



The Columbia City Council conducted a Council Meeting on Tuesday, April 19, 2016 at City Hall, 1737 Main Street, Columbia, South Carolina. The Honorable Mayor Stephen K. Benjamin called the meeting to order at 6:14 p.m. and the following members of Council were present: The Honorable Sam Davis, The Honorable Tameika Isaac Devine, The Honorable Leona K. Plough, The Honorable Moe Baddourah, The Honorable Howard E. Duvall, The Honorable Edward H. McDowell, Jr. Also present were Ms. Teresa Wilson, City Manager and Ms. Erika D. Moore, City Clerk. This meeting was advertised in accordance with the Freedom of Information Act. *The minutes are numbered to coincide with the order of the meeting.*

PLEDGE OF ALLEGIANCE

INVOCATION

Chaplain Ivory Thigpen, Columbia Police Department offered the Invocation.

ADOPTION OF THE AGENDA

Upon a motion made by Mr. Baddourah and seconded by Mr. Davis, Council voted unanimously to adopt the agenda as presented.

PUBLIC INPUT RELATED TO AGENDA ITEMS

Ms. Jennifer Gardner asked for a delay in the approval of the landlord ordinance, because there are a lot of things that we do not know.

Councilor Devine said the implementation date is July 1, 2016. She asked staff to meet with Ms. Gardner to answer her questions.

Councilor Duvall said this item has been discussed for a year now and there has been a lot of public input. He did not support delaying the matter.

APPROVAL OF MINUTES

1. April 5, 2016 [Work Session](#) – *Approved as presented.*

Upon a motion made by Ms. Plough and seconded by Mr. Duvall, Council voted unanimously to approve the April 5, 2016 Work Session Minutes.

CONSENT AGENDA

Upon a motion made by Ms. Plough and seconded by Mr. Baddourah, Council voted unanimously to approve the **Consent Agenda Items 2** through **6**.

CONSIDERATION OF BIDS and AGREEMENTS

2. Council is asked to approve [Change Order #13 for Project SS7116](#); Saluda River Pump Station Improvements, as requested by the Utilities and Engineering Department. Award to Adams Robinson Enterprise, Inc. in the amount of \$67,028.00. This firm is located in Dayton, OH. *Funding Source: Savings from Unforeseen & Misc. Project SS728801-
Note: This is a Clean Water 2020 Program Project and a Subcontracting Outreach Program Project. Sub-Contractor AASAP of Conway, SC will receive \$45,000.00 (67%) of this change order amount. The overall original budgeted amount is \$18,881,000.00 and the revised contract amount is \$18,948,028. - Approved*
3. Council is asked to approve an [On-Call Services Agreement](#) in conjunction with the operation of the Metro Wastewater Treatment Plant, as requested by the Utilities and Engineering Department. Award to Hazen & Sawyer, P.C. in the amount of \$75,000.00. This firm has headquarters in New York, NY and a local office in Columbia, SC. *Funding Source: Wastewater Treatment Plant Operations & Maintenance fund, 55162085-SS7215-638305 – Note: This is a Clean Water 2020 Program Project and the original budgeted amount is \$75,000.00. - Approved*
4. Council is asked to approve [Project WM4372; Relocation of a 24” Ductile Iron Pipe along Killian Road and Wilson Boulevard](#), as requested by the Utilities and Engineering Department. Award to Carolina Tap & Bore, Inc., the lowest responsive bidder in the amount of \$78,550.00. This firm is located in West Columbia, SC. *Funding Source: Water Improvement Fund, 5529999-WM437201-658650 – Note: Sub-consultant Fortiline Waterworks of Lexington, SC will provide pipe fitting services at \$15,000.00 (20%) of the contract value. The original budgeted amount for this project is \$82,500.00. - Approved*
5. Council is asked to approve [Change Order #1 for Lost Creek Drive Bridge Repairs](#), as requested by the Utilities and Engineering Department. Award to McClam & Associates, Inc., in the amount of \$389,645.00. This firm is located in Little Mountain, SC. *Funding Source: The city will provide upfront funding for this project from account 5534203-638400 – Note: It is anticipated that a minimum of 75% (\$292,233.75) of the contract will be reimbursed from FEMA and the remaining amount of \$97,411.25 will come from the storm water reserve fund. The original budgeted amount is \$738,645.00 and the revised contract amount is \$1,127,879.00. - Approved*

ORDINANCES – SECOND READING

6. [Ordinance No.: 2016-020](#) – Annexing and Incorporating W/S National Guard Road, Richland County TMS #11100-01-15; E/S Congaree River, Richland County TMS #11100-01-05 and 11100-01-06; and S/S South Stadium Road and SE/S Vine Street, Richland County TMS #11201-02-10 into the Plan Columbia Land Use Plan Putting the Pieces Together adopted by Ordinance No.: 2015-014 on February 17, 2015 – *First reading approval was given on April 5, 2016. – Approved on second reading.*

PRESENTATIONS

7. [Introduction of the April 2016 Employee of the Month \(Mr. Howard D. Jordan, Lead Vehicle Technician / Fleet Services Division\)](#) – Mr. Edgar Heustess, Fleet Services Superintendent

Mr. Edgar Heustess, Fleet Services Superintendent introduced Mr. Howard D. Jordan, Lead Vehicle Technician for the Fleet Services Division as the April 2016 Employee of the Month. He described Mr. Jordan as a 22-year employee who has always done an outstanding job and puts forth the extra effort to be helpful.

Mayor Benjamin presented Mr. Howard Jordan with a plaque and City Manager Teresa Wilson presented him with a token of appreciation for being selected as the April 2016 Employee of the Month.

8. [Fair Housing Month Proclamation](#) – The Honorable Stephen K. Benjamin

Mayor Benjamin and the members of City Council proclaimed April 2016 as Fair Housing Month in the City of Columbia.

9. [Business Spotlight Program Honoree and Proclamation \(Labrasca's Pizza of Columbia\)](#) – Mr. Angelo McBride, Administrator for the Office of Business Opportunities

Mr. Angelo McBride, Office of Business Opportunities Administrator said Labrasca's Pizza has operated for over 50 years at 4365 Fort Jackson Boulevard; they are a mature business that has done well; and they survived the flood of October 2015. He presented a video of the Business Spotlight Honoree.

Mr. Lee Catoe, Greater Columbia Chamber of Commerce said it is a pleasure to recognize a business that has survived over the years. He presented Labrasca's Pizza with a one-year to the Chamber of Commerce membership.

Mr. Greg Wilson, Owner of Labrasca's Pizza of Columbia thanked the City of Columbia Office of Business Opportunities and the Chamber of Commerce for their support.

Mayor Benjamin and the members of City Council proclaimed Labrasca's Pizza of Columbia as the Third Quarter Business Spotlight Program Honoree.

Fire Chief Aubrey Jenkins, Columbia Fire Department announced that the City's ISO rating is in the one-percentile in the nation; we have a first class Fire Department; and we will continue to have the lowest insurance rates for our citizens.

Councilor Duvall recognized Mr. Norman Summers as a new business owner that is in charge of parking for Columbia Commons.

Councilor Davis recognized Mr. James Anderson who was recently selected as a Twenty Under Forty in *Millennium Magazine*.

Councilor Plaugh led a moment of silence in honor of Mrs. Margaret Mitchell, long-time leader in the Lyon Street Community.

10. [Update from the Lupus Foundation of America South Carolina Community Partner](#) – Ms. Vickey Finkley-Brown, M.Ed., Community Relations Coordinator

Ms. Vickey Finkley-Brown, M.Ed., Community Relations Coordinator presented a video displaying the efforts of the Lupus Foundation of America.

Ms. Linda Johnson, Chief Volunteer Office for the Lupus Foundation of America / a South Carolina Community Partner said disabled individuals with Lupus aren't able to work and it can affect you in many ways. She encouraged the City of Columbia to participate in the Lupus Benefit Gala on May 22, 2016 and the fundraising event in Orangeburg, South Carolina on May 28, 2016.

ORDINANCE – SECOND READING

11. [Ordinance No.: 2015-099](#) – Amending the 1998 Code of Ordinances of the City of Columbia, South Carolina, Chapter 5, Buildings and Building Regulations, Article VIII, Absentee Landlord Regulation Program – *First reading approval was given on April 5, 2016. – Approved on second reading.*

Upon a motion made by Mr. Duvall and seconded by Mr. Davis, Council voted unanimously to give second reading approval to Ordinance No.: 2015-099 – Amending the 1998 Code of Ordinances of the City of Columbia, South Carolina, Chapter 5, Buildings and Building Regulations, Article VIII, Absentee Landlord Regulation Program.

Mr. Baddourah left the meeting at 6:48 p.m.

ORDINANCES – FIRST READING

12. [Ordinance No.: 2016-025](#) – Authorizing the City Manager to execute a Fifth Amendment to Lease between the City of Columbia and Old Boy Properties, LLC for property consisting of 100± acres in Richland County, South Carolina being a portion of the property formerly owned by Columbia Venture, LLC and Sunday School, LLC – *Approved on first reading.*

Upon a motion made by Mayor Benjamin and seconded by Ms. Devine, Council voted unanimously to give first reading approval to Ordinance No.: 2016-025 – Authorizing the City Manager to execute a Fifth Amendment to Lease between the City of Columbia and Old Boy Properties, LLC for property consisting of 100± acres in Richland County, South Carolina being a portion of the property formerly owned by Columbia Venture, LLC and Sunday School, LLC.

13. [Ordinance No.: 2016-026](#) – Granting an encroachment to Arnold Companies for installation and maintenance of two (2) brick retaining walls with railings; eight (8) areas of brick pavers; two (2) handicap ramps with railings; two benches landscaping and irrigation systems within the right of way areas of the 1300 block of Assembly Street and 1100 block of Lady Street adjacent to its building – *Approved on first reading.*

Upon a motion made by Mayor Benjamin and seconded by Mr. Davis, Council voted unanimously to give first reading approval to Ordinance No.: 2016-026 – Granting an encroachment to Arnold Companies for installation and maintenance of two (2) brick retaining walls with railings; eight (8) areas of brick pavers; two (2) handicap ramps with railings; two benches landscaping and irrigation systems within the right of way areas of the 1300 block of Assembly Street and 1100 block of Lady Street adjacent to its building.

RESOLUTIONS

14. [Resolution No.: R-2016-027 \(Updated\)](#) – Authorizing the City Manager to execute an Intergovernmental Agreement between the City of Columbia and Richland County relating to the Widening and Improvement of North Main Street Between Anthony Avenue and Fuller Avenue – *Approved*

Mayor Benjamin moved to approve Resolution No.: R-2016-027.

Councilor Plaugh asked staff to clarify the budget for this project.

Ms. Melissa Gentry, P.E., Assistant City Manager for Operations explained that the total budget is the same, but the estimated budget was \$11.3 million; the City is now obligated to \$3.8 million from water and sewer and the total project budget is \$45,335,000. We received approval to re-evaluate the original traffic study to determine if the stacking length of the median is required or if it can be reduced. We will re-evaluate the information in an attempt to accommodate the request to allow residents to turn onto Avondale.

Councilor Plaugh moved to amend the motion by accepting the modified budget.

Upon a motion made by Mayor Benjamin and seconded by Mr. Davis, Council voted unanimously to approve Resolution No.: R-2016-027 (Updated) – Authorizing the City Manager to execute an Intergovernmental Agreement between the City of Columbia and Richland County relating to the Widening and Improvement of North Main Street Between Anthony Avenue and Fuller Avenue, subject to accepting the modified budget.

15. [Resolution No.: R-2016-033](#) – Authorizing the City Manager to execute an Intergovernmental Agreement between the City of Columbia and Richland County for the Hollywood Hills Sewer Project – *Approved*

Upon a motion made by Ms. Devine and seconded by Ms. Plough, Council voted unanimously to approve Resolution No.: R-2016-033 – Authorizing the City Manager to execute an Intergovernmental Agreement between the City of Columbia and Richland County for the Hollywood Hills Sewer Project.

16. [Resolution No.: R-2016-034](#) – Continuing Support of the Commitment to Working towards Undergrounding Columbia's Utilities along the Shop Road widening and the Bluff Road Phase 2 widening – *Approved*

Upon a motion made by Mr. Davis and seconded by Mr. Duvall, Council voted unanimously to approve Resolution No.: R-2016-034 – Continuing Support of the Commitment to Working towards Undergrounding Columbia's Utilities along the Shop Road widening and the Bluff Road Phase 2 widening.

CITY COUNCIL DISCUSSION / ACTION

17. General Fund Funding Requests

Ms. Teresa Wilson, City Manager said you are being asked to take action on the earlier discussions presented during the work session. The requested funding for Black Expo is \$30,000 and \$83,800 for One Columbia.

Mayor Benjamin moved the appropriation of \$83,800 from the General Fund to One Columbia.

Councilor Devine moved approval of \$30,000 for Black Pages International from the Hospitality Tax Fund.

Councilor Plough supports the motion for Black Pages, but expressed concern about the number of groups that were substantially cut. We are picking out one group and deciding to allocate resources to them, but the others didn't have a chance to apply.

Upon a motion made by Ms. Devine and seconded by Mayor Benjamin, Council voted unanimously to approve the appropriation of \$30,000 to Black Pages International from the Hospitality Tax Fund. Mr. McDowell abstained from voting due to a conflict of interest.

Upon a motion made by Mayor Benjamin and seconded by Mr. Duvall, Council voted four (4) to two (2) to appropriate \$83,800 from the General Fund to One Columbia. Voting aye were Mr. Duvall, Ms. Devine, Mr. Davis and Mayor Benjamin. Voting nay were Mr. McDowell and Ms. Plaugh.

STAFF REPORTS

18. [Columbia Empowerment Zone, Inc. Update](#) – Ms. Felicia Maloney, Executive Director

Ms. Felicia Maloney, Executive Director presented a comprehensive development strategy for the Columbia Empowerment Zone, Inc. (CEZ). She outlined the tools and work activities used to create, retain, and reinvest wealth back into the community; she gave a summary of CEZ's history; and highlighted the vision, mission and values. She outlined the commercial loan benefits for renovated properties; the incentives that will support growth for small businesses; and the future initiatives that will impact training and assistance for economic development.

Councilor Devine inquired about the status of Phase III of the North Main Plaza.

Ms. Felicia Maloney, Executive Director of the Columbia Empowerment Zone, Inc. said an application has been submitted for tax credits and we are waiting for a response.

Councilor Plaugh said the corporation receives operation funding from the water and sewer fund.

Ms. Felicia Maloney, Executive Director of the Columbia Empowerment Zone, Inc. said CEZ funds its own operations costs, the city only funds staff's salary.

Councilor Plaugh asked for a description of revenue and operating funds.

Ms. Felicia Maloney, Executive Director of the Columbia Empowerment Zone, Inc. said they generate funds that they contribute back to businesses; the goal is to not burden the City of Columbia with our costs.

19. [Columbia Housing Development Corporation / Two Notch Development Corporation Update](#) – Ms. Gloria Saeed, Executive Director

Ms. Gloria Saeed, Executive Director of the Columbia Housing Development Corporation / Two Notch Development Corporation provided an overview of the 2014-2016 endeavors for affordable housing. The CHDC single family housing projects has seven (7) newly constructed houses; five (5) houses were sold, and three (3) are under contract. She stated the vision and mission for CHDC / TN Development; pointed out the partnership's support and funding; and distributed an annual report to Council. She presented the proposed development for the Pinehurst community, which will consist of 3.23 acres and sixty (60) garden home apartments. She highlighted the tools for empowering people through the Work It Up Job Training Scholarship Program, which has awarded over \$162,336.29 in scholarships to fifty (50) students for Quick Job Courses at Midlands Technical College. She noted that two students have successfully started their own business through this program and SC Legal Services has helped

sixteen (16) students with twenty-three (23) expungments. The corporation received \$8,000.00 in grant fund to contribute toward the City's "Bank On" initiative.

Councilor Duvall asked if the Pinehurst Community can be re-zoned to a single family development instead of 60 units.

Ms. Gloria Saeed, Executive Director of the Columbia Housing Development Corporation / Two Notch Development Corporation said the property was zoned for single family in 2007; TN Development Corporation purchased the property for the purpose of creating a multi-family development; and we are prepared to speak to the community about the concerns and how to move forward.

Councilor Duvall said he would like to participate in the discussions. He asked that corporation to consider developing brick homes in the community.

Mayor Benjamin said we get a lot of letters from various partners about developing affordable housing; we have to get more creative and work with our internal / external partners to help develop affordable units.

Councilor Devine said the quality of product is a testament; we have to keep in mind that it takes time to develop and reinvest back in the community; although developing brick houses is an option, the quality of product outweighs the concerns and it gets us to the goal that we want.

Councilor Plaugh said historically we wanted to protect and preserve our neighborhoods; she asked about the locational housing policy. She expressed concerns about additional multi-family housing near the Colony Apartments. She asked about the operational costs and program dollars.

Ms. Gloria Saeed, Executive Director of the Columbia Housing Development Corporation / Two Notch Development Corporation said the operational costs are paid through the TN Development Corporation; the city only funds CHDC salaries and benefits. She said the program dollars are sustained through grants and rental payments and we are constantly looking for other avenues for new development dollars.

Councilor Devine said statistically the decrease in homeownership is due to millennials not purchasing homes; it's not because of low income rentals; we need to be cognitive of this trend and develop a mixture of housing.

Councilor Davis asked to have a deeper discussion about affordable housing at a later date.

20. [Eau Claire Development Corporation Update](#) – Mr. Michael Strange, Executive Director

Reverend Richard Dozier, Chair of the Eau Claire Development Corporation reported that the corporation recognizes the need to chart a new course in order to meet the needs of the communities. The corporation underwent a strategic planning session last year that resulted in a strategic plan. He reported that they are operating in the black with no audit exceptions. He said the corporation is committed to promoting economic development, improving the quality of life

and erasing blight in the community.

Mr. Michael Strange, Executive Director of the Eau Claire Development Corporation said the vision for Eau Development is to help promote residential and commercial/retail development in the North Columbia area; the mission is to be a catalyst for economic development through job growth, commercial/retail development and housing renovation and creation. He reported that the corporation's finances have made a rebound and the total assets have increased. The corporation has built and sold six (6) homes in Burton Heights; launched the Work It Up Job Program; filled board vacancies; and achieved many other accomplishments. He reported that the corporation is a sub-recipient of the Neighborhood Initiative Program (NIP) and has partnered with local companies to assist with expansion. He said the corporation is assisting local colleges and creating jobs for students.

Councilor Plaugh asked how the corporation sustains its program activities, operational and salary expenses.

Mr. Michael Strange, Executive Director of the Eau Claire Development Corporation said operational and salary costs are funded through the city; we receive some rental income. He said we have 31 vacant lots; we are working towards the corporation can fully supporting itself.

Councilor Plaugh asked about impending resources.

Mr. Michael Strange, Executive Director of the Eau Claire Development Corporation said wherever funding is available through various grant or HOME dollars; we have looked at traditional financing and new market tax credits initiatives.

21. Columbia Development Corporation Update – Mr. Fred Delk, Executive Director

Mr. Fred Delk, Executive Director of the Columbia Development Corporation reported that the Columbia Development Corporation is 32 years old and it works as a public private partnership with commercial districts, corridors and private developers. He presented a film highlighting the many projects that the corporation participated in.

Councilor Plaugh asked how the corporation covers its staffing and operational costs.

Mr. Fred Delk, Executive Director of the Columbia Development Corporation explained that staffing and operational costs are covered through an annual grant; we have revolving funds that come from various projects; and we only come to the city when we need assistance with private development.

[OCTOBER 2015 HISTORIC FLOOD RECOVERY UPDATE](#) – Ms. Keely Thibodeaux, AIA, PMP, Principal for Landmark Consulting

Ms. Keely Thibodeaux, AIA, PMP, Principal for Landmark Consulting reviewed the recent milestones and immediate goals to include the completion of seventeen (17) remaining draft project worksheets by the end of April for submission to the State and FEMA for review. She

presented the City's flood recovery webpage at www.columbiasc.gov/flood, noting that the data is updated in real-time as information is received.

Councilor Duvall asked if there is a plan to ensure that we have correct addresses for individuals that were sent mitigation letters. We need to ask the people that were on Burwell Lane to ensure that people know that this funding is available.

Ms. Teresa Wilson, City Manager agreed to conduct additional due diligence.

Councilor Duvall asked if the receipt of flood insurance funds disqualifies someone from receiving federal funds.

Ms. Teresa Wilson, City Manager explained that there are specific criteria for the Disaster Recovery funds. The funds are for low income individuals and those with unmet needs.

Councilor Duvall inquired about a process to provide home owners with a letter of intent.

Ms. Keely Thibodeaux, AIA, PMP, Principal for Landmark Consulting said that will be a part of the process. We are at the beginning of the process of developing the program guidelines and the forms can be found online.

Councilor Plough concurred with Mr. Duvall and added that residents in the Crosshill Community have been affected as well. We have to be diligent because letters are sitting in mailboxes. She encouraged staff to reach out to every person impacted by the flood.

Mayor Benjamin suggested that staff check back with those who may have not been responsive.

APPOINTMENTS

22. [Accommodation Tax Advisory Committee](#) – *Consideration of this item was deferred.*

23. [Climate Protection Action Committee](#)

Upon a motion made by Mr. Davis and seconded by Ms. Devine, Council voted unanimously to approve the appointment of Mr. Christopher Goodman to the Climate Protection Action Committee as a District I representative.

24. [Columbia Housing Authority](#)

Upon a motion made by Mayor Benjamin and seconded by Mr. Davis, Council voted unanimously to approve the appointment of Mr. George Green and Mr. Ernest Cromartie, III, Esq. to the Columbia Housing Authority Board.

25. [Transportation Penny Advisory Committee](#)

Upon a motion made by Ms. Plough and seconded by Mr. Duvall, Council voted unanimously to approve the appointment of Mr. Phillip Simoneaux, II to the Transportation Penny Advisory Committee.

CITY COUNCIL COMMITTEE REPORTS/REFERALS

Upon a motion made by Mayor Benjamin and seconded by Mr. Duvall, Council voted unanimously to refer a discussion to the Technology Committee on the propriety of the process of Council members voting while participating remotely.

APPEARANCE OF THE PUBLIC

Mr. Jack Logan said Najeer Buggs was killed in July 2015 on Greene Street; he was an innocent kid. He asked City Council to not forget this kid. The CPD is working hard on this case. He insisted that this incident deserves attention. He requested assistance and participation from the City of Columbia at the Rally for Justice Event on May 13, 2016 at 2:00 p.m. at Lorick Park.

Dr. Germon Miller greeted the members of City Council.

Ms. Chiquita Davis invited everyone to a workshop on Sunday, April 24, 2016 at 3:00 p.m. at the Keenan High School Lecture Hall. Dr. Germon Miller will serve as the host, Ashra and Merira Kwesi will be the guest speakers and other presentations will be made during the program. Upon a motion made by Ms. Devine and seconded by Mr. McDowell, Council voted unanimously to reconvene Executive Session at 8:59 p.m. for the discussion of negotiations incident to proposed contractual arrangements as outlined as **Item 8** on the Work Session Agenda.

Council adjourned the meeting at 9:45 p.m.

Respectfully submitted by:

Erika D. Moore
City Clerk

Meeting Dates	Type of Meeting	Meeting Times
April 26, 2016	Budget Workshop <i>City Hall – 1737 Main Street – 2nd Floor Conference Room</i>	2:30-5:30 p.m.
May 3, 2016	Work Session <i>City Hall – 1737 Main Street – 2nd Floor Conference Room</i>	3:30 p.m.
	Council Meeting <i>City Hall – 1737 Main Street – Council Chambers – 3rd Floor</i>	6:00 p.m.
May 17, 2016	Work Session <i>City Hall – 1737 Main Street – 2nd Floor Conference Room</i>	3:30 p.m.
	Council Meeting <i>City Hall – 1737 Main Street – Council Chambers – 3rd Floor</i>	6:00 p.m.
	Zoning Public Hearing <i>City Hall – 1737 Main Street – Council Chambers – 3rd Floor</i>	7:00 p.m.

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.