



CITY OF COLUMBIA
WORK SESSION MINUTES
TUESDAY, MAY 17, 2016
CITY HALL – 1737 MAIN STREET
2nd FLOOR CONFERENCE ROOM

The Columbia City Council met on Tuesday, May 17, 2016 at City Hall, 1737 Main Street, Columbia, South Carolina. The Honorable Mayor Stephen K. Benjamin called the meeting to order at 2:13 p.m. and the following members of Council were present: The Honorable Sam Davis, The Honorable Tameika Isaac Devine, The Honorable Moe Baddourah, The Honorable Howard E. Duvall and The Honorable Edward H. McDowell, Jr. The Honorable Leona K. Plough was absent. Also present were Ms. Teresa Wilson, City Manager and Ms. Erika D. Moore, City Clerk.

Councilor McDowell offered the Invocation.

Councilor Devine presented City Manager Teresa Wilson with tokens of appreciation in recognition of her birthday.

MARCH FINANCIAL REPORT

Councilor Plough said where we are with the General Fund is commendable. She asked staff to verify if we have \$38.6 million in revenue in the Water and Sewer Fund.

Ms. Jan Alonso, Finance Director said that is correct.

Councilor Plough sought clarification on the Water and Sewer CIP expenditures. She said we only spent \$42 million in nine months this year. She asked how we are going to spend \$140 million next year.

Ms. Teresa Wilson, City Manager said we need the positions to help get projects out the door.

Mr. Joey Jaco, Utilities and Engineering Director explained that we fully intend to encumber the \$120 million in this year's CIP and we have the same intent with the \$140 million in next year's CIP.

Ms. Jan Alonso, Finance Director said she will need to review the amount that has been encumbered this year.

Mr. Joey Jaco, Utilities and Engineering Director added that a \$30 million water plant project will be bid in June 2016 and there are other projects that aren't on this sheet.

Mayor Benjamin reiterated that the seventeen new positions are essential to this budget and will help get more projects out the door.

Ms. Teresa Wilson, City Manager said the proposed increase goes towards capital needs and not staffing.

Councilor Devine said it is important to know what was spent versus encumbered. She agreed that constituents need to understand this as well.

Councilor Plough requested a list of the projects budgeted in the CIP.

CITY COUNCIL DISCUSSION

1. City of Columbia Vision Statement and Work Plan – Ms. Teresa Wilson, City Manager

Ms. Teresa Wilson, City Manager sought feedback from City Council on the City of Columbia Vision Statement and Work Plan. She also shared Ms. Plough’s comments with Council.

Councilor Plough asked Council to make providing high quality city services the number one priority. She also asked that her other suggestions be taken into consideration.

Ms. Teresa Wilson, City Manager recalled that Council worked on the desired future states and we wanted to draft a streamlined document with an appendix; the five priorities aren’t listed in any particular order.

Councilor Devine said we would then need to order all of the priorities.

Councilor Davis said he would like to maintain flexibility in the way we impact all quality of life issues in this City.

Mayor Benjamin said we also have to create an environment for private sector capital and for people to flourish. He agreed that providing high quality city services is a priority that should be clearly articulated.

2. [Administrative Policies and Procedures](#) – Ms. Jeanne Lisowski, Esq., Assistant City Attorney

Ms. Jeanne Lisowski, Esq., Assistant City Attorney sought clarification on Sec. 2-9 related to rolling over Council expense accounts.

Councilor Duvall said Council directed that the language be removed and that we go back to rolling over expense accounts.

Ms. Jeanne Lisowski, Esq., Assistant City Attorney sought guidance on Sec. 2-54(d) related to members leaving Chambers without permission of the presiding officer.

There was a consensus of Council to leave this section as it currently is.

Ms. Jeanne Lisowski, Esq., Assistant City Attorney sought clarification on the current language in Sec. 2-58 regarding the appearance of citizens and the discretion of the Mayor to extend time limits on matters not requiring a vote.

There was a consensus of Council to impose the three-minute time limit for persons speaking on all agenda items and to post the current time limits. The presiding officer will enforce the three-minute time limit with the assistance of the City Manager and City Clerk.

Ms. Jeanne Lisowski, Esq., Assistant City Attorney explained that FEMA requires that emergency procurements go out for bid at \$150,000 and the City's requirement is \$25,000. She recommended that our procurement threshold amounts under an officially declared state of emergency, default to FEMA's standard. She said this has been vetted by our consultants, Landmark and Plexos.

Councilor Plough asked about the parameters for declaring a state of emergency.

Councilor Duvall added a requirement that any contract signed by the City Manager for \$50,000 or below be reported to City Council at the next meeting.

Ms. Teresa Wilson, City Manager agreed to provide a list of contracts that are executed.

Ms. Jan Alonso, Finance Director recommended that the City Manager report contracts that are executed in the amount of \$25,000 to \$50,000.

Ms. Jeanne Lisowski, Esq., Assistant City Attorney clarified that the existing Code requires Council to convene within 24-hours after the Mayor has declared a state of emergency.

Councilor Duvall asked Ms. Lisowski to draft an ordinance to allow remote participation and voting based on the 2005 Attorney General's opinion for Tega Cay that says you can allow remote voting during meetings.

There was a consensus of Council to allow the Technology Committee to review a draft ordinance for remote meeting attendance and voting.

3. [Fiscal Year 2016 / 2017 Proposed Budget](#) – Ms. Melisa Caughman, Budget & Program Management Director

Ms. Teresa Wilson, City Manager explained that we are delving into and seeking direction on items we've already discussed. She said we will schedule an annexation work session, but we are providing a brief update today for the sake of determining if you want to move forward with an annexation consultant, a city staff person dedicated to this effort or a combination of both.

General Fund

- [Annexation Update](#)

Mr. John Fellows, Planning Administrator provided an overview of the City's current annexation policy that was adopted in 1990, amended in 1992 and reaffirmed in 2009. He explained that the annexation priorities include donut holes, primary areas, secondary areas and long range areas. He presented maps of the City's boundaries in 2000 and 2015, while highlighting the areas that have been annexed during this time.

Councilor Davis inquired about a previous annexation initiative along Farrow Road where some residents opted out.

Mr. John Fellows, Planning Administrator explained that staff used the 100% method to reach out to residents on Farrow Road, which allowed residents to come in at their will. Under State law there is a 75% annexation process where we need 75% of the property owners and 75% of the land area to come into the City and then you can bring that extra 25% with you. He noted that we haven't used the 75% or the 25% process. He further explained that we have been obtaining covenants for almost twenty years when we provide water service to properties in the County. When the City's boundaries reach those covenant properties we can annex them.

Councilor Duvall said there are lots of opportunities on the map where we could use the election method. The area below Williams Brice Stadium to I-77 is ripe for the election method. He supported getting an annexation coordinator on board to work towards the boundaries that Council will decide upon.

Mayor Benjamin said we must commit ourselves to the project; we will annex some rich areas and some poor areas; we will annex some areas that will avail themselves to City services and some may come in with significant challenges. We must remain focused on the fact that we are trying to grow in an orderly manner that allows us to continue to serve the needs of the City consistent with delivering effective and efficient services to all people within the municipal boundaries of our City.

Councilor Baddourah said he would like to see staff's recommendation on the annexation method and resources needed for each priority area. He expressed concerns with contracting with someone to assist with annexations.

Ms. Teresa Wilson, City Manager suggested that a fulltime employee be hired, which was budgeted with a base salary of \$50,000. She also suggested that we carry forward approximately \$23,000 in contractual funding that Council set aside. This will give staff the ability to work with someone. She noted that Council can allocate additional funding to complement what staff will be doing.

Ms. Krista Hampton, Director of Planning and Development Services said staff would like to have the annexation work session with City Council to discuss the priorities and to make recommendations.

Councilor Plough said Council needs to know the financial impact of annexing certain areas. She noted that the process currently being used by staff has been very helpful.

Councilor Devine said staff's analysis is necessary, but it shouldn't be indicative of our decision. She recalled times when predominately African American areas were up for annexation, but weren't annexed because someone thought the cost to provide service was detrimental to the City. There has to be equity; we need to understand our role in growing this City; and we don't need to utilize that information to exclude parts of the City that need services. She noted that this predates most of the current members of Council. She agreed with moving forward with the FTE, but also agreed with having the contract as an option. She said we need to be strategic and forward thinking. She hopes the annexation coordinator will look at growth patterns.

There was a consensus of Council to fund the full-time annexation coordinator and to carry forward the contractual funding as requested.

- **General Capital Projects**

Ms. Melisa Caughman, Budget and Program Management Director presented the list of approved general capital projects that have been allocated partial funding. She noted that there is not funding in the proposed budget for the General Capital Projects. She said that funding could be reallocated from other projects or from fund balance. She asked that a portion of fund balance be reserved for future flood related activities. The total amount needed for fiscal year 2016/2017 is \$7,775,000. She recommended that Council fund the Fire Department Self Contained Breathing Apparatus in an additional amount of \$950,000; Finlay Park playground equipment replacement in the amount of \$175,000; and sidewalks at \$250,000 for a total amount of \$1,375,000. She reported that the Fire Chief is recommending the reallocation of funding from the Fire Departments Capital Improvement Program to fully fund the self-contained breathing apparatus, leaving a balance of \$150,000.

The members of Council considered the following: reallocate the Fire Department's priorities to fund the self-contained breathing apparatus in the amount of \$800,000; fund Finlay Park in the amount of \$175,000 with \$90,000 from fund balance and \$80,000 from the \$85,000 allocated for the construction of a daycare center at the Drew Wellness Center; direct staff to develop a plan for completing Southeast Park using the \$492,000 that was previously allocated; to allocate additional funding for Hampton Park in an amount up to \$350,000 from fund balance; and to allocate funding for an unidentified park project within District II.

Ms. Teresa Wilson, City Manager reiterated the recommendation to retain a portion of the fund balance until we receive all reimbursements from FEMA.

- **Community Promotions**

Ms. Melisa Caughman, Budget and Program Management Director reported that \$250,000 is included in the General Fund for Community Promotions. She said an additional \$180,000 has been identified from budget adjustments and can be reallocated for other needs. She presented a listing of external requests that have been submitted for consideration.

Councilor Devine noted that COR isn't on the list for \$50,000.

Ms. Teresa Wilson, City Manager explained that during last year, the City engaged with Ron Morris to prepare a NCAA basketball tournament bid and we need to extend his contract for another six (6) months in the amount of \$28,800.

Ms. Jeanne Lisowski, Esq., Assistant City Attorney explained that she reviewed the majority of the requests and she expressed concerns about whether a branding initiative qualifies as a public purpose. She further explained that a lump sum grant agreement with a non-profit that meets a public purpose is acceptable. She suggested that organizations request funding on a lump sum basis and not for a specific item in its budget.

Mayor Benjamin recommended that Council sequester \$60,000 for the North Columbia Business Association (NCBA) branding initiative until we determine that the request meets eligibility. He also made the following funding recommendations:

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| Alston Wilkes | \$6,500 |
| Antioch Senior Center | \$10,000 |
| Columbia Council of Neighborhoods | \$7,000 |
| Community Relations Council | \$65,000 |
| Federation Center of the Blind of South Carolina | \$9,000 |
| Free Medical Clinic | \$9,000 |
| Lourie Center | \$35,000 |
| Mental Illness Recovery Center, Inc. (MIRCI) | \$50,000 |
| Senior Resources | \$135,000 |
| Sister Care | \$8,500 |
| SC HIV/AIDS Council (SCHAC) | \$40,000 |
| Special Olympics | \$15,000 |
| COR | \$45,000 |
| City Year | \$45,000 |
| Ron Morris | \$28,800 |
| Healthy Learners | \$10,000 |
| Total | \$518,800 |

There was a consensus of Council to consider the funding adjustments during the evening meeting.

Councilor Baddourah directed staff to prepare the budget accordingly to allocate \$350,000 from the fund balance to complete Hampton Park.

Water & Sewer Fund – *This portion of the budget was not discussed.*

Storm Water Fund

- [Discussion of bond to complete identified projects citywide](#)

Mayor Benjamin expressed support for staff's recommendations that were outlined in the memo. He asked that staff conduct more due diligence as it relates to a citywide initiative.

Ms. Devine left the meeting at 5:37 p.m.

Hospitality Tax Fund

- Budget Review
- [Discussion of Hospitality Tax Bond to Complete Identified Projects](#)

Mayor Benjamin suggested that the City engage in a contract with the Museum of Art for \$1 million over four to five years for capital repairs to a City building; a contract with EdVenture over two years for a total of \$250,000; and reserve the right to determine how to address the request from the Historic Columbia Foundation at a later date.

Councilor Duvall agreed, noting that he would rather do five years for the Museum of Art at \$200,000 per year.

Mayor Benjamin suggested that Council not roll over any hospitality tax funds, but instead appropriate any remaining balance to the Hospitality Tax Advisory Committee.

Ms. Melisa Caughman, Budget and Program Management Director noted that there is a \$50,000 Hospitality Tax fund balance.

Mayor Benjamin suggested that Council allocate \$200,000 to the Columbia Museum of Art for five years; \$125,000 to EdVenture for two years; and to not carry forward funds from the Hospitality Tax Fund, but instead allocate those funds to the Hospitality Tax Committee for appropriation to organizations. He explained that the City will not issue a hospitality tax bond and the two organizations will have to move forward to secure the funds needed to improve these facilities.

Ms. Melisa Caughman, Budget and Program Management Director noted that there are several requests that haven't been addressed and several groups have submitted applications to the committee.

Ms. Libby Gober, Executive Assistant to City Council explained that Council already designated \$108,000 from the \$225,000 for the Vista Guild; the Capital City Shag Club is requesting funding for a separate event; Capital City Ballet is requesting funding for the Emmanuel 9 Ballet. She explained that the Classical Ballet's request is to become a line item and for an additional \$125,000. She noted that they also have a request in with the committee. The Columbia Museum of Art requested a 3% increase. She continued to explain that the Miss South Carolina Pageant, the Regional Sports Council and the National Collegiate Marching Band do not have requests in with the committee.

Mayor Benjamin suggested that Council not consider the additional funding for the Columbia Classical Ballet, the Columbia Museum of Art or EdVenture. He said the Clean and Safety Team has been taken care of and we will not consider the City Center Partnership's request to be a line item. He expressed his support for Shagging on Main, the Emmanuel 9 Ballet, the Miss South Carolina Pageant, and Fort Jackson's Army Ball.

Ms. Libby Gober, Executive Assistant to City Council explained that a committee is working to secure the National Collegiate Marching Band Championship in Columbia and the Regional Sports Council is working to bring additional sporting events to the City.

There was a consensus of Council to support the following allocations:

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|--|------------------|
| Capital City Shag Club – <i>Shagging on Main</i> | \$20,000 |
| Columbia City Ballet – <i>Emanuel 9 Ballet</i> | \$50,000 |
| Regional Sports Council – <i>Miss SC Pageant</i> | \$25,000 |
| National Collegiate Marching Band Championship | \$10,000 |
| Fort Jackson Army Ball | \$10,000 |
| Total | \$115,000 |

Mr. John Whitehead, Chair of the Hospitality Tax Advisory Committee said he was going to request additional funding for the committee. He reported that they've received ten new applications. He asked Council to consider an annual percentage increase in the funding allocated to the committee. This would allow the committee to keep applicants whole and fund new applications.

Mayor Benjamin said he would like to transfer less hostility tax funds to the General Fund.

- [Hospitality Tax Guidelines](#)

Ms. Teresa Wilson, City Manager sought Council's authorization to post the proposed Hospitality Tax Guidelines that have been approved by the Legal Department.

There was a consensus of Council to endorse the proposed Hospitality Tax Guidelines.

- Update on Hospitality Tax Agreed Upon Procedures

Ms. Teresa Wilson, City Manager stated that the agreed upon procedures are moving forward and the engagement is underway. She sought clarification on the funding source for the Columbia Museum of Art, EdVenture and the other external organizations.

Councilor Duvall explained that funding will come from the committee's allocation.

Accommodations Tax Fund – *This portion of the budget was not discussed.*

- Budget Review

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

4. Receipt of legal advice which relates to matters covered by the attorney-client privilege – S.C. Code §30-4-70(a)(2) – *These items were discussed in Executive Session. Please refer to Item 44 on the Council Meeting Agenda.*
 - *Pedicabs*
 - *Delores Cooper v. City of Columbia*
 - *Venue License Agreement*
5. Discussion of negotiations incident to proposed contractual arrangements - S.C. Code §30-4-70(a)(2) – *These items were discussed in Executive Session. Please refer to Item 45 on the Council Meeting Agenda.*
 - *Homeless Coordinator*
 - *NiAmerica*

Without objection, Council adjourned the Work Session at 6:07 p.m.

Respectfully submitted by:

Erika D. Moore
City Clerk