City Council Agenda Item Request- STEP I

Submit to Clerk's Office

30-60 days before proposed Council meeting

NOTE: this document will be shared with the City Manager and City Attorney's Office for initial review before being placed on the 8-week planning calendar

1. Date submitted to Clerk's Office: December 1st, 2022
2. Primary contact person and Department requesting agenda item:

   Shannon Barrett, Lauren Abe Human Resources
3. Requested Council meeting date: 3/28/23
4. Note if time sensitive, and why:
5. List any necessary legal documents: Contract Approval for New Human Resources System
6. Conceptual action item and title to be placed on agenda: Contract approval
7. Identify all Boards, Commissions and Committees with proposed dates:
8. Fiscal Impact: Total 5-year contract amount not to exceed $1,300,000 (1st year of contract will be funded in FY23 and FY24 budget years, for a cost of $300,000 to include one-time implementation costs).
9. Identify key issues:

   - Migration to a new HRIS/HCM to increase efficiencies, reduce duplicative manual entry and provide greater customer service in support of organization-wide service delivery.
   - Modules include: Core HR (HRIS), self-service (for leaders, employees, and candidates) data management, HR analytics, applicant tracking system (ATS), onboarding, learning management system (LMS), performance management, and employee voice (surveys).
   - The contract amount for FY23 is within the current budget for the fiscal year to include implementation and partial year service.