



**ADMINISTRATIVE POLICY COMMITTEE MEETING AGENDA
TUESDAY, JUNE 17, 2025**

The Administrative Policy Committee will conduct a meeting on Tuesday, June 17, 2025 at 11:00 a.m. at City Hall (Mayor's Conference Room), 1737 Main Street, Columbia, SC 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 Edward H. McDowell, Jr., *Chair*
The Honorable Aditi Bussells, At-Large ▪ The Honorable Peter M. Brown, District IV

Prior to entering the meeting, please silence all electronic communication devices. All presenters are asked to speak directly into the microphone for recording purposes.

CALL TO ORDER

APPROVAL OF MINUTES

1. October 15, 2024 Administrative Policy Committee Meeting Minutes

COMMITTEE DISCUSSION

2. Building Board of Adjustments and Appeals - Ms. Pamela Benjamin, CPM, Assistant City Manager for Administrative Services and Ms. Ashley Jenkins, MPA, Special Projects Coordinator
3. Renaming the Minority Business Advisory Council - Ms. Ayesha Driggers, Director of the Office of Business Opportunities

ADJOURNMENT



MEETING DATE: June 17, 2025

DEPARTMENT: City Clerk

FROM: *Erika Hammond, City Clerk*

SUBJECT: **October 15, 2024 Administrative Policy Committee Meeting Minutes**

FUNDING SOURCE & ORIGINAL BUDGET:

ATTACHMENTS:

- APC_MN_10152024 (PDF)



**ADMINISTRATIVE POLICY COMMITTEE MEETING MINUTES
TUESDAY, OCTOBER 15, 2024**

CALL TO ORDER

The Administrative Policy Committee conducted a meeting on Tuesday, October 15, 2024 at City Hall (Mayor's Conference Room), second floor, 1737 Main Street, Columbia, South Carolina 29201. The Honorable Edward H. McDowell, Jr., Chair called the meeting to order at 1:10 p.m.

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

APPROVAL OF MINUTES

1. Approval of the June 18, 2024 Administrative Policy Committee Meeting Minutes

Upon a motion made by Dr. Bussells and seconded by Mr. Brown, committee members voted unanimously to approve the June 18, 2024 Administrative Policy Committee Meeting Minutes.

COMMITTEE DISCUSSION

2. Boards and Commissions - Ms. Pamela Benjamin, CPM, Assistant City Manager for Administrative Services and Ms. Ashley Jenkins, MPA, Special Projects Coordinator

Ms. Pamela Benjamin, CPM, Assistant City Manager for Administrative Services provided an update on the current status of boards and commissions. She noted challenges with a lack of applicants. She suggested a work session to review the handbook and emphasized the need for internal staff discussions to increase awareness and broaden outreach to citizens.

Dr. Bussells asked that additional reminders be sent to Council for appointments to boards and commissions.

There was discussion about the transition to online applications; committee nomination process; vetting procedures; and the internal approval queue.



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3. Plurality Voting System - Ms. Erika Hammond, CMC, City Clerk

Ms. Erika Hammond, CMC, City Clerk reviewed the current voting system and the benefits and challenges of potentially changing it. The City of Columbia currently uses the majority voting system which requires candidates to secure over 50% of the vote, leading to runoff elections when no candidate achieves a majority vote. This system has resulted in additional costs and can cause voter fatigue. South Carolina law also allows for a plurality voting system where the candidate with the most votes win, thereby eliminating the need for runoff elections.

There was discussion about the price differential for runoff elections; voter participation; citizen benefits; voter commitment and engagement; and a citizen survey.

There was consensus of the committee to consider a survey for citizen feedback on changing the city's voting system in the future.

4. Vehicles for Hire - Mr. William "Skip" Holbrook, Columbia Police Chief

Mr. William "Skip" Holbrook, Columbia Police Chief briefly addressed concerns from a longtime taxi driver about the differences between taxicabs and ride-sharing programs. The current taxicab regulations and requirements are outdated and some fees are deemed unnecessary. He emphasized the need to maintain a registry for individuals authorized to operate a taxicab within the city.

Sergeant Robert Uhall, Traffic Unit/Columbia Police Department shared the current rideshare rules. In South Carolina, rideshares are considered Transportation Network Companies and the regulations are similar to the city's existing rules. To drive for a rideshare company in Columbia, drivers need to get a chauffeur's license from the Columbia Police Department. Requirements include a South Carolina driver's license, 10-year driving record, criminal background check, notarized application, physical exam, negative Tuberculosis test and drug test, and a hospitality class certificate. All chauffeur's permits must be renewed every three years and vehicles must be inspected annually. He recommended extending the renewal period from three years to 10 years.

There was discussion about the regulations for rideshare drivers; next steps for incorporating changes in the ordinance; and a timeline for implementing changes.



**ADMINISTRATIVE POLICY COMMITTEE MEETING MINUTES
TUESDAY, OCTOBER 15, 2024**

ADJOURNMENT

The meeting was adjourned at 1:50 p.m.

Respectfully submitted:

Erika D. Moore Hammond, CMC
City Clerk



MEETING DATE: June 17, 2025

DEPARTMENT: City Clerk

FROM: *Erika Hammond, City Clerk*

SUBJECT: **Building Board of Adjustments and Appeals - Ms. Pamela Benjamin, CPM, Assistant City Manager for Administrative Services and Ms. Ashley Jenkins, MPA, Special Projects Coordinator**

FUNDING SOURCE & ORIGINAL BUDGET:



MEETING DATE: June 17, 2025

DEPARTMENT: City Clerk

FROM: *Erika Hammond, City Clerk*

SUBJECT: **Renaming the Minority Business Advisory Council -
Ms. Ayesha Driggers, Director of the Office of
Business Opportunities**

**FUNDING SOURCE &
ORIGINAL BUDGET:**

ATTACHMENTS:

- OBO MSBAC Memo (DOCX)
- OBO_Minority_Business_Advisory_Council_Presentation_061725 (PPTX)



Office of Business Opportunities
 1401 Main Street, Columbia, SC 29201 • Phone: 803-545-3955

Date: June 12, 2025
 To: City Council Administrative Policy Committee
 From: Ayesha Driggers, OBO Director
 Re: Renaming of the Minority Business Advisory Council to the Mayor's Small Business Advisory Council

The Minority Business Advisory Council (MBAC) was created in 2013. The purpose of the Council is to collaborate with the City of Columbia's Office of Business Opportunities (OBO) to carry out responsibilities in the areas of economic development, employment, procurement, training, and other matters affecting the economic vitality of the small business community.

In light of recent changes with the current federal government administration, the Minority Business Advisory Council wants to ensure the council continues its mission of serving small businesses in Columbia. On April 9, 2025, the council took a vote to rename the Minority Business Advisory Council to the **Mayor's Small Business Advisory Council (SBAC)**. The vote was approved unanimously by the council.

Additionally, we would like to combine the Minority Business Advisory Council with the Mentor Protégé Program (MPP) Advisory Committee. We have members of MBAC who currently serve as members of the MPP Advisory Committee and both committees serve the purpose of making recommendations to OBO for small businesses. This change will assist SBAC in making recommendations regarding the Mentor Protégé Program with insight from those who currently participate as a mentor or protégé.

We thank you for the consideration of this recommendation and if you need any additional information, please let us know.

Sincerely,

Ayesha Driggers, Director
 Office of Business Opportunities

Karen R. Jenkins, Chairperson
 Minority Business Advisory Council

Attachment: OBO MSBAC Memo (10070 : Minority Business Advisory Council Update)



Minority Business Advisory Council
Administrative Policy Committee
May 6, 2025



Minority Business Advisory Council

The Minority Business Advisory Council (MBAC) was created in 2013. The purpose of the Council is to collaborate with the City of Columbia's Office of Business Opportunities (OBO) to carry out responsibilities in the areas of economic development, employment, procurement, training, and other matters affecting the economic vitality of the small business community.



Current Members

- Allen Brown
- Jimmy Chao
- Karen Jenkins
- Anthony Lawrence
- Vanessa Mota
- Cheryl Salley
- Ronald Taylor
- Kadenia Williams Javis

Recommendation

- On April 9, 2025, the council took a vote to rename the Minority Business Advisory Council to the Mayor's Small Business Advisory Council.
- The vote was unanimously approved.