



City of Woodland

Meeting Agenda

City Council

City Hall
Council Chambers
300 First Street
Woodland, CA 95695

April 21, 2020
6:00 PM

CITY COUNCIL

JOINT REGULAR CITY COUNCIL/WOODLAND FINANCE AUTHORITY MEETING

6:00 PM

PLEASE NOTE: The April 21, 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 20 and also by going to the City of Woodland web site at 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 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.

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. CONSENT CALENDAR

2. SUBJECT: Community Services Department Quarterly Status Report for the period of January through March 2020

RECOMMENDATION FOR ACTION: Staff recommends that the City Council receive the Community Services Department Quarterly Status Report.

3. SUBJECT: Earth Day Proclamation

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt a proclamation recognizing April 22, 2020 as the 50th annual celebration of Earth Day.

4. SUBJECT: Proclaim May 7, 2020 as BIG Day of Giving

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt a Proclamation recognizing May 7, 2020 as BIG Day of Giving.

5. SUBJECT: Final Acceptance and Notice of Completion for Water Pollution Control Facility (WPCF) South Pond Pump Station (SPPS) Rehabilitation, CIP #18-07

RECOMMENDATION FOR ACTION: Staff recommends that the City Council approve Resolution No. _____, accepting the Water Pollution Control Facility (WPCF) South Pond Pump Station (SPPS) Rehabilitation, CIP #18-07, as complete and authorizing the City Clerk to file a Notice of Completion.

6. SUBJECT: Final Acceptance and Notice of Completion for 2019 ADA Improvement Project, CIP 19-08

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, accepting the 2019 ADA Improvement Project, CIP 19-08, as complete and authorizing the City Clerk to file a Notice of Completion.

7. SUBJECT: Emergency Interim Shelter Project

RECOMMENDATION FOR ACTION: Consideration and adoption of Resolution No. _____, Declaring Condition of Emergency and Authorizing the Performance of an Emergency Interim Shelter Project Without Public Bidding and Determining that the Interim Shelter Project is Exempt from the Requirements of the California Environmental Quality Act as a Project Undertaken to Prevent or Mitigate an Emergency.

G. REPORTS OF THE CITY MANAGER

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

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

9. SUBJECT: Spring Budget Workshop

RECOMMENDATION FOR ACTION: Staff recommends that the City Council conduct a workshop to inform development of the City's upcoming annual FY2020/21 Budget

10. SUBJECT: Discussion of Extension of Measure J ¼ Cent Sales Tax

RECOMMENDATION FOR ACTION: Staff recommends that the City Council receive a presentation and provide direction regarding the extension of the Measure J ¼ cent sales tax measure.

H. ADJOURN

I declare under penalty of perjury that the foregoing Agenda for the Joint Regular City Council/Woodland Finance Authority Meeting of the City of Woodland scheduled for Tuesday, April 21, 2020 was posted on Friday, April 17, 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: City Council Regular Meeting
DATE: April 21, 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

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

UPDATED COUNCIL LONG RANGE CALENDAR

MAY 5TH

REGULAR MEETING

Minutes

City Council Meeting Minutes of April 7, 14 and 21, 2020

Presentations

Gary Goodman - Mosquito Vector Control

Consent Calendar

Approve contract amendments for North Regional Pond & Pump Station Project, CIP #17-21
Approve contract for WPCF Master Plan, CIP #14-07

Regular Calendar

Update on COVID-19
FY2020/21 Capital Budget
Measures E & F Spending Plans

MAY 19TH

REGULAR MEETING

Woodland Research & Tech Park – Specific Plan
Traffic Calming Update – Pilot Projects
IT Presentation
Apprenticeship / Workforce Development Programs
Award the WPCF Biosolids Pond #11 Project, CIP #20-13
Construction and Consultant Contract for W. Woodland Safe Routes to School Project, CIP 1709
Contract for CR25A(Miekle Ave. to Promenade Dr.), CIP 19-09 and E. Heritage Parkway Mid-Block Crossing Project, CIP 19-10
EV Charging Station MOU – Electrify Yolo Project
E. Main Street Mini-Storage Conditional Use Permit
FY2020/21 Budget Recommendations

JUNE 2ND

REGULAR MEETING

Presentation: FY2020/21 Proposed Budget
Homeless Shelter Bid Award and Operating Agreement

JUNE 16TH

REGULAR MEETING

Adoption FY 2020/21 Budget
Ballot Language – Meas. J Renewal
Board and Commission Appointments
Resolution Calling an Election for November 3, 2020
Waste Mgmt Delinquent Garbage/Refuse Accounts – Call for Public Hearing
Intent to Levy Assessment Spring Lake and Gateway L&L

Future Topics / Study Sessions:

July Waste Management PH – July 21 PH Levy Assessment SL and Gateway	August Council Recess 7/22 – 8/17
September	TBD Comprehensive Zoning Update (Fall) Flood Project Certification of Final EIR (Fall) Gang Task Force MOU



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: April 21, 2020
ITEM #: F.2
SUBJECT: Community Services Department Quarterly Status Report for the period of January through March 2020

Recommendation for Action: Staff recommends that the City Council receive the Community Services Department Quarterly Status Report.

Staff Contact:

Kris Bain, Community Services Program Manager, (530) 661-2002, krista.bain@cityofwoodland.org

Background:

This quarterly status report covers the period of January through March 2020. The report presents a summary of recreation and senior programming, events, affordable housing, the community development block grant entitlement program, parks and recreation facilities operation and maintenance, and urban forestry. This report also contains a narrative description of major work performed and/or notable Department highlights.

Conclusion:

Staff recommends that the City Council receive the Community Services Department Quarterly Status Report.

Prepared by: Kris Bain, Community Services Program Manager

Reviewed by: Christine Engel, Community Services Director

Ken Hiatt
Interim City Manager

Attachments:

1. Quarter 3 Report

Community Services Department Quarterly Report: January-March 2020

The following provides a summary of the Community Service Department's programs, activities, and events for January-March 2020. This report refers to participant hours; the methodology for calculating participant hours is described at the end of the document. *Participant totals (total participants and total participant hours) are the total amount of participants/hours for the entire reporting period (i.e. in most cases three months).*

Quarterly Highlights

- The Recreation Guide was released and directly mailed to over 3,500 households in Woodland with children up to 16 years old. Recreation Guides were also available at outreach events and at city facilities. The publication advertised upcoming activities and events from February through September.
- Approximately 2,500 people attended events at the Community & Senior Center during facility rentals.
- Over 700 people attended events such as the Dr. Martin Luther King Jr Celebration, Game On!, Valentine's Day Cookie Decorating, Arbor Day, and the Bridal & Event Faire Show.
- Approximately 15,285 participant hours were recorded for aquatics; youth, teen, and adult recreation activities and classes.
- Approximately 3,331 participant hours were recorded for adult sports.
- Approximately 5,211 participant hours were recorded for senior programs and events.

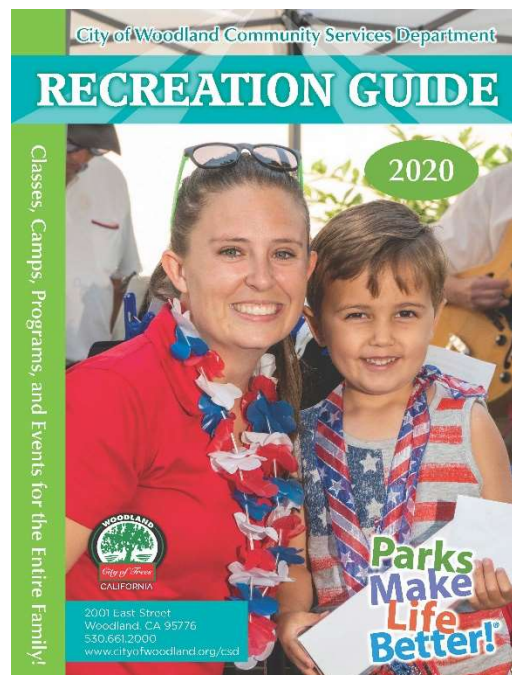
COVID-19

During the month of March, as a result of initial efforts to minimize the transmission of COVID-19, the Community & Senior Center and many programs/activities were cancelled (prior to and as a result of the shelter-in-place order). REXPO, scheduled for March 13th was the first large event cancelled. On March 16th, the Community & Senior Center and its programs were closed/cancelled. Following the shelter-in-place order by Yolo County that went into effect on March 19th, the Sports Park and the Charles Brooks Swim Center (and their programs) were closed. Additionally in March, the annual Cesar Chavez celebration scheduled for March 31st was cancelled. Information related to lost revenue as a result of the shelter-in-place order will be provided in the next quarterly report.

Program Marketing

During this reporting period, the Department used the following marketing efforts to promote the recreation program offerings as well as community events and senior programs.

- Recreation Guide: The Recreation Guide publication was released in mid-February and was mailed to 3,535 households in Woodland with children 0-16 years. Copies of the Recreation Guide are available on the City's webpage, at City facilities, and outreach events.
- School Flyers: One school flyer was distributed to WJUSD students to promote activities and events (Martin Luther King Celebration, César Chávez Celebration and Youth Essay Contest, Game On!, REXPO, Valentine's Day Cookie Decorating, and tennis lessons). All flyers are in English and Spanish.
- Direct Marketing: Staff directly marketed events and activities onsite to students and parents of Lee and Douglass Middle Schools. Banners and posters were hung throughout town advertising activities and events.
- Social Media: The Department utilizes Facebook to advertise upcoming events and recreation programs.
- Special Events/Rec2Go Outreach: Staff attended the monthly Food Truck Events in February and March, to promote programs using the Rec2Go van.
- Senior Newsletter: The "Senior Gram" newsletter was mailed to over 450 households every month. It was also available on the CSD webpage for download.



Spring/Summer Recreation Guide

Parks and Recreation Facilities

Community & Senior Center Facility Reservations

The Community & Senior Center facility rental program is designed to provide a location for community events and generate revenue for the City of Woodland.

The “Facility Rentals with Fees Waived” column, in the table below, identifies the use of the facility where fees were not charged and the dollar amount that could have been collected (had a fee waiver not been granted). Rentals with all of the fees waived are generally city events/meetings or city sponsored events. This table does not include use of rooms for senior programs or exercise classes.

	General Facility Rentals <i>Includes rentals receiving discounts</i>	Facility Rentals <i>with Fees Waived</i>
Number of Rentals	22	20
Approximate Participants	2,540	1,545
Total Fees	\$14,362	\$17,753 (waived)

Sports Park Tournament Reservations

Tournament reservations are available for the Sports Park Complex. Local tournament directors have the first choice of dates for the following year before a “tournament date allocation meeting” is held with non-local tournament directors. All of the available weekend dates for tournaments (from January to August and November to December) were reserved. (September and October weekends are used for soccer games by local soccer leagues).

Sports Park Tournament Reservations	
Number of Rentals	8
Number of Teams	151
Total Fees Collected	\$29,300



Woodland Sports Park during tournament

Parks and Recreation Facilities Improvement Projects Update

Park/Recreation Facility	Projects Completed during Quarter 3
Beamer Park	Installed new benches in the shade provided by a tree New playground structure and wood fiber installed Installed concrete ADA ramp
Campbell Park	Ordered fitness equipment
Charles Brooks Swim Center	Ordered new heat exchangers to make repairs to the boilers
Christiansen Park	Installed a gate and repaired holes in the fencing
Camarena & Pectoria Fields	Installed 50 yards of playground wood fiber
Clark Field	Deep cleaned and painted restrooms
Community & Senior Center	Repaired and maintained bleachers Replaced flange gasket on hot water circulating pump in mechanical room Installed rat abatement in Rec2Go parking area Replaced hand wash station faucet in the kitchen Made improvements to banner structure in the parking lot Removed old speed bags and mounts, installed new plywood mounting with new stationary speed bags in boxing gym. Replaced interior lighting with LED lights Continued to run Ethernet cables throughout the facility Performed paint touch-ups throughout the facility Pressure washed patio and walls
Crawford Park	Replaced old light poles with LED lights
Dave Douglass Park	Performed annual ballfield maintenance including grooming, weed abatement and infield maintenance
Dog Park	Removed the sod/dirt near the drinking fountain Installed base rock Installed 100 yards playground fiber
Everman Park	Replaced wooden tables with concrete tables
Ferns Park	Repaired split wood on the playground equipment
Gonzales Park	Mowed weeds in the undeveloped areas of the park Wildflower seed sewn in the bio-swale (drainage) area of the park
Harris Park	Repaired and re-installed park sign Removed willow trees to improve lighting (safety) Rebuilt the horse shoe pit with left-over and repurposed parts Groomed softball field, including weed removal and infield maintenance
Hiddleston & Campbell Parks	Fabricated steel covers for the exterior door locks
I-5 Sound Wall/Green Belt	Removal of trash
I-5 and 113 land	Removal of oleander along North Pioneer Ave.
Klenhard Field	Painted restrooms Installed lighting covers
Schneider Park	Installed 50 yards of playground wood fiber
Spring Lake Park	Added 4 dog waste stations
Sports Park	Replaced the water pump to improve water pressure to restrooms
Streng Pond	Ordered a booster pump, two benches, and a dog waste dispenser
Woodside Park	Installed 150 yards of playground wood fiber
Tredway Park	Removed play structure New playground structure and wood fiber installed Installed concrete ADA ramp and walking path

Urban Forestry

Arbor Day

The 2020 Arbor Day celebration was held on March 7th. Volunteers gathered at Campbell Park to plant 50 trees in various locations throughout the City. With over fifty volunteers in attendance, all of the trees were planted before 10:30 am. Trees planted at this event will count toward the City's California Department of Forestry & Fire Protection greenhouse gas reduction fund grant.

CalFire Grant

March 31st marked the end of the City's CALFIRE Urban and Community Forestry Program grant. In July 2017, the City was selected as a grant recipient for the Neighborhood Shade Tree Program. Since receiving the grant, the City has partnered with several organizations (such as Woodland Tree Foundation, Kiwanis Club, Yolo Housing Authority, Woodland Joint Unified School District, and Mandela Washington Fellowship Program) to plant over 1200 shade trees within the City. The grant also included the preparation of an Urban Forest Master Plan to guide the City's urban forestry program for the next twenty years.

Landmark Tree Marker Installed

A marker was constructed and installed by Staff to recognize the landmark tree at 430 Third Street (an American Elm).



Landmark tree marker installed at 430 Third Street

Community Special Events

Event	Date	Total Participants	Participant Hours	Fees Collected
Martin Luther King Jr. Celebration	Jan. 15	75	75	Free Program
Game On! (Measure J)	Jan. 24	42	126	Free Program
Valentine's Day Cookie Decorating (Measure J)	Feb. 7	315	630	Free Program
Bridal & Event Fair	Feb. 29	300	300	Free Program
Arbor Day	March 7	50	150	Free Program
Total Participants		782	1,281	

Aquatics

All aquatic programs are held at the Charles Brooks Community Swim Center. Aquatic programming is available for children as young as six months old through seniors and includes swimming lessons, lifeguard training, recreation swimming, recreation swim teams, lap swim and water aerobics. During the winter, the primary programming at the pool is lap swim, water aerobics, and the use of the pool by the Woodland Swim Team.

Aquatics Program	Total Participants	Participant Hours	Fees Collected
Lap Swim & Water Aerobics	986	986	\$2,882
Woodland Swim Team	n/a	n/a	\$4,370
Total	986	986	\$7,252

Facility Reservations

During non-programmed hours, the Charles Brooks Community Swim Center is available to reserve for other aquatic activities not affiliated with the City of Woodland. Pool reservation fees account for the facility and safety personnel onsite during the scheduled event.

Woodland Swim Team

Woodland Swim Team is a year round USA Club Team that has rented the Charles Brooks Community Swim Center for practices and meets since 1952. The Woodland Swim Team held regular practices and one swim meet during this quarter (January 18-19). Woodland Swim team stopped using the pool when the shelter-in-place order went into effect. Fees collected: \$4,370

Woodland Joint Unified School District

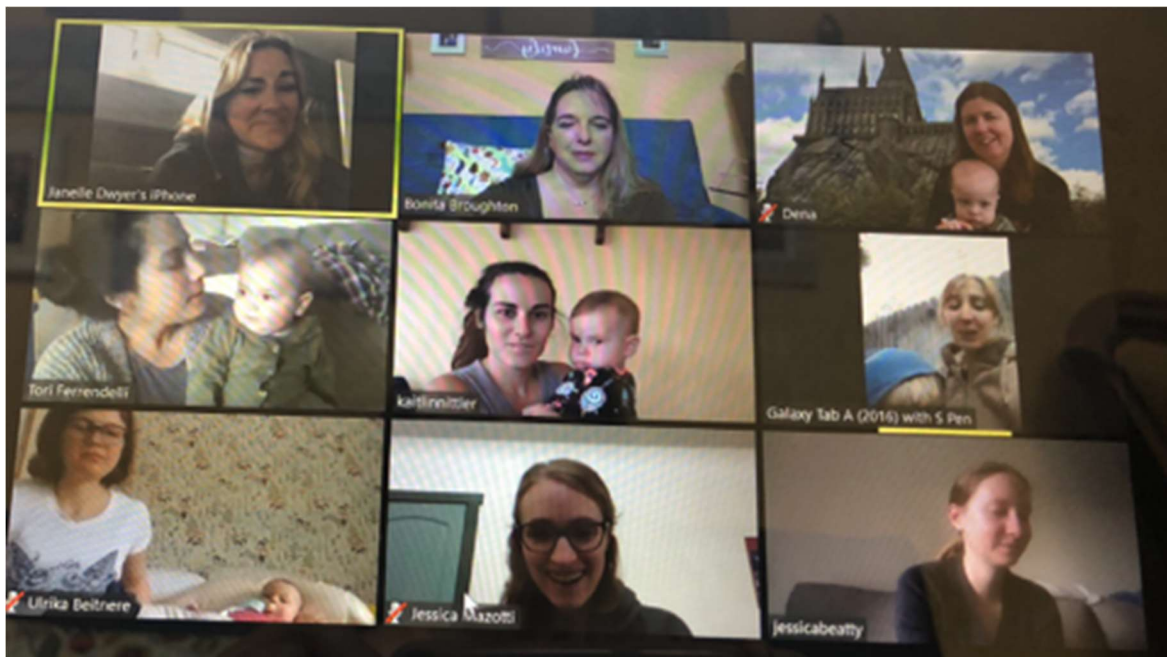
Woodland and Pioneer High School swim teams utilize the pool for practices and meets before and after school from February through mid-May, Monday through Friday. Both teams stopped using the pool when the shelter-in-place order went into effect.

Youth & Teen Recreation

A variety of youth and teen recreation programs are offered by the Department year-round; however, the majority of the programs are offered during the summer. In addition to the programs listed below, please refer to the Contract Classes section for other program offerings that are available for youth and teens.

Youth Recreation Program	Total Participants (3 months)	Participant Hours (3 months)	Fees Collected (3 months)
After School Teen Pack (Measure J)	1,278	3,457	Free Program
Baby & Me (Measure J)	135	135	Free Program
Night Hoops (Measure J)	162	243	Free Program
Rec2Go (Measure J)	335	740	Free Program
Toddler Time	42	42	\$685
Youth Basketball League	240	5,840	\$29,240
Total	2,192	10,457	\$29,925

Baby & Me has continued its weekly meet-up, via Zoom conference during the shelter-in-place order.



Baby & Me Meet-Up via Zoom March 30, 2020

Contract Classes

The City contracts with outside (special interest) instructors to teach a variety of recreation and leisure classes for participants of all ages. With the exception of tennis and boxing, the City retains 30% of the fees collected for each class (in addition to non-resident fees). The City retains 10% of the fees collected for the tennis program. For boxing, the City retains all of the revenue and pays the three contractors a monthly stipend (stipends for youth boxing are funded by Measure J).

Contract Class	Total Participants (3 months)	Participant Hours (3 months)	Fees Collected (3 months)	Total Expense (3 months)	Net Revenue (3 months)
All Good Driver Education	2	16	\$80	\$56	\$24
Boxing	861	1291.5	\$2,059	\$7,012	\$(4,953)
Cello Tennis Academy	228	477	\$8,407	\$7,566	\$841
Country Line Dance	25	87.5	\$150	\$105	\$45
Dynamic Dancing	44	410	\$3,042	\$2,170	\$871
Fall Prevention	16	21.5	\$265	\$186	\$80
Functional Fitness	30	384	\$360	\$252	\$108
Karate	7	76.25	\$175	\$123	\$53
Pilates	17	143	\$533	\$373	\$160
Rock Steady Boxing*	25	300	\$0	\$400	\$(400)
Scottish Country Dance	8	448	\$227	\$159	\$68
Stepping Out	8	64	\$320	\$224	\$96
Yoga	19	124	\$410	\$287	\$123
Total	1,290	3842.75	\$16,028	\$18,913	\$(2,885)

- * The City will receive a reimbursement from the Woodland Recreation Foundation for the Rock Steady expenses.

Adult Sports

Adult sports offered through the City include drop-in sports as well as organized softball, basketball, and volleyball leagues. Drop-in basketball (open gym) numbers are not reported, however, participation for the other programs is listed below.

Open Gym participation	Total Participants	Participant Hours	Fees Collected
Volleyball	130	325	\$660
Badminton	646	1,938	Free
Pickleball	356	1,068	Free
Total	1,132	3,331	\$660

Seniors

Programs at the Woodland Senior Center include art classes; exercise classes; games; leisure programs and activities; education resources; support groups, and special events resulting in a total of 5,084 participant hours during the third quarter.

Senior Program	Total Sign-ins	Participant Hours	Fees Collected
Art Classes	315	726	\$300
Exercise Classes	1,198	808	\$445
Games	881	1,840	Free Programs
General Programs	1,069	972	\$0
Education Resources	96	176	Free Programs
Support Groups	194	388	Free Programs
Special Programs	289	89	Free Programs
Total	4,202	4,999	\$745

Senior Event	Date	Total Participants	Participant Hours
Valentine's Day Dinner	Feb. 13	85	212.5
Total		85	212.5

Grants and Housing

In addition to implementing recreation and senior programs, the Community Services Department also implements the Community Development Block Grant Entitlement program, grants for non-profit organizations, and affordable housing programs. The highlights of these programs for the second quarter are provided below.

Status of Community Development Block Grant (CDBG) Program Construction Activities

- Empower Yolo, Capital Project (FY 2016/17 funding) – Construction of the last component of the project (gates, fencing, and handrails) has been delayed by the shelter in place order.
- Yolo Community Care Continuum, Safe Harbor Rehabilitation (FY 2018/19 funding) – Construction started in October and is nearly complete. Final items will be completed once the shelter in place order has been lifted.
- Yolo Wayfarer Center, Interior Rehabilitation (FY 2018/19 and 2017/18 funding) – Construction was completed in February 2020 and resulted in the rehabilitation of two restrooms.
- City of Woodland, Library ADA Restrooms Upgrades (FY 2019/20 funding) – Project design is nearly complete.
- Sacramento Valley Historical Railways, ADA Restroom Building (FY 2019/20 funding) – Construction of the ADA-compliant walkway from the train depot to the ADA restroom building may be delayed by the shelter in place order.
- City of Woodland, ADA Accessibility Project (FY 2019/20 funding) – Project is under design.
- New Hope Community Development Corporation, Cottonwood Meadows Phase 3 (FY 2019/20 funding) – The design has been completed and bidding out the project for construction may be delayed by the shelter in place order.
- CommuniCare Health Centers, Outdoor Wellness Space (FY 2019/20 funding) – Construction started and the site has been leveled, fence posts installed, and the irrigation installation is in process.

Oyang North Affordable Housing Site

The 4.66-acre site in the Spring Lake Specific Plan area was transferred by KB Home to nonprofit Delta Senior Housing Communities, Inc. in September 2019 as part of its affordable housing obligations for the Oyang North Subdivision. Delta and affordable housing developer Neighborhood Partners plan to construct a senior citizen affordable housing development in two phases that will yield 146 units. Neighborhood Partners submitted a HOME funding application in February for the initial phase, 76 units, and is working on other funding sources to complete its financing plan for the first 76 units.

2020 Interfaith Winter Shelter

Through a partnership with many volunteers from the Woodland faith community, the City, Yolo County, Fourth & Hope, and other community partners, the shelter operated for a nearly eight week period beginning in early January and ending in early March at the St. Luke's Episcopal Church. The shelter was available for families and single women, allowing Fourth & Hope to increase its capacity for housing single men who would otherwise be unsheltered.

Based on preliminary data, more than 1,200 volunteer hours were contributed to the operation of the shelter. Volunteers transported shelter guests to St. Luke's, checked in guests, served as overnight monitors, and prepared snacks for guests. An average of 14 guests per night stayed at the shelter and this included 8 families (10 adults and 18 children – ranging in age from 18 months to 17 years) and 12 single women.

Participant Hours Calculation

The Community Services Department measures programs through “participant hours”. Participant hours are a calculation of total program hours multiplied by the total number of unique participants within a program. Total participant hours reports how much time participants spend within each program. The measurement breaks down to 1 person x 1 hour = 1 Participant Hour. It should be noted that a higher number of participant hours is not, by itself, a measurement of greater program success compared to the participant hours of another program. Participant Hours (PH) is calculated by:

Drop In Programs: 1 Class meeting (in hours) x Total sign ins
Examples include Water Aerobics & Lap Swim, Badminton, and Night Hoops

Classes/Camps/Leagues: Total unique participants x total class time (in hours)
Examples include: Swim Lessons, Mad Science

Individual Entry: Each class meeting (in hours) x Total in attendance (adding each day)
Examples include: Teens Helping Seniors, Teen Pack

Event: Total Attendants x Average Time
Examples include: REXPO, 4th of July

Participant hours and participants in this report are listed for the three-month reporting period; therefore, if 100 participants are listed, the 100 refers to the total participants for the three-month period and could double or triple count the same participants if they participated each month (i.e. drop in volleyball).



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: April 21, 2020
ITEM #: F.3
SUBJECT: Earth Day Proclamation

Recommendation for Action: Staff recommends that the City Council adopt a proclamation recognizing April 22, 2020 as the 50th annual celebration of Earth Day.

Staff Contact:

Reyna Piñon, Conservation Coordinator, (530) 661-2063, reyna.pinon@cityofwoodland.org

Background:

Earth Day was founded in 1970 to raise awareness about environmental issues. In the decades preceding the first Earth Day, vast amounts of resources were consumed leading to environmental impacts with little consideration for consequences. In the 1960's, public awareness and concern for environmental impacts to wildlife, ecosystems, water and air quality, and public health began to increase and by 1970, Earth Day was created to bring focus to environmental protection needs on a national scale. By the end of 1970, Earth Day had led to the creation of the Environmental Protection Agency and the passage of the Clean Air, Clean Water, and Endangered Species Acts. By 1990, Earth day was being celebrated globally in more than 140 countries, bringing light to environmental issues worldwide. Today, Earth Day is celebrated around the world by more than a billion people on April 22 every year to acknowledge the beauty of our planet, recommit to actions to promote a healthy environment, and to maintain a peaceful, just, and sustainable world.

Discussion:

The theme of Earth Day 2020 is climate action. The City of Woodland 2035 Climate Action Plan (CAP) provides a community-based policy framework to guide the City, its residents, and local businesses in reducing greenhouse gas emissions consistent with State goals for addressing California's contributions to climate change. In March 2019, the City of Woodland established the Sustainability Advisory Committee to assist the City Council and staff with the evaluation of sustainability policy, program design, and implementation of the CAP. The City is committed to pursuing efforts and opportunities to reduce Woodland's contributions to climate change and to address regional climate resiliency and adaptation issues.

Prepared by: Reyna Piñon, Conservation Coordinator,

Reviewed by: Rosie Ledesma, Environmental Resources Analyst

A handwritten signature in black ink, appearing to read "Ken Hiatt".

Ken Hiatt
Interim City Manager

Attachments:

1. Earth Day Proclamation

**CITY OF WOODLAND PROCLAMATION
RECOGNIZING APRIL 22, 2020 AS THE 50TH ANNUAL CELEBRATION OF EARTH DAY**

WHEREAS, Earth Day is celebrated annually to acknowledge the beauty of our planet, recommit to actions to promote a healthy environment, and to maintain a peaceful, just and sustainable world; and

WHEREAS, the City of Woodland and our residents, businesses, organizations, schools, and local agencies, have shown dedicated leadership on environmental issues by addressing issues such as energy production and use, greenhouse gas (GHG) emissions reduction, transportation, water conservation, farmland conservation, urban forest and habitat protection, waste prevention, pollinator conservation, and environmental equity; and

WHEREAS, we acknowledge our collective responsibility for environmental equity, education, stewardship, and community sustainability and we are determined to work together across social and city borders to build transformative networks to combat climate change; and

WHEREAS, the City is committed to addressing regional climate resiliency and adaptation issues through leadership and participation in the ad hoc Yolo Resiliency Collaborative and the Yolo Climate Compact; and

WHEREAS, the City of Woodland is committed to pursuing efforts via the local community choice aggregator, Valley Clean Energy, to supply clean electricity that is increasingly renewable and locally sourced for municipal, residential, commercial, and other non-residential uses; and

WHEREAS, the City of Woodland's 2035 Climate Action Plan (CAP) provides a community-based policy framework to address community-wide GHG emissions sources and reduce emissions 15 percent below 2005 levels by 2020 and approximately 53 percent below 2005 levels by 2035; and

WHEREAS, in March 2019, the City of Woodland established the Sustainability Advisory Committee to assist the City Council and staff with the evaluation of sustainability policy, program design, and implementation of the CAP; and

WHEREAS, we acknowledge that, to meet the goals of Earth Day to raise awareness, generate positive action to protect our environment, and help guide local decision-making, the City Council will provide leadership, employ the expertise and talent of our community, and engage the hearts and minds of our residents and businesses;

NOW, THEREFORE, the City Council of the City of Woodland, on behalf of the residents of Woodland, does hereby proclaim that the City of Woodland recognizes April 22, 2020 as the 50th annual celebration of Earth Day and commits to help protect and enhance the long-term health of the natural environment, community, and economy.

DATED: April 21, 2020

Tom Stallard, Mayor Pro Tem
Enrique Fernandez, Council Member

Rich Lansburgh, Mayor

Angel Barajas, Council Member
Xóchitl Rodriguez, Council Member



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: April 21, 2020
ITEM #: F.4
SUBJECT: Proclaim May 7, 2020 as BIG Day of Giving

Recommendation for Action: Staff recommends that the City Council adopt a Proclamation recognizing May 7, 2020 as BIG Day of Giving.

Staff Contact:

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

Background:

May is the BIG Day of Giving in our region, a 24-hour giving challenge starting at midnight and ending at 11:59pm on May 8th.

BIG Day of Giving is led by Sacramento Region Community Foundation and its affiliates, and supported by many partner organizations region wide.

These foundations play a leading role in promoting and advancing philanthropy and giving.

The Big Day of Giving provides the opportunity to support participating nonprofit organizations in Woodland and our region.

Prepared By: Ana B. Gonzalez, City Clerk

A handwritten signature in black ink, appearing to read "Ken Hiatt".

Ken Hiatt
Interim City Manager

Attachments:

1. Woodland - BDOG Proclamation 2020

**CITY OF WOODLAND
PROCLAMATION
BIG DAY OF GIVING – MAY 7, 2020**

WHEREAS, the Sacramento Region Community Foundation, a trusted resource for contributing to local and regional organizations, will host the seventh annual giving day on May 7, 2020, in partnership with local and regional businesses and community leaders throughout a four-county Sacramento region to encourage charitable giving; and

WHEREAS, over the past seven years more than 50,000 people in our region donated on Big Day of Giving, raising nearly \$40 Million that local nonprofits have used to improve the quality of life our region; and

WHEREAS, this year over 600 nonprofits will participate in Big Day of Giving, nearly thirty of which are located in the City of Woodland serving its residents; and

WHEREAS, Big Day of Giving is an opportunity for the City of Woodland residents to show their community pride through supporting the good work of our local nonprofits; and

WHEREAS, philanthropic investment helps hardworking nonprofits make an impact on the causes that affect us all and provides donors with a sense of ownership and pride in their community.

NOW, THEREFORE, BE IT RESOLVED, that the Woodland City Council, do hereby proclaim May 7, 2020, as Big Day of Giving and encourage all citizens to support the work of local nonprofit organizations who help the City of Woodland community thrive.

DATED: April 21, 2020

Rich Lansburgh, Mayor

Tom Stallard, Mayor Pro Tempore

Angel Barajas, Council Member

Enrique Fernandez, Council Member

Xóchitl Rodriguez, Council Member



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: April 21, 2020
ITEM #: F.5
SUBJECT: Final Acceptance and Notice of Completion for Water Pollution Control Facility (WPCF) South Pond Pump Station (SPPS) Rehabilitation, CIP #18-07

Recommendation for Action: Staff recommends that the City Council approve Resolution No. _____, accepting the Water Pollution Control Facility (WPCF) South Pond Pump Station (SPPS) Rehabilitation, CIP #18-07, as complete and authorizing the City Clerk to file a Notice of Completion.

Staff Contact:

Chris Fong, Senior Associate Civil Engineer – (530) 661-5972, Chris.Fong@cityofwoodland.org

Fiscal Impact:

The final construction cost for this project was \$533,403. The City Council authorized the appropriation of \$540,000 for the project by Resolution No. 7240 on March 19, 2019. Other items that make up the total project budget represented the amount allocated for contingencies and construction management/inspection. The project is funded from the Sewer Enterprise Fund. The project rehabilitated an existing facility within the WPCF and the operation and maintenance costs for the rehabilitated facility are expected to remain the same as the pre-project costs.

There is no fiscal impact to the City's General Fund.

Background:

City staff is continually reviewing the status/condition of assets at the City's WPCF that allow the facility to work as designed. Through this process, staff identified the SPPS for rehabilitation with an in-kind facility due the metal corrosion, concrete conditions, and other deficiencies. The pre-project SPPS was originally constructed in 1983 to pump waste water into the WPCF South Ponds for sludge stabilization and has been regularly maintained thenceforth, but the equipment was in need of replacement. The repair and replacement of facility assets assures a functioning wastewater facility that is in compliance with all environmental and regulatory requirements.

Discussion:

The City advertised for bids on January 25, 2019. On March 29, 2019, the City Council authorized by Resolution No. 7240 the award of the construction contract to W.M. Lyles Co. The project was issued a Notice to Proceed date of June 10, 2019.

The project cost breakdown is as follows:

Construction Award Amount	\$ 486,000
Change Orders	\$ 35,253
CM/Inspection	\$ 12,150
Total Project Cost	\$ 533,403
Total Project Budget	\$ 540,000

All on-site construction activities were completed on April 1, 2020.

Conclusion:

Staff recommends that the City Council approve Resolution No. _____, accepting the Water Pollution Control Facility (WPCF) South Pond Pump Station (SPPS) Rehabilitation, CIP #18-07, as complete and authorizing the City Clerk to file a Notice of Completion.

Prepared By: Chris Fong, Senior Associate Civil Engineer

Reviewed By: Brent Meyer, Acting Community Development Director/ City Engineer

A handwritten signature in black ink, appearing to read 'Ken Hiatt', with a long horizontal flourish extending to the right.

Ken Hiatt
Interim City Manager

Attachments:

1. Resolution

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND TO
ACCEPT AS COMPLETE AND AUTHORIZE THE CITY CLERK
TO FILE A NOTICE OF COMPLETION FOR WATER POLLUTION CONTROL
FACILITY (WPCF) SOUTH POND PUMP STATION (SPPS) REHABILITATION
(CIP #18-07)**

WHEREAS, the City Council authorized the appropriation of \$540,00 for the WPCF SPPS Rehabilitation, CIP#18-07 by Resolution No. 7240 on March 19, 2019; and

WHEREAS, the City Council awarded the construction contract in the amount of \$486,000 to W.M. Lyles, Co. on March 19, 2019; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WOODLAND AS FOLLOWS:

Section 1. The City Council hereby accepts the WPCF SPPS Rehabilitation, CIP #18-07 as complete.

Section 2. The City Council hereby authorizes the City Clerk to file a Notice of Completion for the WPCF SPPS Rehabilitation, CIP #18-07.

PASSED AND ADOPTED this 21st day of April 2020, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Rich Lansburgh, Mayor

ATTEST:

Ana B. Gonzalez, City Clerk



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: April 21, 2020
ITEM #: F.6
SUBJECT: Final Acceptance and Notice of Completion for 2019 ADA Improvement Project, CIP 19-08

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, accepting the 2019 ADA Improvement Project, CIP 19-08, as complete and authorizing the City Clerk to file a Notice of Completion.

Staff Contact:

Diana Ayón, Senior Associate Civil Engineer, (530) 661-5967, diana.ayon@cityofwoodland.org

Fiscal Impact:

The total project budget is \$257,408 as identified in the current Capital Budget as CIP 19-08. The project funding is \$190,624 in Community Development Block Grant (CDBG) funding, \$23,152 in Measure E funding, and \$43,632 in Water Enterprise Funds to fund improvements associated with water utility conflicts.

There is no impact to the General Fund.

Background:

The City of Woodland applies for CDBG funds annually from the United States Department of Housing and Urban Development (HUD). CDBG funds must be used for activities that assist lower-income persons and to eliminate conditions of blight from the community.

In 2018, the Engineering Division applied for and received \$190,624 in CDBG grant funding for access improvements for persons with disabilities to various locations within the City.

Discussion:

The City Council authorized bid advertisement of the Project on March 19, 2019. The construction contract was executed on June 27, 2019 with Reyre Construction. Construction began on July 2, 2019 and is now complete and ready for acceptance.

The project locations that were constructed were along the City's priority route, which is coordinated with YoloBus routes. These routes connect government buildings, medical facilities, parks, schools and other high use facilities throughout the City.

One deductive change order was executed throughout the course of the project in the amount of (\$31,455.12) which represents a 23% reduction in the contract value. This change order is a negotiated balancing of the contract and accounts for balancing contract quantities, a deduction for liquidated damage charges associated with the contractor exceeding their contract time and a deduction for the cost of re-inspecting and re-testing curb ramps that had to be replaced due to poor workmanship. The Construction Management/Inspection costs shown in the table below reflect a significant amount of re-inspection and re-testing costs.

The final project cost breakdown is as follows:

Design/Staff/Project Management	\$35,000.00
Construction	
Construction Contract	\$136,229.92
Change Orders	(-\$31,455.12)
Construction Management/Inspection	\$ 60,666.19
Total Construction	\$165,440.99
Total Project Costs	\$200,440.99
Total Project Budget	\$257,408.00

Conclusion:

Staff recommends that the City Council adopt Resolution No. _____, accepting the 2019 ADA Improvement Project, CIP 19-08, as complete and authorizing the City Clerk to file a Notice of Completion.

Prepared By: Diana Ayón, Senior Associate Civil Engineer

Reviewed By: Brent Meyer, Acting Community Development Director/City Engineer



Ken Hiatt
Interim City Manager

Attachments:

1. Resolution

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND TO
ACCEPT THE 2019 ADA IMPROVEMENT
PROJECT (CIP 19-08) CONSTRUCTION CONTRACT AS COMPLETE AND
AUTHORIZE THE CITY CLERK TO FILE A NOTICE OF COMPLETION**

WHEREAS, the 2019 ADA Improvement Project (CIP 19-08) is fully funded in the Capital Budget for \$257,408; and

WHEREAS, the City Council authorized staff to bid the 2019 ADA Improvement Project, CIP 19-08 on March 19, 2019; and

WHEREAS, the construction contract was executed on June 27, 2019 with Reyre Construction; and

WHEREAS, construction began on July 2, 2019 and is now complete.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE
CITY OF WOODLAND AS FOLLOWS:**

Section 1: The City Council hereby accepts 2019 ADA Improvement Project, CIP 19-08 as complete.

Section 2: The City Council hereby authorizes the City Clerk to file a Notice of Completion for the 2019 ADA Improvement Project, CIP 19-08.

PASSED AND ADOPTED this _____ day of _____ 2020, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Rich Lansburgh, Mayor

ATTEST:

Ana B. Gonzalez, City Clerk



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: April 21, 2020
ITEM #: F.7
SUBJECT: Emergency Interim Shelter Place

Recommendation for Action: Staff recommends that the City Council take the following action: Adopt Resolution No. , Declaring Conditions of Emergency and Authorizing the Performance of an Emergency Interim Shelter Project without Public Bidding and Determining that the Interim Shelter Project is Exempt from the Requirements of the California Environmental Quality Act as a Project Undertaken to Prevent or Mitigate an Emergency

Staff Contact:

Steve Coyle, Deputy Community Development Director – 530-661-5910,
stephen.coyle@cityofwoodland.org

Fiscal Impact:

There is no impact to the General Fund. Previously, \$75,060 had been appropriated for pre-development costs. These expenses include design of the HVAC, plumbing, electrical, and fire suppression systems; structural engineering, civil engineering; architectural design; environmental review; and the payment of a deposit to PG&E to start the process for installation of the electrical transformer. Staff will return to the Council for an additional appropriation of \$55,106, for additional pre-development costs, to be funded through the Housing Trust (Fund 326).

Background:

City staff has been evaluating its options for constructing a temporary homeless shelter on the City-owned property at the northwest corner of County Road 102 and East Beamer Street. Staff had been proceeding under the assumption that it would have this project go through the City's typical formal public bidding process and that such bidding process would not commence until and unless an environmental document was approved pursuant to the California Environmental Quality Act.

However, the emergence of COVID-19 caused staff to reevaluate the schedule for this project. COVID-19 is now considered a highly contagious virus that has spread throughout the world, is deemed a global pandemic, and has resulted in almost two and a half million confirmed cases worldwide. Emergency declarations at all levels have been issued, including by the City Council, the Yolo County Board of Supervisors, the Governor of the State of California, and the President of the United States.

On March 18, 2020, Governor Newsom issued Executive Order N-32-20, which addresses the impact of COVID-19 on homeless persons and states that they are one of the most at-risk populations affected by COVID-19. The City's homeless population has a higher risk of exposure to COVID-19 as they do not have homes in which they can shelter in place. The City is working with Yolo County to temporarily move the City's homeless population into area motels to help slow the spread of COVID-19 amongst both the homeless population and the rest of the City.

However, the motel project will not result in every homeless person being housed in a motel. Currently,

approximately one-third of the City's homeless population is being housed in an area motel. Additionally, it is not viable for every homeless person in the City to be housed in a motel. Some may not want to reside in a motel. Others may not be able or willing to comply with the rules or standard protocol of living in a motel. Additionally, staff assumes based on all of the information available at the time of this report's writing, that the lifting (either gradual or total) of the shelter in place, or shelter at home, orders by the Yolo County Health Officer and the Governor will occur prior to the eradication of COVID-19 or a readily available vaccine for COVID-19. Thus, it seems reasonable to assume that the motel leases will likely terminate prior to COVID-19 no longer being deemed a public health risk.

Consequently, staff determined that it is in the best interests of the City, in order to protect public health, safety, and welfare, to endeavor to move forward as quickly as possible with construction of an emergency homeless shelter.

Discussion:

A project of this cost and scope would typically go through a formal public bidding process. However, Public Contract Code section 22050 authorizes the City to proceed with an abbreviated process to solicit bids and award a public works contract to perform emergency work upon adoption by the City Council by a four-fifths vote of a resolution declaring that an emergency situation exists that poses a threat to public health, safety, and welfare or property and that the emergency will not permit a delay resulting from a conventional competitive solicitation for bids. If the City Council approves the resolution, staff will reach out to contractors to discuss this project, project costs, and the schedule for the work. City staff will be authorized to select the contractor who can best serve the City's interests, and staff will return to the City Council (anticipated for the June 2, 2020 meeting) for contract award and approval. Staff will also ask the City Council to approve the plans and specifications for the project at that time.

Additionally, Woodland Municipal Code section 3.32.130 authorizes the City Manager to declare a public emergency and take action required by the emergency, up to a total of \$175,000. The City Council must approve expenditures of over \$175,000. For projects of more than \$45,000, a report on the emergency and work performed shall be provided at the next regular City Council meeting, and then at every regular meeting thereafter. At these meetings, the City Council will be asked to determine, by a four-fifths vote, that there is a need to continue the action without the benefit of informal or formal competitive bidding.

Moreover, the California Environmental Quality Act ("CEQA") (Public Resources Code section 21000 et seq.) requires the City to evaluate the environmental impacts of its discretionary projects, unless such review is not required due to a categorical exemption or some other reason. Public Resources Code section 21080(b)(4) and Section 15269(c) of Title 14 of the California Code of Regulations provide that a project needed to mitigate an emergency is exempt from the requirements of CEQA. Public Resources Code section 21060.3 defines an emergency as a sudden and unexpected occurrence that involves clear and imminent danger and that demands immediate action to prevent or mitigate loss of life or death.

Staff believes that the sudden emergence of COVID-19, as well as the local, state, and national efforts to address and combat it, necessitate taking immediate action so that unsheltered homeless people living in the City of Woodland can have additional indoor shelter options as well as additional health and sanitation resources and that such additional indoor shelter could slow the spread of COVID-19.

Staff has started the process of discussing with consultants the design of the HVAC, plumbing, electrical, and fire suppression systems; structural engineering and architectural design of the shelter building. In addition, staff has initiated the process for installation of an electrical transformer by making a payment (deposit) to PG&E.

The emergency homeless shelter would be comprised of a shelter building that could accommodate up to 100 beds for sheltering homeless single women and men and would include office space for staff. For comparison

purposes, Fourth & Hope's main shelter has approximately 65 beds, and the Extended Shelter program at the Old Yolo County Jail provides an additional 30 beds for single women and men.

The estimated construction cost for the emergency shelter is approximately \$1,500,000, to be funded by the City of Woodland and the County of Yolo. The City would also provide trailers for restrooms, showers, laundry facilities, and food service for the emergency shelter. Those facilities are anticipated to cost an additional \$400,000. However, because this shelter is expected to be temporary, staff expects to be able to eventually sell the trailers and recoup a portion of the costs for the trailers.

The Yolo County Board of Supervisors on December 17, 2019 approved a \$500,000 funding commitment for this project. The County is using a portion of its State Homeless Housing, Assistance and Prevention Program allocation to fund the commitment. Staff recommends that the City match the County's commitment with \$500,000 allocated from Fund 327 (affordable housing in-lieu fees) or a combination of Fund 327 and Fund 321 (Spring Lake affordable housing off-site fees). This still leaves a gap of \$900,000 based on an approximate cost of \$1,900,000. To address the gap, staff recommends that the City "borrow" the previous \$900,000 funding commitment (\$600,000 grant and \$300,000 loan) approved by the City Council on January 15, 2019 and appropriated earlier this fiscal year for the 61-unit No Place Like Home Permanent Supportive Housing development. In the event that a non-City source cannot be identified to pay back the \$900,000 borrowed for the Interim Shelter Relocation, the City would need to identify affordable housing funding available to cover its \$900,000 commitment for the PSH development. While there are sufficient City affordable housing funds to replace the borrowing, staff acknowledges that avoiding this scenario provides the City with the opportunity to use the funds, \$900,000, for other City affordable housing needs. This cost estimate may change depending on the information received from the contractors.

Conclusion:

Staff recommends that the City Council: Adopt Resolution No. , Declaring Conditions of Emergency and Authorizing the Performance of an Emergency Interim Shelter Project without Public Bidding and Determining that the Interim Shelter Project is Exempt from the Requirements of the California Environmental Quality Act as a Project Undertaken to Prevent or Mitigate an Emergency

Prepared by: Steve Coyle
Deputy Community Development Director

Reviewed by: Evis Morales
Financial Services Manager

Reviewed by: Brent Meyer
Interim Community Development Director



Ken Hiatt
Interim City Manager

Attachments:

1. Woodland_ Authorization For Emergency Contracting for Emergency Interim Shelter Project FINAL

RESOLUTION NO. _____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
WOODLAND DECLARING CONDITION OF EMERGENCY AND
AUTHORIZING THE PERFORMANCE OF AN EMERGENCY
INTERIM SHELTER PROJECT WITHOUT PUBLIC BIDDING
AND DETERMINING THAT THE INTERIM SHELTER PROJECT
IS EXEMPT FROM THE REQUIREMENTS OF THE CALIFORNIA
ENVIRONMENTAL QUALITY ACT AS A PROJECT
UNDERTAKEN TO PREVENT OR MITIGATE AN EMERGENCY**

WHEREAS, the novel coronavirus (“COVID-19”) is a global pandemic and has spread throughout the world, with over two million confirmed cases of individuals contracting COVID-19, and over one hundred thousand confirmed cases of individuals dying from COVID-19; and

WHEREAS, on March 4, 2020, Governor Newsom issued a Proclamation of a State of Emergency in response to COVID-19 wherein the Governor expressly suspended provisions of the Government Code and Public Contract Code including competitive bidding requirements to the extent necessary to address the effects of COVID-19; and

WHEREAS, on March 10, 2020, Yolo County ratified a proclamation of local emergency issued by the County Emergency Services Director; and

WHEREAS, on March 18, 2020, the Public Health Officer for Yolo County issued a shelter in place order restricting non-essential activities in response to the COVID-19 outbreak; and

WHEREAS, on April 1, 2020, the Public Health Officer for Yolo County extended the shelter in place order; and

WHEREAS, on March 17, 2020, the City of Woodland (“City”) officially proclaimed a local state of emergency regarding COVID-19; and

WHEREAS, on March 18, 2020, Governor Newsom issued Executive Order N-32-20 to address the impact of COVID-19 on homeless persons, one of the most at-risk populations affected by this pandemic, including action to waive requirements under the California Environmental Quality Act (“CEQA”) for projects constructed with Homeless Emergency Aid Program (“HEAP”) funds, Homeless Housing, Assistance, and Prevention Program (“HHAP”) funds, or SB 89 funds; and

WHEREAS, the City’s homeless population has a higher risk of being exposed to, contracting, and spreading COVID-19 if they are unsheltered; and

WHEREAS, the County of Yolo is currently working to shelter the City’s homeless individuals in area motels to help mitigate the spread of COVID-19 amongst the homeless population, but that housing option is of limited duration, and will not be viable for the entire homeless population in the City; and

WHEREAS, Section 22050 of the Public Contract Code authorizes the City to proceed with an abbreviated process to solicit bids and award a public works contract to perform emergency work upon adoption by the City Council by a four-fifths vote of a resolution declaring that an emergency situation exists that poses a threat to public health, safety and welfare or property and that the emergency will not permit a delay resulting from a conventional competitive solicitation for bids; and

WHEREAS, Public Resources Code section 21080(b)(4) and Section 15269(c) of Title 14 of the California Code of Regulations provide that a project needed to mitigate an emergency is exempt from the requirements of the California Environmental Quality Act; and

WHEREAS, an emergency is defined by Section 21060.3 of the Public Resources Code as a sudden and unexpected occurrence that involves clear and imminent danger and that demands immediate action to prevent or mitigate loss of life or health; and

WHEREAS, as acknowledged by the Governor under the state's emergency proclamation and Executive Order N-32-20, the emergency of COVID-19 necessitates taking immediate protective measures to bring unsheltered homeless individuals residing in the City indoors and offer health and sanitation resources in order to slow the spread of the pandemic; and

WHEREAS, a competitive bidding process would take approximately a minimum of one month to complete assuming no setbacks in the process such as bid protests or non-responsive or non-responsible bidders; and

WHEREAS, the City cannot delay the construction of the Emergency Interim Shelter project ("Project") given the significant impact each day of delay in constructing the shelter may have on the spread of COVID-19 in the community; and

WHEREAS, based on the emergency conditions that do not allow for the delay that would result from a traditional competitive solicitation of bids, the City must enter into an emergency contract with a to be determined contractor for the Project; and

WHEREAS, it is unknown when the emergency will terminate, a vaccine for COVID-19 is not anticipated to be available for mass production or distribution this year, it is unknown when or if COVID-19 will be eradicated, and public health and other officials acknowledge that even after some of the current restrictions are lifted on people's movement, precautionary measures, such as physical distancing will still be required to slow the transmission of COVID-19; and

WHEREAS, the total construction cost of the Project is estimated to be in the range of \$1,500,000; and

WHEREAS, the Project will be funded by the City of Woodland and the County of Yolo, and sufficient funding is available for the Project.

NOW, THEREFORE BE IT RESOLVED that the City Council of the City of Woodland does hereby find and authorize as follows:

1. The foregoing recitals are found to be true and correct and incorporated as if fully set forth herein.
2. Pursuant to Public Resources Code section 21080(b)(4) and Section 15269 of Title 14 of the California Code of Regulations, the City finds that an emergency homeless shelter is necessary to prevent the contraction and spread of COVID-19 within the City's homeless population and that the proposed project is therefore statutorily exempt from CEQA; and
3. Pursuant to Public Contract Code section 22050, it is determined that the impact of COVID-19 on the unsheltered homeless population in the City constitutes an emergency condition that poses a threat to public health, safety and welfare and property and that such condition will not permit a delay resulting from a competitive solicitation of bids.

4. The City Manager or designee is authorized to determine the contractor who will best serve the City's interest and to return to the City Council for the authorization of the award to construct the emergency homeless shelter.
5. Funding for the Project shall be allocated from the City's Affordable Housing In-Lieu Fees (Fund 327) and the Spring Lake Off-site Affordable Fees (Fund 321) from the County of Yolo.
6. The City Manager or designee is directed to report to the City Council at the next regularly scheduled meeting, and at every regular meeting thereafter, until the Project is complete to determine if there is a need to continue this action.

PASSED AND ADOPTED by the City Council this 21st day of April, 2020, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Rich Lansburgh, Mayor

ATTEST:

APPROVED AS TO FORM:

Ana B. Gonzalez, City Clerk

Kara K. Ueda, City Attorney



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: April 21, 2020
ITEM #: G.8
SUBJECT: Update on COVID-19 Response and Preparedness

Recommendation for Action: Staff recommends that the City Council receive an update and discuss the current status of the COVID-19 pandemic and the community's actions to prepare and respond to issues resulting from the emergency.



Ken Hiatt
Interim City Manager

Attachments:

None



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: April 21, 2020
ITEM #: G.9
SUBJECT: Fiscal Year 2020/21 Spring Budget Workshop

Recommendation for Action: Staff recommends that the City Council conduct a workshop to inform development of the City's Fiscal Year 2020/21 Budget.

Staff Contact:

Evis Morales, Financial Services Manager, (530) 661-5923, evis.morales@cityofwoodland.org

Discussion:

This initial budget meeting is intended to provide City Council with a review of the baseline budget for fiscal year (FY) 2020/21, as well as an update to the General Fund five-year forecast.

The primary focus of the workshop will be a discussion of the General Fund revenue and expenditure trends, as well as the assumptions used to inform development of the FY2020/21 budget and the remainder of the five-year forecast. Staff will present updated financial forecasts, review the current budget framework, and seek Council input on recommendations to maintain a balanced budget, manage prudent reserve levels and advance the City Council's goal of long-term fiscal stability.

The budget development process, which typically begins in December each year, initially included trends and assumptions showing the short-term budget outlook had slightly improved over the previous forecast, while the long-term budget outlook reflected growing deficits, as the City's expenditures continue to outpace its revenues. The COVID-19 pandemic and its expected effect on the economy has required staff to revisit the assumptions used in development of the budget and forecast.

While projected expenditure assumptions are generally unchanged, many revenue assumptions require a downgrade, particularly in the areas of Sales & Use Tax, Hotel/Motel Transit Occupancy Tax (TOT), user fees and investment earnings. The total impact of the COVID-19 pandemic is unknown, is likely not reflective of a "typical" recession and therefore creates difficulty in projecting the overall budgetary impact. Given the level of uncertainty, staff is developing a budget and forecast with a range of potential outcomes. These forecasts range from a moderate impact to key revenue sources, to a more substantial revenue impact, using performance during the Great Recession in 2008-2010 as a benchmark.

In addition to the impact on City revenues, the performance of the investment market has had a significant impact on CalPERS. CalPERS investment performance is a key factor in calculating the City's annual contributions and, to the extent that investment targets are not met, will result in additional pressure to the City's already growing required pension contributions.

Scenarios of the General Fund FY20/21 budget and five-year forecast show annual operating deficits ranging from \$1.5 million to \$3.5 million in FY20/21, to potentially more than \$10 million in FY2024/25. The City has prudently built and maintained a healthy reserve balance, which is intended to help with times of economic

uncertainty by guarding against unexpected revenue fluctuation, and allowing some flexibility in implementation of balancing measures. Balancing measures are being developed to address the projected deficits and will be discussed with Council. Staff expects to develop balancing scenarios that can be implemented in tiers or phases, as more information becomes available and known about overall revenue impacts.

Healthy reserve balances in previous budget years have allowed for funding of priority projects or initiatives with one-time money. Although many needs remain unfunded, staff does not anticipate any flexibility to support ongoing funding requests until full fiscal impacts of the COVID-19 pandemic are known. Additionally, to maintain critical reserve balances to address the current economic uncertainty and to allow for implementation of balancing measures, very little availability for one-time funding recommendations is expected.

Council feedback will be requested regarding assumptions used to develop the forecast and balancing measures to be considered in development of the City Manager's FY2020/21 Proposed Budget. Staff expects to return to Council in May to discuss the spending plans for Measures F and J, and to review the overall balancing plan for the General Fund. A proposed budget will be presented on June 2, 2020, with formal adoption of the FY2020/21 Annual Budget expected on June 16, 2020

Conclusion:

Staff recommends that the City Council conduct a workshop to inform development of the City's Fiscal Year 2020/21 Budget.

Prepared By: Evis Morales, Financial Services Manager

Reviewed By: Kimberly McKinney, Finance Officer



Ken Hiatt
Interim City Manager

Attachments:

1. Spring Budget Workshop Outline

Spring Budget Workshop
April 21, 2020

OUTLINE

PART I - FY2020/21 Baseline Budget Model

- ☐ Revenue Assumptions
- ☐ Expenditure Assumptions
 - Personnel Costs
 - Non-personnel Costs
- ☐ Other Funds
- ☐ Baseline Five-Year Forecast / Sensitivity

PART II - Financial Planning For Fiscal Stability

- ☐ Budget Framework
 - Budget Balancing Measures
- ☐ Priority Needs
 - Progress-to-Date
 - Unfunded Needs / Budget Requests
- ☐ *Voter-Approved Sales Tax Measures*
- **Council Feedback**
- **Next Steps**



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: April 21, 2020
ITEM #: G.10
SUBJECT: Discussion of Extension of Measure J ¼ Cent Sales Tax

Recommendation for Action: Staff recommends that the City Council receive a presentation and provide direction regarding the extension of the Measure J ¼ cent sales tax measure.

Staff Contact

Kim McKinney, Finance Officer, (530) 661-5849, kimberly.mckinney@cityofwoodland.org

Fiscal Impact

Measure J generates approximately \$2.7 million per year in revenues, and funds projects and programs identified in the various advisory measures. Nine full-time positions work in Measure J programs and are paid for with these revenues.

Background

In January 2014, the City Council authorized placing the reauthorization of a 1/4 cent sales tax before the voters for the June 2014 election. Measure J (MSJ) was approved with 68% of the Woodland vote. Companion advisory measures K, L, M and N were also approved and were intended to guide the City Council in the allocation of the resources generated by MSJ for general city services, programs, and facilities for a period of eight (8) years as follows:

- Measure K, approved by 65.5% of voters, provides that 60% of the additional sales tax received to expand and enhance youth and teen programs and facilities;
- Measure L, approved by 66.4% of voters, provides that 20% of the additional sales tax received to enhance educational and youth literacy and expand hours of operation;
- Measure M, approved by 70.1% of voters, provides 15% of the additional sales tax to enhance public safety through expanded crime prevention programs such as Neighborhood Watch and services supporting at-risk youth including gang intervention strategies;
- Measure N, approved by 53.6% of voters, provides 5% of the additional sales tax to support a city water and sewer utility ratepayer assistance program for low income residents.

Measure J will expire on September 30, 2022. Council has expressed a desire to explore options for placing an extension of the sales tax measure on the ballot in November 2020.

Discussion

The goals and objectives of MSJ are to expand activities for youth and teens; increase literacy and academic achievement; enhance public safety; provide dedicated funding for the Utility Assistance Program; and to encourage youth engagement through a variety of new programs.

Since the implementation of MSJ, programs and services were developed and offered to the community in the following areas:

Youth Programming:

- Afterschool programs at both middle schools
- Clubs/leagues for middle school youth during the summer
- Waive Per-player fees for youth sports

Library Programming:

- Continues increased hours of operation from 44 hours a week to 51 hours per week
- Funds children and teen collection including current print and electronic material
- Expanded children and teen collection including current print and electronic material

Public Safety Programming:

- Restored crime prevention program including Neighborhood Watch program
- Expanded Volunteers in Policing (VIP) program
- Restored youth diversion program (YGRIP)
- Funded additional School Resource Officer (SRO)

The current General Fund budget and five-year forecast does not include anticipated impacts of the loss of Measure J funding. If a continuation measure is not pursued, or if it is unsuccessful, additional direction will be needed to determine if funding of programs is discontinued, or if other balancing measures would need to be implemented to accommodate these activities within the General Fund.

Council expressed a desire to proceed with a ballot measure this November to continue the sales tax measure. In order to have a measure placed on the ballot, final language is required to be provided to the County by July 2020.

Staff will present options for allocation of Measure J revenues, and will be seeking input on (1) allocation scenarios, (2) language for advisory measures, and (3) term of the measure.

Conclusion

Staff recommends that the City Council receive a presentation and provide direction regarding the extension of the Measure J ¼ cent sales tax measure.

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Attachments:

None