



# CITY OF SALINAS

## COUNCIL STAFF REPORT

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**DATE:** AUGUST 20, 2024

**DEPARTMENT:** HUMAN RESOURCES

**FROM:** MARINA HORTA-GALLEGOS, HUMAN RESOURCES DIRECTOR

**TITLE:** EXTENDED SUBSCRIPTION TERM WITH GOVERNMENTJOBS.COM  
DBA NEOGOV HUMAN RESOURCES MANAGEMENT SYSTEM  
SOFTWARE

### RECOMMENDED MOTION:

A motion to approve a resolution delegating authority to the City Manager and Purchasing Agent to approve the Governmentjobs.com, Inc., dba NEOGOV subscription term and extending the renewal period through October 29, 2025, for an amount not to exceed \$48,670.38.

### EXECUTIVE SUMMARY:

The City of Salinas maintains various software programs utilized throughout the organization. The NEOGOV Software program has been successfully used in Human Resources for many years, and it is now up for renewal. Continuation of this program is important for many of the critical functions of the Human Resources Department to include recruitment and personnel online performance evaluations which the Department will be launching in the coming weeks.

### BACKGROUND:

The City of Salinas utilizes the NEOGOV Software program for many functions within Human Resources. The program assists in applicant tracking and servicing during the application process, as a tool for perspective new employees, and will soon include a performance module for assisting in online performance evaluation. The program is used as an applicant tracking system for every City Department during the recruitment phase.

### CEQA CONSIDERATION:

**Not a Project.** The City of Salinas has determined that the proposed action is not a project as defined by the California Environmental Quality Act (CEQA) (CEQA Guidelines Section 15378).

STRATEGIC PLAN INITIATIVE:

This request supports City Council's Strategic Goals and Strategies of Effective and Culturally Responsive Government, by ensuring that the NEOGOV software program can assist in the delivery of Human Resources programs for applicants and employees.

DEPARTMENTAL COORDINATION:

Human Resources works with all City Departments in utilizing and improving this software program.

FISCAL AND SUSTAINABILITY IMPACT:

Funding is available and appropriated in 1000.16.1140.

ATTACHMENTS:

1. Resolution
2. NEOGOV Invoice

**A RESOLUTION OF THE CITY COUNCIL OF SALINAS TO APPROVE THE RENEWAL OF THE SUBSCRIPTION FEE FOR THE NEOGOV SOFTWARE PROGRAM**

WHEREAS, the City desires to renew and maintain the NEOGOV Software program; and

WHEREAS, NEOGOV will provide the Human Resources Management Software for the City of Salinas.

NOW, THEREFORE, BE IT RESOLVED that the Salinas City Council hereby delegates authority to the City Manager and Purchasing Agent to renew the subscription fee for the NEOGOV Software program through October 29, 2025, in an amount not to exceed \$48,670.38.

PASSED AND APPROVED this 20th day of August 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

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Kimbley Craig, Mayor

ATTEST:

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Patricia M. Barajas, City Clerk