

Council Meeting Date: September 10, 2019

or Council Workshop Date: \_\_\_\_\_

Regular Agenda ☐

Consent ☒

Executive Session ☐

Attachments ☐

Ordinance Publication Date: \_\_\_\_\_

*Must be published 72 hours before meeting; deadline to WC  
Sun is 11:00 Monday*

Draft Ordinance to City Secretary: \_\_\_\_\_

*Draft ordinance must be given to City Secretary one week before  
Council meeting*

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## AGENDA ITEM COVER SHEET

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### SUBJECT:

Consideration and possible action to approve **an appropriation of \$570,000 to Workday, Inc** for annual software subscription fees on the Workday enterprise resource planning software. Chris Bryce, IT Director

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### ITEM SUMMARY/SPECIAL CONSIDERATIONS:

*This item is one of several annual technology maintenance appropriations that are submitted for advanced approval at the beginning of each fiscal year so that invoices may be paid in a timely manner when they are received.*

Workday is the City's enterprise resource planning software (ERP). It will become the core system for all financial, payroll, procurement, and human resource related business processes. It will replace the Incode software that has been used by the City since 1995.

Workday is currently being implemented. Phase One of the implementation (payroll and human resources) will go-live in September of 2019. Phase Two (financials) is scheduled for completion in March of 2020. Phase Three (budgeting) is scheduled for completion in the Summer of 2020.

This software is a subscription based Cloud product where the annual fee covers access to the system as well as enhanced technical support. Subscription fees are based on the number of users in the system.

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### FINANCIAL IMPACT:

All items were budgeted during the FY 2020 budget process. Expenses in the amount of \$570,000 will be recorded in account 570-5-0641-51-341 (IT Contracts – Annual Contracts).

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### COMMENTS:

None

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### ATTACHMENTS:

None