City of Columbia, Missouri

Meeting Minutes

City Council

Monday, September 16, 2019 **5:00 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 5:08 pm.

Evaluation Process for City Council Employees

Councilperson Trapp said an HR best practice was an annual evaluation with SMART goals. He said the City was moving towards that with performance pay, and they needed to be able to compare everyone with similar metrics. He thought it would be beneficial if Council could do the same for their employees. He wanted to work with HR to establish metrics, or Council could have a closed session to determine. Having a similar process and an open conversation would be beneficial. He said it was hard to operate without a supervisor. The employees the City Council have are very independent, but felt there was something they needed to do to ensure performance pay was done for their employees.

Councilperson Skala said he thought it was a good idea, but was concerned. He wanted the evaluations to be regular and as necessary. Councilperson Peters said she thought they looked at a 360 evaluation a few years ago and that it seemed like every year they reinvent the wheel. She said she agreed with Trapp and Skala, and wasn't sure why it was so difficult. She thought it would be nice to have interaction with department heads with/through the City Manager.

Mayor Treece said he wasn't sure how accurate the 360 interview was. He asked Mr. Glascock if they wanted a pool of funds for performance pay. Mr. Glascock said they were, to reward top performers, but the infrastructure was needed. Mayor Treece said he wasn't sure the process applied to Council's three employees, though he thought they should have a predictable process.

Mr. Trapp proposed having Mr. Glascock look into this and present more information at a future work session. He thought they could use the form for other city employees. Mr. Skala said he didn't think it needed to be exactly the same, but he would like the City Manager's input. Mr. Trapp clarified that he didn't think Council should be involved in department head evaluations.

2020 Strategic Plan Process and Timeline

Attachments: Strategic Plan Process Presentation

Strategic Plan Process Timeline

Mr. Glascock said they were starting to look at the next Strategic Plan, and they were planning to include more employee engagement. Assistant City Manager, Carol Rhodes reviewed the presentation on the Strategic Plan planning process and recognized the members of the planning committee. New Chapter Consulting LLC was hired to help with the planning process. Ms. Rhodes noted that 380 city employees provided input at the

city picnic.

Councilperson Pitzer asked how the 60 front line employees would be selected to attend the input meeting. Ms. Rhodes said the department heads were asked to find volunteers to ensure diversity. Mr. Skala asked how the categories were selected. Ms. Rhodes replied that they were topics that arose from the five Strategic Plan focus groups from last year. Ms. Rhodes said city employees were asked the same two questions at all the focus groups and added that she would send the input from staff. Each department was allocated slots based on the number of employees. Staff was not required to attend, but invited to participate. They want employees to be engaged in the process.

A civic spending exercise, "Let's Balance" game, is planned for three dates in November. This is similar to poverty simulations. Participants can select from priorities and then decide how to fund their priority. There are a variety of methods to choose from to raise or reduce revenues. The game will last about 45 minutes, and the City will record the information. The Council and department heads will try it out at their November Pre-Council, then it will be done with the public. Mr. Glascock said they would use the data to build a 2021 budget. Ms. Rhodes said the City would invite people to participate and it will be open to the public.

Mr. Trapp said he liked the alignment of the Strategic Plan and budget. He asked how much input Council would have. Mr. Glascock said he wanted to know how much input Council wanted on the Strategic Plan. He said last time they didn't reach down far enough to the line level employees. Mr. Skala said he appreciated the interaction between Council and staff. He felt more information was better than less. He didn't want Council to come in at the end, he wanted an interaction to help produce it. Mr. Glascock said he was focused on tying it to the budget. He asked what they wanted after the civic exercise. Ms. Rhodes said the attendees at the December retreat could involve Council. Mr. Glascock said he hoped they'd still get open dialogue. Mr. Trapp said strategic planning was typically the responsibility of the board, so he felt the council needed a role. Mr. Skala said he found it useful to sit down and speak with department heads.

Stephanie Browning asked if the vision, mission, and values from the current Strategic Plan were still a good assumption to work from. Council agreed.

Parking Enforcement

Judge Noce presented on parking enforcement, noting a deadline of January 1. He said the Supreme Court changed their rules which no longer allowed individual courts to have their own schedule in allowing people to pay out parking tickets. He asked the Uniform Fine Schedule Committee to assess one for parking tickets so it could be worked out by January. This would allow people to pay out instead of come to court, after January 1. The Committee did take it up, but they are limited to the number of charge codes to set rates. They did set a miscellaneous charge code for parking tickets for $15.50, plus court costs. This is state-wide. For Columbia, it would cost $37 and he is unable to change it. The current ordinance would be in conflict with this. The Committee only makes recommendations, so this will go to the Supreme Court for the final ruling. Judge Noce said he brought this to Council's attention as soon as he could, and that the City ordinance needed to align with these changes before January 1.

Mr. Skala said he liked the idea to have predictability for court costs and the court having the prerogative to adjust at the court date. Judge Noce said it would allow the prosecutor to make recommendations as well, but the fine could only be changed if the person attends their court date. If they wanted to just pay the fee, it would be $37 because he would not be able to waive the court costs. This is a state-wide rate.

Mr. Skala asked if this would overwhelm the court. Judge Noce said the payout rates, or resolved rates, have vastly increased since the changes have started. The work has picked up, but the accountability has increased as well. The more people who are accountable up front actually creates less work on the back end.

Ms. Peters asked if this can be protested to the state. Judge Noce asked that the Committee set it to the minimum amount for constitutional charter cities. The State was trying to make it even across the board. We don't know exactly how the Supreme Court will rule. The Law Department could provide advice if the Council wanted to challenge the Supreme Court's authority. Mr. Pitzer asked if there was legislation that gave them the authority to impose this. Judge Noce said people could come to court and the judge would have full range of punishment. This would just require that those with parking tickets do come to court to get the costs lowered. Mr. Skala asked where the money actually goes. Judge Noce said the $15.50 goes to the General Fund, like all fines do. Dee Williams said part of the rest goes to the state, inmate security, victim's compensation fund, and a small amount goes to the court costs. Judge Noce said if everyone decided to come to court they wouldn't be able to handle it. The State decides where the court costs goes. Ms. Williams added that if they don't pay the fines within 30 days in the current system, it would go up to $51.50.

Judge Noce said with the current system, he does waive court costs unless the individual comes to court or if a summons is issued. Mr. Skala asked when the Supreme Court would make their decision. Judge Noce was unsure, but stated it would be before January 1. He said that's why they needed to be ready for whatever it is. He recommended Council pass an ordinance with full range of punishment, from $1 to $225, so then there would not be a conflict between the State and the ordinance.

Mr. Pitzer asked who decided on court costs of $21.50. Judge Noce said the City Council did, partially. Court costs are normally $24.50, but there were two state statute authorized court costs that needed to be adopted. When the Council at that time adopted those, they decided to adopt them for some types of issues and not others. There are court costs that are different for different cases, and parking tickets fall under the lower costs of $21.50. This number might increase to cover the new electronic system.

Mr. Trapp said the legislature could fix this if traffic tickets were changed to an administrative act, but noted that it was unsuccessful last year. Mr. Skala said he thought they should continue to press for relief. Mr. Trapp said he felt they should consider warnings if the costs were going to go up so everyone doesn't hate them. Judge Noce said he hasn't had a trial set yet for a parking ticket, and if there's been a real issue, prosecutors have been good about working with them. Councilperson Ruffin asked how much time they'd have until this would be rolled out. Judge Noce said if they put the full amount in their ordinance, then they could be proactive with whatever change is made.

Mr. Ruffin said he was concerned about getting the word out to the community. Judge Noce said they've included info in the City Source newletter to get information out about the current system. He agreed that as quickly as they knew the information with certainty, it should be shared with the public. Ms. Peters felt there should be some signs out as a warning, so people know the fines are going up. Judge Noce noted that the legislature could get rid of the court costs for small fines, such as parking tickets. That might be something to bring up with the legislature.

Ms. Peters noted that it could be difficult for people to get to their court date to see if their fine could be lowered. Judge Noce agreed that was a challenge for all municipal courts. Council agreed to draft something that contains the full range.

II. ALL OTHER ITEMS THE COUNCIL MAY WISH TO DISCUSS

No other items were discussed.

III. ADJOURNMENT

The meeting adjourned at approximately 6:05 pm.