



Memorandum

Date: 4/15/2025
Meeting of: City Council

File No. AM No. 25-055
Type: Consent Item

TO: Members of the City Council
FROM: Mayor Angela Birney
DEPARTMENT DIRECTOR CONTACT(S):

Technology and Information Services	Michael Marchand	+1 4255562173
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DEPARTMENT STAFF:

Technology and Information Services	Wanda Norman	Technology Project Manager
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TITLE:

Approval of a HSO Enterprise Solutions Statement of Work to Create Accounts Payable File for KeyBank D365 Automated Payables Project

OVERVIEW STATEMENT:

The City is partnering with KeyBank to implement a Consolidated Payables Solution. HSO Enterprise Solutions needs to create a required file for KeyBank so KeyBank can disperse vendor payments and send data back to D365. This will provide an automated solution to City of Redmond for vendor payments and reconciliation.

Council will be approving \$93,100 in funds to support this work.

☒ **Additional Background Information/Description of Proposal Attached**

REQUESTED ACTION:

☐ **Receive Information** ☐ **Provide Direction** ☒ **Approve**

REQUEST RATIONALE:

- **Relevant Plans/Policies:**
N/A
- **Required:**
Council approval is required for contracts that exceed \$50,000.
- **Council Request:**
N/A
- **Other Key Facts:**
This item is coming forward as part of the D365 Phase II Program.

OUTCOMES:

Finance will benefit from KeyBank's Consolidated Payables Solution by outsourcing AP Check Run payments to KeyBank.

- Transform City of Redmond payables process from a burden to a breeze by sending Key a single file containing any combination of check, ACH, card and/or Wire payments.
- Consolidated Payables will help City of Redmond reduce expenses and take control of City payments.

COMMUNITY/STAKEHOLDER OUTREACH AND INVOLVEMENT:

- **Timeline (previous or planned):**
N/A
- **Outreach Methods and Results:**
N/A
- **Feedback Summary:**
N/A

BUDGET IMPACT:

Total Cost:
\$93,100

Approved in current biennial budget: ☒ Yes ☐ No ☐ N/A

Budget Offer Number:
362

Budget Priority:
Healthy and Sustainable

Other budget impacts or additional costs: ☐ Yes ☒ No ☐ N/A

If yes, explain:
N/A

Funding source(s):
BTIP D365 Project

Budget/Funding Constraints:
N/A

☐ Additional budget details attached

COUNCIL REVIEW:

Proposed Upcoming Contact(s)

Date	Meeting	Requested Action
N/A	None proposed at this time	N/A

Time Constraints:
N/A

ANTICIPATED RESULT IF NOT APPROVED:

The KeyBank Consolidated Payables Project cannot move forward without this file.

ATTACHMENTS:

Attachment A -HSO Solution Enterprise Solutions Statement of Work