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June  
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# City Manager's Spotlight



TERESA WILSON  
COLUMBIA CITY MANAGER

## City Announces Rental Housing Regulations Ordinance

A new ordinance affecting residential property owners was announced by Columbia Police Chief Skip Holbrook and City leaders. Following the final approval of City Council on April 19, 2016, the **Rental Housing Regulations Ordinance 2015-099** is effective as of July 1, 2016.

This Ordinance repeals the 'Absentee Landlord Regulation Program' in its entirety and replaces it with the Rental Housing Regulations Ordinance (RHRO).

The RHRO requires all City of Columbia residential rental property owners to obtain a permit for each individual unit rented.

The Code Enforcement Division has mailed out 9,500 letters to rental owners notifying them of the new ordinance, meeting with individuals and answering questions by phone.

Rental property owners are encouraged to call the **Customer Care Center at 803-545-3300** or **Code Enforcement at 803-545-3430** with questions.

### DEADLINE/REQUIREMENTS:

Beginning July 1, 2016 and no later than October 1, 2016, all rental properties must have a valid rental permit and a responsible local representative within a 45 mile radius. The representative can be utilized by out-of-town rental properties owners to assist in meeting the deadline.

Before a rental permit can be issued the owner or landlord must certify that the property complies with minimum safety standards.

If an owner or landlord is unsure if the property meets the minimum safety standards, inspections by Code Enforcement staff are available upon request.

**PLEASE NOTE:** Each individual property requires a separate permit which is non-transferable. The Rental Permit is good for 12 months from the time of issuance.

**GRACE PERIOD:** In an effort to allow time for property owners to adjust and plan for the new regulations accordingly, the City is offering a 90-day grace period to obtain the rental permit prior to any enforcement actions. If the deadline is not met, fines and additional penalties could be imposed.



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**APPLICATION PROCESS:** To review the new ordinance or to print out an application, visit the Columbia Police Department website: <http://www.columbiapd.net/rental-housing.html>.

Applications can be delivered or mailed to the Code Enforcement Division Office located at 1136 Washington Street, Columbia, SC 29201.

## **FREQUENTLY ASKED QUESTIONS:**

- **Who needs to get a Residential Rental Permit?**

*A residential rental permit is required for all residential rental units in the City of Columbia. If an owner resides on the property or if the unit is under a written contract to be bought by the occupant, a permit is not required. The Code Enforcement Division reserves the right to request documentation to support any exemptions.*

- **I have a Business License; Do I still need a rental permit?**

*Yes. If you have five or more rental units you are required to have a business license. However if you have a business license as a Professional Management Company the fee for the permit is waived. Please provide a copy of your business license with the application.*

- **How much does the permit cost?**

*The cost of the permit is \$25 a year per unit. However if you have a business license as a Professional Management Company the fee for the permit is waived. Please provide a copy of your business license with the application.*

- **Will the City mail me the application?**

*No. Unfortunately due to the large volume of applications Code Enforcement is unable to mail the application. To reiterate, the application is available online at <http://www.columbiapd.net/rental-housing.html> or available for pick up in the Code Enforcement Division.*

- **When do I have to get the permit?**

*The ordinance is effective as of July 1, 2016. We are accepting applications now and have set a grace period for compliance until October 1, 2016.*

- **Where do I get the permit?**

*The application is available online at <http://www.columbiapd.net/rental-housing.html> or available for pick up in the Code Enforcement Division at 1136 Washington Street, on the second floor. Rental permits will be issued beginning on July 1, 2016 at the same location. Permits will be available for pick up on July 1<sup>st</sup> for the applications received prior to that date.*

- **How long is the permit valid?**

*The permit is valid for one year from the date of issuance. If you have a specific date that you would like the permit to renew each year, we can set it to expire on that date and prorate any permit fee associated with it.*

- **Can anyone get the rental permit?**

*Either the owner of the property or a local agent can apply for the permit. The local agent can be a Professional Management Company. Any outstanding fees owed to the City must be paid prior to issuance of the permit. Both the owner and the designated local agent must sign the application.*

- **What if I have more than one rental unit?**

*A residential rental permit is required for each rental unit. The applications are designed to allow you to apply for as many permits as needed on one application. Please provide a separate self-checklist for each unit or request a courtesy inspection of the units by one of our inspectors.*

- **I have a family member who lives there; do I still need a permit?**

*If any person is paying rent, paying utilities or other fees, or similar in-kind services to the owner of the property, a permit is required.*

- **Am I required to hire a Professional Management Company?**

*No. A local agent is required within 45 miles of the City of Columbia. The local agent can be a relative or a friend that you designate to take responsibility of the property and serve as our primary contact.*

For more information, please contact the Code Enforcement Division at 803-545-3430.

# City Manager Appoints Three New Interim Directors

On Friday, June 10, the City Manager appointed three new interim directors due to the recent passing of the Director of the Community Development Department, Deborah Christie (formerly Deborah Livingston). Gloria Saeed, who currently serves as Executive Director for Columbia Housing and TN Development Corporations, both 501 c(3) affordable housing subsidiaries for the City of Columbia, will transition into Community Development's interim director. Michael Strange who is presently the Executive Director of the Eau Claire Development Corporation will fulfill Gloria's role as interim Executive Director for Columbia Housing & TN Development Corporations and Cecil Hannibal will be named interim Executive Director of the Eau Claire Development Corporation, fulfilling Michael's role. All appointed interim directors assumed their duties effective July 1, 2016.

**“The city experienced a major loss with the passing of Deborah, but she would want us to move forward to continue to provide the best possible services to our citizens. In this spirit I have taken steps to appoint three very capable professionals to various roles in our organization. These appointments will allow us to ensure seamless operations in our Community Development Department and two of our development corporations. It is beneficial that we were able to tap into our current employee pool of expertise to guarantee a smooth transition during this period of healing in our city family.”**

~City Manager Teresa Wilson



**Gloria Saeed**

### **Community Development's Interim Director, Gloria Saeed**

In Saeed's former role, she was responsible for the overall management and development of single-family housing for homeownership and multifamily housing rentals with combined assets totaling \$8.9 million. She worked with developers to plan and implement development projects and partners with other organizations to revitalize neighborhoods in targeted areas of the City of Columbia. She also worked closely with the board of directors and community leaders to maintain awareness of current needs and planning of future projects. Her recent accomplishments include the completion of the Lyon Street Redevelopment project consisting of six (6) new homes. In addition, her work includes experience in HUD Section 8 and commercial apartment rental with a portfolio totaling 204 units. Saeed started working with the City in 2002 as a loan officer in the Community Development Department.

Her other experience and accomplishments include:

- Management of federal dollars to include HOME, Community Development Block Grant (CDBG) and US Treasury funds;
- Job training program implementation and oversight;
- Homebuyer counseling;
- Development of operational policies and procedures;
- Former mortgage banker and business owner



**Michael Strange**

### **Columbia Housing and TN Development Corporations' Interim Executive Director, Michael Strange**

Michael C. Strange has been named the interim Executive Director for Columbia Housing and TN Development Corporations. Prior to his appointment, Strange served as the Executive Director of the Eau Claire Development Corporation for the City of Columbia since 2012. During his tenure, ECDC has built and sold six homes in the Burton Heights Subdivision, purchased commercial real estate properties and created a jobs initiative program. Additionally, he has successfully recruited a full complement of board members who have engaged in a strategic planning process as well as participated in board governance training.

Strange has also effectively balanced ECDC's budget which includes the management of federal funds for Eau Claire/North Columbia projects. His previous work experience includes 18 years as Vice President of Commercial Lending at Security Federal Bank, Wells Fargo and Bank of America in Columbia. He is certified as an Economic Development Finance Professional (EDFP) with the National Development Council and will complete his certification as an Economic Developer with the International Economic Developer Council in 2017.



**Cecil Hannibal**

### **Eau Claire Development Corporation's Interim Executive Director, Cecil Hannibal**

Cecil Hannibal previously worked as Deputy Director in the City of Columbia Office of Economic Development. He joined the city in 2010 as the City Loan Officer with the Office of Business Opportunities and has now been appointed as the interim Executive Director of the Eau Claire Development Corporation. Throughout his 25 year professional career he has served as a Vice President with Bank of America, Nations Bank, RBC Centura, Merrill Lynch, Fifth Third Bank, and City Executive with South Carolina Community Bank.

Hannibal is a member and graduate of the South Carolina Community and Economic Development Assoc., International Economic Development Council, and the Southern Economic Development Council. He also serves on the South Carolina Community Loan Fund New Market Tax Credit Advisory Board, North Columbia Business Association Board, Richland One Advisory Board and is currently an Airport Commissioner with the Jim Hamilton – LB Owens Airport.

# City Expands Hospitality District Recycling Program



The City of Columbia Solid Waste Division is pleased to announce the installation of 13 new recycling containers in Columbia's hospitality districts.

New blue containers will be installed along the sidewalks for public use in the City's three hospitality districts. Residents and visitors will be able to recycle plastic bottles, aluminum cans, newspaper and more while strolling the streets of Columbia. The hospitality recycling program began with the "Big Belly" recycling containers from Waste Management.

Five Points will be receiving the first set of new, blue recycling containers. The containers have been strategically placed in order to recover more materials using the "twin the bin" approach. Each recycling container will be placed next to a garbage container to help educate the reasons why waste reduction and recycling are important.

The hospitality district recycling program was made possible by grant funding. The City was awarded \$5,000 by PalmettoPride for the purchase of the Five Points containers.

The City was also awarded \$75,000 by DHEC's Office of Solid Waste Reduction and Recycling for the expansion of the single-stream program. The Vista and Main Street will also be receiving containers in the coming weeks.

The City of Columbia is committed to expanding the recycling program beyond curbside collection. The curbside program currently collects an average of 502 tons per month. In effort to reduce litter, save landfill space and save natural resources, the City is working to increase access to recycling and increase the amount of recovered materials.

The goal is to twin the bin in the hospitality districts. As the City is awarded additional grant funding, more containers can be placed in the hospitality districts to twin the bin.

For more information, please call Solid Waste at (803) 545-3800 or visit [www.columbiasc.net/solid-waste](http://www.columbiasc.net/solid-waste).

## TN Development Corporation, in partnership with Eau Claire Development Corporation, Reinstates the Work It Up Job Training Scholarship Program



The Work It Up (WIU) Training Scholarship Program is a grant-funded program designed to help individuals gain training through the Midlands Technical College QuickJobs Courses and to increase potential to gain employment earning a livable wage and benefits, improving the quality of life for families and strengthening communities.

Qualified participants must be residents within the incorporated areas of the City of Columbia, unemployed, or determined underemployed based on current skillsets and occupation, all applicants will be subject to criminal background checks and drug testing.

The TN Development Corporation, in partnership with Eau Claire Development Corporation applied for new funding through the Community Development Block Grant Program (CDBG) and they were awarded \$82, 657.60 to resume with the WIU program.

# City Hosts Groundbreaking Ceremony for Water Distribution and Wastewater Management Facilities

The City of Columbia held a groundbreaking ceremony for the new Water Distribution and Wastewater Management facilities on Wed., June 8 at 10 a.m. The project includes renovation of two existing buildings, a new 15,300 square foot administrative building, removal of 2.5+ acres of existing asphalt for landscaping and rain gardens, and reclamation of all asphalt on site.

The project is seeking Leadership in Energy and Environmental Design (LEED) green building Silver Certification. LEED is a globally recognized symbol of excellence in green building. Once registered, this will be the first LEED project for the City. The new facility will be located at 4011 West Beltline Blvd.



City leaders and community members break ground at the future Water Distribution and Wastewater Management facilities.

“We’re very excited about this project. For years, our water and wastewater maintenance staff have been packed very tightly in our existing facility. By moving into this new facility, it will give us an opportunity to expand and improve our operations,” Director of Utilities and Engineering Joey Jaco stated.

When the facility is completed approximately 300 – 400 employees will work in the new buildings, creating a workforce that will be engaged in the surrounding community, hopefully spurring economic vitality.

The Water Distribution and Wastewater Management facilities sustainable features include:

- Six rain gardens throughout the site will sustainably filter storm water and reduce runoff.
- A green roof on the Administration Building will reduce the heat island effect and further filter storm water.
- Landscaping has been designed to cut irrigation by 50% over standard usage.
- Low-flow fixtures reduce indoor water usage by 30%.
- Bicycle storage and changing rooms with showers encourage alternative transportation.
- Daylighting throughout the buildings, combined with sensors on light fixtures for daylight harvesting, and efficient LED lighting contribute to a reduction in energy usage by more than 30%.
- Sunshade systems on the exterior of the Administration Building, combined with ceramic frits (white opaque patterning on the glass) reduce solar gain at the windows.
- Low-Emitting materials, including sealants, paints, flooring and other materials improve air quality.
- Lighting and thermal efficiency are enhanced through a high degree of user controllability of systems, so that conditioning and lighting are not wasted where not needed or desired.
- Remediation of the existing brownfield site and encapsulation of existing hazardous subterranean materials improve the environment.
- During construction, 75% of waste will be either recycled or salvaged, with documentation provided by the contractor, as verification.
- At completion of construction, 20% of materials in the project will be recycled content, and 20% will be provided regionally, reducing both waste and carbon emissions due to transportation.

The facility will also include a 36,000 square foot warehouse, an 11,000 square foot conditioned storage, a small fully conditioned guardhouse, covered fleet storage, material and equipment storage, and an outdoor service bay and bulk material storage bins.

For more information, contact the Public and Media Relations Department at 803-545-3020. To learn more about LEED, visit [www.usgbc.org/leed](http://www.usgbc.org/leed).

# Community Development Receives John A. Sasso Award



On Friday, June 24, the National Community Development Association (NCDA) recognized the Community Development department as one of the winners of the 2016 John A. Sasso National Community Development Week Award during a special luncheon at the 47th NCDA Annual Conference in Milwaukee, WI.

The award was created as a means of recognizing community efforts to promote and celebrate the Community Development Block Grant (CDBG) Program and the HOME Investment Partnerships (HOME) Program during National Community Development Week which was celebrated this year on March 28 – April 2, 2016. National Community Development Week provides the opportunity for grantees, sub-recipients, beneficiaries, State and local partners, and the community to unite to celebrate and recognize CDBG and HOME by showcasing projects

and educating the community and Congressional Members on program benefits.

NCDA is a non-partisan, national non-profit membership-based organization that represents local government departments across the country that administers federally-supported community and economic development and affordable housing programs. NCDA is an association of people committed to assist local governments to achieve high quality, locally responsive programs for making communities better places in which to live and work, particularly for low- and moderate income people.

This year marks the 30th anniversary of National Community Development Week and the 16th anniversary of the John A. Sasso National Community Development Week Award. CDBG and HOME Allocated through the U.S. Department of Housing and Urban Development (HUD), the CDBG and HOME programs form the bedrock of federal assistance to local communities. Both programs have been shrinking in recent years due to federal budget cuts. Since FY 2010, CDBG has been cut by over 20% while the HOME program has been cut by over 50%, causing reductions in local programs that provide community development and affordable housing assistance. National Community Development Week and the John A. Sasso National CD Week Award provide the opportunity to draw national attention to the programs. The National Community Development Week Awards are named in honor of John A. Sasso, NCDA's founder and leading force in nationally promoting CDBG, HOME, NCDA, and its members.

The City of Columbia was recognized due to the "pop-up stations" that were hosted in each of the City's four council districts. At these stations, Community Development Department staff greeted residents; handed-out information on CDBG and HOME funded projects and informed the public about current CD programs and events. The City also planned a special media blitz involving street banners, social media posts, website announcements, press releases, end-of-week cookout downtown, and a large press conference with news media, program beneficiaries, elected officials, and other dignitaries.

The City's Public and Media Relations Department sent out information about National CD Week to local media outlets, uploading it to the City's website and posting it on the City's Facebook and YouTube sites as well as on Instagram and Twitter. Columbia's National CD Week culminated in a press conference attended by State and local elected officials, neighborhood leaders, and news and print media. During the week-long National CD Week celebration, Community Development staff physically spoke to more than 400 Columbia residents, many of whom were previously unaware of CDBG and HOME and their benefits to the community.

For more information, please contact Community Development at (803) 545-3373.

## Charles R. Drew Wellness Center 10 Year Anniversary Celebration and Pool Reopening



The City of Columbia and the Charles R. Drew Wellness Center celebrated the reopening of the wellness center's pool area on June 4, 2016.

The event included a celebration for the center's 10th anniversary and featured a Kids Healthy Snacks Showcase, the Columbia Housing Authority's Mobi-Rec bus and Kids Activity Zone (games, relay races, arts & crafts, flag football and more).

# Start Fresh! How to Enjoy Your Summer FUNds Workshops

During the month of June, citizens were invited to attend the Start Fresh! Financial Education Series hosted by the Community Development Department.

Participants learned tips on how to jumpstart a summer vacation fund, easy techniques to save and enjoy the summer the smart way!

During the series, there was also a focus on the importance of banking, budgeting, saving, building credit and homeownership.

The workshops were held on June 11, 18 and 25 at the Charles R. Drew Wellness Center from 9 AM - 1 PM, and included a light breakfast and lunch. Gift cards and certificates were awarded to participants upon completion.

To learn more about this series, please call Ron King at (803) 545-0280.



## Guided Wildlife Walks at Riverfront Park



The Parks and Recreation Department offered an insider's look at the diverse wildlife living in Riverfront Park during free guided walks in June.

Participants toured areas of Riverfront Park with the City's park rangers to learn about the animals such as birds, turtles, bugs and more who call Riverfront home.

Guests were encouraged to bring binoculars and field guides as well as any essentials like water, sunscreen, bug repellent, hats and sturdy walking footwear. The walks are free and open to the public:

- ◆ Tuesday, June 14 & 28: Participants discovered the abundant and diverse wildlife that inhabit Riverfront Park.
- ◆ Tuesday, June 21: Fish Passage: Participants learned about the historic Columbia Canal, the Broad River Diversion Dam, design and ecological importance of the Fish Passage and the Fish Passage.
- ◆ Saturday, June 25: On this ranger-guided walk, participants learned about the diverse birds found in the park.

For more information about future Wildlife Walks, please call the Parks & Recreation Department at 803-545-3100.

## About Teresa Wilson

Teresa Wilson is the City Manager for the City of Columbia, SC. For more details on the City Manager, visit [ColumbiaSC.net/City-Manager](http://ColumbiaSC.net/City-Manager). For more information about the City of Columbia, visit [ColumbiaSC.net](http://ColumbiaSC.net).

*Please do not hesitate to contact me with your concerns, suggestions and hopes for our City. I take pleasure in my service to each of you!*

All my best,

*Teresa Wilson*

