

**RESOLUTION NO. 7425**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND RATIFYING THE LIMITED DURATION COVID-19 ADMINISTRATIVE LEAVE POLICY ADOPTED BY THE INTERIM CITY MANAGER ON MARCH 19, 2020**

**WHEREAS**, there is an urgent need for the City to take all appropriate actions to protect public health and limit the spread of COVID-19, which has been determined by the World Health Organization to be a pandemic; and

**WHEREAS**, the Governor of the State of California declared a state of emergency on March 4, 2020, the Yolo County Board of Supervisors ratified a local and public health emergency on March 10, 2020, and the President of the United States declared a national emergency on March 13, 2020; and

**WHEREAS**, the City Council on March 17, 2020 declared a state of local emergency; and

**WHEREAS**, in compliance with the Yolo County Health Officer's shelter in place order of March 18, 2020, the City of Woodland began taking steps to reduce its operations and to only have essential City personnel remain at work and in the field; and

**WHEREAS**, beginning on March 19, 2020, many City employees began working remotely from home, but not all City employees have jobs that allow them to work from home and/or there is insufficient work available for them to do at home, and some City employees have been sent home and/or were directed not to report to their regularly scheduled work; and

**WHEREAS**, to help mitigate the financial effects of these actions related to COVID-19, the Interim City Manager issued the Limited Duration COVID-19 Administrative Leave Policy ("Policy"); and

**WHEREAS**, the City Council recognizes that this is a time of significant economic stress for many residents of the City of Woodland as daily life has dramatically changed, schools have closed, events have been cancelled, businesses have closed, restaurants have either closed or offer take-out delivery only, and people have been laid off or had their hours reduced; and

**WHEREAS**, the City Council values its entire workforce and finds that it is critical to have the fewest number of City employees on-site and in the field to help prevent the spread of a contagious virus that has become a global pandemic and that it is critically important to ensure the City has a healthy workforce available to further assist in addressing critical City needs during the period of the local emergency, both of which serve a public purpose; and

**WHEREAS**, the City Council further finds that providing paid administrative leave during this time of emergency serves a public purpose by helping ensure the seamless continuity of operations once City operations resume to normal conditions, and the City Council determines that providing COVID-19 Administrative Leave will assist employee morale during this challenging time.

**NOW, THEREFORE BE IT RESOLVED** by the City Council of the City of Woodland as follows:

**Section 1.** The City Council hereby ratifies the Limited Duration COVID-19 Administrative Policy that was issued by the Interim City Manager on March 19, 2020.

**Section 2.** As specified in the Policy, the policy went into effect on March 19, 2020, and shall remain in effect until April 7, 2020, unless extended. The federally mandated leave does not extend the availability of COVID-19 Administrative Leave beyond April 7, 2020, unless otherwise extended by the City Manager or City Council. After termination of the Policy, employees who are not working either at the City or remotely will be required to use all available leave as wage replacement sources, including federal leave and all accrued paid leave. The City Manager is hereby authorized to make all necessary changes to ensure that City employees may use all available leave, including sick leave, for the purposes specified in the Policy.


**Section 3.** As specified in the Limited Duration COVID-19 Administrative Leave Policy, the COVID-19 Administrative Leave shall have no other cash value, may not be donated or used for any other purpose, and is only available for use during the time period specified in the Policy.

**Section 4.** The City Manager is hereby directed to implement the Policy.

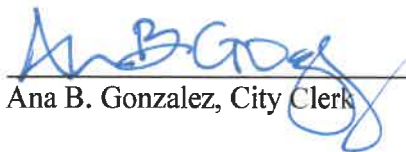
**Section 5.** This Resolution shall take effect immediately upon adoption.

**PASSED AND ADOPTED** by the City Council of the City of Woodland at a special meeting on the 24th day of March, 2020, by the following vote:

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

  
Rich Lansburgh, Mayor

**ATTEST:**

  
Ana B. Gonzalez, City Clerk

**APPROVED AS TO FORM:**

  
Kara K. Ueda, City Attorney