TOWN OF WOODSIDE

TOWN COUNCIL MEETING AGENDA May 11, 2021
Independence Hall, 2955 Woodside Road, Woodside 7:00 p.m.

This meeting is compliant with the Governor’s Executive Order N-29-20 issued on March 17, 2020 allowing for deviation of teleconference rules required by the Brown Act. The purpose of this is to provide the safest environment for staff and the public while allowing for public participation. The meeting will be held by teleconferencing. The public may participate via Zoom meeting.

COUNCIL MEMBERS PARTICIPATING BY TELECONFERENCE: MAYOR BRIAN DOMBKOWSKI, COUNCIL MEMBERS DICK BROWN, JOHN CARVELL, NED FLUET, SEAN SCOTT, CHRIS SHAW, AND JENN WALL

Join Zoom Meeting:
One tap mobile
+16699009128,,85437892933#
+13462487799,,85437892933#

Dial by your location
+1 669 900 9128
+1 346 248 7799
+1 253 215 8782
+1 646 558 8656
+1 301 715 8592
+1 312 626 6799
Meeting ID: 854 3789 2933

Weblink: https://us02web.zoom.us/j/85437892933

Remote Public Comments:
Meeting participants are encouraged to submit public comments in writing in advance of the meeting. The following email will be monitored during the meeting and public comments received will be read into the record.
Email: townhall@woodsidetown.org

CALL TO ORDER
ROLL CALL
PLEDGE OF ALLEGIANCE

COMMUNICATIONS

Persons wishing to address the Council on any matter not on the posted agenda are invited to do so. Please note, however, that the Council is not able to undertake extended discussion or to act on non-agendized items. Such items can be referred to staff for appropriate action, which may include placement on a future agenda. This communication period is limited to five persons, three minutes each. Any additional persons wishing to be heard will be scheduled at the end of Regular Business.

CONSENT CALENDAR

All items on the Consent Calendar are considered to be routine and will be approved by one roll call motion unless a request is made at the beginning of the meeting that an item be withdrawn or transferred to the regular agenda.

1. Register of Demands Against the Town of Woodside from April 16 through 30, 2021.
4. 2020-21 Third Quarter Budget Review and Resolution Amending the Adopted Budget for 2020-21. Resolution No. 2021 - ___
   Resolution No. 2021 - ____

NEW BUSINESS

A. Resolution Authorizing the Mayor to Execute an Agreement on Behalf of the
   Town of Woodside for Law Enforcement Services with the San Mateo County
   Sheriff's Office for Fiscal Years 2021-22 through 2023-24. Resolution
   No. 2021 - ____

B. Resolution Authorizing the Town Manager to Execute a Professional
   Services Agreement with National Demographics Corporation for
   Redistricting Services. Resolution No. 2021 - ____

C. Resolution Expressing Support for Actions to Further Strengthen Local
   Democracy, Authority, and Control as Related to Local Zoning and
   Housing Issues. Resolution No. 2021 - ____

REPORTS

D. Mayor and Councilmember Communications.

COMMUNICATIONS

ADJOURNMENT

IN COMPLIANCE WITH THE AMERICANS WITH DISABILITY ACT, IF YOU NEED SPECIAL ASSISTANCE TO
PARTICIPATE IN THIS MEETING, PLEASE CONTACT THE TOWN CLERK AT (650) 851-6790.

NOTIFICATION IN ADVANCE OF THE MEETING WILL ENABLE THE TOWN TO MAKE REASONABLE ARRANGEMENTS TO
ENSURE ACCESSIBILITY TO THIS MEETING.

PLEASE NOTE THAT PURSUANT TO THE STATE OF CALIFORNIA’S OPEN MEETING RULES, THIS MEETING IS BEING AUDIO
RECORDED.

ANY WRITINGS OR DOCUMENTS PROVIDED TO A MAJORITY OF THE TOWN COUNCIL REGARDING ANY ITEM ON THIS AGENDA
WILL BE MADE AVAILABLE FOR PUBLIC INSPECTION AT THE ADMINISTRATION COUNTER AT TOWN HALL LOCATED AT 2955
WOODSIDE ROAD DURING NORMAL BUSINESS HOURS.
SUBJECT: REGISTER OF DEMANDS AGAINST THE TOWN OF WOODSIDE FROM APRIL 16 THROUGH APRIL 30, 2021

Per Town of Woodside Municipal Code Title III, Administration, Chapter 31.03.F the attached register of demands for April 16 through April 30, 2021 have been prepared, audited, and certified, by the Administrative Services Manager.

Attachment

1. Register of Demands April 16 through April 30, 2021
<table>
<thead>
<tr>
<th>Check No</th>
<th>Vendor No</th>
<th>Vendor Name &amp; Description</th>
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<th>Check Amount</th>
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May 11, 2021
Town Council Meeting
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Town Council Meeting

Page 3

May 11, 2021
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Report Total (52 checks):

127,389.31
SUBJECT: MINUTES FOR APPROVAL

The draft Town Council minutes of the regular meeting of April 13, 2021, is attached for review and approval.
CALL TO ORDER

Mayor Dombkowski called the meeting to order at 7:00 p.m.

ROLL CALL

Present: Councilmembers Brown, Carvell, Fluet, Shaw, Wall, and Mayor Dombkowski
Absent: Councilmember Scott

Staff Present:
Kevin Bryant, Town Manager
Jean Savaree, Town Attorney
Jackie Young, Planning Director
Sage Schaan, Principal Planner
Sean Rose, Town Engineer/Director of Public Works
Jennifer Li, Town Clerk

PLEDGE OF ALLEGIANCE

Councilmember Fluet led the Pledge of Allegiance.

COMMUNICATIONS

There was no public comment.

INTERVIEW AND APPOINTMENT TO THE PLANNING COMMISSION

District 4 - Sandra Dinubilo
Stefanie V. Giovannotto
Adolph Rosekrans
Christopher (Kit) Kaufman (out of District)

Sandra Dinubilo was not present.

Stefanie V. Giovannotto introduced herself.

The Council’s questions included: how she would deal with emotional/political meetings; her perspective on fighting to control local zoning; her thought process for tackling issues of competing values; any good or bad experiences when dealing with the Town.

In response to Council’s questions, Ms. Giovannotto spoke of: her real estate and property management experience in Palo Alto and how it has provided experience handling stressful politics between neighbors; her appreciation for maintaining the Town’s rural lifestyle and natural aesthetic; when tackling competing values, it will depend on the area of Woodside, and what their end game is; a good experience trying to remove a tree.

Adolph Rosekrans introduced himself.
The Council’s questions included: his opinion about his time on the Planning Commission; contentious meetings; his thoughts on bringing multi-family housing to Woodside; how often the General Plan should be revisited.

In response to Council’s questions, Mr. Rosekrans spoke of: three contentious issues when he was on the Planning Commission; waiting to hear how the laws regarding multi-family housing will work; ADUs are more popular; staying open-minded since increased density may be forced upon the Town; his positive experience with the Building Department; the General Plan working as it should; interest in rejoining the Planning Commission.

Christopher (Kit) Kaufman introduced himself.

The Council’s questions included: his skills to diffuse contentious situations while ensuring residents are treated equally; how he would help defend the Town from losing control over local zoning; his problem solving approach to projects that push against competing values; any perceived changes to the application process.

In response to Council’s questions, Mr. Kaufman spoke of: his law experience as a professional mediator and arbitrator; importance of acting respectfully; his experience with the Town when he built his home and guest house; reading the General Plan; the difficulties brought on by the housing crisis; his commitment to the Town as a resident for 33 years; falling back on the Municipal Code to solve problems; the topographic and character differences that exist in District 4.

The Public Comment Period opened at 7:49 p.m.

Peter Mason, Old La Honda Road, expressed support for Adolph Rosekrans.

The Public Comment Period closed at 7:50 p.m.

The Council expressed appreciation for the candidates.

The Council appointed Adolph Rosekrans to the Planning Commission District 4 seat for a term expiring February 2022 by the following vote:

**AYES:** Councilmembers Brown, Carvell, Fluet, Shaw, Wall, and Mayor Dombkowski

**NOES:** None

**ABSENT:** Councilmember Scott

**CONSENT CALENDAR**

1. Register of Demands Against the Town of Woodside from March 16 through 31, 2021.


3. Resolution Modifying the 2020-21 Town Salary Schedule and Classification Plan. Resolution No. 2021 - 7402

4. Adoption of an Ordinance Amending Woodside Municipal Code Chapter 74, Schedule I, Speed Limits to Establish the Speed Limit on Farm Hill Boulevard Between I-280 and Woodhill Drive as 40 M.P.H. Ordinance No. 2021 - 619

Councilmember Fluet moved approval of the Consent Calendar Items 1-4.

Motion seconded by Councilmember Brown and approved by roll call vote:
AYES: Councilmembers Brown, Carvell, Fluet, Shaw, Wall, and Mayor Dombkowski
NOES: None
ABSENT: Councilmember Scott

Mr. Bryant suggested discussing Item B first due to the number of audience members present.

NEW BUSINESS

B. Resolution Approving Funding to Support the Old La Honda Community Fiber Broadband Project and Waiving the Associated Encroachment Permit Fee.

Resolution No. 2021 - 7303

Mr. Bryant presented the staff report. Letters were submitted.

The Council’s questions included: whether there are other areas in Woodside with similar problems; whether future homeowners would be able to join in; what is involved in future maintenance; what the source of funds is.

In response to Council’s questions, Mr. Bryant stated: there are other areas in Town with the same issue, the source of available broadband needs to be identified; this project may be replicated in different parts of Town, and can be done without participation of larger corporations; this agreement represents 80% of the Old La Honda households; new owners could join in the future; residents provide funding.

The Public Comment Period opened at 8:09 p.m.

Matt Van der Staay, Old La Honda Road, expressed his appreciation for Council’s support in the project and for the entire community coming together.

The Council’s questions included: what the timeline is for going live; what options exist if the service is insufficient.

In response to Council’s questions, Mr. Van der Staay stated: the timing depends on staff approval and equipment as there have been some supply delays due to the pandemic; construction is about 30 days; hoping to be operational in June/July for the 50 residents initially signed up; they have a corporate agreement with NextLevel and AT&T on service guarantees; if the companies fail to deliver, residents are due a large refund; there are other providers, but they are not as good as AT&T.

Peter Mason, Old La Honda Road, expressed support and appreciation for a more affordable option.

The Public Comment Period closed at 8:16 p.m.

The Council’s comments included: support for the project; empathy for all those who did not have internet during the pandemic; commendation for Mr. Van der Staay and Ms. Moesta on their leadership efforts; hope for the same efforts to be replicated in other parts of Town.

In response to Council’s question about 5G connectivity, Mr. Bryant stated: the Town seems to be at the back end of the companies’ infrastructure plans.

Councilmember Fluet moved to adopt the Resolution.

Motion seconded by Councilmember Brown and approved by roll call vote:

AYES: Councilmembers Brown, Carvell, Fluet, Shaw, Wall, and Mayor Dombkowski
NOES: None
PUBLIC HEARING

A. Approval, Conditional Approval, or Denial of a Proposal for a Lot Line Adjustment (LLAJ2021-0001) Between Two Existing Lots: A Developed Lot at 3900 Sand Hill Road and a Vacant Lot Fronting Mountain Home Road (APN 072-380-020). The Lot Line Adjustment Would Provide a Transfer of Land from Lot 1 to Lot 2; and Includes a Resolution for Approval of a General Plan Amendment (GPAM2021-0001) of the Transferred Land from Residential to Residential/Environmentally Sensitive Area, and Ordinance for a Zoning Map Amendment (ZOAM2021-0001) of the Transferred Land from Rural Residential to Special Conservation Planning, 5-Acre Minimum.

Ordinance No. 2021 - 620; Resolution No. 2021 - 7304; Resolution No. 2021 - 7305

Mr. Schaan presented the staff report.

The Council’s questions and comments included: clarification about the shape of the lots.

In response to Council’s questions, Mr. Schaan stated: the lot line adjustment took into consideration building envelopes, setback requirements, grading, and tree removal.

Killian O’ Sullivan, project architect, added that the existing, historic house is awkwardly-shaped, which sets the character of the adjacent vacant lot.

The Public Comment Period opened at 8:42 p.m.

Mr. Bryant stated that Christine Dowd emailed comments, and the discussion tonight does not include the trail easement.

The Public Comment Period closed at 8:42 p.m.

The Council’s comments included: the reason for the lot line adjustment became obvious after visiting the site; not hearing any disadvantages of the proposal during the History Committee, Trails Committee, and Planning Commission meetings; it is a small adjustment; appreciation for staff’s report and the applicant opening the property.

Councilmember Shaw moved to adopt the Resolution for the General Plan Amendment.

Motion seconded by Councilmember Brown and approved by roll call vote:

AYES: Councilmembers Brown, Carvell, Fluet, Shaw, Wall, and Mayor Dombkowski
NOES: None
ABSENT: Councilmember Scott

Councilmember Shaw moved to introduce the Ordinance for the Zoning Amendment.

Motion seconded by Councilmember Fluet and approved by roll call vote:

AYES: Councilmembers Brown, Carvell, Fluet, Shaw, Wall, and Mayor Dombkowski
NOES: None
ABSENT: Councilmember Scott

Councilmember Shaw moved to adopt the Resolution for the Lot Line Adjustment.

Motion seconded by Councilmember Brown and approved by roll call vote:
AYES: Councilmembers Brown, Carvell, Fluet, Shaw, Wall, and Mayor Dombkowski
NOES: None
ABSENT: Councilmember Scott

NEW BUSINESS

C. Resolution Authorizing the Town Manager to Execute an Agreement with Coda Technology Group for Supplemental Audio-Visual Equipment to Enable Independence Hall to Function as a Zoom Room.

Resolution No. 2021 - 7406

Ms. Young presented the staff report.

The Council’s questions included: meeting protocol if the technology fails; whether there is any guidance from the State on hybrid meetings; whether the new technology could accommodate other platforms in addition to Zoom; how long it would take for the system to be operational.

In response to Council’s question about technology failure, Ms. Savaree stated: whenever a city lost their feed, they stopped the meeting and re-noticed it for the following evening; she can reach out to the State for additional guidance.

Ms. Young invited Mark Latimer, Coda Technology Group, to answer some questions.

In response to Council’s questions, Mr. Latimer stated: the current design is focused on being a Zoom platform, and the technology can facilitate other platforms; accommodating other platforms would not be an instant rollover, but the capability is built into the system; it would take approximately three to four weeks to procure and install all components; there will be some training.

In response to Council’s question about other ancillary items, Ms. Young stated: some ideas, if the Council chooses to add them, is to add the capability for recused volunteers to continue watching the public hearing and having speakers outside for events.

The Public Comment period opened at 9:11 p.m.

Tom Johnson, Jefferson Ave, asked: whether Committee members will be provided training on the new equipment; whether someone is available to operate the equipment for First Friday events; whether the equipment will be maintained and supported.

In response to Mr. Johnson’s questions, Mr. Latimer stated: the quoted price includes training for all; the technology is designed to function without human operators; there are presets for the cameras; the contract includes a one-year warranty with options for an on-going service agreement and on-site concierge for events.

In response to Mr. Johnson’s questions, Ms. Young stated: any volunteer on the Arts & Culture Committee can be trained to utilize the equipment; maintenance and support has not been discussed yet, and so far has heard about the positive working relationship between Coda Technology and the City of San Mateo regarding maintenance and support.

The Public Comment Period closed at 9:17 p.m.

The Council’s comments included: interest in on-site concierge for events; support for the current proposal; direction to staff to investigate ancillary items as the current technology is outdated.

Councilmember Brown moved to adopt the Resolution.
Motion seconded by Councilmember Fluet and approved by roll call vote:

AYES:  Councilmembers Brown, Carvell, Fluet, Shaw, Wall, and Mayor Dombkowski
NOES:  None
ABSENT:  Councilmember Scott

REPORTS

D. Mayor and Councilmember Communications.

Councilmember Carvell spoke of: the April 5th ASRB meeting; the “Let’s Talk Housing” Countywide meeting on April 14th from 6:00 p.m. - 7:30 p.m.; the SFO roundtable.

Councilmember Fluet spoke of: Senator Josh Becker attending the next Council meeting and discussing housing needs; not hearing back yet from Assemblymember Marc Berman; the Council of Cities meeting on April 30 with guest speaker, Congresswoman Anna Eshoo; last month’s Council of Cities hosted by San Bruno which included a presentation of the City of San Bruno’s broadband connectivity.

Mayor Dombkowski spoke of: delaying review of the Town Manager and the Town Attorney until August; Woodside’s Trail Maintenance efforts, and the power of citizen advocacy.

COMMUNICATIONS

ADJOURNMENT

Mayor Dombkowski adjourned the meeting at 9:32 p.m.

________________________________
Clerk of the Town of Woodside

APPROVED:

________________________________
Mayor of the Town of Woodside
SUBJECT: RESOLUTION EXTENDING THE PROCLAMATION OF THE EXISTENCE OF A LOCAL EMERGENCY CAUSED BY THE THREAT OF THE NOVEL COVID-19 VIRUS

RECOMMENDATION

It is recommended that the Town Council extend the proclamation of the existence of a local emergency caused by the threat of the Novel COVID-19 virus.

BACKGROUND/ANALYSIS

On March 18, 2020, the Town Manager acting as Director of Emergency Services proclaimed the existence of a local emergency due to conditions and threatened conditions of peril due to the expansion of the COVID-19 virus.

Pursuant to California Government Code Section 8630, on March 24, 2020, the Town Council ratified the proclamation made by the Director of Emergency services by adoption of Resolution 2020-7344.

The Town Council then extended the proclamation of the existence of a local emergency for sixty (60) days at its meeting on April 14, 2020. Since then, the Town Council has received updates at its regular meetings on the operational impacts and actions taken by the Town related to COVID-19.


On August 31, 2020, Governor Newsom established a new color-coded reopening system, “Blueprint for a Safer Economy,” which ranks counties based on COVID-19 case counts and positivity rate. As of May 3rd, San Mateo County was in the orange category (Tier 3), the third most restrictive of the four tiers established.

Per Government Code Section 8630, the Town Council must reevaluate whether to continue the proclamation of the existence of a local emergency every sixty (60) days until the emergency is terminated.

Because the County of San Mateo remains in the third most restrictive category of the state’s “Blueprint for a Safer Economy,” staff requests that the Council extend the proclamation of a local emergency for sixty (60) days as authorized by Government Code Section 8630.
FISCAL IMPACT

Through the extension of a proclaimed local State of Emergency, the Town continues to be authorized to receive mutual aid resources from the State of California to assist in response to and containment of the spread of COVID-19 and is eligible for cost recovery funds related to response to the COVID-19 outbreak.

ENVIRONMENTAL REVIEW

This activity is not a project under CEQA as defined in CEQA Guidelines, Section 15378, because it has no potential for resulting in either a direct or a foreseeable physical change in the environment.

Attachment
Draft Resolution
RESOLUTION NO.___________


WHEREAS, on January 30, 2020, due to confirmed cases of a severe acute respiratory illness caused by a new coronavirus (“COVID-19”), the World Health Organization (“WHO”) declared the COVID-19 outbreak a public health emergency of international concern, and on January 31, 2020, the U.S. Department of Health and Human Services declared a Public Health Emergency for the United States of America; and

WHEREAS, on or about March 4, 2020, as part of the State of California's response to address the global COVID-19 outbreak, the Governor declared a State of Emergency to make additional resources available, formalize emergency actions already underway across multiple state agencies and departments, and help the state prepare for broader spread of COVID-19; and

WHEREAS, on March 5, 2020, San Mateo County declared a Local Health Emergency pursuant to Health and Safety Code Section 101080 due to the potential introduction of COVID-19 in San Mateo County; and

WHEREAS, on March 12, 2020, the President of the United States declared a National Emergency in response to the spread of COVID-19; and

WHEREAS, Section 33.03 of the Woodside Municipal Code empowers the Town Manager, as the Director of Emergency Services, to proclaim (subject to ratification by the Town Council within seven days) the existence or threatened existence of a local emergency when the Town is affected or likely to be affected by a public calamity and the Town Council is not in session; and

WHEREAS, based on the expanding threat of the novel COVID-19 virus, the Town Manager, Acting as Director of Emergency Services, of the Town of Woodside proclaimed the existence of a local emergency within the Town on March 18, 2020; and

WHEREAS, on March 24, 2020, the Town Council of the Town of Woodside ratified the proclamation of the Director of Emergency Services and extended the period of the existence of a Local
Emergency for an additional 30 days or unless sooner terminated; and

WHEREAS, on April 14, 2020, June 9, 2020, July 28, 2020, September 22, 2020, October 27, 2020, December 15, 2020, February 9, 2021, and March 23, 2021, the Town Council of the Town of Woodside extended the period of the existence of a Local Emergency for an additional 60 days or unless sooner terminated; and

WHEREAS, the conditions creating the local emergency have not abated, as evidenced by the current status of San Mateo County as having “moderate” transmission under the state “Blueprint for a Safer Economy” color-coded reopening system.

NOW, THEREFORE, BE IT RESOLVED, that the proclamation of a local emergency is hereby extended for an additional 60 days. Per Government Code Section 8630, the Town Council shall review and renew this declaration every 60 days until the emergency is terminated.

* * * * * *

Passed and adopted by the Town Council of the Town of Woodside, California, at a meeting thereof held on the 11th day of May, 2021, by the following vote of the members thereof:

AYES, and in favor thereof, Councilmembers:
NOES, Councilmembers:
ABSENT, Councilmembers:
ABSTAIN, Councilmembers:

Mayor of the Town of Woodside

ATTEST:

Clerk of the Town of Woodside
SUBJECT: 2020-21 THIRD QUARTER BUDGET REVIEW AND RESOLUTION AMENDING THE ADOPTED BUDGET FOR 2020-21

RECOMMENDATION

It is recommended that the Town Council review and accept the 2020-21 Third Quarter Budget Review and adopt the attached draft resolution which amends the adopted budget.

BACKGROUND

The Town Council’s Financial Management Policies require the Town Council to “conduct a comprehensive review of the fiscal status of the Town on a quarterly basis.” This report has been prepared to facilitate that review. It has been prepared by utilizing the fund balance reports and the detailed fund reports, as of March 31, 2021.

DISCUSSION

General Fund Revenue Performance Review

The General Fund is the Town’s principal operating fund, which is supported by general taxes and fees and which can be used for any general governmental purpose. Following is an analysis which provides further detail about the major revenue sources.

The largest single source of General Fund revenue is secured property taxes. Property, primarily real estate, is valued by the County Assessor and taxed at one percent of assessed value. The one percent is shared among several local government entities, such as schools, special districts, and the County of San Mateo. The Town receives approximately 7 percent of all property taxes collected within the Town, less funds shifted to the Education Revenue Augmentation Fund (ERAF), which go to support school programs. Secured property taxes are performing as expected through March 31\(^{11}\). The Town’s secured property tax receipts for April 30\(^{th}\) are $3,605,068. Revenue from secured property taxes is 5.3\% higher than last fiscal year. The table below shows the ten-year trend for secured property taxes.

<table>
<thead>
<tr>
<th>Year</th>
<th>Secured Property Taxes at 4/30 ($000)</th>
</tr>
</thead>
<tbody>
<tr>
<td>11-12</td>
<td>2,212.7</td>
</tr>
<tr>
<td>12-13</td>
<td>2,303.9</td>
</tr>
<tr>
<td>13-14</td>
<td>2,434.7</td>
</tr>
<tr>
<td>14-15</td>
<td>2,565.4</td>
</tr>
<tr>
<td>15-16</td>
<td>2,699.3</td>
</tr>
<tr>
<td>16-17</td>
<td>2,926.9</td>
</tr>
<tr>
<td>17-18</td>
<td>3,117.1</td>
</tr>
<tr>
<td>18-19</td>
<td>3,264.5</td>
</tr>
<tr>
<td>19-20</td>
<td>3,422.1</td>
</tr>
<tr>
<td>20-21</td>
<td>3,605.1</td>
</tr>
</tbody>
</table>
The Adopted Budget anticipates $3,952,000 from secured property taxes, and staff believes this target will be met or exceeded.

The California Government Code authorizes the County of San Mateo to impose a transfer tax at the rate of $1.30 per $1,000 value on real property sold. These taxes are evenly allocated between the County and the city or town in which the sale occurs.

Property transfer taxes can vary significantly from year-to-year, as the following chart shows.

![Property Transfer Tax Receipts at 3/31 ($000)](chart.png)

The current adopted budget assumes that the Town will receive $160,000 from this source in 2020-21. As of March 31, 2021, the Town has received $177,136 through the first three quarters of the year, 8% lower than last year. Transfer tax revenues have already exceeded budget expectations.

Fees and Permits Revenue - Service charges or fees are imposed on users of services provided by the Town under the rationale that benefiting parties should pay for the cost of that service, rather than the general public. Examples of such services include building permit and plan check fees. As the following chart demonstrates, $1,178,554 has been received as of March 31, 2021, which is 46.5% lower than last year. However, fees and permits are performing well and are higher at third quarter this fiscal year than seven of the other previous ten years.

![Fees and Permits Revenue at 3/31 ($000)](chart.png)
Fees and permits are $452,439 lower this year due to fewer building permits for large projects applied for in the first half of the fiscal year compared to last fiscal year. Permit activity for this year was 849 permits issued through March 31st, versus 854 last year. 1,079 building permits have been applied for so far this fiscal year, compared to 997 applied for by March 31, 2020. The adopted budget is $1,296,500 from this source in 2020-21 and has already been exceed as of April 30th.

All taxable retail sales in the Town are charged a 9.25% tax. The amount includes 0.5% that goes to local governments for public safety programs. Of the remaining tax, 1% is returned to the Town by the State of California for general purposes. Sales tax revenues through March 2021 were $291,333, a 23% decrease from last year. The adopted budget for sales tax is $517,000 and staff believes this target will not be met by fiscal year end. The following chart shows sales tax revenue at March 31st for this and the previous nine fiscal years. This revenue source has been affected by the pandemic due to limitations on business activity.
The General Fund as of March 31, 2021

The following table shows the General Fund revenues and expenditures through March 31st by category, for this and the previous two fiscal years, as well as the adopted budget.

<table>
<thead>
<tr>
<th>Category</th>
<th>2020-21 Adopted Budget ($000)</th>
<th>03/31/2021 Actual ($000)</th>
<th>3/31/2020 Actual ($000)</th>
<th>3/31/2019 Actual ($000)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenues</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Property Taxes</td>
<td>4,712.0</td>
<td>3,042.6</td>
<td>2,905.0</td>
<td>2,945.0</td>
</tr>
<tr>
<td>Sales Taxes</td>
<td>517.0</td>
<td>291.3</td>
<td>383.0</td>
<td>404.0</td>
</tr>
<tr>
<td>Prop Transfer Taxes</td>
<td>160.0</td>
<td>177.1</td>
<td>187.9</td>
<td>118.0</td>
</tr>
<tr>
<td>Franchise Fees</td>
<td>555.0</td>
<td>315.9</td>
<td>301.6</td>
<td>292.1</td>
</tr>
<tr>
<td>Licenses and Permits</td>
<td>1,296.5</td>
<td>1,178.6</td>
<td>1,631.0</td>
<td>971.9</td>
</tr>
<tr>
<td>Fines and Forfeitures</td>
<td>12.0</td>
<td>71.0</td>
<td>40.7</td>
<td>13.6</td>
</tr>
<tr>
<td>Intergovernmental</td>
<td>1,461.7</td>
<td>394.5</td>
<td>334.8</td>
<td>388.5</td>
</tr>
<tr>
<td>Use of Money and Property</td>
<td>108.0</td>
<td>449.6</td>
<td>96.3</td>
<td>84.8</td>
</tr>
<tr>
<td>Service Charges- Program Revenues</td>
<td>178.5</td>
<td>109.9</td>
<td>158.5</td>
<td>165.7</td>
</tr>
<tr>
<td>Other Revenue</td>
<td>133.8</td>
<td>94.2</td>
<td>114.2</td>
<td>90.5</td>
</tr>
<tr>
<td>Transfers</td>
<td>369.5</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Total</td>
<td>9,503.9</td>
<td>6,124.6</td>
<td>6,153.2</td>
<td>5,474.2</td>
</tr>
<tr>
<td>Expenses</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries &amp; Benefits</td>
<td>3,190.7</td>
<td>2,447.9</td>
<td>2,222.6</td>
<td>2,073.3</td>
</tr>
<tr>
<td>Services and Supplies</td>
<td>5,596.6</td>
<td>2,928.7</td>
<td>3,326.4</td>
<td>2,722.3</td>
</tr>
<tr>
<td>Equipment/Capital</td>
<td>140.0</td>
<td>94.7</td>
<td>9.4</td>
<td>-</td>
</tr>
<tr>
<td>Other Contributions</td>
<td>1,739.7</td>
<td>975.6</td>
<td>422.6</td>
<td>169.8</td>
</tr>
<tr>
<td>Total</td>
<td>10,666.9</td>
<td>6,446.9</td>
<td>5,981.1</td>
<td>4,965.3</td>
</tr>
</tbody>
</table>

**General Fund revenue** is $28,582 lower than last fiscal year. As mentioned in the revenue review above, fees and permits are $452,439 lower this year due to fewer large building permits applied for in the first half of the fiscal year than last year.

Sales tax received from the State of California is $91,667 lower due to lower sales receipts due to the pandemic and state business restrictions. Service charges and program revenues are down $48,600 because there are no recreation classes or rentals of Independence Hall due to the pandemic. Property transfer taxes were lower by $10,800 due to a slight decrease in the value of sales of property this fiscal year.

All property taxes received from San Mateo County were higher by $137,600 or 4.7% from last fiscal year due to increased property value. Franchise fees are about the same at $14,300 higher this year. Fines and forfeitures are $30,300 higher because forfeitures from previous years are being recognized this fiscal year.

Intergovernmental revenue is higher by $59,700 because of the CARES Act COVID-19 2020 grant of $70,000 this fiscal year. Use of money and property is $353,300 higher because the Town has $2.35 million in restricted cash in an account reserved for unfunded pension liabilities (PARS) which earns higher investment rates than the LAIF account (the only investment account last fiscal year). There were no transfers.
General Fund expenditures are $465,824 higher than last year.

Other contributions are $553,000 higher due to transfers to capital projects of $975,600 this year and $422,600 the previous fiscal year. Capital projects expenditures in the first three quarters of fiscal year 2021 were made primarily for the Old La Honda bridge replacement.

Salaries and benefits are approximately $225,300 higher this fiscal year due to the addition of a Planner and a Permit Technician to the development review staff. The other contribution to an increase in this category is the $290,783 prepaid annual pension obligation for the Town’s unfunded liability, an increase of $33,901 from the previous year.

The services and supplies category has seen a decrease this fiscal year of $397,700. Costs associated with plan check are approximately $140,500 less than a year ago, as there is a direct correlation between permit revenue and plan check expense. Contractual services for the Administration and Planning Departments are down approximately $50,000 each and there have been no expenses for recreation activities, where last year $50,000 had been spent.

Notable expenses at third quarter include $81,280 under the Safety Department for wildfire prevention clearing in the Joan Olson Preserve and $35,000 to help fund support restaurants’ conversion to outdoor dining to respond to COVID-19.

Under the equipment/capital expenses category there are $67,768 in capital expenses at the Town Hall complex which included exterior painting of Town Hall, Independence Hall, and the museum building, and brickwork on the grounds, and $25,000 for laptop computers for staff to work from home due to shelter in place orders.

Expenses are at expected levels for the third quarter of this fiscal year.

As of March 31, 2021, the General Fund had unrestricted cash on hand of $6,125,331. This balance excludes the PARS account balance of $3,540,246 which is split into two categories restricted cash of $2,355,148 for unfunded pension liabilities and $1,185,098 for OPEB (Other post-employment benefits). The previous 12 months (April 2020 through March 2021) average of General Fund cash to projected operating revenues is 73%, which is above the thirty percent of operating reserves required by the Town Council’s Financial Management Policies.

Attachment 2 to this report includes summaries of General Fund expenditure performance by department as of March 31, 2021.
All Funds as of March 31, 2021

The Town's cash position for all funds as of March 31, 2021, is $11,810,833 and excludes the OPEB amount in PARS (pursuant to the Governmental Accounting Standards Board).

<table>
<thead>
<tr>
<th></th>
<th>As of 3/31/2021</th>
<th>As of 3/31/2020</th>
<th>As of 3/31/2019</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DISCRETIONARY FUNDS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Fund (unrestricted)</td>
<td>6,125,331</td>
<td>8,459,864</td>
<td>8,076,328</td>
</tr>
<tr>
<td>Gen. Fund (restricted - PARS)</td>
<td>2,355,148</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>NON-DISCRETIONARY FUNDS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Barkley Construction Fund</td>
<td>302,479</td>
<td>292,077</td>
<td>274,368</td>
</tr>
<tr>
<td>Barkley Reserve Fund</td>
<td>250,874</td>
<td>247,940</td>
<td>242,234</td>
</tr>
<tr>
<td>Road Funds</td>
<td>1,362,973</td>
<td>808,639</td>
<td>742,482</td>
</tr>
<tr>
<td>COPS Fund</td>
<td>149,923</td>
<td>152,438</td>
<td>133,839</td>
</tr>
<tr>
<td>CLEEP Fund</td>
<td>2,795</td>
<td>2,766</td>
<td>2,702</td>
</tr>
<tr>
<td>Library Fund</td>
<td>(75,936)</td>
<td>(53,327)</td>
<td>(67,617)</td>
</tr>
<tr>
<td>Parking District Debt Funds</td>
<td>91,608</td>
<td>91,204</td>
<td>92,404</td>
</tr>
<tr>
<td>Sewer Funds</td>
<td>740,675</td>
<td>695,083</td>
<td>598,079</td>
</tr>
<tr>
<td>Fiduciary Funds</td>
<td>65,260</td>
<td>64,804</td>
<td>93,921</td>
</tr>
<tr>
<td>Deposit Funds</td>
<td>605,421</td>
<td>594,903</td>
<td>596,379</td>
</tr>
<tr>
<td><strong>CAPITAL IMPROVEMENT FUNDS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CIP Fund</td>
<td>(165,718)</td>
<td>(287,593)</td>
<td>(74,947)</td>
</tr>
<tr>
<td><strong>TOTAL CASH</strong></td>
<td>11,810,833</td>
<td>11,068,798</td>
<td>10,710,172</td>
</tr>
</tbody>
</table>

The General Fund is a little lower by $20,615 as explained previously. Sewer Funds are higher by $45,592 because of increased sewer fees this fiscal year. In June 2018, the Council approved a sewer rate increase based on increasing sewer expenses, which will increase sewer revenue (and the fund balance) over the next several years.

Road Fund balances are higher by $554,334 due to an increase in permit activities this year and last and fewer capital roads expenses through the third quarter. The Library Fund is negative because the Library is being invoiced for the operating expenses which have already been paid by the Town. The CIP fund is also negative due to expenses on capital projects which have been incurred but the revenue has not yet been received.

The deposit funds have increased $10,518 this year mostly due to the increase in building activity. The Town continues an on-going deposit return project. The fiduciary funds have stayed about the same as last fiscal year, as have most of the remaining funds. The Town also has a balance of $2,721,349 of Library funds held by the San Mateo County Library JPA as of June 30, 2020.

**Attachment 3** to this report presents summaries by fund of revenues and expenditures through March 31, 2021, compared to budget.

**Expenditures** across all funds are $534,568 less compared to a year ago. This decrease is mainly attributable to the decrease in two funds. The first is the capital fund which had lower expenses of $569,816 compared to last fiscal year. The second is the combination of roads funds which is lower by $508,936 from last fiscal year due to less expenses transferred to the capital fund for roads related capital projects.
In addition, there is an increase in expenses in the General Fund of $465,824 (as explained above) which lessened the impact of the overall decrease in expenses. There were also $20,000 more in expenditures in each the library and supplemental law enforcement services. The remaining funds are about the same as last year.

**Revenues** across all funds have decreased $507,294 from a year ago. This decrease is mainly due to a $361,196 decrease in revenue transfers and grants to the capital fund. There are also decreases in combined roads funds of $166,887 due to decreases in gas tax and road impact fee receipts (which is directly related to decreases in permit activity from last fiscal year). There was also a decrease in general fund revenues of $32,083.

Increases include a new transportation revenue from San Mateo County, Measure W, which resulted in an additional $86,418 in revenues for the roads and an increase of combined sewer revenues of $45,844 due to increased sewer fees and connections. The remaining revenues were about the same as last fiscal year.

**2020-21 Budget Amendment**

In 2018, San Mateo County voters passed Measure W, a half-cent sales tax for highway projects, local street repair, and expanded bicycle and pedestrian facilities. Similar to Measure A, a local sales tax for transportation dating back to 1988, Measure W requires the Town to account for and report annually on its receipts and expenditures of Measure W funds. The Adopted 2020-21 budget includes Measure W funds with Measure A funds. To comply with the requirements of Measure W, the receipts and expenditures of Measure W need to be moved from the Transit Measure A Tax Fund (210) to a new Measure W Local Transportation Fund (211). The Town Council needs to take formal action to appropriate funds for the Measure W fund. Staff anticipates about $130,000 in revenues from this source in 2020-21 and recommends appropriating $120,000 to support the Kings Mountain Road Safety Improvement Project.

**Investment Report**

The Town receives investment income from the Local Agency Investment Fund (LAIF), which is managed and administered by the State of California’s Treasurer. The performance investment report for LAIF for 3-31-2021 is shown in Attachment 4.

This investment income is received on a quarterly basis, for the quarters ending March 31st, June 30th, September 30th, and December 31st. The Town receives an investment income statement and the cash from the State in the month following the end of the involved quarter. Thus, such revenue is received in July, October, January, and April. The Town’s LAIF principal balance at the end of the first quarter (as of March 31, 2021) was $9,137,655.

<table>
<thead>
<tr>
<th>LAIF</th>
<th>Interest Rate</th>
<th>Interest Earned</th>
<th>FYTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Quarter</td>
<td>0.84%</td>
<td>$18,473.45</td>
<td>$18,473.45</td>
</tr>
<tr>
<td>Second Quarter</td>
<td>0.63%</td>
<td>$11,177.66</td>
<td>29,651.11</td>
</tr>
<tr>
<td>Third Quarter</td>
<td>0.44%</td>
<td>$9,762.37</td>
<td>39,413.48</td>
</tr>
<tr>
<td>Fourth Quarter</td>
<td>0.51%</td>
<td>$10,204.85</td>
<td>49,658.27</td>
</tr>
</tbody>
</table>

**PARS (IRS Sec 115) Investment Report**

The Town has two IRS Section 115 accounts with PARS. One can be used for unfunded pension liabilities and is shown on the financial statements as restricted cash and the other is for OPEB (retiree health premiums) and is shown only in the notes of the statements (per GASB regulations). The performance report for both accounts is included in Attachment 5.
<table>
<thead>
<tr>
<th>Unfunded Pension Liability</th>
<th>Investment Earnings</th>
<th>Investment Return</th>
<th>FYTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Quarter (7/1 - 9/30)</td>
<td>$104,875.97</td>
<td>5.58%</td>
<td>$104,875.97</td>
</tr>
<tr>
<td>Second Quarter (10/1 - 12/31)</td>
<td>217,113.92</td>
<td>10.83%</td>
<td>321,989.89</td>
</tr>
<tr>
<td>Third Quarter (1/1 - 3/31)</td>
<td>102,150.75</td>
<td>4.68%</td>
<td>424,140.64</td>
</tr>
<tr>
<td>Fourth Quarter (4/1 - 6/30)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OPEB</th>
<th>Investment Earnings</th>
<th>Investment Return</th>
<th>FYTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Quarter (7/1 - 9/30)</td>
<td>$52,785.57</td>
<td>5.58%</td>
<td>$52,785.57</td>
</tr>
<tr>
<td>Second Quarter (10/1 - 12/31)</td>
<td>122,565.81</td>
<td>10.82%</td>
<td>175,351.38</td>
</tr>
<tr>
<td>Third Quarter (1/1 - 3/31)</td>
<td>51,328.75</td>
<td>4.68%</td>
<td>226,680.13</td>
</tr>
<tr>
<td>Fourth Quarter (4/1 - 6/30)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**CONCLUSION**

It is recommended that the Town Council review and accept this report.

**Attachments**

1. Draft Resolution
2. General Fund by Department
3. All Funds
4. LAIF Performance Report
5. PARS Performance Report
RESOLUTION NO. 2021 -
A RESOLUTION OF THE TOWN COUNCIL OF THE
TOWN OF WOODSIDE AMENDING THE ADOPTED BUDGET
FOR FISCAL 2020-21 PURSUANT TO THE RESULTS OF THE
THIRD QUARTERLY BUDGET REVIEW

RESOLVED, by the Council of the Town of Woodside, that:

WHEREAS, the 2020-21 Adopted Budget was approved on June 23, 2020; and

WHEREAS, the results of each quarter's financial performance are reviewed by the Town Council; and

WHEREAS, the third quarter budget review has been completed and reveals the need for appropriation adjustments to maintain balanced expenditure control.

NOW, THEREFORE, IT IS HEREBY ORDERED by the Town Council of the Town of Woodside that:

1. Measure W Fund (211) appropriations are increased by $120,000 to support the Kings Mountain Road Safety Improvement Project.

* * * * * *

Passed and adopted by the Town Council of the Town of Woodside, California, at a meeting thereof held on the 11th day of May 2021, by the following vote of the members thereof:

AYES, and in favor thereof, Councilmembers:

NOES, Councilmembers:

ABSENT, Councilmembers:

ABSTAIN, Councilmembers:

Mayor of the Town of Woodside

ATTEST:

Clerk of the Town of Woodside
<table>
<thead>
<tr>
<th>Department</th>
<th>2020-21 Budget</th>
<th>Actual Year To Date</th>
<th>% of Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTAL TOWN COUNCIL</td>
<td>55,988</td>
<td>61,665</td>
<td>110.1%</td>
</tr>
<tr>
<td>TOTAL ADMINISTRATION</td>
<td>1,445,140</td>
<td>1,002,231</td>
<td>69.4%</td>
</tr>
<tr>
<td>TOTAL PLANNING</td>
<td>1,131,872</td>
<td>892,719</td>
<td>78.9%</td>
</tr>
<tr>
<td>TOTAL BUILDING AND GROUNDS</td>
<td>221,745</td>
<td>142,030</td>
<td>64.1%</td>
</tr>
<tr>
<td>TOTAL TOWN-WIDE OVERHEAD</td>
<td>451,000</td>
<td>337,647</td>
<td>74.9%</td>
</tr>
<tr>
<td>TOTAL SAFETY SERVICES</td>
<td>3,525,593</td>
<td>1,730,323</td>
<td>49.1%</td>
</tr>
<tr>
<td>TOTAL TRAILS</td>
<td>100,938</td>
<td>56,657</td>
<td>56.1%</td>
</tr>
<tr>
<td>TOTAL PUBLIC WORKS</td>
<td>3,410,205</td>
<td>2,087,116</td>
<td>61.2%</td>
</tr>
<tr>
<td>TOTAL RECREATION</td>
<td>70,500</td>
<td>1,080</td>
<td>1.5%</td>
</tr>
<tr>
<td>TOTAL BARKLEY O &amp; M</td>
<td>253,950</td>
<td>135,427</td>
<td>53.3%</td>
</tr>
<tr>
<td>SALARIES/BENEFITS</td>
<td>3,190,660</td>
<td>2,447,882</td>
<td>76.7%</td>
</tr>
<tr>
<td>SERVICES/SUPPLIES</td>
<td>5,596,566</td>
<td>2,928,718</td>
<td>52.3%</td>
</tr>
<tr>
<td>EQUIP/CAPITAL</td>
<td>140,000</td>
<td>94,655</td>
<td>67.6%</td>
</tr>
<tr>
<td>TRANSFERS OUT</td>
<td>1,739,705</td>
<td>975,642</td>
<td>56.1%</td>
</tr>
<tr>
<td>TOTAL</td>
<td>10,666,931.00</td>
<td>6,446,895.44</td>
<td>60.4%</td>
</tr>
</tbody>
</table>
GENERAL FUND BY DEPARTMENT AS OF 3/31/2021

GENERAL COMMENTS:

1. As of March 31, 2021, 75% of the fiscal year had elapsed.

2. For Salaries and Benefits, expenditures include a lump sum pre-payment of the Town’s unfunded pension liability for 2020-21 to CalPERS.

3. Transfers have been made to support the Old La Honda bridge replacement and the 2020 Road Rehabilitation Project.

DEPARTMENTAL COMMENTS:

Town Council: The Town Council Department supports memberships in outside agencies including C/CAG and ABAG as well as the Town’s volunteer committees. Expenditures for this department also include funds that have been issued for the COVID-19 grant for restaurants program.

Administration: The Administration Department supports the functions of the Town Manager, Town Attorney, and Town Clerk and the Finance staff. This departmental budget is within expected expenditure levels.

Planning: The Planning Department supports the work of the Planning Commission, ASRB, and Planning staff. This departmental budget is within expected expenditure levels.

Buildings and Grounds: The Building and Grounds Department supports the maintenance of Town properties. This departmental budget is within expected expenditure levels.

Town-Wide Overhead: The Town-Wide Overhead Department supports information technology systems and property and liability insurance. The full annual premium for property and liability insurance has been paid. This departmental budget is within expected expenditure levels.

Safety Services: The Safety Services Department supports the police services contract with the Sheriff's Office as well as the Defensible Space Matching Fund Program and the Town’s fire safety tree removal projects. As of March 31, 2021, the Town has been billed for two quarters of the police services contract. This departmental budget is within expected expenditure levels.

Trails: This department supports the maintenance of the Town’s trail network. This departmental budget is within expected expenditure levels.

Public Works: The Public Works Department supports building plan check and inspection services as well as management of the Town’s infrastructure. This departmental budget is within expected expenditure levels.

Recreation: The Recreation Department supports programs of the Recreation Committee. Due to COVID-19, these programs have not taken place in the first half of 2020-21.

Barkley Fields and Park: The Barkley Fields and Park Department supports the operation and maintenance of the Park. This departmental budget is within expected expenditure levels.
## TOWN OF WOODSIDE
### 2020-21 AS OF 3/31/2021

<table>
<thead>
<tr>
<th>FUND</th>
<th>REVENUES BUDGET</th>
<th>REVENUES ACTUAL</th>
<th>EXPENSES BUDGET</th>
<th>EXPENSES ACTUAL</th>
<th>% OF TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>101 - GENERAL FUND</td>
<td>9,503,905</td>
<td>6,124,608</td>
<td>64.4%</td>
<td>10,666,931</td>
<td>6,446,895</td>
</tr>
<tr>
<td>301 - CAPITAL IMPROVEMENT FUND</td>
<td>2,427,350</td>
<td>1,794,726</td>
<td>73.9%</td>
<td>2,427,350</td>
<td>1,663,028</td>
</tr>
<tr>
<td>151 - BARKLEY CONSTRUCTION FUND</td>
<td>43,600</td>
<td>842</td>
<td>1.9%</td>
<td>33,600</td>
<td>12,500</td>
</tr>
<tr>
<td>204 - TRAFFIC SAFETY</td>
<td>79,925</td>
<td>57,808</td>
<td>72.3%</td>
<td>42,650</td>
<td>20,180</td>
</tr>
<tr>
<td>206 - GAS TAX</td>
<td>238,000</td>
<td>164,913</td>
<td>69.3%</td>
<td>222,565</td>
<td>167,498</td>
</tr>
<tr>
<td>210 - TRANSIT TAX/MEASURE A</td>
<td>892,300</td>
<td>207,146</td>
<td>23.2%</td>
<td>905,450</td>
<td>400,671</td>
</tr>
<tr>
<td>211 - TRANSIT TAX/MEASURE W</td>
<td>0</td>
<td>86,418</td>
<td>N/A</td>
<td>0</td>
<td>15,705</td>
</tr>
<tr>
<td>242 - ROAD IMPACT FUND</td>
<td>289,000</td>
<td>327,114</td>
<td>113.2%</td>
<td>311,386</td>
<td>204,294</td>
</tr>
<tr>
<td>243 - SUPPLEMENTAL LAW ENFC SERVICE</td>
<td>102,800</td>
<td>141,270</td>
<td>137.4%</td>
<td>190,000</td>
<td>95,000</td>
</tr>
<tr>
<td>250 - WOODSIDE BRANCH LIBRARY OPS</td>
<td>120,000</td>
<td>0</td>
<td>0.0%</td>
<td>118,559</td>
<td>87,586</td>
</tr>
<tr>
<td>525 - CANADA CORRIDR SWR ENTRPRSE FD</td>
<td>38,300</td>
<td>22,965</td>
<td>60.0%</td>
<td>44,875</td>
<td>21,566</td>
</tr>
<tr>
<td>528 - SEWER UTILITY</td>
<td>497,000</td>
<td>388,175</td>
<td>78.1%</td>
<td>517,158</td>
<td>224,331</td>
</tr>
<tr>
<td>537 - SEWER CAP IMPRVMNT (OLD REVOL)</td>
<td>5,600</td>
<td>14,853</td>
<td>265.2%</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>TOTAL OPERATING</td>
<td>14,237,780</td>
<td>9,330,838</td>
<td>65.5%</td>
<td>15,480,524</td>
<td>9,359,253</td>
</tr>
</tbody>
</table>
PMIA/LAIF Performance Report
as of 04/08/21

PMIA Average Monthly Effective Yields\(^{(1)}\)

<table>
<thead>
<tr>
<th>Month</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mar</td>
<td>0.357</td>
</tr>
<tr>
<td>Feb</td>
<td>0.407</td>
</tr>
<tr>
<td>Jan</td>
<td>0.458</td>
</tr>
</tbody>
</table>

Quarterly Performance Quarter Ended 12/31/20

<table>
<thead>
<tr>
<th>Metric</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAIF Apportionment Rate(^{(2)})</td>
<td>0.63</td>
</tr>
<tr>
<td>LAIF Earnings Ratio(^{(2)})</td>
<td>0.00001719170547343</td>
</tr>
<tr>
<td>LAIF Fair Value Factor(^{(1)})</td>
<td>1.002271318</td>
</tr>
<tr>
<td>PMIA Daily(^{(1)})</td>
<td>0.49%</td>
</tr>
<tr>
<td>PMIA Quarter to Date(^{(1)})</td>
<td>0.58%</td>
</tr>
<tr>
<td>PMIA Average Life(^{(1)})</td>
<td>165</td>
</tr>
</tbody>
</table>

Pooled Money Investment Account Monthly Portfolio Composition \(^{(1)}\)

03/31/21
$126.7 billion

Chart does not include 0.01% of mortgages. Percentages may not total 100% due to rounding.

Notes: The apportionment rate includes interest earned on the CalPERS Supplemental Pension Payment pursuant to Government Code 20825 (c)(1) and interest earned on the Wildfire Fund loan pursuant to Public Utility Code 3288 (a).

Source:

\(^{(1)}\) State of California, Office of the Treasurer
\(^{(2)}\) State of California, Office of the Controller

Daily rates are now available here. View PMIA Daily Rates

ATTACHMENT 4

May 11, 2021
Performance for PARS/TOWN OF WOODSIDE 115P-PENSION (6746064201)
For the Period Ending March 2021

Asset Allocation

<table>
<thead>
<tr>
<th>ASSET CLASS</th>
<th>MARKET VALUE</th>
<th>% OF TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash Equivalents</td>
<td>$25,950.32</td>
<td>1.10%</td>
</tr>
<tr>
<td>Fixed Income</td>
<td>$493,951.71</td>
<td>20.97%</td>
</tr>
<tr>
<td>Equities</td>
<td>$1,787,575.93</td>
<td>75.90%</td>
</tr>
<tr>
<td>Real Assets</td>
<td>$47,583.48</td>
<td>2.02%</td>
</tr>
<tr>
<td>Total</td>
<td>$2,355,061.44</td>
<td>100%</td>
</tr>
</tbody>
</table>

Your total portfolio of investable assets may differ from the market value on your periodic statement of account due to certain assets being excluded from the calculation of your investment return. Please contact a member of your Relationship Team for more information.

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## Performance Returns

<table>
<thead>
<tr>
<th></th>
<th>1 MONTH</th>
<th>3 MONTH</th>
<th>CALENDAR QUARTER TO DATE</th>
<th>CALENDAR YEAR TO DATE</th>
<th>FISCAL YEAR TO DATE</th>
<th>AVERAGE ANNUAL RETURNS: 1 YEAR</th>
<th>AVERAGE ANNUAL RETURNS: 3 YEAR</th>
<th>AVERAGE ANNUAL RETURNS: 5 YEAR</th>
<th>SINCE INCEPTION NOV 2020*</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Portfolio</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gross of Fees</td>
<td>2.32%</td>
<td>4.69%</td>
<td>4.69%</td>
<td>4.69%</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>7.09%</td>
</tr>
<tr>
<td>Net of Fees</td>
<td>2.29%</td>
<td>4.61%</td>
<td>4.61%</td>
<td>4.61%</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>7.00%</td>
</tr>
<tr>
<td><strong>Asset Classes</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gross of Fees</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash Equivalents</td>
<td>0.00%</td>
<td>0.01%</td>
<td>0.01%</td>
<td>0.01%</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Fixed Income</td>
<td>(0.98%)</td>
<td>(2.91%)</td>
<td>(2.91%)</td>
<td>(2.91%)</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Equities</td>
<td>3.23%</td>
<td>6.98%</td>
<td>6.98%</td>
<td>6.98%</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Real Assets</td>
<td>5.11%</td>
<td>8.75%</td>
<td>8.75%</td>
<td>8.75%</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th>Market Indicators</th>
<th>1 MONTH</th>
<th>3 MONTH</th>
<th>CALENDAR QUARTER TO DATE</th>
<th>CALENDAR YEAR TO DATE</th>
<th>AVERAGE ANNUAL RETURNS: 1 YEAR</th>
<th>AVERAGE ANNUAL RETURNS: 3 YEAR</th>
<th>AVERAGE ANNUAL RETURNS: 5 YEAR</th>
<th>SINCE INCEPTION NOV 2020*</th>
</tr>
</thead>
<tbody>
<tr>
<td>BBARC Intermediate US Government/Credit Index</td>
<td>(0.78%)</td>
<td>(1.86%)</td>
<td>(1.86%)</td>
<td>(1.86%)</td>
<td>2.01%</td>
<td>4.36%</td>
<td>2.75%</td>
<td>N/A</td>
</tr>
<tr>
<td>S&amp;P 500 Index (Gross)</td>
<td>4.38%</td>
<td>6.17%</td>
<td>6.17%</td>
<td>6.17%</td>
<td>56.35%</td>
<td>16.78%</td>
<td>16.29%</td>
<td>N/A</td>
</tr>
</tbody>
</table>

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Performance for PARS/TOWN OF WOODSIDE 115P-OPEB (6746064200)
For the Period Ending March 2021
Asset Allocation

<table>
<thead>
<tr>
<th>ASSET CLASS</th>
<th>MARKET VALUE</th>
<th>% OF TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash Equivalents</td>
<td>$15,906.89</td>
<td>1.34%</td>
</tr>
<tr>
<td>Fixed Income</td>
<td>$248,750.11</td>
<td>20.99%</td>
</tr>
<tr>
<td>Equities</td>
<td>$895,875.97</td>
<td>75.60%</td>
</tr>
<tr>
<td>Real Assets</td>
<td>$24,526.62</td>
<td>2.07%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$1,185,059.59</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

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### Performance Returns

<table>
<thead>
<tr>
<th></th>
<th>1 MONTH</th>
<th>3 MONTH</th>
<th>CALENDAR QUARTER TO DATE</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Total Portfolio</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gross of Fees</td>
<td>2.32%</td>
<td>4.69%</td>
<td>4.69%</td>
<td>4.69%</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>7.08%</td>
</tr>
<tr>
<td>Net of Fees</td>
<td>2.29%</td>
<td>4.60%</td>
<td>4.60%</td>
<td>4.60%</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>6.99%</td>
</tr>
<tr>
<td>Asset Classes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gross of Fees</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash Equivalents</td>
<td>0.00%</td>
<td>0.01%</td>
<td>0.01%</td>
<td>0.01%</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Fixed Income</td>
<td>(0.96%)</td>
<td>(2.89%)</td>
<td>(2.89%)</td>
<td>(2.89%)</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Equities</td>
<td>3.22%</td>
<td>6.97%</td>
<td>6.97%</td>
<td>6.97%</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Real Assets</td>
<td>5.14%</td>
<td>8.78%</td>
<td>8.78%</td>
<td>8.78%</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

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<tr>
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<th>3 MONTH</th>
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<th>SINCE INCEPTION NOV 2020*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gross of Fees</td>
<td>(0.78%)</td>
<td>(1.86%)</td>
<td>(1.86%)</td>
<td>(1.86%)</td>
<td>2.01%</td>
<td>4.36%</td>
<td>2.75%</td>
<td>N/A</td>
</tr>
<tr>
<td>BBARC</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Intermediate US Government/Credit Index</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>S&amp;P 500 Index (Gross)</td>
<td>4.38%</td>
<td>6.17%</td>
<td>6.17%</td>
<td>6.17%</td>
<td>56.35%</td>
<td>16.78%</td>
<td>16.29%</td>
<td>N/A</td>
</tr>
</tbody>
</table>

* The beginning date for this information refers to the date your account was placed on performance calculation system at U.S. Bank.

Not A Deposit - Not FDIC Insured - May Lose Value - Not Bank Guaranteed - Not Insured By Any Federal Government Agency

Past performance does not guarantee future results. All performance data, while deemed obtained from reliable sources, is not guaranteed for accuracy. Indexes shown are unmanaged and are not available for investment. Gross returns do not reflect the deduction of applicable fees which would reduce performance returns.
SUBJECT: RESOLUTION PROCLAIMING MAY 16-22, 2021 AS NATIONAL PUBLIC WORKS WEEK

RECOMMENDATION

It is recommended that the Town Council adopt the attached resolution, proclaiming May 16-22, 2021 as National Public Works Week.

DISCUSSION

2021 marks the 61st anniversary of National Public Works Week (NPWW). NPWW is a celebration of the impact of public works on our quality of life and the tens of thousands of men and women in North America who provide and maintain the infrastructure and services collectively known as public works. Beginning as a public education initiative by the American Public Works Association (APWA) in 1960, NPWW calls attention to the importance of public works in community life.

Hundreds of events are held across the United States and Canada during NPWW. Each year for NPWW a poster with a “motto” are created commemorating the occasion, and an awards ceremony is held to recognize many of the vital projects constructed during the past year. Over the years, APWA has recognized many Town projects, including most recently in 2018 when the Town was presented with a Project of the Year Honor Award by the APWA Silicon Valley Chapter for the Town Center Sewer Assessment District Pump Station Improvements Project. A copy of the 2021 poster is attached. The motto for 2021 is “stronger together”. The poster and the award plaque will be displayed in Town Hall during NPWW.

In Woodside, the Public Works department provides and maintains approximately 48 miles of Town roads, 10 vehicular and 16 equestrian bridges, 30 miles of trails, 36 miles of bikeways, a sanitary sewer system including 4 miles of sanitary sewer, 6 miles of storm drains, and Town facilities including Barkley Field, the Museum, the Library, and Town Hall.

CONCLUSION

Adoption of the attached resolution will proclaim that May 16-22, 2021 is National Public Works Week.

ATTACHMENTS

1. Resolution No. 2021- 
2. 2021 National Public Works Week Poster
RESOLUTION NO. 2021 –

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WOODSIDE
PROCLAIMING MAY 16-22, 2021 AS NATIONAL PUBLIC WORKS WEEK

WHEREAS, public works focuses on infrastructure, facilities and services that are of vital importance to sustainable and resilient communities and to the public health, high quality of life and well-being of the Town of Woodside; and

WHEREAS, these infrastructure, facilities and services could not be provided without the dedicated efforts of public works professionals, who are maintenance personnel, engineers, managers, administrative support staff and other essential employees from state and local governments and the private sector, who are responsible for rebuilding, improving and protecting our nation’s transportation, water supply, water treatment and solid waste systems, public buildings, and other structures and facilities essential for our citizens; and

WHEREAS, in Woodside, the Public Works department provides and maintains approximately 48 miles of Town roads, 10 vehicular and 16 equestrian bridges, 30 miles of trails, 36 miles of bikeways, a sanitary sewer system including 4 miles of sanitary sewer, 6 miles of storm drains, and Town facilities including Barkley Field, the Museum, the Library, and Town Hall; and

WHEREAS, it is in the public interest for the citizens and civic leaders in the Town of Woodside to gain knowledge of and to maintain a progressive interest and understanding of the importance of public works and public works programs in their respective communities; and

WHEREAS, the American Public Works Association has celebrated the annual National Public Works Week in the United States and Canada since 1960.

NOW, THEREFORE, IT IS HEREBY RESOLVED, that the Town Council of the Town of Woodside does hereby proclaim May 16-22, 2021, as National Public Works Week, in recognition of the substantial contributions public works makes to protecting our national health, safety, and quality of life.

*       *       *       *       *       *       *       *       *

Passed and adopted by the Town Council of the Town of Woodside, California, at a meeting thereof held on the 11th day of May, 2021, by the following vote of the members thereof:

AYES, and in favor thereof, Councilmembers:
NOES, Councilmembers:
ABSENT, Councilmembers:
ABSTAIN, Councilmembers:
Mayor of the Town of Woodside

ATTEST:

Clerk of the Town of Woodside
TOWN OF WOODSIDE

Report to Town Council

From: Kevin Bryant, Town Manager

SUBJECT: RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE AN AGREEMENT ON BEHALF OF THE TOWN FOR LAW ENFORCEMENT SERVICES WITH THE SAN MAN MATEO COUNTY SHERIFF’S OFFICE FOR FISCAL YEARS 2021-22 THROUGH 2023-24

RECOMMENDATION

It is recommended that the Town Council adopt the attached resolution which authorizes the Mayor to execute an agreement on behalf of the Town of Woodside for law enforcement services with the San Mateo County Sheriff’s Office for fiscal years 2021-22, 2022-23, and 2023-24.

BACKGROUND DISCUSSION

The Town has contracted with the San Mateo County Sheriff’s Office for necessary law enforcement services since incorporation in 1956. The current contract expires on June 30, 2021 (Attachment 2). The Town Council Police Contract Subcommittee (Mayor Dombkowski, Vice Mayor Brown, and Councilmember Fluet) has secured and recommend a proposal for a new three-year agreement with the Sheriff’s Office for the period from July 1, 2021 through June 30, 2024 (Attachment 3).

The proposal provides for a continuation of the current level of service, which includes shared patrol services on a 24-hour, seven-day a week basis in combination with the Town of Portola Valley, along with a motorcycle patrol unit consisting of two deputies that work only within the Town of Woodside during the day shift.

The proposal also includes the addition of budgeted overtime for traffic enforcement which will be used at the direction of the Town Manager and the Sheriff’s Office. This additional enforcement will be used during high-traffic times such as weekends during peak seasons.

The cost of the proposal is $2,485,018 in fiscal year 2021-22. This represents a 5.3 percent increase over the current year, not including the addition of the overtime for traffic enforcement. The Sheriff’s Office is proposing to increase the cost in fiscal years 2022-23 and 2023-24 by the increase in the cost of service, as well as a reduction from a projected subsidy of $174,923 in 2021-22 to $0 in 2023-24. This annual adjustment will be capped at seven percent (7%) each year. Under the proposal, the maximum cost of the three-year agreement would be as follows:

<table>
<thead>
<tr>
<th></th>
<th>2020-21</th>
<th>2021-22</th>
<th>2022-23</th>
<th>2023-24</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Service &amp; Motorcycle</td>
<td>$2,265,031</td>
<td>$2,385,018</td>
<td>$2,551,969</td>
<td>$2,730,607</td>
</tr>
<tr>
<td>Traffic Enforcement Overtime</td>
<td>$0</td>
<td>$100,000</td>
<td>$100,000</td>
<td>$100,000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$2,265,031</strong></td>
<td><strong>$2,485,018</strong></td>
<td><strong>$2,651,969</strong></td>
<td><strong>$2,830,607</strong></td>
</tr>
</tbody>
</table>

Item A Page 1
The rate of increase compares favorably with the current contract between the Sheriff’s Office and the Town of Portola Valley, which includes nine percent (9%) increases through the end of their contract on June 30, 2023.

Law enforcement services are funded by the Town’s General Fund, as well as the Supplemental Law Enforcement Fund, which receives about $150,000 a year from the State Citizens for Public Safety Program (COPS). COPS funds can only be spent on direct law enforcement activities.

CONCLUSION

The Town’s need for law enforcement services has been well met by the San Mateo County Sheriff’s Office since the Town’s incorporation in 1956. Entering a new three-year agreement will provide for a continuation of these services with new traffic enforcement enhancement. Adoption of the attached resolution is recommended.

Attachments
1. Draft Resolution
2. Expiring Agreement for Police Protection Services
3. Proposed Terms for Agreement for Police Protection Services
RESOLUTION NO. 2021 -

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WOODSIDE AUTHORIZING THE MAYOR TO EXECUTE AN AGREEMENT ON BEHALF OF THE TOWN FOR LAW ENFORCEMENT SERVICES WITH THE SAN MATEO COUNTY SHERIFF’S OFFICE FOR FISCAL YEARS 2021-22 THROUGH 2023-24

RESOLVED, by the Town Council of the Town of Woodside, California, that it hereby approves that proposed terms, attached hereto as “Exhibit A”, to be entered into by and between the Town of Woodside, a municipal corporation, and the County of San Mateo, a political subdivision of the State of California, relative to providing law enforcement services by said County for the Town during fiscal years 2021-22, 2022-23, and 2023-24.

FURTHER RESOLVED, that the Mayor is hereby authorized to sign an agreement including such terms for and on behalf of the Town of Woodside, and that the Clerk of the Town of Woodside is hereby directed to attest said signature and affix the Town seal thereto.

* * * * * *

PASSED AND ADOPTED by the Town Council of the Town of Woodside, California, at a meeting thereof held on the 11th day of May 2021, by the following vote of the members thereof:

AYES, and in favor thereof, Councilmembers:

NOES, Councilmembers:

ABSENT, Councilmembers:

RECUSED, Councilmembers:

__________________________
Mayor of the Town of Woodside

ATTEST:

__________________________
Clerk of the Town of Woodside
AGREEMENT
BETWEEN THE COUNTY OF SAN MATEO AND
THE TOWN OF WOODSIDE

THIS AGREEMENT, entered into on the 26th day of June, 2018, by and between the TOWN OF WOODSIDE, a general law city in the County of San Mateo, State of California, hereinafter referred to as "Town" and the COUNTY OF SAN MATEO, a political subdivision of the State of California, hereinafter referred to as "County."

WHEREAS, pursuant to Government Code §§51300, County may contract with Town for the performance of town functions by the appropriate officers and employees of County; and

WHEREAS, Town is desirous of having the County provide law enforcement services through the Sheriff's Office, as hereinafter set forth, for and on behalf of Town, within the territorial limits of said Town, and the County is willing to perform such services:

Now, therefore, it is agreed by the parties to this Agreement as follows:

1. EXHIBITS AND ATTACHMENTS

The following exhibits and attachments are included hereto and incorporated by reference herein:

   Exhibit A - Services
   Exhibit B - Payments & Rates

2. SERVICES TO BE PERFORMED BY COUNTY

In consideration of the payments set forth herein and in Exhibit B, County shall provide law enforcement services to Town. Said services are described in Exhibit A.

3. PAYMENTS

In consideration of the services provided by County, Town shall make payments to County based on the rates and in the manner specified in Exhibit B. In no event shall the Town's fiscal obligation to County under this Agreement exceed SIX MILLION FIVE HUNDRED TWENTY-SIX THOUSAND SEVEN HUNDRED TWENTY-TWO DOLLARS AND NO CENTS ($6,526,722.00).

4. TERM

This Agreement shall be in full force and effect from JULY 1, 2018 to JUNE 30, 2021. If approval of this Agreement should be delayed past the commencement date due to extenuating circumstances, the Agreement shall be considered retroactive to July 1, 2018 for purposes of costs, charges, and payments by Town.
By mutual agreement of both parties, this Agreement may be extended for an additional three (3) years for an agreed upon compensation, through approval of an Amendment by the Town Council and the County Board of Supervisors.

To this end, Town shall notify County no later than October 1, 2020, of its intent to extend this Agreement and the parties shall thereafter negotiate the terms of such extension, including the level of compensation, in an effort to reach agreement before the expiration of this Agreement.

5. **RELATIONSHIP OF PARTIES**

Both parties agree and understand that the work/services performed under this Agreement are performed as an independent contractor, and that neither party's employees acquire any of the rights, privileges, powers, or advantages of the other party's employees. No pension rights of Town or County employees will be affected by this Agreement.

6. **HOLD HARMLESS**

a. Town shall indemnify and hold harmless County from and against all actions which in any way arise out of, result from, or are connected in any way with Town's acts or omissions in performing services under this agreement.

b. County shall indemnify and hold harmless Town from and against any and all actions which in any way arise out of, result from, or are connected in any way with the County's acts or omissions in performing services under this agreement.

c. If an action arises out of the acts or omissions of both the Town and County, then liability for any damage in that action shall be apportioned between Town and County in accordance with the California law of comparative fault.

d. As used in this section, "County" means the County, its officers, agents, employees and servants.

e. As used in this section, "Town" means the Town, its officers, agents, employees and servants.

f. As used in this section, "actions" means actions, claims, suits, demands, and liability of every name, kind, and description brought for, or on account of injuries to or death of any person, including Town and County, or damage to property of any kind whatsoever and to whomsoever belonging.

g. The duty of Town and County to indemnify and hold harmless as set forth herein shall include the duty to defend as set forth in Civil Code Section 2778.

7. **INSURANCE**

Both parties shall maintain sufficient insurance, self-insurance or a combination thereof to comply with the following requirements, and, if requested, each party shall furnish the other party with certificates of insurance evidencing the required coverage. Thirty (30) days' notice must be given, in writing, to the Sheriff's Office and County of any pending change in the limits of liability or of any cancellation or modification of the policy.

a. **Worker's Compensation and Employer's Liability Insurance**

Both parties shall have in effect during the entire life of this Agreement Worker's Compensation and Employer's Liability Insurance, or an acceptable program of self-insurance providing full statutory coverage. In signing this Agreement, parties certify, as required by Section 1861 of the California Labor Code, that they are aware of the provisions of Section 3700 of the California Labor Code which requires every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions of the Code, and parties will comply with such provisions before commencing the performance of the work of this Agreement.
b. **Liability Insurance**

Town and County shall take out and maintain during the life of this Agreement such Bodily Injury Liability and Property Damage Liability Insurance as shall protect him/her while performing work covered by this Agreement from any and all claims for damages for bodily injury, including accidental death, as well as any and all claims for property damage which may arise from Town's and County's operations under this Agreement, whether such operations be by himself/herself or by any sub-contractor or by anyone directly or indirectly employed by either of them. Such insurance shall be combined single limit bodily injury and property damage for each occurrence and shall be not less than the amount specified on the following page.

Such insurance shall include:

1. Comprehensive General Liability .......................... $5,000,000
2. Motor Vehicle Liability Insurance .......................... $5,000,000

8. **NON-DISCRIMINATION AND OTHER REQUIREMENTS**

a. **General Non-discrimination**

No person shall be denied any services provided pursuant to this Agreement (except as limited by the scope of services) on the grounds of race, color, national origin, ancestry, age, disability (physical or mental), sex, sexual orientation, gender identity, marital or domestic partner status, religion, political beliefs or affiliation, familial or parental status (including pregnancy), medical condition (cancer-related), military service, or genetic information.

b. **Equal Employment Opportunity**

Town and County shall ensure equal employment opportunity based on objective standards of recruitment, classification, selection, promotion, compensation, performance evaluation, and management relations for all employees under this Agreement. Town's and County's equal employment policies shall be made available to either party upon request.

c. **Section 504 of the Rehabilitation Act of 1973**

Town and County shall comply with Section 504 of the Rehabilitation Act of 1973, as amended, which provides that no otherwise qualified individual with a disability shall, solely by reason of a disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination in the performance of any services this Agreement.

d. **Compliance with Equal Benefits Ordinance**

Town shall comply with all laws relating to the provision of benefits to its employees and their spouses or domestic partners, including, but not limited to, such laws prohibiting discrimination in the provision of such benefits on the basis that the spouse or domestic partner of the Town's employee is of the same or opposite sex as the employee.

e. **Discrimination Against Individuals with Disabilities**

Town shall comply fully with the non-discrimination requirements required by 41 CFR 60-741.5 (a), which is incorporated herein as if fully, set forth. All services to be performed pursuant to this Agreement shall be performed in accordance with all applicable Federal, State, County, and municipal laws, including, but not limited to, Health Insurance Portability and Accountability Act of 1996 (HIPAA) and all Federal regulations promulgated thereunder, as amended.
f. **Filing of Discrimination Complaints – Notification**

Town shall report to the County Manager the filing by any person in any Court of California or regional Federal jurisdiction, any complaint of discrimination or the filing by any person of any and all charges with the Equal Employment Opportunity Commission, the Fair Employment and Housing Commission or any other entity charged with the investigation of allegations, as relates directly to services provided by County to Town under this Agreement, within 30 days of such filing, provided that within such 30 days such entity has not notified Town that such charges are dismissed or otherwise unfounded. Such notification shall include the name of the complainant, a copy of such complaint, and a description of the circumstance. Town shall provide County with a copy of their response to the Complaint when filed.

g. **Violation of Non-discrimination Provisions**

Intentional violation of the non-discrimination provisions of this Agreement shall be considered a breach of this Agreement and may result in termination of this Agreement, at the discretion of County, and/or legal action to recover from Town any Court-imposed damages incurred by County as a result of Town's violation(s). To effectuate the provisions of this section, the County Manager may request authorization to examine Town's employment records with respect to compliance with this paragraph, and Town shall not unduly withhold authorization.

h. **Compliance with Contractor Employee Jury Service Ordinance**

Town shall comply with the County Ordinance with respect to provision of jury duty pay to employees and have and adhere to a written policy that provides that its employees shall receive from the Town, on an annual basis, no less than five days of regular pay for actual jury service in San Mateo County. The policy may provide that employees deposit any fees received for such jury service with the Town or that the Town deduct from the employees regular pay the fees received for jury service.

9. **RETENTION OF RECORDS**

Each party agrees to provide to the other party, to any federal or state department having monitoring or reviewing authority, to County's or Town's authorized representatives and/or their appropriate audit agencies upon reasonable notice, access to and the right to examine and audit records and documents necessary to determine compliance with relevant federal, state, and local statutes, rules, and regulations, and this Agreement, and to evaluate the quality, appropriateness and timeliness of services performed.

Town and County shall maintain and preserve all financial records relating to this Agreement for a period of four (4) years from the termination date of this Agreement, or until audit findings are resolved, whichever is greater.

10. **MERGER CLAUSE**

This Agreement, including the Exhibits hereto constitutes the sole Agreement of the parties hereto and correctly states the rights, duties, and obligations of each party as of this document's date. Any prior agreement, promises, negotiations, or representations between the parties not expressly stated in this document are not binding. All subsequent modifications shall be in writing and signed by the parties.

11. **CONTROLLING LAW**

The validity of this Agreement and of its terms or provisions, as well as the rights and duties of the parties hereunder, the interpretation, and performance of this Agreement shall be governed by the laws of the State of California.
12. **NOTICES**

Any notice, request, demand, or other communication required or permitted hereunder shall be deemed to be properly given when deposited in the United State mail, postage prepaid, or when deposited with a public telegraph company for transmittal, charges prepaid, addressed to:

<table>
<thead>
<tr>
<th>In the case of COUNTY, to:</th>
<th>In the case of TOWN, to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>San Mateo County Sheriff's Office</td>
<td>Town of Woodside</td>
</tr>
<tr>
<td>ATTN: Sheriff</td>
<td>ATTN: Town Manager</td>
</tr>
<tr>
<td>400 County Center</td>
<td>2955 Woodside Road</td>
</tr>
<tr>
<td>Redwood City, CA 94063</td>
<td>Woodside, CA 94062</td>
</tr>
</tbody>
</table>

13. **ELECTRONIC SIGNATURE**

Both County and Town wish to permit this Agreement and future documents relating to this Agreement to be digitally signed in accordance with California law and County's Electronic Signature Administrative Memo. Any party to this Agreement may revoke such agreement to permit electronic signatures at any time in relation to all future documents by providing notice pursuant to this Agreement.

14. **FINES AND FORFEITURES**

Town shall be entitled to the total fines and forfeitures to which Town would otherwise be entitled pursuant to subparagraph (d) of paragraph (1) of Section 1463 of the Penal Code upon conviction or upon the forfeiture of bail following arrests made by the Sheriff or a Deputy Sheriff of the County for the commission of a misdemeanor within the territorial limits of Town.

15. **PENSION RIGHTS**

There are now no employees of Town who perform the law enforcement services to be performed by employees of the County as herein provided, and there are no pension rights of any employee of Town to be provided for by virtue of this Agreement.

* * *
IN WITNESS WHEREOF, the parties hereto, by their duly authorized representatives, have affixed their hands.

COUNTY OF SAN MATEO

By: ____________________________
   President, Board of Supervisors, San Mateo County

Date: 6/1/18

ATTEST:
By: ____________________________
   Clerk of Said Board

TOWN OF WOODSIDE

By: ____________________________
   Mayor, Town of Woodside

Date: 6/29/18

ATTEST:
By: ____________________________
   Clerk, Town of Woodside
Exhibit A - Services

In consideration of the payments set forth in Exhibit B, County shall provide Town with the following services:

1. **DESCRIPTION OF LAW ENFORCEMENT SERVICES PROVIDED BY COUNTY**

   County shall provide law enforcement services to Town. Except as otherwise hereinafter specifically set forth, such services shall only encompass duties and functions of the type coming within the jurisdiction of, and customarily rendered by the Sheriff's Office.

   The parties agree that the County may provide a greater level of service as is appropriate and necessary to respond to emergent law enforcement circumstances and situations, and that this determination shall be at the sole discretion of the County Sheriff.

   The incorporated limits of Town may be part of a portion of a larger Sheriff’s beat, the boundaries of said beat or beats to be determined by the Sheriff. Notification of Town shall be made by the Sheriff prior to any change in beat structure of the patrol servicing Town. Should Town desire to receive any service from the Sheriff not specifically listed in this Agreement, it shall so notify Sheriff in writing.

   For the purpose of performing said functions, County shall furnish and supply all necessary labor, supervision, equipment, communication facilities, and supplies necessary to maintain the level of service to be rendered hereunder.

   a. **Law Enforcement Services**

      i. Patrol services are provided 24 hours a day, 365 days a year.
      
      Day Shift: 2 Motorcycle Deputies provide enforcement coverage for the Town of Woodside
      Day Shift: 1 Deputy provides coverage for both the Towns of Woodside and Portola Valley
      Night Shift: 1 Deputy provides coverage for the Town of Woodside

      ii. Basic traffic and bicycle law enforcement services.

      iii. Parking enforcement and citation processing services.

      iv. Special event security detail.

      v. Criminal investigations, surveillance, apprehension and arrest of suspects. Investigation services are provided by the Sheriff's Office Investigations Unit.

      vi. Transportation of suspects to County jail.

      vii. Presentations and participation at various Town meetings and neighborhood groups.

      viii. Crime prevention activities.

      ix. Supervision and oversight associated with providing law enforcement services.

      x. Quarterly statistical reports.

   b. **Supplemental Law Enforcement Services**

      The Town currently receives an appropriation of $100,000 from the State’s Supplemental Law Enforcement Services Account (SLESA, formerly referred to as State COPS) and elects to apply these and other Town funds towards the cost of supplemental day-shift traffic patrol service. This day shift traffic patrol deputy and associated costs, is shared equally with the Town of Portola Valley.

      Day Shift: 1 Deputy provides coverage for both the Towns of Woodside and Portola Valley.
The Town shall undertake and be responsible for all legislative and fiscal activities required under SLESA, which include but are not necessarily limited to Town Council adoption of the required annual Resolution; as well as annual fiscal reporting to the County Controller's Office by the due date specified by that office; and any additional programmatic reporting to the State or to the County as may be required regarding the use of funds, and benefits of services provided thereto.

As set forth in this exhibit, in the event SLESA funding, which is annually appropriated by the Legislature, should in a future fiscal year be proposed by the Governor to be reduced below the current $100,000 per Town, or be eliminated altogether, the Town and the Sheriff's Office shall meet prior to the adoption of the State budget and decide upon a course of action for the upcoming fiscal year. The Sheriff shall provide the Town with cost and service options for either reducing the supplemental traffic deputy service or eliminating it altogether, based on the level of reduction in SLESA funding; available Town funding; and the Town Council's desire. This Agreement, and the related modified charges to Town for SLESA traffic services, may then be amended by the mutual decision of both parties. Said amendment may be authorized in the form of a written Amendment to this Agreement, approved and signed by the Sheriff and the Town Manager.

c. **Additional Services Performed by Sheriff's Office**

The Sheriff may provide additional services which fall outside of the contract scope described under 1.a. and 1.b. The cost for these services is not passed onto the Town or included under Exhibit B. Services may include:

i. School Resource Officer services.

ii. K-9 Unit services.

iii. Special investigative services including the Narcotics Task Force (NTF) and Vehicle Theft Task Force (VTTF). The Town will not be a signatory to any other agreements for NTF or VTTF services.

iv. Emergency Service Bureau services including specialized units such as SWAT and Search & Rescue.

v. Local emergency support services.

vi. Psychiatric Emergency Response Team (PERT) services.

vii. Media relations services.

d. **Town Requested Services**

If Town so requests, the Sheriff may assign deputies at times other than the deputies' work shift for a specific police patrol. If the Sheriff does so assign deputies, Town will reimburse County at the prevailing overtime rate paid to deputies, and shall reimburse County for each mile traveled by a patrol vehicle at the then County established rate. Any such payments will be in addition to those set forth in Exhibit B of this agreement.

Overtime will include time for the specific police patrol plus any overtime required to attend court hearings relating to the specific police patrol. If a deputy so assigned to special patrol is called off this patrol to respond to other Sheriff's business, the mileage and personnel costs of this time away from the special patrol will not be billed to Town. All amounts paid by Town pursuant to this paragraph are over and above the amount stated in Section 3 of this agreement.

2. **SELECTION / SUPERVISION OF PERSONNEL**

The selection, control, and supervision of the personnel providing the services mentioned herein shall be exercised solely by the Sheriff and/or his designee.

Permanent replacement of vacant positions assigned under this Agreement shall be provided by the Sheriff within 30 days in accordance with established Sheriff's Office Standards of Practice.

The Sheriff and/or Sheriff's designee shall notify Town of changes in the personnel who provide the law enforcement service mentioned herein. If Town is not satisfied with the performance of Sheriff's personnel
assigned to this Agreement, Town may notify Sheriff. Sheriff shall evaluate Town’s concerns and consider making personnel changes as may be appropriate.

The Sheriff and/or Sheriff’s designee agree to work collaboratively with Town in assignment of and changes in personnel. Personnel assignments will be reviewed with Town for approval, except in the event of emergency response situations.

3. REPORTS

The Sheriff’s representative shall report quarterly to the Town Council and/or Town Safety Committee, at the Town Manager’s discretion, all violations of law within its borders coming to the Sheriff’s attention. Quarterly statistical reports will be provided and shall include the following information:

i. Service related complaints.
ii. Average response time to high/low priority calls for service.
iii. Comparative analysis crime trends (year-to-year).
v. Breakdown of calls for service, including Deputy initiated activity.

4. UNIFORMS AND INSIGNIA

The sworn personnel performing such law enforcement services as herein provided shall be in the prescribed uniform of the San Mateo County Sheriff’s Office during the performance of their duties. Similarly, patrol vehicles used by officers assigned to provision of services under this Agreement shall bear the markings and insignia of the Sheriff’s Office. If the Town should desire any customization of uniforms or insignia relative to services provided, the Town shall notify Sheriff of same, and the Sheriff in his sole discretion may decide whether it is feasible and agreeable to do so. In that case, the cost of modification to uniforms and/or insignia shall be borne by the Town.

5. TOWN OBLIGATIONS

Town shall furnish at its own cost and expense all necessary office space, furniture and furnishings, office supplies, janitorial service, telephone, light, water and other utilities, in order for the Sheriff to maintain a small substation office in the Town Center. It is expressly further understood that such quarters may be used by the Sheriff or the County of San Mateo in connection with the performance of duties in territory outside of Town, and adjacent thereto, provided, however, that the performance of such outside duties shall not be at any additional cost to Town.

Notwithstanding the foregoing, it is agreed that in all instances where special supplies, stationery, notices, forms, and the like must be issued in the name of Town, the same shall be supplied by said Town at its own cost and expense.
Exhibit B – Payments and Rates

In consideration of the services described in Exhibit A, Town shall pay County based on the following fee schedule (these rates do not include Town Requested Services, described in Exhibit A):

1. **CHARGES FOR SERVICES**

   Town agrees to pay County for service set forth herein.

<table>
<thead>
<tr>
<th></th>
<th>FY 2018-19</th>
<th>FY 2019-20</th>
<th>FY 2020-21</th>
<th>TOTAL</th>
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<tr>
<td>Law Enforcement Services</td>
<td>$1,126,650</td>
<td>$1,195,063</td>
<td>$1,248,841</td>
<td>$3,570,554</td>
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<tr>
<td>Motorcycle Patrol Service</td>
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<td>$324,519</td>
<td>$339,122</td>
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<tr>
<td>New Motorcycle Patrol Service</td>
<td>$313,545</td>
<td>$324,519</td>
<td>$339,122</td>
<td>$977,186</td>
</tr>
<tr>
<td>One-Time Motorcycle Purchase</td>
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<td>$28,000</td>
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<tr>
<td>Supplemental Law Enforcement Services</td>
<td>$312,457</td>
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<td>$337,946</td>
<td>$973,796</td>
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<tr>
<td><strong>TOTAL</strong></td>
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<td>$2,167,494</td>
<td>$2,265,031</td>
<td>$6,526,722</td>
</tr>
</tbody>
</table>

2. **PAYMENTS**

   Total charges listed below are a combined total of Section 1 above, to be invoiced and paid quarterly.

<table>
<thead>
<tr>
<th>Invoice Issued</th>
<th>FY 2018-19</th>
<th>FY 2019-20</th>
<th>FY 2020-21</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 30</td>
<td>$523,549.25</td>
<td>$541,873.50</td>
<td>$566,257.75</td>
</tr>
<tr>
<td>December 31</td>
<td>$523,549.25</td>
<td>$541,873.50</td>
<td>$566,257.75</td>
</tr>
<tr>
<td>March 31</td>
<td>$523,549.25</td>
<td>$541,873.50</td>
<td>$566,257.75</td>
</tr>
<tr>
<td>June 30</td>
<td>$523,549.25</td>
<td>$541,873.50</td>
<td>$566,257.75</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>$2,094,197.00</td>
<td>$2,167,494.00</td>
<td>$2,265,031.00</td>
</tr>
</tbody>
</table>

3. **INVOICING / BILLING**
   a. **Invoicing**

      On a quarterly basis in accordance with Section 2 above, the Sheriff's Office Fiscal Bureau shall submit an invoice to Town. Questions regarding invoicing shall be directed to the Sheriff’s Office Fiscal Bureau at (650) 599-1728 or mailed to:

      San Mateo County Sheriff's Office
      Attn. Fiscal Bureau
      400 County Center
      Redwood City, CA 94063

   b. **Payment Due**

      Payment from Town shall be made to County within 30 days of receipt of invoice.
4. **FORENSIC LABORATORY FEES**

If at any future date during the Agreement period, it is determined by the County that Town will be responsible for reimbursement of Forensic Laboratory Fees to the County, Town will be billed and responsible for payment of the prevailing rates for such services to County. Any said costs will be in addition to payments specified in Sections 1 and 2 above.
RESOLUTION NO. 2018 - 7237

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WOODSIDE APPROVING AGREEMENT WITH THE SAN MATEO COUNTY SHERIFF’S OFFICE FOR POLICE PROTECTION SERVICES FOR FISCAL YEARS 2019-21 AND AUTHORIZING THE MAYOR TO EXECUTE IT ON BEHALF OF THE TOWN

RESOLVED, by the Town Council of the Town of Woodside, California, that it hereby approves that certain agreement, attached hereto as “Exhibit A”, to be entered into by and between the Town of Woodside, a municipal corporation, and the County of San Mateo, a political subdivision of the State of California, relative to providing police protection services by said County for the Town during fiscal years 2019-21.

FURTHER RESOLVED, that the Mayor is hereby authorized to sign said agreement for and on behalf of the Town of Woodside, and that the Clerk of the Town of Woodside is hereby directed to attest said signature and affix the Town seal thereto.

* * * * * * *

PASSED AND ADOPTED by the Town Council of the Town of Woodside, California, at a meeting thereof held on the 26th day of June 2018, by the following vote of the members thereof:

AYES, and in favor thereof, Councilmembers: Kasten, Livermore, Tanner, Yost, and Mayor Shaw

NOES, Councilmembers: None

ABSENT, Councilmembers: Gordon

RECUSED, Councilmembers: None

Mayor of the Town of Woodside

Clerk of the Town of Woodside

I hereby certify that the above is a true copy of Resolution No. 2018-7237 of June 30, 2018.

Town Clerk

May 11, 2021

May 11, 2021
RESOLUTION NO. 076045

BOARD OF SUPERVISORS, COUNTY OF SAN MATEO, STATE OF CALIFORNIA

RESOLUTION AUTHORIZING: A) AN AGREEMENT WITH THE TOWN OF WOODSIDE FOR THE PROVISION OF LAW ENFORCEMENT SERVICES, FOR A THREE-YEAR TERM FROM JULY 1, 2018 THROUGH JUNE 30, 2021, WITH THE OPTION TO EXTEND FOR AN ADDITIONAL THREE YEARS TO JUNE 30, 2024, AND A COMBINED TOTAL OF $6,526,722 FOR THE INITIAL THREE-YEAR TERM; AND B) THE SHERIFF OR SHERIFF’S DESIGNEE TO EXECUTE AMENDMENTS ASSOCIATED WITH THESE AGREEMENTS, PROVIDED THAT ANY ADDITIONAL COSTS INCURRED ON BEHALF OF THE COUNTY ARE FULLY REIMBURSED BY TOWNS AND THEREFORE SAID AMENDMENT(S) DO NOT RESULT IN ANY NET COST TO THE COUNTY’S GENERAL FUND

RESOLVED, by the Board of Supervisors of the County of San Mateo, State of California, that

WHEREAS, there exists a long-standing contractual relationship between the Town of Woodside and the County of San Mateo, whereby the Sheriff’s Office provides law enforcement services for the Town; and

WHEREAS, the Town of Woodside is desirous and has agreed that the Sheriff’s Office continue to be the provider of basic law enforcement services within the Town for the period of three years, with a renewal option of another three years, but which option requires additional negotiation and further amendment; and

WHEREAS, the Sheriff’s Office will continue to provide basic police patrol services 24 hours per day, traffic enforcement and citation processing services, special event security detail, crime investigations, and crime prevention services; and

WHEREAS, this Board finds that it is necessary and desirable that the
agreement be executed with the Town of Woodside, for specified law enforcement services, for a three-year period ending June 30, 2021, with the option to extend for an additional three years to June 30, 2024, and a combined total of $6,526,722 for the initial three-year period; and

WHEREAS, this Board has been presented with said agreement, and has examined and approved it as to both form and content, and desires to enter into same;

NOW THEREFORE, IT IS HEREBY DETERMINED AND ORDERED that the President of the Board of Supervisors be, and is hereby authorized and directed to execute said agreement for and on behalf of the County of San Mateo, and the Clerk of the Board shall attest the President's signature thereto.

BE IT FURTHER RESOLVED that the Sheriff or Sheriff's designee is hereby authorized and directed to execute amendments associated with these agreements, provided that any additional costs incurred on behalf of the County are fully reimbursed by Town and therefore said amendments do not result in any net cost to the County's General Fund.

* * * * *
RESOLUTION NUMBER: 076045

Regularly passed and adopted this 24th day of July, 2018

AYES and in favor of said resolution:

Supervisors:  

DAVE PINE

CAROLE GROOM

DON HORSLEY

WARREN SLOCUM

DAVID J. CANEPA

NOES and against said resolution:

Supervisors:  

NONE

President, Board of Supervisors
County of San Mateo
State of California

Certificate of Delivery

I certify that a copy of the original resolution filed in the Office of the Clerk of the Board of Supervisors of San Mateo County has been delivered to the President of the Board of Supervisors.

Deputy Clerk of the Board of Supervisors
Date: April 29, 2021  
Subject: FY 2021-22 Budget – Town of Woodside Law Enforcement Services

The Town of Woodside contracts with the Sheriff’s Office for law enforcement services. Each year, the Sheriff’s Office prepares a budget outlining the anticipated cost for these services. Please see the attached FY 2021-22 budget which includes:

- Personnel Costs: Includes staffing associated with patrol, enforcement, investigative services, and direct administrative services.
- Operating Costs: Includes various supplies, equipment, training, vehicle expenses, and support for technical, records and evidence management, fiscal services, and human resources.

The total cost of basic law enforcement services is $2,485,018, compared to $2,265,031 in FY 2020-21. Nearly half of this $219,987 increase is attributed to additional traffic enforcement services requested by the Town. The contract also includes a negotiated adjustment which reduces costs by $174,923.

The most significant activity in the budget is attributed to personnel costs of $2,421,453 and includes increases associated with health and retirement benefits, experience and specialty pay, POST pay, workers compensation, overtime, and cost of living adjustments. This also includes an additional $100,000 for enhanced traffic enforcement to be used at the discretion of the Town Manager and the Captain. A breakdown of position classifications is displayed on the attached budget.

Operating costs total $238,489 and reflect modest increases for various supplies, equipment, and training. Support Services represent technical, records and evidence management, fiscal services, and human resources support provided by the Sheriff’s Office.

The negotiated adjustment of $174,923 represents basic law enforcement services that are subsidized by the Sheriff’s Office. To address this gap, the Sheriff’s Office is recommending that this subsidy be eliminated by FY 2023-24. The negotiated adjustment applied in FY 2021-22 would total $174,923; $100,000 in FY 2022-23; and $0 in FY 2023-24.

The current contract expires on June 30, 2021 and allows for an amendment extending the contract term for up to three additional years. The Sheriff’s Office recommends that the contract term be extended through the end of FY 2023-24, and that the cost of service be updated and amended annually. Additional language would also be added indicating that the cost of service will increase by no more than 7% from year one to year two, as well as year two to year three. Approximately half of this increase is due to the phasing out of the subsidy.

We look forward to continuing to serve the community of the Town of Woodside and remain committed to providing outstanding law enforcement services.
San Mateo County Sheriff’s Office  
Woodside Law Enforcement Services  
FY 2021-22 Budget

<table>
<thead>
<tr>
<th>Position</th>
<th>Count</th>
<th>Employee Salaries</th>
<th>Employee Overtime</th>
<th>Employee Benefits</th>
<th>Total Expenses FY21-22</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deputy Sheriff - Day</td>
<td>2.00</td>
<td>$287,804</td>
<td>$84,266</td>
<td>$315,920</td>
<td>$687,989</td>
</tr>
<tr>
<td>Deputy Sheriff - Night</td>
<td>2.00</td>
<td>$302,891</td>
<td>$88,683</td>
<td>$330,278</td>
<td>$721,852</td>
</tr>
<tr>
<td>Deputy Sheriff - Motorcycle</td>
<td>2.00</td>
<td>$302,891</td>
<td>-$</td>
<td>$294,805</td>
<td>$597,695</td>
</tr>
<tr>
<td>Investigative Deputy Sheriff-Detective</td>
<td>0.50</td>
<td>$75,709</td>
<td>-$</td>
<td>$73,690</td>
<td>$149,399</td>
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<tr>
<td>Sergeant - Administrative</td>
<td>0.25</td>
<td>$44,641</td>
<td>$14,229</td>
<td>$48,200</td>
<td>$107,070</td>
</tr>
<tr>
<td>Captain</td>
<td>0.125</td>
<td>$29,882</td>
<td>-$</td>
<td>$27,565</td>
<td>$57,447</td>
</tr>
<tr>
<td>Traffic Enforcement Overtime</td>
<td>0.00</td>
<td>$100,000</td>
<td></td>
<td></td>
<td>$100,000</td>
</tr>
</tbody>
</table>

PERSONNEL COSTS - TOTAL: $1,043,817 $187,178 $1,090,457 $2,421,453

OPERATING COSTS:

<table>
<thead>
<tr>
<th>Item</th>
<th>Expense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Uniform Allowances</td>
<td>$6,402</td>
</tr>
<tr>
<td>Office Supplies &amp; Miscellaneous Expenses</td>
<td>$1,000</td>
</tr>
<tr>
<td>Equipment Maintenance</td>
<td>$36,130</td>
</tr>
<tr>
<td>Training Expenses</td>
<td>$4,956</td>
</tr>
<tr>
<td>Radio and Communications Charges</td>
<td>$9,522</td>
</tr>
<tr>
<td>Information Services Charges</td>
<td>$11,404</td>
</tr>
<tr>
<td>Vehicle Maintenance &amp; Replacement Costs</td>
<td>$79,088</td>
</tr>
<tr>
<td>HR and Risk Management Service Charges</td>
<td>$16,447</td>
</tr>
<tr>
<td>Support Services</td>
<td>$73,540</td>
</tr>
</tbody>
</table>

OPERATING COSTS - TOTAL: $238,489

TOTAL COST OF BASIC LAW ENFORCEMENT SERVICES: $2,659,941

NEGOTIATED ADJUSTMENT ON LAW ENFORCEMENT SERVICES: $ (174,923)

TOTAL ADJUSTED COST OF BASIC LAW ENFORCEMENT SERVICES: $2,485,018
SUBJECT: RESOLUTION AUTHORIZING THE TOWN MANAGER TO EXECUTE AN AGREEMENT WITH NATIONAL DEMOGRAPHICS CORPORATION FOR REDISTRICTING SERVICES

RECOMMENDATION

Staff recommends that the Council authorize the Town Manager to execute a professional services agreement with National Demographics Corporation for redistricting services.

BACKGROUND AND DISCUSSION

On March 23, 2021, the Town Council adopted Resolution 2021-7398 declaring its intent to transition from a “from-district” to a “by-district” Councilmember election system. As part of that action, the Town Council authorized the issuance of a Request for Proposals (RFP) for Municipal Districting Services to identify a demographer to provide a detailed analysis of the Town’s current demographics and any other information or data necessary to prepare draft maps that divides the Town into voting districts in a manner consistent with the intent and purpose of the California Voting Rights Act and the Federal Voting Rights Act.

The RFP specified that interested demographers include in their scope of work the consideration of a five-member as well as a seven-member Council.

The staff report for the March 23rd meeting, which provides the legal context for Resolution 2021-7398, is at https://bit.ly/3nY1FXH.

DISCUSSION

The Town received two responses to the RFP for Municipal Districting Services from National Demographics Corporation and Redistricting Partners. Staff reviewed each proposal and concluded that the proposal from National Demographic Services was both more responsive to the Town’s RFP with its detailed scope of work and less costly. Including two optional project elements that staff recommends, a dedicated project website and an online mapping tool, the National Demographics Corporation proposal would cost the Town $32,750. For comparison, the Redistricting Partners proposal would cost $53,000.

National Demographics Corporation has completed other council districting projects within San Mateo County, including the cities of Half Moon Bay and Pacific. Both agencies have moved to district elections and have retained National Demographics Corporation to conduct redistricting based on the 2020 census.
CONCLUSION

Execution of an agreement with National Demographics Corporation will allow the Town to begin the process of moving from a “from-district” to a “by-district” Councilmember election system, in compliance with the California Voting Rights Act.

ATTACHMENTS

1. Resolution
2. National Demographics Services Proposal for Demographic Services
RESOLUTION NO. 2021 - _____

RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WOODSIDE AUTHORIZING
THE TOWN MANAGER TO EXECUTE AN AGREEMENT WITH NATIONAL DEMOGRAPHICS
CORPORATION FOR MUNICIPAL REDISTRICTING SERVICES

WHEREAS, since its incorporation in 1956, the Town of Woodside has had seven defined districts, with a Town Council member residing in each district; and

WHEREAS, the Town’s district boundaries have been altered by Resolution of the Town Council on five occasions, including most recently in 2005, to account for territory annexation and to ensure that districts remain equitably drawn; and

WHEREAS, members of the Town Council are currently elected through a “from-district” election system, through which the Town’s entire voting population casts votes for candidates in all seven districts; and

WHEREAS, per California Elections Code § 14026(a)(2), a from-district election system is a form of an “at-large” election system; and

WHEREAS, by-district election systems, in which each councilmember represents a single district and only voters from that district participate in their election, are not subject to private California Voting Rights Act (CVRA) challenges; and

WHEREAS, by adoption of Resolution 2021-7398, the Council has concluded that the transition to by-district elections is in the public's interest; and

WHEREAS, pursuant to California Government Code § 34886, the Town Council may adopt an ordinance to change its election system to a by-district election system; and

WHEREAS, to ensure that the Town’s use of by-district elections provides equal representation and complies with applicable law, the Town will examine the most recent Census data and adopt a new district map with each district drawn to be, to the extent possible, contiguous, compact, visible (not dissected by natural or man-made boundaries), while accounting for “communities of interest,” and having generally equal population sizes; and
WHEREAS, as part of the district map drawing process, the Town will explore whether to continue with seven districts and seats on the Town Council or reduce that number to five; and

WHEREAS, pursuant to California Elections Code § 10010, prior to drawing a draft map or maps of the proposed boundaries of the districts, the Town shall hold at least two (2) public hearings over a period of no more than thirty (30) days, to invite the public to provide input regarding the composition of the districts; and

WHEREAS, after all draft maps are drawn, the Town shall publish and make available to the public at least one draft map and the proposed sequence of the elections creating staggered Councilmember terms; and

WHEREAS, the Town Council shall also hold at least two (2) additional public hearings over a period of no more than forty-five (45) days to invite the public to provide input regarding the content of the draft map or maps and the proposed sequence of elections; and

WHEREAS, the draft map or maps shall be published at least seven (7) days before consideration at a public hearing; and

WHEREAS, revised draft maps shall be published and made available to the public for at least seven (7) days before being adopted; and

WHEREAS, the Council wishes to expeditiously make the transition to by-district elections; and

WHEREAS, the next scheduled election for the Town Council is November 2022; and

WHEREAS, the transition to by-district elections will not affect the terms of any sitting councilmember, each of whom will serve out his or her current term; and

WHEREAS, to assist in managing the transition to by-district elections, the Town issued a Request for Proposals for Municipal Districting Services to identify qualified demographers and/or consultants; and

WHEREAS, the Town received two proposes for Municipal Districting Services, from National Demographics Corporation and Redistricting Partners, and
WHEREAS, staff has reviewed the proposals and recommends executing an agreement with National Demographic Corporation based on their experience, demonstrated understanding of the project and cost.

NOW, THEREFORE, BE IT RESOLVED, that:

The Town Manager is authorized to enter into a professional services agreement with National Demographics Corporation for Municipal Redistricting Services in an amount not to exceed $32,750.

* * * * *

Passed and adopted by the Town Council of the Town of Woodside, California, at a meeting thereof held on the 11th day of May, 2021, by the following vote of the members thereof:

AYES, and in favor thereof, Councilmembers:
NOES, Councilmembers:
ABSENT, Councilmembers:
ABSTAIN, Councilmembers:

__________________
Mayor of the Town of Woodside

ATTEST:

__________________
Clerk of the Town of Woodside
A Proposal to
Woodside
for Demographic Services

By National Demographics Corporation
Douglas Johnson, President

April 19, 2021
April 19, 2021

Kevin Bryant, Town Manager
P.O. Box 620005
2955 Woodside Road
Woodside, CA 94062

Dear Mr. Bryant,

Thank you for the opportunity to provide this proposal to Woodside. NDC has more than 40 years of experience districting and redistricting hundreds of cities, school districts and other local jurisdictions across California, San Mateo County, Menlo Park, Redwood City, South San Francisco, Pacifica, Half Moon Bay, Cabrillo Unified, Sequoia Union High and Redwood City Elementary (a full client list is available at www.ndcresearch.com/clients/). We welcome the opportunity to bring the firm’s expertise and skills to assist the Town.

For each project, there are certain required basic elements, and there are several options that the Town can include or leave out at its option. NDC carefully tailors each project to the needs and goals of the individual client partner. NDC also welcomes the opportunity to work with our clients to encourage public participation in this process, as we offer several tools developed specifically for public engagement in districting and redistricting.

The attached proposal consists of a brief introduction; specific proposed project elements and options; timeline and cost information; conclusion; and signature section. NDC looks forward to working with you on this effort. Please call or email anytime if you have any questions, concerns, or requests regarding this proposal.

NDC has reviewed the template Professional Services Agreement (attached hereto as Attachment 3) and agrees to execute and comply with an agreement in the form of that template if the proposal is selected. NDC will be able to fulfill the insurance requirements included in the template Agreement, as we understand them.

Sincerely,

Douglas Johnson
President
# Table of Contents

1. Cover Letter ............................................................................................................. 1
2. Statement of Qualifications and Experience ......................................................... 3
   - Brief History of National Demographics Corporation ........................................... 3
   - Company Philosophy ............................................................................................ 4
     - Professionalism ................................................................................................. 4
     - Partnership ....................................................................................................... 4
     - Local Leadership and NDC’s Non-Partisan Approach ........................................ 4
     - Openness ......................................................................................................... 5
     - Public Engagement ............................................................................................ 5
     - Project Software ............................................................................................... 6
   - NDC Approach to Public Engagement .................................................................. 6
     - The Three E’s of Public Participation: Engage, Educate, and Empower .......... 6
     - Sample Public Participation Mapping Tool ....................................................... 7
     - Sample Online Mapping Tool ......................................................................... 8
     - Sample NDC “Interactive Review Map” ............................................................ 8
   - The NDC Team ..................................................................................................... 9
     - NDC Current Organization Chart .................................................................. 9
     - NDC’s Woodside Team .................................................................................... 10
   - Recognition of NDC’s Expertise .......................................................................... 10
     - NDC Testimonials ............................................................................................. 14
     - Impeccable References ..................................................................................... 16
3. Proposal Statement ................................................................................................. 17
   - Summary Scope of Work .................................................................................... 17
   - Detailed Project Scope of Work ......................................................................... 18
   - Details of Optional Project Elements ................................................................ 21
     - Advisory or Independent Redistricting Commissions ....................................... 21
     - Outreach Assistance ......................................................................................... 22
     - Project Website ................................................................................................ 22
     - Background on Online Mapping Tool Options ............................................... 23
     - Paper- and Excel-based Public Mapping Tools ................................................. 26
4. Cost Proposal ........................................................................................................... 27
   - Other Potential Project-Related Expenses: ............................................................ 27
   - Additional Analysis ............................................................................................. 28
   - Requested Payment terms: .................................................................................. 28
   - Conclusion ........................................................................................................... 29
   - Proposal Acceptance .......................................................................................... 30
   - Resumes of NDC President Dr. Douglas Johnson and Consultant Kristen Parks 31

Page 2
2. Statement of Qualifications and Experience

Brief History of National Demographics Corporation

NDC has served hundreds of local governments since our founding in 1979. While most of NDC’s work is in California and Arizona, the firm has performed projects in all regions of the country, serving clients as varied as the States of Mississippi, Arizona, Florida and Illinois; Clark County (Nevada); the California counties of Merced, San Bernardino, and San Diego; the San Diego Unified School District; the City of Oakland; Yuma County (Arizona); the Arizona cities of Glendale, Mesa, Peoria, Phoenix, and Surprise; and relatively smaller jurisdictions such as the City of Bradbury and Clay Elementary School District.

The company is especially well known for its districting and redistricting work with local governments. NDC has established a reputation as the leading demographic expert on the California Voting Rights Act (CVRA), having performed demographic assessments of potential CVRA liability and/or moves to by-district elections for over 350 jurisdictions. No company has been responsible for addressing the electoral demographic needs of more local governments, as NDC has districted and/or redistricted more than 250 counties, school districts, cities, water districts, and other local jurisdictions.

Nationally recognized as a pioneer in good government districting and redistricting, NDC has unmatched expertise in the issues, questions, and decisions jurisdictions face in any discussion regarding districting, redistricting, the California and Federal Voting Rights Act and related election system choices.
Company Philosophy

Professionalism

NDC’s personnel are nationally recognized as leaders in the districting field and are responsible for numerous books and articles on the subject. NDC possesses all the hardware and software necessary to meet the districting and redistricting needs of any jurisdiction, and its personnel have unmatched experience in the line-drawing side of this work, as well as in developing the databases used for these purposes. But more important are the firm’s interpersonal skills and the team’s understanding of the perspective of all parties in this process.

Partnership

In recognition of the vital role these groups play in informing and assisting their members, NDC is a sponsor of the California League of Cities, the California Special Districts Association, and we are currently finalizing our sponsorship of the California School Boards Association and the California Association of Counties.

For years, NDC has frequently appeared on panels organized by these organizations to share information with their members about the California Voting Rights Act, the Census, and the districting and redistricting rules and process.

NDC also assists the League of Cities and CSBA with negotiations and suggested language for legislation on districting/redistricting and the California Voting Rights Act.

Local Leadership and NDC’s Non-Partisan Approach

NDC is an advisor and technical resource. The firm’s role is to assist our clients in implementing our clients’ goals and directions within the complicated demographic and legal constraints of the project. NDC shares its experience and expertise, but the final plan is selected by the jurisdiction’s elected leaders, not NDC. The firm is sometimes criticized, usually by people from outside of the client jurisdiction, for not acting as an advocate or proselytizer for what these outsiders think is “right” for the client. But NDC team members are expert advisors, not proselytizers. NDC guides our clients through the process to a map that meets all legal requirements and the goals of our client – not the goals of outside critics. NDC welcomes the chance to assist each client through this
process following the direction of the jurisdiction's elected leadership, key staff members, and the entire community.

A common question in many districting or redistricting projects is whether there is any influence of any improper political bias on the process. NDC’s four decades of success working for jurisdictions with all-Democratic leadership, jurisdictions with all-Republican leadership, and every possible combination in between, reflects our steadfast dedication to non-partisan service. At work, each of us puts our personal political feelings aside and focuses on implementing the policy goals and directions of our clients using NDC’s non-partisan, professional and expert guidance regarding the requirements and options facing each client. We believe most of our clients would be hard-pressed to guess which NDC team members are registered as independents or with any political party, and we are proud to have satisfied customers and clients whose partisan leanings (even in their non-partisan local government offices) similarly cross the entire partisan spectrum.

**Openness**

Any change in election systems can have momentous implications for the distribution of political power in a jurisdiction and for access by groups and individuals to the governance process. Not surprisingly, such changes often attract considerable public attention, sometimes generate intense controversy, and may draw charges of manipulation and abuse of power. It is crucial, therefore, that the jurisdiction establish, at the beginning, a process that is not only fair, but that is seen to be fair, to all contending groups and individuals.

**Public Engagement**

NDC pioneered the “transparent districting” approach that involves the public at every stage of the process and the company invented the "public participation kit" back in 1990. But NDC’s most valuable service is the firm’s experience transforming often contentious and passionate debates into thoughtful, constructive discussions focused on the options and outcomes rather than individual personalities. NDC also has considerable experience working with translators in public forums and providing materials in English and Spanish.

NDC’s approach has been widely praised in the media, and NDC has worked extensively with all types of press including radio, television, newspaper, and new media.
National Demographics Corporation

Project Software

NDC uses Caliper Corporation’s Maptitude for Redistricting software for processing public map submissions and drawing NDC’s draft maps and Board-directed revisions. Maptitude for Redistricting can open and use the standard “Shapefile” and “File Geodatabase” GIS data formats, and Maptitude for Redistricting can export all files to “Shapefile” and “File Geodatabase” formats.

NDC uses ESRI’s ArcGIS Online to present those maps for Board, Staff and Public review in an easy-to-use, interactive format. NDC also uses ArcGIS Pro for some specialized Geographic Information System (GIS) analysis; for opening and reviewing data received from clients or from other jurisdictions; and when needed for final map post-adopter processing for delivery to the jurisdiction and to the County Registrar. Microsoft PowerPoint is also used for many presentations, though NDC is currently experimenting with a possible move to ESRI’s “Story Maps” for some presentations.

NDC Approach to Public Engagement

The Three E’s of Public Participation: Engage, Educate, and Empower

NDC’s “Three E’s” approach recognizes the complex and daunting nature of districting and redistricting projects, while emphasizing the importance of public participation in such projects.

Given the complexity of the issue, the public cannot be expected to jump in with constructive ideas and input without encouragement. So NDC’s approach begins with the first “E”: Engage. NDC works with our clients to get the word out about why the project matters – and how input from residents can be a decisive element of the project.

Once their interest is engaged, the second “E” is Educate. Most media coverage of this topic focuses on congressional gerrymandering, giving the entire field a tainted and hopeless feel. NDC works with our clients to explain how local districting and redistricting is based on neighborhoods and communities – not national politics. We educate the public on the data, requirements and goals of redistricting, and on the many options residents have to formulate and share their own maps or other constructive input.

The third “E” is Empower. For those projects where the level of public interest and engagement justify the expense, NDC offers an unmatched array of paper, Excel-based, and online mapping tools that residents can use to draw detailed, population-balanced maps for consideration by the jurisdiction.
When included in a project, NDC has seen considerable public interest in these optional public participation tools. Often five, ten or even twenty or thirty draft maps are proposed by community residents. And NDC developed a highly refined and proven methodology for efficiently guiding our clients through selecting and refining a map, even when starting from 10, 20, 30 or more initial draft maps.

For those jurisdictions where the expense of the optional mapping tools is too high, NDC always welcomes any letters, comments, or hand-drawn maps that residents wish to submit during the districting or redistricting process.

For every project, at no extra expense, NDC includes an online “interactive review map” that allows residents to analyze draft maps zooming in and out, searching for specific addresses, and by changing between street maps, satellite images, and other underlying base maps.

Samples of these tools are shown on the following pages, and additional details on each of them appears later in this proposal.

**Sample Public Participation Mapping Tool**

![Public Participation Kit](image)

An online version of this map that allows you to zoom in and out for more detail is available at a link from the City website.
Sample Online Mapping Tool

Sample NDC “Interactive Review Map”
(used to view and evaluate, not to draw, maps)
The NDC Team

NDC’s 40 years of service to local governments is grounded in our academic founding and decades of professional relationships with all forms of local governments. Each NDC team member has been extensively trained in the legal requirements, demographic details, and complicated personal and community interests involved in every districting and redistricting project. And every NDC team member has been briefed on the wide range of unusual and bizarre challenges NDC has encountered over our more than 250 successfully completed local government projects. Whatever question or situation arises, your NDC team can handle it.

NDC President Dr. Douglas Johnson leads all team training and closely monitors the progress of every client project. NDC President Dr. Johnson and Vice President Dr. Levitt are always available to all clients, and typically are personally involved whenever particularly unusual or complex situations arise. And each NDC project has an NDC Consultant or Senior Consultant as a primary point of contact to ensure seamless information flows and continuity. All NDC project leaders are a fully trained Consultants or Senior Consultants with years of experience working with local government elected leadership and top staff members. Each NDC team leader brings their personal expertise in demographics, city governance, school district governance and/or special district management to every project. And each team leader has particular expertise and focus in specific geographic areas. All team members resumes are available on www.ndcresearch.com/about-us/.

NDC Current Organization Chart

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>NDC President</td>
<td>Douglas Johnson, Ph.D.</td>
</tr>
<tr>
<td>NDC Vice President</td>
<td>Justin Levitt, Ph.D.</td>
</tr>
<tr>
<td>Senior Consultants</td>
<td>Shalice Tilton</td>
</tr>
<tr>
<td></td>
<td>Robert McEntire, Ed.D.</td>
</tr>
<tr>
<td></td>
<td>Jeff Tilton, Ed.D.</td>
</tr>
<tr>
<td>Consultants</td>
<td>Kristen Parks</td>
</tr>
<tr>
<td></td>
<td>Daniel Phillips, Ph.D.</td>
</tr>
<tr>
<td></td>
<td>Shannon Kelly</td>
</tr>
<tr>
<td></td>
<td>Jeff Simonetti</td>
</tr>
<tr>
<td></td>
<td>Todd Tatum</td>
</tr>
<tr>
<td></td>
<td>Ivy Beller Sakansky</td>
</tr>
<tr>
<td></td>
<td>Douglas Yoakam</td>
</tr>
<tr>
<td>Records Manager</td>
<td>Michele Lewis</td>
</tr>
</tbody>
</table>
NDC’s Woodside Team

NDC President Douglas Johnson and Consultant Kristen Parks will be in charge of Woodside’s project. Ms. Parks (a former professor at Cañada College) will lead the day-to-day project management and coordinate public outreach, while Dr. Johnson will assist with databases, and demographic analysis. Ms. Parks and Dr. Johnson will partner on the development of NDC draft maps and processing of public map proposals.

Recognition of NDC’s Expertise

Both national and local organizations have recognized NDC’s unmatched experience and expertise in the Census, districting, and redistricting.

National Recognition

Nationally, the National Conference of State Legislatures hosted NDC as a panelist at five different forums held for state legislators and legislative staff from across the country. NDC President Douglas Johnson addressed these forums on the following topics:

1. Citizen Voting Age Data from a line-drawer's viewpoint
2. Communities of Interest in Redistricting: A key to drawing 2011 plans (and for their defense)
3. The Key to Successful Redistricting
4. Communities of Interest In Redistricting: A Practical Guide
5. The Arizona Independent Redistricting Commissions' experiences with the first-ever independent redistricting

In addition:

- The National League of Women Voters hosted NDC President Douglas Johnson at a 2006 conference on “Building a National Redistricting Reform Movement,”
- Texas Tech University hosted Dr. Johnson as a panelist at its “Symposium on Redistricting;”
- The Arizona League of Cities and Towns hosted Dr. Johnson as a panelist on “Redistricting Law and the Voting Rights Act: What It Means for Your City or Town in 2011” and
- The Arizona Bar Association hosted Dr. Johnson as a panelist on “Communities of interest and technology in redistricting.”

California League of Cities Recognition
The California League of Cities hosted NDC as panelists over a dozen times to date:

- General Meeting panel: 2006 and 2015
- Executive Forum panel: 2018 and 2020
- City Clerk Department panel: 2014, 2017, 2018, twice in 2019, and 2020
- City Manager Department panel: 2015 and 2019
- City Attorney Department panel: 2018
- Inland Empire Chapter presentation: 2016
- South Bay Chapter presentation: 2020 and 2021

**Recognition by Additional California Organizations**

Other California organizations and conferences since 2011 recognizing NDC’s expertise in this field include:

<table>
<thead>
<tr>
<th>Year</th>
<th>Organization</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020</td>
<td>California County Counsel Assoc.</td>
<td>2021 Redistricting - What Local Government Attorneys Need to Know</td>
</tr>
<tr>
<td>2020</td>
<td>“Voice of San Diego” Politifest</td>
<td>Redistricting--What it means for our community</td>
</tr>
<tr>
<td>2020</td>
<td>County Committee Secretaries Annual Summit</td>
<td>The California Voting Rights Act</td>
</tr>
<tr>
<td>2020</td>
<td>Rose Institute of State and Local Government</td>
<td>2021 Redistricting: New Rules for California Local Governments</td>
</tr>
<tr>
<td>2020</td>
<td>California Special Districts Association</td>
<td>California Voting Rights Act Challenge Factors</td>
</tr>
<tr>
<td>2020</td>
<td>Associated Cities of California – Orange County</td>
<td>2021 Redistricting: The Rules have Changed</td>
</tr>
<tr>
<td>2019</td>
<td>California Association of School Business Officials</td>
<td>Transitioning to By-Trustee-Areas Elections</td>
</tr>
<tr>
<td>2019</td>
<td>USC City/County Fellowship Program</td>
<td>The Challenges of Municipal Election Districts</td>
</tr>
<tr>
<td>2019</td>
<td>California Special Districts Association</td>
<td>District Elections and the California Voting Rights Act</td>
</tr>
</tbody>
</table>
## National Demographics Corporation

<table>
<thead>
<tr>
<th>Year</th>
<th>Organization</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018</td>
<td>California Special Districts Association</td>
<td>Converting From At-Large to By-District Elections Under the California Voting Rights Act</td>
</tr>
<tr>
<td>2018</td>
<td>Riverside County Bar Assoc.</td>
<td>Redistricting and the California Voting Rights Act</td>
</tr>
<tr>
<td>2018</td>
<td>California School Board Assoc.</td>
<td>Voter Districts: The Link Between Strong Community Engagement and a Successful Process</td>
</tr>
<tr>
<td>2017</td>
<td>California School Board Assoc.</td>
<td>15 Years with the California Voting Rights Act: Lessons Learned and Challenges Ahead</td>
</tr>
<tr>
<td>2017</td>
<td>UC’s National Public Service Law Conference</td>
<td>Moderator, “Voting Rights 101”</td>
</tr>
<tr>
<td>2016</td>
<td>Los Angeles County School Business Officials</td>
<td>CVRA: What CBO’s Need to Know</td>
</tr>
<tr>
<td>2016</td>
<td>Los Angeles County School Trustees Assoc.</td>
<td>The CVRA: What School Board Members Need to Know</td>
</tr>
<tr>
<td>2015</td>
<td>Associated Cities of California – Orange County</td>
<td>The California Voting Rights Act</td>
</tr>
<tr>
<td>2015</td>
<td>Los Angeles County School Boards Assoc.</td>
<td>CVRA &amp; Districting: The Demographer’s Perspective</td>
</tr>
<tr>
<td>2011</td>
<td>Channel Cities Club</td>
<td>Lunch Keynote: “California's next experiment: independent, public redistricting”</td>
</tr>
</tbody>
</table>

### Advisor to Charter Review Commissions on Redistricting Provisions

NDC advised the following groups on the redistricting and voting rights provisions of their charter revisions and ordinances:

<table>
<thead>
<tr>
<th>Year</th>
<th>Group</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016</td>
<td>City of El Cajon</td>
<td>charter revision and public education outreach</td>
</tr>
<tr>
<td>2015/16</td>
<td>Castaic Lake Water Agency and Newhall County Water District merger</td>
<td></td>
</tr>
<tr>
<td>2015/16</td>
<td>City of Corona</td>
<td>Charter Revision</td>
</tr>
</tbody>
</table>

Page 12
Expert Witness and Litigation Consultant

NDC President Douglas Johnson served as an expert witness in the following election and redistricting law cases:

<table>
<thead>
<tr>
<th>Year</th>
<th>Case</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020</td>
<td>Chestnut v Merrill (Alabama)</td>
</tr>
<tr>
<td>2019</td>
<td>City of Redondo Beach vs State of California</td>
</tr>
<tr>
<td>2019</td>
<td>Ruiz-Lozito vs West Contra Costa Unified School District</td>
</tr>
<tr>
<td>2019</td>
<td>Common Cause v Lewis (North Carolina)</td>
</tr>
<tr>
<td>2018</td>
<td>Phillip Randolph Institute v Smith (Ohio)</td>
</tr>
<tr>
<td>2018</td>
<td>League et al. v. Johnson (Michigan)</td>
</tr>
<tr>
<td>2017</td>
<td>Luna v County of Kern</td>
</tr>
<tr>
<td>2018</td>
<td>Covington v State of North Carolina</td>
</tr>
<tr>
<td>2016</td>
<td>Garrett v City of Highland</td>
</tr>
<tr>
<td>2015</td>
<td>Jamarillo v City of Fullerton</td>
</tr>
<tr>
<td>2015</td>
<td>Harris vs Arizona Independent Redistricting Commission</td>
</tr>
<tr>
<td>2015</td>
<td>Solis v Santa Clarita Community College District</td>
</tr>
<tr>
<td>2015</td>
<td>Jauregui et al vs City of Palmdale</td>
</tr>
<tr>
<td>2014</td>
<td>Diego v City of Whittier</td>
</tr>
</tbody>
</table>

NDC Staff also served as litigation consultants for jurisdictions in the following California Voting Rights Act cases:

1. Anaheim
2. Carson
3. Compton
4. Escondido
5. Modesto
6. Poway
7. Santa Clarita
8. Whittier
9. Santa Clarita Community College District
10. Tulare Health Care District
NDC acted as an informal advisor to the California League of Cities and the California School Board Association during the debate over the AB849 “FAIR MAPS Act” in 2019.

NDC acted as an informal advisor to the California League of Cities during the debate over AB1276 (revising the FAIR MAPS Act provisions) in 2020.

NDC provided ideas, advice, maps and research to the 2008 Common Cause-led coalition that drafted and successfully advocated for Proposition 11, which created California’s State-level Independent Redistricting Commission.

NDC President Douglas Johnson at Governor Schwarzenegger’s press conference in support of redistricting reform.

(Left to right: Assembly Democratic Legislator John Laird, USC Senior Fellow Dan Schnur, Greenlining Institute representative (name unknown), AARP President Jeannine English, NDC President Douglas Johnson, Governor Arnold Schwarzenegger, League of Women Voters Senior Director Trudy Schafer, State Senate Republican Bill Leonard, League of Women Voters President Jacqueline Jacobberger, and three unidentified men).

NDC Testimonials

Here is a sampling of what people have to say about NDC:

“Our decision to work with National Demographics came out of our extraordinary city-wide success in 2015 with their work designing the original
districts. I think anyone who participated in that process realized that the technical solutions they created opened access to literally dozens of people creating their own maps and it created a vibrant process.”

Santa Barbara City Attorney Ariel Calonne

“Here’s a great expert. . . . today you bring him in for what sounds like good information, very smart man up here.”

United States Fourth District Court Judge James A Wynn, Covington v North Carolina, United States District Court for the Middle District of North Carolina, Case No. 1:15CV399

“I have worked on Congressional, Legislative, Los Angeles County and Los Angeles City redistricting maps on behalf of the Latino Caucus and grassroots Latino organizations for over 30 years. Douglas Johnson is one of the top redistricting experts in California, and he is who I would pick to draw a map for me anywhere in the state.”

Alan Clayton, retired Executive Director of the Los Angeles County Chicano Employees Association

“The excel spreadsheet is a fantastic tool. Just plug in the letter by district and on the tab see a running total of population by assigned district. It’s cool.”

Modesto resident’s comment, June 16, 2008

“One of the first, and in retrospect one of the best, decisions made by our commission was to hire Douglas Johnson and his colleagues at National Demographics Corporation as our primary consultants. I have never had the opportunity to work with a more highly qualified, hard-working, dedicated, professional and classy individual or group than Mr. Johnson and his associates at NDC.”

Jim Huntwork, Arizona Independent Redistricting Commissioner (Republican)

“In addition to his technical expertise, Doug had a keen sense of how to help us navigate the complexities of the process. He understands redistricting better than any person I know. He has a unique ability to synthesize that which is very complicated and make it very understandable for the public. He frequently would present various options, without representing any position, clearly delineating differences and challenges of each option in a clear and succinct manner.”
Josh Hall, Arizona Independent Redistricting Commissioner (Democrat)

“It was a great pleasure to work with Doug Johnson and NDC during the first Independent redistricting effort in Arizona. Doug and his staff were professional, efficient, responsive, and even-handed. They listened very carefully to the instructions given by the commission and performed each mapping task without bias of any kind. I would highly recommend NDC to any jurisdiction, or commission, wishing to have a successful redistricting process.”

Steven W. Lynn, Chair, Arizona Independent Redistricting Commission (Independent)

“Thank you for all of your hard work, assistance, and patience with me during this year of CVRA conversion to by-area trustee elections. Your continual reassurance and support in dealing with all of the details was sincerely appreciated. We all have jobs to do, but when working with all of you I felt that you always went the extra mile to support our District with excellent customer service. The multiple revisions, extra conference calls, and follow up suggestions made a difference to Scott, Linda, and me. I personally enjoyed joking around with each of you while remaining professional in all presentations. It was a pleasure working with all of you. “

Jennifer Williams, Ed. D., Fullerton Joint Union High School District, Executive Director Administrative Services

“Thank you for taking time out of your busy schedule to participate in the City Official Roundtable I hosted on the 2020 U.S. Census at the Redondo Beach Performing Arts Center. I appreciate that you shared your expertise on the Census to the government officials who were present. It is critical that we work together to ensure that everyone is counted in the upcoming Census.”

Ted W. Lieu, Member of Congress, California 33rd District.

Impeccable References

All of NDC’s former clients – without exception – can be contacted for references. The following is only a sample of references:


Mr. Jason Stilwell. City Manager. City of Santa Maria. 110 E. Cook Street. Santa Maria. CA 93454-5190. (805) 925-0951 ext. 2200. jstilwell@cityofsantamaria.org.
3. Proposal Statement

Summary Scope of Work

NDC tailors each project to the needs and goals of each jurisdictions. Below is a typical NDC-suggested timeline and description of project elements.

The dates provided below are general guidelines and will vary according to the goals, project choices, and deadlines of each jurisdiction.

This timeline is subject to change based on ongoing changes in the date when official population data will be available and possible changes in state deadlines.
<table>
<thead>
<tr>
<th>May – June</th>
<th>Project Planning and decisions on public mapping tools, whether to use a commission, and other project options. Begin project communications and outreach.</th>
</tr>
</thead>
<tbody>
<tr>
<td>June – September</td>
<td>Any mapping tools prepared with preliminary population data; initial pre-draft-map hearing(s) held.</td>
</tr>
<tr>
<td>October – January</td>
<td>Census data received and processed; draft maps prepared, considered, and revised (in hearings and, if desired, less formal public workshops)</td>
</tr>
<tr>
<td>January – April</td>
<td>Final plan revisions made and plan adopted and implemented.</td>
</tr>
</tbody>
</table>

Note: NDC encourages making a decision on 5 versus 7 districts prior to the drawing of draft maps, because otherwise the 5 versus 7 debate will distract from the discussion of the actual draft maps. But if that is not possible NDC is prepared to, and has on multiple occasions, draw and manage both 5 district and 7 district maps throughout the mapping process.

Also, it is important to note that in a jurisdiction as small as Woodside, it is unlikely to be possible to draw population-balanced districts without dividing existing precincts. It is virtually impossible to avoid drawing maps at the Census Block level of geography (roughly the equivalent of city block by city block), rather than at the precinct level of geography. (This conflicts with provision 2.d of the RFP’s “Scope of Work,” but is almost certain to be legally required.)

Detailed Project Scope of Work

May – June, 2021: Project Planning and Initial Outreach

a. NDC works with the jurisdiction to prepare a detailed project timeline of expected outreach efforts, public forums, formal hearings, draft map dates, and final map adoption dates.

b. NDC works with the jurisdiction staff (or contract specialized outreach staff – see notes below about that option if interested) to prepare a project outreach plan for all steps of the process covering target audiences, contact lists, social media efforts, any potential postcard mailings, utility bill inserts, flyers for distribution at schools, media briefings, and community group contacts.
c. Decide what public mapping tool(s) to provide, if any, and whether to use a commission.

d. Create the project website: NDC will provide advice and text for the jurisdiction’s website, or as an optional project element NDC will build a project website that the jurisdiction can simply link to from the jurisdiction site.

e. NDC will work with jurisdiction and County Registrar staff to confirm GIS boundaries and to identify and include in our redistricting database any available GIS data that NDC and the jurisdiction identify are likely to be useful as mapping references for NDC, the public, and for the jurisdiction.

f. Project outreach begins with initial alerts and ‘invitations to participate’ sent out to the general public, to overlapping jurisdictions, and to community organizations.

June – September, 2021: Initial Data Analysis and Initial Hearings / Forums

g. NDC prepares total population estimates for use in initial hearings and any public mapping tools.

h. NDC adds socio-economic data from the Census Bureau’s American Community Survey to the state demographic data.

i. NDC prepares a report regarding the demographics and compliance with state and federal criteria of jurisdiction, including maps of “protected class” population concentrations and other socio-economic data often referenced in redistricting (such as income, education levels, children at home, language spoken at home, renters / homeowners, and single-family / multi-family residences). This data is circulated to the jurisdiction and into the project outreach messaging.

j. Hearings / Forums: NDC presents an overview of the redistricting laws and criteria and jurisdiction demographics.

k. The project timeline and outreach plan are presented to the public for comments and feedback, along with a request to the public to provide guidance on what residents consider key neighborhoods, communities of interest, and other project-related regions in the jurisdiction.

l. If the optional public mapping tools and/or Public Participation Kit are included in the project, their use is demonstrated to the public.
m. If the optional public mapping tools and/or Public Participation Kit are included in the project, NDC provides email and phone support for any residents with questions regarding their use.

n. If the optional public mapping tools and/or Public Participation Kit are included in the project, at the jurisdiction’s option additional public forums on the use of those tools can be provided.

o. Outreach efforts continue with messaging to the public, with special focus on community groups with an interest in the redistricting.


p. 2020 Census total population counts released and California Statewide Database completes “prison adjustments” of the data. Total population counts in outreach materials and mapping tools are updated with the official Census data.

q. Outreach efforts continue with messaging reminding the public of the opportunity to provide written or mapped input on how the maps should be drawn and welcoming any maps residents with to submit.

r. The public deadline for submitting any initial draft maps will be approximately seven days prior to the official deadline to post all draft maps online (to provide NDC time to process any draft maps received, and for NDC to develop our own two to four initial draft maps).

s. All outreach channels are used to inform the public about the opportunity to submit draft maps and to encourage participation in the review of the upcoming draft maps.

t. NDC processes all public draft map submissions, drafts NDC’s draft maps, summarizes all of the draft maps. The maps, related demographics, and summaries are provided by NDC in web-friendly formats. These process maps are posted on the project website and on the NDC-provided interactive review map.

u. At the jurisdiction’s option, one or more informal workshops or public forums are held to gather residents’ reactions to the draft maps.

v. The jurisdiction holds a hearing to review the draft maps, narrow down the list of initial draft maps, and provide direction on any desired revised maps.
w. Time provided for the public to submit any new maps and for NDC to provide maps based on the direction at the hearing. During this time, additional outreach is conducted to inform interested residents and community groups of the selected ‘focus maps’ and the remaining opportunities to participate in the process.

January – April, 2022: Map Adoption

x. Any new or revised maps, related demographics, and summaries are posted on the project website.

y. At the jurisdiction’s option, one or more informal workshops or public forums are held to gather residents’ reactions to and preferences among the remaining maps.

z. One or more hearings are held to continue the review and refinement of the focus maps and, ultimately, adopt the final map.

aa. Outreach continues to inform residents and community groups of the progress of the project, opportunities for future participation, and, ultimately, which map is adopted.

bb. Following map adoption, NDC coordinates map implementation with the County Registrar, informing the jurisdiction staff of the progress, any issues, and ultimate completion of that work.

c. NDC works with the jurisdiction staff to ensure preservation of all project data and records, including GIS-format versions of the adopted map.

Details of Optional Project Elements

Advisory or Independent Redistricting Commissions

NDC anticipates that many California jurisdictions will create advisory or independent commissions to manage the redistricting process. NDC welcomes the use of such commissions, and our pricing does not change for jurisdictions creating commissions. But the creation, training, operation and reporting of such commissions often leads to more meetings (and a resulting increase in the “per meeting” project expenses) than a traditional redistricting process conducted primarily by the jurisdiction’s elected leadership.
Outreach Assistance

NDC brings topical expertise to your jurisdiction’s outreach efforts, and NDC makes available to all clients our library of sample outreach materials including op-ed articles, postcards, utility bill inserts, flyers, and social media messages. NDC provides all of these materials along with our advice and input on outreach strategy and materials to any interested jurisdiction, but we do not have graphic artists to customize or design such materials in-house.

For larger-scale outreach efforts, especially where jurisdictions wish to send representatives out to regular meetings of existing community organizations, NDC typically works together with a jurisdiction’s in-house communications staff and/or with one or more outreach organizations. We often work with, and highly recommend, Tripepi-Smith, and some information on the services they offer is included at the end of this proposal. And we would be happy to work with any in-house team at the jurisdiction or with any firm or organization the jurisdiction selects. Many projects can be handled by a jurisdiction’s in-house or regular outreach and communications teams (with samples and topic expertise provided by NDC), but a number of jurisdictions seek supplemental outside communications assistance.

Project Website

NDC provides all project materials in website-friendly formats for posting on the jurisdiction’s website. At no cost, NDC will provide project website samples and website language for use on the jurisdiction’s project website. But for jurisdictions that prefer not to take on the challenge of creating and managing a rapidly-changing project website, NDC will create, host, and update project website (visit to see one such site – though note that site was created prior to passage of the new AB849 requirements).
Background on Online Mapping Tool Options

NDC is the unmatched leader in redistricting tools that empower residents to review draft maps and to develop and submit their own map proposals. NDC is the only firm that has used the online mapping solutions from both ESRI and Caliper Corporation in major redistricting projects.

Only NDC has repeatedly trained members of the public, processed public map submissions, and presented the public map proposals to public hearings and commission meetings. NDC’s online mapping tool options provide user support, hosting, managing, and processing submitted plans for an online interactive system that allows public to draw and submit proposed maps through a standard web browser.
In the more than 200 California local districting projects between 2012 and 2020, NDC is the only consultant providing clients access to Caliper Corporation’s “Maptitude Online Redistricting” tool. Even with the technical challenges arising from such tools’ power and flexibility, NDC’s training and encouragement frequently results in 10, 20, 30 or more different maps drawn by residents of the school district or city providing that tool to its residents.
The other primary public mapping tool currently on the market is ESRI’s online districting tool. While easy to use, the ESRI product costs significantly more. As a result, traditionally only the largest jurisdictions have been able to afford it.

When it is time to start the project, NDC will work with each interested client to determine which, if any, online mapping tool best meets the goals and budget of the jurisdiction.
Paper- and Excel-based Public Mapping Tools

While online mapping tools are very popular, NDC never forgets those residents who do not have internet access or who simply prefer to not drawing maps online.

At no cost with every online mapping tool, and as a separate option for jurisdictions that for budget or other reasons do not include an online mapping tool, NDC offers our “Public Participation Kit.” Each “Kit” includes two formats.

The first, and most simple, Kit is a one-page map showing streets, city borders, and population counts for NDC-created “Population Unit” geographic areas. Residents draw the map they wish to propose and add up the population counts by hand until they get the right population count in each district. All of the directions needed are right on the single-page form. Examples of these tools, from our work for the City of Lake Forest, are available here: https://drawlf.org/draw-a-map/.

The second form of offline mapping tool is for those residents who do not want to deal with an online mapping tool, but who are already comfortable with Microsoft Excel. NDC provides a similar simple one-page map of those same “Population Units,” but this time the map shows the Unit ID number rather than the population count in that Unit. Residents then enter their preferred district assignment for each Population Unit into the pre-formatted Excel spreadsheet (also available on the Lake Forest website), and Excel calculates the total population and demographics of each District. When the resident has the map the way they like it, they simple email in the Excel file.
4. Cost Proposal

1. **Basic Project Elements** (covers everything except for per-meeting and optional expenses): ....................................................................................................................... $ 9,500

2. **Per-Meeting expense:**
   - In-person attendance, per meeting ............................................................ $ 2,750
   - Virtual (telephonic, Zoom, etc.) attendance, per meeting ................. $ 1,250

For each meeting, NDC will prepare meeting materials, including presentation materials and maps; present and explain key concepts, including mandatory and traditional redistricting criteria and “communities of interest”; facilitate conversations; answer questions; and gather feedback on proposed boundaries.

Per-meeting prices include all travel and other anticipated meeting-related expenses. Telephone calls to answer questions, discuss project status, and other standard project management tasks do not count as meetings and do not result in any charge.

3. **Optional Project Elements:**
   a) Project website ........................................................................................................ $ 4,500
   
   b) Online mapping tool options:
      - Caliper’s “Maptitude Online Redistricting” (MOR) .............. $ 5,000
      - Tuft University’s “DistrictR”................................................................. $ 2,500
      - ESRI Redistricting ............................................................................... *

   c) Public Participation Kit mapping tool:
      i. With MOR or ESRI online mapping tool ................. incl. at no add'l charge
      ii. Without MOR or ESRI online mapping tool ......................... $ 2,000

   d) Working with independent or advisory redistricting commission................................................................. no additional charge

   e) Additional outreach assistance.............................................. separately contracted

* ESRI prices its software on a jurisdiction-by-jurisdiction basis. The lowest prices we have seen are $80,000 and up. If that is an option the jurisdiction would like to pursue, NDC will request a specific price for your jurisdiction from ESRI.

**Other Potential Project-Related Expenses:**

The most common additional project expenses would be any site or staff costs for conducting the community forums and the cost of printing or copying paper copies of the “Public Participation Kit.” In NDC’s experience, most participants will download and print the Kits in their own homes or offices.
Additional Analysis

NDC is happy to assist with any additional analysis that the client requests at our standard hourly rates:

Principal (Dr. Douglas Johnson)...............$300 per hour
Vice President (Justin Levitt)...............$250 per hour
Senior Consultant .................................$200 per hour
Consultant ..............................................$150 per hour
Analyst / Clerical ..................................$50 per hour

Dr. Johnson is also available for deposition and/or testimony work if needed, at $350 per hour.

Requested Payment terms:

NDC requests that one-half of the “Basic Project Elements” fee be paid at the start of the project, with the balance of the project costs paid at the conclusion of the project.
Conclusion

Since its founding NDC has been the nation’s preeminent company devoted to local election systems. To summarize:

- NDC has more experience in the field of municipal political election systems than any other company.
- NDC’s experience and expertise has been recognized by our hundreds of clients, the California League of Cities, the California School Board Association, the California Special District Association, and the National Conference of State Legislatures.
- NDC, founded in 1979, has a demonstrated record of financial solvency.
- NDC’s hardware and software resources were specially designed and acquired for districting and redistricting purposes.
- NDC’s highly respected personnel have impeccable credentials in each aspect of the districting and redistricting processes.
- NDC’s suggested approach has been tested in many jurisdictions.
- Any NDC client can be contacted for testimonials and reference.
- NDC has demonstrated experience over many years in working with the press and media on local election system issues.
- Neither the Justice Department nor any Court has ever rejected any of the hundreds of local government districting or redistricting plan submitted by NDC.

NDC takes pride in tailoring each project to the needs and goals of each individual client. NDC is open to any feedback, concerns, requests, or changes regarding this proposal.

NDC looks forward to the opportunity to work with you on this project.
Proposal Acceptance

The terms of this proposal are available for 90 calendar days from its delivery to you. In most situations, NDC is open to extending that period of time to meet any particular needs of your jurisdiction.

If your jurisdiction has specific contract and/or letter of agreement language you prefer to use, please provide it and ignore the signature block below. If you prefer, simply sign two copies of this proposal in the signature block below and return them to NDC. Once signed by NDC, one copy will be returned to you.

Thank you.

For National Demographics Corporation    For Woodside

____________________________________    __________________________
Douglas Johnson, President

_________________________    ___________________________
Date                        Date
Appendix

Resumes of NDC President Dr. Douglas Johnson and Consultant Kristen Parks are attached.

A client list and resumes of all NDC team members are available at www.ndcresearch.com/about-us/. 
Douglas Mark Johnson

P.O. Box 5271
Glendale, CA 91221
djohnson@NDCresearch.com

mobile: (310) 200-2058
office: (909) 624-1442
fax: (818) 254-1221

Employment
- President, National Demographics Corporation, 2006 – present.
- Fellow, Rose Institute of State and Local Government, 2001 – present.
- Project Manager and Senior Manager at three internet startup companies, 1999 - 2001.

Education
- UCLA Anderson Graduate School of Management, MBA, 1999.
- Claremont McKenna College, BA in Government (Political Science), 1992.

Academic Honors
- Graduated Cum Laude from Claremont McKenna College.
- Phi Beta Kappa. Philip Roland Prize for Excellence in Public Policy.

Publications and Articles
- Los Angeles Times Opinion Articles:
  “A neighbor’s help on redistricting” June 24, 2007.
  “A Trojan horse primary for the GOP” February 25, 2007.
  “Where a porn palace stood” (article on redevelopment), July 30, 2006.

Speaker or Panelist
Douglas Mark Johnson

National Conference of State Legislatures, Redistricting and Elections Standing Committee: 2009
Fall Forum, "The Key to Successful Redistricting."
National Conference of State Legislatures, Redistricting and Elections Standing Committee: 2010
Spring Forum, "Communities of Interest in Redistricting: A key to drawing 2011 plans (and for their defense)."
National Conference of State Legislatures, Redistricting and Elections Standing Committee: 2011
Winter Forum, "Citizen Voting Age Data from a line-drawer's viewpoint."
Arizona Election Law 2010 Continuing Legal Education Conference, "Communities of interest and technology in redistricting," sponsored by the Arizona State Bar Association, March 2010
Building a National Reform Movement, Salt Lake City, Utah, 2006, conference on redistricting reform hosted by the League of Women Voters, Campaign Legal Center, and The Council for Excellence in Government
Texas Tech University, “A Symposium on Redistricting,” May, 2006
California League of Cities, "Introduction to the California Voting Rights Act."
Voices of Reform, a project of the Commonwealth Club of San Francisco: multiple forums on redistricting and / or term limits, 2006 – 2007
Classroom speaker at Pepperdine University, the University of La Verne, Pomona College and Claremont McKenna College
Kristen Parks

Employment

Consultant, National Demographics Corporation, 2019 – present
Assistant Professor of Political Science, Los Angeles Valley College, 2019 – 2020
Adjunct Professor of Political Science, De Anza College, Feb. – Apr. 2019
Dream Center Coordinator, Cañada College, 2017 – 2018
Assistant Professor of Political Science, Cañada College, 2016 – 2019
College for Working Adults Coordinator, Cañada College, 2014 – 2018
Inquiry Researcher, Academic Committee for Equity & Success, Cañada College, 2016
Adjunct Professor of Political Science, Cañada College, 2012 – 2016
Political Science Teaching Assistant, UC San Diego, 2008 – 2010

Education

University of California at San Diego, Master Degree in Political Science, 2009
Agnes Scott College, Bachelor Degree in Political Science, Cum Laude, 2005

Publication


Presentations


Redistricting Projects

1. Ohlone Community College District
2. San Mateo County Board of Supervisors
3. Santa Barbara County Citizens Independent Redistricting Commission
Redistricting with Tripepi Smith

By-district elections are becoming increasingly common in local government agencies throughout California. The California Voting Rights Act, passed in 2001, was the impetus for much of this change. Today, more than 300 local government agencies have districts of some form, and the number continues to rise as local government agencies are compelled to settle lawsuits or avoid legal battles.

About Tripepi Smith and Our Redistricting Team

Tripepi Smith is a team of 23 communications experts—robust enough to offer experienced and effective professionals for the job, yet small enough to be nimble and responsive. Tripepi Smith offers a spectrum of skills that allows us to match the appropriate resource to the task at hand, letting us execute faster and reduce engagement costs. These resources vary by both years of experience and core hard skills (public policy versus graphic design versus videography versus writing versus social media, for example).

Tripepi Smith is experienced in helping local governments execute community education and outreach initiatives for district formation and redistricting processes. We have worked extensively with agencies on their district public forums, created districting information portals and organized a conference on local redistricting for nearly 200 local government practitioners.

The combined talent of our policy experts, in-house design team and videographers delivers professional communications that make our clients proud and better inform the public about this complex process. Tripepi Smith has the skills and experience to help local governments implement successful outreach strategies for district formation and redistricting outreach. The team’s skills and certifications range from excellent written communication skills to Tableau for data analytics to Google Ads to event planning and project management.

Tripepi Smith Redistricting Services

California State law has identified outreach as a core component of the redistricting process. The Tripepi Smith team can provide jurisdictions with some or all of the following services:
**Project Management**
Tripepi Smith can facilitate all project calls for this engagement and create a living agenda to manage the efforts and timing between the demographer, legal counsel, City and Tripepi Smith from the beginning of the outreach process to the map adoption.

**In-Person Meetings**
If possible with COVID-19 limitations, Tripepi Smith can coordinate with City staff to identify venues and dates to host in-person workshops and meetings to seek public feedback on new district lines and provide information on map-drawing tools. Tripepi Smith can devise an agenda, facilitate discussions, document community feedback and promote positive engagement around the process. Additionally, Tripepi Smith can provide graphic design services to create bilingual PowerPoint decks for the presentations and flyers for attendees. We can coordinate simultaneous translation with local partners.

Tripepi Smith can also facilitate recording the meetings and provide videos, with any relevant slides interspersed and closed captions. These videos would likely fulfill the requirement to post a summary of the meeting.

**Virtual Meetings**
Tripepi Smith can also coordinate and facilitate virtual meetings and workshops to seek public feedback and educate residents on map-drawing tools. Tripepi Smith can also work with City staff to promote the meetings and to leverage our identified outreach and advertising work to promote meeting participation. Our videographers can process recordings of the meetings to fulfill posting requirements.

**Press Release/News Article for Website**
Tripepi Smith can draft press releases on the jurisdiction’s redistricting efforts and manage media relations to promote each step in the redistricting process reaches local and broad-reaching media.

**Creation and Updates to Bilingual Redistricting Website**
Tripepi Smith can create and maintain a bilingual redistricting website or subpages in coordination with the demographer. The website/pages would include resources for the community, including all required information about meetings and draft maps.

**Social Media Support**
Tripepi Smith can create bilingual copy and graphics for social media posts about the redistricting process, as well as boost posts (paid advertising) on Facebook and Instagram to help spread the word about meetings and solicit public commentary.

Get in touch with Tripepi Smith President Ryder Todd Smith
(626.536.2173 | [Ryder@TripepiSmith.com](mailto:Ryder@TripepiSmith.com)) to start planning.
TOWN OF WOODSIDE

Report to Town Council

From: Kevin Bryant, Town Manager

SUBJECT: RESOLUTION EXPRESSING SUPPORT FOR ACTIONS TO FURTHER STRENGTHEN LOCAL DEMOCRACY, AUTHORITY, AND CONTROL AS RELATED TO LOCAL ZONING AND HOUSING ISSUES

RECOMMENDATION

It is recommended that the Town Council consider adoption of the attached draft resolution.

BACKGROUND AND DISCUSSION

On March 23rd, the Town Council discussed a draft resolution expressing support for actions to further strengthen local democracy, authority, and control as related to local zoning and housing issues. Consideration of the draft resolution was tabled following Council discussion and deliberation.

At the invitation of the Town Council, State Senator Josh Becker attended the April 27th Council meeting to discuss state and local housing issues. During the question-and-answer period Senator Becker was asked how best to have the Town’s voice heard about proposed State legislation. Senator Becker stated that the Town could work with associations of other cities with similar points of view that can lobby legislators.

The draft resolution is modeled on similar resolutions that have been passed in 64 California cities and towns as of May 6th and are posted on the website of California Cities for Local Control.

California Cities for Local Control is grassroots organization founded by a Councilmember from Torrance in July 2020 which advocates for local control over zoning and land use decisions. Attachment 2 provides information from the California Cities for Local Control website on their background and mission. As part of their advocacy, California Cities for Local Control has taken positions on over 20 legislative bills. A list of those positions can be viewed at https://localcontrolca.com/position-letters.

Among the 64 cities that have adopted and posted a resolution is the neighboring Town of Atherton. Atherton’s City Manager has confirmed that the Town has not been asked by California Cities for Local Control to take any actions since adopting and submitting their resolution in November 2020.
CONCLUSION

Adoption and transmittal of the attached draft resolution would be a statement of the Town’s position on local control and add to the Town of Woodside to the list of jurisdictions that have expressed support for California Cities for Local Control.

ATTACHMENT

1. Resolution
2. Information about California Cities for Local Control
RESOLUTION NO. 2021-

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WOODSIDE EXPRESSING SUPPORT FOR ACTIONS TO FURTHER STRENGTHEN LOCAL DEMOCRACY, AUTHORITY, AND CONTROL AS RELATED TO LOCAL ZONING AND HOUSING ISSUES

WHEREAS, the legislature of the State of California each year proposes, passes, and has signed into law a number of bills addressing a range of housing issues; and

WHEREAS, the legislature of the State of California does not allow sufficient time between each legislative cycle to determine if the legislation is successful in bringing about the change for the State of California’s housing issues; and

WHEREAS, the majority of these bills usurp the authority of local jurisdictions to determine for themselves the land use policies and practices that best suit each city and its residents and instead impose mandates that do not take into account the needs and differences of jurisdictions throughout the State of California; and

WHEREAS, the ability of local jurisdictions to determine for themselves which projects require review beyond a ministerial approval; what parking requirements are appropriate for various neighborhoods within their jurisdiction; what plans and programs are suitable and practical for each community rather than having these decisions imposed upon cities without regard to the circumstances of each individual city; and what zoning should be allowed for residential properties is a matter of great import to the Town of Woodside among other items related to local zoning and housing issues; and

WHEREAS, the Town Council of the Town of Woodside feels strongly that our local government is best able to assess the needs of our community and objects to the proliferation of State legislation that deprives us of that ability.

NOW, THEREFORE, IT IS HEREBY RESOLVED, by the Town Council of the Town of Woodside as follows:

Section 1. The Town of Woodside is opposed to the current practice of the legislature of the State of California of continually proposing and passing multitudes of bills that directly impact and interfere with the ability of cities to control their own destiny through use of the zoning authority that has been granted to them.

Section 2. The Town of Woodside may explore various ways to protect the ability of cities to retain local control over zoning as each individual city within the State of California is best suited to determine how the zoning in their city should be allocated in order to meet the housing needs of the community.
Passed and adopted by the Town Council of the Town of Woodside, California, at a meeting thereof held on the 11th of May, 2021, by the following vote of members thereof:

AYES, and in favor thereof, Councilmembers:
NOES, Councilmembers:
ABSENT, Councilmembers:
ABSTAIN, Councilmembers:

________________________
Mayor of the Town of Woodside

ATTEST:

________________________
Clerk of the Town of Woodside
California Cities for Local Control, a grassroots organization founded in July 2020 by Torrance City Council Member Mike Griffiths, is an advocacy group for local control over zoning and land use decisions. Councilmember Griffiths has assembled a volunteer organization of several dozen people from all around California, including other elected officials, homeowner group representatives, city planners, and passionate homeowners, all sharing the common belief that Local Governments should remain the ultimate decision makers for how their communities are built.

Our volunteers are tasked to reach out to every elected Mayor and Councilmember for every city in California, and to identify those elected officials who feel the same way about how our cities are managed. We believe that joining like-minded elected officials together around a common mission will send a strong, united statement to those involved in the state bill-making process. This is a massive undertaking that no other organization has attempted. But we believe that the goal is worth this effort.

**Mission**

Our mission is to spread awareness and enlist support to ensure that Cities can continue to manage their own land use and zoning issues. We must not allow the State Legislature to mandate changes to our Cities that will remove local control and be detrimental to our communities.

We do this by reaching out to California City Elected Officials to educate and enlist them to our cause. Our activities include, but are not limited to, signing onto petitions, having Cities pass resolutions in support of our efforts, and seeking out allies for possible legal action against the State and/or to promote efforts for a ballot initiative to legislate the desired results.

With this alliance of City Elected Officials working together as one, we stand a better chance of having our message resonate loud and clear to all groups that proclaim to support us.