

**CITY OF COLUMBIA
ADMINISTRATIVE POLICY COMMITTEE
MEETING REPORT
MARCH 18, 2014 –10:30 A.M.
CITY HALL 3RD FLOOR CONFERENCE ROOM
1737 MAIN STREET**



The Columbia City Council conducted an Administrative Policy Committee Meeting on Tuesday, March 18, 2013 in the 3rd Floor Conference Room located at 1737 Main Street, Columbia, South Carolina. The Honorable Leona K. Plough (Chair) called the meeting to order at 10:40 a.m. The Honorable Tameika Isaac Devine and The Honorable Moe Baddourah were present.

COMMITTEE DISCUSSIONS

1. City Attorney/City Manager Evaluation Process – Ms. Pamela Benjamin, Director of Human Resources

Councilor Plough noted that the job duties of the City Attorney had changed and no longer required him/her to be a Parliamentarian.

The committee, the City Manager and Ms. Benjamin reviewed possible evaluation forms for the City Attorney noting which questions they liked and tweaking others.

There was a consensus of the committee to do the following:

1. Have Ms. Benjamin draft the City Attorney evaluation with the additions/changes.
 2. Have the City Attorney provide feedback on the evaluation at the next meeting.
 3. Have the Parliamentarian duties added back to the job description of the City Attorney.
- **The meeting was adjourned at 11:41 a.m.**

Respectfully submitted by:

Connie Lucius
Ombudsman