



## Memorandum

**Date:** 3/7/2023  
**Meeting of:** City Council

**File No.** AM No. 23-024  
**Type:** Consent Item

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

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

**DEPARTMENT STAFF:**

Technology and Information Services	Courtney Miller	Technology Project Manager
Technology and Information Services	Jackie Yip	Senior Systems Analyst

**TITLE:**

Approval an Agreement with UKG, for an Additional Amount of \$94,500, for Workforce Management Phase 2

**OVERVIEW STATEMENT:**

The Workforce Management Phase 1 project was completed with the implementation of Timekeeping. Phase 2 will implement Core HR and Payroll processes. A change order to the original contract was negotiated for Phase 2 work.

Staff is asking council to approve an addition to the UKG contract in the amount of \$94,500 for additional consulting, project management, and travel expenses. This increase was accounted for and included in the 2023-2024 BTIP budget allocation.

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

**REQUESTED ACTION:**

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

**REQUEST RATIONALE:**

- **Relevant Plans/Policies:**  
2023/2024 BTIP
- **Required:**  
Council approval is required for contracts exceeding \$50,000.
- **Council Request:**  
N/A
- **Other Key Facts:**  
N/A

**OUTCOMES:**

Workforce Management Phase 2 benefits include:

- Integration of Core HR & Payroll with existing Timekeeping
- Integration of Core HR & Payroll with D365 Finance system
- Increased self-service options for employees and managers for HR processes
- Streamlined Payroll processes with improved reporting
- Eliminate risk associated with an outdated system (current system end of life 2027)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:**

Workforce Management Phase 2 change order is time and materials with a max of \$94,500. The City will be invoiced monthly as hours are incurred.

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

**Budget Offer Number:**

# 0000123

**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 2023/2024 BTIP.

**Budget/Funding Constraints:**

N/A

☐ **Additional budget details attached**

**COUNCIL REVIEW:**

**Previous Contact(s)**

Date	Meeting	Requested Action
9/12/2018	Business Meeting	Approve
4/23/2019	Committee of the Whole - Finance, Administration, and Communications	Provide Direction
6/3/2019	Business Meeting	Approve
6/25/2019	Committee of the Whole - Finance, Administration, and Communications	Provide Direction
7/23/2019	Committee of the Whole - Finance, Administration, and Communications	Provide Direction
7/25/2019	Business Meeting	Approve
2/28/2023	Committee of the Whole - Parks and Environmental Sustainability	Provide Direction

**Proposed Upcoming Contact(s)**

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

**Time Constraints:**

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

**ANTICIPATED RESULT IF NOT APPROVED:**

If the change order is not approved, there is a risk that the City would need to look for an alternative solution to replace current outdated software.

**ATTACHMENTS:**

Attachment A: City of Redmond - Contract Amendment form  
Attachment B: City of Redmond - UKG Project Change Order form  
Attachment C: City of Redmond - Existing UKG Statement of Work  
Attachment D: City of Redmond - UKG Dimensions Agreement