



CITY OF COLUMBIA  
WORK SESSION MINUTES  
TUESDAY, APRIL 19, 2016  
CITY HALL – 1737 MAIN STREET  
2<sup>nd</sup> FLOOR CONFERENCE ROOM

The Columbia City Council met 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 3:34 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.

## **FINANCIAL REPORT**

### **[February 2016 Financial Report](#)**

Ms. Teresa Wilson, City Manager explained that she is considering if an extensive financial report will be presented during the evening meetings going forward.

There was a consensus of Council to review the financial reports in advance and submit questions to staff with the understanding that staff will present any pertinent information to Council publicly.

Councilor Devine asked when the bills for the multi-use venue will be closed out. She asked if there will be leftover funding that can be repurposed.

Mr. Gregory Tucker, Special Projects Administrator replied that all invoices should be received within the next 30 to 60 days and we are close to using all of the funding.

Councilor Plough asked when the \$1.5 deficit will be covered.

Mr. Gregory Tucker, Special Projects Administrator replied that the deficit will be covered by Hardball and they are waiting on the amount.

## **CITY COUNCIL DISCUSSION**

1. **[City Council Committees](#)** – The Honorable Mayor Stephen K. Benjamin

The members of Council established the following City Council Committees by way of a round-robin selection process with the committee chair being established in order of seniority.

**Administrative Policy Committee**

*This committee reviews matters related to city policies.*

The Honorable Edward McDowell, Chair  
The Honorable Sam Davis  
The Honorable Howard Duvall

**Arts & Historic Preservation Committee**

*This committee reviews matters related to cultural and performing arts and historic preservation.*

The Honorable Moe Baddourah, Chair  
The Honorable Howard Duvall  
The Honorable Edward McDowell

**Economic & Community Development Committee**

*This committee reviews matters related to economic, community and neighborhood development.*

The Honorable Sam Davis, Chair  
The Honorable Tameika Isaac Devine  
The Honorable Moe Baddourah

**Environment & Infrastructure Committee**

*This committee reviews matters related to green space; water quality; road; and buildings.*

The Honorable Tameika Isaac Devine, Chair  
The Honorable Leona K. Plough  
The Honorable Moe Baddourah

**Public Safety Committee**

*This committee reviews matters related to public safety, including animal services, code inspection, Municipal Court and other matters related thereto.*

The Honorable Leona K. Plough, Chair  
The Honorable Sam Davis  
The Honorable Edward McDowell

**Technology Committee**

*This committee reviews matters related to Information Technology.*

The Honorable Howard Duvall, Chair  
The Honorable Tameika Isaac Devine  
The Honorable Leona K. Plough

2. Administrative Policies and Procedures – The Honorable Leona K. Plough

Ms. Jeanne Lisowski, Esq., Assistant City Attorney reviewed the proposed administrative policies and procedures with City Council.

*Article II. Mayor, Council and City Manager, Section 2-51. Meetings; Time and place of regular meetings; special meetings; meetings to be open to public*

Councilor Plough suggested that Council not specify when work sessions are to be held.

Councilor Duvall clarified that votes can be taken in executive session to adjourn or to return to public session.

*Section 2-53. Meeting agenda*

Councilor Plough suggested that Section 2-53 be modified to provide more detail for the agenda outline, but not as much detail as proposed.

*Section 2-56. Voting Requirements*

There was a consensus of Council to refer a review of voting while participating remotely to the City Council Technology Committee.

*Section 2-54. Voting requirements in the current code (conflict of interest)*

There was a consensus of Council that members shall not remain in the room when he/she has stated a conflict of interest.

*Section 2-33. City Manager and Section 2-207. Award of Contracts*

Councilor Devine inquired about the duration of a State of Emergency.

Councilor Plough inquired about the criteria for declaring a State of Emergency.

Ms. Jeanne Lisowski, Esq., Assistant City Attorney agreed to provide the requested information. She asked Council to contact her with additional questions and changes.

3. [Hospitality Tax Audit Proposal](#) – Ms. Teresa Wilson, City Manager

Ms. Teresa Wilson, City Manager explained that Mr. Palen worked with the City's external auditor and others to obtain information in response to Mr. Baddourah's request for a hospitality tax audit. She said we have a general proposal and we need feedback from Council on how to proceed.

Mr. Jeff Palen, Assistant City Manager for Finance and Economic Services / Chief Financial Officer suggested a consultant engagement with an auditor to review all expenditures or a sample of the expenditures. He estimated that the cost of an audit would range from \$10,000 to \$20,000.

There was a consensus of Council to authorize the City Manager to hire an auditor to conduct a compliance review of all receipts that have been received from all internal and external recipients of the hospitality tax fund during fiscal year 2014/2015, in accordance with the City's procurement code.

4. [Auditor Engagement](#) – Mr. Jeff Palen, Assistant City Manager for Finance and Economic Services / Chief Financial Officer – *Consideration of this item was deferred.*
5. General Fund Funding Requests – Ms. Teresa Wilson, City Manager
  - Sustainable Midlands
  - [Black Pages USA](#)
  - One Columbia

Ms. Teresa Wilson, City Manager explained that requests have been sent to her office that she needed to bring to City Council's attention. She explained that Sustainable Midlands is asking to carry forward funds for a second year, but they haven't sent any information explaining why. She did not recommend carrying forward the funds for another year, but she agreed to look at this in next year's budget. She noted that this would provide \$37,000 in the General Fund that can be utilized for additional funding requests. She explained that Black Pages USA has requested \$30,000 to supplement their reduction in hospitality tax funding. She said One Columbia is seeking to sustain their efforts for the remainder of this fiscal year and upcoming years. She said \$83,800 is needed for One Columbia to operate for the remainder of this fiscal year. She suggested that an agreement be entered into with One Columbia. She suggested that the City also have an agreement with all organizations that receive funding from the General Fund.

Ms. Libby Gober, Executive Assistant to City Council noted that staff reviewed the expenses for One Columbia to determine what was eligible. She also noted that the City of Columbia has not given One Columbia any funding since October 2015. She said that \$83,800 is needed to make One Columbia whole for this fiscal year.

Mr. Jeff Palen, Assistant City Manager for Finance and Economic Services / Chief Financial Officer suggested that One Columbia have a similar setup as a development corporation.

There was a consensus of Council to establish an agreement with deliverables between the City of Columbia and One Columbia for a general fund allocation of \$83,800 with the balance of funding for eligible expenditures coming from the hospitality tax fund for this current fiscal year and going forward.

Councilor McDowell abstained from discussing funding for Black Pages USA due to a conflict of interest.

Councilor Devine explained that the City funded Sustainable Midlands from the General Fund previously; they've had changes in leadership; and they have carried forward the City's funding for two years. She noted that the City's policy is to allow organizations to carry forward money for one year.

Ms. Autumn Perkins, Executive Director of Sustainable Midlands explained that the Board of Sustainable Midlands wants to push forward with the larger outreach goals of My River Starts Here. She said Sustainable Midlands operated on a limited timeframe for storm water marketing and only spent up to \$3,500.

Ms. Teresa Wilson, City Manager agreed to draft a scope of work for an agreement with Sustainable Midlands for fiscal year 2016/2017. She urged Council to consider entering into agreements with these organizations for general fund deliverables that will be administered by a department head.

Councilor Devine explained that this is a supplemental application from Black Pages; their funding was cut in half and has been cut substantially over the last five years. She noted that the Black Expo is next month. She suggested that the funding released from Sustainable Midlands can be used for the Black Pages USA request.

Councilor Plough expressed concerns about how to distinguish between the Black Expo and other groups whose funding has been cut as well.

Mr. Darrin Thomas, President of Black Pages USA said he asked for \$30,000 and City funding will represent one-third of their funding. He said the funding will help to maintain the character of the event. He noted that they've received \$37,500 this year.

Councilor Baddourah agreed to support the request from Black Pages from the hospitality tax fund, but noted that he cannot support funding from the general fund.

Mayor Benjamin noted that he is supportive of the requests from the South Carolina HIV/AIDS Council and Senior Resources for Meals on Wheels and the Foster Grandparents Program. He asked if a Notice of Funding Availability will be done from community promotions funding.

6. [Honorary Street Renaming Policy](#) – Ms. Melissa Gentry, P.E., Assistant City Manager

**EXECUTIVE SESSION** - Pursuant to S.C. Code §30-4-70(a)

Upon a motion made by Mr. Davis and seconded by Mr. Duvall, Council voted unanimously to enter into Executive Session at 5:45 p.m. for the discussion of **Items 7 and 8** as outlined.

7. Receipt of legal advice which relates to a pending, threatened, or potential claim or other matters covered by the attorney-client privilege – S.C. Code §30-4-70(a)(2)
  - *Tyra Mitchell, et al. v. City of Columbia*
  - *Torres v. City of Columbia*
  - *Venue License Agreement*
  
8. Discussion of negotiations incident to proposed contractual arrangements - S.C. Code §30-4-70(a)(2)
  - *Potential Land Swap*
  - *Capital City Stadium*
  
9. Discussion of employment of employee - S.C. Code §30-4-70(a)(1) – *This item was deferred.*
  - *City Manager Evaluation*

**Council adjourned the Executive Session at 6:10 p.m.**

Respectfully submitted by:

Erika D. Moore  
City Clerk