City of Woodland

City Hall
Council Chambers
300 First Street
Woodland, CA 95695

Regular Meeting Minutes

Tuesday, December 15, 2020

6:00 PM

City Council

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

Meeting called to order at 6:03 PM.

B. ROLL CALL

All Council Members present via roll call vote.
Council Members Present: Barajas, Fernandez, Lansburgh, Stallard and Vega

Absent: None

C. PLEDGE OF ALLEGIANCE

Pledge of Allegiance led by Council Member Mayra Vega.

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.

None

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.

Verbal updates provided by Council Members/Staff.

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.

Received 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.

Adopted RESOLUTION NO. 7608, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND, CALIFORNIA, ADOPTING AN 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.

Approved 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.

Approved 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.

Approved 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.

Adopted RESOLUTION NO. 7609, A RESOLUTION OF THE CITY OF WOODLAND ACCEPTING THE FISCAL YEAR 2019/20 ANNUAL REPORT OF DEVELOPMENT FEES (AB1600 REPORT).

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.

Accepted 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.

Adopted RESOLUTION NO. 7610, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND ACCEPTING PUBLIC IMPROVEMENTS FOR SUBDIVISION MAP NUMBER 5141 (WOODLAND DOWNTOWN SUITES).

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.

Adopted RESOLUTION NO. 7611, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND TO ACCEPT THE EMERGENCY SHELTER PROJECT, CIP 20-12 CONSTRUCTION CONTRACT AS COMPLETE AND AUTHORIZE THE CITY CLERK TO FILE A NOTICE OF COMPLETION.

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.

Adopted RESOLUTION NO. 7612, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING THE 2020 REVISED SEWER SYSTEM MANAGEMENT PLAN.

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.

Certified 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).

Adopted RESOLUTION NO. 7613, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING A CONTRACT WITH EMPOWER YOLO TO SUPPLY FOOD FOR INDIVIDUALS SHELTERED THROUGH PROJECT ROOMKEY.

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.

Adopted RESOLUTION NO. 7614, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING AN AGREEMENT WITH LAUGENOUR AND MEIKLE FOR ENGINEERING CONSULTING SERVICES FOR THE 2022 SEWER & WATER 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.

Approved 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.

Approved the 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.

Approved the City Council 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.

Approved 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.

Adopted RESOLUTION NO. 7615, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING AN ADDITIONAL APPROPRIATION OF $582,000 FROM THE AFFORDABLE HOUSING IN-LIEU FEES FUND FOR CONSTRUCTION OF THE PERMANENT SUPPORTIVE HOUSING PROJECT AT THE EAST BEAMER WAY DEVELOPMENT.

On a motion by Mayor Pro Tem Stallard, seconded by Council Member Fernandez and carried unanimously on a 5-0 roll call vote, Council Members approved Consent Calendar Items No. 2 through 19.

AYES: Barajas, Fernandez, Lansburgh, Stallard and Vega
NOES: None

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 appropriaton 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.

On a motion by Council Member Barajas, seconded by Council Member Vega and carried unanimously on a 5-0 roll call vote, Council Members adopted RESOLUTION NO. 7616, RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND TO APPROVE AMENDMENT #2 TO THE FISCAL YEAR 2019/20 CDBG ACTION PLAN.

AYES: Barajas, Fernandez, Lansburgh, Stallard and Vega
NOES: None

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.

Received an update and discussed 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).

On a motion by Council Member Barajas, seconded by Council Member Vega and carried unanimously on a 5-0 roll call vote, Council Members adopted RESOLUTION NO. 7617, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING THE SALE AND CONVEYANCE OF OWNERSHIP OF THE SHELTER PROPERTY AT 1903 EAST BEAMER STREET TO FRIENDS OF THE MISSION AND APPROVING THE AGREEMENT AND DECLARATION OF COVENANTS and RESOLUTION NO. 7618, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND TO TRANSFER OWNERSHIP OF COMMERCIAL MODULAR TRAILERS PURCHASED FOR THE EMERGENCY SHELTER PROJECT TO FRIENDS OF THE MISSION.

AYES: Barajas, Fernandez, Lansburgh, Stallard and Vega
NOES: None

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.

This resolution was not adopted. On a motion by Mayor Pro Tem Stallard, seconded by Council Member Barajas and carried unanimously on a 5-0 roll call vote, Council Members agreed to table this item to the January 5, 2021 Council Meeting.

AYES: Barajas, Fernandez, Lansburgh, Stallard and Vega
NOES: None

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.

On a motion by Council Member Fernandez, seconded by Council Member Barajas and carried unanimously on a 5-0 roll call vote, Council Members appointed Mayor Pro Tem Stallard as Mayor and Council Member Vega as Mayor Pro Tempore for 2021. Further discussion regarding the rotation of Mayor and Mayor Pro Tempore will continue at the January 5, 2021 Council meeting.

AYES: Barajas, Fernandez, Lansburgh, Stallard and Vega
NOES: None

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.

Discussed options for filling the pending vacancy of Council District 3 and provided direction to staff on next steps.

At 9:01 PM, a motion was made by Mayor Stallard, seconded by Council Member Barajas and carried unanimously on 5-0 roll call vote to extend the meeting for 45-minutes.

AYES: Barajas, Fernandez, Lansburgh, Stallard and Vega
NOES: None

On a motion by Council Member Barajas, seconded by Mayor Pro Tem Vega and carried unanimously on a 5-0 roll call vote, Council Members appointed Mayor Stallard and Council Member Fernandez on the ad-hoc sub-committee.

AYES: Barajas, Fernandez, Lansburgh, Stallard and Vega
NOES: None

I. ADJOURN

Meeting adjourned at 9:09 PM in memory of Jessie Murrieta.

Respectfully submitted,

Ana B. Gonzalez, City Clerk

Adopted by Council: January 5, 2021