



City of Woodland

Meeting Agenda

City Council

City Hall
Council Chambers
300 First Street
Woodland, CA 95695

July 7, 2020
6:00 PM

CITY COUNCIL

PLEASE NOTE: The July 7, 2020 Woodland City Council will be conducted pursuant to the Governor's Executive Order N-29-20.

The meeting will be held via teleconference and Council members and the public will participate via teleconference. Those locations are not listed on the agenda and are not accessible to the public. 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.

If you wish to make a comment during general Public Comment or on a specific agenda item, there are three (3) ways to do that. 1) Join the Zoom City Council meeting remotely by either logging onto the Zoom link located on the meeting agenda (please download the app to your computer or mobile device) and enter the Meeting ID or by calling a listed number and enter the Meeting ID; 2) Leave a voice mail message at (530) 661-5900, press Option 1. 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; 3) If you are watching the live stream and wish to make a comment on an item as it is being heard, you 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.

Please click on link below to join the public comment portion of the meeting:
<https://zoom.us/j/99759026181>

Or Phone: US: +16699006833,,99759026181# or +13462487799,,99759026181#

Or Telephone: Dial: US : +1 669 900 6833 or +1 346 248 7799 or +1 253 215 8782 or +1 301 715 8592 or +1 312 626 6799 or +1 929 205 6099

Meeting ID: 997 5902 6181

CLOSED SESSION

5:30 PM

A. CALL TO ORDER

B. CLOSED SESSION

1. **Conference with Labor Negotiators,
Pursuant to Government Code Section 54957.6**
Agency Designated Representatives: Interim City Manager, Human Resources Manager and City Attorney
Employee Organization(s): Confidential Employees, Woodland Professional Firefighters' Association, Fire Mid-Management Employees, Mid-Management Unit Employees, Woodland City Employees Association (General Services), Woodland Police Mid-Management, Woodland Police Officers' Association and Woodland Police Supervisors Association

JOINT REGULAR CITY COUNCIL/WOODLAND FINANCE AUTHORITY MEETING

6:00 PM

C. CALL TO ORDER

D. ROLL CALL

E. PLEDGE OF ALLEGIANCE

F. 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.

G. 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.

2. **SUBJECT: Long Range Calendar**

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

H. CONSENT CALENDAR

3. SUBJECT: Homeland Security Grant Award Amendment and Budget Appropriation

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, authorizing the City Manager and the Fire Department to:

1. Accept the amended Homeland Security Grant Award for EOC Equipment (\$17,779);
2. Appropriate an additional \$7,530 to the Other Federal Grants Fund (330) for the purchase of the additional awarded equipment.

4. SUBJECT: Consultant Services Agreement with West Yost Associates for Engineering Services, for the 2020 Urban Water Management Plan Update Project, CIP #21-04

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, authorizing the City Manager to execute the consultant services agreement with West Yost Associates for the 2020 Urban Water Management Plan Update for an amount up to \$89,400.00

5. SUBJECT: Approve Consultant Services Agreement with West Yost Associates for AWIA-Compliant Risk & Resiliency Assessment and Emergency Response Planning Consulting Services, CIP# 21-03.

RECOMMENDATION FOR ACTION: Staff recommends that the City Council approve Resolution No. _____, authorizing the City Manager to execute the consultant services agreement with West Yost Associates for the AWIA Risk & Resiliency Assessment and Emergency Response Plan Project for an amount up to \$123,148.

6. SUBJECT: Final Acceptance and Notice of Completion for Interstate 5/County Road 102 Interchange Landscaping Project, CIP 11-24

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, accepting the Interstate 5/County Road 102 Interchange Landscaping Project, CIP 11-24, as complete and authorizing the City Clerk to file a Notice of Completion.

7. SUBJECT: Revisions to Community Services Officer Job Description

RECOMMENDATION FOR ACTION: Staff recommends that the City Council approve the revisions to the Community Services Officer Job Description.

8. SUBJECT: Quarterly Salary Schedule

RECOMMENDATION FOR ACTION: Staff recommends that the City Council approve the Quarterly Salary Schedule.

9. SUBJECT: Special Assessment Tax Roll Collections

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, Requesting Collection of Charges on the Tax Roll for the Lighting and Landscaping Districts, Special Assessment Districts and Community Facilities Districts and described herein.

10. SUBJECT: Third Contract Amendment to Consultant Agreement for Professional Services for Building Division Plan Review and Building Inspection Services

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, amending the contract services agreement with Interwest Consulting Group for Building Division Plan Review and Building Inspection Services in the additional amount of \$180,000 for a total agreement amount of \$710,000, and extending the term of the agreement through June 30, 2021.

11. SUBJECT: Budget Appropriation Request: Walmart Foundation Grant Award

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, authorizing the City Manager to appropriate \$1,000 to the General Fund Fire Department operations budget.

12. SUBJECT: Approval of Contract with the Yolo Food Bank to Supply Food for Individuals Sheltered through Project Roomkey

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, authorizing the City Manager to execute a contract with the Yolo Food Bank in an amount not-to-exceed \$14,000 for food supply services to assist Woodland individuals sheltered through Project Roomkey.

13. SUBJECT: Investment Policy Update

RECOMMENDATION FOR ACTION: Staff recommends that the City Council approve the updated Investment Policy for the City of Woodland.

14. SUBJECT: Extension of Professional Services Agreement with Joan Planell for Homeless Consultation Services

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, authorizing the City Manager to Execute Amendment #7 to the professional services agreement with Joan Planell for homeless consultation services to extend the agreement through September 30, 2020.

15. SUBJECT: City Hall Roof Underlayment Replacement Project

RECOMMENDATION FOR ACTION: Staff recommends that the City Council Adopt Resolution No. _____, to approve the City Hall Roof Underlayment Replacement Project ("Project") budget in the amount of \$250,000.

16. SUBJECT: Memorandum of Agreement Side Letters of Agreement

RECOMMENDATION FOR ACTION: Staff recommends that the City Council approve Side Letters of Agreement with the Woodland Police Officer's Association, Woodland City Employees Association, Woodland Police Supervisor's Association, Woodland Police Mid Management Association, and Confidential Employees...

I. PUBLIC HEARINGS

17. SUBJECT: PUBLIC HEARING - Epic Bros Enterprises, Inc., Expansion of Commercial Cannabis Manufacturing Facility. A proposed Conditional Use Permit amendment to allow expansion of a non-volatile cannabis manufacturing facility located at 1230 Harter Avenue, Suite J to include Suite H.

RECOMMENDATION FOR ACTION: Staff recommends that the City Council: 1) Receive the staff report; 2) Conduct a public hearing; 3) Find that the project is exempt from further environmental review pursuant to Class 1 and Class 32 Categorical Exemptions under the California Environmental Quality Act (CEQA) and find that the exemptions reflect the independent judgement of the City as lead agency under CEQA; and 4) Approve City Council Resolution No. 20- ____ approving a Conditional Use Permit Amendment to allow the expansion of a commercial cannabis non-volatile, manufacturing facility at 1230 Harter Avenue, Suite J to include Suite H, with recommended conditions of approval; 5) Approve City Council Resolution No. 20-____ authorizing the City Manager to approve an amendment to the final Operating Agreement to include 1230 Harter Avenue, Suite J and Suite H.

18. SUBJECT: PUBLIC HEARING - Woodland Storage CUP

RECOMMENDATION FOR ACTION: Staff recommends that the City Council 1) receive a report; 2) hold a public hearing; and 3) adopt Resolution No. _____, approving a Mitigated Negative Declaration , 4) adopt Resolution No. _____, approving a Conditional Use Permit for Woodland Storage with associated lot line adjustment; and 5) adopt Resolution No. _____, approving an Operating Agreement; and 6) adopt Resolution No. _____, approving right-of-way/easement Summary Vacation, to allow for the development of a self-storage facility at 1434 East Main Street.

19. SUBJECT: PUBLIC HEARING - Adoption of Amendments to the Community Development Block Grant Citizen Participation Plan and Fiscal Year 2019/20 CDBG Action Plan

RECOMMENDATION: Staff recommends that the City Council take the following actions: 1) Hold a public hearing to receive community input on the proposed amendments to the City's Community Development Block Grant Public Participation Plan and the FY 2019/20 CDBG Action Plan; 2) Adopt Resolution No. approving an amendment to the City's Citizen Participation Plan and Amendment #1 to the FY 2019/20 CDBG Action Plan with the funding allocation recommended by staff; 3) Direct staff to complete the necessary paperwork to process Amendment #1 to the FY 2019/20 Action Plan, as well as any other related documents required by the U.S. Department of Housing and Urban Development (HUD), incorporating the adopted funding allocation along with any public input received during the public comment period and tonight's public hearing; 4) Direct staff to forward the completed Amendment #1 to the FY 2019/20 Action Plan and related documents to HUD once completed; 5) Authorize the City Manager to execute any agreements, contracts or related/required documents with the appropriate entities to carry out the CDBG funding activities; and 6) Authorize the Finance Officer to make the budget allocation as specified.

J. REPORTS OF THE CITY MANAGER

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

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

21. SUBJECT: Award Commercial Modular Trailer Contracts for the Emergency Shelter Project, CIP #20-12

RECOMMENDATION FOR ACTION: Staff recommends that the City Council take the following actions. 1) Determine by a four-fifths vote that there is a need to continue the emergency action to construct a temporary homeless shelter at County Road 102 and East Beamer Street in accordance with Public Contract Code Section 22050; 2) Adopt Resolution No. authorizing the City Manager to negotiate and award a vendor contract in the amount of \$210,000 to AMS Global, Inc. for the purchase of three commercial modular trailers (restrooms, showers, and laundry) for the Emergency Shelter Project (CIP 20-12) and authorize a contract contingency of up to 5% (\$10,500) of the total contract amount; and 3) Adopt Resolution No. authorizing the City Manager to negotiate and award a vendor contract in the amount of \$97,200 to U.S. Mobile Kitchens for the purchase of one commercial modular trailer (mobile kitchen) for the Emergency Shelter Project (CIP 20-12) and authorize a contract contingency of up to 5% (\$4,860) of the total contract amount.

22. SUBJECT: Traffic Calming Program Update

RECOMMENDATION FOR ACTION: Staff recommends that the City Council:

1. Receive an update on the Traffic Calming Program and pilot projects installed in 2019; and
2. Adopt Resolution No. _____, approving the updated Traffic Calming Warrants and Program Outline and direct staff to proceed with implementation of the Program under the new program guidelines.

K. ADJOURN

I declare under penalty of perjury that the foregoing Agenda for the Joint Regular City Council/Woodland Finance Authority of the City of Woodland scheduled for Tuesday, July 7, 2020 was posted on Thursday, July 2, 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

In order to minimize the spread of the COVID-19 virus, the City of Woodland is providing multiple alternatives to viewing City Council meetings and providing comments on items on the agenda. These alternatives allow the City to adhere to social distancing requirements, follow the Governor's Executive Order N-29-20 (which suspends certain requirements of the Brown Act), and provide a way for the public to provide public comment live during the meeting.

VIEWING MEETINGS ONLINE

You are able to view meetings online here: <https://www.cityofwoodland.org/meetings>

Click on the meeting to view the video. It will say LIVE next to the meeting.

SUBMITTING COMMENTS BY E-MAIL

If you wish to make a comment during general public comment or on a specific agenda item, please submit your comment via email to CouncilMeetings@cityofwoodland.org prior to Public Comment on that item. Emails 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.

SUBMITTING COMMENTS BY VOICE MAIL

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VIRTUAL PARTICIPATION BY ZOOM VIDEO CONFERENCING

The City of Woodland is now offering the ability to view and participate in City Council meetings via video meetings and telephonic conferencing via "Zoom" video conferencing computer technology. Instructions for participating via Zoom are provided below.

How do I join the City Council meeting via Zoom Video Conferencing?

Please visit: <https://zoom.us/j/99759026181> from a smart phone or computer. You will be prompted to install the Zoom app on your smart phone or computer. From a computer there is an option to view the meeting within the browser without installing the app. You are now ready to join the meeting.

If you have previously installed the Zoom app, you can enter the following meeting ID to join the meeting: 997 5902 6181

I don't have a computer or smart phone; can I still use Zoom?

If you do not have a smart phone or computer to access the meeting via Zoom, no problem! You can participate on the phone.

Call 1-669-900-6833 (Toll Free) and enter meeting ID 997 5902 6181.

How can I provide Public Comment on Zoom?

The Mayor will request public comment during the Public Comment period on the agenda and during each Public Hearing and Regular Calendar Item. Once the Mayor has announced the public comment period, please do one of the following:

USING A COMPUTER OR SMART PHONE:

- Click on the "Raise Hand" feature in the webinar controls. This will notify City staff that you have raised your hand.
- City staff will unmute your microphone when it is your turn to provide public comment.
- A prompt will appear to confirm you would like to be unmuted and then you will have three (3) minutes to provide public comment.
- Once your public comment has ended, you will be muted again.

USING A REGULAR PHONE:

- Dial *9 (star 9), this will notify City staff that you have "raised your hand" for public comment.
- City staff will unmute your microphone when it is your turn to provide public comment.
- You will hear "you are unmuted" and then you will have three (3) minutes to provide public comment.
- Once your public comment has ended, you will be muted again.

I am having difficulties preparing for the meeting and learning Zoom, do you have any resources to help me?

Yes, please visit Zoom's website support page on helpful tips to prepare for the meeting:

<https://support.zoom.us/hc/en-us/categories/201146643>

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.