



## Memorandum

**Date:** 4/20/2021  
**Meeting of:** City Council

**File No.** AM No. 21-058  
**Type:** Consent Item

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

Executive	Malisa Files	425-556-2166
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**DEPARTMENT STAFF:**

Technology and Information Services	Dawn Johnson	PMO Manager
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**TITLE:**

Approval of an Addendum to the Big Four Project: D365 Financial System Upgrade Contract in the Amount of \$310,000

**OVERVIEW STATEMENT:**

The contract for implementation of an upgrade to the City's finance system was approved and executed on October 6, 2020 (Attachment B) An addendum (Attachment A) to the original contract is needed and represents a Statement of Work for the development and deployment of a Data Warehouse (DWH). The DWH establishes a means for continued access to legacy financial data and supports consolidated reporting across both historic as well as new financial transactions. While developed and deployed by HSO, the DWH will eventually be incorporated into the City's new Enterprise Data Platform and managed by the City's Enterprise Data Management team.

The DWH work represents a \$310,000 increase to the existing HSO contract. This work was planned and budgeted for in the overall D365 Project budget.

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

**REQUESTED ACTION:**

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

**REQUEST RATIONALE:**

- **Relevant Plans/Policies:**  
The D365 upgrade is one of the Big Four technology projects planned for the next several years along with the City's Workforce Management (WFM) project, records management and Energov upgrades.
- **Required:**  
Historic financial transactional data will not be migrated to the upgraded D365 system. This DWH will provide continued and necessary access to the data and should be in place in June of 2021 when the City transitions from Dynamics 2012 to D365.
- **Council Request:**

N/A

- **Other Key Facts:**

The Statement of Work references a Phase 1a of the DWH work. This work was completed under an HSO support and maintenance contract and provided the City with a Prototype of the Solution which was necessary as a precursor to scoping the work outlined for Phase 1b and Phase 2, as described.

**OUTCOMES:**

The deployment of this data warehouse serves as the BI environment for finance and supports day to day operational access to data as well as city wide financial data analytics across business systems.

- Continued access to legacy data
- Replaces legacy finance reporting environment
- Enables consolidated reporting across both legacy and D365 transactions
- Establishes a foundation for financial Data Analytics and Dashboards

**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:**

Total cost for the implementation of the D365 Data Warehouse is \$310,000

**Approved in current biennial budget:**

☒ Yes

☐ No

☐ N/A

**Budget Offer Number:**

Current Biennium 000326

**Budget Priority:**

Responsible Government

**Other budget impacts or additional costs:**

☐ Yes

☒ No

☐ N/A

***If yes, explain:***

N/A

**Funding source(s):**

General Fund

**Budget/Funding Constraints:**

N/A

☒ **Additional budget details attached**

**COUNCIL REVIEW:**

**Previous Contact(s)**

Date	Meeting	Requested Action
8/25/2020	Committee of the Whole - Finance, Administration, and Communications	Receive Information
9/22/2020	Committee of the Whole - Finance, Administration, and Communications	Receive Information
10/6/2020	Business Meeting	Approve
4/13/2021	Committee of the Whole - Planning and Public Works	Provide Direction

**Proposed Upcoming Contact(s)**

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

**Time Constraints:**

It is best that the completion of Phase 1b work as described in the attached Statement of Work is aligned with the planned go-live of D365 in June when we would be ready to move all legacy data to the data warehouse.

**ANTICIPATED RESULT IF NOT APPROVED:**

If this contract is not approved, there will not be a mechanism in place to query or report on prior years financial data once the City transitions from the legacy finance system to D365. This is currently scheduled for June of this year.

**ATTACHMENTS:**

Attachment A - Addendum Statement Work

Attachment B - Original D365 Implementation Contract executed on October 6, 2020