



COLUMBIA CITY COUNCIL MEETING AGENDA TUESDAY, SEPTEMBER 16, 2025

The Columbia City Council will conduct a Work Session on Tuesday, September 16, 2025 at 2:00 p.m. at City Hall (Mayor's Conference Room), 1737 Main Street, Second Floor, Columbia, SC 29201. The meeting can be viewed online at www.columbiasc.gov. Please contact the City Clerk's Office at (803)545-3045 or cityclerk@columbiasc.gov if you have questions regarding the meeting.

The Honorable Daniel J. Rickenmann, Mayor

The Honorable Edward H. McDowell, Jr., District II ▪ The Honorable William Brennan, District III

The Honorable Aditi Bussells, At-Large ▪ The Honorable Tina N. Herbert, District I

The Honorable Peter M. Brown, District IV ▪ The Honorable Tyler D. Bailey, At-Large

CALL TO ORDER

INVOCATION

CITY COUNCIL DISCUSSION

1. Solid Waste Division Route Balance Plan - Mr. Robert Anderson, Public Works Director and Ms. Samantha Yager, Solid Waste Superintendent
2. Fiscal Year 2025/2026 Special Revenue Allocations - Ms. Missy Caughman, CPM, MPA, Assistant City Manager / Strategic Initiatives & Innovation

EXECUTIVE SESSION

3. Receipt of legal advice relating to matters covered by attorney-client privilege pursuant to S.C. Code §30-4-70(a)(2)
 - *Short-Term Rentals*
4. Discussion of negotiations incident to proposed contractual arrangements pursuant to S. C. Code §30-4-70(a)(2)
 - *Project Dream*
5. Discussion of the employment of an employee pursuant to §30-4-70(a)(1)
 - *Municipal Court Judges*

ADJOURNMENT



MEETING DATE: September 16, 2025

DEPARTMENT: City Clerk

FROM: *Erika Hammond, City Clerk*

SUBJECT: Solid Waste Division Route Balance Plan - Mr. Robert Anderson, Public Works Director and Ms. Samantha Yager, Solid Waste Superintendent

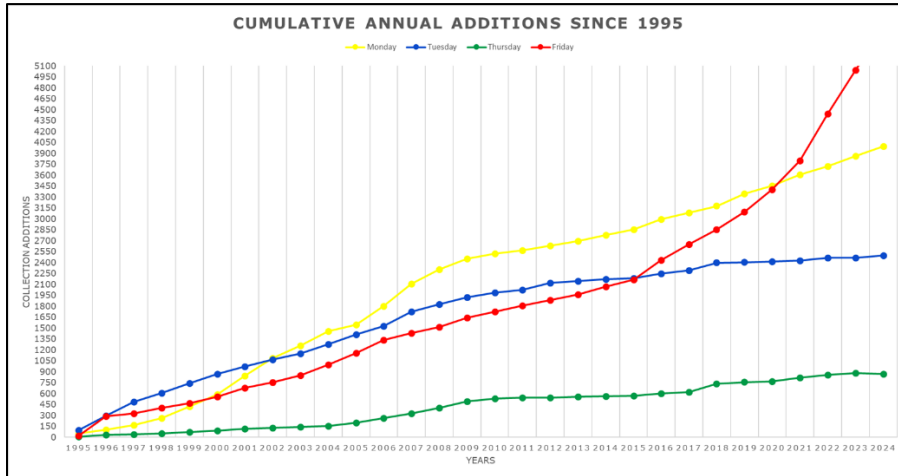
FUNDING SOURCE & ORIGINAL BUDGET:

ATTACHMENTS:

- Reroute Council Briefing_09-16-2025 (PDF)
- Reroute Communications Plan (PDF)
- Reroute Change Maps (PDF)

Solid Waste Division Route Balance Plan

The Solid Waste Division has been working on a route balancing project for our garbage and recycling services for the past couple of years. This change will affect about 10,000 customers services, but will make the collection of garbage and recycling more effective and efficient for the City. The additional trucks and personnel are currently in-place and properly trained.



Why?

The last time the Division completed a route balance was in 1991 when curbside recycling was added and twice per week garbage collected was reduced.

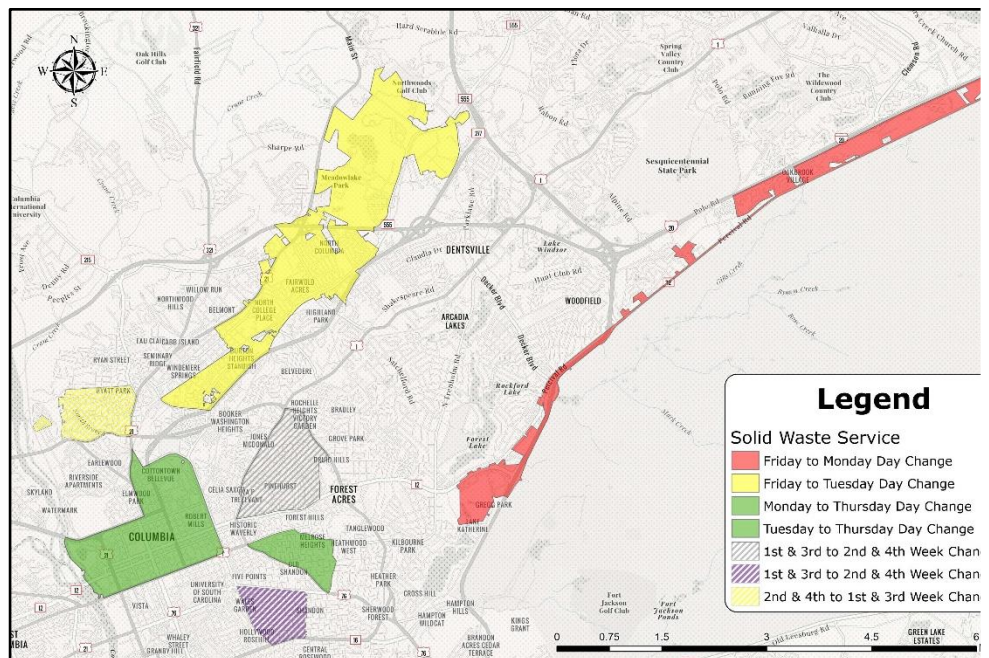
The growth of the City was unexpected when drawing the maps in 1991 and there has been exponential growth in the Monday and Friday areas, which has led to running a disproportionate number of trucks each day. This has led to the inability to properly maintain our fleet, incurring unbudgeted overtime and jeopardizing the safety of our employees.

Because of the imbalance, crews may be working in the dark as our service footprint continues to grow until this route balance is implemented.

Communications Plan

Approved by the Public Relations, Marketing and Media Department, the plan reflects a very direct communications method to ensure only the impacted customers receive accurate and timely information.

- Mailers to specific addresses
 - Letter- 45 days out
 - Letter and color-coded magnet- 30 days out
 - Postcard- 15 days out
- Update ReCollect notifications- 2 weeks out
- Update forward-facing GIS and Cityworks
- CCN meetings- 9/25 and 10/23
- Additional phone coverage



Service Interruptions

The schedule change is formulated so that every resident will continue to have weekly garbage service. No one will be without service for more than a week. While we understand this is going to be an adjustment for our residents, the Division is committed to providing the number one service and will be accommodating our residents who call in that may have missed their new service day or need an extra pickup between the old and new service days.

Proposed Dates

The Division is proposing to start the new routes on Monday, November 10, 2025. All residents will have at least two garbage services and one recycling service on the new schedule before the Thanksgiving holiday. The Thanksgiving service shift will remain the same as year's past.

Map Area	Garbage Change	Recycling Change	Qty.	Letter	Letter + Mag	Postcard	First Ser
Red	Friday to Monday	N/A	1,321	9/22/2025	10/13/2025	10/27/2025	11/10/
Yellow	Friday to Tuesday	N/A	2,553	9/22/2025	10/13/2025	10/27/2025	11/11/
Green	Monday to Thursday	N/A	1,168	9/22/2025	10/13/2025	10/27/2025	11/13/
Green	Tuesday to Thursday	N/A	1,108	9/22/2025	10/13/2025	10/27/2025	11/13/
Hash Purple	N/A	1st and 3rd to 2nd and 4th Th	1,463	9/22/2025	10/13/2025	10/27/2025	11/13/
Hash Gray	N/A	1st and 3rd to 2nd and 4th Fri	1,659	9/22/2025	10/13/2025	10/27/2025	11/14/
Hash Yellow	N/A	2nd and 4th to 1st and 3rd Tu	1,068	9/22/2025	10/13/2025	10/27/2025	11/18/
			10,340				



Solid Waste Division

Reroute Communications Plan

The Solid Waste Division will be sending two letters, a color-coded magnet and a postcard to communicate the new service days to the impacted residents. Because the reroute only affects a small portion of our service base, the best plan is to directly mail information.

First Letter



Notice of Service Changes

Dear City of Columbia Resident,

The City is committed to providing the highest level of customer care and constituent service. The City will be balancing the Solid Waste routes and changing service days to accommodate for growth.

In November, the City of Columbia will be changing service days for your garbage and recycling collections. You will receive a second letter with an enclosed kitchen magnet and a reminder postcard closer to your effective date.

Your new service schedule:
Garbage - Mondays
Recycling - 1st and 3rd Mondays

The new schedule will be effective: Monday, November 10, 2025

To help ease this transition, the City has the Waste Wizard mobile application and website reminder system. You can sign up for your new notifications by downloading the free "Columbia, SC Solid Waste" app on iPhone and Android. You can also sign up for an email, text or phone call by visiting www.columbiasc.gov/solid-waste/recycling/waste-wizard. This notification system will be automatically updated with your new collection schedule. By scanning the QR code, you can go directly to our website.



For questions or more information, please reach out to the Solid Waste Division at 803-545-3800.

Second Letter



Notice of Service Changes

Dear City of Columbia Resident,

The City is committed to providing the highest level of customer care and constituent service. The City will be balancing the Solid Waste routes and changing service days to accommodate for growth.

In order to provide world-class services, the City of Columbia will be changing your service days for garbage and recycling collections. Your new service schedule is below and on the enclosed kitchen magnet.

Your new service schedule:
Garbage - Mondays
Recycling - 1st and 3rd Mondays
The new schedule will be effective: Monday, November 10, 2025

Your garbage cart will be serviced on Friday, November 7 and again on Monday, November 10 on your new collection schedule.

Your first and third recycling service will begin on Monday, November 17, 2025.

You can sign up for notifications by scanning the QR code or downloading the free "Columbia, SC Solid Waste" app on iPhone and Android. You can also sign up for an email, text or phone call by visiting www.columbiasc.gov/solid-waste/recycling/waste-wizard. This notification system will be automatically updated with your new collection schedule.



For questions or more information, please reach out to the Solid Waste Division at 803-545-3800.

Kitchen Magnet

CITY OF COLUMBIA

RECYCLING MATERIALS GUIDE

REDUCE - REUSE - RECYCLE

For more information, please visit www.ColumbiaSC.gov or call Solid Waste at 803-545-3800.





Paper & Cardboard

Newspaper & Junk Mail

Flattened Cardboard

Cereal & Tissue Boxes

Empty, Rinse & Replace Cap

Plastic Bottles

Glass Bottles & Jars

Plastic Containers

Aluminum Cans

Metal Cans

Food & Juice Cartons

KEEP OUT

Plastic Bags

Food Waste

Cords & Wires

Yard Waste

Service Days

Garbage: Mondays

Recycling: 1st & 3rd Mondays

Color Coordination

- 8 versions of the magnet with 8 different colors
- Represents 8 different route areas
- Assist with effectively answering customer calls
- Helps admin, supervisors and collection staff with service boundarie and customer response time
- Worked extremely well with internal staff and external customers in 2015 with recycling changeover

Front of Postcard

Your collection schedule is changing!

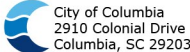
Don't be the last one to have your cart out!





Back of Postcard

Dear City of Columbia Resident,



City of Columbia
2910 Colonial Drive
Columbia, SC 29203

This is a friendly reminder that your garbage and recycling services are changing. Your new service starts on October 13, 2025.

By scanning the QR code below, you can go directly to our website to sign up for notifications.

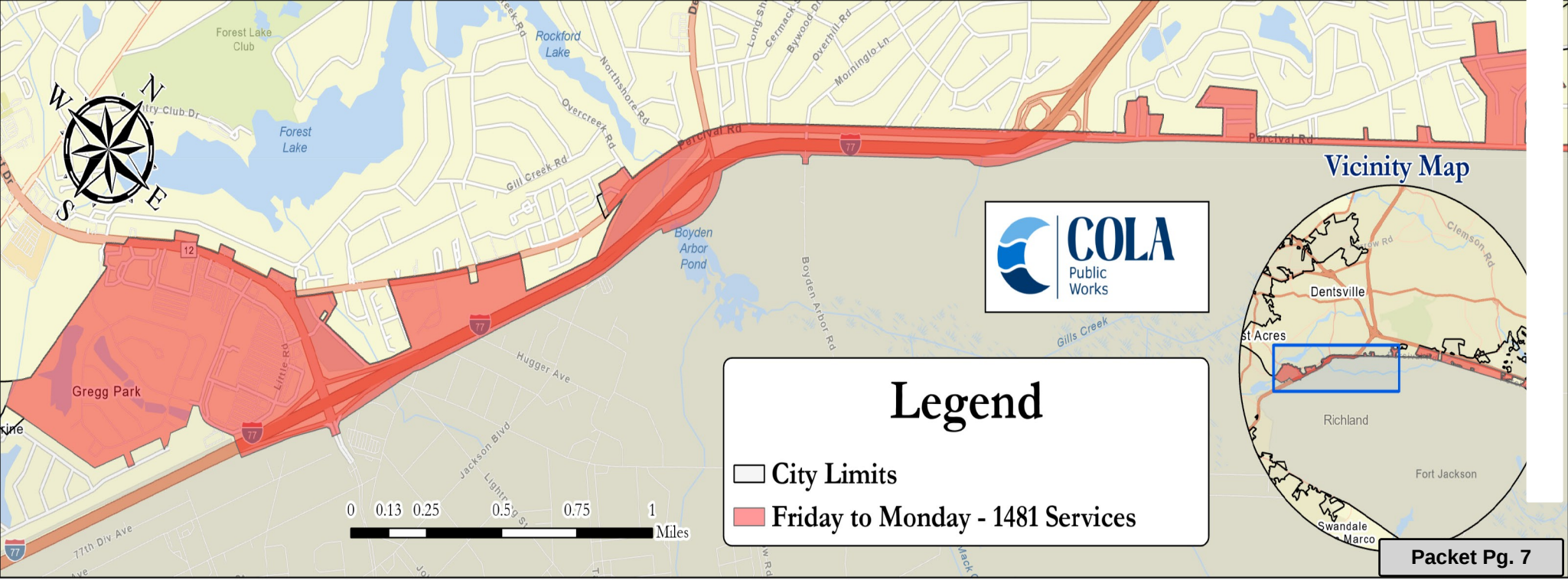
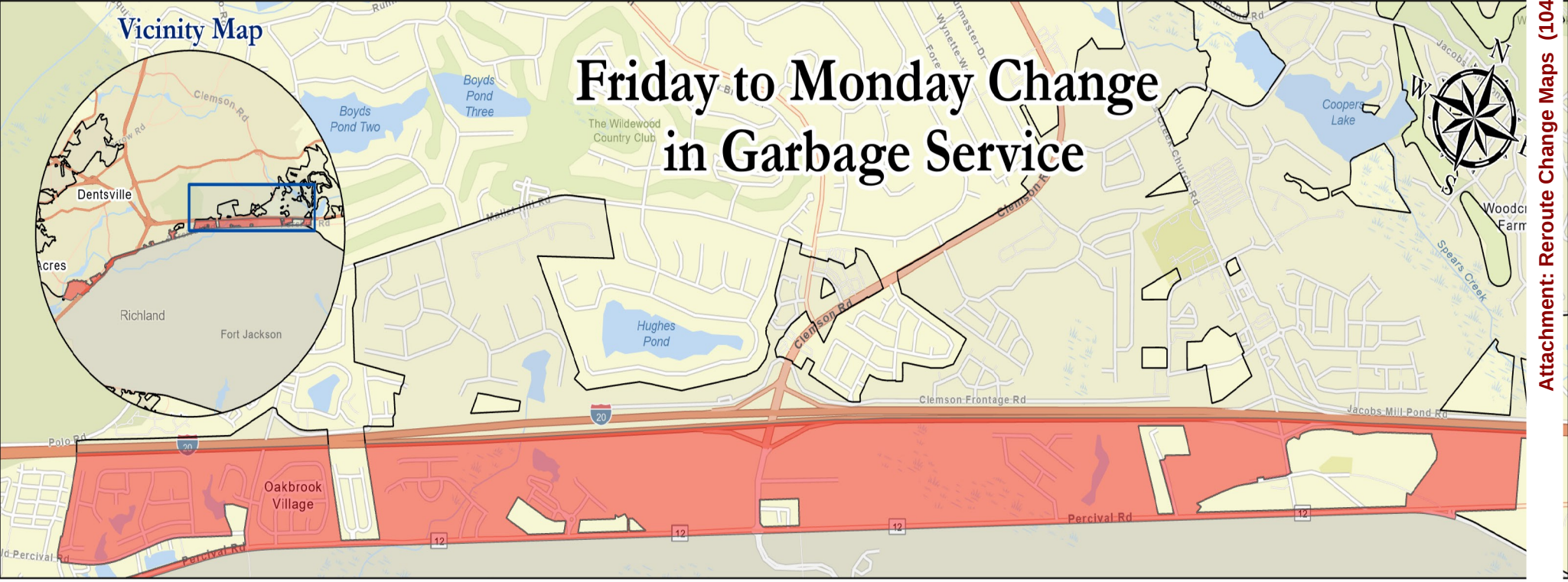
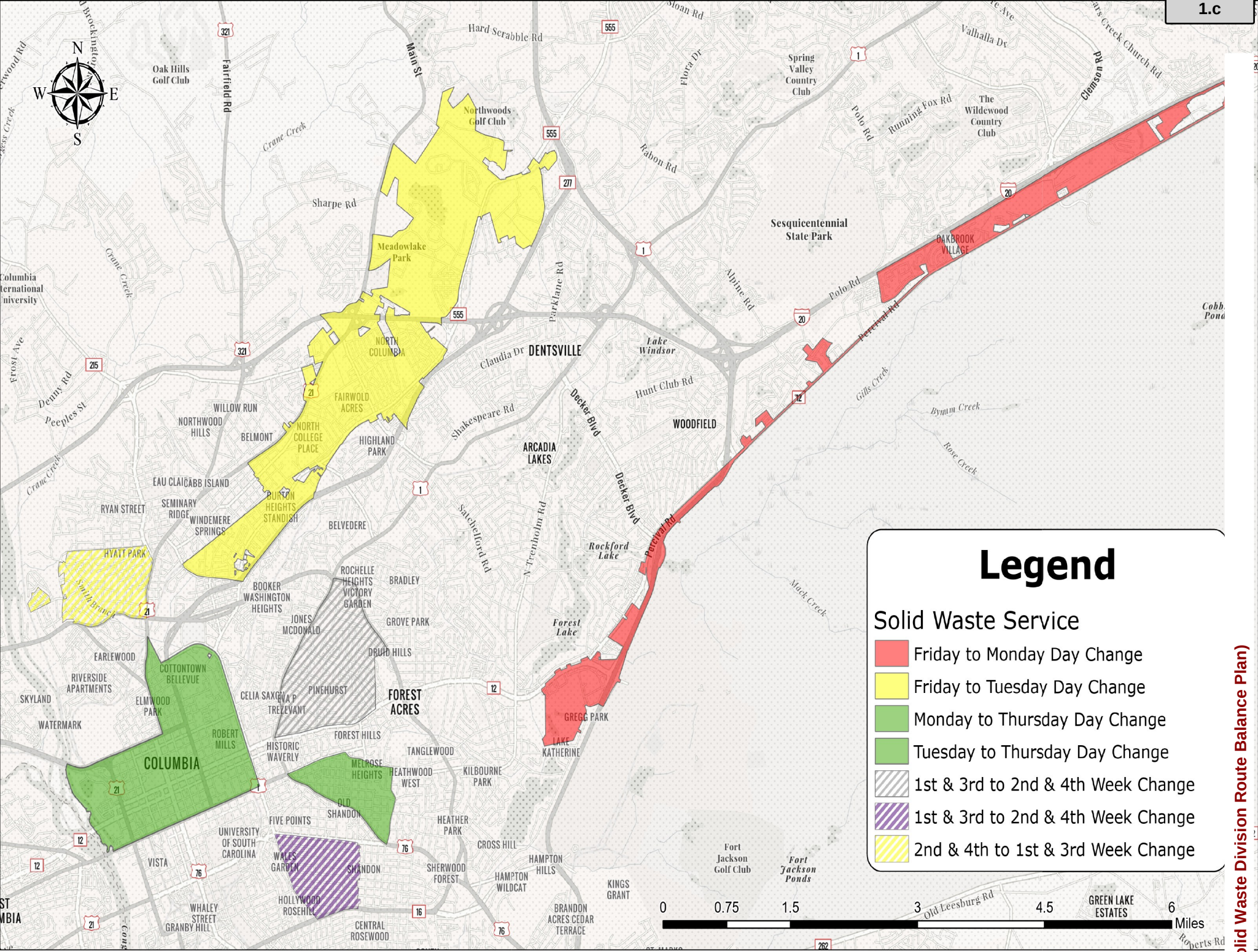
New Service Days:

Garbage: Mondays

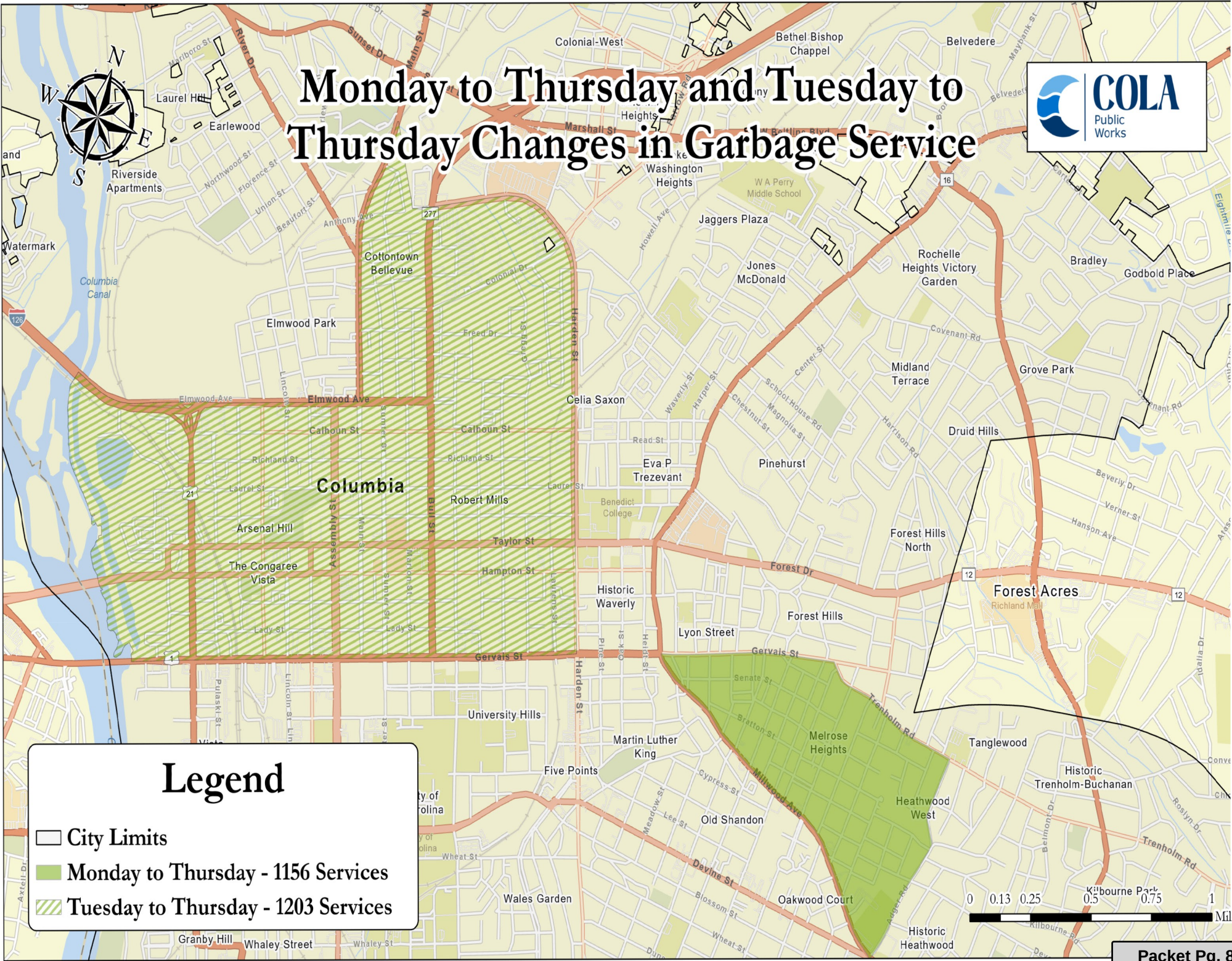
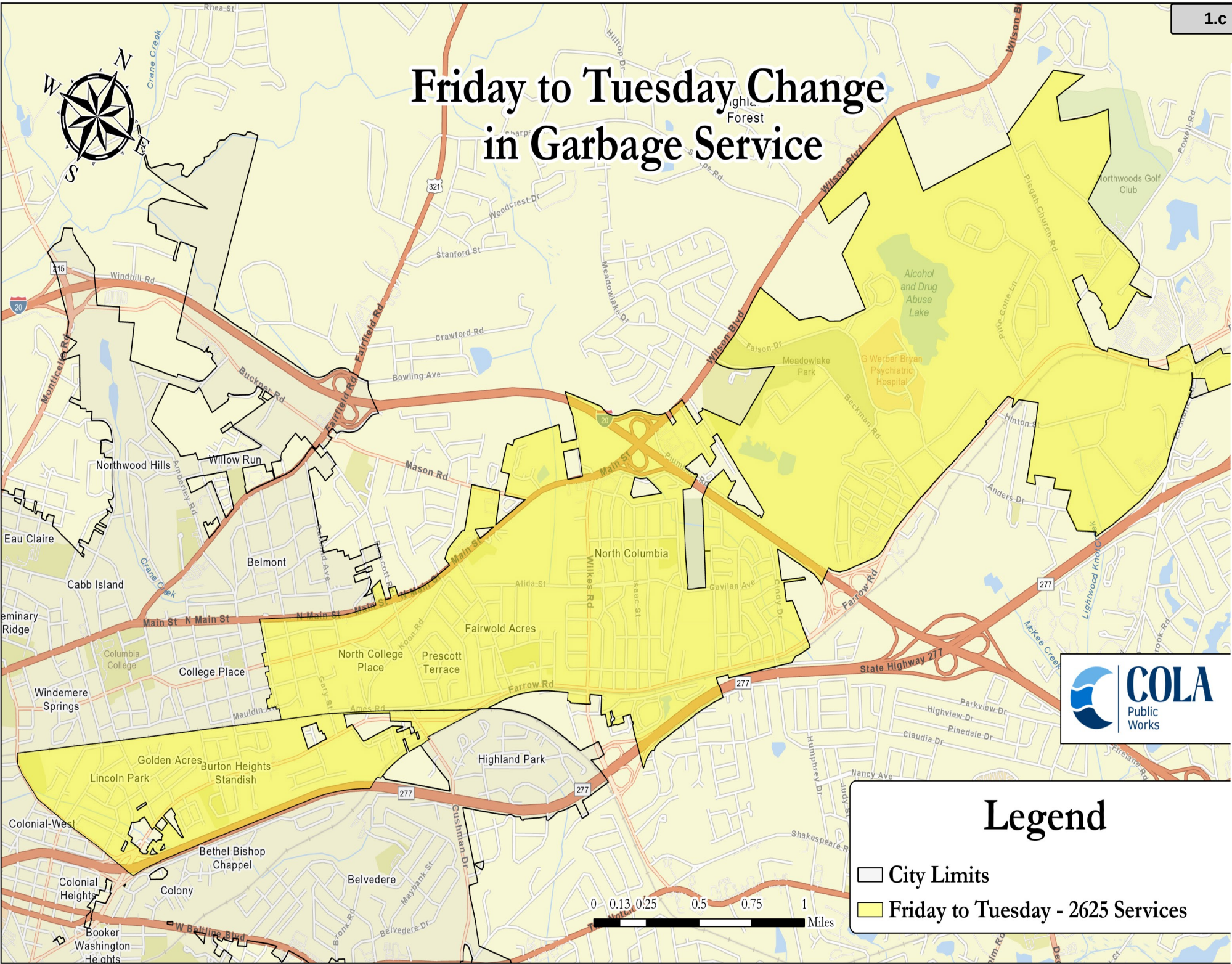
Recycling: 1st and 3rd Mondays

To learn more, please visit ColumbiaSC.gov or call Solid Waste at 803-545-3800.





Attachment: Reroute Change Maps (10414 : Solid Waste Division Route Balance Plan)





MEETING DATE: September 16, 2025

DEPARTMENT: City Clerk

FROM: *Erika Hammond, City Clerk*

SUBJECT: Fiscal Year 2025/2026 Special Revenue Allocations
- Ms. Missy Caughman, CPM, MPA, Assistant City
Manager / Strategic Initiatives & Innovation

**FUNDING SOURCE &
ORIGINAL BUDGET:**



MEETING DATE: September 16, 2025

DEPARTMENT: City Clerk

FROM: *Erika Hammond, City Clerk*

SUBJECT: Receipt of legal advice relating to matters covered by attorney-client privilege pursuant to S.C. Code §30-4-70(a)(2)

FUNDING SOURCE & ORIGINAL BUDGET:

PURPOSE:
Short-Term Rentals



MEETING DATE: September 16, 2025

DEPARTMENT: City Clerk

FROM: *Erika Hammond, City Clerk*

SUBJECT: Discussion of negotiations incident to proposed contractual arrangements pursuant to S. C. Code §30-4-70(a)(2)

FUNDING SOURCE & ORIGINAL BUDGET:

PURPOSE:
Project Dream



MEETING DATE: September 16, 2025

DEPARTMENT: City Clerk

FROM: *Erika Hammond, City Clerk*

SUBJECT: Discussion of the employment of an employee pursuant to §30-4-70(a)(1)

FUNDING SOURCE & ORIGINAL BUDGET:

PURPOSE:
Municipal Court Judges