



COLUMBIA CITY COUNCIL MEETING AGENDA TUESDAY, MARCH 14, 2023

The Columbia City Council will conduct a Work Session on Tuesday, March 14, 2023 at 3:00 p.m. at City Hall (Council Chambers), 1737 Main Street, 3rd Floor, Columbia, South Carolina 29201. Members of the public may view the meeting 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 Howard E. Duvall, Jr., At-Large ■ 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

Prior to entering the meeting please turn all electronic communication devices to the silent, vibrate or off position. All presenters are asked to speak directly into the microphone for recording purposes.

CALL TO ORDER

INVOCATION

CITY COUNCIL DISCUSSION

1. Minute Traq Agenda Management System Tutorial - Ms. Erika D. Moore Hammond, CMC, City Clerk
2. GovQA Customer Relationship Management System Update - Ms. Pamela Benjamin, CPM, Assistant City Manager for Administrative Services
3. Communications Team Introductions - Ms. Leshia Utsey, Director of Public Relations, Media and Marketing
4. Communications & Marketing Services Request for Proposals Update - Ms. Leshia Utsey, Director of Public Relations, Media and Marketing and Ms. Shannon S. Lizewski, NIGP-CPP, CPPO, Director of Procurement & Contracts
5. Boards & Commissions Handbook Review - Ms. Ashley Jenkins Wood, Special Projects Coordinator / City Manager's Office



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**COLUMBIA CITY COUNCIL MEETING AGENDA
TUESDAY, MARCH 14, 2023**

EXECUTIVE SESSION

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

ADJOURNMENT



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MEETING DATE: March 14, 2023

DEPARTMENT: City Clerk

FROM: *Erika Hammond, City Clerk*

SUBJECT: Minute Traq Agenda Management System Tutorial - Ms.
Erika D. Moore Hammond, CMC, City Clerk

**FUNDING SOURCE &
ORIGINAL BUDGET:**



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MEETING DATE: March 14, 2023

DEPARTMENT: City Clerk

FROM: *Erika Hammond, City Clerk*

SUBJECT: GovQA Customer Relationship Management System Update -
Ms. Pamela Benjamin, CPM, Assistant City Manager for
Administrative Services

**FUNDING SOURCE &
ORIGINAL BUDGET:**



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MEETING DATE: March 14, 2023

DEPARTMENT: City Clerk

FROM: *Erika Hammond, City Clerk*

SUBJECT: Communications Team Introductions - Ms. Leshia Utsey,
Director of Public Relations, Media and Marketing

**FUNDING SOURCE &
ORIGINAL BUDGET:**



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MEETING DATE: March 14, 2023

DEPARTMENT: City Clerk

FROM: *Erika Hammond, City Clerk*

SUBJECT: **Communications & Marketing Services Request for Proposals Update - Ms. Leshia Utsey, Director of Public Relations, Media and Marketing and Ms. Shannon S. Lizewski, NIGP-CPP, CPPO, Director of Procurement & Contracts**

FUNDING SOURCE & ORIGINAL BUDGET:



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MEETING DATE: March 14, 2023

DEPARTMENT: City Clerk

FROM: *Erika Hammond, City Clerk*

SUBJECT: Boards & Commissions Handbook Review - Ms. Ashley Jenkins Wood, Special Projects Coordinator / City Manager's Office

FUNDING SOURCE & ORIGINAL BUDGET:



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MEETING DATE: March 14, 2023

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:

Data Requests