City of Woodland

City Hall
Council Chambers
300 First Street
Woodland, CA 95695

Regular Meeting Minutes

Tuesday, July 7, 2020

6:00 PM

City Council

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

Meeting called to order at 6:04 PM.

D. ROLL CALL

All Council Members present via roll call vote.

Present: Barajas, Fernandez, Lansburgh, Rodriguez and Stallard
Absent: None

E. PLEDGE OF ALLEGIANCE

Pledge of Allegiance led by Mayor Pro Tem Stallard.

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.

Emails received were read into the record.

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.

Verbal updates provided by Council Members/Staff.

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.

Adopted RESOLUTION NO. 7502, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND AUTHORIZING THE ACCEPTANCE OF THE AMENDED HOMELAND SECURITY GRANT AWARD AND APPROPRIATION OF $7,530 TO THE OTHER FEDERAL GRANTS FUND (330) FOR THE PURCHASE OF EOC 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

Adopted RESOLUTION NO. 7503, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING AN AGREEMENT WITH WEST YOST ASSOCIATES FOR PREPARATION OF 2020 URBAN WATER MANAGEMENT PLAN UPDATE, CIP #21-04.

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.

Adopted RESOLUTION NO. 7504, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING AN AGREEMENT WITH WEST YOST ASSOCIATES TO PREPARE AN AWIA-COMPLIANT RISK AND RESILIENCE ASSESSMENT AND EMERGENCY RESPONSE PLAN FOR THE CITY OF WOODLAND, CIP#21-03.

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.

Adopted RESOLUTION NO. 7505, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND TO ACCEPT THE INTERSTATE 5/COUNTY ROAD 102 INTERCHANGE LANDSCAPING PROJECT (CIP 11-24) CONSTRUCTION CONTRACT AS COMPLETE AND AUTHORIZE 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.

Approved 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.

Approved the Quarterly Salary Schedule effective July 1, 2010.

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.

Adopted RESOLUTION NO. 7506, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND REQUESTING COLLECTION OF CHARGES ON TAX ROLL.

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.

Adopted RESOLUTION NO. 7507, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING THE THIRD AMENDMENT TO AN AGREEMENT WITH INTERWEST CONSULTING GROUP FOR PLAN REVIEW AND BUILDING INSPECTION SERVICES.

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.

Adopted RESOLUTION NO. 7508, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND AUTHORIZING THE CITY MANAGER TO APPROPRIATE $1,000 TO THE FY21 WOODLAND FIRE DEPARTMENT 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.

Adopted RESOLUTION NO. 7509, RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING A CONTRACT WITH THE YOLO FOOD BANK TO SUPPLY FOOD FOR 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.

This item was pulled from the Consent Calendar by Mayor Lansburgh for further discussion. Mayor Lansburgh requested that Council have an input on the Investment Policy which would include some language for social responsibility investing and looking at local investment models. Mayor Pro Tem Stallard also suggested investing locally to aid and assist community projects either by Council presentation or Council workshop. Other cities are investing locally for the betterment of communities. Refer to staff and come back at some other time with suggestion for consideration of potential adoption.

On a motion by Mayor Pro Tem Stallard, seconded by Council Member Barajas, and carried on a 4-0 roll call vote, Council Members approved the suggested recommendation regarding the Investment Policy for the City of Woodland.

AYES: Barajas, Lansburgh, Rodriguez and Stallard
NOES: None
ABSTAIN: None
ABSENT: Fernandez

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.

ADOPTED RESOLUTION NO. 7510, RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND AUTHORIZING THE CITY MANAGER TO EXECUTE AMENDMENT #7 TO THE PROFESSIONAL SERVICES AGREEMENT WITH JOAN PLANELL FOR HOMELESS CONSULTATION SERVICES.

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.

Adopted RESOLUTION NO. 7511, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND FOR THE APPROVAL OF THE CITY HALL ROOF UNDERLAYMENT REPLACEMENT.

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…

Approved 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.

On a motion by Council Member Stallard, seconded by Council Member Barajas and carried on a 4-0 roll call vote, Council Members approved Consent Calendar Items No. 3 through 16.

A separate motion was entered for Item No 13 - Investment Policy Update, after item was pulled for discussion by Mayor Lansburgh.

AYES: Barajas, Lansburgh, Rodriguez and Stallard
NOES: None
ABSTAIN: None
ABSENT: Fernandez

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.

On a motion by Council Member Barajas, seconded by Mayor Lansurgh and carried on a 4-0 roll call vote, Council Members adopted RESOLUTION NO. 7512, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING A CONDITIONAL USE PERMIT FOR THE EXPANSION OF A CANNABIS MANUFACTURING BUSINESS LOCATED AT 1230 HARTER AVENUE, SUITE J AND SUITE H and RESOLUTION NO. 7513, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING AND AUTHORIZING THE CITY MANAGER TO EXECUTE AN OPERATING AGREEMENT MODIFICATION WITH EPIC BROS ENTERPRISES, INC., FOR A CANNABIS MANUFACTURING BUSINESS LOCATED AT 1230 HARTER AVENUE, SUITE J AND SUITE H.

AYES: Barajas, Lansburgh, Rodriguez and Stallard
NOES: None
ABSTAIN: None
ABSENT: Fernandez

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.

On a motion by Mayor Pro Tem Stallard, seconded by Council Member Barajas and carried on a 4-0 roll call vote, Council Members adopted RESOLUTION NO. 7514, RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND ADOPTING THE INITIAL STUDY/MITIGATED NEGATIVE DECLARATION AND MITIGATION MONITORING AND REPORTING PLAN FOR THE WOODLAND STORAGE PROJECT LOCATED AT 1434 EAST MAIN STREET (APN 066-030-019, -021, & -033).

AYES: Barajas, Lansburgh, Rodriguez and Stallard
NOES: None
ABSTAIN: None
ABSENT: Fernandez

On a motion by Council Member Rodriguez, seconded by Council Member Barajas and carried on a 4-0 roll call vote, Council Members adopted RESOLUTION NO. 7515, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING A CONDITIONAL USE PERMIT FOR THE WOODLAND SELF-STORAGE PROJECT AND ASSOCIATED LOT LINE ADJUSTMENT, LOCATED AT 1434 EAST .

AYES: Barajas, Lansburgh, Rodriguez and Stallard
NOES: None
ABSTAIN: None
ABSENT: Fernandez

On a motion by Council Member Rodriguez, seconded by Mayor Pro Tem Stallard and carried on a 4-0 roll call vote, Council Members adopted RESOLUTION NO. 7516, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING AND AUTHORIZING THE CITY MANAGER TO EXECUTE AN OPERATING AGREEMENT WITH E KRONICK 2012 GST TRUST, FOR A SELF-STORAGE BUSINESS LOCATED AT 1434 EAST MAIN STREET.

AYES: Barajas, Lansburgh, Rodriguez and Stallard
NOES: None
ABSTAIN: None
ABSENT: Fernandez

On a motion by Council Member Barajas, seconded by Council Member Rodriguez and carried on a 4-0 roll call vote, Council Members adopted RESOLUTION NO. 7517, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND SUMMARILY VACATING AN UNUSED PORTION OF PUBLIC RIGHT-OF-WAY OFF MATMOR ROAD, SUMMARILY VACATING A PORTION OF A ROAD EASEMENT ALONG APN 066-030-

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.

On a motion by Mayor Pro Tem Stallard, seconded by Council Member Barajas and carried on a 4-0 roll call vote, Council Members adopted RESOLUTION NO. 7518, RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND TO APPROVE AN AMENDMENT TO THE COMMUNITY DEVELOPMENT BLOCK GRANT CITIZEN PARTICIPATION PLAN AND AMENDMENT #1 TO THE FISCAL YEAR 2019/20 CDBG ACTION PLAN.

AYES: Barajas, Lansburgh, Rodriguez and Stallard
NOES: None
ABSTAIN: None
ABSENT: Fernandez

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.

Received an update on COVID-19 from Interim City Manager Ken Hiatt and discussed 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.

On a motion by Council Member Rodriguez, seconded by Mayor Pro Tem Stallard and carried on a 4-0 roll call vote, Council Members adopted RESOLUTION NO. 7519, RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING THE AWARD OF A VENDOR CONTRACT TO AMS GLOBAL, INC. FOR THE EMERGENCY SHELTER PROJECT, CIP #20-12 and RESOLUTION NO. 7520, RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING THE AWARD OF A VENDOR CONTRACT TO U.S. MOBILE KITCHENS FOR THE EMERGENCY SHELTER PROJECT, CIP #20-12.

AYES: Barajas, Lansburgh, Rodriguez and Stallard
NOES: None
ABSTAIN: None
ABSENT: Fernandez

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.

On a motion by Council Member Barajas, seconded by Mayor Pro Tem Stallard and carried on a 4-0 roll call vote, Council Members adopted RESOLUTION NO. 7521, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING THE TRAFFIC CALMING PROGRAM OVERVIEW, WARRANTS AND PROCESS OUTLINE.

AYES: Barajas, Lansburgh, Rodriguez and Stallard
NOES: None
ABSTAIN: None
ABSENT: Fernandez

K. ADJOURN

Meeting adjourned at 08:17 PM in memory of Private First Class Vanessa Guillen.

Respectfully submitted,

Ana B. Gonzalez, City Clerk

Adopted by Council: August 18, 2020