

**CITY OF COLUMBIA  
ADMINISTRATIVE POLICY COMMITTEE  
MEETING REPORT  
MAY 27, 2014 –11:00 A.M.  
CITY HALL 3<sup>RD</sup> FLOOR CONFERENCE ROOM  
1737 MAIN STREET**



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The Columbia City Council conducted an Administrative Policy Committee Meeting on Tuesday, May 27, 2014 in the 3<sup>rd</sup> Floor Conference Room located at 1737 Main Street, Columbia, South Carolina. The Honorable Leona K. Plaugh (Chair) called the meeting to order at 11:4 a.m. The Honorable Tameika Isaac Devine was present. The Honorable Moe Baddourah was not present.

**COMMITTEE DISCUSSIONS**

1. City Attorney Evaluation Process - Ms. Pamela Benjamin, Director of Human Resources

Ms. Pamela Benjamin, Director of Human Resources provided the committee with the updated evaluation form for the City Attorney.

Councilor Plaugh inquired about a question regarding use of outside legal services.

Councilor Devine suggested they add another question under Major Legal Services to be worded “How effective is the City Attorney in selecting and evaluating outside legal services in a cost effective manner?”

Councilor Plaugh inquired about the process.

The Committee proposed the process for evaluating the City Attorney should be as follows:

Each Council member will complete the evaluation form and return to Ms. Benjamin. Once she receives all the evaluation forms, she’ll average out the scores and provide the averaged evaluation for Council. Council will meet to discuss and produce a final evaluation.

Councilor Plaugh suggested that they use the current evaluation for the 6 month evaluation and then include the 360° component for the annual evaluation.

Councilor Devine added that the City Attorney should present her plan to Council after six (6) months which would be in January.

Councilor Plaugh suggested that time be scheduled with the new City Attorney to discuss her evaluation form.

Ms. Pamela Benjamin, Director of Human Resources will make the requested edits to the form and email to Council for their review.

There was a consensus of the committee to present these recommendations to the full Council for approval.

2. City Judges Evaluation Process – Ms. Pamela Benjamin, Director of Human Resources

Ms. Pamela Benjamin, Director of Human Resources advised the committee there are two (2) judges who have terms expiring in June.

Councilor Plough requested to move the process forward to get to Council for discussion. Evaluations should not be done close to the time of their term expiring.

Councilor Plough inquired how long the process would take.

Councilor Devine suggested that it shouldn't take more than two (2) weeks but to check with Judge Turner on what she thinks is a reasonable time frame.

Ms. Pamela Benjamin, Director of Human Resources replied she will discuss with Judge Turner the process and time frame of getting completed evaluations on all judges.

Councilor Plough asked if Council traditionally meets with the judges.

Ms. Teresa Wilson, City Manager responded Council has met with the judges in the past but it was not a regular occurrence. She suggested it might be good to have them meet since we will be seeing an increase in Quality of Life court cases and the City Attorney Office will become more involved.

There was a consensus of the committee to have Ms. Benjamin work with Judge Turner to get the judges evaluations done. The evaluations will include input from jurors, peers, and attorneys.

3. City Manager Evaluation Process – Ms. Pamela Benjamin, Director of Human Resources

Ms. Pamela Benjamin, Director of Human Resources provided the committee with some information regarding evaluating managers and two (2) sample evaluations.

Councilor Plough stated that it's hard to evaluate the City Manager since Council never clearly set expectations. She preferred the format used for the City Attorney evaluation form and requested to use the same format for the City Manager.

Councilor Devine expressed the desire to have Council set clear goals and expectations for the City Manager. She suggested that Council set a meeting to focus solely on this purpose.

Ms. Teresa Wilson, City Manager added that a retreat is being planned for October. This could be discussed at the retreat. An evaluation could be done in August or September.

Councilor Plough asked if the strategic plan could be used as part of the goals and expectations. She asked what the process would be for the evaluation.

Ms. Pamela Benjamin, Director of Human Resources suggested that an evaluation be done in August or September. It would be a baseline and give the City Manager the opportunity to layout her plan to Council at the retreat. Then in January can do an evaluation. Collectively Council has to have consensus on what it should look like. The City Manager could comment. 10-15 Goals should be set and the City Manager would be evaluated on them and will include a 360° component. She added that some evaluations include a self-evaluation component.

Councilor Plough stated that a self-evaluation would not be necessary and added that the Administrative Policy Committee to be able to re-evaluate the goals and expectations should priorities or situations dictate a necessity to re-evaluate. The committee would then seek full Council approval for changes in priorities.

Ms. Pamela Benjamin, Director of Human Resources requested that the City Manager evaluations forms be returned to her no later than June 6. She will review comments and develop an evaluation for Council to approve. The new form will be sent to full Council the week of June 9.

- The meeting was adjourned at 12:24 p.m.

Respectfully submitted by:

Connie Lucius  
Ombudsman