background and Analysis:

In 2020 the City embarked on a project to replace the City's 30-year old Financial Management and Payroll system. In December 2021, the City Council approved the execution of a contract for a Master Subscription Agreement with Workday, Inc. The Workday implementation includes a software solution for finance, payroll and human resource functions.

Staff will provide an update on the overall project status, including schedule, budget, and training.

Neighborhood/Community Interests (if known):

There are not known community interests related to this briefing.

Options:

1. Receive the briefing.
2. Do not receive the briefing.
3. Receive the briefing at another time.

Financial Impact:

The implementation project budget is approximately \$4.5 million. This includes 2022 software subscription costs for Workday and Can/Am Teller (cashiering software), implementation consultant, Workday training and a ten percent contingency. With a \$3 million inclusion from 2021 year-end balance, the project implementation costs are fully funded. Beginning in 2023, software subscription costs will be allocated to funds/departments based on budget and FTEs.

Attachments:

None