City of Columbia, Missouri

Meeting Minutes

City Council

Thursday, February 7, 2019 2:00 PM	**Work Session**	Conference Room 1A/1B Columbia City Hall 701 E. Broadway

I. CALL TO ORDER

The meeting was called to order at approximately 2:02 pm. Councilperson Thomas arrived at approximately 2:07 pm.

This item is open to the public: City Manager Search/Hiring Process Discussion
-Wrap up from the week
-Work plan for the future

Attachments: Consultant Presentation

Mayor Treece asked CPS HR consultants, Andrew Nelson and Pamela Derby, to go over the key takeaways from their meetings with the Council, various stakeholders as well as the community input meetings. Mayor Treece also wanted to discuss the upcoming online survey, and then take a vote to go into closed session to discuss individually identifiable characteristics Council would like to see in the next City Manager and provide the interim City Manager with some feedback.

Mr. Nelson stated there had been two public meetings so far, one at the ARC and one in the Council Chambers at City Hall. They went over the process in detail, and gave the public an idea of the timeline. They went through six fill-in-the-blank questions for the public to answer and had a variety of discussions. About forty members of the public attended these meetings in total. The public's answers to those questions were recorded on paper and they will reflect the public's thoughts and feelings on the next candidate. The focus was on leadership skills, management skills, and community lifestyle. This information might form the basis of the survey that will be released soon to collect additional input. They noted that they also received some feedback from the Chamber with some good questions to use.

Mayor Treece stated that Council was given an open ended survey with questions covering what skills they felt the next City Manager should possess, fill-in-the-blank, what priorities they felt the City Manager should have in their first year. Mayor Treece felt it was more Council's job to tell the candidate. Mayor Treece felt the questions the consultants gave were a good format that prompted a lot of discussion among the focus groups. He added that the consultants' questions would be good for qualitative input. The Chamber had ten attributes that were good additions which were reflective of the entire community, not just the business community. He felt it would be good to give some fill-in-the-blank and then some ranking questions. Councilperson Skala thought it was important to have input to review for comparison.

Ms. Derby stated that they met with individual stakeholders, including department heads and the list that Council provided. Ms. Buckler added that there was one chair from whom she had never received a response, but every other group sent representatives. Ms. Derby explained that Mr. Nelson and herself split up to cover more ground, and they have had meetings all day for the past week. Mr. Nelson noted that they each met with about twenty-four groups and about thirty individuals each. Mr. Skala asked if they would see that raw data at some point. Mr. Derby stated they would. Mr. Nelson noted that a group had asked how the information they had collected would be transmitted to City Council to ensure it was available for the Council's decision making process. The consultants prepared a word cloud, but noted that it did not include anything from the last six hours, but he felt it was largely representative of those six hours as well. He noted that the bigger the word in the word cloud, the more frequently it was brought up.

Mr. Nelson went over some of the things residents wanted in the next City Manager which included someone with experience in and knowledge of city management work. They want someone who can cultivate relationships with both staff and the public - this echoes with visibility, which also appeared on the word cloud. The next City Manager needs to be out in the public and engaged in events. There was a lot of discussion on growth, and that the next City Manager needs a track record of managing growth. Residents noted that experience in a college/university community was a plus. Communication was important; this came up particularly from staff but also the community at large. Staff noted that they wanted straightforward communication and clear direction. The ideal candidate would be someone who can work with the media and is media savvy; someone who will view the City as a partner and resource to the media. Transparency was frequently brought up. The consultants also met with all three collective bargaining units and pay came up with each bargaining unit and with a lot of staff members.

Other attributes include integrity and being genuine, humility and humbleness all came up frequently. Social equity and diversity came up in almost every conversation. Community policing came up in both public meetings - the next City Manager needs to be someone with experience in implementing that program. Mr. Nelson noted that a wide range of people came to these meetings or were interviewed and input was all fairly similar.

Ms. Derby explained that they would move forward with the input they received, and begin to draft the survey with plans to deploy it early next week. She noted that not everyone had a computer, and asked for Council input on where hard copies might be placed throughout the community. Mr. Skala suggested the surveys could be included with utility bills. Ms. Derby added the survey would be open for duration of marketing period (about 4 weeks) and that this information is useful in selection process. Councilperson Thomas added that the lobby of City Hall, the public library, the ARC, and the Health Department would be good locations and that staff might have ideas as well. Ms. Derby stated that those locations were already identified and asked if there were ward specific locations. The Council suggested various locations including CMCA, the Voluntary Action Center, local food pantries, senior centers, and schools. Councilperson Peters liked the idea of including them with the utility bills, if the timing worked out. Mr. Thomas suggested a link in utility bills due to the time constraints. Ms. Derby noted that it could be useful for the City to send the link to all groups they met with to disburse to their networks, this should also include the media. Mayor Treece asked if the consultants would go through this

afternoons comments and consolidate the current list to get a top ten list. Mr. Nelson said they would.

Mayor Treece suggested in regard to the word cloud, that "honest", "straightforward", and "trust" are synonymous and he requested they consolidate the words further. Ms. Derby said they would distill the list. Mr. Thomas added that there are clear themes that pop out. Mr. Skala agreed there were consistent themes and felt it was representative and impressive.

Ms. Derby explained that they would send a draft text for the recruitment brochure along with a draft survey. She added that the profile will be in the brochure. Council would likely get the items on Monday and the turnaround would ideally be close of business Thursday. She added that Council would probably only get the text as staff was still putting graphics together.

This item is open to the public: Motion for the City Council of the City of Columbia, Missouri, to meet on Thursday, February 7, 2019 in Conference Room 1A/1B of City Hall, 701 East Broadway, Columbia, Missouri, for a Closed Meeting to discuss the hiring, firing, disciplining or promoting of particular employees by a public governmental body when personal information about the employee is discussed or recorded as authorized by Section 610.021(3) of the Revised Statutes of Missouri, and individually identifiable personnel records, performance ratings or records pertaining to employees or applicants for employment as authorized by Section 610.021(13) of the Revised Statutes of Missouri.

At approximately 2:22 p.m., Mayor Treece made a motion for the City Council of the City of Columbia, Missouri, to immediately go into a closed meeting to discuss the hiring, firing, disciplining or promoting of particular employees by a public governmental body when personal information about the employee is discussed or recorded as authorized by Section 610.021(3) of the Revised Statutes of Missouri; and individually identifiable personnel records, performance ratings or records pertaining to employees or applicants for employment as authorized by Section 610.021(13) of the Revised Statutes of Missouri. The motion was seconded by Mr. Skala.

Yes: 7 -   Ruffin, Trapp, Thomas, Peters, Treece, Skala, and Pltzer

This item is closed to the public: See Notice of Closed Meeting.

Attachments: Closed Meeting Notice

At approximately 2:23 pm, the City Council went into closed session pursuant to RSMo Sections 610.021(3) and (13).

II. ALL OTHER ITEMS THE COUNCIL MAY WISH TO DISCUSS

None.

III. ADJOURNMENT

The closed meeting adjourned at approximately 3:29 pm.