



**COLUMBIA ADMINISTRATIVE POLICY COMMITTEE MEETING MINUTES
TUESDAY, OCTOBER 24, 2023**

CALL TO ORDER

The Columbia Administrative Policy Committee conducted a meeting on Tuesday, October 24, 2023 at 3:00 p.m. at City Hall (Mayor's Conference Room), 1737 Main Street, 2nd Floor, Columbia, SC 29201.

Attendee Name	Title	Status	Arrived
Edward H. McDowell	Chair	Present	
Aditi Bussells	Member	Absent	
Peter M. Brown	Member	Present	

COMMITTEE DISCUSSION

2. Tenants’ Bill of Rights Update – Ms. Felicia Kilgore, Director of Community Development

Ms. Felicia Kilgore, Director of Community Development said on October 12, 2023, we met with our local HUD representatives, Ms. Kristine Foye and Debbie Dusebury. We discussed various options on how we can provide information to residents living in subsidized housing in Richland and Lexington Counties. A meeting has been scheduled for January 18, 2024 at the Columbia Convention Center, in the Carolina Media Room from 6 p.m. to 8 p.m. The room holds 143 participants. We want to entertain a virtual option of attendance. HUD is working on bringing a representative in to talk about fair housing. The discussion will surround tenants’ rights and responsibilities as well as landlords’ rights and responsibilities. We will be inviting the Code Enforcement Division as a point of contact and engaging the Public Relations Department to promote this event.

3. Honorary Naming Policy Revisions– Ms. Pamela Benjamin, CPM, Assistant City Manager for Administrative Services

Councilor McDowell explained that this process of honorary naming started in 2017 and we have been operating under that policy and application for the past six years. In order to lift this moratorium, we wanted to set some parameters on how this should look. Since our last meeting, this committee looked at the application. Suggestions were made and entered on this new application.

Councilor Brown requested that one at-large council member be a co-sponsor for the request.



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Ms. Pamela Benjamin, CPM, Assistant City Manager for Administrative Services said some edits were made to the timeframe for review before the naming takes place. Other changes include referencing the district on the application and an approval process by Support Services, Public Works, Parks and Recreation or other departments.

There was a discussion about lettering outside of buildings, a potential brand control document, and the stipulations already in place with the Parks and Recreation Department.

There was consensus of the committee that Councilor Brown will connect with ACM Simons on a new brand control document, which then will be added to the application packet and brought back to the committee.

Councilor McDowell will report changes to the application at the next City Council Meeting.

4. Consideration of Arts Representative on the Hospitality Tax Advisory Committee – Ms. Missy Caughman, CPM, Director of Budget, Program Management and Grants

Ms. Pamela Benjamin, CPM, Assistant City Manager for Administrative Services suggested adding an arts community representative to the Hospitality Tax Advisory Committee. Missy Caughman and Tina Saxon are here because they work close with the Hospitality Tax Advisory Committee and they know the history of the Arts Task Force Final Report.

Ms. Missy Caughman, CPM, Budget, Program Management and Grants Director said. The original Hospitality Tax Advisory Committee was composed of the Accommodations Tax Advisory Committee. The Arts Task Force had a study that was being done when the original committee was being set. From the research there was a recommendation for an arts position, but not an official seat. There have been representatives on the committee that served in an arts role. Your current makeup has one representative on the actual voting committee that is from the arts community.

There was a discussion about changing the composition of the Hospitality Tax Advisory Committee, adjusting reappointment dates, and the potential time frame.

Ms. Pamela Benjamin, CPM, Assistant City Manager for Administrative Services said we will bring recommendations on appointment adjustments to Council.

There was consensus of the committee was to add a twelfth non-voting advisory member.



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ADJOURNMENT

The meeting was adjourned at 3:50 p.m.

Respectfully submitted:

Erika D. Moore Hammond, CMC
City Clerk