

COMMITTEE OF THE WHOLE MINUTES

A meeting of the Committee of the Whole was held on Wednesday, September 05, 2018 in Council Chambers, starting at 6:00 P.M. Those in attendance were as follows:

COMMITTEE MEMBERS: President Dr. Mark Rinne, Chairman, Bryan Cook, Scott Roybal, Dicky Shanor, Pete Laybourn, Rocky Case and Mike Luna. Absent: Richard Johnson and Jeff White.

CITY STAFF: Ron Downey, City Treasurer; Stephanie Lowe, CPEA; Mark Escobedo, Deputy City Engineer; Vicki Nemecek, Public Works Director; Jason Sanchez, Community Recreation & Events Deputy Director; Chief Brian Kozak, Police Department; Michael Skinner, Project Information Officer; Chief Greg Hoggatt, Fire & Rescue Department; Eric Fountain, Mayor's Chief of Staff; Carol Intlekofer, City Clerk; Teresa Moore, Community Recreation & Events Director; Darrin Hass, Human Resources Director; Lisa Pafford, Planning & Development Office; Amy Allen, City Engineer; and Sylvia Hackl, City Attorney.

OTHERS PRESENT: Mayor Marian Orr; and Austin Huguelet, WTE.

AGENDA ITEMS

19. ANNOUNCEMENTS/REPORTS/MOTIONS:

- a) City of Cheyenne Annual Employee Performance Evaluation Plan – Report to the Governing Body.

Mr. Case moved to approve the Plan, seconded by Mr. Roybal. Motion carried by unanimous voice vote.

DISCUSSION: Mayor Orr explained the process involved in developing the proposed Annual Employee Performance Evaluation Plan (AEPEP) and advised the AEPEP, which is designed to not only hold supervisors accountable but employees as well, is a part of an over-all goal to provide equitable and sustainable salaries for employees. Darrin Hass, Human Resources Director, provided a staff report and advised staff supports approval and provided details relating to the development of the AEPEP and explained the goal is to create a sustainable, measurable, transparent, and defensible annual performance plan. Mr. Hass reported the following participants in developing the AEPE were the Department Directors, Employee Benefits Committee, Cheyenne Public Employees Association (CPEA), and the newly created “super-users’ group. The groups researched and considered multiple comparative plans, including the Bloomberg model, to create a useful and successful evaluation processes. Mr. Hass provided information relating to the project time line, training, accountability requirements of supervisors and employees, appeal process, implementation process, and explained the plan will require a

series of evaluation sessions to determine what changes may be necessary to improve the AEPEP. Upon inquiry, Sylvia Hackl, City Attorney, explained that an amendment was made during the FY 2019 budget process that restricted the 3% merit-based pay increase for all non-uniformed employees as follows: The increase was to be allocated “only after adoption and implementation of a merit-based pay increase plan as approved by the Governing Body”. Upon inquiry, Chief Brian Kozak, Police Department and Chief Greg Hoggatt, Fire Department, provided information relating to their respective departments involving salary adjustments and rank advancement, noting the Fire Department is bound to the annually negotiated Union and City contract. Upon inquiry, Ron Downey, City Treasurer, provided current FY 2019 budget information and potential future funding availability relating to the proposed annual performance process. Discussion included: Merit based, cost of living, performance and advancement salary considerations, AEPEP process, comparative plans, options for annual funding, evaluation criteria, staff training, appeal provision, history of BOPU’s use of a merit-based plan, options to bring the City up to current fair market wages, and additional information was requested from Committee members relating to performance evaluations and objective scoring.

There being no further items for the agenda to come before the Committee of the Whole, the meeting was adjourned at 6:50 p.m.

Submitted by,



Kris Jones
Executive Assistant
to the City Council