



**ADMINISTRATIVE POLICY COMMITTEE MEETING AGENDA
TUESDAY, MAY 21, 2024**

The Columbia Administrative Policy Committee will conduct a meeting on Tuesday, May 21, 2024 at 11:00 a.m. at the Busby Street Community Center, 1735 Busby Street, Columbia, SC 29203. 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 Edward H. McDowell, Jr., Chair

The Honorable Aditi Bussells, At-Large ▪ The Honorable Peter M. Brown, District IV

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

APPROVAL OF MINUTES

1. February 27, 2024 Administrative Policy Committee Meeting Minutes

COMMITTEE DISCUSSION

2. Honorary Namings - The Honorable Edward H. McDowell, Jr.
3. Proposed Memorial Garden at T.S. Martin Park - Mr. Randy Davis, Director of Parks and Recreation
4. Proposed Policy Related to the Issuance of Keys to the City and Proclamations - Ms. Pamela Benjamin, Assistant City Manager for Administrative Services

ADJOURNMENT



MEETING DATE: May 21, 2024

DEPARTMENT: City Clerk

FROM: *Erika Hammond, City Clerk*

SUBJECT: February 27, 2024 Administrative Policy
Committee Meeting Minutes

**FUNDING SOURCE &
ORIGINAL BUDGET:**

ATTACHMENTS:

- **#a:** APC_MN_02272024 (PDF)



**ADMINISTRATIVE POLICY COMMITTEE MEETING MINUTES
TUESDAY, FEBRUARY 27, 2024**

CALL TO ORDER

The Columbia Administrative Policy Committee conducted a meeting on Tuesday, February 27, 2024 at City Hall (Mayor's Conference Room), 1737 Main Street, Columbia, South Carolina 29201. The Honorable Edward H. McDowell, Jr., Chair called the meeting to order at 1:00 p.m.

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

COMMITTEE DISCUSSION

1. Ranked Choice Voting (Instant Runoff) - Ms. Pamela Benjamin, CPM, Assistant City Manager for Administrative Services – **Received as information**

Ms. Pamela Benjamin, CPM, Assistant City Manager for Administrative Services said ranked choice voting was proposed last year by Councilman Duvall. We wanted to have this discussion while we weren't in an election cycle. Currently, we are under a majority vote meaning you must have more than fifty percent of the votes to win the election or you will have a runoff.

There was discussion about options for voting including majority, ranked choice, or plurality; the will of the people; ways to potentially eliminate the runoff; and a potential hybrid approach.

Staff was asked to bring back examples of lowered thresholds from other municipalities.

2. Food Truck Policy - The Honorable Aditi Bussells – **Received as information**

Councilor Bussells said we launched Food Truck Fridays in response to a question I received from a constituent about why we don't have food trucks during the legislative session near the State House. Right now, we are doing an 11:00 a.m. to 3:00 p.m. time span on Bull Street. We have looked at other locations, but Bull Street has the place with most traffic and not a lot of options. We did some preliminary research about different food truck policies across South Carolina. Like Columbia, Greenville does not allow food trucks in public right of ways; however, Charleston does. Currently, we don't allow food trucks in public spaces.



**ADMINISTRATIVE POLICY COMMITTEE MEETING MINUTES
TUESDAY, FEBRUARY 27, 2024**

Mr. Greg Williams, Business Liaison for Economic Development said the Office of Business Opportunities has started doing four trucks on each Friday. There's usually three different cuisines and one dessert truck. This allows a variety of trucks to be out there, even if there is a cancellation. Each truck must have a Columbia business license and a DHEC permit for safe food. OBO is sending out periodic surveys to participants to get feedback. The vendors have also expressed an interest in having the event multiple days.

There was discussion about the possible expansion into evening hours, responses from the brick and mortar restaurants, expanding the program to the State House, unauthorized food trucks, public safety concerns, and a possible text amendment.

There was consensus of the committee to continue discussing the food truck policy.

3. Honorary Naming Policy Revisions - Ms. Pamela Benjamin, CPM, Assistant City Manager for Administrative Services – **Endorse for City Council Consideration**

Ms. Pamela Benjamin, CPM, Assistant City Manager for Administrative Services provided the final copy of the application. I would like to formally move this application out of committee to be used for anyone who is looking to do an honorary street or facility naming. Chanique used this form so that we were in compliance with the application for the honorary naming of Zion Baptist Church Square and Columbia's Black Business District.

There was discussion about previous honorary namings and the need for a formalized process to ensure consistency and adherence to the rules.

There was consensus to forward the finalized application that will be used for each honorary street, facility, room, or site naming request to an upcoming City Council Meeting. The committee will review a proposed policy and formal process related to the issuance of proclamations and keys to the city at its next meeting.

ADJOURNMENT

The meeting was adjourned at 1:45 p.m.

Respectfully submitted:

Erika D. Moore Hammond, CMC
City Clerk



MEETING DATE: May 21, 2024

DEPARTMENT: City Clerk

FROM: *Erika Hammond, City Clerk*

SUBJECT: Honorary Namings - The Honorable Edward H. McDowell, Jr.

FUNDING SOURCE & ORIGINAL BUDGET:



MEETING DATE: May 21, 2024

DEPARTMENT: City Clerk

FROM: *Erika Hammond, City Clerk*

SUBJECT: Proposed Memorial Garden at T.S. Martin Park -
Mr. Randy Davis, Director of Parks and
Recreation

**FUNDING SOURCE &
ORIGINAL BUDGET:**



MEETING DATE: May 21, 2024

DEPARTMENT: City Clerk

FROM: *Erika Hammond, City Clerk*

SUBJECT: Proposed Policy Related to the Issuance of Keys to the City and Proclamations - Ms. Pamela Benjamin, Assistant City Manager for Administrative Services

FUNDING SOURCE & ORIGINAL BUDGET: