WORKDAY ERP MODERNIZATION

Commission Decision Briefing

A ten-year enterprise transformation for HR, payroll, finance, procurement, timekeeping, contracts, and reporting.

$5.324M	Total Ten-Year Commitment
10 YEARS	Known Contract Term
ONE PLATFORM	Enterprise Administration

1. Why the City Needs to Change

The current environment creates avoidable work, limited visibility, and operational risk.

TODAY	WITH WORKDAY
Disconnected systems	One coordinated enterprise platform
Duplicate entry and reconciliation	Information entered once and reused
Antiquated processes using paper, email, spreadsheets, shared drives	Automated workflows and approvals
Limited real-time financial visibility	Current reporting and transaction tracking
Reliance on individual staff knowledge	Standardized processes and audit trails

Commission takeaway: this is a financial control, workflow, reporting, and continuity-of-operations project — not just a software replacement.

2. What the City Is Purchasing

A unified platform spanning the City's core administrative and financial operations to implement best practices and technological efficiencies.

Workforce

HR, recruiting, onboarding, payroll, timekeeping, scheduling, leave, and employee self-service

Finance

General ledger and financial reporting, project and grant accounting, budgeting, accounts payable and receivable, cash management, and asset management

Purchasing + Contracts

Requisitions, purchase orders, expenses, vendor activity, and contract management

Management + Controls

Enhanced automation and approvals, reporting, audit trails, document retention, and workflow visibility

ONE TECHNOLOGY, ENHANCED EMPLOYEE AND CITIZEN EXPERIENCE

3. Financial Commitment

The ten-year obligation is known; the value depends on disciplined execution.

Workday subscription	Training	Implementation + support
$4,248,484.24	**$98,710.00**	**$976,581.00**

TOTAL TEN-YEAR COMMITMENT

$5,323,775.24

Exclusive of authorized reimbursable travel

Budget planning point

Highest obligations occur during implementation; annual subscription costs continue through the term.

Do not present this as "paying for itself" through software savings alone.

Value depends on system retirement, labor efficiency, stronger controls, enhanced reporting, and capabilities that the City does not currently have.

4. Implementation Risks and Controls

The largest risks are organizational—not technical.

PRINCIPAL RISK	MANAGEMENT CONTROL
Scope growth	Written change control, budget impact, and executive approval
Insufficient staff capacity	Dedicated project team and protected subject-matter expert time
Payroll or financial disruption	Data validation, parallel payroll testing, and staged cutover
Legacy systems remain active	Formal retirement schedule tied to validated functionality
Low employee adoption	Role-based training, department champions, and post-go-live support

5. Governance and Requested Action

Approval should be paired with visible, measurable oversight.

Management commitments

- ✓ Executive steering committee and named project executive
- ✓ Implementation dashboard: schedule, spending, risks, testing, training, and system retirement
- ✓ Performance baselines before go-live; results at 6 and 12 months after go-live
- ✓ Written approval of material scope, schedule, or cost changes
- ✓ Final City Attorney review and correction of the contract amount

Commission action

Authorize the Workday purchase and implementation through Iron Brick under OMNIA Contract #159124.