



Staff Reports Details (With Text)

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Date	Ver.	Action By	Action	Result
2/2/2021	1	CITY COUNCIL OF THE CITY OF NAPA	approved	Pass

To: Honorable Mayor and Members of City Council

From: MJ Tueros, Acting Human Resources Director

Prepared By: Amy Walcker, Purchasing Services Manager

TITLE:
Human Resources Software Services from NEOGOV

RECOMMENDED ACTION:

Authorize the City Manager to execute Amendment 1 to City Agreement C2018-164 with Governmentjobs.com, Inc (dba "NEOGOV") for services in support of the interactive software for human resources administration through June 30, 2026 in the amount of \$110,000 for fiscal year 2020-2021 and \$110,000 per fiscal year thereafter.

DISCUSSION:

The City entered into an agreement with Governmentjobs.com, Inc., doing business as Neogov, on June 22, 2018 for the purposes of Human Resources Administration software services. Neogov provides the City with interactive software for employee recruitment, employee onboarding, employee development and training, and employee evaluations. These software application modules enable the Human Resources Department to provide efficient, high quality service to prospective and current employees.

As the City is currently implementing the Tyler Munis Enterprise Resource Planning (ERP) system, staff identified the opportunity to integrate data between Neogov and Munis. The City's current financial software system (IFAS) and Neogov operate independently and are incompatible for system integration. Therefore, identical employee data must be manually entered into each system. This redundancy is an inefficient use of staff time and increases the likelihood of errant data entry. Additionally, many City processes are primarily paper based. Integration between Neogov and Munis

will enhance the security of employee data, expedite the timing of notifications and approvals, and reduce reliance on the use of paper.

To effectively integrate the personnel functions of Neogov with the payroll and financial functions of Munis, City staff require the professional services of Neogov to update the existing database to replicate the newly created ERP database tables. This service will ensure all data conversions are performed completely and accurately with minimal impact to Human Resources staff time. After the initial update, the option to request Neogov staff to update data tables as needed on an annual basis will assist in facilitating consistency between the two systems.

In addition to the City's long-term goal of transitioning from paper forms to electronic forms (E-Forms) for environmental reasons, the need to obtain Neogov's E-Forms service offering became exigent as workplace processes became increasingly strained during Covid-19. As such, the Purchasing Services Manager authorized procurement of Neogov E-Forms with available contract balance from the City's original agreement in December 2020. The set-up cost and year one subscription cost of E-Forms was paid by CARES Act funding.

FINANCIAL IMPACTS:

No additional funding is required beyond that previously approved in the City budget. The City's current agreement with Neogov provides for services not to exceed \$75,000 per fiscal year. Actual costs for services vary based on volume of activity and averaged approximately \$57,000 per fiscal year from FY2017-18 to FY2019-20. Current fiscal year to date Neogov expenses are approximately \$20,000.

FY2020-21 Neogov-Munis integration costs are estimated at \$16,500. These expenses are allocated in the ERP project budget as third party data integrations and professional services.

FY2020-21 Electronic forms (E-forms) set up costs and year one subscription costs are \$18,243. These expenses were authorized in advance of the amendment and paid via CARES Act funding.

Funding for ongoing Neogov subscription services in FY2021-22 through FY2025-26 will be inclusive of the Human Resources Department's General Fund budget.

CEQA:

The Acting Human Resources Director has determined that the Recommended Action described in this Agenda Report is not subject to CEQA, pursuant to CEQA Guidelines Section 15060(c).

DOCUMENTS ATTACHED:

ATCH 1 - Amendment 1 to City Agreement No. C2018-164
ATCH 2 - City Agreement No. C2018-164

NOTIFICATION:

None.