



Memorandum

Date: 3/17/2026  
Meeting of: City Council

File No. AM No. 26-044  
Type: Consent Item

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

Human Resources	Cathryn Laird	425-556-2125
Technology and Information Services	Michael Marchand	425-556-2173

DEPARTMENT STAFF:

Technology and Information Services	Courtney Miller	Technology Project Manager
Human Resources	Kseniya Daly	Deputy HR Director
Technology and Information Services	Carmen Hall	Project Mgmt Office Manager

TITLE:

Approval of UKG Pro Extension, in the Amount of \$225,000, for Additional Launch Support

OVERVIEW STATEMENT:

Implementing UKG Pro will bring a modern Human Resource Information System (HRIS) to the City, strengthening operational efficiency, expanding employee self-service capabilities, and ensuring a secure, reliable platform. The contract extension secures additional UKG support during launch to help ensure the system is fully aligned with City of Redmond policies, payroll procedures, and collective bargaining agreements.

Additional Background Information/Description of Proposal Attached

REQUESTED ACTION:

Receive Information       Provide Direction       Approve

REQUEST RATIONALE:

- **Relevant Plans/Policies:**  
2025/2026 BTIP
- **Required:**  
Council approval is required for contracts that exceed \$50,000.
- **Council Request:**  
N/A
- **Other Key Facts:**  
N/A

**OUTCOMES:**

UKG Pro benefits include:

- Integration of Core HR & Payroll with existing Timekeeping
- Increased self-service options for employees and managers for HR processes
- Streamlined Payroll processes with improved reporting and reduction of manual processes
- Eliminate risk associated with an outdated system (current system end of life 2027)

**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:**

The cost for additional UKG launch support is \$75,000 through April 2026, followed by \$25,000 for each additional month beyond April. The total request is \$225,000, allowing for resource coverage through October. Actual spend will depend on final launch date.

**Approved in current biennial budget:**       Yes       No       N/A

**Budget Offer Number:**

362

**Budget Priority:**

Strategic and Responsive

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

***If yes, explain:***

N/A

**Funding source(s):**

Costs associated with the implementation will come from the 2025/2026 BTIP

**Budget/Funding Constraints:**

N/A

**Additional budget details attached**

**COUNCIL REVIEW:**

**Previous Contact(s)**

<b>Date</b>	<b>Meeting</b>	<b>Requested Action</b>
3/10/2026	Committee of the Whole - Finance, Administration, and Communications	Provide Direction

**Proposed Upcoming Contact(s)**

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

**Time Constraints:**

Current Core HR/Payroll solution will be de-supported in Q1 2027.

**ANTICIPATED RESULT IF NOT APPROVED:**

If the change order is not approved, the City would be unable to complete implementation.

**ATTACHMENTS:**

- Attachment A: UKG Service Request Order
- Attachment B: Original UKG Pro Statement of Work