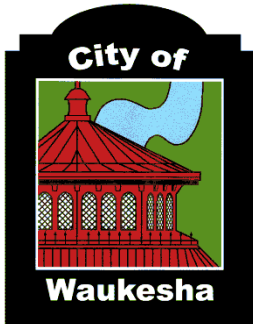


CITY OF WAUKESHA

Administration

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Committee: Finance Committee	Date: 9/8/2015
Common Council Item Number: ID# 15-3353	Date: 9/15/2015
Submitted By: Kevin Lahner, City Administrator	City Administrator Approval: Kevin Lahner, City Administrator KL
Finance Department Review: RA Rich Abbott, Finance Director	City Attorney's Office Review: Brian Running, City Attorney Click here to enter text.
Subject: Review and recommend approval of a contract with NeoGov for the purpose of providing onboarding and employee performance management software pending final review with the City Attorney and authorize the Mayor to sign the contract.	

Details:

The City has been working for several months on developing a new performance management model for our employees. Additionally, the Human Resources Department has been seeking a solution in order to make our employee applications available online. The solution proposed for your consideration is the NeoGov Insight and Perform software. The software is a complete performance management tool that will enable supervisors to set goals, monitor performance, and communicate expectations to employees throughout the year. The program utilizes the City's performance standards, and is fully customizable for our needs. Other features include the ability for employees to conduct self evaluations, and for management staff and H.R. to review performance reviews and offer feedback to supervisors. Additionally, the Insight software (recruitment and application tool) links directly to the Perform application. NeoGov specializes in performance management for government organizations.

Options & Alternatives:

The joint staff/alderman Performance Evaluation Task Force reviewed programs from NeoGov, and CivicHR. Halogen, another provider specializing in the private sector was reviewed but did not submit a bid. Other vendors could be chosen for this work. We could also choose to decline the use of an automated software system. However, if we choose this alternative, paper copy evaluations would have to be filled out by every supervisor annually. We would also not receive the benefits of an automated review process or other efficiency tools.



Financial Remarks:

The funds for the \$35,288 contract would be moved from Contingency 100.9710.89910 into 100.1430.52190 Human Resources, other professional services. The annual subscription amount would be included in the 2016 budget.

Executive Recommendation:

Recommend approval.