



**CITY OF FAIRHOPE
CITY COUNCIL WORK SESSION AGENDA**

**Monday, October 13, 2025 - 4:30 PM
City Council Chambers**

Council Members

Kevin G. Boone
Jack Burrell
Jimmy Conyers
Corey Martin
Jay Robinson

1. Discussion regarding addition to NEOGOV Platform
2. Committee Updates
3. Department Head Updates

Next City Council Work Session, Monday, October 27, 2025, 4:30 p.m.

Fairhope Municipal Complex
Council Chambers
161 North Section Street
Fairhope, AL 36532



CITY OF FAIRHOPE
AGENDA MEMORANDUM

Item ID: 2026-14

FROM:	Hannah Noonan – Human Resources Director
SUBJECT:	Discussion regarding addition to NEOGOV Platform
AGENDA DATE:	October 13, 2025

RECOMMENDED ACTION:

Discussion regarding addition to NEOGOV Platform – NEOGOV Learn

BACKGROUND INFORMATION:

- **Cost**
 - Year 1- \$11,965.14
 - Year 2- \$20,304.90
 - Year 3- \$30,457.00
 - Total: \$62,727.04**
- Year 1 Discounted by over \$3,000 from initial purchase quote
- Increases for year 2 and 3 are standard.
- Competitively priced with more efficient processing than other LMS options.

BUDGET IMPACT/FUNDING SOURCE:

GRANT:

LEGAL IMPACT:

FOLLOW UP IMPLEMENTATION:



NEOGOV “Learn” A Learning Management System

Human Resources



Introduction

NEOGOV Insight: Purchased December 2023 as an upgraded Applicant Tracking System

NEOGOV Learn: Additional platform extension used to boost training and development programs

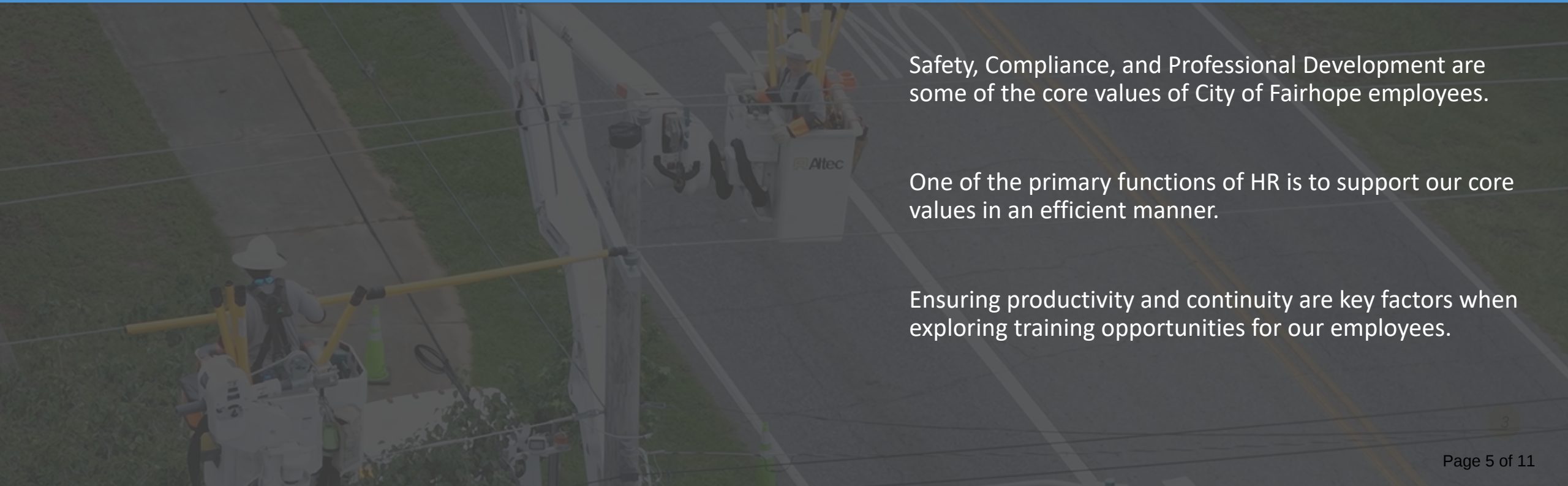
❑ Purchase request approved with FY 2026 Budget



NEOGOV Learn

Why is this important to us?

Core Values + Operational Efficiency

An aerial, slightly blurred photograph of a street scene. Two utility workers are visible, each in a white bucket truck. They are wearing hard hats and safety gear. The street has yellow lane markings and power lines. The image is semi-transparent, allowing text to be overlaid.

Safety, Compliance, and Professional Development are some of the core values of City of Fairhope employees.

One of the primary functions of HR is to support our core values in an efficient manner.

Ensuring productivity and continuity are key factors when exploring training opportunities for our employees.

Challenge: Traditional Paper and Manual Processes

- Paper processes
 - *Lost documents = Non-Compliance*
 - *Storage volume & records retention*
- Time-Consuming
 - *Designing course content & ensuring validity*
 - *Sign up, sign in, completion & renewal documentation*

Critical Need: Employee Training and Development

- Online Training
 - Easier & more convenient access to trainings
 - Saves on instructor & travel costs
- Automated Enrollment
 - Use New Hire & Promotion actions on recruitment platform to initiate tasks
 - Use Training/Certification Expiration Dates to enroll in renewals.
 - Ensures compliance continuity & ample opportunities for development

Centralized Documentation

- Classroom training
- Online courses
- External training events
- Certifications & Licenses
- Real Time Reporting
- Succession Planning & Pathway for Development
 - Ensures best chances for success in their new roles

Current Issues



Tracking Training

- Training Schedule Defined in Safety Handbook
- Monthly Training Email Reminders
 - Developed to keep Supervisors on track and cover mandatory training per industry standards.
- Required Training Rosters
 - Informs designated parties if an employee misses training due to sick or vacation time rather than tracking individually



Certification Tracking

- CPR Instructor Lapse/Turnover – No current way to accurately track renewals.
 - Lack of accountability
- Provides repository if an instructor/trainer is unavailable.
- Train the trainer, utilizing subject matter experts employed by the City to train and certify others.



Alabama Client Feedback

Alabama A&M University
Alabama Community College System
City of Auburn
City of Enterprise
City of Florence
City of Trussville

Shelby County
Madison County
University of North Alabama

Cost

Budgeted with FY 2026



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THANK YOU!

