



## City of Woodland

### Meeting Agenda

#### City Council

City Hall  
Council Chambers  
300 First Street  
Woodland, CA 95695

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March 24, 2020  
6:00 PM

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#### **SPECIAL CITY COUNCIL MEETING**

**PLEASE NOTE: The March 24, 2020 Woodland City Council will be conducted pursuant to the Governor's Executive Order N-29-20.**

- 1. The meeting will be held via teleconference and Council members will participate via teleconference. Those locations are not listed on the agenda and are not accessible to the public.**
- 2. The public is encouraged to listen to the City Council meeting live on Woodland TV Channel 21 and also by going to the City of Woodland web site at [www.cityofwoodland.org/meetings](http://www.cityofwoodland.org/meetings).**
- 3. If you wish to make a comment during general public comment or on a specific agenda item, there are two ways to do that. You may leave a voice mail message at (530) 661-5900. All voice mail messages received by 6:00 p.m. will be played during the City Council meeting and read into the record at the appropriate time. Any member of the public watching the live stream who wishes to make a comment on an item as it is being heard may submit an email to the City Clerk at [CouncilMeetings@cityofwoodland.org](mailto:CouncilMeetings@cityofwoodland.org) prior to Public Comment on that item. Email comments submitted to be read into the record shall be no more than three (3) minutes when read aloud. Please include the agenda item in the subject line.**

#### **SPECIAL CITY COUNCIL MEETING**

**6:00 PM**

- A. CALL TO ORDER**
- B. ROLL CALL**
- C. PLEDGE OF ALLEGIANCE**

## **D. COMMUNICATIONS - PUBLIC COMMENT**

*This is an opportunity for the public to speak to the Council on any item other than those listed for public hearing on this agenda. Speakers are requested to use the microphone in front of the Council and to begin by stating their name, whether they reside in Woodland and the name of the organization they represent if any. The Mayor may impose a time limit on any speaker depending on the number of people wanting to speak and time available for the rest of the agenda. In the event comments are related to an item scheduled on the agenda, speakers may be required to wait to make their comments until that item is considered.*

## **E. COMMUNICATIONS - COUNCIL/STAFF STATEMENTS AND REQUESTS**

*This is an opportunity for the Council Members and Staff to make comments and announcements, to express concerns, or to request Council's consideration of any items a Council Member would like to have discussed at a future Council meeting.*

1. SUBJECT: Long Range Calendar

RECOMMENDATION FOR ACTION: Staff recommends that the City Council receive the Long Range Calendar for informational purposes only.

## **F. REPORTS OF THE CITY MANAGER**

2. SUBJECT: Update on COVID-19 Response and Preparedness

RECOMMENDATION FOR ACTION: Receive an update and discuss next steps.

3. SUBJECT: Business Assistance Related to COVID-19

RECOMMENDATION FOR ACTION: Staff recommends the City Council receive a report on efforts to assist local businesses impacted by COVID-19 and take the following actions:

1. Approve an Urgency Ordinance, by a Four-Fifths Vote, Temporarily Suspending Sections 3.12.080 and 3.12.090 of the City of Woodland Municipal Code Concerning Payment of Transient Occupancy Tax; and

2. Direct staff to come back at the March 31st special City Council meeting with an Urgency Ordinance to expand the moratorium on evictions to include commercial tenants.

4. SUBJECT: COVID-19 Limited Duration Administrative Leave Policy

RECOMMENDATION FOR ACTION: Staff recommends that the City Council approve the Resolution Ratifying the COVID-19 Limited Duration Administrative Leave Policy Adopted by the Interim City Manager on March 19, 2020.

## **G. ADJOURN**

*I declare under penalty of perjury that the foregoing Agenda for the Special City Council Meeting of the City of Woodland scheduled for Tuesday, March 24, 2020 was posted on Friday, March 20, 2020 in the outside display case at City Hall, 300 First Street, Woodland, CA, and was available to the public during normal business hours.*



Ana B. Gonzalez  
City Clerk

**Upon request, agendas and documents in the agenda packet will be made available in appropriate alternative formats to persons with a disability, as required by law. Any such requests must be made in writing to the Office of the City Clerk of the City of Woodland. Requests will be valid for the calendar year in which the request is received, and must be renewed prior to January 1st.**

**Persons needing disability-related modifications or accommodations in order to participate in public meetings, including persons requiring auxiliary aids or services, may request such modifications or accommodations by calling the Office of the City Clerk (530-661-5806) at least 48 hours prior to the meeting.**



TO: THE HONORABLE MAYOR AND CITY COUNCIL  
AGENDA: Special City Council Meeting  
DATE: March 24, 2020  
ITEM #: E.1  
SUBJECT: Long Range Calendar

**Recommendation for Action:** Staff recommends that the City Council receive the Long Range Calendar for informational purposes only.

**Staff Contact:**

Ana B. Gonzalez, City Clerk, (530) 661-5806, [ana.gonzalez@cityofwoodland.org](mailto:ana.gonzalez@cityofwoodland.org)

**Background:**

This calendar is being provided for planning purposes only and is intended to keep the Council apprised of upcoming agenda items and plan for upcoming Council items.

A handwritten signature in black ink, appearing to read "Ken Hiatt", is written over the printed name and title.

Ken Hiatt  
Interim City Manager

**Attachments:**

1. Council Long Range Calendar (4)

## UPDATED COUNCIL LONG RANGE CALENDAR

|                              |                       |                        |
|------------------------------|-----------------------|------------------------|
| <b>MARCH 31<sup>ST</sup></b> | <b>TELECONFERENCE</b> | <b>SPECIAL MEETING</b> |
|------------------------------|-----------------------|------------------------|

Update on COVID-19

|                             |                       |                        |
|-----------------------------|-----------------------|------------------------|
| <b>APRIL 7<sup>TH</sup></b> | <b>TELECONFERENCE</b> | <b>REGULAR MEETING</b> |
|-----------------------------|-----------------------|------------------------|

Minutes

City Council Meeting Minutes of March 3, 2020 and March 17, 2020

Consent Calendar

WPOA Side Letter

2<sup>nd</sup> Reading – Interim Zoning Ordinance

Regular Calendar

Update on COVID-19

|                              |                       |                        |
|------------------------------|-----------------------|------------------------|
| <b>APRIL 14<sup>TH</sup></b> | <b>TELECONFERENCE</b> | <b>SPECIAL MEETING</b> |
|------------------------------|-----------------------|------------------------|

Update on COVID-19

|                              |                        |
|------------------------------|------------------------|
| <b>APRIL 21<sup>ST</sup></b> | <b>REGULAR MEETING</b> |
|------------------------------|------------------------|

April Child Abuse Prevention Month Proclamation

IT Presentation

Big Day of Giving Proclamation

Earth Day Proclamation

EV Charging Station MOU – Electrify Yolo Project

Master MOU with Homeless Partners

Spring Budget Workshop

Measure J – Nov 2020 ballot measure

E. Main Street Mini-Storage Conditional Use Permit

|                           |                        |
|---------------------------|------------------------|
| <b>MAY 5<sup>TH</sup></b> | <b>REGULAR MEETING</b> |
|---------------------------|------------------------|

City Council Meeting Minutes of May 5, 2020 and May 19, 2020

Presentation: FY2020/21 Proposed Budget

Apprenticeship / Workforce Development Programs

Approve Interim Shelter Bid Package

|                            |                        |
|----------------------------|------------------------|
| <b>MAY 19<sup>TH</sup></b> | <b>REGULAR MEETING</b> |
|----------------------------|------------------------|

Woodland Research & Tech Park – Specific Plan

Traffic Calming Update – Pilot Projects

**Future Topics / Study Sessions:**

|                                                                                                                                       |                                                                                                                            |
|---------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|
| <b>June</b><br>Adoption FY2020/21 Budget<br>Draft Ballot Language – Meas. J Renewal<br>Board and Commission Appointments June 2, 2020 | <b>July</b><br>Presentation: City/Chamber Youth Works Program                                                              |
| <b>August</b><br>Council Recess 7/22 – 8/17                                                                                           | <b>TBD</b><br>Comprehensive Zoning Update (Fall)<br>Flood Project Certification of Final EIR (Fall)<br>Gang Task Force MOU |



TO: THE HONORABLE MAYOR AND CITY COUNCIL  
AGENDA: Special City Council Meeting  
DATE: March 24, 2020  
ITEM #: F.2  
SUBJECT: Update on COVID-19 Response and Preparedness

**Recommendation for Action:** Staff recommends that the City Council receive an update from Interim City Manager Ken Hiatt and discuss next steps.



Ken Hiatt  
Interim City Manager

**Attachments:**

None



TO: THE HONORABLE MAYOR AND CITY COUNCIL  
AGENDA: Special City Council Meeting  
DATE: March 24, 2020  
ITEM #: F.3  
SUBJECT: Business Assistance Related to COVID-19

**Recommendation for Action:** Staff recommends the City Council receive a report on efforts to assist local businesses impacted by COVID-19 and take the following actions:

- 1) Approve an Urgency Ordinance, by a Four-Fifths Vote, Temporarily Suspending Sections 3.12.080 and 3.12.090 of the City of Woodland Municipal Code Concerning Payment of Transient Occupancy Tax; and
- 2) Direct staff to come back at the March 31st special City Council meeting with an Urgency Ordinance to expand the moratorium on evictions to include commercial tenants.

#### **Staff Contact**

Ken Hiatt, Interim City Manager (530) 661-5802, [ken.hiatt@cityofwoodland.org](mailto:ken.hiatt@cityofwoodland.org)

#### **Fiscal Impact**

The City receives between \$450,000 and \$580,000 per quarter in Transient Occupancy Tax. With lower occupancy rates currently experienced now and expected to continue, current and future TOT due to the City is likely to be significantly less than this amount. These revenues would eventually be realized by the City, although later than would otherwise be typical. TOT funds are deposited into the General Fund and therefore the deferral would have a short-term impact on revenues to the General Fund.

#### **Background**

The Woodland community is facing an unprecedented situation with the spread of the COVID-19 virus. Shelter in place orders have been instituted, first by Yolo County Health on March 18 and then by the Governor on March 19. Local businesses and residents are experiencing economic loss because of the situation.

City staff, recognizing the negative impact the current situation has on businesses and residents, have been working to consider options to provide temporary relief to businesses and/or households, to weather the short-term impacts and recover financially afterward.

On March 17, the City of Woodland passed a Resolution declaring a Local State of Emergency. This action allows the City to access Federal and State resources and be more responsive in our decision making process to respond to the rapidly evolving events.

Additionally, the declaration of emergency temporarily suspends the City's termination of water service to all commercial and residential properties for non-payment and places limitation on price increases on goods and services. At its March 17th Special Meeting, the City Council also adopted an Urgency Ordinance imposing a moratorium on evictions of residential tenants for failure to pay rent during the current state of emergency caused by the COVID-19 pandemic. As a result of the various orders imposed to mitigate the spread of COVID-19, many people in our community will see their incomes reduced or have to take time off work to care for their health or the health of family members. In the face of this uncertainty, people may need to make difficult financial decisions and may be unable to pay rent due to reduced income. The moratorium provides tenants, many of who are employed by local businesses that are unable to pay rent due to financial impacts related to COVID-19 relief from concern of eviction during this emergency period.

City water and wastewater systems are secure and public safety officials are well prepared and equipped to address additional challenges as they arise. The City has confirmed that our private service providers including waste collection and utilities are prepared to continue delivering service without interruption. PG&E has issued a statement that power and gas will not be shut off due to lack of payment during this time.

Despite the closure of City Hall to the public in response to the Shelter in Place Order, many divisions within the City remain operational through telecommunication, including Planning and Building for those projects in or entering entitlement or plan review. An extended grace period for Business License renewal is in place; as well, the City is extending the effective term of most planning entitlements and building permits currently approved and those approved within the next three months, through July 1.

Additionally, at its March 17th Special Meeting, the City Council adopted an Urgency Ordinance imposing a moratorium on evictions of residential tenants for failure to pay rent during the current state of emergency caused by the COVID-19 pandemic. As a result of social distancing, many people in our community will see their incomes reduced or have to take time off work to care for their health or the health of family members. In the face of this uncertainty, people may need to make difficult financial decisions and may be unable to pay rent due to reduced income. During this emergency period, the moratorium provides tenants, many of which are employed by local businesses, relief from concern of eviction in the event they are unable to pay rent due to financial impacts related to COVID-19.

### **Discussion**

The impacts of the COVID-19 global pandemic on our local economy will be unprecedented, particularly on our small businesses that employ a large segment of our local workforce. Understanding the breadth and depth of these impacts and developing strategies to assist these businesses has been and will continue to be a primary area of focus for the City. To that end, staff has begun assembling information and providing links to critical Federal and State resources that have been established. As we engage with our local business community and share examples across the region and state, new policies and programs will be presented to Council. The following is a summary of the immediate and short-term strategies being implemented.

#### *Moratorium on Commercial Evictions*

Staff is working with the City Attorney to draft a similar Ordinance for Commercial tenants and anticipates presenting this to the City Council for consideration at its March 31st meeting.

#### *Deferral of Transit Occupancy Tax (TOT) Payments*

The shelter in place/at home orders have significantly impacted consumer behavior as restaurants are serving take-out only, events have been cancelled, and retailers have closed their doors. Local hotels have recently been seeing 60-70% declines in business and are struggling to generate enough business to avoid laying off employees and keep hotels open. The local hotels are not only a major source of employment but also critical to providing needed accommodations for essential business travel and emergency service workers. These travelers in turn bring visitors to town that can help support our local businesses that remain open. Local hotels pay the City TOT payments, equivalent to 10% the cost of a room night. Hotels collect TOT when the room night is paid for and then remit the TOT to the City each month. With current travel and entertainment restrictions, hotel occupancy is extremely low (i.e 15-25% occupancy, as opposed to a more typical 70% to 80% occupancy), and is likely to remain at unsustainably low levels until restrictions are eased. In order to assist hotels through this time, staff recommends suspending two provisions of the Municipal Code

concerning the imposition of fines and penalties for delinquent TOT payments to the City and the related enforcement mechanisms when hotel operators are delinquent in making payments to the City. The proposed urgency ordinance would suspend two provisions of the Municipal Code that would effectively allow hotel operators to defer TOT payments to the City until the end of the quarter following termination of the local emergency. If, for example, the City Council terminates the emergency in April of 2020, TOT payments to the City would not be due until the quarter ending September 2020. However, hotels would continue to report the TOT revenue amounts to the City, so that Finance could book the revenues and be in a better position to work out a payment plan with the business once the TOT is no longer deferred. The proposed ordinance also specifically provides that hotels must continue to collect the TOT from transients staying at the hotel and that all such funds collected must

The TOT is part of the City's General Fund and is a substantial source of revenue, however, the City can push back actual receipt of this revenue to provide a cash flow bridge for local hotels to weather these unprecedented circumstances. In a normal year, the City receives approximately \$1.5 million in TOT, with the spring and early summer months at some of the highest occupancy. The next payment is due in April, and deferral of these payments for the first quarter and the coming months will provide needed cash flow enabling these hotels to remain open.

### *Business and Employee Resources*

In addition to the above local actions, the City is taking steps to ensure employers and workers remain informed of critical resources and financial assistance available at the local, State and Federal level. Specifically, the City has launched its Economic Development COVID-19 Response webpage (<https://www.cityofwoodland.org/COVID-19-Response-for-Businesses-and-Employees>) specific to the needs and questions of our business community. The following information is available on the City's Economic Development response webpage where it will be regularly updated as new resources and information becomes available.

- Local and State Orders; Shelter In Place "Essential Business" Guidance
- Small business quick resources\*
- Taxpayer information
- Work share, reduced work hour and unemployment assistance
- Workplace health and safety guidelines
- Support Woodland-based businesses
- Food security assistance programs for seniors and low-income community members
- Immediate temporary employment opportunities in Woodland and Yolo County
- Volunteer opportunities in Woodland and Yolo County

\* SBA Emergency Loans: California small businesses suffering substantial economic injury as a result of COVID-19 are encouraged to take advantage of the low-interest federal disaster loans available through the Small Business Administration (SBA).

SBA's Economic Injury Disaster Loans offer up to \$2 million in assistance and can provide vital economic support to small businesses to help overcome the temporary loss of revenue they are experiencing. These loans may be used to pay fixed debts, payroll, accounts payable and other bills that can't be paid because of the disaster's impact. The interest rate is 3.75% for small businesses without credit available elsewhere; businesses with credit available elsewhere are not eligible. The interest rate for non-profits is 2.75%.

### *State of California Business and Employee Resources Website*

As well, the State of California has created a website, <https://covid19.ca.gov>, listing COVID-19 resources for businesses and employees. Information is available on how to apply for unemployment, disability benefits, paid

family leave, and small business assistance.

#### Sacramento Metropolitan Chamber of Commerce Small Business Call Center and Rapid Response Program

The Sacramento Metropolitan Chamber of Commerce is working to deliver a Small Business Call Center to the greater region for rapid response to the current COVID-19 emergency. <https://rapidresponse.metrochamber.org> This Center will provide resource and referral information to small businesses and can be an effective mechanism to connect a small business owner with options and programs for assistance. Over the next four months, the Sac Metro Chamber will host a business hotline and email resource portal seven days a week to answer all business calls and email requests for support. They will staff the center with business generalists in multiple languages including Spanish to staff this line and email portal.

Each caller will connect with a trained business generalist to answer basic questions, guide people to resources, and connect him/her directly to expert counselors in the areas of HR/LEGAL and ACCESS TO CAPITAL at no cost to the user. Sac Metro Chamber will provide all other SBDC counseling services (marketing, Quickbooks, tax questions, business planning, etc...) at no cost utilizing existing SBDC infrastructure. The Sac Metro Chamber is asking other jurisdictions in the region to contribute financially to the expansion effort.

The City will be contributing approximately \$5,000 to allow Woodland to participate and provide all Woodland businesses access the Sacramento Metro Chamber's Small Business Call Center. The City Manager will be executing an agreement with the Sac Metro Chamber to allow for provision of these services. Participation in this program will augment the work that is being done at the local level in concert with the Woodland Chamber of Commerce, which is actively reaching out to each of its members to assist where possible.

#### *Promoting Local Business*

Woodland's business community, its local shops, restaurants, and professional service providers, play a vital role in the health of our economy and the resiliency of our community. The City of Woodland is advising residents to comply with all shelter-in-place requirements and guidance provided by the State, Federal and local governments. Concurrently, the City is also encouraging residents to continue to support local businesses and restaurants that are exploring creative ways to offer services while maintaining compliance with government health directives.

Through the City's primary COVID-19 response webpage, the City's Economic Development response webpage, and through our City's social media channels on Facebook and Instagram: @cityofwoodland, @thefoodfront, and @woodlandecondev, we will continue to partner with our local business community to provide information on ways residents can support our local businesses as we navigate these challenging times together.

**Recommendation for Action:** Staff recommends the City Council receive a report on efforts to assist local businesses impacted by COVID-19 and take the following actions:

- 1) Approve an Urgency Ordinance, by a Four-Fifths Vote, Temporarily Suspending Sections 3.12.080 and 3.12.090 of the City of Woodland Municipal Code Concerning Payment of Transient Occupancy Tax; and
- 2) Direct staff to come back at the March 31st meeting with an Urgency Ordinance to expand the moratorium on evictions to include commercial tenants.



Ken Hiatt  
Interim City Manager

**Attachments:**

1. COVID-19-HotelTOT Assistance-ATT1-Urgency Ordinance-c1

## **URGENCY ORDINANCE \_\_\_\_\_**

### **AN URGENCY ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WOODLAND TEMPORARILY SUSPENDING SECTIONS 3.12.080 AND 3.12.090 OF THE CITY OF WOODLAND MUNICIPAL CODE CONCERNING PAYMENT OF TRANSIENT OCCUPANCY TAX, AND DECLARING THE URGENCY THEREOF**

**WHEREAS**, the City of Woodland on March 17, 2020 declared a local emergency due to COVID-19, a contagious virus with no known cure that has become a global pandemic; and

**WHEREAS**, the City's actions followed the Governor of the State of California declaring a state of emergency on March 4, 2020, the Yolo County Board of Supervisors ratifying a local and public health emergency on March 10, 2020, and the President of the United States declaring a national emergency on March 13, 2020; and

**WHEREAS**, the Yolo County Health Officer issued a Shelter in Place Order on March 18, 2020, and the Governor issued a similar Executive Order ordering all residents to stay at home as much as possible on March 19, 2020; and

**WHEREAS**, the effects of the various orders and actions needed to slow the spread of COVID-19 has resulted in significant economic effects in the City of Woodland as restaurants have converted to take-out only businesses, "non-essential" businesses have temporarily closed and may be forced to permanently close, events have been cancelled, and hotel room nights have dramatically decreased; and

**WHEREAS**, hotels in the City provide not only a place for visitors to stay while in the City, but they also generate additional revenue in the form of increased sales tax dollars from visitors' purchases at local stores and restaurants; and

**WHEREAS**, if hotels in the City are forced to close permanently as a result of the decrease in hotel room nights, there will be at minimum a significant delay in such hotels reopening, and there may be a permanent reduction in the number of hotel rooms in the City, resulting in reductions in City revenue and the elimination of an essential amenity for visitors to the City; and

**WHEREAS**, hotels in the City are subject to Chapter 3.12 of the City of Woodland Municipal Code, which requires them to collect from hotel guests a 10% occupancy tax, referred to as the transient occupancy tax, which is then remitted to the City; and

**WHEREAS**, in this time of economic uncertainty and declining hotel revenues, the City Council finds that it is vital to help assist the hotels in the City to remain both open and viable businesses so that visitors can stay in hotels during this period of local emergency but also so that they will be able to successfully operate again once operations in the City return to typical operating conditions; and

**WHEREAS**, the City Council finds that enforcing all of the provisions of the Municipal Code regarding collecting the transient occupancy tax from hotels in the City is not in the public interest, that it is in the best interest of the public's health, safety, and welfare for hotels to be able

to continue to operate during and after the local emergency caused by COVID-19, and that the City desires to help hotels continue in business and can do so by not enforcing the provisions of the Municipal Code requiring penalties and interest to be paid in the event of non-payment and requiring certain enforcement procedures when operators fail to timely pay the tax; and

**WHEREAS**, this Ordinance is temporary in nature and is intended to provide temporary financial relief to hotels within the City of Woodland during, and immediately following, the City's response to the COVID-19 pandemic outbreak; and

**WHEREAS**, this Ordinance is adopted pursuant to the City's police powers and powers afforded to the City in time of national, state, county, and local emergency during an unprecedented health pandemic, such powers being afforded by the State Constitution, State Law, and Chapter 13.52 of the Woodland Municipal Code to protect the peace, health, and safety of the public; and

**WHEREAS**, the City Council of the City of Woodland finds that this Ordinance is necessary for the preservation of the public peace, health, and safety of residents living within the City and finds such urgency to approve this Ordinance immediately based on the facts described herein, and detailed in the staff report.

**NOW, THEREFORE, BE IT ORDAINED**, by the City Council of the City of Woodland as follows:

**Section 1.** Section 3.12.080 of the City of Woodland Municipal Code concerning penalties for failure to remit the transient occupancy tax when due is hereby suspended and shall be in full force and effect again as set forth in Section 3.

**Section 2.** Section 3.12.090 of the City of Woodland Municipal Code requiring the Tax Administrator to take certain actions when an operator fails to remit the transient occupancy tax collected, including the assessment of penalties and interest, sending notice to the operator, and allowing the operator to have a hearing, is hereby suspended and shall be in full force and effect again as set forth in Section 3.

**Section 3.** The effect of the City Council's suspension of Sections 3.12.080 and 3.12.090 is to permit the deferral of transient occupancy tax payments by operators to the City. Upon cessation of the local emergency, all operators who collected the transient occupancy tax are expected to remit all payments owed to the City by the end of the following quarter. If, for example, the local emergency terminates in May 2020, all transient occupancy taxes owed by an operator will be due to the City following the July- September 2020 quarter. From and after the date the tax is owed, all applicable interest and penalties set forth in Section 3.12.080 shall begin accruing, and the enforcement provisions in Section 3.12.090 may be enforced by the Tax Administrator.

**Section 4.** Nothing in this Ordinance shall relieve an operator from collecting from transients the amounts required to be collected, as specified in Section 3.12.030 of the City of Woodland Municipal Code. This Ordinance also does not relieve any operator from its obligation to remit to the City the transient occupancy tax collected.

**Section 5.** Each operator that collects, or has collected, transient occupancy tax shall continue to be required to comply with Section 3.12.070 of the City of Woodland Municipal Code requiring an operator to report to the City's Tax Administrator the total rents charged and received and the amount of tax collected for transient occupancies.

PASSED AND ADOPTED by the City Council of the City of Woodland, by a four-fifths vote, at a special meeting this 24th day of March, 2020, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Rich Lansburgh  
Mayor

ATTEST:

Ana B. Gonzalez  
City Clerk

Kara K. Ueda  
City Attorney



TO: THE HONORABLE MAYOR AND CITY COUNCIL  
AGENDA: Special City Council Meeting  
DATE: March 24, 2020  
ITEM #: F.4  
SUBJECT: COVID-19 Limited Duration Administrative Leave Policy

**Recommendation for Action:** Staff recommends that the City Council approve the Resolution Ratifying the COVID-19 Limited Duration Administrative Leave Policy Adopted by the Interim City Manager on March 19, 2020

**Staff Contact:**

Sheila McShane, Human Resources Manager, (530) 661-5807, [Sheila.mcshane@cityofwoodland.org](mailto:Sheila.mcshane@cityofwoodland.org)

**Fiscal Impact:**

The action to approve a Limited Duration COVID-19 Administrative Leave Policy will have no direct fiscal impact as the fiscal budget 19-20 allows for payment of salaries for all employees.

**Background:**

The City Council on March 17, 2020 declared a local emergency due to COVID-19. Since then, the County Public Health Officer and the Governor have both issued orders directing people to stay home as much as possible. As a result of these orders, City staff have generally fallen into three different categories. The first category is comprised of City employees whose jobs require them to be on-site or out in the field (primarily, but not exclusively, police, fire, and public works staff). These employees have continued to report to work and are expected to continue to do so. These employees are sometimes referred to as those performing essential functions. The second category is comprised of employees whose job duties allow them to work remotely, and these employees have begun working from home. Finally, some City staff have jobs that have been deemed to not be essential for the City's operations to continue during this emergency, and they cannot perform their work at home or there is insufficient work for them to be fully occupied at home. Regardless of the category of employee, all City employees have been told that they should be ready to report to work for the City and, additionally, all City employees are considered disaster service workers under state law and need to be available to respond and report to work at the City if needed for the duration of the local emergency.

**Discussion:**

The Interim City Manager issued the Limited Duration COVID-19 Administrative Leave Policy ("Policy") on March 19, 2020, which is a temporary policy to allow eligible City employees to receive paid administrative leave as a result of changes made to the City's operations due to the COVID-19 global pandemic. The policy took effect immediately on March 19, 2020, subject to ratification by the City Council.

The Policy was drafted out of a recognition that requiring City employees who were sent home with no or little work to do from home would cause some City employees to experience significant economic impacts, especially those with limited leave balances. Employees with limited or no leave balances would normally be required to apply for unemployment assistance in the absence of additional federally mandated leave. While new federal legislation will provide for some relief to eligible employees, that legislation has not yet gone into effect, but is expected to by no later than April 2, 2020.

City employees who are eligible for the City's COVID-19 Administrative Leave include the following four types of employees:

- (1) Employees who are sent home or instructed not to report for duty due to lack of work and who are unable to work remotely resulting from a reduction in City operations during the COVID-19 emergency.
- (2) Employees who are sent home from work because they are demonstrating symptoms of communicable disease and who have not yet been medically cleared to return to work.
- (3) Employees who have been diagnosed with COVID-19, are subject to a mandatory quarantine order due to exposure to the virus, or who are home due to being considered high-risk due to age or medical condition.
- (4) Employees who need to care for an ill family member or dependent(s) who has tested positive for, or shows symptoms of, COVID-19.

While the COVID-19 Administrative Leave Policy does not cover employees who are unable to work due to their child care responsibilities as a result of school closures, the recently adopted federal Families First Coronavirus Response Act does provide for City-paid leave to eligible City employees who are unable to work or telework because they need to take care of their minor children due to a school closure or if their child care provider is unavailable due to COVID-19. Staff anticipates drafting a separate policy(ies) to further implement the new federal law.

The Policy also provides that the federally mandated leave will be primary and will not extend the availability of COVID-19 Administrative Leave beyond April 7, 2020 (the date the County Health Officer's Shelter In Place Order expires), unless further extended by the City Manager or City Council. The federal law is anticipated to go into effect on or before April 2, 2020, and the COVID-19 Administrative Leave would be available for eligible City employees to use during the interim. The Policy further provides that the COVID-19 Administrative Leave may be used from March 19, 2020 by employees who were sent home without the ability to work from home or otherwise instructed not to report to work as a result of the reduction in City operations and from March 16, 2020 by employees who meet one of the other three enumerated qualifications specified above.

The Policy authorizes this leave for full-time City employees as a wage replacement for their full-time regularly scheduled work week hours. The COVID-19 Administrative Leave has no cash value, may not be donated to other City employees, and may not be used for any use other than the specified purposes.

**Conclusion:**

Staff recommends that the City Council approve the Resolution Ratifying the COVID-19 Limited Duration Administrative Leave Policy Adopted by the Interim City Manager on March 19, 2020

Prepared By: Sheila McShane, Human Resources Manager



Ken Hiatt  
Interim City Manager

**Attachments:**

1. COW Resolution Ratifying COVID-19 Administrative Leave Policy-c1
2. Limited Duration COVID-19 Administrative Leave Policy 3.19.20-c1

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
WOODLAND RATIFYING THE LIMITED DURATION COVID-19  
ADMINISTRATIVE LEAVE POLICY ADOPTED BY THE  
INTERIM CITY MANAGER ON MARCH 19, 2020**

**WHEREAS**, there is an urgent need for the City to take all appropriate actions to protect public health and limit the spread of COVID-19, which has been determined by the World Health Organization to be a pandemic; and

**WHEREAS**, the Governor of the State of California declared a state of emergency on March 4, 2020, the Yolo County Board of Supervisors ratified a local and public health emergency on March 10, 2020, and the President of the United States declared a national emergency on March 13, 2020; and

**WHEREAS**, the City Council on March 17, 2020 declared a state of local emergency; and

**WHEREAS**, in compliance with the Yolo County Health Officer's shelter in place order of March 18, 2020, the City of Woodland began taking steps to reduce its operations and to only have essential City personnel remain at work and in the field; and

**WHEREAS**, beginning on March 19, 2020, many City employees began working remotely from home, but not all City employees have jobs that allow them to work from home and/or there is insufficient work available for them to do at home, and some City employees have been sent home and/or were directed not to report to their regularly scheduled work; and

**WHEREAS**, to help mitigate the financial effects of these actions related to COVID-19, the Interim City Manager issued the Limited Duration COVID-19 Administrative Leave Policy ("Policy"); and

**WHEREAS**, the City Council recognizes that this is a time of significant economic stress for many residents of the City of Woodland as daily life has dramatically changed, schools have closed, events have been cancelled, businesses have closed, restaurants have either closed or offer take-out delivery only, and people have been laid off or had their hours reduced; and

**WHEREAS**, the City Council values its entire workforce and finds that it is critical to have the fewest number of City employees on-site and in the field to help prevent the spread of a contagious virus that has become a global pandemic and that it is critically important to ensure the City has a healthy workforce available to further assist in addressing critical City needs during the period of the local emergency, both of which serve a public purpose; and

**WHEREAS**, the City Council further finds that providing paid administrative leave during this time of emergency serves a public purpose by helping ensure the seamless continuity of operations once City operations resume to normal conditions, and the City Council determines that providing COVID-19 Administrative Leave will assist employee morale during this challenging time.

**NOW, THEREFORE BE IT RESOLVED** by the City Council of the City of Woodland as follows:

**Section 1.** The City Council hereby ratifies the Limited Duration COVID-19 Administrative Policy that was issued by the Interim City Manager on March 19, 2020.

**Section 2.** As specified in the Policy, the policy went into effect on March 19, 2020, and shall remain in effect until April 7, 2020, unless extended. The federally mandated leave does not extend the availability of COVID-19 Administrative Leave beyond April 7, 2020, unless otherwise extended by the City Manager or City Council. After termination of the Policy, employees who are not working either at the City or remotely will be required to use all available leave as wage replacement sources, including federal leave and all accrued paid leave. The City Manager is hereby authorized to make all necessary changes to ensure that City employees may use all available leave, including sick leave, for the purposes specified in the Policy.

**Section 3.** As specified in the Limited Duration COVID-19 Administrative Leave Policy, the COVID-19 Administrative Leave shall have no other cash value, may not be donated or used for any other purpose, and is only available for use during the time period specified in the Policy.

**Section 4.** The City Manager is hereby directed to implement the Policy.

**Section 5.** This Resolution shall take effect immediately upon adoption.

**PASSED AND ADOPTED** by the City Council of the City of Woodland at a special meeting on the 24th day of March, 2020, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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Rich Lansburgh, Mayor

ATTEST:

APPROVED AS TO FORM:

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Ana B. Gonzalez, City Clerk

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Kara K. Ueda, City Attorney

## ADMINISTRATIVE POLICY

Date Issued: March 19, 2020  
Date Revised: None  
Version No.: 1

Approved by:

  
Ken Hiatt, Interim City Manager

### **LIMITED DURATION COVID-19 ADMINISTRATIVE LEAVE POLICY**

#### **PURPOSE AND BACKGROUND**

This Limited Duration COVID-19 Administrative Leave Policy is a temporary policy that allows City employees, under certain circumstances, to receive paid administrative leave as a result of changes to the City's operations caused by the COVID-19 global pandemic. This policy takes effect immediately on March 19, 2020, and is subject to ratification by the City Council on March 24, 2020.

The City Council declared a local emergency on March 17, 2020. The Yolo County Health Officer issued a Shelter In Place Order on March 18, 2020, effective as of 12:01 a.m. March 19 2020. The Shelter in Place Order, among things, directs all residents to shelter in place except to, among other things, perform essential governmental functions.

As a part of the local emergency, in response to the Shelter In Place Order, and to help prevent the spread of COVID-19, the City immediately took steps to scale back City operations. In doing so, the City reduced available services to the public, which resulted in a reduction in the number of City employees who were needed to perform City services. While arrangements have been made, where possible, to have as many employees work remotely from home, this option is not available for all City employees.

Some City employees have been sent home and/or were directed not to report to their regularly scheduled workplace on March 19, 2020, due to these City-initiated operational changes. Requiring City employees to use their available leave balances may cause some City employees to experience significant financial impacts, in particular those employees with limited leave balances, and this policy is intended to help mitigate some of those impacts. This policy is also intended to help ensure that the City has a healthy workforce from which to draw upon, both to perform essential City functions as well as to perform work as disaster service workers, and to help ensure that the City is able to quickly return to normal operations as soon as possible following the termination of the local emergency caused by COVID-19.

The City expects all City employees to be available to report to work if called upon to do so during normal working hours, either to fulfill their assigned job functions or as a City disaster service worker.

## **ELIGIBILITY**

City employees who qualify for the COVID-19 Administrative Leave include the following:

1. City employees who are sent home or instructed not to report for duty due to lack of work and who are unable to work remotely resulting from a reduction in City operations during the COVID-19 emergency. Some employees may be working a reduced schedule (whether on-site or remotely from home), not of their own choice. This Policy is intended to supplement those hours and to make the employee whole for those time periods in which the employee is not working.
2. Employees who are sent home from work because they are demonstrating symptoms of communicable disease and who have not yet been medically cleared to return to work.
3. Employees who have been diagnosed with COVID-19, are subject to a mandatory quarantine order due to exposure to the virus, or who are home due to being considered high-risk due to age or medical condition.
4. Employees who need to care for an ill family member or dependent(s) who has tested positive for, or shows symptoms of, COVID-19.

If supplemental federal mandated leave is available for eligible employees to use, such federally mandated leave will be primary and will not extend the availability of COVID-19 Administrative Leave beyond April 7, 2020, unless further extended as specified below. COVID-19 Administrative Leave may be used to fill in any gaps within that period. After April 7, 2020, or a subsequent extension, eligible employees will be required to use accrued paid leaves as wage replacement sources, except as may be otherwise required by law. Employees may use any leave available to them during such time.

### **Duration**

Eligible employees may use COVID-19 Administrative Leave from the day the employee was sent home or otherwise instructed not to report to work as a result of the reduction in City operations, as early as March 19, 2020. Employees who meet the criteria under items 2, 3, or 4 above may use COVID-19 leave from as early as March 16, 2020. This policy is for a limited duration and shall extend through April 7, 2020, which is the day the Shelter In Place Order expires. This policy may be extended if the Shelter In Place Order is extended or if other circumstances related to the local emergency necessitate it, at the discretion of the City Manager or the City Council.

### **Limitations**

This policy authorizes COVID-19 Administrative Leave for full-time City employees as a wage replacement for their full-time regularly scheduled work week hours.

This policy does not apply to City employees who are home caring for children due to a school closure. For this purpose, employees may use sick leave, vacation leave, CTO or administrative leave. Employees who have exhausted their own personal leave banks should consult with the Human Resources Manager to discuss their available options.

COVID-19 Administrative Leave shall have no other cash value. COVID-19 Administrative Leave may not be donated or used for any other purpose and is only available for use during the time period specified above.

