



Office of the City Manager

CONSENT CALENDAR
JUNE 24, 2025

To: Honorable Mayor and Members of the City Council
 From: Paul Buddenhagen, City Manager
 Submitted by: Janelle Rodrigues, Director of Human Resources
 Chaka Young, Employee Relations Manager
 Subject: Contract: HR Acuity, LLC for Case Management and Employee Relations Software

RECOMMENDATION

Adopt a Resolution authorizing the City Manager to execute an amendment to Contract No. 32100046 with HR Acuity, LLC for case management and employee relations software, for a total amount not to exceed \$189,000 and extending the contract term to June 30, 2028.

FISCAL IMPACTS OF RECOMMENDATION

The contract amendment with HR Acuity, LLC is amended through the end of fiscal year 2028.

Funding for the amendment and additional years will be included in the General Fund budget code 011-34-343-000-0000-000-412-612990.

Fiscal Year	Annual Rate
Contract Amount (FY 2022-2025)	\$ 189,000
FY 2025 – 2026	\$ 62,900
FY 2026 – 2027	\$ 62,900
FY 2027 – 2028	\$ 62,900
Total New Contract Amount	\$ 189,000

CURRENT SITUATION AND ITS EFFECTS

The City of Berkeley is a full-service city and is responsible for properly recording and maintaining case management records pertaining to employee leaves, ADA accommodations, disciplinary actions, and union grievances to ensure consistent application and compliance with applicable laws, regulations, and collective bargaining agreements.

On October 1, 2020, the City entered into Contract No. 32100046 with HR Acuity, LLC to procure its Human Resource (HR) case management software to centralize and better manage its case records. The original contract was not to exceed \$50,000. Since the inception of the HR Acuity software, the HR Department has realized the benefits of the system, and its use has been extended to the City Attorney's Office, as well as the Library.

The HR Department would like to continue the use of the HR Acuity software; therefore, a contract amendment is necessary to continue this contract through FY2027-2028 with additional funding.

BACKGROUND

HR Acuity, LLC is a comprehensive HR case management and employee relations software which is utilized by the Human Resources Department, the City Attorney’s Office, and the Library to properly track, manage, and maintain records regarding leaves, discipline, grievances, equal employment opportunity (EEO) complaints, and ADA accommodation matters for consistency in case management and compliance with laws/regulations.

HR Acuity’s software as a service (SaaS) technology with built-in templates and reporting mechanism allows employers to conduct fair investigations according to best practices, as well as uncover trends and patterns through forward-looking data and analytics. HR Acuity helps document, track, and manage requests for leaves and accommodations, employee performance and behavioral issues, and investigations into higher risk issues, such as harassment and discrimination.

ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

There are no identifiable environmental effects, climate impacts, or sustainability opportunities associated with the subject of this report.

RATIONALE FOR RECOMMENDATION

HR Acuity, LLC has provided a robust platform through which various units within the Human Resources Department can document, track, and manage employee relations (e.g., discipline matters), labor relations (e.g. grievances), EEO investigations, and leave requests. The software is utilized by users outside of the HR Department as well, including the City Attorney’s Office and the Library.

ALTERNATIVE ACTIONS CONSIDERED

None

CONTACT PERSON

Janelle Rodrigues, Director of Human Resources (510-981-6818)
Chaka Young, Employee Relations Manager (510-981-6821)

Attachment:
1: Resolution

RESOLUTION NO. ##,###-N.S.

CONTRACT: HR ACUITY, LLC FOR CASE MANAGEMENT AND EMPLOYEE RELATIONS SOFTWARE

WHEREAS, the HR Acuity case management software allows staff the use of modernized and evolving technology to document employee performance and behavioral issues, and conduct investigations into higher-risk issues, such as harassment and discrimination, and maintain proper records of leaves and accommodations;

WHEREAS, on October 1, 2020, the City entered into Contact No. 32100046 with HR Acuity, LLC to procure its HR case management software to centralize and better manage its case records;

WHEREAS, amending the existing contract with HR Acuity, LLC to continue the use of its HR case management software is essential for the Human Department;

WHEREAS, funds are available and will be budgeted in future fiscal years in an amount not to exceed \$189,000 through June 30, 2028, in budget code 011-34-343-000-0000-000-412-613130.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is authorized to amend Contract No. 32100046 with HR Acuity, LLC for use of their HR case management software, for a total amount not to exceed \$189,000 and extending the contract term through June 30, 2028. A record of signature copy of said contract and any amendments are to be on file in the Office of the City Clerk.

