



City of Woodland

Meeting Agenda

City Council

City Hall
Council Chambers
300 First Street
Woodland, CA 95695

December 15, 2020
6:00 PM

CITY COUNCIL

PLEASE NOTE: The December 15, 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

JOINT REGULAR CITY COUNCIL/WOODLAND FINANCE AUTHORITY MEETING

6:00 PM

A. CALL TO ORDER

B. ROLL CALL

C. PLEDGE OF ALLEGIANCE

D. COMMUNICATIONS - PUBLIC COMMENT

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

E. COMMUNICATIONS - COUNCIL/STAFF STATEMENTS AND REQUESTS

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

1. SUBJECT: Long Range Calendar

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

F. CONSENT CALENDAR

2. SUBJECT: Parks & Recreation Commission Meeting Minutes for October 26, 2020

RECOMMENDATION FOR ACTION: Staff recommends that the City Council receive the October 26, 2020 Parks & Recreation Commission Meeting Minutes.

3. SUBJECT: Amendment of the Conflict of Interest Code Pursuant to the Political Reform Act of 1974

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, approving the amended Conflict of Interest Code pursuant to the Political Reform Act of 1974.

4. SUBJECT: Annual Measure E Report for Fiscal Year Ending June 30, 2020

RECOMMENDATION FOR ACTION: Staff recommends that the City Council approve the Measure E Report for Fiscal Year ending June 30, 2020 and direct staff to publish the required excerpts of the report in the Daily Democrat and on the City's website.

5. SUBJECT: Annual Measure F Report for Fiscal Year Ending June 30, 2020

RECOMMENDATION FOR ACTION: Staff recommends that the City Council approve the Measure F Report for the fiscal year ending June 30, 2020 and direct staff to publish the required excerpts of the report in the Daily Democrat and on the City's website.

6. SUBJECT: Annual Measure J Report for Fiscal Year Ending June 30, 2020

RECOMMENDATION FOR ACTION: Staff recommends that the City Council approve the Annual Measure J Report for Fiscal Year ending June 30, 2020 and direct staff to publish the required excerpts of the report in the Daily Democrat and on the City's website.

7. SUBJECT: Annual AB1600 Report

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, accepting the AB1600 Annual Report for the year ended June 30, 2020.

8. SUBJECT: Spring Lake Maintenance CFD Annual Accountability Report

RECOMMENDATION FOR ACTION: Staff recommends that the City Council accept the Spring Lake Maintenance Community Facilities District Local Agency Special Tax and Bond Accountability Report for the Fiscal Year Ended June 30, 2020.

9. SUBJECT: Final Acceptance and Notice of Completion for the Woodland Downtown Suites Project (Subdivision Final Map #5141)

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, accepting the public improvements associated with the Woodland Downtown Suites Project (Subdivision Final Map 5141), completed by SZ Downtown Partners, LLC, a California Limited Liability Company, as complete and authorize the City Clerk to file a Notice of Completion.

10. SUBJECT: Final Acceptance and Notice of Completion for 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. _____, accepting as complete and authorizing the City Clerk to file a Notice of Completion for the Emergency Shelter Project, CIP 20-12 construction contract with Broward Builders, Inc.; (3) Approve an increase in Broward Builders, Inc.'s Shelter construction contract contingency in an amount not to exceed \$24,962 which will increase the total contract amount to \$2,075,344.

11. SUBJECT: Re-Certification of the Sewer System Management Plan (SSMP)

RECOMMENDATION FOR ACTION: Staff recommends that the City Council approve the 2020 Revised SSMP.

12. SUBJECT: Internal Audit of the City of Woodland's Sewer System Management Plan

RECOMMENDATION FOR ACTION: Staff recommends that the City Council certify the Internal Audit of the Sewer System Management Plan (SSMP) for the past two reporting years of July 1, 2018 to June 30, 2020.

13. SUBJECT: Contract with Empower Yolo 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 Empower Yolo in an amount not-to-exceed \$18,000 for food supply services to assist Woodland individuals sheltered through Project Roomkey (PRK).

14. SUBJECT: Approve Contract with Laugenour and Meikle for the 2022 Water & Sewer Repair & Replacement Project, CIP #21-01

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, to: (1) Authorize the City Manager to execute a consultant agreement with Laugenour & Meikle in the amount of \$265,800 for the design of the 2022 Water & Sewer Repair & Replacement Project, CIP #21-01; and (2) Authorize a contingency of up to 10% (\$26,580) for the design of the 2022 Water & Sewer Repair & Replacement Project, CIP #21-01.

15. SUBJECT: Letter of Support related to AB 14 (Internet for All Act of 2021)

RECOMMENDATION FOR ACTION: Staff recommends that the City Council approve a letter of support regarding AB 14 (Internet for All Act of 2021) which prioritizes the deployment of broadband infrastructure in California's most vulnerable, unserved, and underserved rural and urban communities by extending the ongoing collection of funds deposited into the California Advanced Services Fund (CASF) to provide communities with grants necessary to bridge the digital divide.

16. SUBJECT: Council Committee / Liaison Appointments

RECOMMENDATION FOR ACTION: Staff recommends that the Council provide direction relative to 2020-2022 Council appointments to Inter-Jurisdictional Boards, Agencies, Liaison Committees as well as City Council subcommittees.

17. SUBJECT: City Council Meeting Schedule for 2021

RECOMMENDATION FOR ACTION: Staff recommends that the City Council approve its meeting schedule for 2021.

18. SUBJECT: Revisions to Police Officer Job Description Series

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

19. SUBJECT: Use of Affordable Housing In-Lieu Fees for Permanent Supportive Housing Project at East Beamer Way Development

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, approving an additional appropriation of \$582,000 from the Affordable Housing In-Lieu Fees Fund (327) for construction of the Permanent Supportive Housing Project at the East Beamer Way Development and appropriate the same \$582,000 from the Homeless Housing Fund (331) where the expense will be incurred for the project.

G. PUBLIC HEARINGS

20. SUBJECT: Public Hearing and Adoption of Amendment #2 to the Fiscal Year 2019/20 Community Development Block Grant Action Plan

RECOMMENDATION FOR ACTION: Staff recommends that the City Council (1) Hold a public hearing to receive community input on the proposed amendment to the City's Fiscal Year 2019/20 Community Development Block Grant Action Plan; (2) Adopt Resolution No. _____, approving Amendment #2 to the City's FY 2019/20 CDBG Action Plan with the funding allocation recommended by staff, an additional appropriation of \$422,831 to the CDBG Fund (320) for a tenant rental assistance program, a subrecipient agreement with Yolo County Housing in the amount of \$422,831 to administer the City's rental assistance program for low-income tenants, and program description/guidelines in substantially the same form presented to the City Council; (3) Direct staff to complete the necessary paperwork to process Amendment #2, as well as any other related paperwork 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 #2 and related documents to HUD; (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.

H. REPORTS OF THE CITY MANAGER

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

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

22. SUBJECT: Conveyance of Shelter Property at 1903 East Beamer Street to Friends of the Mission

RECOMMENDATION FOR ACTION: Staff recommends that the City Council Adopt Resolution No. _____, (1) approving the sale and conveyance of ownership of the Shelter property at 1903 East Beamer Street to Friends of the Mission; (2) approve an Agreement and Declaration of Covenants Related to Use of Property with Friends of the Mission in substantially the same form as presented to the City Council; and Adopt Resolution No. _____ (3) approving the ownership transfer of four commercial modular trailers purchased by the City for the Emergency Shelter Project to Friends of the Mission (FOM).

23. SUBJECT: Waste Management Service Issues Update and Annual Rate Adjustment

RECOMMENDATION FOR ACTION: Staff recommends that the City Council receive an update on recent Waste Management service issues and adopt Resolution No. _____, to: 1) receive the Waste Management 2021 rate adjustment information, 2) accept it as complete and adequate, and 3) deem the proposed 2021 rate adjustments approved.

24. SUBJECT: Designation and Rotation of Mayor and Mayor Pro Tempore

RECOMMENDATION FOR ACTION: Staff recommends that the City Council designate the Council members to serve as Mayor and Mayor Pro Tempore for the next twelve months, pursuant to Article II of the Woodland Municipal Code and provide direction to staff on whether to return with amendments to the Municipal Code as necessary to make any adjustments to the rotation.

25. SUBJECT: Filling of City Council District 3 Vacancy

RECOMMENDATION FOR ACTION: Staff recommends that the City Council discuss options for filling the pending vacancy of Council District 3 and provide direction to staff on next steps.

I. 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, December 15, 2020 was posted on Friday, December 11, 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

If you wish to leave a voice mail message, please dial (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. Voice mail messages should be three (3) minutes in length.

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.