



**Columbia City Council Meeting Recap**  
**Council Chamber, Columbia City Hall**  
**7:00 PM**  
**May 4, 2020**

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**(SPECIAL NOTICE ATTACHED TO THE MAY 4, 2020 AGENDA AS PRINTED)**

Due to the COVID-19 pandemic state of emergency, there are special rules in effect for receipt of public comment on city council agenda items. The receipt of verbal public comments has been temporarily suspended for any agenda item which is not a public hearing required by state or federal law. In lieu of verbal public comments, written public comments are being accepted. Written comments should be submitted to [cityclerk@como.gov](mailto:cityclerk@como.gov) by 4:00 p.m. on Monday, May 4.

Every written comment should contain the following information from the individual submitting the public comment: the agenda item to which the public comment applies together with the name and address of the person submitting the public comment. Items that cannot be submitted electronically may be mailed or submitted as otherwise designated by the City Clerk, who may be contacted at 573-874-CITY (2489).

Any citizen who is unable to communicate utilizing written communication may contact the City Clerk at least two (2) business days prior to the meeting to request a reasonable accommodation. The City Clerk shall provide each council member with a copy of such written public comments and shall file a copy of such comments with the agenda items for the council meeting for which the comments were submitted.

**INTRODUCTORY ITEMS**

Pledge of Allegiance	(Recited as indicated.)
Roll Call	(Present: Treece, Trapp, Ruffin, Pitzer, Skala, Thomas, Peters) (Thomas, Skala and Peters joined via conference call.) (Absent: None.)
Approval of Minutes	(Minutes from April 20, 2020 were approved as submitted.)
Adjustment of Agenda	<b>(No adjustments. Agenda approved as submitted.)</b>

**SPECIAL ITEMS**

**SI7-20 COVID-19 Update.**

(Action: Health Director Browning indicated that many new businesses were able to pen today, including restaurants and gyms with some restrictions. Other places like retail businesses and churches will have occupancy limitations. Many churches have chosen to remain closed. Long term care facilities are still extremely limited. Day care is open with restrictions. Public gatherings are still limited to no more than 10 people. Personal care services have a wide range of rules including social distancing, face coverings

and other measures. Pools can be opened with restrictions. Many are waiting until June to open. Spas and spray grounds are closed.

The Mayor asked about occupancy ratios and asked if they match the Governor's order. Browning said that they do match the retail occupancy guidelines.

Staff said that they have worked with local hospitals and health care providers to generate more robust reports. They showed an example of the new reporting categories and data. The data includes running totals of Missouri information and locally generated information. You can also see cases by source of exposure, sex, age and race. We can now show a percentage of our cases by race compared to the racial make-up of our general population. We are starting to see that our minority population impacted is starting to rise. A new feature is a zip code map showing case location, and, as expected, the cases show up in the most densely populated areas. We also show hospital preparedness and capacity. They have administered more than 7,000 tests and have had 11 patients admitted for treatment of COVID-19, with one death.

Another chart shows staffing, PPE and capacity levels of ICU beds. When discussing this with the hospitals, not all hospitals agree with what constitutes an available bed due to different thresholds. We will change the colors on the chart to show simply good or bad. Pitzer asked about reporting testing. Staff said they can show that, and it has been going down because less people are asking to be tested. However, the hospitals are prepared to be able to perform 1,000 tests per day if needed through their lab partner. Overall, this creates a new kind of dashboard that might be better suited for display on a phone rather than on a computer. We are working on a short video to show how this can be used by the public.

Thomas asked about testing and whether they could do 1,000 tests a day, is that correct? Staff said they are generally prepared for more testing load and that the lab is ramping up to handle 1,000 tests per day if needed. We have just expanded testing to Centralia and Ashland. Thomas asked if there is a plan to test everybody who is willing on a widespread basis? Staff said no, they want to limit the tests to those who need it, because we simply don't have that many tests available. We have tested a long term care facility where there was one case identified and the rest were tested and came out clean. What about random testing in the community? We will be trying out targeted testing to identify asymptomatic cases. Staff said that in one meat packing plant they tested all people, even asymptomatic, and 30% of those people came back positive. That's why this is still important.

Thomas asked about face coverings in retail and office settings. Why is that not required? Staff said that cloth coverings are no substitute for social distancing. Masks are only required when social distancing is not possible. We do not believe that it is really effective, and we do not want to create a false sense of security.

Skala asked about testing and if antibody testing is reliable? Staff said we will not use that for diagnostics. It is used to tell how much of a population has been exposed. We also don't know if the existence of an antibody means you are immune. This hasn't been around that long. Not all testing has been FDA approved. Until that happens, we are proceeding cautiously. Skala thanked Browning and her staff for their work. He also likes the dashboard.

Pitzer asked about numbers of tests. What percentage of tests come back positive? 1.4% to 1.9%. Can we give information on asymptomatic positives? I think that would be useful. The Mayor asked if

asymptomatic cases later show symptoms or if they are just carriers? Staff did not know. The Mayor asked if people had to take a test? Staff said they were strongly encouraged. So, if we have all this testing and capacity, why can't we just open everything back up? Staff said because if you simply turn it all back on, your doubling time will dramatically increase and your cases will multiply exponentially. We just can't introduce that risk. This is a calculated approach that allows us to adjust quickly without putting people in jeopardy first. It is slower than some people would like, but it is a prudent approach. The best way to do this is to get through two incubation periods, so we are giving this about 3 weeks. If we see an increase, we will probably extend this limited work period. Internally, what level of rise would make you roll this back and when are they manageable?

Staff said that we can handle 35 to 40 new contact tracing cases per day. More than that, and we will need to reconsider. If hospital data turns red on the chart, we will have to reconsider. What we don't want to see is doubling as a trend. I can't give you a specific slope to the curve, but that is it generally.

Browning said that in the region, there are 284 cases with Moniteau and Cole showing the most activity. In Sullivan County, in Milan, they have a meat processing plant, and we are waiting to see if they are doing testing. Those people might come here for treatment so we have to watch that statistic. We are supporting various forms of outreach and the things people say they need most are housing assistance and income support.

Pitzer asked if they can do contact tracing on 40 new cases per day? Yes. What about cumulatively? We just got more staff so we have initial case tracing then follow up to the second level and re-checkups. We can't do 40 NEW per day. We can do 40 overall, but some go away after we do the original tracing. We can tap additional people from the university and volunteers to be trained to do it. Pitzer asked about city related reopenings?

The City Manager said city hall will open to employees this week and then next week city hall will open to the public on some basis. In terms of city playgrounds, we are not opening them this month. Statutory boards and commissions will start to re-open soon and in the same way as we do at council meetings.

Thomas asked about contact tracing. Is 40 the maximum number you can trace at one time? Staff said yes with current resources. Thomas figures it that you could do three new cases per day until you hit your 40 number over a two week period. Thomas thinks you should pin that down. Ruffin asked about the incubation period. He thought you said two incubation periods, but you are only saying three weeks before you reconsider the current rules. Browning said if we look at three weeks, then we look at this, and then we tell them the next week. Ruffin asked what it would take to get churches open by June?

Browning said depending on size, they may still have occupancy restrictions. Some churches say they would be incapable of social distancing. Browning said we are going to stay with that policy until we get a treatment or another reliable prevention method. The Mayor asked about youth sports. Browning said there are some lesser contact sports or limited skill building in something like basketball. Baseball is a little less invasive and contact oriented. What about sporting events with fans? Browning said we will have to see and would not predict. She said, "that's a ways down the road".

Pitzer asked about board and commission meetings. We may have to keep our general emergency order in place in order to maintain our receipt of federal emergency funds, so we can't just lift it and we do want to maintain some ability to react quickly. So, while it is in place, we will loosen regulations where

we can. Browning operates on behalf of health of the public. The city manager works on behalf of the city. The two can operate independently if needed. When might the emergency declaration be able to be lifted? The city attorney said that at the point where we do not believe that we would need to respond quickly to a problem, it could be lifted. The city manager has been judicious in using his powers and has always brought it back to council for approval. The Mayor is ready to have these council meetings return to where everyone meets in the same room. But, he thinks we will be in this position for at least two more meetings. Pitzer said he is willing to limit comments now, but he wants to allow public comments. The city counselor said you could do that without lifting the general emergency rule. You would simply have to rescind a single resolution. We could vote on re-opening public comment at the next meeting and then allow it at the first meeting in June. Or, we could vote not to do it then, and vote on again on June 1<sup>st</sup> to allow public comment at the second meeting in June.

Trapp asked if this emergency only relates to COVID-19 things or does it also relate to things like massive unemployment or other things like that? The city attorney said that it relates to health, safety and welfare. Unless it is something that is imminent, that is what would be brought to the council. And all of those things invoked by the city manager are good for 21 days unless approved by the council.

Skala said we need to have public input, but we need to look at data. Until we know how the relaxation of rules affect this city, we need to be careful about rushing ahead with our own business here. I think we also need to start thinking about having P&Z meetings on Zoom and do it like we do here at the council level. Let's look at the data in three weeks before we make a move.

The Mayor asked Pitzer if he wants to start up commission meetings on June 1? Pitzer said that would be fine. The Mayor said he was reluctant to have all boards and commissions do Zoom meetings due to Sunshine restrictions. But, he would support Board of Adjustment, P&Z, Water & Light Advisory Board and one other board to open on or around June 1. Building and Construction Board and maybe P&Z could start in May and Board of Adjustments on June 9<sup>th</sup> or so. Staff has some thoughts about this and have been looking at calendars. Staff said not all have to be televised, so we could bring those in and do social distancing, but we need to change our meeting space. We also have to address our Airport Advisory Board.

The city counselor said one of the problems is that the council has given some boards and commissions some jobs to do and they will start to miss deadlines or have to compress work when they come back. Audit Commission is also important. No specific timeframe for resumption of boards and commissions was determined.

Thomas asked if it is correct that they are issuing new building permits now. However, are we not processing solar interconnection applications? The city manager said that is not true. Some programs had stopped, but we never stopped issuing permits for solar panels. In terms of the restaurants, I don't see how we are ever going to go back to old social distancing rules. He suggested that maybe we need more outdoor space for restaurants on parking lots and let's make that easier. We could also shut down streets downtown and let restaurants move tables into the streets. The city manager said we probably ought to talk to the fire department about that. There are a lot of potential problems there. In terms of private parking lots, that might work. Let's talk to the business licensing department.

We are having elections on June 2, right? You can get an absentee ballot in advance of that. Can we request putting out a news release to explain how our local elections would work. Sure, if it is OK with the county clerk.

Discussions ended.)

**APPOINTMENTS TO BOARDS AND COMMISSIONS**

(None.)

**SCHEDULED PUBLIC COMMENT**

(None.)

**PUBLIC HEARINGS**

**(The following two items refer to the same resolution.)**

**PH16-20** Consider amendments to the 2020-2024 Consolidated Plan and FY 2020 Annual Action Plan for CDBG and HOME Funds.

[See R63-20/Mayor Memo]

(Action: The recommended amendments to the 2020 funding allocations are in response to the impacts of COVID-19. Staff has also provided additional information in this memo regarding potential use considerations for CDBG CARES Act funding to ensure Council is provided additional context for potential funding options to be considered at a future date.

The first major change is based on staff's observation that there will be a greater demand for rental assistance due to the COVID-19 outbreak and the fact that the Housing Authority's Providence Walkway project did NOT receive funding from the Missouri Housing Development Commission. Staff recommends increasing the Columbia Housing Authority's Tenant Based Rental Assistance Program from \$80,000 to \$300,000 under the HOME Program. HUD has streamlined the process of amending CDBG funding plans so the funds may be utilized almost immediately in response to the corona virus outbreak. These funds can be utilized for both homeless populations and households that have lost income due to recent events. The Columbia Housing Authority has committed to be in charge of administering these funds.

Another significant amendment is recommended in response to a significant number of requests from local small businesses, the Chamber, REDI and local banks on the need for additional resources to support local small businesses experiencing economic injury from efforts to combat COVID-19. The amendment includes reallocating 2019 and 2020 home rehabilitation program funds, as well as additional 2020 CDBG funding that was not originally estimated to be received for this purpose. It should be noted that the home rehabilitation funds are not currently being fully utilized since the Housing programs Division has suspended most of those projects to comply with the social distancing rules.

City staff procured TDA Consulting to provide technical assistance on reviewing guidelines and implementing a Small Business Recovery Loan Program. TDA Consulting has reviewed draft guidelines formulated by City staff and provided guidance and recommended changes to ensure a compliant, effective and manageable program tailored to meet the specific impact of COVID-19 on small businesses.

The program is intended to help locally owned small businesses adversely impacted by the current crisis that in general also are not being assisted under the Paycheck Protection Program (PPP). Under CDBG guidelines, the primary objective will be assisting businesses retaining jobs that support low to moderate (LMI) households. Guidelines for the program include the following elements:

1. \$15,000 will be awarded to qualified businesses to utilize for approved CDBG eligible expenses identified within the application.
2. Qualified businesses must have more than 5 employees and less than 50 FTE positions. Qualified businesses must be locally owned by a resident of Boone County, Missouri.
3. The assistance will be provided in the form of a 0% interest forgivable loan
4. Qualified businesses shall agree to the loan assistance amount being secured by a promissory note.
5. Qualified businesses must create or retain 1 Low to Moderate Income (LMI) FTE per \$15,000 in assistance for 12 months from the date of completing the agreement for assistance.
6. Qualified businesses must provide payroll documentation for 12 months after receiving assistance demonstrating the position has been reserved for and utilized by an LMI household. If the business has not fulfilled the primary objective of creating or retaining LMI employees in designated positions, the City may require funds be repaid immediately, or require an extension of LMI position reporting requirements for up to an additional 12 months equal to the term of non-compliance.

A survey of local businesses was completed in early April through April 10th, through the County's Emergency Operations Plan Emergency Support Function 14 (Long Term Recovery). 161 responding business responded as follows on how long they could operate under the current state of emergency:

**Less than 1 month: 7.45%**

**1 month: 11.18%**

**2 months: 27.33%**

**3 or more months: 57.76%**

Additional emergency CDBG CARES funding is expected soon, and that money can also be used for additional rental assistance programs, small business funding, operations or other targeted goals once the final amounts for distribution are determined. Staff will bring forward more comprehensive recommendations for those additional funds soon. City staff also provided additional considerations and community needs information within this report, in order to provide Council additional context on how CDBG CARES Act funding could also be allocated at a later date.

Also, the future funds will need to be evaluated in terms of three criteria that are still being determined by HUD and the Missouri Housing Commission. Those three variables are:

**Specific Year For Action Plan Funding:** HUD has not yet provided official guidance on which specific funding year annual action plan they will require CDBG CARES Act funding to identify. 2019 and 2020 are two options being considered.

**Retroactive Use of CDBG CARES Act Funding:** HUD has not issued guidance on how to expend funds on eligible CDBG activities and pay for those costs retroactively with CDBG CARES Act funding at a later date. Proceeding without guidance could place CDBG funding at risk.

**Emergency Solutions Grant Funding (ESG):** ESG funding flows through the St. Louis HUD Field Office and then flows through the Missouri Housing Development Commission (MHDC). ESG funds have historically been allocated directly to nonprofits in our community that serve homeless populations and populations at risk of homelessness. The CARES Act included a very significant increase of ESG funds that could potentially result in 4 or more times the usual funding into our community in relation to our historic annual allocations. Slightly over \$2,779,440 was available to distribute to Missouri non-entitlement ESG localities such as Columbia in 2020 and a little over \$200,000 was provided to nonprofits in Boone County. The CARES Act will now provide slightly over \$9,584,355 for Missouri non-entitlement jurisdictions within the first funding round of ESG CARES Act funding.

Once these three variables are considered, allocation of funds may take place. City staff has already begun significant outreach activities regarding community needs for these funds including surveys, virtual public engagement meetings, comparisons to other national surveys and community uses and staff input.

Staff said that they also need to make sure all programs they create are within the guidelines issued by the government agency that created the funds and that they don't create a program that they will have to sustain in the future that they don't have funding for.

Trapp asked about attrition in programs. Some people go in and out of different programs. Will this affect that? Staff said yes, but we will see more of that in the next year. We will see unemployment for sever more weeks this year, but then we may get hit even harder. Trapp said he thought housing vouchers are a good idea and this program may appeal to many landlords as well. Well done.

The Mayor asked about earlier when they dedicated \$90,000 to small businesses, it was gone in 4 hours. Is that true? Staff said they used Central Bank and the chair of the loan committee and went first-come, first-served. We got the money out the door early. We took in 22 applications then had to cut it off and didn't want people to go through filling out the form and funds run out. Some communities did lottery systems, but it is a challenge. What is our deadline for approving and dispersing these funds? For our CDBG Funds, we have to have everything out the door within 2 years. The Mayor asked about Boone County and our relationship to them in terms of CDBG. Staff said the businesses would need to be located in Columbia, but they could have Boone County ownership, even though our responsibility is only to Columbia residents.

The Mayor said he likes the rent assistance part of the package, but he wonders if we could use some part of the \$400,000 as a kitchen model so people could get food and maybe job training or other benefits. He thinks that might be better than direct business loans. Staff said they could look at the kitchen model, but it would be a little longer term planning and a different process. Trapp said he thought there were some good things about a kitchen model, but so far we haven't been able to set achievable goals for people to answer RFPs for programs. Why not start with the University and see if they could put up Mizzou North or something like that and see if that could potentially be used in the future. The kitchen model, however, might be a good intermediate plan. Mizzou north could be a good location. The Mayor suggested that maybe this could become a receptacle for unused food from other sources.

Pitzer asked about other resources. Staff said there could be another \$500,000 or more coming in for more programs over the next six-months. That could fund a longer-term idea like the Mayor suggests. Skala said he thought there were a lot of synergies in the kitchen idea, but he liked Randy's comments about the business loans. He thinks it would be easy to say that every business had to be a Columbia-based business. The Mayor said he didn't want to go too fast on that, he just wanted to know if we were obligated to fund the county. Peters said that if the business is located in Columbia, that should be good enough, and within Boone County keeps it local. Skala said this is like requiring city employees to live in town like linemen. There is a demand for these funds, and I think it could be restricted in order to give preference and pragmatism to the program.

The public hearing was opened.

No one from the public spoke and the public comment period was closed.

The Mayor asked if they could leverage the funds a little more to get a bigger impact? Staff said they talked with the banks and there could be some different approaches to this kind of program. The Mayor would hope that the program would have fair access and that not everyone is a member of the Chamber and might hear about it through their own networks. Staff offered some ways to broaden the outreach. Pitzer asked about timing. Staff said they thought they would know more about this before memorial Day and could get this rolling by the first of June. The Mayor suggested giving more than 48 hours of notice.

**The vote on this item is recorded on the following resolution.)**

**R63-20** Approving amendments to the 2020-2024 Consolidated Plan and FY 2020 Annual Action Plan for CDBG and HOME Funds and the City of Columbia Community Development Block Grant (CDBG) and HOME Program Administrative Guidelines.

**(Action: The amendments were unanimously approved as presented. More proposals for disbursement of additional CARES funds will be forthcoming at the next meeting in May.)**

**(The following two items refer to the same resolution.)**

**PH17-20** Proposed Phase II construction of a tennis and pickleball complex at A. Perry Philips Park to include the construction of four (4) pickleball courts, a prefabricated concrete restroom facility, small shelter, parking lot and ADA compliant walkways.

[See B102-20/Mayor Memo]

(Action: On March 4, 2019, the City Council approved the revised A. Perry Philips Park (Philips Park) master plan and the phase I construction of the tennis and pickleball complex at the park. The phase I project will add two outdoor tennis courts, a 30-car parking lot, ADA walkways and parking lot lighting. The facility will be located in the northeast corner of the park adjacent to the Columbia Sports Fieldhouse. Park staff applied for a LWCF Grant in 2019 to assist with funding for the phase II portion of the project which will include the construction of four pickleball courts, a prefab concrete restroom facility, small shelter, 30-car asphalt parking lot and parking lot lighting. The total funding for both phases of the project is now \$500,000, with \$250,000 in Park Sales Tax funding and \$250,000 in LWCF grant funding.

By separate legislation, the department will request to execute an agreement with the Missouri Department of Natural Resources to accept \$250,000 in grant funding provided by the Land and Water Conservation Fund (LWCF) and appropriate the grant funds.

Pitzer asked about the phases of the project. Is the fieldhouse separate from this? Staff said it is. Skala said he thought pickleball is mentioned more than tennis, but he will accept the pickleball players into the park system.

**Action on this item appears in the next bill for which there was a recorded vote.)**

**B102-20** Authorizing Phase II construction of a tennis and pickleball complex at A. Perry Philips Park to include the construction of four (4) pickleball courts, a prefabricated concrete restroom facility, small shelter, parking lot and ADA compliant walkways; calling for bids for a portion of the project through the Purchasing Division; authorizing a financial assistance agreement with the Missouri Department of Natural Resources; amending the FY 2020 Annual Budget by appropriating funds.

(Action: This item was approved unanimously.)

## OLD BUSINESS

(None.)

## CONSENT AGENDA

(All items remaining on Consent Agenda approved by unanimous vote.)

**B94-20** Authorizing a temporary deviation from certain City Code provisions relating to the renewal or term of licenses or permits for liquor, businesses, solicitors and canvassers, cigarettes, vehicles for hire, junk dealers and junkyards, and tobacco retail sales.

**B95-20** Authorizing a temporary deviation from certain City Code provisions within Chapter 19 related to utilization of employee vacation leave and employee eligibility for vacation donation for a COVID-19 qualifying event.

**B96-20** Approving the Final Plat of "The Gates, Plat No. 4A" located at the terminus of Rivington Drive and approximately 1,200 feet east of Abbotsbury Lane (2901 Rivington Drive); authorizing a performance contract.

**B97-20** Authorizing construction of Phase I of the Fifth to Wilkes Sewer Improvement Project to include sanitary sewer improvements from the intersection of Fifth Street and Rogers Street to Sixth Street; calling for bids through the Purchasing Division or authorizing a contract for the work using a term and supply contractor; amending the FY 2020 Annual Budget by appropriating funds.

**B98-20** Authorizing an intergovernmental cooperative agreement with Boone County, Missouri and The Curators of the University of Missouri for a chemical analysis project as it relates to the Hinkson Creek collaborative adaptive management (CAM) implementation process; amending the FY 2020 Annual Budget by appropriating funds.

**B99-20** Authorizing a contract of obligation with the Missouri Department of Natural Resources to satisfy financial assurance requirements for proper closure and post-closure care with respect to a permit for operation of a solid waste disposal area.

**B100-20** Authorizing a contract for transfer of real estate with Boone County, Missouri related to the County Fairgrounds Property located east of Highway 63 and Oakland Gravel Road.

**B101-20** Authorizing a first supplemental agreement to an airport aid agreement with the Missouri Highways and Transportation Commission relating to air service promotion for the Columbia Regional Airport.

**R56-20** Setting a public hearing: proposed construction of Discovery Parkway from Discovery Drive to south of the intersection of New Haven Road and Rolling Hills Road.

**R57-20** Setting a public hearing: proposed construction of the Lenoir Street improvement project.

**R58-20** Setting a public hearing: consider design/build contract proposals for construction of the new terminal building at the Columbia Regional Airport.

**R59-20** Authorizing Aviation Project Consultant Supplemental Agreement No. 1 with Burns & McDonnell Engineering Company, Inc. for construction phase services for the Taxiway C2 and apron expansion project at the Columbia Regional Airport.

**R60-20** Authorizing a license agreement with Mid-Missouri Radio Control Association to use a portion of City-owned land used by the City Utilities Department - Sewer/Stormwater Division for the wastewater treatment plant to fly remote control airplanes for recreational purposes.

**R61-20** Authorizing form of service agreements with Southwest Power Pool, Inc. for compliance with tariffs regarding the transmission of electric power from the Iatan II power plant.

## NEW BUSINESS

R62-20 Approving an amendment to the City of Columbia FY 2020-2024 Consolidated Plan - Citizen Participation Plan.

(Action: HUD has issued guidance directing cities to incorporate procedures for providing at least a 5-day public comment period and reasonable notice when completing a substantial amendment to a 5-Year Consolidated Plan or Annual Action Plan (AAP).

City staff has included COVID-19 waiver citizen participation plan procedures for completing an amendment to an Annual Action Plan through December 31, 2020. These procedures include incorporating a 5-day comment period in conjunction with a Housing and Community Development Commission public hearing and allowing additional virtual meeting flexibility for the Housing and Community Development Commission.

There were no questions regarding this item.

**The resolution was approved by unanimous vote.)**

## INTRODUCTION AND FIRST READING

**(All items introduced as indicated.)**

**B103-20\*** Vacating street right-of-way along a portion of the east side of Old Route K and north of Green Meadows Road (Case No. 72-2020).

**B104-20\*** Vacating portions of utility, access and drainage easements and street rights-of-way within Boone Prairie, Plats 1 and 2 located on the east side of Brown Station Road and south of U.S. Highway 63 (Case No. 238-2019).

**B105-20\*** Amending the FY 2020 Annual Budget by appropriating designated loan funds for Phase I construction of the terminal building project at the Columbia Regional Airport.

## REPORTS

**REP23-20** Business Loop Community Improvement District (CID) – Remaining Appointments to Annual Membership.

(Action: **The following individuals were appointed to fill open seats on the Business Loop CID Board of Directors: James Roark-Gruender, Michele Batye, Karen Goetz, Crystal Garza Matthews.**)

**REP24-20** Strategic Planning Process Update (COVID-19).

(Action: Approximately 18 months ago, City staff embarked on a three-phase strategic planning process. After staff completed Phase I and moved into Phase II, Council requested staff press pause on the planning process until such time that a new city manager had been hired. Staff took advantage of this pause in the process to gather and analyze data from across the organization. Following the announcement of a new city manager, the planning process resumed. Retreats were held in the fall of 2019 and January 2020 to develop the city's strategic priorities and outcome objectives for the draft plan. For the first time in the city's history, these planning retreats involved front line staff members from all departments.

Staff is currently in Phase III of the planning process. Staff has completed the strategic priorities, outcome objectives, and action steps for the city's 2020 plan. Staff were prepared to present the strategic plan to Council at their May meeting. When COVID-19 hit in March 2020, everything changed.

Staff feels the plan that is delivered to City Council should be realistic to the current events of COVID-19, reflective of the city's current operating environment, and responsive to the current needs of the city's

key stakeholders. Staff also feels there needs to be a systematic approach to determining what the 2020 strategic plan should look like post-COVID-19

Rather than bring a possibly out-of-date plan to Council, staff is recommending we press pause on revising the outcome objectives and action steps until such time as we have recovered from COVID-19 and have a better understanding of what our revenues will look like. In other words, what does recovery look like and what, if any, adaptations will need to be made to the draft plan to make it a realistic strategic plan?

Staff recommends:

- Reconvene the Trend Statement Working Group to obtain financial, economic, and other key data in light of the city's new operating environment.
- During the recovery period, develop a systematic process for revisiting the draft outcome objectives with the Action Teams, informed by a new SWOT analysis that reflects the city's new threats and opportunities
- Conduct a facilitated meeting to reassess the outcome objectives based on updated budget numbers.
- Present a post-COVID-19 plan to City Council during the recovery stage of COVID-19 with a tentative date of October 2020.

Trapp said he didn't want to press pause initially, but now he thinks this is OK. We now have a whole new array of opportunities and threats, and he is very supportive of this. October is a realistic time frame. Reconstruction will be for those who follow me in this seat.

Skala said he was curious and would like to see an executive summary of what they had before compared to the new plan we will get in October. He thinks this is a good approach. The Mayor agreed. **No formal action was taken and the report was accepted.)**

**REP25-20** Amendment to the FY 2020 Annual Budget - Intra-Departmental Transfer of Funds.  
**(Action: No action by the council required and none taken.)**

#### **GENERAL COMMENTS BY PUBLIC, COUNCIL AND STAFF**

**Public**  
**(None.)**

#### **Council**

The Mayor noted some of the public comments that had been received. May 9 starts National Composting Week and other events will be held. One public comment suggested that downtown restaurants should be able to set up in the street. Transparency matters submitted letters relating to homelessness. Another letter talked about homeless people congregating at a local church. One final letter asked questions with Director Sorrell on a sewer project.

**Trapp** asked about masks for bus drivers. He likes the idea of outdoor seating at downtown restaurants. Isn't sure about in the street, but outside could work.

**Staff**  
**(None.)**

**ADJOURNMENT**  
**(Time: 9:14 PM)**

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