



CITY OF COLUMBIA  
CITY COUNCIL MEETING AGENDA  
TUESDAY, AUGUST 19, 2014 - 6:00 P.M.  
CITY HALL - 1737 MAIN STREET  
COUNCIL CHAMBERS - 3<sup>RD</sup> FLOOR

**Prior to entering the meeting please turn all electronic communication devices to the silent, vibrate or off position. All presenters are asked to speak directly into the microphone for recording purposes.**

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The Columbia City Council will conduct a Meeting on Tuesday, August 19, 2014 at 6:00 p.m. at City Hall, 1737 Main Street, Columbia, South Carolina.

**ROLL CALL**

**PLEDGE OF ALLEGIANCE**

**INVOCATION** – Chaplain Byron Powers, Columbia Police Department

**ADOPTION OF THE AGENDA**

**PUBLIC INPUT RELATED TO AGENDA ITEMS**

**APPROVAL OF MINUTES**

1. Meeting Minutes of [February 18, 2014 Work Session & Council Meeting](#) and [February 26, 2014 Special Called Meeting](#)

**PRESENTATIONS**

2. [Introduction of the August 2014 Employee of the Month \(Robert “Bob” Probst, Construction Management Administrator\)](#) – Mr. Michael Sheu, Construction Management Supervisor
3. City LIGHTs Employee Recognition Program – Ms. Teresa Wilson, City Manager
4. Presentation of Proclamation – The Honorable Tameika Isaac Devine
5. Introduction of the University of South Carolina’s Student Body Deputy Secretary of State Affairs McBryde Campbell – Ms. Lindsay Richardson, University of South Carolina Student Body President

**CITY COUNCIL DISCUSSION / ACTION**

6. [Active & Pre-65 Retiree Health Care Strategy Findings & Recommendations](#) – Ms. Pamela Benjamin, Human Resources Director and Ms. Melisa Caughman, Budget and Program Management Director

**STAFF UPDATE / CITY COUNCIL DISCUSSION**

- 7. Exclusive Minor Child Play Zones and the Public Notice Process – Mr. Jeff Caton, Director of the Parks and Recreation Department - *Please note that this is an update. No action will be taken on this matter. Prior to implementing exclusive minor child play zones within any park, the Parks and Recreation Director shall request that the designation be placed on City Council’s agenda for public input and for approval by a majority vote of members of City Council present at that meeting.*
  
- 8. Update on the Request for Proposals for a Construction Manager At-Risk for the Multi-Use Entertainment Venue – Mr. Gregory Tucker, Special Projects Administrator

**CONSIDERATION OF BIDS and AGREEMENTS**

- 8a. Council is asked to approve an [Agreement between Owner and Architect for Design and Engineering Services](#) for the Multi-Use Venue on the Bull Street Development, as requested by ~~the Public Works Department~~ **Assistant City Manager for Operations**. Award to Populous, Inc. in the amount of \$2,025,000.00, for. This vendor is located in Kansas City, MO. *Funding Source: Columbia Commons Project Budget – Note: The following local sub-consultants will be utilized for this project at 22.5% of the contract value.*

Sub-consultants	Locations	Services	Contract %
LS3P	Columbia, SC	Architecture	10.9%
ADC Engineering Specialists	Columbia, SC	Structural Engineering	2.8%
Davis & Floyd	Columbia, SC	Civil Engineering	5.9%
Buford Goff & Associates	Columbia, SC	Engineering	2.9%

**OTHER MATTERS**

- 9. Council is asked to approve a [Request for a Certificate of Convenience and Necessity](#), as requested by the Business License Division. Award to James St. Fort doing business as CPC Exclusive, LLC, which is a limousine service located at 7356 Garners Ferry Road, Columbia, SC 29209. *Note: The applicant is planning to place one (1) limousine into service and add additional limousines at a later date.*
  
- 10. Council is asked to approve the [Installation of Two \(2\) Speed Humps](#) within the 2200 block of Hampton Street between Pine Street and Oak Street and the 2300 block of Hampton Street between Oak Street and Heidt Street. *Note: The Columbia Fire and Police Departments support this request.*

## CONSENT AGENDA

Council is asked to approve the **Consent Agenda Items 11 through 29 and 31 through 39.** (*Item 30 was removed from the Consent Agenda. Refer to Item 8a.*)

### CONSIDERATION OF BIDS and AGREEMENTS

11. Council is asked to approve a [Professional Services Contract Renewal for Citywide Technology Training](#), as requested the Information Technology Department. Award to Fast Forward in the amount of \$100,000.00. This vendor is located in Columbia, SC. *Funding Source: 1011120-631200 and 5518415-631200*
  
12. Council is asked to approve a [Contract Renewal for Customer Suite and Service Suite Software for Fiscal Year 2014/2015](#), as requested by the Information Technology Department. Award to Ventyx in the amount of \$111,590.48. This vendor is located in Atlanta, GA. *Funding Source: General Admin Information Tech/Maintenance and Service Contract; 6218950-638200 – Note: The original budgeted amount is \$111,600.00. CIO Comment: I am in agreement with this annual renewal of Banner/Customer Suite software support.*
  
13. Council is asked to approve a [Contract for the Acquisition, Implementation and Annual Maintenance of Energov® Enterprise Server License](#) for Permitting and Land Management and Energov® Enterprise Software License Extensions, as requested by the Planning and Development Services Department. Award to Tyler Technologies, Inc. in the amount of \$472,620 for the licensing and implementation services and \$66,805.00 per year or a total 5 years \$334,025 for annual support and maintenance and IG Workforce in the total amount of \$806,645.00. This vendor is located in in Dallas, TX. *Funding Sources: 6218954-658600 Technology Replacement in the amount of \$472,620 for licensing and implementation services and 1014101-658660 Development Services in the amount of \$334,025 for annual support and maintenance (year 1-5) for EnerGov Support/Maintenance and IG Workforce Subscription. – Note: This software will allow the Planning & Development Services Department to acquire a tool for managing the process of receiving, reviewing, tracking, permitting and inspection on citywide construction projects. The software will also facilitate the administration of code enforcement activities to include logging, tracking and documenting action on property maintenance and zoning violation cases.*

14. Council is asked to approve the [Purchase of One \(1\) Backhoe Loader](#), as requested by the Metro Wastewater Treatment Plant. Award to Blanchard Machinery Company, using the National Joint Power Alliance Contract in the amount of \$76,132.00. This vendor is located in Columbia, SC. *Funding Source: Utilities Metro Wastewater Plant/Machinery and Equipment-Capital – **Note:** The original budgeted amount for this purchase is \$86,400.00.*
15. Council is asked to approve the [Purchase of a Crane Truck](#), as requested by the Metro Wastewater Treatment Plant. Award to H & E Equipment Services, using the National Joint Powers Alliance Contract in the amount of \$196,196.00. This vendor is located in Columbia, SC. *Funding Source: Utilities Wastewater Maintenance/Auto, Truck, Heavy Equipment-Capital – **Note:** The original budgeted amount for this purchase is \$194,400.00 and the additional \$1,796 will be covered within the overall budget.*
16. Council is asked to approve the [Purchase of Two \(2\) Tandem Dump Trucks](#), as requested by the Wastewater Maintenance Division. Award to Shealy's Truck Center, Inc., a Local Business Enterprise firm and the lowest bidder meeting specifications in the amount of \$275,482.00. This vendor is located in Columbia, SC. *Funding Source: Utilities Wastewater Maintenance-Autos, Truck, Heavy Equipment-Capital; 5516205-658500 – **Note:** The original budgeted amount for this purchase is \$302,400.00.*
17. Council is asked to approve an [Agreement for Project SS721514 for On-Call General Wastewater Engineering Services](#), as requested by the Utilities and Engineering Department. Award to Hazen & Sawyer in an amount not to exceed \$75,000.00. This vendor is located in Columbia, SC. *Funding Source: Wastewater; 5511706-SS721514-5516205 – **Note:** These services are for general tasks for various wastewater projects that may arise in the upcoming year. The original budgeted amount of this project is \$75,000.00.*
18. Council is asked to approve an [Agreement for Project SS723514 for On-Call Wastewater Engineering Services](#), as requested by the Utilities and Engineering Department. Award to URS Corporation in an amount not to exceed \$75,000.00. This vendor is located in Columbia, SC. *Funding Source: Wastewater; 5511706-SS723514-5516205 – **Note:** These services are for specific tasks for various wastewater projects that may arise in the upcoming year. The original budgeted amount of this project is \$75,000.00.*

19. Council is asked to approve an [Agreement for Engineering Services for the Sims Park Playground Design, Equipment and Installation](#), as requested by the Utilities and Engineering Department. Award to Churchich Recreation and Design, Inc., in the amount of \$100,000.00. This vendor is located in Hilton Head, SC. *Funding Source: General Capital Project Budget – **Note:** The original budgeted amount for this project is \$100,000.00.*
20. Council is asked to approve an [Agreement for Engineering Services for the Evaluation, Design and Construction of the Greenview Park Pool](#), as requested by the Utilities and Engineering Department. Award to Kimley-Horn and Associates, Inc., in the amount of \$265,000.00. This vendor is located in Irving, TX. *Funding Source: General Capital Projects Budget – **Note:** The original budgeted amount for this project is \$2,041,483.00.*
21. Council is asked to approve [Project WM3921; Demolition of Four \(4\) Ground Storage Tanks](#), as requested by the Utilities and Engineering Department. Award to Complete Demolition, the lowest responsive and responsible bidder in the amount of \$322,000.00. This vendor is located in Carrollton, GA. *Funding Source: Special Contracts Maintenance Fund; 5516210-638300 – **Note:** The original budgeted amount for this project is \$500,000.00. The project includes the demolition, removal and disposal of the Ballentine, Dubard, North 21 and Sandhills Ground Storage Tanks.*
22. Council is asked to approve [Project WM4291; Construction along Wesley Drive, Keats Street and Ashton Street](#), as requested by the Utilities and Engineering Department. Award to Patriot Construction (Protégé), the lowest responsive and responsible bidder in the amount of \$385,809.82. This vendor is located in Columbia, SC. *Funding and Supplement Source: Water Capital Improvement Fund; 5529999-658650/WM429101-658650 – **Note:** This is Protégé Led Program Project and McClam and Associates (Mentor) is implementing 1.2% (\$5,000) of the contract value. This project consists of the abandonment of existing water lines, bore and jack steel casing pipes, dry bore of water main beneath trees, new water services lines, gate valves and water service connections. The original budgeted amount for this project is \$413,655.00.*

23. Council is asked to approve an [Agreement for Engineering Services for a Sewer System Evaluation Study of the Olympia Sub Basin Division I and II](#), as requested by the Utilities and Engineering Department. Award to W.K. Dickson, Inc., in an amount not to exceed \$500,000.00. This vendor is located in Columbia, SC. *Funding Source: Sanitary Sewer Budget; 5529999-SS6857-636600 – **Note:** This is a Mentor Protégé Program Project and HPG and Company Consulting Engineers (Protégé), a SBE firm located in West Columbia, SC will provide design and construction management services at 20% of the contract value. The original budgeted amount for this project is \$2,700,000 (\$700,000 is for professional services and \$2,000,000 is for construction).*
24. Council is asked to approve an [Agreement for Engineering Consultation, Design and Construction Phase Services to Implement a New Non-Potable Water Pumping System](#), as requested by the Utilities and Engineering Department. Award to Black and Veatch Corporation in an amount not to exceed \$501,500.00, which includes \$271,500, is for design, permitting and bidding and \$230,000 is for construction phase services. This vendor is located in Greenville, SC. *Funding Source: Sanitary Sewer Budget; 5529999-SS7275-636600 – **Note:** This is a Mentor Protégé Program Project and Howard Engineering (Protégé), a WBE firm located in Marietta, GA SC, will provide electrical and instrumentation system design, construction phase services and observation at 23.69% of the contract value. The following sub-consultants will be utilized for this project at 9.25% of the contract value. The original budgeted amount for this project is \$3,450,000 (\$250,000 is for design and \$3,200,000 is for construction).*

Sub-consultants	Locations	Services	Contract %
K&P Engineering, LLP (SBE Firm)	Lexington, SC	Structural Design	2.47%
Studio 2LR (SBE Firm)	Columbia, SC	Architectural Design	4.18%
Felkel & Hastings, Inc. (SBE Firm)	Columbia, SC	Mechanical Building Systems Design	1.0%
Summit Engineering	Spartanburg, SC	Surveying Services	.9%
Terracon	Columbia, SC	Materials Testing	.7%

25. Council is asked to approve the [Purchase of Water Meters for Fiscal Year 2014/2015](#), as requested by the Water Distribution Division. Award to lowest bidder of each lot in the total amount of \$615,589.39. *Funding Source: Utilities Water Distribution & Maintenance/Meter Parts & Supplies – **Note:** The original budgeted amount for this purchase is \$631,800.00.*

Lots	Size	Vendors / Locations	Amounts
1	¾"	HD Supply Waterworks - West Columbia, SC	\$139,008.00
2	2"	HD Supply Waterworks - West Columbia, SC	\$76,536.00
3	4", 6" & 8"	Mainline Supply Company/Fortiline - Columbia, SC	\$354,446.18
		<b>SC Sale Tax</b>	<b>\$45,599.21</b>
		<b>Total</b>	<b>\$615,589.39</b>

26. Council is asked to approve a [Contract Renewal for Repair Materials Bid for Fiscal Year 2014/2015](#), as requested by the Water Distribution Division. Award to the lowest bidder of each lot in the amount of \$647,273.74. *Funding Source: Utilities Water Distribution and Maintenance; 5516203-625700 – Note: The repair material bid includes: plastic tubing; brass goods; straight and steel couplings; gate valves; megalugs; service, patch and repair clamps; meter boxes and concrete; fire hydrants, brass fittings; fittings for ductile iron; dual check valves; tapping sleeves; meter boxes and plastic; and ductile iron pip. The original budgeted amount is \$650,000.00.*

Lots	Vendors / Locations	Amounts
1,6,12,14,16,18, 21	HD Supply Waterworks (W. Columbia, SC)	\$129,299.00
2,3,7,8,10,11,17,20	Hayes Pipe Supply (Nashville, TN)	\$393,082.36
4,5,9,13,15,19	Independent Waterworks (Lexington, SC)	\$76,946.18
	<b>SC Sale Tax</b>	<b>\$47,946.20</b>
	<b>Total</b>	<b>\$647,273.74</b>

27. Council is asked to approve an [Agreement for Engineering Services to provide Technical Engineering Support to the Smith Branch II Sewer System Evaluation Study](#), as requested by the Utilities and Engineering Department. Award to MWH Americas, Inc., in an amount not to exceed \$999,800.00. This vendor is located in Clemson, SC. *Funding Source: Sanitary Sewer Budget; 5529999-SS7273-636600 – Note: This is a Mentor Protégé Program Project and Chao and Associates, Inc. (Protégé), a MBE firm located in Columbia, SC will provide manhole surveys, GIS and construction management support at 21.5% of the contract value. Sub-consultant Hydro-structures, P.A. will receive 29.1% of the contract value. The original budgeted amount for this project is \$1,000,000.00.*
28. Council is asked to approve [Project SS7251; Blossom Street Improvements](#), as requested by the Utilities and Engineering Department. Award to LAD Corporation, the lowest responsive and responsible bidder in the amount of \$1,126,866.00. This vendor is located in Swansea, SC. *Funding Source: Sewer Improvement Fund; 5529999-658650-SS7251 – Note: This is Mentor Protégé Program Project and Lexington Earthworks (Protégé) is implementing 20% (\$225,373) of the contract value. The original budgeted amount for this project is \$1,800,000.00.*

29. Council is asked to approve [Project WM3791-01; Water Main Construction along Sylvan Drive, Shannon Spring Road and Briarfield Road](#), as requested by the Utilities and Engineering Department. Award to LAD Corporation of West Columbia, the lowest responsive and responsible bidder in the amount of \$1,409,022.60. This vendor is located in West Columbia, SC. *Funding and Supplemental Source: Water Capital Improvement Fund; 5529999-658650/WM379102-658650 – Note: This is a Mentor Protégé Program Project and Lexington Earthworks (Protégé) is implementing 20% (\$281,804) of the contract value. This project consists of abandoning existing water lines, horizontal directional drilling, new water service line, gate valves, and water service connections, paving/patching and all necessary connections. The original budgeted amount for this project is \$1,420,000.00.*

~~30. Council is asked to approve an Agreement between Owner and Architect for Design and Engineering Services for the Multi-Use Venue on the Bull Street Development, as requested by the Public Works Department Assistant City Manager for Operations. Award to Populous, Inc. in the amount of \$2,025,000.00, for. This vendor is located in Kansas City, MO. Funding Source: Columbia Commons Project Budget — Note: The following local sub-consultants will be utilized for this project at 22.5% of the contract value.~~

<b>Sub-consultants</b>	<b>Locations</b>	<b>Services</b>	<b>Contract %</b>
LS3P	Columbia, SC	Architecture	10.9%
ADC Engineering Specialists	Columbia, SC	Structural Engineering	2.8%
Davis & Floyd	Columbia, SC	Civil Engineering	5.9%
Buford Goff & Associates	Columbia, SC	Engineering	2.9%

31. Council is asked to approve [Project WM3956-02; 24” Water Main Construction along Broad River Road and Chapin Road](#), as requested by the Utilities and Engineering Department. Award to McClam and Associates, Inc., the lowest responsive and responsible bidder in the amount of \$3,196,801.60. This vendor is located in Little Mountain, SC. *Funding and Supplement Source: Water Capital Improvement Fund; 5529999-658650/WM395602-658650 – Note: This is a Subcontracting Outreach Achievement Provision and McClam and Associates, Inc., is responsible for achieving the outreach project and implementing 20% (\$639,360.32) of the contract value. This project consists of constructing new water mains, connection to existing water mains and fire hydrants. The original budgeted amount for this project is \$3,287,414.00.*

32. Council is asked to approve Projects [WM4113 Killian Road Tank](#), [WM4136 Genstar Tank](#) and [WM4137 Ballentine Tank; Construction Improvements for Elevated Storage Tanks](#), as requested by the Utilities and Engineering Department. Award to Landmark Structures, the lowest responsive and responsible bidder in the amount of \$14,378,000.00. This vendor is located in Fort Worth, TX. *Funding and Supplement Source: CIP Improvement Fund; 5529999-658650 – **Note:** The original budgeted amount for these projects is \$16,530,000.00.*

#### ORDINANCES – SECOND READING

33. [Ordinance No.: 2014-068](#) – To Grant Crown Castle NG East Inc., its Successors and Assigns the Right, Power and Authority to Construct, Install, Maintain and Operate In, Over, Upon and Under the Streets and Public Places of the City of Columbia, its Lines, Poles, Wires, Cables and other Telecommunications Facilities to Render Telecommunications Service to Its Customers in the Limits of the City of Columbia for Such Period as Provider Herein; and to Provide for the Payment of Compensation for the Use of the Streets and Public Places – *First reading approval was given on August 5, 2014.*
34. [Ordinance No.: 2014-084](#) – Authorizing the City Manager to execute a Ground Lease between the City of Columbia and the SC Crime Victim’s Council for a Crime Victim’s Memorial Garden at the River Walk entrance of Riverfront Park – *First reading approval was given on August 5, 2014*
35. [Ordinance No.: 2014-075](#) – Amending the 1998 Code of Ordinances of the City of Columbia, South Carolina, Chapter 2, Administration, Article V, Procurement Sec. 2-201 Statutory authority; title; definitions and Sec. 2-204 Competitive sealed bidding required; exceptions – *First reading approval was given on August 5, 2014.*
36. [Ordinance No.: 2014-085](#) – *(Revised)* Amending the 1998 Code of Ordinances of the City of Columbia, South Carolina, Chapter 2, Administration, Article V, Procurement, Sec. 2-208 Source selection method for procurements related to construction and Sec. 2-209 Design-build project delivery method authorized – *First reading approval was given on August 5, 2014.*

#### EVENT RESOLUTIONS

37. [Resolution No.: R-2014-069](#) – Authorizing consumption of beer and wine only at the USC Pep Rally at Wild Wing Café in the Vista – *This event is scheduled for Saturday, September 20, 2014 from 3:00 p.m. until 10:00 p.m.*

38. [Resolution No.: R-2014-070](#) – Authorizing consumption of beer and wine only within Boyd Plaza adjacent to the Columbia Museum of Art for the Contemporaries Oyster Roast – *This event is scheduled for Thursday, September 18, 2014 from 5:00 p.m. until 8:30 p.m.*
39. [Resolution No.: R-2014-075](#) – Authorizing consumption of beer and wine only at the South Carolina Oyster Festival in the 1600 block of Blanding Street – *This event is scheduled for Sunday, November 23, 2014 from 11:00 a.m. until 6:00 p.m.*

**END CONSENT AGENDA**

**TEXT AMENDMENT – SECOND READING**

40. [Amend Chapter 17 - Article V](#) – Historic Preservation and Architectural Review, for updates and modifications. – *First reading approval was given on July 15, 2014.*

Proposal:	Amend §17 - Article V – Historic Preservation and Architectural Review for updates and modifications
Applicant:	Krista M. Hampton, Director of Planning and Development Services
PC Recommendation:	Approve (6-0), 04/07/14
Staff Recommendation:	Approve

[Ordinance No.: 2014-076](#) – Amending the 1998 Code of Ordinances of the City of Columbia, South Carolina, Chapter 17, Planning, Land Development and Zoning, Article V, Historic Preservation and Architectural Review, Division 1, Generally, Sec. 17-652 Definitions, Sec. 17-653 Design and development review commission and Sec. 17-655 Administration; and Division 2, Preservation Standards for Landmarks and Design Protection Districts, Sec. 17-674 Review process – *First reading approval was given on July 15, 2014.*

**ORDINANCES – FIRST READING**

41. [Ordinance No.: 2014-081](#) - Granting an encroachment to First Citizens Café at 1210 Main Street for placement and maintenance of two tables, eight chairs and two umbrellas immediately in front of their business for use by its patrons for outdoor dining during its normal business hours

42. [Ordinance No.: 2014-082](#) - Granting an encroachment to Atlanta Bread Company at 1307 Main Street for placement and maintenance of four tables, twelve chairs and four umbrellas immediately in front of their business for use by its patrons for outdoor dining during its normal business hours
43. [Ordinance No.: 2014-083](#) – Granting an encroachment to CEO Staffing and Executive Search for installation and maintenance of two red bud trees within the right of way areas of the 1300 block of Richland Street adjacent to its building at 1830 Sumter Street, Richland County TMS #09015-09-01
44. [Ordinance No.: 2014-089](#) – Authorizing the City Manager to execute a Contract of Sale and any other documents necessary to consummate the transfer of 5212 Randall Street, Richland County TMS # 11701-06-06 from the City of Columbia to Columbia Housing Authority
45. [Ordinance No.: 2014-090](#) – Authorizing the City Manager to execute a Contract of Sale and any other documents necessary to consummate the transfer of 14 Guernsey Drive, Richland County TMS #11607-1 7-02 from the City of Columbia to Donvale M. Springs

## **RESOLUTIONS**

46. [Resolution No.: R-2014-058](#) – Supporting the Little Free Library and Encouraging Midlands Area Residents to Participate
47. [Resolution No.: R-2014-073](#) – Authorizing the City Manager to execute an Agreement with Richland County School District One to provide School Resource Officers from the Columbia Police Department to various schools for school year 2014-2015
48. [Resolution No.: R-2014-076](#) - A Resolution Relating to the Declaration of Intent by the City of Columbia, South Carolina, to Use Proceeds of Tax-Exempt Bonds or Other Obligations Issued by or on Behalf of the City to Reimburse Certain Expenditures Prior to the Issuance of Such Bonds or Other Obligations

## **CITY COUNCIL COMMITTEE REPORTS/REFERRALS**

Members of Council are asked to provide committee reports and/or present motions to refer specific matters to a Council Committee at this time.

49. [Public Safety Committee Report](#)

## **APPEARANCE OF THE PUBLIC**

<b>Meeting Dates</b>	<b>Type of Meeting</b>	<b>Meeting Times</b>
August 19, 2014	<b>Work Session</b>	2:00 p.m.
	<i>City Hall – 1737 Main Street – 2<sup>nd</sup> Floor Conference Room</i>	
	<b>Council Meeting</b>	6:00 p.m.
	<i>City Hall – 1737 Main Street – Council Chambers</i>	
September 16, 2014	<b>Work Session</b>	2:00 p.m.
	<i>City Hall – 1737 Main Street – 2<sup>nd</sup> Floor Conference Room</i>	
	<b>Council Meeting</b>	6:00 p.m.
	<i>City Hall – 1737 Main Street – Council Chambers</i>	
	<b>Zoning Public Hearing</b>	7:00 p.m.
	<i>City Hall – 1737 Main Street – Council Chambers</i>	

In accordance with Ordinance No.: 2004-094 – Amending the 1998 Code of Ordinances of the City of Columbia, South Carolina, Chapter 2, Administration, to add VI, Lobbyist, Sec. 2-302. (a) Any person who acts as a lobbyist must within fifteen days of being employed or retained as a lobbyist, register with the city clerk. (b) The registration must be in a form approved by the city council that includes only the name and business address of the lobbyist, the name and business address of the person or entity that compensates the lobbyist and the issue or matter for which the lobbyist has been retained. A separate form shall be submitted for each issue or matter and each person or entity who compensates the lobbyist. (c) Any lobbyist who is employed by the city or has contracts with the city must seek approval by city council to be a lobbyist for other clients so long as he is employed or under contract. To obtain a Lobbyist Registration Form please contact the Office of the City Clerk at (803) 545.3045 or send your request to [cityclerk@columbiasc.net](mailto:cityclerk@columbiasc.net).