

Diane Howard, Mayor
Giselle Hale, Vice Mayor
Alicia C. Aguirre, Council Member
Lisette Espinoza-Garnica,
Council Member
Jeff Gee, Council Member
Diana Reddy, Council Member
Michael A. Smith, Council Member



TELECONFERENCE MEETING
BROADCAST LIVE VIA
CITY WEBSITE:
www.redwoodcity.org
LOCAL CHANNEL 26
COMCAST CHANNEL 27
AT&T U-VERSE CHANNEL 99

**JOINT CITY COUNCIL/SUCCESSOR AGENCY/PUBLIC FINANCE AUTHORITY
REGULAR MEETING AGENDA
Monday, May 10, 2021
7:00 PM**

TELECONFERENCE PARTICIPANTS

COUNCIL MEMBERS AGUIRRE, ESPINOZA-GARNICA, GEE, REDDY AND SMITH, VICE MAYOR HALE AND MAYOR HOWARD WILL PARTICIPATE BY TELECONFERENCE PURSUANT TO GOVERNOR NEWSOM'S EXECUTIVE ORDER N-29-20 PURSUANT TO RALPH M. BROWN ACT, GOVERNMENT CODE SECTION 54953, ALL VOTES SHALL BE BY ROLL CALL

PUBLIC ADVISORY: THE CITY COUNCIL CHAMBERS WILL NOT BE OPEN TO THE PUBLIC. The meeting will be broadcast live to Redwood City residents on Astound Broadband cable Channel 26 and Comcast cable Channel 27, AT&T U-verse Channel 99 and streamed live via the City's website at www.redwoodcity.org

PUBLIC COMMENT:

To maximize time for live public comment, we encourage members of the public to provide comments by joining the City Council meeting via Zoom: For web, visit redwoodcity.zoom.us, select "Join" and enter **Meeting ID 994 8182 5639**. Use the [Raise Hand feature](#) to request to speak. You may rename your profile if you wish to remain anonymous. For dial-in comments, call *67 (669) 900-6833 (*your phone number will appear on the live broadcast if *67 is not dialed prior to the phone number*), enter **Meeting ID 994 8182 5639** and press *9 to request to speak. All public comments are subject to a 2-minute time limit unless otherwise determined by the Mayor.

If you wish to submit written public comment, please send an email to the City Council at council@redwoodcity.org. Please indicate the corresponding agenda item # in the subject line of your email. Any public comment regarding agenda items that are received from the publication of the agenda through the meeting date will be made part of the meeting record, but will not be read during the Council meeting.

AGENDA MATERIALS:

City Council agenda materials that are released *less than* 72 hours prior to the meeting, are available to the public via the City's website at www.redwoodcity.org.

AMERICANS WITH DISABILITIES ACT:

The City Council will provide materials in appropriate alternative formats to comply with the Americans with Disabilities Act. Please send a written request to Pamela Aguilar, City Clerk, at 1017 Middlefield Road, Redwood City, CA 94063 or e-mail address paguilar@redwoodcity.org including your name, address, phone number and brief description of the requested materials and preferred alternative format or auxiliary aid or service at least 24 hours before the meeting.

THE CITY COUNCIL MEETING WILL CONCLUDE BY 11:00 P.M. UNLESS OTHERWISE EXTENDED BY COUNCIL VOTE

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **PLEDGE OF ALLEGIANCE - Council Member Aguirre**
4. **PRESENTATIONS/ACKNOWLEDGEMENTS**
 - 4.A. **Swearing in of newly appointed Police Advisory Committee members**
 - 4.B. **Proclamation recognizing Mental Health Month**
 - 4.C. **Presentation by Pride and Beautification Committee member Stacey Wagner on Spring Clean-Up 2021**
 - 4.D. **Oral update on the City's response to Novel Coronavirus (COVID-19)**
5. **PUBLIC COMMENT ON THE CONSENT CALENDAR, ON MATTERS OF COUNCIL INTEREST AND ON ITEMS NOT ON THE AGENDA**

6. **CONSENT CALENDAR**

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6.A. **Amendment No. 1 to agreement for as-needed temporary staffing services with HB Staffing**

Recommendation:

By motion, approve, and authorize the City Manager to execute Amendment No. 1 to Agreement for temporary staffing services with CathyJon Enterprises, Inc. dba HB Staffing to increase the not to exceed amount by \$80,000, for a total contract amount of \$180,000.

CEQA:

This is not a project under California Environmental Quality Act (CEQA)

6.B. **Memoranda of Understanding with the County of San Mateo regarding permanent supportive housing for extremely low-income seniors at TownePlace Suites and a homeless shelter at the Pacific Inn**

Recommendation:

1. By motion, approve a Memorandum of Understanding with the County of San Mateo regarding permanent support housing for extremely low-income seniors at TownePlace Suites, located at 1000 Twin Dolphin Drive;
2. By motion, approve a Memorandum of Understanding with the County of San Mateo regarding the new homeless shelter at the Pacific Inn, located at 2610 El Camino Real; and

3. By motion, authorize the City Manager or designee to execute the agreements and make any minor, clarifying and conforming changes approved by the City Attorney.

CEQA:

This is not a project under California Environmental Quality Act (CEQA)

6.C. Waive second reading and adopt an ordinance to mandate electronic and paperless filing of Fair Political Practices Commission campaign disclosure statements and statements of economic interest

Recommendation:

Waive second reading and adopt an ordinance to mandate electronic and paperless filing of Fair Political Practices Commission campaign disclosure statements and statements of economic interest.

CEQA:

This is not a project under California Environmental Quality Act (CEQA)

6.D. Waive second reading and adopt ordinance amendment to Municipal Code Chapter 27, Article IX, Section 27.100 (Sewer Service Charge Ordinance) to allow the option of collecting sewer service charges for residential customers with one dwelling unit per parcel on the tax roll pursuant to Health and Safety Code section 5473 et seq.

Recommendation:

Waive second reading and adopt ordinance amending Section 27.100 of Article IX of Chapter 27 of the Redwood City Municipal Code.

CEQA:

Exempt - Public Resources Code Section 21080(b)(8)

6.E. Waive second reading and adopt an ordinance adjusting the start time of regular City Council meetings from 7 p.m. to 6 p.m.

Recommendation:

Waive second reading and adopt an ordinance amending Section 2.20 of the Code of the City of Redwood City relating to the time of regular City Council meetings.

CEQA:

This is not a project under California Environmental Quality Act (CEQA)

6.F. Approve Minutes of April 26, 2021 and May 4, 2021 City Council meetings

6.G. Approve claims and checks from May 10, 2021 - May 24, 2021 and the usual and necessary payments through May 24, 2021

7. PUBLIC HEARINGS - None

8. STAFF REPORTS

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8.A. City Council appointments to the Library Board, Planning Commission and Transportation Advisory Committee

Recommendation:

1. By roll call vote, appoint for the following:
 - a. Two full-term seats on the Library Board that will expire on June 30, 2025;
 - b. Three full-term seats on the Planning Commission that will expire on June 30, 2025; and
 - c. Four full-term seats on the Transportation Advisory Committee that will expire on May 31, 2025.
2. By motion, use the current BCC applicant pool to fill any additional vacancies on the Library Board, Planning Commission and Transportation Advisory Committee through January 31, 2022.

CEQA:

This is not a project under California Environmental Quality Act (CEQA)

8.B. Proposed Economic Resiliency Plan to Respond to COVID-19 for the next 24 months

Recommendation:

1. By motion, approve the Proposed Economic Resiliency Plan to Respond to COVID-19 for the next 24 months; and
2. By motion, adopt a Resolution appropriating \$280,000 from the General Fund to supplement the Restaurant, Brewery, and Winery Program to support Redwood City restaurant relief efforts.

CEQA:

This is not a project under California Environmental Quality Act (CEQA)

9. STUDY SESSIONS

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9.A. Homelessness initiatives Study Session

Recommendation:

Provide input to staff on homelessness initiatives.

CEQA:

This is not a project under California Environmental Quality Act (CEQA)

10. MATTERS OF COUNCIL INTEREST

10.A. City Council Member Report of Conferences Attended

10.B. City Council Committee Reports

A. Governance Sub-Committee

B. Transportation/Mobility Sub-Committee

10.C. City Manager (Oral) Update

11. ADJOURNMENT - The next City Council meeting is scheduled for May 24, 2021



STAFF REPORT

To the Honorable Mayor and City Council
From the City Manager

DATE: May 10, 2021

SUBJECT

Amendment No. 1 to agreement for as-needed temporary staffing services with HB Staffing

RECOMMENDATION

By motion, approve, and authorize the City Manager to execute Amendment No. 1 to Agreement for temporary staffing services with CathyJon Enterprises, Inc. dba HB Staffing to increase the not to exceed amount by \$80,000, for a total contract amount of \$180,000.

STRATEGIC PLAN GUIDING PRINCIPLE

Excellence in Government Operations

BACKGROUND

The Community Development and Transportation (CDT) Department is responsible for establishing land use plans and ensuring the quality of new projects through the development review process. The hub and most public-facing aspect of CDT is the permit front counter, which provides all development-related services in one location including accepting, reviewing, and providing permit applications and construction documents. Seasonable high-demand project needs requires the contracting of temporary administrative services to deliver permitting services.

Seeking to increase the pool of qualified firms for temporary administrative staff, in August 2019 CDT issued a Request for Proposals (RFP) for as-needed and on-call services. CDT staff reviewed the proposals and determined that AppleOne Employment, HB Staffing Services, and BOLT Staffing Services as the most qualified to provide temporary administrative staffing services. In January 2020, the City executed the following agreements for temporary on-call staffing services:

	HB Staffing	BOLT Staffing	AppleOne Employment
Original Agreement	\$100,000 (2020)	\$100,000 (2020)	\$100,000 (2020)

ANALYSIS

As noted, CDT is responsible for ensuring quality development, construction and safety standards by processing building permit applications, reviewing development plans, enforcing zoning ordinances, and conducting building inspections. The routine workload for the Department requires a full staff in order to maintain timeliness and meaningful project completion.

From the three contracted Staffing Services, staff is recommending only one amendment, to increase HB Staffing’s aggregate contract amount to \$180,000, due to the range and quality of services HB Staffing provides and their consistency in personnel availability. Expenditures for the temporary staffing services will be paid from Building Regulation and Community Development Administration’s Reimbursed Professional Services and Professional Services accounts. There is also additional staffing needs to address extended leaves of absences or to support increased workloads.

By using on-call temporary services, CDT will have the staff available to meet the administrative needs to complete routine clerical tasks and projects. Some of the duties for the administrative services include creating reports, responding to complaints, maintaining technical filing, and ensuring timely processing of permits. The contract agreement for temporary staffing will also assist with covering the responsibilities of permanent employees while on leave.

The Department is in the midst of an external analysis of Building Division activities and staffing. This analysis is intended to identify opportunities for process efficiencies and to assess the mix of ongoing staffing and temporary contract support. Staff expects the study will be complete in summer 2021.

FISCAL IMPACT

The fiscal impact of amending the contract with HB Staffing Services is not to exceed \$80,000, with an aggregate not-to-exceed amount of \$180,000. The temporary staffing services will be paid through Code Enforcement and Building Regulation’s Reimbursed Professional Services accounts.

ENVIRONMENTAL REVIEW

This activity is not a project under California Environmental Quality Act (CEQA) as defined in CEQA Guidelines, section 15378, because it has no potential for resulting in either a direct or reasonably foreseeable indirect physical change in the environment.

PUBLIC NOTICE

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

ALTERNATIVES

The City Council may elect to not approve the Amendment No. 1 to the Agreement and direct staff to conduct a new selection process for professional services. This could result in delays providing efficient service to the public.

ATTACHMENTS

Attachment A – Amendment No. 1 to the Agreement for temporary staffing services with HB Staffing Services

REPORT PREPARED BY:

Radha Mehta, Management Fellow
rmehta@redwoodcity.org
(650) 780-7231

APPROVED BY:

Mark Muenzer, Community Development & Transportation Director
Melissa Stevenson Diaz, City Manager

**AMENDMENT NO. 1
TO
AGREEMENT FOR TEMPORARY STAFFING SERVICES
CathyJon Enterprises, Inc., dba HB Staffing**

This Amendment No. 1 (the "Amendment No. 1") is entered into and effective as of _____, 2021, by and between the City of Redwood City, a charter city and municipal corporation of the State of California ("City"), and CathyJon Enterprises, Inc., dba HB Staffing, a California corporation ("Consultant") (collectively, the "Parties").

RECITALS

A. The Parties previously executed that certain Agreement for Temporary Staffing Services, dated as of January 8, 2020, (the "Agreement").

B. The Parties have negotiated and agreed to the terms and conditions set forth in this Amendment No. 1.

NOW, THEREFORE, in consideration of these recitals and the mutual covenants contained herein, the Parties agree as follows:

1. City will pay Consultant an additional not-to-exceed amount of Eighty Thousand Dollars (\$80,000) for the completion of all the services described in Exhibit "A" of the Agreement, which sum will include all costs or expenses incurred by Consultant. Including all amendments through Amendment No. 1, the total amount payable under the Agreement will be a not-to-exceed amount of One Hundred and Eighty Thousand Dollars (\$180,000).

2. All other provisions of the Agreement will remain in full force and effect.

3. All requisite insurance policies to be maintained by Consultant pursuant to the Agreement will include coverage for this Amendment.

4. The individuals executing this Amendment and the instruments referenced in it on behalf of Consultant each represent and warrant that they have the legal power, right and actual authority to bind Consultant to the terms and conditions of this Amendment.

5. Electronic Signatures. If all Parties agree, electronic signatures may be used in place of original signatures on this Agreement. Each Party intends to be bound by the signatures on the electronic document, is aware that the other Parties will rely on the electronic signatures, and hereby waives any defenses to the enforcement of the terms of this Agreement based on the use of an electronic signature. After all Parties agree to the use of electronic signatures, all Parties must sign the document electronically.

[Signature Page Follows]

CONSULTANT

CathyJon Enterprises, Inc., dba HB Staffing
2120 Main Street, Suite #250
Huntington Beach, CA 92648

CITY OF REDWOOD CITY, a charter city and municipal corporation of the State of California

*By: Catherine Volpe
Catherine Volpe (Apr 6, 2021 09:34 PDT)

(sign here)

Catherine Volpe

(print name/title)

**By: Jonathan Paul
Jonathan Paul (Apr 6, 2021 11:38 PDT)

(sign here)

Jonathan Paul

By:

Melissa Stevenson Diaz, City Manager

ATTEST:

Pamela Aguilar, City Clerk

If required by City, proper notarial acknowledgment of execution by Consultant must be attached. If a Corporation, Agreement must be signed by one corporate officer from each of the following two groups.

***Group A.**
Chairman,
President, **or**
Vice-President

****Group B.**
Secretary,
Assistant Secretary,
CFO **or** Assistant Treasurer

Otherwise, the corporation **must** attach a resolution certified by the secretary or assistant secretary under corporate seal empowering the officer(s) signing to bind the corporation.



STAFF REPORT

To the Honorable Mayor and City Council From the City Manager

DATE: May 10, 2021

SUBJECT

Memoranda of Understanding with the County of San Mateo regarding permanent supportive housing for extremely low-income seniors at TownePlace Suites and a homeless shelter at the Pacific Inn

RECOMMENDATION

1. By motion, approve a Memorandum of Understanding with the County of San Mateo regarding permanent support housing for extremely low-income seniors at TownePlace Suites, located at 1000 Twin Dolphin Drive;
2. By motion, approve a Memorandum of Understanding with the County of San Mateo regarding the new homeless shelter at the Pacific Inn, located at 2610 El Camino Real; and
3. By motion, authorize the City Manager or designee to execute the agreements and make any minor, clarifying and conforming changes approved by the City Attorney.

STRATEGIC PLAN GUIDING PRINCIPLE

Housing

BACKGROUND

In December 2020, the County of San Mateo purchased the TownePlace Suites, located at 1000 Twin Dolphin Drive, and the Pacific Inn, located at 2610 El Camino Real, using State Project Homekey and County CARES Act funds.

The TownePlace Suites was acquired for the purpose of converting the hotel into permanent affordable housing for seniors. The project will provide 93 units for extremely-low income seniors who are formerly homeless, at risk of homelessness, and/or are medically frail, plus two manager's units. Residents are expected to start moving into the property this spring. The County selected MidPen Housing, in

partnership with the Mental Health Association of San Mateo County, to manage and provide supportive services for the project.

The Pacific Inn was acquired for the purpose of converting the 74-room hotel into an emergency homeless shelter for homeless individuals and couples, with the long-term goal of eventually converting the property into permanent affordable housing. The County selected Samaritan House to manage and provide supportive services for the project. The Pacific Inn is already occupied by participants from the Project Roomkey program, a temporary non-congregate, hotel shelter program, and future vacancies will be filled by people experiencing homelessness who are referred by the County's Coordinated Entry System (CES) for homeless services.

These acquisitions are part of the Project Homekey initiative established by the State of California. Project Homekey is a follow-up program to the Project Roomkey program that was established in response to the COVID-19 pandemic. Project Roomkey was a statewide initiative for people experiencing homelessness and who were at high-risk of severe illness if they are exposed to COVID-19 to be placed in hotels rather than congregate shelters. Project Homekey is a follow-up to that program and allowed local communities to apply for funding to purchase hotels with the intention of creating new shelters and permanent housing. Given the State's Project Homekey funding timeline, the acquisition of both of these properties was completed at an expedited pace.

ANALYSIS

The County and the City recognize that the success of both properties is dependent, in part, on a strong partnership between the County, City, the selected service providers, local businesses, local neighborhood associations and the surrounding community. The County has proposed entering into Memorandums of Understanding (MOU) with the City to establish clear expectations related to the administration of the TownePlace Suites and Pacific Inn. The proposed MOUs are included as Attachments A and B.

The TownePlace Suites MOU includes the following terms:

- The County will ensure that a community advisory committee is established to promote communication, increase community awareness, connect MidPen to local resources, and facilitate support for the project.
- At initial occupancy, the following preferences will be applied in the order listed:
 1. Eligible households referred by the County of San Mateo through the non-congregate shelter programs identified by the County of San Mateo
 2. Eligible households referred by the Health Plan of San Mateo through the Housing Authority of the County of San Mateo
 3. Eligible households referred by the County Coordinated Entry System (CES) with prioritization for referrals based on level of acuity as determined by CES assessment score with a preference overlay for households residing within the city limits of Redwood City

Inclusion of the preference overlay for households residing within the city limits of Redwood City serves both the City's and the County's interests in achieving "functional zero"¹ for homelessness in Redwood City. Additionally, the Redwood City preference will help further the City's anti-displacement efforts and achieve the following goals of the City's proposed Two-year Citywide Homeless Work Plan:

- Implement the County vision of "functional zero" for homelessness in Redwood City
- Mitigate public health, public safety, and environmental concerns related to unsheltered homelessness and homeless encampments
- Transition unsheltered residents into permanent housing
- Eliminate long term impact of encampments and street homelessness

Currently, in the City's Temporary Recreational Vehicle (RV) Safe Parking Program, there are seven RV households who potentially meet the Townplace Suites eligibility criteria. Additionally, there are 10 unsheltered homeless individuals who potentially meet the Townplace Suites eligibility criteria that were identified during the Homeless Encampment Census conducted on April 30, 2021 and/or identified by local Redwood City homeless outreach workers and service providers as unsheltered residents residing in Redwood City.

Eighty-five percent of the participants in the Temporary RV Safe Parking Program were displaced from their Redwood City residences prior to moving into their RVs. Twenty percent (20%) of the individuals surveyed as part of the Homeless Encampment Census have been homeless for six months or less and were displaced in the context of the COVID-19 pandemic.

The majority of the TownPlace Suites units will be filled by eligible residents countywide. The preference overlay for households residing within the limits of Redwood City will directly support the City's goal of ending homelessness for residents in our community and constitutes a part of the City's anti-displacement efforts and proposed Two-year Citywide Homeless Work Plan. As stated, prioritization for referrals will still be based on level of acuity as determined by CES assessment score with a preference overlay for households residing within the city limits of Redwood City.

The Pacific Inn MOU includes the following terms:

- Program operation and rules
- The County and Samaritan House will meet with the surrounding community and relevant stakeholders to increase community awareness and facilitate support for the program
- The City, County, and Samaritan House will engage in ongoing communications
- Vacancies will be filled by referral from the County CES
- The County will meet and confer with the City about the inclusion of a preference for homeless individuals living within the city limits of Redwood City, as part of the policy for filling certain vacancies that arise due to turnover

¹ Functional Zero defined as: "Every unsheltered homeless person in San Mateo County who chooses assistance can be sheltered in an emergency shelter or in temporary or permanent housing."

- Should the property convert to permanent affordable housing, the County and City will meet and confer on a potential preference policy for income-qualified applicants who live and/or work within the city limits of Redwood City

FISCAL IMPACT

There is no direct financial impact to the City for executing the MOUs providing a local preference at the two locations. The total cost to the County of purchasing and converting the hotels to shelter and affordable housing is likely lower than the cost of building such uses on undeveloped land, if it were available. Both properties are being removed from the property tax roll and the properties will no longer generate Transit Occupancy Tax (TOT), as they no longer operate as hotels. This will impact ongoing City revenues, primarily from the loss of TOT as the property tax generated for the City is relatively low. In years with the highest hotel occupancy and rates, the two hotels generated approximately \$900,000 in revenue, however, the pandemic has severely depressed hotel usage. At the request of the City, San Mateo County has authorized a one-time payment of \$1.5 million to the City of Redwood City in light of the financial impact to the City.

ENVIRONMENTAL REVIEW

This activity is not a project under California Environmental Quality Act (CEQA) as defined in CEQA Guidelines, section 15378, because it has no potential for resulting in either a direct or reasonably foreseeable indirect physical change in the environment.

PUBLIC NOTICE

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting

ALTERNATIVES

The City Council could choose to not approve one or both of the MOUs.

ATTACHMENTS

Attachment A – MOU for TownePlace Suites
Attachment B – MOU for Pacific Inn

REPORT PREPARED BY:

Alin Lancaster, Housing Leadership Manager
alancaster@redwoodcity.org
(650) 780-7299

APPROVED BY:

Alex Khojikian, Assistant City Manager
Melissa Stevenson Diaz, City Manager

MEMORANDUM OF UNDERSTANDING BETWEEN THE COUNTY OF SAN MATEO AND THE CITY OF REDWOOD CITY REGARDING PERMANENT SUPPORTIVE HOUSING FOR EXTREMELY LOW INCOME SENIORS AT TOWNEPLACE SUITES

This Memorandum of Understanding (“MOU”) is entered into this ____ of _____, 2021 (the “Effective Date”), by and between the County of San Mateo, a political subdivision of the State of California (the “County”), and the City of Redwood City, a California municipal corporation (the “City,” and, together with the County, the “Parties”), and sets forth the Parties’ understanding and expectations related to the planning and coordination of a new permanent affordable rental housing project at TownePlace Suites for extremely low income seniors.

RECITALS

- A. **WHEREAS**, on December 3, 2020, the County acquired the TownePlace Suites, located at 1000 Twin Dolphin Drive, Redwood City, California (the “Property”), to provide service-enriched permanent affordable housing for seniors, aged 62+ earning extremely low incomes at or below 30% Area Median Income (AMI) with a heightened risk for COVID-19 complications and who may be at risk of homelessness or previously experienced homelessness (the “Project”); and
- B. **WHEREAS**, the Project will provide 93 units of permanently affordable rental housing with on-site services for extremely low income seniors as well as two onsite manager/staff units; and
- C. **WHEREAS**, the Parties acknowledge that success of the Project is dependent, in part, on a strong partnership between the County and the City, MidPen Housing Corporation and its affiliate entities (collectively, “MidPen” or “Operator”), the operators of the Project, as well as Mental Health Association and other nonprofit service providers, local businesses, local neighborhood associations and the surrounding community; and
- D. **WHEREAS**, the Parties acknowledge the truth of the Recitals set forth above which are hereby incorporated into this MOU.

NOW THEREFORE, the Parties agree to be bound by the following terms in this MOU:

1. COMMUNITY INVOLVEMENT

- 1.1 The County shall ensure that a community advisory committee is established to promote communication between the County, the City, MidPen, Project residents, City residents, businesses and community agencies to increase community awareness, connect MidPen to local resources and facilitate support for the Project.

2. PREFERENCE POLICY

At initial occupancy of the units at the Project, the following preferences will be applied:

- a. First Preference will be given to eligible households referred by the County of San Mateo through the non-congregate shelter programs identified by the County of San Mateo.
- b. Second Preference will be given to eligible households referred by the Health Plan of San Mateo through the Housing Authority of the County of San Mateo who are Duals eligible based on

satisfying enumerated criteria set forth by MidPen in its Resident Selection Criteria for the Project.

- c. Remaining vacancies at initial lease up will be filled by eligible households referred by the County through its Coordinated Entry System (“CES”) with prioritization for referrals based on level of acuity as determined by CES assessment score with a preference overlay for households residing within the city limits of Redwood City. Households will be referred by CES, and then each referred household will need to complete the application process to have eligibility confirmed or denied.

The County agrees to meet and confer with the City on a potential preference for homeless seniors living within the city limits of Redwood City for vacancies in the Project that arise due to turnover.

3. FUTURE USE OF SITE

3.1 The County will retain the Property as permanent, affordable housing for extremely low-income seniors, age 62+ throughout the fifty-five (55) year period of affordability as documented by an affordability covenant to be recorded against the Property.

4. GENERAL PROVISIONS

4.1 Authorizations. The County Manager and the City Manager, or their respective designees, are authorized to modify the MOU and its terms, resolve conflicts, and/or otherwise grant approvals on behalf of their respective agencies, provided such approvals are not otherwise vested in the authority of the agency’s governing board. All such requests and approvals shall be in writing and signed by both Parties.

4.2 Mutual Indemnification. Pursuant to Government Code Section 895.4, each Party agrees to fully indemnify, defend, and hold the other Party (including its appointed and elected officials, officers, employees, and agents) harmless and free from any damage or liability imposed for injury (as defined by Government Code Section 810.8) or liability occurring by reason of the negligent acts or omissions or willful misconduct of the indemnifying Party, its appointed or elected officials, officers, employees, or agents, under or in connection with any responsibility, authority, or jurisdiction delegated to such Party under this MOU. Neither Party, nor any appointed or elected official, officer, employee, or agent thereof, shall be responsible for any damage or liability occurring by reason of the negligent acts or omissions or willful misconduct of the other Party, its appointed or elected officials, officers, employees, or agents, under or in connection, with any authority, responsibility, or jurisdiction delegated to such other Party under this MOU. Notwithstanding the mutual indemnification set forth above, the City agrees to fully indemnify, hold harmless, and defend (by counsel selected by City and reasonably satisfactory to County) the County and its appointed and elected officials, officers, employees, agents and consultants from and against any and all claims, losses, damages, liabilities, fines, penalties, charges, administrative and judicial proceedings and orders, judgments, and expenses (including reasonable attorney’s fees and costs) arising in connection with any claim or legal action alleging that the preference afforded to City residents for Project units set forth in Section 2(c) or the application thereof by the City violates applicable federal, state or local law, including federal and state housing law.

4.3 Choice of Law; Venue. The formation, interpretation and performance of this MOU shall be governed by the laws of the State of California. Venue for all litigation relative to the formation, interpretation and performance of this MOU shall be in San Mateo County Superior Court.

4.4 Notices. Any notice to be given to the Parties shall be in writing and shall be served, either personally or by mail, to the following:

In case of the County, to:

Name/Title: Michael Callagy, County Manager

Address: 400 County Center, 1st Floor, Redwood City, CA 94063

In the case of the City, to:

Name/Title: Melissa Stevenson Diaz, City Manager

Address: 1017 Middlefield Road, Redwood City, CA 94063

Such notices shall be served by depositing them addressed as set out above, postage prepaid, in the U.S. mail, reliable overnight courier, or by personal delivery. The date of mailing, or in the event of personal delivery, the date of delivery shall constitute the date of service.

4.5 Construction. All section headings are for reference only and shall not be considered in construing this MOU.

4.6 Severability. If any provision of this MOU shall be held to be invalid, void or unenforceable, the validity, legality or enforceability of the remaining portions of this MOU shall not in any way be affected or impaired thereby.

4.7 Entire Agreement. This MOU sets forth the entire agreement between the Parties, and supersedes all other oral or written provisions. This MOU may be modified only as provided in Section 4.1, "Authorizations."

4.8 Cooperative Drafting. This MOU has been drafted through a cooperative effort of all the Parties, and all the Parties have had an opportunity to have the MOU reviewed and revised by legal counsel. No Party shall be considered the drafter of this Agreement, and no presumption or rule that an ambiguity shall be construed against the Party drafting the clause shall apply to the interpretation or enforcement of this MOU.

4.9 Representation re Authority of Parties/Signatories. Each person signing this MOU represents and warrants that he or she is duly authorized and has legal capacity to execute and deliver this MOU. Each Party represents and warrants to the other that the execution and delivery of the MOU and the performance of such Party's obligations hereunder have been duly authorized and that the MOU is a valid and legal agreement binding on such Party and enforceable in accordance with its terms.

4.10 No Third Party Beneficiaries. Except as expressly set forth herein, nothing contained in this MOU is intended to or shall be deemed to confer upon any person, other than the Parties, any rights or remedies hereunder.

4.11 Debt Limitation. The Parties are subject to laws or policies which limit their ability to incur debt in future years. Nothing in this MOU shall constitute an obligation of future legislative bodies of the County or City to appropriate funds for the purpose of this MOU.

4.12 Conflict of Interest. Each of the Parties shall avoid all conflicts of interest in the performance of this MOU and shall immediately notify the other Parties should a conflict of interest arise that would prohibit or impair its ability to perform under this MOU.

4.13 Disputes. The Parties agree that, with regard to all disputes or disagreements arising under this MOU that are not resolved informally at the staff level after a good faith attempt, the Parties may, at their sole and mutual discretion, agree to engage in mediation, and the costs of any such mediation shall be divided equally between the Parties.

4.14 Non-Discrimination. The Parties will not discriminate, in any way, against any person based on sex, pregnancy, childbirth or related medical conditions, race, veteran status, religion, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, gender (including gender identity and gender perception), sexual orientation, use of family medical leave, genetic testing, or any other basis protected by federal or state law. This policy shall apply to all employment practices.

4.15 Counterparts. This MOU may be executed in counterparts, each of which will be deemed an original and all of which together will constitute a complete agreement. Moreover, this MOU may be signed by electronic signature and copies of original signatures shall be treated the same as the originals.

5. TERM OF MOU

5.1 Term. This MOU will expire five (5) years from the Effective Date. However, the Parties agree to meet and confer 180 days prior to end of the term of this MOU regarding any modifications that may need to be made to the terms and conditions of this MOU, including an extension of the term, in accordance with Section 4.1, "Authorizations."

[Signatures on following page]

IN WITNESS WHEREOF, the Parties hereto have executed this MOU effective the date first mentioned above.

COUNTY

The County of San Mateo

By: _____

Date: _____

Name: Michael Callagy

Title: County Manager

CITY

The City of Redwood City

By: _____

Date: _____

Name: Melissa Stevenson Diaz

Title: City Manager

MEMORANDUM OF UNDERSTANDING BETWEEN THE COUNTY OF SAN MATEO AND THE CITY OF REDWOOD CITY REGARDING NEW HOMELESS SHELTER PROGRAM AT PACIFIC INN

This Memorandum of Understanding (“MOU”) is entered into this ____ of _____, 2021 (the “Effective Date”), by and between the County of San Mateo, a political subdivision of the State of California (the “County”), and the City of Redwood City, a California municipal corporation (the “City,” and, together with the County, the “Parties”), and sets forth the Parties’ understanding and expectations related to a new shelter program at Pacific Inn in Redwood City, California to assist people experiencing homelessness.

RECITALS

A. **WHEREAS**, on December 10, 2020, the County acquired the Pacific Inn, located at 2610 El Camino Real in Redwood City (the “Site”), to create a new shelter program to assist people experiencing homelessness and who are vulnerable to COVID-19, with the long term goal of converting the Site to permanent affordable housing; and

B. **WHEREAS**, since March 2021, the new homeless shelter program at the Site has been providing safe, temporary living accommodations and intensive on-site support services to assist program participants with finding permanent housing (the “Pacific Shelter Program” or the “Program”); and

C. **WHEREAS**, the Parties acknowledge that success of the Program is dependent, in part, on a strong partnership between the County, the City, the non-profit service providers, the local businesses and the community; and

D. **WHEREAS**, the Parties acknowledge the truth of the Recitals set forth above which are hereby incorporated into this MOU.

NOW THEREFORE, the Parties agree to be bound by the following terms in this MOU:

1. PACIFIC SHELTER PROGRAM OPERATION AND RULES

1.1 Program Participants Served. The primary goal of the Pacific Shelter Program will be to serve individual adults or adult pairs or couples (e.g., spouses, domestic partners, etc.), given that there are extensive existing services for families in the County and accordingly, there is currently a greater need for services for adults than services for families. Clients will be referred to the Program by the County’s Coordinated Entry System for Homeless Services.

1.2 Requirements for Program Participants. Pacific Shelter Program participants will be required to comply with the rules and requirements, which will include rules materially similar to the Sample Rules for Non-Congregate Shelter Program, a copy of which is attached hereto as Exhibit A and incorporated by this reference. The Parties shall review and update these rules and requirements for Program participants on a regular basis. However, all final decisions regarding the adoption of rules and requirements for Program participants will rest with the selected Service Provider for the Program and the County.

1.3 Screening of Program Applicants. Appropriate screening of Program applicants that complies with applicable law and regulation will be conducted.

1.4 Drugs and Alcohol Prohibited. Illegal drugs and alcohol will not be permitted on Site.

1.5 Accommodation of Pets. Policies will be developed, and facilities may be modified, as necessary, to reasonably accommodate Program participants with pets.

2. COORDINATION

- 2.1 Solicitation of Community Input.** The County and the selected Service Provider for the Program shall meet with Redwood City residents, businesses, community agencies, and neighborhood associations or other groups identified by the City, including the Redwood Oaks Neighborhood Association, to increase community awareness, and facilitate support for operations of the Pacific Shelter Program in addressing homelessness.
- 2.2 Partnership Communications.** The County, the City and the selected Service Provider shall meet periodically, as any of the Parties deem necessary. The Parties agree that during initial implementation and future conversion of the Site to permanent housing the City and County shall meet at least twice per year.

3. FILLING VACANCIES IN PACIFIC SHELTER PROGRAM

- 3.1 Referral Process.** Homeless individuals in Redwood City can be assessed for homeless shelter services, including the Pacific Shelter Program, through the County’s existing Coordinated Entry System (CES), which streamlines access to the County’s homeless crisis response system for people experiencing homelessness and aims to match them to an appropriate intervention to end their homelessness, based on their vulnerability and housing barriers. CES will be utilized to fill vacancies in the Program following the established Program eligibility criteria.
- 3.2 Preference Policy and Other Coordination.** The County will meet and confer with the City about the inclusion of a preference for homeless individuals living within the city limits of Redwood City as part of the policy for filling certain vacancies in the Program that arise due to turnover. In addition, the Parties will meet and confer on ongoing collaboration and coordination in a joint effort to reach “functional zero” for homelessness in Redwood City.

4. PACIFIC SHELTER GROUNDS AND EXTERIOR

- 4.1 Aesthetic Improvements.** The County anticipates making landscaping and certain other improvements to the grounds and building exterior on the Site as part of the planned improvements and modifications to the Site.

5. POTENTIAL FUTURE USE OF SITE

- 5.1 Long Term Use.** The County’s long term goal is for the Site to be converted to permanent affordable housing. However, the Parties acknowledge that the feasibility and projected timeline for achieving this goal is contingent on a number of factors, including selection of the appropriate developer and operator and the ability to obtain financing necessary to fund such a project. The Parties will meet and confer periodically and in good faith regarding this goal for the Site’s long term use. Should the Site convert to permanent affordable housing, the Parties shall meet and confer on a potential preference policy for income-qualified applicants who live and/or work within the city limits of Redwood City.
- 5.2 Disposition.** During the term of this MOU, the County will discuss with the City any plans it may have for termination of use of the Site as transitional housing and disposition of the Site for another use.

6. GENERAL PROVISIONS

- 6.1 Authorizations.** The County Manager and the City Manager, or their respective designees, are authorized to modify the MOU and its terms, resolve conflicts, and/or otherwise grant approvals on behalf of their respective agencies, provided such approvals are not otherwise

vested in the authority of the agency's governing board. All such requests and approvals shall be in writing and signed by both Parties.

- 6.2 Mutual Indemnification.** Pursuant to Government Code Section 895.4, each Party agrees to fully indemnify, defend, and hold the other Party (including its appointed and elected officials, officers, employees, and agents) harmless and free from any damage or liability imposed for injury (as defined by Government Code Section 810.8) occurring by reason of the negligent acts or omissions or willful misconduct of the indemnifying Party, its appointed or elected officials, officers, employees, or agents, under or in connection with any responsibility, authority, or jurisdiction delegated to such Party under this MOU. Neither Party, nor any appointed or elected official, officer, employee, or agent thereof, shall be responsible for any damage or liability occurring by reason of the negligent acts or omissions or willful misconduct of the other Party, its appointed or elected officials, officers, employees, or agents, under or in connection with any authority, responsibility, or jurisdiction delegated to such other Party under this MOU.
- 6.3 Choice of Law; Venue.** The formation, interpretation and performance of this MOU shall be governed by the laws of the State of California. Venue for all litigation relative to the formation, interpretation and performance of this MOU shall be in San Mateo County Superior Court.
- 6.4 Notices.** Any notice to be given to the Parties shall be in writing and shall be served, either personally or by mail, to the following:

In case of the County, to:

Name/Title: Michael Callagy, County Manager

Address: 400 County Center, 1st Floor, Redwood City, CA 94063

In the case of the City, to:

Name/Title: Melissa Stevenson Diaz, City Manager

Address: 1017 Middlefield Road, Redwood City, CA 94063

Such notices shall be served by depositing them addressed as set out above, postage prepaid, in the U.S. mail, reliable overnight courier, or by personal delivery. The date of mailing, or in the event of personal delivery, the date of delivery shall constitute the date of service.

- 6.5 Construction.** All section headings are for reference only and shall not be considered in construing this MOU.
- 6.6 Severability.** If any provision of this MOU shall be held to be invalid, void or unenforceable, the validity, legality or enforceability of the remaining portions of this MOU shall not in any way be affected or impaired thereby.
- 6.7 Entire Agreement.** This MOU sets forth the entire agreement between the Parties, and supersedes all other oral or written provisions. This MOU may be modified only as provided in Section 6.1, "Authorizations."
- 6.8 Cooperative Drafting.** This MOU has been drafted through a cooperative effort of all the Parties, and all the Parties have had an opportunity to have the MOU reviewed and revised by legal counsel. No Party shall be considered the drafter of this Agreement, and no

presumption or rule that an ambiguity shall be construed against the Party drafting the clause shall apply to the interpretation or enforcement of this MOU.

- 6.9 Representation re Authority of Parties/Signatories.** Each person signing this MOU represents and warrants that he or she is duly authorized and has legal capacity to execute and deliver this MOU. Each Party represents and warrants to the other that the execution and delivery of the MOU and the performance of such Party's obligations hereunder have been duly authorized and that the MOU is a valid and legal agreement binding on such Party and enforceable in accordance with its terms.
- 6.10 No Third Party Beneficiaries.** Except as expressly set forth herein, nothing contained in this MOU is intended to or shall be deemed to confer upon any person, other than the Parties, any rights or remedies hereunder.
- 6.11 Debt Limitation.** The Parties are subject to laws or policies which limit their ability to incur debt in future years. Nothing in this MOU shall constitute an obligation of future legislative bodies of the County or City to appropriate funds for the purpose of this MOU.
- 6.12 Conflict of Interest.** Each of the Parties shall avoid all conflicts of interest in the performance of this MOU and shall immediately notify the other Parties should a conflict of interest arise that would prohibit or impair its ability to perform under this MOU.
- 6.13 Disputes.** The Parties agree that, with regard to all disputes or disagreements arising under this MOU that are not resolved informally at the staff level after a good faith attempt, the Parties may, at their sole and mutual discretion, agree to engage in mediation, and the costs of any such mediation shall be divided equally between the Parties.
- 6.14 Non-Discrimination.** The Parties will not discriminate, in any way, against any person based on sex, pregnancy, childbirth or related medical conditions, race, veteran status, religion, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, gender (including gender identity and gender perception), sexual orientation, use of family medical leave, genetic testing, or any other basis protected by federal or state law. This policy shall apply to all employment practices
- 6.15 Counterparts.** This MOU may be executed in counterparts, each of which will be deemed an original and all of which together will constitute a complete agreement. Moreover, this MOU may be signed by electronic signature and copies of original signatures shall be treated the same as the originals.

7. TERM OF MOU

- 7.1 Term.** This MOU will expire five (5) years from the Effective Date. However, the Parties agree to meet and confer 180 days prior to end of the term of this MOU regarding any modifications that may need to be made to the terms and conditions of this MOU, including an extension of the term, in accordance with Section 6.1, "Authorizations."

[Signatures on following page]

6.B. - Page 15 of 15

IN WITNESS WHEREOF, the Parties hereto have executed this MOU effective the date first mentioned above.

COUNTY

The County of San Mateo

By: _____

Date: _____

Name: Michael Callagy

Title: County Manager

CITY

The City of Redwood City

By: _____

Date: _____

Name: Melissa Stevenson Diaz

Title: City Manager



STAFF REPORT

To the Honorable Mayor and City Council
From the City Manager

DATE: May 10, 2021

SUBJECT

Waive second reading and adopt an ordinance to mandate electronic and paperless filing of Fair Political Practices Commission campaign disclosure statements and statements of economic interest

RECOMMENDATION

Waive second reading and adopt an ordinance to mandate electronic and paperless filing of Fair Political Practices Commission campaign disclosure statements and statements of economic interest.

STRATEGIC PLAN GUIDING PRINCIPLE

Excellence in Government Operations

BACKGROUND

On April 26, 2021, the City Council voted unanimously to introduce the proposed ordinance, without revisions, to mandate electronic and paperless filing of Fair Political Practices Commission (FPPC) campaign disclosure statements and statements of economic interest. If adopted, this ordinance will be effective 30 days from this action (June 9, 2021) and the City will be able to mandate electronic and paperless filing of statutory FPPC statements.

The City of Redwood City is currently a paper-filing agency for statutory Fair Political Practices Commission campaign disclosure forms and statements of economic interest. Appointed officials, City Council candidates, campaign committees and designated City employees may file their statements in hard copy form only, with an original signature per FPPC regulations. Filers identified in Government Code Section 87200 have the alternative option to file electronically directly with the FPPC.

Pursuant to Government Code Section 84615, local agencies may mandate electronic filing of FPPC disclosure statements. To increase efficiency and facilitate compliance with state law and FPPC regulations, the City Clerk's Office looks to employ a system for electronic filing of economic and financial disclosure statements for all required filers in the Redwood City organization. In addition to increased efficiency, electronic filing will eliminate the need for wet signatures, will redact statements posted online, and will automatically link to the FPPC's system. If the proposed ordinance is adopted, all filers will be required to submit their statutory filings through the automated system, and paper filings will no longer be accepted. However, to support the City's efforts towards diversity, equity and inclusion, the City Clerk, as the City's filing officer, will have the right to accept a paper filing in lieu of an electronic filing at the City Clerk's discretion, under certain circumstances, and to accommodate an Americans with Disabilities Act (ADA) request. Examples of exceptions may include limited access to an electronic device or internet connection.

In order for the City of Redwood City to accept electronically filed statements, the City Council must adopt an ordinance permitting the use of an online filing system for filing and designating the filings received electronically by the City Clerk's Office as the filings of record for the City. In addition, the system must operate securely and effectively, be no cost to filers, be available to the public to view filings, not place an undue burden on filers, and include procedures for filers to comply with the requirement that they sign statements and reports under penalty of perjury.

ANALYSIS

The City Clerk's Office entered into a contract with NetFile, a hosted solution created specifically for cities and counties responsible for administering campaign finance filings and Statements of Economic Interest, which meets the requirements of the Secretary of State and allows for electronic and paperless filing of campaign statements. NetFile is widely used by other agencies in the region and throughout California.

Campaign Finance Disclosure Statements (Form 460)

Adoption of the proposed ordinance is required to implement electronic filings of the campaign finance component of the NetFile system, and will only apply to those filers that exceed a threshold of \$2,000 for expending or receiving campaign funds. This threshold is consistent with the Political Reform Act (the "Act"), which recognizes campaigns that spend or raise more than \$2,000 as "Controlled Committees." Under the Act, these types of committees are obligated to file detailed campaign finance disclosure statements, also known as Form 460s. For those smaller campaigns that do not exceed the \$2,000 threshold, they may continue to file paper versions of the Form 470 disclosure forms. It should be noted that the NetFile system is able to accommodate the online filing of several types of required forms by the FPPC, including Forms 460, 470, 496, and 497, which are the most commonly used in Redwood City's local election campaigns.

Statement of Economic Interest (Form 700)

The "Statement of Economic Interest" Form 700 component of NetFile does not require an ordinance, however staff recommends that all designated Form 700 filers identified in the City's Conflict of Interest Code also be required to file electronically, to fully transition the City to electronic, paperless filing

pursuant to Government Code 84615. This process would simply require an internal procedural change. The City Clerk is currently responsible for the annual filing of all Form 700s, which include the City Council, Planning Commission, City Manager, City Attorney, City Clerk, Administrative Services Director, designated City employees, board, commission and committee members, and consultants. Form 700s occasionally need amendments or are submitted incomplete or without marked schedules attached. The Form 700 electronic filing incorporates an initial review process and alerts the filer of errors at the time they are entering information, thereby minimizing the need for the City Clerk to request amendments.

Upon adoption of the ordinance, all required and designated Form 700 filers, and filers of campaign disclosure statements, will use the online system, unless exempt from the requirement to file online pursuant to Government Code Section 84615(a) because the officer, candidate, or committee receives less than \$2,000 in contributions and makes less than \$2,000 in expenditures in a calendar year.

The proposed mandate ordinance will still allow the City Clerk to accept a paper filing in lieu of an electronic filing at the City Clerk's discretion, under certain circumstances, and to accommodate an ADA request.

To ensure a smooth transition, and as part of the agreement and acquisition of the system, NetFile and the City Clerk's Office can offer extensive training to filers and committees. Staff can schedule one-on-one training with NetFile staff and individual filers and treasurers that will cover the entire electronic filing process including the set-up of filer accounts, explanation of the online filing process, demonstration of the data input and saving reports, preparation of statements for e-signature, and finalizing statements for electronic filing.

In terms of security, the NetFile system is a web-based, vendor-hosted application that utilizes "industry best practices" for securing data, using the same data encryption for online filings that is used by banks for online banking. NetFile stores and backs up data at three separate locations, creating the essential safety measures and redundancy that will allow for recovery of information in the event of an emergency or disaster. The City's data will be retained for the required minimum 10-year period.

Implementation of the NetFile system will promote transparency and provide convenience for committees, individuals, and the public. It provides 24-hour filing and viewing accessibility of campaign finance information from any computer, anywhere. In certain instances, the NetFile program will also increase the accuracy of filed campaign statements by prohibiting any filings that may have inadvertently omitted required information under the Act (e.g. missing addresses or the stated occupation of individual donors).

Government Code Section 84615

A local government agency may require an elected officer, candidate, committee, or other person required to file statements, reports, or other documents required by Chapter 4 (commencing with Section 84100) to file online or electronically, unless the officer, candidate, or committee receive less than \$2000 in contributions and have less than \$2000 in expenditures in a calendar year. The following is a summary of requirements that local government agency must meet:

6.C. - Page 4 of 8

- (1) Local legislative body must adopt ordinance approving such online filing and include a legislative finding that the online or electronic filing system will operate securely and effectively and would not unduly burden filers;
- (2) Electronic system used must accept filings that are compatible with format developed by Secretary of State, must ensure security and integrity of data, and must provide a way for electronic filer to sign under penalty of perjury;
- (3) No charge to file;
- (4) File date will be date received by local filing officer;
- (5) Specifies that a timely electronic confirmation along with a copy of filing kept by filer constitute rebuttable presumption that filing was timely;
- (6) Filings must be made available on Internet, with certain information removed, and requires local filing officer to make complete and unredacted copies of electronic filings available to any person upon request;
- (7) Data shall be maintained for at least 10 years for audit purposes and then may then be archived in a secure format;
- (8) Notwithstanding any other provision of law, any statement, report, or other document filed online or electronically pursuant to this section shall not be required to be filed with the local filing officer in paper format.

In order to comply with state law, the requirements from Government Code Section 84615 have been incorporated in the proposed ordinance for the City to transition to an electronic filing system (Attachment A).

FISCAL IMPACT

The contract amount for the NetFile system is \$6,800 per year for up to five years, for a total of \$34,000 through FY 2024-25. Funds are available in the City Clerk's budget allocation for FY 2020-21 and will be included in the Recommended Budget for FY 2021-22. The FPPC requires a fee of \$1,000 to register as an electronic filing agency, however NetFile has agreed to pay this cost on behalf of the City.

ENVIRONMENTAL REVIEW

This activity is not a project under California Environmental Quality Act (CEQA) as defined in CEQA Guidelines, section 15378, because it has no potential for resulting in either a direct or reasonably foreseeable indirect physical change in the environment.

PUBLIC NOTICE

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

ALTERNATIVES

The City Council may elect to not approve the ordinance and remain a paper filing agency.

ATTACHMENTS

Attachment A – Ordinance

REPORT PREPARED BY:

Yessika Dominguez, Assistant City Clerk
ydominguez@redwoodcity.org
(650) 780-7221

APPROVED BY:

Pamela Aguilar, City Clerk
Melissa Stevenson Diaz, City Manager

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF REDWOOD CITY ADDING ARTICLE XII TO CHAPTER 2 THE REDWOOD CITY CODE TO MANDATE ELECTRONIC AND PAPERLESS FILING OF FAIR POLITICAL PRACTICES COMMISSION CAMPAIGN DISCLOSURE STATEMENTS AND STATEMENTS OF ECONOMIC INTEREST

WHEREAS, California Government Code Section 84615 provides that a legislative body of a local government agency may adopt an ordinance that requires an elected officer, candidate, committee, or other person required to file statements, reports, or other documents required by Chapter 4 of the Political Reform Act to file such statements, reports, or other documents online or electronically with the City Clerk; and

WHEREAS, the City of Redwood City ("City") has entered into an agreement with a vendor approved by the California Secretary of State and meets the requirements set by Government Code Section 84615, to provide an online electronic filing system ("System") for the California Fair Political Practices Commission campaign statements; and

WHEREAS, the System will operate securely and effectively and will not unduly burden filers. Specifically: (1) the System will ensure the integrity of the data and includes safeguards against efforts to temper with, manipulate, alter, or subvert the data; (2) the System will only accept a filing in the standardized record format developed by the Secretary of State and compatible with the Secretary of State's system for receiving an online or electronic filing; and (3) the System will be available free of charge to filers and to the public for viewing filings.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF REDWOOD CITY DOES ORDAIN AS FOLLOWS:

SECTION 1. FINDINGS.

The City Council of the City of Redwood City finds and determines as follows:

- A. California Government Code Section 84615 provides that a legislative body of a local government agency may adopt an ordinance that requires an elected officer, candidate, or committee required to file statements, reports, or other documents required by Chapter 4 of the Political Reform Act to file such statements, reports, or other documents online or electronically with the City Clerk.
- B. The web-based system operated by the City Clerk contains multiple safeguards to protect the integrity and security of the data, it will operate securely and effectively, and it will not unduly burden filers.
- C. The City Clerk will operate the electronic filing system in compliance with the requirements of California Government Code Section 84615 and any other applicable laws.

SECTION 2. ADOPTION OF CITY CODE CHAPTER 2, ARTICLE XII.

Redwood City Code Chapter 2 (Administration), Article XII (Electronic Filing of Campaign Disclosure Statements and Statements of Economic Interest) is hereby added to read as follows:

ARTICLE XII. - ELECTRONIC FILING OF CAMPAIGN DISCLOSURE STATEMENTS AND STATEMENTS OF ECONOMIC INTEREST

Section 2.160. Purpose and Authority.

- A. The purpose of this ordinance is to require the filing of Campaign Disclosure Statements and Statements of Economic Interest by elected officials, candidates, staff, consultants or committees to be completed electronically. The City Council enacts this ordinance in accordance with the authority granted to cities by state law. This ordinance is intended to supplement, and not conflict with, the Political Reform Act.
- B. While electronic filing of statements will be mandated under this ordinance, the City Clerk, as the City's filing officer, will have the right to accept a paper filing in lieu of an electronic filing at the City Clerk's discretion, under certain circumstances, and to accommodate an Americans with Disabilities Act (ADA) request.

Section 2.161. Basic Requirement.

- A. An elected officer, candidate, committee, or other person required to file statements, reports, or other documents required by Chapter 4 of the Political Reform Act or designated in the City's local conflict of interest code adopted pursuant to Government Code Section 87300 shall file any required Statement of Economic Interests (Form 700) online or electronically with the City Clerk. Electronic filing is mandatory unless the officer, candidate, or committee is exempt as described Government Code 8415(a).
- B. The City Clerk shall issue an electronic confirmation that notifies the filer that the Statement was received, and the notification shall include the date and the time that the Statement was received and the method by which the filer may view and print the data received by the City Clerk. The date of filing for a Statement filed online shall be the day that it is received by the City Clerk.
- C. If the City Clerk's system is not capable of accepting a Statement due to technical difficulties, a Statement in paper format shall be filed with the City Clerk.
- D. The City Clerk will operate the electronic filing system in compliance with the requirements of California Government Code Section 84615.

SECTION 3. CEQA- EXEMPTION: This proposed ordinance has been reviewed with respect to applicability of the California Environmental Quality Act ("CEQA") and the State CEQA Guidelines (California Code of Regulations, Title 14, Sections 15000 et seq.). The ordinance is not a project under CEQA Guidelines Section 15378 because it involves administrative activities that will not result in direct or indirect physical changes in the environment.

SECTION 4. SEVERABILITY. If any section, subsection, subdivision, paragraph, sentence, clause or phrase of this ordinance or any part thereof is for any reason held to be unconstitutional or invalid or ineffective by any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of this ordinance or any part thereof. The City Council of the City of Redwood City hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause or phrase thereof irrespective of the fact that any one or more sections, subsections, subdivisions, paragraphs, sentences, clauses or phrases be declared unconstitutional or invalid or ineffective.

SECTION 5. EFFECTIVE DATE. This Ordinance shall go into effect thirty (30) days after the date of its passage and adoption.

* * *



STAFF REPORT

To the Honorable Mayor and City Council
From the City Manager

DATE: May 10, 2021

SUBJECT

Waive second reading and adopt ordinance amendment to Municipal Code Chapter 27, Article IX, Section 27.100 (Sewer Service Charge Ordinance) to allow the option of collecting sewer service charges for residential customers with one dwelling unit per parcel on the tax roll pursuant to Health and Safety Code section 5473 et seq.

RECOMMENDATION

Waive second reading and adopt ordinance amending Section 27.100 of Article IX of Chapter 27 of the Redwood City Municipal Code.

STRATEGIC PLAN GUIDING PRINCIPLE

Excellence in Government Operations

BACKGROUND

The proposed ordinance would give the City the option of collecting sewer service charges for residential customers with one dwelling unit per parcel via the annual property tax collection process rather than through bi-monthly billing. This is intended to increase the reliability and efficiency of the process for collecting sewer service charges; the proposed ordinance would not increase sewer service charge rates. The City of Redwood City (City) is responsible for providing sewer service to residents and businesses connected to the City's sewer collections system. Sewer service charges allow the City to fund the cost of maintaining and improving sewer infrastructure and providing sewer collection services. These charges also pay for sewage conveyance to the Silicon Valley Clean Water facility for wastewater treatment and disposal and any debt service obligations. The City's sewer service charges are imposed based on three rate classes: Residential: (one to nine dwelling units), Residential: (10 or more dwelling units), and Non-Residential. Service charges are established based on the proportionate cost of providing service to each

customer class. The City bills Residential customers on a bi-monthly schedule and Non-Residential customers on a monthly schedule.

Some cities charge sewer service charges in conjunction with annual property taxes. Health and Safety Code (H&S Code) Section 5473 *et seq.* authorizes public agencies to collect sewer service charges on the tax roll in the same manner, by the same persons, and at the same time as, together with and not separately from general taxes. The City will need to meet multiple requirements before it can place any charges on the tax roll:

1. Staff must create a report that details the charge for each parcel.
2. Notices must be mailed to the owners of parcels identified in the report.
3. A public hearing must be held to consider any objections or protests to the report.

Once the City has met all requirements, the City Council may elect to adopt a resolution authorizing the collection of charges on the tax roll.

Staff recommends gradually transitioning the collection of residential sewer service charges to the tax roll in order to increase the efficiency of the process for collecting charges. The first group to be transitioned would be Residential customers with one dwelling unit per parcel. These parcels have fixed annual costs and represent a majority of the City's sewer service revenue.

Sewer service charges that are collected on the tax roll are imposed in one lump sum on an annual basis. However, the City's Sewer Service Charge Ordinance (Section 27.100 of Article IX of Chapter 27 of the Municipal Code) currently provides that all customers will be charged on a monthly basis. As such, in order to permit the City Council to hold a public hearing and consider whether to begin collecting sewer charges on the tax roll, staff is proposing revisions to the Sewer Service Charge Ordinance to authorize the City to charge Residential customers with one dwelling unit per parcel on an annual basis, rather than only on a bi-monthly basis. These proposed revisions will not affect all other customers' billing methods.

ANALYSIS

On April 26, 2021, the Council introduced an Ordinance amending Article IX of Chapter 27 of the Municipal Code. If adopted, this Ordinance will take effect 30 days after this action (June 9, 2021).

FISCAL IMPACT

Adoption of the amended Ordinance will not have any direct fiscal impact on the City.

ENVIRONMENTAL REVIEW

This activity is statutorily exempt from CEQA review pursuant to Public Resources Code Section 21080(b)(8). Sewer service charges and fees are for the purpose of meeting operating expenses, including

employee wage rates and fringe benefits, purchasing or leasing supplies, equipment, or materials, meeting financial reserve needs and requirements, and obtaining funds for capital projects necessary to maintain service within existing service areas.

PUBLIC NOTICE

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

ALTERNATIVES

The City Council may choose not to approve this request and direct staff to revise the ordinance.

ATTACHMENTS

Attachment A – Ordinance

REPORT PREPARED BY:

Aaron Nair, Management Analyst
anair@redwoodcity.org
(650) 780-7474

APPROVED BY:

Terence Kyaw, Public Works Director
Melissa Stevenson Diaz, City Manager

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF REDWOOD CITY AMENDING SECTION 27.100 OF THE REDWOOD CITY MUNICIPAL CODE RELATING TO SANITARY SEWERAGE SERVICE CHARGES

WHEREAS, on June 24, 2019, the City Council of the City of Redwood City (“City”) adopted Ordinance No. 2464, which established and levied sewer service charges upon each premises or any portion thereof that receives or uses sewerage service from the City’s sewerage facilities; and

WHEREAS, the sewer service charges were adopted in compliance with Article XIID, Section 6 of the California Constitution, Government Code section 53750 et seq., and Health and Safety Code section 5471; and

WHEREAS, the City currently imposes the sewer service charges, set by Ordinance No. 2464, on a monthly basis; and

WHEREAS, the City would like to have the option of imposing the previously adopted sewer service charges on Residential Customers with one (1) dwelling unit on an annual basis; and

WHEREAS, the City Council would like to have the option of collecting the previously adopted sewer service charges for Residential Customers with one (1) dwelling unit on the tax roll pursuant to Health and Safety Code section 5473 *et seq.*; and

WHEREAS, imposing the sewer services charges on an annual, rather than a monthly, basis will not result in an increase in the charges, pursuant to Article XIID, Section 6 of the California Constitution or Government Code section 53750, because neither the rate or the methodology used to calculate the charges is being changed and the total annual sewer service charges for any sewer service customer will not be increased.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF REDWOOD CITY AS FOLLOWS:

Section 1. The recitals set forth above are true and correct, and are hereby incorporated herein by this reference as if fully set forth in their entirety.

Section 2. The City Council of the City of Redwood City adopts the amendments to Chapter 27, Article IX, Section 27.100 by adding the text shown in double underline (underline) and deleting the text shown in strikeout (~~example~~), as shown below.

Section 3. Section 27.100 of Chapter 27, Article IX of the Redwood City Municipal Code is hereby amended to read as follows:

Section 27.100. SEWER SERVICE CHARGES:

A. Established: The following charges are hereby established and levied upon each premises or any portion thereof which receives or uses sewerage service from the sewerage facilities:

1. Residential (with 1 Dwelling Unit) Customers: All residential uses with one dwelling unit per parcel shall pay the following rates:

Effective July 1, 2020: Eighty-five dollars and forty-four cents (\$85.44) per dwelling unit per month;

Effective July 1, 2021: Eighty-nine dollars and twenty-eight cents (\$89.28) per dwelling unit, per month or one thousand and seventy-one dollars and thirty-six cents (\$1,071.36) per dwelling unit, per year. The City Council shall decide, in its sole discretion, whether to impose the charges on a monthly or yearly basis. Should the City Council decide to impose the charges on a yearly basis, it may elect by resolution to have such charges collected on the tax roll in accordance with Health and Safety Code, section 5473, et seq.

4.2. Residential (with ~~4-9~~ 2-9 Dwelling Units) Customers: All residential uses, including single-family, duplexes, multi-family dwellings or structures, and similar classes of uses ~~up to~~ with between two and nine (9) dwelling units per parcel shall pay the following monthly rate:

Effective August 1, 2019: Eighty-one dollars and seventy-six cents (\$81.76) per dwelling unit;

Effective July 1, 2020: Eighty-five dollars and forty-four cents (\$85.44) per dwelling unit;

Effective July 1, 2021: Eighty-nine dollars and twenty-eight cents (\$89.28) per dwelling unit.

2.3. Residential (with 10+ Dwelling Units) Customers: All residential uses including multi-family dwellings or structures, and similar classes of uses with ten (10) or more dwelling units per parcel shall pay the following monthly rate:

Effective August 1, 2019: Seventy-three dollars and fifty-nine cents (\$73.59) per dwelling unit;

Effective July 1, 2020: Seventy-six dollars and ninety cents (\$76.90) per dwelling unit;

Effective July 1, 2021: Eighty dollars and thirty-six cents (\$80.36) per dwelling unit.

3.4. Non-Residential Customers:

- a. **Minimum Charges:** All uses other than residential uses shall pay the greater of (i) the charge calculated pursuant to subdivision 27.100(A)(~~3~~)(4)(c) of this section, or (ii) the following minimum monthly charge:

Effective August 1, 2019: Seventy-three dollars and fifty-nine cents (\$73.59);

Effective July 1, 2020: Seventy-six dollars and ninety cents (\$76.90);

Effective July 1, 2021: Eighty dollars and thirty-six cents (\$80.36).

- b. **Rate Classes:** For purposes of calculating the charge pursuant to subdivision 27.100(A)(~~3~~)(4)(c) of this section, each customer shall be assigned to one of the following rate classes:

Class A: All establishments used for industrial purposes including, but not limited to, manufacturing plants, processing plants, producers, laundries, photo processors, electric service institutions, packagers, and other similar classes of use.

Class B: All establishments used for institutional purposes, both private and public, including schools, colleges, rest homes, clubs, public buildings, lodges, and other similar classes of use.

Class C: Business establishments including, but not limited to, office buildings, warehouses, filling stations, retail stores, motels, mortuaries, fast-food establishments without on-site food preparation, markets without garbage grinders, and all other similar classes of use not hereinafter expressly described; all institutions where the sick or injured are given medical or surgical care.

Class D: All establishments with mixture of one of commercial classes A through C and commercial class E, such as office buildings with food services.

Class E: Food establishments where food is prepared and served on the premises and other similar classes of use; markets with garbage grinders, and all other similar classes of use not hereinafter expressly described.

- c. **Volumetric Rate:** The monthly charge for each non-residential use, except where lower than the minimum monthly rate set forth above shall be calculated by charging the following amount per hundred cubic feet of water use.

Commercial Customers (Section 27.100, A2 – A7) Additional User Charges	Effective August 1, 2019	Effective July 1, 2020	Effective July 1, 2021
Class A	\$6.26	\$6.54	\$6.83
Class B	\$7.28	\$7.61	\$7.95
Class C	\$7.70	\$8.05	\$8.41
Class D	\$12.27	\$12.82	\$13.40
Class E	\$18.45	\$19.28	\$20.15

d. **Determination:** The determination of the appropriate user category for particular premises shall be made by City's Director based upon the waste or wastewater constituents or characteristics of such user, including such factors as biochemical oxygen demand, suspended solids, and volume, consistent with the categories hereinabove in subdivision b established. The user category for any particular premises may be revised, changed, or redesignated by Authority's Manager with the consent of City's Director upon a determination by them that the waste or wastewater characteristics of the user of such premises have changed in such manner, or to such an extent, as to justify such reclassification. Any user, permittee, applicant, or other person aggrieved by a determination of City's Director made pursuant hereto may appeal such determination to Authority's Commission in accordance with the provisions of Section 27.130, et seq.; provided that references in said Section to "Authority's Manager" shall be deemed to mean "Director."

B. Payment: The monthly charges established in subdivision A hereof shall be paid by the owner or occupant of the premises receiving sewerage service to the City Collector within thirty (30) calendar days after presentation of a bill therefor, and shall be deemed delinquent if not paid within said period. Such charges may be included in the City's water bills. Should the City Council elect to impose the charges on Residential (with 1 Dwelling Unit) Customers on an annual basis, as provided in subdivision (A)(1) hereof, then those charges shall be collected on the tax roll in accordance with Health and Safety Code, section 5473, et seq.

C. Remedies: Upon non-payment of the monthly charge for sewerage service within the time specified in subdivision B hereof, an action may be brought in the name of the City in any court of competent jurisdiction against the owner or occupant of the premises to which such charge pertains for the collection of such delinquent charges. If the occupant of such premises is not also the owner, such action may be brought against both the owner and occupant, both of whom shall be jointly and severally liable for said charges. Water service to such premises may be discontinued by the City in the case of non-payment of the monthly charges established in subdivision A hereof within the time required under subdivision B hereof. The remedies herein

established shall be cumulative and in addition to any and all other remedies available to the City for the collection of sewer service charges.

Section 4. This Ordinance has been reviewed with respect to applicability of the California Environmental Quality Act (“CEQA”) and the State CEQA Guidelines (California Code of Regulations, Title 14, Sections 15000 et seq.). This Ordinance is statutorily exempt from CEQA review pursuant to Public Resources Code Section 21080(b)(8). The City Council finds that the sewer service charges and fees are for the purpose of meeting operating expenses, including employee wage rates and fringe benefits, purchasing or leasing supplies, equipment, or materials, meeting financial reserve needs and requirements, and obtaining funds for capital projects necessary to maintain service within existing service areas.

Section 5. The City Clerk is directed to cause this Ordinance to be published in the manner required by law.

Section 6. This Ordinance shall take effect 30 days from the date of final passage and adoption.

* * * * *



STAFF REPORT

To the Honorable Mayor and City Council
From the City Manager

DATE: May 10, 2021

SUBJECT

Waive second reading and adopt an ordinance adjusting the start time of regular City Council meetings from 7 p.m. to 6 p.m.

RECOMMENDATION

Waive second reading and adopt an ordinance amending Section 2.20 of the Code of the City of Redwood City relating to the time of regular City Council meetings.

STRATEGIC PLAN GUIDING PRINCIPLE

Excellence in Government Operations

BACKGROUND

At the [April 26, 2021](#) City Council meeting the City Council voted 6-1 (Councilmember Espinoza-Garnica opposed) to introduce an ordinance adjusting the start time of regular City Council meetings from 7 p.m. to 6 p.m. without any amendments (Attachment A).

COVID-19 has changed how the City Council conducts public business and community involvement with City decision making. The new virtual City Council meeting format and increased public engagement has prompted staff to analyze meeting facilitation practices with the goal of increasing operational efficiencies, providing ample public engagement opportunities, and ensuring agenda business can be addressed in a timely manner during City Council meetings.

At its Special Meeting in February, the City Council discussed Council meeting dynamics and how to make sure that important policy matters are given enough time for City Council consideration while still allowing

time for robust public comment. Among the meeting management options discussed included adjusting the start time of regular City Council meetings from 7:00 p.m. to 6:00 p.m.

ANALYSIS

Regular meetings of the City Council have begun at 7 p.m. since the adoption of ordinance number 2205 in December 2000. Prior to this ordinance, regular meetings began at 7:30 p.m. While a later meeting start time may have been beneficial to in-person meeting participation, now that City Council meetings are conducted virtually and may continue to have a virtual meeting component going forward, the 7 p.m. start time creates a delay in the Council's ability to conduct important business at a reasonable hour.

In 2020, 18 of 22 regular City Council meetings were held virtually. Over the course of the year, 12 of those meetings exceeded 4.5 hours, with seven meetings adjourning well after midnight. Many times significant policy matters had to be continued from one Council meeting to a later meeting due to long, late City Council meetings. Continuing agenda items to a future meeting can be frustrating for community members who have allocated time to participate. By delaying the start of meetings until 7 p.m. there is an increased likelihood that important matters that appear at the end of the agenda will be deliberated and decided upon during late-night hours when community members cannot participate, and when Councilmembers and staff may be tired, or that they will be postponed to a future meeting.

In light of these circumstances, the City has modified meeting practices, including limited speakers to two minutes each during live public comment and holding more study sessions to allow community input on weighty items. An additional mechanism for optimizing meeting management would be to begin meetings earlier than 7:00 p.m.

To inform the decision of an earlier meeting start time, staff analyzed current Redwood City meeting facilitation practices, reviewed recordings of City Council meetings over the past year, solicited feedback from key staff, and considered public input provided at City Council meetings. In addition, staff researched City Council meeting facilitation practices of all jurisdictions within San Mateo County as a point of comparison.

Of the other jurisdictions within San Mateo County, the majority hold regular City Council meetings at 7 p.m., however two cities – Foster City and East Palo Alto– begin their regular meetings at 6:30 p.m. While no other jurisdiction in San Mateo County begins regular meetings at 6 p.m. at this time, staff believes that a 6 p.m. start time would benefit the City Council and the Redwood City community by ensuring the ability to address important business and offer public participation opportunities at a more-reasonable hour.

The City Council's Governance Sub-Committee discussed this information at its [March 16, 2021](#) meeting and supported the recommendation to adjust the meeting start time.

6.E. - Page 3 of 5

Given these factors, the Governance Sub-Committee recommends adopting an ordinance adjusting the start time of regular City Council meetings from 7 p.m. to 6 p.m. The Governance Sub-Committee intends to continue evaluating meetings to assess the effectiveness of the changes in six months.

FISCAL IMPACT

Staff does not anticipate any fiscal impact from these changes to meeting management.

ENVIRONMENTAL REVIEW

This activity is not a project under California Environmental Quality Act (CEQA) as defined in CEQA Guidelines, section 15378, because it has no potential for resulting in either a direct or reasonably foreseeable indirect physical change in the environment.

PUBLIC NOTICE

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

ALTERNATIVES

The City Council can direct staff to make further modifications to the ordinance.

ATTACHMENTS

Attachment A – Ordinance

REPORT PREPARED BY:

Kimberly Daniel, Management Analyst
kdaniel@redwoodcity.org
(650) 780-7209

APPROVED BY:

Pamela Aguilar, City Clerk
Melissa Stevenson Diaz, City Manager

ORDINANCE NO. _____

ORDINANCE OF THE CITY COUNCIL OF THE CITY OF REDWOOD CITY AMENDING SECTION 2.20 OF THE CODE OF THE CITY OF REDWOOD CITY RELATING TO THE TIME OF REGULAR CITY COUNCIL MEETINGS

WHEREAS, Section 11 of the City Charter of the City of the Redwood City states that “[t]he Council shall provide by ordinance for the time and place of holding its meetings and the manner in which its special meetings may be called”; and

WHEREAS, Section 2.20 of the Code of the City of Redwood City governs regular meetings of the City Council and provides that such regular meetings are held at seven o'clock (7:00) P.M.; and

WHEREAS, the City Council of the City of Redwood City now desires to amend Section 2.20 to hold such regular meetings at six o'clock (6:00) P.M.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF REDWOOD CITY DOES ORDAIN AS FOLLOWS:

Section 1. The recitals set forth above are true and correct, and are hereby incorporated herein by this reference as if fully set forth in their entirety.

Section 2. This Ordinance is not a project within the meaning of section 15378 of the California Environmental Quality Act (“CEQA”) Guidelines because it has no potential for resulting in physical change in the environment, either directly or ultimately.

Section 3. If any section, subsection, clause or phrase of this Ordinance amendment is for any reason held to be invalid, such decision shall not affect the validity of the remaining portion or sections of the Ordinance. The City Council of the City of Redwood City hereby declares that it would have adopted the Ordinance and each section, subsection, sentence, clause or phrase thereof irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases be declared unconstitutional.

Section 4. The City Council hereby adopts the Ordinance amendment by adding the text shown in underline (example) and deleting the text shown in strikeout (~~example~~), as provided below. Wording in brackets ([example]) is informational only and is not to be included in the published ordinance.

Section 5. Section 2.20 of the Code of the City of Redwood City is hereby amended to read as follows:

"Sec. 2.20. COUNCIL MEETINGS-REGULAR:

- A. Regular meetings of the Council shall be held on the first, second, and fourth Monday of each month, except when such Monday is a holiday as defined by the personnel rules and regulations of the City (excluding the provisions for administrative holidays).
- B. Regular meetings of the Council shall be held at ~~seven o'clock (7:00) p.m.~~ six o'clock (6:00) P.M in the City Council Chambers, City Hall, 1017 Middlefield Road, Redwood City, California.
- C. All Council meetings shall be open to the public except for permitted executive sessions."

Section 6. The City Clerk is hereby directed to publish this Ordinance in the manner provided by law.

Section 7. This Ordinance shall be effective thirty (30) days from the date of its adoption.

* * * * *

Diane Howard, Mayor
Giselle Hale, Vice Mayor
Alicia C. Aguirre, Council Member
Lissette Espinoza-Garnica,
Council Member
Jeff Gee, Council Member
Diana Reddy, Council Member
Michael A. Smith, Council Member



DRAFT MINUTES
TELECONFERENCE MEETING
BROADCAST LIVE VIA
CITY WEBSITE:
www.redwoodcity.org
LOCAL CHANNEL 26
COMCAST CHANNEL 27
AT&T U-VERSE CHANNEL 99

**CITY COUNCIL
SPECIAL MEETING
Monday, April 26, 2021
5:00 PM**

1. **CALL TO ORDER** – Mayor Howard called the meeting to order at 5:00 p.m.
2. **ROLL CALL** – All Council Members were present.

Staff: City Manager Melissa Stevenson Diaz, City Attorney Veronica Ramirez and City Clerk Pamela Aguilar.

3. **RECOGNITION OF RETIRING FIRE CHIEF STAN MAUPIN**

- **WELCOME**
Acting Fire Chief Dave Pucci gave welcoming remarks.
- **SPECIAL WORDS**
City Manager of Redwood City Melissa Stevenson Diaz, City Manager of San Carlos Jeff Maltbie, Mayor of Redwood City Diane Howard, Mayor of San Carlos Laura Parmer-Lohan, Helen Wolter from State Representative Senator Josh Becker’s office and Mario Rendon from Assemblymember Kevin Mullin’s office made remarks.
- **VIDEO**
- **PUBLIC COMMENT**
The following members of the public spoke:
 - Daniela Gasparini
 - Engine 10 (Chris Kehr, Mike Elhihi)
 - Terry Condon
 - Steve and Ally
 - Rebecca Mendenhall
 - Doug Fornier
 - Ryan Coy

- Lucas Golden
- Terence Kyaw
- Forrest Dyer

- **GIFT PRESENTATION**

- **SPECIAL WORDS**

Stan Maupin made parting remarks.

4. ADJOURNMENT – Mayor Howard adjourned the meeting at 6:10 p.m.

Respectfully submitted for approval.

Pamela Aguilar, CMC
City Clerk

Diane Howard, Mayor
Giselle Hale, Vice Mayor
Alicia C. Aguirre, Council Member
Lissette Espinoza-Garnica,
Council Member
Jeff Gee, Council Member
Diana Reddy, Council Member
Michael A. Smith, Council Member



DRAFT MINUTES
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**CITY COUNCIL SPECIAL MEETING
STUDY SESSION
Monday, April 26, 2021
6:00 PM**

1. **CALL TO ORDER** – Mayor Howard called the meeting to order at 6:20 p.m.

2. **ROLL CALL** – All Council Members were present.

Staff: City Manager Melissa Stevenson Diaz, City Attorney Veronica Ramirez and City Clerk Pamela Aguilar.

3. **STUDY SESSION**

3.A. **Study Session on Regional Housing Needs Allocation (RHNA) and process to update Housing and Safety Elements and to prepare an Environmental Justice Element or related goals and policies**

Community Development and Transportation Director Mark Muenzer introduced the item, and Principal Planner Diana O’Dell gave a presentation.

Recommendation:

Hold a Study Session on RHNA and process to update Housing and Safety Elements and to prepare an Environmental Justice Element or related goals and policies, and provide feedback to staff on the key project components. No formal action will occur at this meeting.

CEQA:

This is not a project under California Environmental Quality Act (CEQA)

A study session was held. No Council action was taken on this item.

4. **PUBLIC COMMENT ON STUDY SESSION ITEM**

The following members of the public spoke:

- Jeremy Smith

- Debra Leschyn
- Pat W.
- Kelsey Banes
- Elan Scheinman
- Rona Gundrum

5. **ADJOURNMENT** – Mayor Howard adjourned the meeting at 7:30 p.m.

Respectfully submitted for approval.

Pamela Aguilar, CMC
City Clerk

Diane Howard, Mayor
Giselle Hale, Vice Mayor
Alicia C. Aguirre, Council Member
Lissette Espinoza-Garnica,
Council Member
Jeff Gee, Council Member
Diana Reddy, Council Member
Michael A. Smith, Council Member



DRAFT MINUTES

TELECONFERENCE MEETING
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**JOINT CITY COUNCIL/SUCCESSOR AGENCY/PUBLIC FINANCE AUTHORITY
REGULAR MEETING
Monday, April 26, 2021
7:00 PM**

1. **CALL TO ORDER** – Mayor Howard called the meeting to order at 7:40 p.m.
2. **ROLL CALL** – All Council Members were present.

Staff: City Manager Melissa Stevenson Diaz, City Attorney Veronica Ramirez and City Clerk Pamela Aguilar.

3. **PLEDGE OF ALLEGIANCE** – Council Member Smith led the pledge of allegiance.
4. **PRESENTATIONS/ACKNOWLEDGEMENTS**

4.A. Proclamation recognizing Professional Municipal Clerk Week
City Clerk Pamela Aguilar accepted the proclamation.

5. **PUBLIC COMMENT ON THE CONSENT CALENDAR, ON MATTERS OF COUNCIL INTEREST AND ON ITEMS NOT ON THE AGENDA**

The following members of the public spoke:

- Tania
- Lisa Hicks-Dumanske
- Ian
- Johanna Rasmussen
- Nani Friedman
- Barbara Valley
- Katie Goetz
- Jim Recker
- Ryann
- Tavis Page
- Anna Dagum
- Clara Jaeckel

- Pamela Ehrlich
- Marcelene Luna
- Brandon Henriquez
- Emil
- Pat W.
- Michael Solorio
- Nina
- Abby Taylor
- Faith in Action Speaker 1
- Pacheco
- Ernestina
- Amelia
- Grisela Ortega
- Patricia Morales
- Maria Morales
- Adriana Agustin
- Gilberto Juarez
- Veronica Martinez
- Fatima Garcia
- Amelia Garibi
- Trinidad Villagomez
- Fabiola S.
- Reverend Iain Stanford

6. CONSENT CALENDAR

Mayor Howard announced that item 6J was being pulled for additional discussion following the approval of the remainder of the Consent Calendar.

Motion and second, Reddy and Aguirre to approve all items on the Consent Calendar, excluding item 6J, passes unanimously by roll call vote.

6.A. Investment Report for period ending December 31, 2020 (501) MO 21-059

Recommendation:

By motion, approve the City's Investment Report for period ending December 31, 2020.

CEQA:

This is not a project under California Environmental Quality Act (CEQA)

6.B. Single Audit Report and other Independent Auditor's Reports for the fiscal year ended June 30, 2020 (502) MO 21-060

Recommendation:

By motion, accept the City's Single Audit Report and other Independent Auditor's Reports for the fiscal year ended June 30, 2020.

CEQA:

This is not a project under California Environmental Quality Act (CEQA)

6.C. Grant application and project approval for MTC's Safe & Seamless Mobility Quick Strike Program for the Roosevelt Avenue Quick-build Traffic Calming Project (505) Res (0015) 15943

Recommendation:

Adopt a resolution authorizing the filing of a grant application for program funds available under MTC's Safe & Seamless Mobility Quick Strike Program in the amount of \$755,000, with a local match of \$98,000, and committing to completing the project if grant funding is awarded; and authorizing the City Manager to execute related grant documents.

CEQA:

Categorically Exempt - Class 1. Existing Facilities

6.D. Award contract to Kimley-Horn to complete the design phase for the Roosevelt Avenue Quick-build Traffic Calming Project (304) MO 21-061

Recommendation:

By motion, authorize the City Manager to execute the agreement for services with Kimley-Horn to develop Plans, Specifications, and Estimates (PS&E) for the Roosevelt Avenue Quick-build Traffic Calming Project in the amount of \$142,893; and authorize the City Manager to increase the contract amount, if necessary, up to 10% above the contract amount.

CEQA:

The proposed agreement is not a project under California Environmental Quality Act (CEQA). Future construction of the project will be categorically exempt from the requirements of CEQA pursuant to CEQA Guidelines Section 15301(c), Class 1 ("Existing Facilities") for the repair and maintenance of existing highways and streets with negligible or no expansion of an existing use.

- 6.E. Grant application for Advance Assistance from the Federal Emergency Management Agency's (FEMA) Hazard Mitigation Grant Program to plan for improvements to the levees at Redwood Shores in order for the levees to meet FEMA re-accreditation standards and to address future sea-level rise (505) Res (0017) 15944 and MO 21-062**

Recommendation:

1. Adopt a resolution authorizing the filing of an application to Hazard Mitigation Grant Program (HMGP) for Advance Assistance from the FEMA and the California Governor's Office of Emergency Services (Cal OES); and
2. By motion, authorize the City Manager to accept the grant, execute related grant documents and commit funds to complete the project if grant funding is awarded.

CEQA:

This is not a project under California Environmental Quality Act (CEQA)

- 6.F. Initiation of proceedings to consider amendments to (1) the Affordable Housing Ordinance, Affordable Housing Impact Fee, and implementing resolutions, policies, and standards, (2) the Parks Impact Fee Ordinance, Residential Development Park Impact Fee, Quimby Act Implementation Ordinance, and Park In Lieu Fee, and (3) introduce a new Commercial Park Impact Fee (301) MO 21-063**

Recommendation:

By motion, direct staff to initiate proceedings to:

1. Amend sections of the Affordable Housing Ordinance, Affordable Housing Impact Fee, and applicable resolutions, policies, and standards as needed;
2. Amend the Parks Impact Fee Ordinance, Residential Development Park Impact Fee, Quimby Act Implementation Ordinance, and Park In Lieu Fee; and
3. Introduce a new Commercial Park Impact Fee.

CEQA:

This is not a project under California Environmental Quality Act (CEQA)

- 6.G. Letter of support for MidPen Housing's request for Community Project Funding for the affordable housing project located at 1000 Twin Dolphin Drive (formerly the TownePlace Suites) (205) MO 21-064**

Recommendation:

By motion, approve the submittal of a letter from the City Council to Congresswoman Jackie Speier in support of MidPen Housing's request for Community Project Funding for the affordable housing project located at 1000 Twin Dolphin Drive (formerly the TownePlace Suites).

CEQA:

This is not a project under California Environmental Quality Act (CEQA)

6.H. Agreement for services with Cal-West Lighting and Signal Maintenance, Inc. for electrical maintenance of street lights and traffic signals (304) MO 21-065

Recommendation:

By motion, approve and authorize the City Manager to execute a one-year agreement for services with Cal-West Lighting and Signal Maintenance, Inc. for electrical maintenance of street lights and traffic signals in an amount not to exceed \$575,000, including City Manager authority to extend the agreement for three consecutive, two-year terms, for an aggregate not-to-exceed amount of \$4,681,655.

CEQA:

Categorically Exempt - Class 1. Existing Facilities

6.I. Purchase of one Freightliner cab and chassis with an articulating aerial device (304) MO 21-066

Recommendation:

By motion, approve and authorize the City Manager to execute an agreement to purchase one LR8-60RM articulating over-center aerial device on a Freightliner M2-106 cab chassis in the amount of \$264,663 from Altec Industries, Inc. of Birmingham, AL.

CEQA:

This is not a project under California Environmental Quality Act (CEQA)

6.K. Waive first reading and introduce an ordinance to mandate electronic and paperless filing of Fair Political Practices Commission campaign disclosure statements and statements of economic interest (306) MO 21-067

Recommendation:

Waive first reading and introduce an ordinance to mandate electronic and paperless filing of Fair Political Practices Commission campaign disclosure statements and statements of economic interest.

CEQA:

This is not a project under California Environmental Quality Act (CEQA)

6.L. Waive first reading and introduce an ordinance amending Municipal Code Chapter 27, Article IX, Section 27.100 (Sewer Service Charge Ordinance) to allow the option of collecting sewer service charges for residential customers

with one dwelling unit per parcel on the tax roll pursuant to Health and Safety Code section 5473 et seq. (802) MO 21-068

Recommendation:

Waive first reading and introduce an ordinance amending Section 27.100 of Article IX of Chapter 27 of the Redwood City Municipal Code.

CEQA:

Exempt - Public Resources Code Section 21080(b)(8)

6.M. Waive first reading and introduce an ordinance adopting local standards and procedures for the operation of the two-year Temporary Recreational Vehicle Safe Parking Program (703) MO 21-069

Recommendation:

Waive first reading and introduce an ordinance adopting local standards and procedures for the operation of the two-year Temporary Recreational Vehicle Safe Parking Program.

CEQA:

This is not a project under California Environmental Quality Act (CEQA)

6.N. Waive second reading and adopt an ordinance to require hazard pay in the amount of \$5.00 per hour for employees of large grocery stores and large drugstores (305) Ord (535) 2493

Recommendation:

Waive second reading and adopt an ordinance requiring hazard pay in the amount of \$5.00 per hour for public facing employees of large grocery stores and large drugstores.

CEQA:

This is not a project under California Environmental Quality Act (CEQA)

6.O. Approve Minutes of April 12, 2021 and April 13, 2021 City Council meetings (301) MO 21-070

6.P. Approve claims and checks from April 26, 2021 - May 10, 2021 and the usual and necessary payments through May 10, 2021 (303) MO 21-071

6.J. Consideration of Council meeting management strategies recommended by the City Council's Governance Sub-Committee including introduction of an ordinance to start Council meetings at 6 p.m. and modification of public comment practices in the Guide to City Council Communications & Business (205) MO 21-072

Vice Mayor Hale and Council Member Reddy gave a presentation on behalf of the Governance Sub-Committee.

Recommendation:

As recommended by the City Council's Governance Sub-Committee:

1. Waive the first reading and introduce an Ordinance (Attachment A) to adjust the start time of regular City Council meetings from 7 p.m. to 6 p.m.; and
2. By motion, approve revisions to the Guide to City Council Communications & Business (Attachment B) to, among other things (as identified in track changes):
 - a. Reduce individual public comment time from three minutes per speaker to two minutes per speaker during the live public comment portion of City Council meetings; and
 - b. Clarify that the Mayor may allow public comment on study sessions to occur after City Council discussion; and
 - c. Increase the time allotted for public comment on non-agenda items, items on the Consent Calendar, and Matters of Council Interest from 15 minutes to 30 minutes.

CEQA:

This is not a project under California Environmental Quality Act (CEQA)

Motion and second, Reddy and Hale, to:

1. **Waive the first reading and introduce an Ordinance (Attachment A) to adjust the start time of regular City Council meetings from 7 p.m. to 6 p.m.; and**
2. **By motion, approve revisions to the Guide to City Council Communications & Business (Attachment B) to, among other things (as identified in track changes):**
 - a. **Reduce individual public comment time from three minutes per speaker to two minutes per speaker during the live public comment portion of City Council meetings; and**
 - b. **Clarify that the Mayor may allow public comment on study sessions to occur after City Council discussion; and**
 - c. **Increase the time allotted for public comment on non-agenda items, items on the Consent Calendar, and Matters of Council Interest from 15 minutes to 30 minutes.**

The motion passes 6-1 with Council Member Espinoza-Garnica opposing.

7. PUBLIC HEARING

7.A. Annual Action Plan for the Community Development Block Grant (CDBG) and HOME Investment Partnerships (HOME) Program - Fiscal Year 2021-2022 (304) Res (0018) 15945 and MO 21-073

Housing Leadership Manager Alin Lancaster gave a presentation.

Mayor Howard opening the public hearing.

There was no public comment.

Mayor Howard closed the public hearing.

Recommendation:

1. Adopt a resolution to approve the Fiscal Year 2021-2022 Annual Action Plan (2021 Action Plan) and authorize the City Manager or designee to execute and file documents related to the 2021 Action Plan for submittal to the U.S. Department of Housing and Urban Development; and
2. By motion, authorize the City Manager to execute funding agreements with organizations identified in the 2021 Action Plan.

CEQA:

This is not a project under California Environmental Quality Act (CEQA)

Motion and second, Gee and Aguirre, to:

- 1. Adopt a resolution to approve the Fiscal Year 2021-2022 Annual Action Plan (2021 Action Plan) and authorize the City Manager or designee to execute and file documents related to the 2021 Action Plan for submittal to the U.S. Department of Housing and Urban Development; and**
 - 2. By motion, authorize the City Manager to execute funding agreements with organizations identified in the 2021 Action Plan.**
- The motion passes unanimously by roll call vote.**

8. STAFF REPORTS

8.A. City Council appointments to the Police Advisory Committee (209) MO 21-074

City Clerk Pamela Aguilar introduced the item.

The following members of the public spoke:

- Kate Hiester
- Ryann
- Emil
- Ian

- Marcelene Luna
- Greg Bryant
- Johanna Rasmussen

Recommendation:

1. By roll call vote, appoint four members to 4-year terms expiring on May 31, 2025 and seven members to 2-year terms ending on May 31, 2023; and
2. By motion, maintain the current applicant pool through March 31, 2022 to fill any future vacancies that occur during that timeframe.

CEQA:

This is not a project under California Environmental Quality Act (CEQA)

By roll call vote, Rocsana Enriquez (Aguirre, Gee, Reddy, Smith, Hale), Jim Hartnett (Aguirre, Gee, Reddy, Hale Howard), Monica Colondres (Gee, Reddy, Smith, Aguirre, Hale, Howard), and Mary Winfield (Gee, Reddy, Aguirre, Hale, Howard) were appointed to 4-year terms on the Police Advisory Committee that will expire on May 31, 2025.

By roll call vote, Clara Jaeckel (Aguirre), Hanna Haddad (Espinoza-Garnica), Laura Aden (Gee), Ernie Schmidt (Reddy), Jesse LaBonte (Smith), Darrin Brown (Hale) and Milton Borgens (Howard) were appointed to 2-year terms on the Police Advisory Committee that will expire on May 31, 2023.

Motion and second, Aguirre and Reddy, to maintain the current applicant pool through March 31, 2022 to fill any future vacancies that occur during that timeframe, passes unanimously by roll call vote.

8.B. City Council consideration and selection of the process to be used for redistricting of City Council election districts as a result of the 2020 US Census (307) Res (0016) 15946

Assistant City Manager Alex Khojikian and Paul Mitchel from Redistricting Partners gave a presentation.

The following members of the public spoke:

- Ian
- Emil
- Ryann

Recommendation:

The City Council Governance Sub-Committee recommends the City Council adopt a resolution establishing an Advisory Redistricting Committee to conduct public engagement and to advise the City Council on the adoption of a new City Council district election map as a result of the 2020 US Census.

CEQA:

This is not a project under California Environmental Quality Act (CEQA)

At 10:55 p.m., motion and second, Espinoza-Garnica and Gee, to extend the meeting until 11:30 p.m., passes unanimously by roll call vote.

Motion and second, Hale and Smith, to adopt a resolution establishing an Advisory Redistricting Committee to conduct public engagement and to advise the City Council on the adoption of a new City Council district election map as a result of the 2020 US Census, passes 6-1 with Council Member Espinoza-Garnica opposing.

9. MATTERS OF COUNCIL INTEREST

9.A. City Council Member Report of Conferences Attended

A. Regional transportation initiatives

Councilmember Gee gave an update on transportation projects in the region.

At 11:30 p.m., motion and second, Reddy and Smith, to extend the meeting until 11:40 p.m., passes unanimously by roll call vote.

B. Regional housing initiatives

Councilmember Reddy gave a presentation on the Regional Action Plan as implemented by the Regional Impact Council.

9.B. City Council Committee Reports

A. Equity and Social Justice Sub-Committee

Council Member Smith gave an update.

B. Communications Sub-Committee

Vice Mayor Hale gave an update.

C. City-Owned Property Ad-Hoc Committee

Mayor Howard gave an update.

9.C. City Manager (Oral) Update

City Manager Melissa Stevenson Diaz reported on eviction protection and rent support outreach, the Project Sentinel virtual workshop on April 29 at 10am, Faith in Action recommendations for potential City Council action, and upcoming opportunities for public input on public safety budget and activities.

10. ADJOURNMENT – Mayor Howard adjourned the meeting at 11:35 p.m.

Respectfully submitted for approval.

Pamela Aguilar, CMC
City Clerk

Diane Howard, Mayor
Giselle Hale, Vice Mayor
Alicia C. Aguirre, Council Member
Lissette Espinoza-Garnica,
Council Member
Jeff Gee, Council Member
Diana Reddy, Council Member
Michael A. Smith, Council Member



DRAFT MINUTES
ZOOM TELECONFERENCE
redwoodcity.zoom.us
Meeting ID:
913 6362 2356

**CITY COUNCIL
SPECIAL MEETING
Tuesday, May 4, 2021
6:00 PM**

1. **CALL TO ORDER** – Mayor Howard called the meeting to order at 6:00 p.m.
2. **ROLL CALL** – All Council Members were present.

City staff present: City Clerk Pamela Aguilar.

3. **PUBLIC COMMENT** – There was no public comment.
4. **BOARD, COMMISSION AND COMMITTEE INTERVIEWS**

- **City Council will interview Planning Commission applicants for appointment to 3 full term seats expiring on June 30, 2025.**
 - 8 applicants:
 - Greg Bryant
 - Isabella Chu
 - Filip Crnogorac
 - Jere Harrison
 - Patrick Hoffman
 - Rick Hunter
 - Ryann Reus*
 - Adam Sgrenci
- **City Council will interview Library Board applicants for appointment to 2 full term seats. Seats expire June 30, 2025.**
 - 10 applicants:
 - Courtney Brooks
 - Tiffany Chao
 - James Dudley
 - Shannon Mahon
 - Bill Newell
 - Carolyn Schwartzbord
 - Tracie Sugiyama
 - Lindsie Verma
 - Ian Walker

- Kelly Wynveen
- **City Council will interview Transportation Advisory Committee applicants for appointment to 4 full term seats. Seats expire May 31, 2025.**
 - 6 applicants:
 - Christopher Day
 - Sophie Mintier
 - Christopher Sturken
 - Matthew Self
 - Collin Park
 - Gregory Trimble*

*Applicant has applied to more than one Council-appointed Board, Commission or Committee

5. **ADJOURNMENT** – Mayor Howard adjourned the meeting at 7:20 p.m.

Respectfully submitted for approval.

Pamela Aguilar, CMC
City Clerk



STAFF REPORT

To the Honorable Mayor and City Council
From the City Manager

DATE: May 10, 2021

SUBJECT

City Council appointments to the Library Board, Planning Commission and Transportation Advisory Committee

RECOMMENDATION

1. By roll call vote, appoint for the following:
 - a. Two full-term seats on the Library Board that will expire on June 30, 2025;
 - b. Three full-term seats on the Planning Commission that will expire on June 30, 2025; and
 - c. Four full-term seats on the Transportation Advisory Committee that will expire on May 31, 2025.
2. By motion, use the current BCC applicant pool to fill any additional vacancies on the Library Board, Planning Commission and Transportation Advisory Committee through January 31, 2022.

STRATEGIC PLAN GUIDING PRINCIPLE

Excellence in Government Operations

BACKGROUND

Due to expiring seats on the Library Board, Planning Commission and Transportation Advisory Committee, the City conducted a recruitment from February 22, 2021 to April 28, 2021 to fill a total of 11 expiring term seats. The original application submittal deadline was April 18, 2021 however the recruitment was extended for an additional 10 days to further expand the applicant pool. Applications were also solicited for two full-term seats on the Historic Resources Advisory Committee, and were forwarded to the Planning Commission for appointment consideration.

ANALYSIS

During the 10-week recruitment for Board, Commission and Committee (BCC) applicants, the City conducted robust community outreach which included frequent announcements in the City’s weekly electronic newsletter, social media platforms, and email blasts to various community partners and contacts. Partners and contacts include the Redwood City Neighborhood Associations, the Redwood City Chamber of Commerce, the Redwood City Unified School District, Latino Focus Redwood City, and graduates of the Community Building Academy. An advertisement also ran ahead of each City Council meeting during the pre-meeting scroll that airs on local television, Channels 26, 27 and 99 and on the livestream on the city website. Staff also contacted applicants who had previously applied for vacancies, including those from the recent Police Advisory Committee recruitment, in an effort to garner additional interest in serving the Redwood City community.

17 applications were received for the Library Board (seven of those applications were forwarded from the winter recruitment to fill partial term vacancies on the Library Board), eight were received for the Planning Commission, and six were received for the Transportation Advisory Committee. Two applicants submitted an application to more than one BCC.

At a Special Meeting on Tuesday, May 4, 2021, the City Council interviewed 24 qualified applicants who submitted an application for the three BCC vacancies.

The applicants for Council consideration are as follows:

Applicants for the **Library Board** for two full-term seats that will expire on June 30, 2025:

- Courtney Brooks
- Olivia Brown
- Tiffany Chao
- James Dudley
- Hoan-My Huynh
- Michelle Lindblom
- Shannon Mahon
- Jennifer Malnick
- Anna Lee Mraz
- Bill Newell
- Kristina Perino
- Jennifer Pollock
- Ryann Reus
- Carolyn Schwartzbord
- Tracie Sugiyama*
- Gregory Trimble
- Ian Walker
- Kelly Wynveen

Applicants for the **Planning Commission** for three full-term seats that will expire on June 30, 2025:

- Greg Bryant
- Isabella Chu
- Filip Crnogorac
- Jere Harrison
- Patrick Hoffman
- Rick Hunter*
- Ryann Reus
- Adam Sgrenci
- Gregory Trimble

8.A. - Page 3 of 4

Applicants for the **Transportation Advisory Committee** for four full-term seats that will expire on May 31, 2025:

- Christopher Day
- Sophie Mintier
- Collin Park
- Matthew Self*
- Christopher Sturken
- Gregory Trimble

*Incumbent

Additionally, staff requests that the applicant pool for these advisory bodies remain open through January 31, 2022 and be incorporated into any future recruitment to fill vacancies that may occur during that time frame.

FISCAL IMPACT

Funding for all aspects of the administration of Boards, Commissions and Committees is factored into the City Clerk's Office budget.

ENVIRONMENTAL REVIEW

This activity is not a project under California Environmental Quality Act (CEQA) as defined in CEQA Guidelines, section 15378, because it has no potential for resulting in either a direct or reasonably foreseeable indirect physical change in the environment.

PUBLIC NOTICE

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

ALTERNATIVES

The City Council could decide to re-open the recruitment process for any or all BCCs, or provide staff with additional feedback or direction.

ATTACHMENTS

Candidate applications are on file with the City Clerk's office and may be viewed upon request.

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APPROVED BY:

Pamela Aguilar, City Clerk
Melissa Stevenson Diaz, City Manager



STAFF REPORT

To the Honorable Mayor and City Council
From the City Manager

DATE: May 10, 2021

SUBJECT

Proposed Economic Resiliency Plan to Respond to COVID-19 for the next 24 months

RECOMMENDATION

1. By motion, approve the Proposed Economic Resiliency Plan to Respond to COVID-19 for the next 24 months; and
2. By motion, adopt a Resolution appropriating \$280,000 from the General Fund to supplement the Restaurant, Brewery, and Winery Program to support Redwood City restaurant relief efforts.

STRATEGIC PLAN GUIDING PRINCIPLE

Economic Vitality

BACKGROUND

The economic downturn that has resulted from the COVID-19 pandemic has upended economic growth and stability at the federal, state, and local level, requiring swift and bold government intervention to ensure the health and safety of its community, provide for its most vulnerable residents, stem economic losses, and support our hardest hit businesses. As a result, the City Council adopted a resolution proclaiming a local emergency caused by the novel coronavirus (COVID-19) on March 12, 2020 via Resolution No. 15827.

In the late spring of 2020, the City Council endorsed a financial and community recovery strategy to help our community and organization meet the health, economic and social challenges presented by the COVID-19 pandemic. It is nicknamed the Three R's:

- 1) **Respond** to immediate community needs resulting from the Covid-10 pandemic, with particular care for vulnerable populations;

8.B. - Page 2 of 16

- 2) **Restore** community cultural, economic and social vitality in partnership with community organizations and businesses; and
- 3) **Reimagine** public services in light of evolving community needs and limited financial resources.

Over the past year, City staff has been responding to business community needs due to COVID-19 pandemic impacts. In partnership with the City's Economic Development partners (San Mateo County Economic Development Association (SAMCEDA), Redwood City Improvement Association (RCIA), Downtown Business Group (DBG), Chamber San Mateo County (Chamber)), City staff have worked on numerous business support initiatives to respond to pandemic-induced economic impacts.

The City has:

- Pledged \$300,000 for small business grants via the San Mateo County Strong Program (SMC Strong) with \$300,000 match from Chan Zuckerberg Initiative (CZI) and \$120,000 match from the County of San Mateo (County); a total of 67 small businesses were supported with \$10,000 grants
- Supported the development of the County's long range economic recovery plan
- Disseminated grant and resource information from State and Federal programs
- Mailed public health information guidelines and posters to every business in the City
- Established the Outdoor Business Activity Program for restaurants, retail, fitness and personal care businesses to operate in City rights-of-ways, parks and private parking lots
- Temporarily closed downtown streets and parking spaces for outdoor dining parklets
- Established a COVID-19 business compliance unit
- Waived penalties and interest for late payments on commercial water and sewer utilities
- Deferred rent for businesses with hardships who rent space from the City
- Contacted each of the City's top 30 sales tax producing businesses
- Emailed messages and economic development electronic newsletters to all businesses with a business license on file
- Established a business resource call center to call all 6,400 businesses with business licenses on file to provide information on financial and public health resources and business support programs
- Called and emailed every state licensed child care operator in the City to provide information and resources
- Approved \$250,000 in grant funding for family childcare businesses
- Established a COVID-19 business resources webpage
- Conducted both a shopper habit and a business support survey
- Adopted a retail cannabis ordinance
- Held a meeting with of the City's auto dealerships to discuss COVID Impacts
- Hosted two citywide business roundtable meetings in collaboration with the Chamber, RCIA and DBG
- Adopted hazard pay ordinance to support grocery store and drugstore workers who have continued to report to work despite the ongoing health hazards posed by COVID-19.

Even with Federal, state and local business support programs, it is evident the pandemic, which has persisted for more than one year, has caused long-lasting impacts to our small business community and additional measures are needed to sustain their survival. Within the framework of our pandemic recovery

strategy, of the three R's, our focus now is on **Restore**. Over the past few months, the City has begun to pivot from its response stance and is starting to focus on economic vitality restoration activities. To help guide these activities, City staff has developed a draft economic resiliency plan for City Council consideration.

ANALYSIS

In light of the ongoing COVID-19 pandemic and substantial economic damage that the pandemic has had on the local economy, it is evident and critically important to better prepare for future challenges that may come our way. A multi-pronged approach is needed to ensure our community is prepared to prioritize public health, to ensure equity, to responsibly use City resources, to collaborate communitywide, and to support our small businesses.

The purpose of City's pandemic recovery strategy of "Respond, Restore, and Reimagine" is to ultimately provide support and assistance to businesses that most need it, establish programs that help return lost business sales and economic activity, and to provide the businesses with the resources they need to outlast the pandemic and prosper. This effort has required constant adaptation in our approaches to business engagement.

The City hosted two business roundtable events in collaboration with the Chamber, DBG, and RCIA on February 23, 2021 and February 24, 2021 to engage with the City's business community and to inform creation of the Economic Resiliency Plan in response to the COVID-19 pandemic. Participants discussed various initiatives, including a "shop local" marketing campaign, the outdoor business activity program, and continuing to provide health, safety, resource, and grant information to businesses. Combined, about 70 businesses attended the virtual roundtable events.

To better understand the impacts COVID-19 has had on our local economy, two surveys were conducted in December of 2020: a business survey to gauge the operational and financial challenges our businesses are facing, and a shopper habit survey to identify the changes to how customers visit businesses in Redwood City. A total of 62 responses were received from the business survey, with access to capital, grants, or loans was identified as the resource most needed from the City, and a marketing and shop local campaign was recognized as being the most helpful to small businesses for increased visibility. More than 300 responses were received from the shopper habit survey, and a majority of shoppers would prefer to patronize Redwood City businesses and would overwhelmingly support a "shop local" campaign, even though most Redwood City residents did less than half of all their shopping in Redwood City.

Furthermore, the City has done extensive outreach and actively collaborated with the Chamber, DBG, RCIA, and SAMCEDA on effective strategies to employ as we strengthened our economic response to the pandemic. Along with the business roundtable meetings, business support and shopper habit survey results, this active collaboration has led to a robust Economic Resiliency Plan to more effectively meet the needs of our businesses and residents.

Additionally, staff intend to leverage the efforts outlined in the [San Mateo County Recovery Initiative](#). This Initiative is a collaboration among local government agencies, nongovernment organizations, private

partners, and residents to promote inclusive recovery and leverage the collective capacity of the whole community to build a more equitable, healthy, and connected San Mateo County. The Recovery Initiative will use key metrics to track and assess progress, and is sharing those metrics on the website linked above. With the support of advisory groups on and public information and outreach, the Initiative includes five key recovery issues:

- Community Infrastructure
 - Provide internet and connectivity for all
 - Support public and active transportation
- Economic Recovery
 - Provide support for all businesses with an emphasis on small and minority-owned businesses
 - Prepare employees for post-COVID jobs
- Education and Child Care
 - Expand access to affordable age 0-5 child care
 - Support school and out-of-school care
- Public Health
 - Promote community compliance with health directives
 - Reduce the spread of COVID-19 particularly across communities of color and service and essential workers hardest-hit by the virus
- Vulnerable Population Support
 - Ensure provision of basic needs including shelter and food
 - Support those in need of mental health resources

Economic Resiliency Plan

To understand the components of the Economic Resiliency Plan, we will delve into its two main sections: The *Economic Development Work Plan* and *Small Business Support Program*.

- *Economic Development Work Plan*

Prior to the pandemic, City Council adopted an Economic Development Work Plan at the May 6, 2019 City Council meeting (Attachment A). It outlined nine key objectives that addressed some of the City's identified areas of opportunities for improvement. Although much has changed since then, many of the tasks are still relevant and would continue to be a key part of the Economic Resiliency Plan, summarized and condensed below, with additions in **bold**:

 - Connect with:
 - Redwood City's top 20 sales tax generators, noting any changes in business operations or issues that might affect their sales/use tax performance.
 - Redwood City's top ten employers to determine any barriers to successfully doing business in Redwood City; facilitate resolution of issues.

- Redwood City’s auto dealerships (annually) to determine any operating issues or market changes.
- Downtown businesses (at least one business per month).
- Coordinate with:
 - **Renaissance Entrepreneur Center to help support our small businesses and to provide assistance in pivoting, launching, sustaining, or growing local businesses (via leveraging SMC Recovery Initiative).**
 - NOVA Workforce Development Program and the San Mateo Community College District to identify opportunities for workforce skills training for Redwood City residents (adults and youth) that prepares them for local and regional jobs.
 - **SAMCEDA and regional economic development groups on supporting our businesses on some of the following items (via leveraging SMC Recovery Initiative):**
 - **Provide training, legal assistance, technology assistance, business plan development, and marketing consultation to small businesses and new businesses.**
 - **Provide targeted financial assistance to small businesses for technology equipment, broadband access and internet service, and technical assistance and training.**
 - **Bridge the digital divide, piloting a virtual marketplace app for local businesses, and retaining our business workforce.**
 - City Manager’s Communications staff to update and enhance City’s economic development web page to include new business resources; economic/ demographic data, and other information that can assist business expansions; **disseminate available information related to capital and resources (grant and loan information, federal, state, and local funding); share updates on changing health orders and business sector reopenings.**
 - Relevant City departments on development opportunities and permitting for new and existing businesses; **work with commercial brokerage contacts to expand and attract life sciences and biotechnology businesses sectors, one of the few growing industries and a bright spot in the high technology office space segment, and to facilitate future opportunities as needed.**
- Participate in:
 - Monthly meetings of the regional Silicon Valley Economic Development Alliance.
 - Quarterly sales tax update meetings and monitor sales tax performance for City’s top 25 sales tax generators.
 - **Regular meetings with local business groups (Chamber San Mateo County, Downtown Business Group (DBG), Redwood City Improvement Association (RCIA), San Mateo County Economic Development Association (SAMCEDA)) and economic development partners to continue to support the local business community.**
- Oversee and monitor:
 - Placemaking with RCIA at five different locations within Downtown for people to congregate post-pandemic to build community and gather.

- The City’s cannabis business permitting process to ensure businesses comply with City ordinances and City Manager’s regulations.
- City agreements with operators of farmers markets to ensure they are in compliance with the terms of their agreements; collaborate with DBG/RCIA on **launching a new, mid-week Farmers Market to help bring residents and visitors Downtown, and to provide access to fresh produce as well as healthy alternatives for our community.**
- **Cannabis retail permitting and implementation program to expand and diversify the City’s business sectors and revenue streams.**
- Actively promote and identify:
 - Vacant commercial and industrial space and sites to brokers and retailers.
 - New family entertainment uses that are a fit for Redwood City such as bowling, **ice skating**, bocce ball, indoor sports, etc.
 - **Zoppe Circus into the Downtown Library parking lot, which will increase foot traffic and customer turnout for our local businesses.**
 - **Peninsula Restaurant Week, in partnership with the Chamber, to bring in business to our hard hit restaurants as the Bay Area slowly reopens and recovers from the economic downturn.**
- Steer capital projects, such as:
 - **Theatre Way street closure with dynamic bollard system**
 - **Exploring street closure of 2000 block of Broadway to facilitate outdoor dining**
 - **Continuing closure of parking spaces to accommodate Outdoor Business Activity and parklets**
 - **Improvements to Downtown lighting to promote environmental sustainability and ensure safety**
- *Small Business Support Program*

At the February 22, 2021 City Council meeting, a FY 2019-2020 budget update and FY 2020-2021 budget amendment was presented and the City Council allocated \$450,000 for Small Business Support. Staff is recommending the following initiatives to utilize the \$450,000 allocation for small businesses:

 - Restaurant, Brewery, & Winery Program (\$280,000)

The County of San Mateo, SMC Strong, and Chan Zuckerberg Initiative (CZI) launched a Restaurant, Brewery, & Winery (RBW) Program in February 2021 for businesses impacted by COVID-19. Restaurants, breweries, and wineries within San Mateo County and the City of Palo Alto were able to apply for grants of up to \$10,000 due to loss of revenue caused by the pandemic. In Redwood City, 64 applications were received and 36 restaurants received grants, with a balance of 28 remaining restaurants that did not receive grants. At \$10,000 for each restaurant, SMC Strong and SAMCEDA have encouraged that local jurisdictions provide matching funds to support the grant recipients that were not initially selected. For Redwood City, that would equal to \$280,000 in grants to Redwood City restaurants. Please see the attached resolution for additional details (Attachment B).

Grant funding was a top request from our Business Support survey results conducted in December of 2020, and cities such as Brisbane, Half Moon Bay, San Carlos, San Mateo and South San Francisco have also committed to matching funds for their grant recipients who were not initially selected for funding. The Redwood City restaurant industry has had a particularly difficult time during the pandemic, and it would be a great show of support to be able to fund all qualified Redwood City restaurants who applied for the Restaurant, Brewery, & Winery Program. Restaurants make up the majority of our Downtown businesses and this funding will bolster their financial well-being and potentially avoid vacant storefronts.

- Sign Program and Façade Improvement Program (\$75,000)

In a partnership with RCIA, the City is proposing additional signage in Downtown for purposes of parking, directional wayfinding, and business visibility. Staff will explore hiring a professional designer to develop consistent sign guidelines that result in a coordinated look for all private and public signage in the Downtown, and that is both complementary and makes use of high quality materials.

Additionally, in partnership with the RCIA, staff is considering piloting a Façade Improvement Program in Downtown, which can help enhance the appearance of commercial buildings and encourage economic development in overlooked areas. The program can be used for approved exterior and/or interior renovations to commercial and mixed-use properties. Depending on the response, the program can be refined for Citywide deployment, although the amount of staff time to develop, manage, and administer the program would be considerable.

- Permanent and Semi-Permanent Parklets for Outdoor Dining and Outdoor Business Activity (\$35,000)

Study the possibility of developing pre-approved parklet designs for permanent parklets beyond December 2021, when the Temporary Outdoor Business Activity expires (extension approved at the January 11, 2021 City Council meeting). This would include other related costs such as supplies and barriers for semi-permanent parklets. We envision strong involvement from the Community Development and Transportation Department, Fire Department, and City Attorney's Office to ensure the parklet designs can be considered pre-approved with less time required for City review with exploration of potential relaxation of City requirements.

At this time, approximately 44 downtown restaurants and bars received permits for temporary outdoor dining in the Downtown, with dining activity the strongest on Thursday, Friday, Saturday nights and Sunday mornings.

A number of businesses, primarily restaurants, have expressed strong interest in investing in permanent parklets for outdoor dining for the foreseeable future as patrons are wary of dining indoors as the pandemic continues. Results from our Shopper Preference survey showed that 36% of customers expected to continue to dine outdoors only, even when a

vaccine becomes widely available, underscoring the importance of providing this option to our restaurants.

The City’s economic development partners, particularly the DBG, have been gauging business interest in permanent parklets and are compiling a list for staff review. Staff has been coordinating review amongst relevant City departments to help provide the framework for a permanent program and to streamline the permitting process for businesses. Staff will return to Council with an update on the Semi-Permanent Parklets in early Summer 2021 and Permanent Parklets by Winter 2021. Additional program details will be shared at that point.

- “Shop Local” Marketing Campaign and Marketplace App for Businesses (\$40,000)
Promoting awareness for local businesses and encouraging consumers to “shop” local through marketing and promotions was the second most popular request from our Business Support Survey. Staff will reach out to firms and creative consulting agencies to market and promote our local business community on a hyper-local level. We will continue to collaborate with the County of San Mateo on an app that can be used to highlight local businesses in a virtual marketplace, with Redwood City being used as the first pilot City (via leveraging SMC Recovery Initiative).
- Small Business Empowerment Program (\$20,000)
Staff will continue to hold regular discussions and roundtables hosted by the City in collaboration with the Chamber, RCIA and DBG to provide business updates, and potentially include a speaker series, networking, and sharing topics of interest, such as: Microloan Programs, Business Reinvestment, Social Media, Online Storefronts, Financing for Local Businesses, Connecting Businesses with Residents and Local Labor Pool, Entrepreneurship, Incubator Series, etc. Where possible, staff will leverage existing or proposed City initiatives and programs as topics of discussion.

A summary of the Small Business Support Program follows:

Small Business Support Program – Funding Outline	Cost Estimate
Fund Balance of Redwood City Restaurants for Restaurant, Brewery, & Winery (RBW) Program (\$10,000 Grants x 28 Unfunded Restaurants)	\$280,000
Sign Program and Façade Improvement Program	\$75,000
Permanent and Semi-Permanent Parklets for Outdoor Dining and Outdoor Business Activity	\$35,000
“Shop Local” Marketing Campaign, and Marketplace App for Businesses	\$40,000
Small Business Empowerment Program	\$20,000
Total:	\$450,000

The *Economic Development Work Plan*, in conjunction with *the Small Business Support Program*, will comprise our Economic Resiliency Plan and help our businesses weather this recession caused by the pandemic, and adhere to the City’s guiding principle of Economic Vitality during this critical time of reopening.

FISCAL IMPACT

Staff time is required to administer the Economic Resiliency Plan. Additionally, at the February 22, 2021 City Council meeting, Council approved reinvestment of the FY 2019-20 operating balance to be allocated to a variety of programs, one of which was a provision of \$450,000 in one-time funding for Small Business Support outlined above. No additional appropriation is required at this time.

ENVIRONMENTAL REVIEW

This activity is not a project under California Environmental Quality Act (CEQA) as defined in CEQA Guidelines, section 15378, because it has no potential for resulting in either a direct or reasonably foreseeable indirect physical change in the environment.

PUBLIC NOTICE

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

ALTERNATIVES

1. Do not approve the Proposed Economic Resiliency Plan.
2. Approve the Economic Resiliency Plan with changes as directed by City Council.

ATTACHMENTS

Attachment A – May 6. 2019 Economic Development Work Plan staff report
Attachment B – Resolution appropriating funds to Restaurant Brewery & Winery Program

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APPROVED BY:

Alex Khojikian, Assistant City Manager
Melissa Stevenson Diaz, City Manager



STAFF REPORT

To the Honorable Mayor and City Council From the City Manager

DATE: May 6, 2019

SUBJECT

Proposed FY 2019-20 and FY 2020-21 Economic Development Work Plan

RECOMMENDATION

By motion, approve the Proposed FY 2019-20 and FY 2020-21 Economic Development Work Plan

STRATEGIC INITIATIVE

Economic Development

BACKGROUND

In the past decade Redwood City has experienced a major transformation as a community primarily due to new residential and commercial development. There has been a positive change in Redwood City's image and its desirability as a location for new residents and businesses. The City's Downtown has also undergone a transformation and now thrives as a destination for workers, residents and visitors.

As one of the City's seven Strategic Initiatives, economic development is integrally tied to the City's six other Strategic Initiatives and also has significant synergy with the City Council's priority initiatives that support housing, children and youth and transportation. In the Proposed Work Plan, there are specific tasks that support these three initiatives. Economic development helps build and strengthen the economic foundation of the community, which includes the Downtown and the employment and commercial and industrial corridors throughout the city. Economic development creates wealth in the community by facilitating new development that increases property values and by supporting the growth of new and existing businesses that generate sales/use tax revenue and creates jobs for residents. Increasing wealth in the community, in turn, strengthens the City's tax base which pays for services, infrastructure, public safety, and sustains a higher quality of life for all residents.

While it is not possible to control most elements of an economy or market, a community can be better prepared for economic fluctuations by having a comprehensive economic development program and work plan in place. The plan should be based on goals and objectives that address the community's economic strengths, weaknesses, and threats and leverage new opportunities. The work plan must be

flexible and responsive to rapid changes in the market place such as retailing and new developments and programs that add value to the community. Consequently, staff expect tasks in the work program and other City priorities may need to shift to accommodate these economic and market changes.

A comprehensive economic development work plan is based on fundamental practices used by practitioners in the field and implemented in communities in the U.S. and the rest of the world. The fundamental practices are tailored to meet a community's specific economic strengths, weaknesses, opportunities and challenges. For example, communities which have lower paying jobs or high unemployment (the California Central Valley or Mid-western States) focus on recruiting new businesses. Most economic development programs in the Bay Area emphasize business retention and expansion (referred to as BRE). The attraction effort is captured in business expansion. Bay Area community economic development programs typically direct their efforts towards growing new start-up businesses and retaining those currently located in the area. Business attraction opportunities are usually comprised of knowledge driven businesses in need of top talent and less sensitive to high operating costs in the Bay Area.

The City's economic development function is located in the City Manager's Office and is staffed by an Economic Development Manager.

ANALYSIS

Development of the Proposed Economic Development Work Plan began with a high level scan of Redwood City's economic strengths, weaknesses and challenges (SWOC). The opinions and concerns heard from many business and community stakeholders and City Council over the past year were included in City staff's analysis and are outlined below.

Redwood City Economic Strengths

- Economic development is one of the City's Strategic Initiatives and also aligns with the City Council's priorities of housing, children/youth and transportation
- Redwood City is a central location on the Peninsula for businesses, visitors, workers and residents.
- Redwood City has a thriving Downtown with a diverse number of restaurants and entertainment options.
- Redwood City also has a diverse range of neighborhood business districts.
- There is an inventory of commercial and industrial space to accommodate businesses that include technology, retail, construction, manufacturing and service sectors.
- The City Council supports affordable housing for residents and workers.
- The City Council supports upward mobility for residents with the approval of a \$15.00 minimum wage.
- The City Council has accommodated new residential and commercial development.
- Redwood City has a positive image as a location for businesses, their workforce, visitors and residents.
- Redwood City has a large number of auto dealerships estimated to generate approximately 20% of the City's total sales tax revenue for the City's General Fund in FY 2018-19.

Weaknesses

- Redwood City currently lacks diversity in the types of tech businesses located in its office and industrial parks. New technologies such as biomedical, biotechnology, fin tech and clean tech present opportunities to the diversity of tech businesses in Redwood City.¹
- The General Fund relies heavily on sales tax revenue from limited sources that are not growing.
- Redwood City's location near three large regional malls (Stanford, Hillsdale and Valley Fair) affects its competitiveness for the location of higher profile brand retailers.
- There is a lack of hotels serving the Downtown and Redwood City.
- Redwood City's demographic and economic indicators are changing but still less robust than other Peninsula cities.
- Downtown Redwood City lacks vacant, affordable space for retail stores.
- Redwood City is "built out" which limits new residential, commercial and industrial development.
- The auto industry is changing with respect to the types of vehicles produced (electric and other alternative fuels and factory automation) and the way they are serviced and sold.

Challenges

- Sales/use tax revenues for the City's General Fund continue to decline as a result of the ways goods are sold and changes in shopper preferences.
- Retail brick and mortar stores continue to close leaving large vacant stores that are difficult to re-tenant.
- Continual shifts in business operations at the national and global level result in economic and market fluctuations at the national and local level.
- The cost of doing business and the high cost of living in the Bay Area forces business to expand or relocate outside of the Bay Area. Business operating costs are not sustainable for many local businesses.
- The high cost of housing and living is increasingly unaffordable for residents and workers.
- Funding for infrastructure (housing, transportation, utilities) and capital improvements and services to support continued job growth cannot meet demand.
- There is continued pressure to rezone industrially zoned land and buildings for higher value residential and office space development.
- The cost of living affects the ability of businesses to fill service and entry-level jobs.
- Redwood City continues to lose family entertainment venues due to the high cost of land, rent and labor.

¹ Fin tech is new technology and innovation that aims to compete with traditional financial methods in the delivery of financial services. Clean tech is a general term used to describe products, processes or services that reduce waste and require as few non-renewable resources as possible.

- Transportation infrastructure cannot meet demands of increased traffic.

Opportunities arise in the form of actions or tasks that help address Redwood City's weaknesses and challenges. Weaknesses and challenges can also be addressed by developing new City policies and programs. For example, the potential loss of industrially zoned lands can be addressed in the upcoming General Plan update. Concerns about lack of retail in Redwood City's Downtown have been addressed by specific recommendations of the Downtown Retail Task Force that will be included in a Retail Action Plan that will come before the City Council this summer.

Many of the weaknesses and challenges, such as transportation and affordable housing, are shared by other Bay Area communities and require solutions developed with regional cooperation and collaboration. Consequently, there are tasks in the Proposed Work Plan that involve working with regional organizations such as the Silicon Valley Economic Development Alliance, SamTrans, SAMCEDA (San Mateo County Economic Development Association), NOVA (North Valley) Workforce Development and Joint Venture Silicon Valley. At the local level, implementation of the Work Plan will require collaboration and coordination with the Redwood City-San Mateo County Chamber of Commerce, the Redwood City Improvement Association, the Downtown Business Group, and other neighborhood business associations and community groups.

Based on Redwood City's economic development strengths and weaknesses, nine key objectives were developed that provide a framework for specific tasks in the Proposed Economic Development Work Plan (Attachment A):

Economic Development Work Plan Objectives Fiscal Years 2019-20 and 2020-21

1. Expand tax and other revenue opportunities.
2. Maintain a strong business retention and expansion program to ensure that Redwood City has a business friendly environment that reduces barriers to success for local businesses and development projects.
3. Expand and diversify employment opportunities for adult and youth residents and workers.
4. Identify resources and facilitate opportunities that support upward mobility for residents especially those who have greater barriers to economic sustainability.
5. Expand workforce housing for residents and workers.
6. Increase entertainment opportunities for families and youth.
7. Strengthen and attract retail businesses to the Downtown.
8. Collaborate with local and regional transportation and economic development programs and major employers to identify solutions to transportation and congestion management challenges.
9. Explore potential business investment opportunities and affordable housing developments within Redwood City's two Opportunity Zones.²

² The federal Opportunity Zone incentive is a potentially important economic development tool that could generate workforce housing and business expansion in these geographies. Experts estimate up to \$6 trillion exists in unrealized capital gains, and the idea behind Opportunity Zones is to encourage investors to roll over some of that

Each task in the proposed Economic Development Work Plan (Attachment A of this report) supports one or more objectives. Outcomes or deliverables for each task were developed that can be used to measure results achieved by the plan. The City Council may wish to add objectives that may be addressed by existing tasks or require additional tasks but it is important to keep the Work Plan focused and realistic based on staffing and resources.

An annual progress report on achievement of the Work Plan's outcomes or deliverables will be provided to the City Council during the City's mid-year budget process; other updates, as needed, will be included in quarterly communications to the City Council. This Work Plan is a living document that will be annually reviewed, and as needed, revised by the City Council.

In advance of the May 6, 2019 City Council meeting, City staff contacted representatives from the Redwood City Downtown Business Group and the Redwood City-San Mateo County Chamber of Commerce to invite them to attend the City Council meeting and to provide input on the Proposed Work Plan. City staff plans to share the City's Economic Development Work Plan at upcoming Redwood City Downtown Business Group and Redwood City-San Mateo County Chamber of Commerce meetings.

FISCAL IMPACT

Staff time is required to administer the Work Plan. Additionally, the City Council approved \$100,000 in one-time funding for implementation of the Retail Action Plan which is an initiative included in the Economic Development Work Plan. No additional appropriation is required at this time.

ENVIRONMENTAL REVIEW

This activity is not a project under California Environmental Quality Act (CEQA) as defined in CEQA Guidelines, section 15378, because it has no potential for resulting in either a direct or reasonably foreseeable indirect physical change in the environment.

PUBLIC NOTICE

Public Notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

ALTERNATIVES

- 1) Do not approve the Proposed FY 2019-21 Economic Development Work Plan.
- 2) Approve the 2019-21 Economic Development Work Plan with changes as directed by the City Council.

capital into areas that need investment and economic development. Staff plans to explore Redwood City's Opportunity Zones for potential catalytic investment opportunities that could achieve city goals around workforce housing production and equitable job opportunities. A map of Redwood City's two Opportunity Zones is provided in Attachment B.

ATTACHMENTS

Attachment A: Proposed Economic Development Work Plan for Fiscal Years 2019-20 and 2020-21

Attachment B: Map of Redwood City Opportunity Zones

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APPROVED BY:

Melissa Stevenson Diaz, City Manager

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF REDWOOD CITY APPROPRIATING \$280,000 FROM THE GENERAL FUND TO SUPPLEMENT THE RESTAURANT, BREWERY, AND WINERY PROGRAM TO SUPPORT REDWOOD CITY RESTAURANT RELIEF EFFORTS

WHEREAS, at the January 26, 2021 San Mateo County Board of Supervisors Meeting, the Supervisors approved \$1,000,000 to fund the Restaurant, Brewery, and Winery Program (Program) under the San Mateo County (SMC) Strong Fund initiatives; and

WHEREAS, local businesses in the food and beverage industry impacted by COVID-19 have been disproportionately affected, and awarding grant assistance up to \$10,000 directly to local, non-corporate restaurants to assist them during this economic crisis is reasonable; and

WHEREAS, a total of sixty-four (64) applications were received by SMC Strong from Redwood City restaurants for the Program, and of the sixty-four (64) applications, thirty-six (36) were funded, with a balance of twenty-eight (28) remaining restaurants that were not funded; and

WHEREAS, there is a need of \$280,000 to supplement the remaining eligible Redwood City restaurants in the Program; and

WHEREAS, the City Council now desires to contribute \$280,000 to the Program to support Redwood City restaurant relief efforts due to COVID-19.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF REDWOOD CITY AS FOLLOWS:

Section 1. The foregoing recitals are true and correct, are hereby incorporated herein by this reference as if fully set forth in their entirety, and constitute findings in this matter.

Section 2. The City Council hereby appropriates \$280,000 from the General Fund to contribute to the Restaurant, Brewery, & Winery Program to support Redwood City restaurant relief efforts due to COVID-19.

Section 3. This resolution shall take effect immediately upon its adoption.

* * *



STAFF REPORT

To the Honorable Mayor and City Council
From the City Manager

DATE: May 10, 2021

SUBJECT

Homelessness initiatives Study Session

RECOMMENDATION

Provide input to staff on homelessness initiatives.

STRATEGIC PLAN GUIDING PRINCIPLE

Housing

BACKGROUND

While the County of San Mateo is the lead for addressing homelessness countywide, Redwood City has a long history as a critical partner with the County in addressing homelessness including:

- Establishing the Information and Referral Program at the City's Fair Oaks Community Center in the 1980s when the County needed a local partner to provide safety net services and to connect community members in Redwood City and North Fair Oaks to the countywide homeless system; and
- Establishing the Redwood Family House in 1990, providing an emergency shelter for families as part of the countywide system.

As homelessness has increased in Redwood City over the last couple of years, including a significant increase in the number of unsheltered individuals and families living in recreational vehicles (RVs) on the street, the City has increased staff time and resources to address homelessness in our community.

The study session will provide an update on the City's current initiatives and provide the City Council with a draft work plan to reduce homelessness in Redwood City significantly over the next two years. The draft

work plan addresses both the community impacts of increased homelessness and supports unsheltered Redwood City residents to transition back into permanent housing. City Council input on the draft workplan will inform the Recommended Budget for FY 2021-22.

Data on Homelessness

Every two years, the San Mateo County Human Services Agency (HSA) conducts a One Day Homeless Count and Survey. The Survey involves hundreds of volunteers including community-based providers, members of the public, City and County staff, and community expert guides, deployed by foot and car to conduct observational counts and surveys of people experiencing homelessness in each census tract in the County¹. The results provide one source of data, among many others, to help the County and its partners assess how to best serve homeless households and assist them with returning to housing as quickly as possible. The results are also submitted to the United States Department of Housing and Urban Development (HUD), which then compiles information about the homeless counts nationwide.

As indicated in the chart below, Redwood City consistently has either the highest number of unsheltered homeless or is one of the top three jurisdictions with the highest number of unsheltered homeless in San Mateo County:

	2007	2009	2011	2013	2015	2017	2019
Redwood City One Day Count	212 (19%)	220 (27%)	233 (20%)	306 (24%)	223 (29%)	94 (15%)	221 (25%)
Countywide One Day Count	1094	803	1162	1299	775	637	901

In addition, in the “mini count” conducted on January 24, 2018 in six selected communities countywide, Redwood City had 143 or 31% of the 467 unsheltered homeless individuals identified that day.

Of note, since 2017, there was significant countywide growth in the number of households living in vehicles:

- January 2017 Countywide One Day Count – 44% increase in people living in RVs; 25% increase in people living in cars
- January 2018 Selected Cities One Day Count – 46% increase in people living in RVs; 79% increase in people living in cars
- January 2019 Countywide One Day Count – 127% increase in people living in RVs; 7% decrease in people living in cars

¹ As required by the U.S. Department of Housing and Urban Development (HUD), San Mateo County conducts a countywide One Day Homeless Count and Survey every two years in which Redwood City participates. Additionally, in 2018, the County also conducted a mini One Day Count which included Redwood City among other selected local jurisdictions.

Due to the COVID-19 pandemic, the County of San Mateo received a waiver from HUD to postpone the required One Day Homeless Count scheduled for January 2021. The County plans to conduct the count at a later time.

In the meantime, City staff enlisted Redwood City Homeless Outreach and Service Provider partners to conduct a targeted one-day count on Friday, April 30, 2021 in order to inform the City's continuing efforts to combat homelessness in our community. Given the ongoing monitoring of RVs on the street as part of the Temporary RV Safe Parking Program and the noticeable increase of homeless encampments throughout the City, staff decided to focus the one-day count on unsheltered homeless individuals living in encampments. Staff will present the results of this targeted one-day count during the Council Study Session.

County System to End Homelessness

In 2006, the County adopted the HOPE Plan (Housing Our People Effectively) with a vision to End Homelessness in San Mateo County over the course of 10 years. The focus of the HOPE plan strategies were:

- To increase housing opportunities for people who are homeless or at imminent risk of homelessness;
- Prevent and end homelessness by delivering timely, flexible services to support stability and independence;
- Create system performance standards, track progress towards ending and preventing homelessness, and report results to stakeholders and the broader community
- Develop long-term leadership and community will to prevent and end homelessness.

Significant strides forward were made towards reducing homelessness during the 10 years of the initial HOPE Plan with key accomplishments including:

- Creation and expansion of Homeless Outreach Teams (HOT) to provide outreach and case management to individuals where they are – on the street
- New funding sources for homelessness prevention
- New extremely-low income affordable and permanent supportive housing
- Additional federal housing vouchers targeted for chronically homeless households

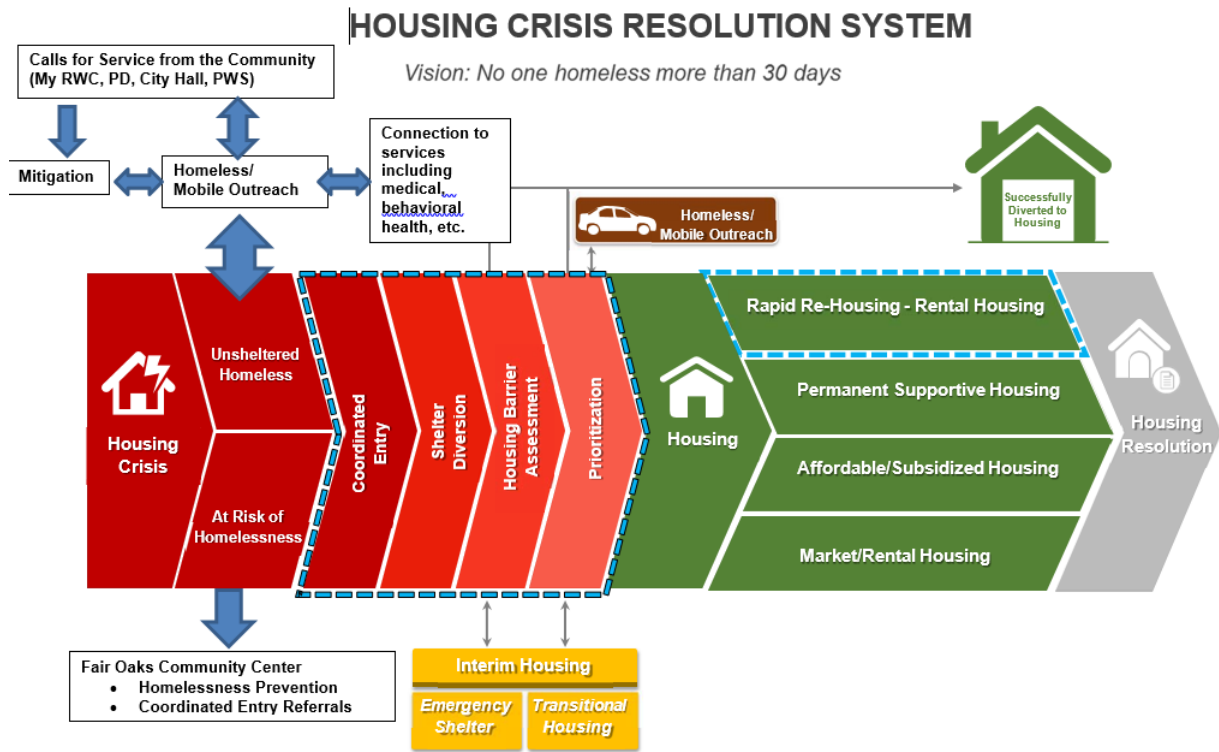
In 2016, the San Mateo County Board of Supervisors re-committed to the goal of ending homelessness with a vision of “functional zero” homelessness. This means that homelessness will be a rare, brief, and one-time occurrence:

- *Rare:* Whenever possible, the system will prevent vulnerable individuals and families from falling into homelessness
- *Brief:* A system will be in place to ensure that any household experiencing a crisis of homelessness returns to housing within 30 days
- *One-time:* Individuals and families who secure housing through the crisis response system will not return to homelessness

To realize this vision, the County shifted to a Housing Crisis Resolution System Model with the following components:

- Coordinated Entry System (CES) – focused on providing immediate solutions for those with highest barriers to ending their homelessness

- Diversion – focused on “diverting” households from homeless
- Interim Housing – shelter as interim housing helping households move into permanent housing as quickly as possible
- Rapid Re-Housing – short term subsidies to facilitate rapid return to housing



The City’s Fair Oaks Community Center (FOCC) serves as the primary access point for Redwood City and North Fair Oaks community members to the Housing Crisis Resolution System for households that are homeless or at risk of becoming homeless in addition to offering a variety of services for the homeless at FOCC.

Currently the Police Department responds 24 hours a day, 7 days a week to calls for service related to homeless residents on the street and in encampments around the City. While patrol officers are deployed for emergencies, all other calls are typically referred to the Department’s Community Coordinating Activities Team (CCAT) Officer who also serves as the Homeless Liaison. The Homeless Liaison regularly refers homeless individuals to the Fair Oaks Community Center for services and relies on partnerships with LifeMoves, Street Life Ministries, and Downtown Streets Team to do outreach and offer services to unsheltered homeless individuals they encounter.

In addition, both FOCC staff and the Police Department’s Homeless Liaison participate in the Homeless Outreach Multi-Disciplinary Group led by LifeMoves Homeless Outreach Team (HOT) and includes County and non-profit partners collaborating to support chronically homeless individuals’ path towards permanent housing.

Recent City Initiatives to End Homelessness

Since 2019, the City Council has taken the leadership to invest an unprecedented \$3.5 million in one-time funding towards addressing homelessness in our community over a three-year period. This funding is above and beyond annual funding of approximately \$750,000 per year in City General Fund and federal Community Development Block Grant (CDBG) funds to support homeless services in Redwood City. It is also in addition to the \$1.8 million the City Council-approved for COVID-19 Rent Relief to prevent homelessness in our community due to the economic impact of COVID-19. Sources for Rent Relief funds included the City's General Fund, the City's Affordable Housing Fund, and federal CDBG funding given to the City.

The \$3.5 million in additional one-time funding has made it possible to develop City initiatives that complement the existing County system while serving to address specific needs of the Redwood City community. Initially, the City Manager created an interdepartmental staff Housing and Homeless Innovation Team to identify innovative solutions to address homelessness. Subsequently, a Safe Parking Task Force was created bringing together the City Council's Safe Parking Ad Hoc Committee, made up of Councilmembers Hale and Reddy, together with members of the Housing and Human Concerns Committee (HHCC) to identify solutions to mitigate the health, safety and aesthetic concerns related to RV residency on City streets, to identify recommendations for the City to reduce the number of RVs on the street and to identify permanent housing solutions for the City's RV residents.

Downtown Streets Team

[Downtown Streets Team](#) (DST) is a non-profit organization operating in multiple Bay Area communities that provides a pathway for homeless and formerly homeless individuals to gain employment and permanent housing. The program is committed to providing work experience and a support community for people who are experiencing homelessness.

On July 22, 2019, the City Council approved a General Services Agreement between the City and DST that went into effect as of August 1, 2019. After initial hiring of staff, locating of office, and recruitment of team members, DST launched its clean up services with an initial team downtown in October 2019.

DST came into Redwood City to provide homeless individuals the opportunity to develop job skills through volunteering on teams working to clean up and beautify the downtown and other areas with Redwood City assisting those same individuals to transition into long-term employment and housing. While DST has been effectively providing this service – even in the context of the pandemic – their role and work in Redwood City has evolved with DST partnering with the City in servicing port-a-potties and handwashing stations that were deployed near homeless hot spots throughout the City due to the pandemic, supporting RV “hot spot” clean-ups as part of their regular clean-ups prior to the launching of the Temporary RV Safe Parking Program, supporting homeless encampment clean-ups, and providing outreach services to homeless individuals, especially those in encampments.

DST Highlights through March 2021:

- 27 current Downtown Streets Team members (all currently or formerly unsheltered individuals) total of 86 unduplicated DST members since October 2019
- 8 team members placed in jobs
- 8 team members housed
- 18,319 volunteer hours by Downtown Streets Team members
- 67,944 gallons of trash/recycling collected

- 7 major multi-day encampment clean-ups at the request of the City
 - Shasta St. under Woodside Rd.
 - Veterans Blvd. and Woodside Rd.
 - 101 Underpass by Sports Basement
 - Business alley behind Wag Hotels
 - Stambaugh and Woodside Rd. Foot Bridge
 - El Camino Real and Hazel Ave. by U-Haul
 - K-Mart lot at Veterans Blvd. & Walnut
- Partnered with 26 people living in local encampments by providing weekly encampment waste services
- Provided resources and service connections to over 150 non-Team Members

Temporary RV Safe Parking Program

The City's Temporary RV Safe Parking Program officially launched in October 2020. The program, launched in tandem with the City's prohibition of overnight parking of RVs on the street has successfully shifted the presence of unsheltered households living in RVs on the street from a high of 140 RVs per night to an average of 25-35 per night. Most with RVs on the street are participating in the City's Temporary RV Safe Parking Program and following program policies that have minimized the public health concerns that previously had been present. The Temporary RV Safe Parking Program, operated by LifeMoves, includes both the City's Safe Parking Site at 1402 Maple Street (for 40 RV Households) and on street permitted parking for approved participants. Approximately 70 Households continue to participate in the Program. Of those participating in the Program:

- 100% were parking their RV on the street in Redwood City at the time of entry in the program
- 85% were Redwood City residents prior to living in their RV
- 93% were San Mateo County residents prior to living in their RV
- 17% are families with children under 18
- 14% are households with one or more members age 60+
- 46% are households with one or more member with a disability

The goal of the Temporary RV Safe Parking Program continues to be to assist RV residents in transitioning to permanent housing. Nevertheless, many of the RV Residents have needed assistance in meeting the basic requirements to be approved for the program, so this continues to occupy a significant portion of the LifeMoves case managers' time even as we are six months into the operation of the program. Even so, program participants have begun the process of transitioning into permanent housing, taking advantage of housing opportunities available through the County Housing Crisis Resolution System.

On July 13, 2020, the City Council approved allocating \$330,334 in Permanent Local Housing Assistance (PLHA) funds to develop a Rapid Re-Housing Program that will provide additional housing options for Safe Parking Program participants. The City is currently in the process of selecting a rapid re-housing program administrator and expects the program to begin in FY 2021-22.

Since the program began in October 2020:

- 46 RV households have stayed on the Safe Parking Site at some point
- 8 RV households have transitioned into permanent housing
- 3 RV households have chosen to go into temporary shelter instead of staying in their RV
- 5 RV households have chosen to leave the program for other alternatives

- 9 RV households have been exited from the program
- 16 RV households never completed the process to be approved for the program

In addition to providing ongoing case management services – especially for the program participants on site, LifeMoves continues to provide a variety of services and referrals for program participants including COVID 19 Vaccinations, food, infant needs, tutoring services, mental health and therapy, medical support, budgeting, public benefits, job training, and more.

Costs/Staff Impacts Related to Mitigation Efforts

Since the establishment of the Temporary RV Safe Parking Program, the costs and staffing impacts for RV-related mitigation efforts have decreased, with the primary ongoing cost being related to RV parking enforcement.

Addressing the community impact of homeless encampments represents a large investment of cost and staff time. While the City responds to calls for service, the City’s Inter-departmental Housing and Homeless Innovation Team continues to look at ways to proactively address these impacts.

Table 1 provides estimated costs and staffing impacts for homeless encampment/unsheltered homeless mitigation efforts (ongoing clean-ups) and response to call-outs (e.g. disturbances, health and safety emergencies, fires and criminal activity) for calendar year 2020. Of note, approximately 10% of Fire Department service calls are related to medical calls for homeless individuals or fires at encampments.

Table 1: January 2020 – December 2020 Costs and Staff Impacts for Homeless Encampment Mitigation and Response Call Outs		
Fire Department	Number of Service Call (Fires, Medical, Other)	Costs:
	826	\$427,619
Police Department	Number of Service Call	Costs:
	226 Homeless Outreach Contacts (Offering/Arranging Services)	
	812 Criminal Investigations	
	70% of Community Coordinating Action Team Officer spent on homelessness-related issues	\$297,000
Public Works Department	Staff Hours/Costs	Costs:
	568.5/\$26,663	82,775
	Disposal Costs: \$56,112	Total Costs:
		\$807,394

Since December 2020, the Downtown Streets Team (DST) has worked with the City's Public Works Services (PWS) staff to help mitigate the impacts of homeless encampments, reducing the amount of staff time PWS needs to dedicate going forward.

New Homeless Resources and Opportunities Due to COVID-19

In spite of the health and economic crisis created by COVID-19, the pandemic also created opportunities for new ways of working given the urgent need for immediate response and solutions for vulnerable homeless populations. At this year's National Alliance to End Homelessness (NAEH) Virtual Conference, speakers shared examples of effective, creative responses to homelessness from the last year while emphasizing the unprecedented opportunity of increased one-time federal resources this year to make a significant dent in homelessness across the country.

Across the country this past year, within weeks, entire programs serving the homeless pivoted to provide necessary protections from the COVID-19 pandemic and to expand available resources for the sheltered and unsheltered homeless populations. This was certainly the case for San Mateo County where the County and its homeless services partners immediately implemented necessary health and safety protocols:

- Moved shelter residents with highest vulnerability due to COVID-19 to off-site motel rooms and independent modular units at Maple Street Shelter taking full advantage of Project RoomKey, launched by Governor Newsom in March 2020;
- Created the necessary social distancing and other modifications for shelter residents still residing in County shelters;
- Provided personal protective equipment for homeless service providers to utilize and distribute to both sheltered and unsheltered homeless residents; and
- Opened Bayfront Station as a non-congregate shelter on the site of the Vagabond Hotel in Burlingame; sheltered and unsheltered homeless residents with the highest vulnerability to COVID-19 were placed in 85 rooms.

When Governor Newsom announced Project HomeKey in July 2020, San Mateo County applied and was eventually selected to receive State funding. Within a month, the County successfully negotiated and closed on the purchase of the Pacific Inn Hotel and TownPlace Suites in Redwood City and later acquired Coastside Inn in Half Moon Bay with additional funding from the County.

Statewide, Project HomeKey combined the use of Federal COVID-19 Relief Funds and State funds to add 6,000 units of affordable housing stock for homeless populations within a period of six months instead of the four or five years it typically takes to develop affordable housing. This was accomplished at a savings of \$100,000 per unit compared to typical per-unit cost. Project HomeKey demonstrated that emergency, one-time funding could be used to house homeless people not only on an emergency basis, but also to acquire properties for lasting impact. The program has proved more appealing to homeless individuals compared to congregate living in shelters.

The local rapid, innovative and creative responses to the COVID-19 pandemic demonstrated the ability to expand the Housing Crisis Resolution System quickly when additional financial resources became available.

The federal American Rescue Plan Act provides additional one-time funding specifically intended to address homelessness nationwide. The Act authorized \$5 Billion for Homeless Assistance through HUD/HOME Funds; \$5 Billion for Rent Vouchers for Permanent Housing through Housing Authorities; and \$22 Billion for Emergency Rental Assistance from the U.S. Treasury.

Of these funds, Redwood City will be receiving \$1,194,369 from a special allocation of HOME Investment Partnerships Program (HOME) funds. This allocation is intended to help people who are homeless or at risk of homelessness. HUD will release guidance on this funding until the fall; staff anticipates funds could be used for the following activities:

- Development and support of affordable housing
- Acquisition and development of non-congregate shelter units, which may be converted to permanent housing or permanent affordable housing, used as emergency shelter, or left as non-congregate emergency shelter
- Tenant-based rental assistance
- Supportive services to qualifying individuals, including housing counseling and homeless prevention services

Other special HOME allocations are estimated at \$5.25 million for San Mateo County and \$1.4 million for Daly City.

Additionally, state and local jurisdictions may choose to utilize the direct, flexible recovery funds from the American Rescue Plan Act towards homelessness efforts.

ANALYSIS

For the last several years, the City Council has focused on Housing as one of its top three Strategic Priorities. Several factors make this a critical moment to further City efforts to reduce homelessness in our community:

- Growing number of encampments and increase in visibility of homelessness in different parts of the city
- High cost of encampment mitigation in relationship to unsheltered homeless and homeless encampments
- Increased community concern about homelessness in Redwood City
- Potential for further increase in homelessness with the statewide moratorium on evictions due to COVID-19 scheduled to end June 30, 2021

- Recent conversations with CalTrans which creates an opening for greater cooperation in addressing health and safety concerns for homeless encampments on CalTrans property
- Successful implementation of existing City initiatives
- Acquisition of TownPlace Suites by the County of San Mateo for permanent housing for extremely low income homeless and at-risk of homelessness seniors
- Acquisition of Pacific Inn by the County of San Mateo for non-congregate emergency shelter for homeless adults
- Proposed new Navigation Center to be located in Redwood City
- Current and Expected One-Time Funding for Homeless Initiatives:
 - \$800,000 from the FY 2019-20 Operating Balance; approved by City Council on February 21, 2021.
 - \$330,334 in Permanent Local Housing Assistance for a rapid re-housing program for RV Safe Parking Program
 - \$1.19 million in special HOME funds from the American Rescue Plan Act
- Possible One-Time Funding for Homeless Initiatives:
 - Potential FY 2020-21 operating balance in addition to the \$650,000 already designated for the Temporary RV Safe Parking Program
 - Possible use of a portion of the state, County and local recovery funding to be received over the next two years from the American Rescue Plan Act

Proposed Two-year Citywide Homeless Work Plan

Given the urgent community need and the prospect of additional funding, staff have developed a multi-pronged approach over the next two years to address homelessness in Redwood City with the following objectives:

- Implement County vision of “functional zero” for homelessness in Redwood City².
- Mitigate public health, public safety, and environmental concerns related to unsheltered homelessness and homeless encampments
- Transition unsheltered residents into permanent housing
- Eliminate long term impact of encampments and street homelessness

² Functional Zero is defined as: “Every unsheltered homeless person in San Mateo County who chooses assistance can be sheltered in an emergency shelter or in temporary or permanent housing.”

Component I: Continue and Extend Existing Programs/Services

This Component has three elements:

1. Extend the Downtown Streets Team Contract for Two Years:

DST is a pathway towards employment and housing for unhoused community members, many of whom have significant barriers preventing them from employment or housing placement compared to people who may quickly exit homelessness. Additionally, DST has become a critical partner in supporting City efforts to mitigate health and safety issues that arise in homeless encampments in the community. Staff proposes the renewal of the DST contract for an additional two years with a funding approach that gradually reduces City support while DST diversifies long-term funding of the program through a combination of City, fee-for service contracts, foundation and corporate support, donations, and other local resources.

2. Continue to Oversee and Support the Temporary RV Safe Parking Program:

This Program would continue for the approved two-year period to advance the following goals:

- Assist RV residents in transitioning to permanent housing
- Assist RV residents in obtaining needed social and/or employment services to support their transition to permanent housing
- Reduce/eliminate RV residency-related impacts on neighborhoods and businesses
- Eliminate RV residency-related environmental and public health impacts
- Reduce the costs and staff time related to RV residency-related clean-up and response to call-outs

Funding previously approved by the City Council supports the implementation of this two-year program while City staff continues to work in close coordination with LifeMoves. Staff will continue inter-departmental collaboration and leveraging of resources where needed.

3. Deepen Partnership with San Mateo County on Homelessness Initiatives:

Building on the existing relationship of the Fair Oaks Community Center as the Core Services Agency that works within the County’s Housing Crisis Resolution System, City staff has begun to work with the County to identify ways to further the partnership in support of the City’s efforts to address homelessness. This will greatly facilitate the City’s ability to leverage resources and funding for homeless households in Redwood City.

Component II: Mitigation of Health and Safety Concerns

In early March, City and County staff met with the CalTrans District 4 Director, Dina El-Tawansy and her staff regarding encampments on Caltrans property. At that meeting, CalTrans staff agreed to work with the City and County to address health and safety concerns at three key locations:

- Veterans Blvd/Chestnut/Woodside Road (encampments under both sides of 101)
- Woodside Road off Middlefield (near Burger King)
- Onramp area of Woodside Road at Hazel

Subsequent to that meeting, CalTrans staff informed City staff that none of the encampments meet CalTrans criteria for complete removal. CalTrans has nevertheless agreed to coordinate clean-up efforts with the City. Staff will coordinate these efforts and involve Downtown Streets Team (DST), not only to incorporate their support with encampment clean-ups, but also to further engage the residents in the encampments in the process. At the same time, the City will continue to collaborate with local non-profit partners (LifeMoves, Project WeHope, Street Life Ministries, DST, and Street Medicine) to provide regular outreach to individuals in each of the encampments, offering both basic services as well as options for emergency housing as well as long-term housing. *Beyond the identified hotspot locations, staff intends to coordinate with CalTrans on addressing health and safety issues on any other CalTrans properties where homeless encampments exist.*

Additionally, staff intends to continue to work with private property owners and on City right of way property to mitigate impacts as needed. Currently, complaints are received via calls and emails to City Hall, Public Works Services, and the Police Department as well as the My RWC app. As part of the mitigation component, staff will explore the creation of a Homeless Hotline for non-emergency reporting of health and safety concerns related to the impact of unsheltered residents and homeless encampments. Possible options for the Homeless Hotline might include the use of the existing countywide 211 system or the creation of a dedicated phone line that could be answered during regular business hours by existing staff and after hours by an answering service or possibly homeless outreach workers on a rotating basis as an alternative to calling the police department.

Additionally staff will be exploring ways to support innovative solutions for mitigation of health and safety issues in homeless encampments including expansion of homeless encampment waste services begun by DST late last year.

Component III: Coordinated Citywide Homeless Outreach Strategy Especially Focused on Encampments

One of the key components of the original HOPE Plan of 2006 was the creation of Homeless Outreach Teams (HOT). HOT staff conduct outreach to unsheltered homeless living on the street and in encampments, engaging homeless individuals to identify their needs such as housing, behavioral health and recovery services, general hygiene, public assistance and benefits. HOT teams also provide street case management to build trust and to check in on the homeless individual's willingness to engage in or accept social services and eventually move into temporary or permanent housing. Redwood City was one of the early cities to participate in this model in 2009, benefitting from the 1.5 full time equivalent (FTE) Homeless Outreach Workers from LifeMoves supporting outreach in Redwood City and East Palo Alto. These workers interacted with the chronically homeless individuals identified by the Redwood City HOT multi-disciplinary group.

Due to the success of the HOT model in helping to reduce homelessness countywide between 2013 and 2015, the County further expanded the program countywide contracting LifeMoves to hire additional Homeless Outreach Workers to serve the entire county. This resulted in a 1 FTE Homeless Outreach Worker dedicated to Redwood City.

In 2019, the County further expanded homeless outreach services countywide, though the expansion has had a limited impact on Redwood City.

Currently LifeMoves has one full-time Homeless Outreach Worker assigned to Redwood City. Project WeHope has one full-time Homeless Outreach Worker assigned to Redwood City, Menlo Park, and East Palo Alto. Outreach Workers have been extremely successful in helping chronically homeless individuals transition into permanent housing. A typical caseload for intensive case management services for a Homeless Outreach Worker is 20 individuals or households with a focus on assisting clients to transition into permanent housing. In addition to their existing caseload, outreach workers also respond to requests from local law enforcement, county social services, and other community partners to offer services to unsheltered community members who are not on their caseload.

Given the number of unsheltered homeless in Redwood City, the number of homeless outreach workers is insufficient to be able to provide the ongoing case management services needed to support those on the street and to provide immediate response to calls regarding homeless individuals in our community.

Staff proposes to issue a Request for Proposals to coordinate across agencies and increase the number of homeless outreach workers specifically serving Redwood City's homeless population by at least four, including specialists in mental health and peer outreach workers.

In a listening session with homeless and formerly homeless members of the Downtown Streets Team, members emphasized the importance of having regular, ongoing support from an outreach worker to help get to the point of obtaining housing. They also emphasized the importance of regular contact and regular visits as critical to building trust. Need for mental health support and peer to peer outreach support was also highlighted as key for successful outreach and engagement.

Community partners like Street Life Ministries, Catholic Worker House, and Downtown Streets Team play a valuable role in engaging and supporting homeless members of the community and working collaboratively to help connect clients to services.

Coordination between the outreach workers and service providers – especially from different organizations – is important to maximize efforts towards helping individual homeless community members move towards permanent housing.

A final component of the Coordinated Homeless Outreach Strategy is to create a Homeless Hotline as referenced under the mitigation component. This will help community members who want to connect unsheltered residents to outreach services.

Component IV: Innovative Solutions for Emergency and Permanent, Affordable Housing

While our County's Housing Crisis Resolution System includes both emergency and permanent housing options, those options are not always available at the same time the outreach worker has identified someone interested in taking a next step towards housing. As a result, identifying and creating other innovative solutions for emergency housing and for permanent, affordable housing is the final component to strengthen efforts to functional zero homelessness.

Innovative solutions might include short term solutions like master leasing of motel rooms and providing ongoing services until the individual transitions into the Housing Crisis Resolution System or it might include collaborating with the County to purchase a hotel to provide an additional non-congregate shelter with a preference for Redwood City residents. It might include partnering with the County's proposed new Navigation Center in a way that facilitates access for unsheltered Redwood City residents or supporting creation of a tiny homes site.

Innovative solutions will require creative ideas to take advantage of the new federal and state funding sources in partnership with the County and/or the private sector.

Staff believes that implementing this two year plan in partnership with the County, CalTrans, non-profit partners, local businesses, and residents, the City will be able to make significant progress in reducing homelessness in Redwood City and contributing to the County's goal of reaching functional zero homelessness. At the study session, staff seeks input on the proposed activities in the workplan. This input will inform development of the FY 2021-22 Recommended Budget.

FISCAL IMPACT

On February 22, 2021, City Council approved \$800,000 from the Fiscal Year 2019-20 operating balance for homeless initiatives. Additional funding of at least \$1.6 million would be needed for the two year Citywide Homeless Outreach Strategy. City Councilmember input on the proposed activities in the workplan will inform development of the FY 2021-22 Recommended Budget.

ENVIRONMENTAL REVIEW

This activity is not a project under California Environmental Quality Act (CEQA) as defined in CEQA Guidelines, section 15378, because it has no potential for resulting in either a direct or reasonably foreseeable indirect physical change in the environment.

PUBLIC NOTICE

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

ALTERNATIVES

The Study Session is an opportunity for City Councilmembers to provide individual input that will inform development of the FY 2021-22 Recommended Budget; no final action will occur at the Study Session.

ATTACHMENTS

Attachment A – County of San Mateo 2019 One-Day Homeless Count Report

Attachment B – National Low Income Housing Coalition (NLIHC) Analysis of the Housing and Homelessness Provisions of the American Rescue Plan Act

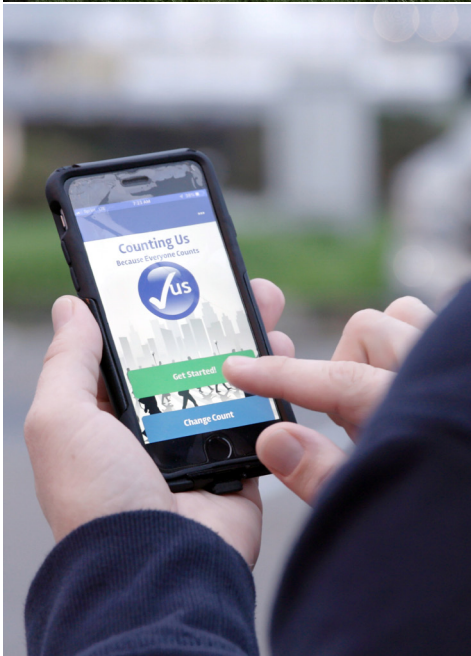
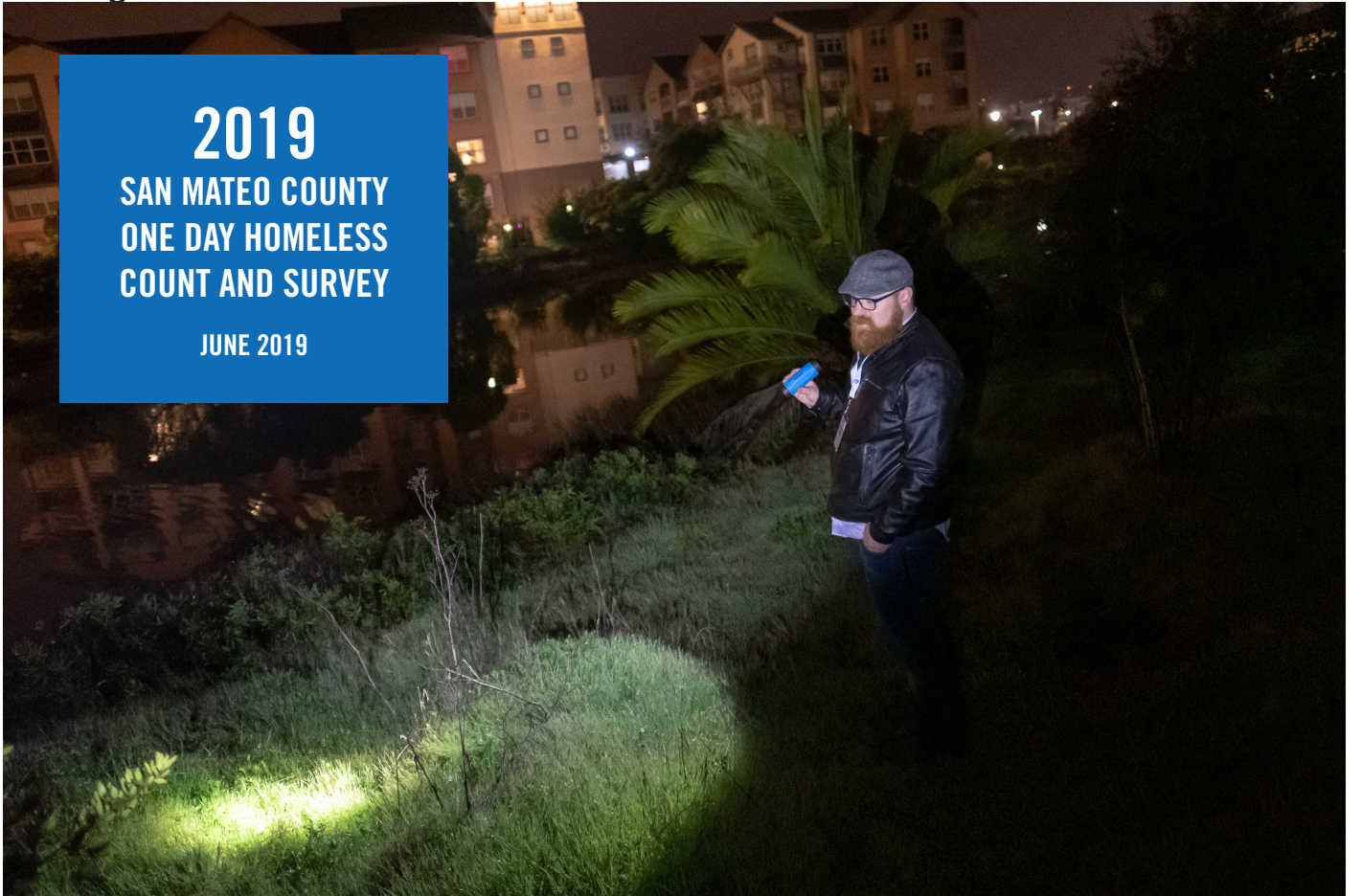
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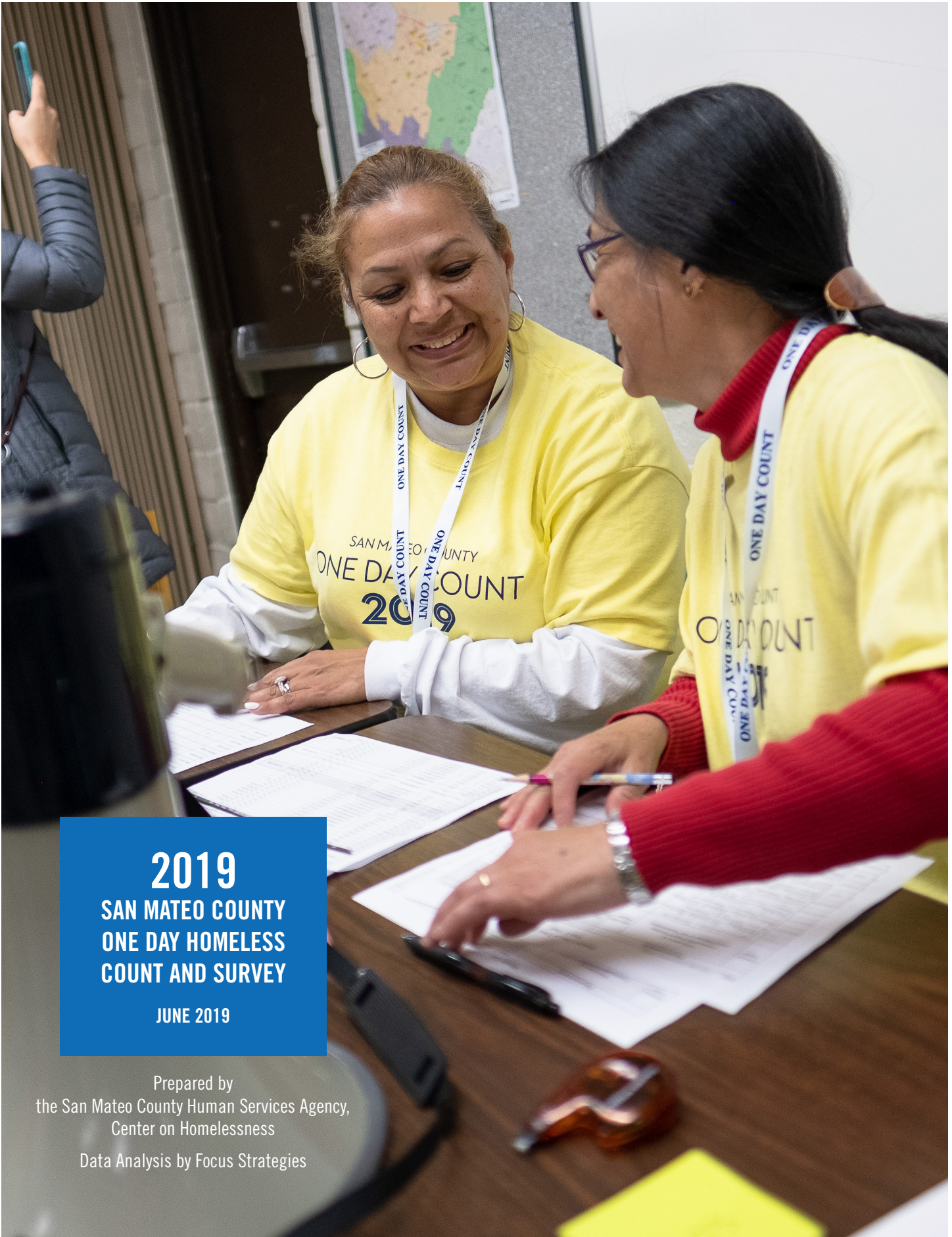
Melissa Stevenson Diaz, City Manager

2019
SAN MATEO COUNTY
ONE DAY HOMELESS
COUNT AND SURVEY
JUNE 2019



COUNTY OF SAN MATEO
HUMAN SERVICES AGENCY





2019
SAN MATEO COUNTY
ONE DAY HOMELESS
COUNT AND SURVEY
JUNE 2019

Prepared by
the San Mateo County Human Services Agency,
Center on Homelessness
Data Analysis by Focus Strategies

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EXECUTIVE SUMMARY

This executive summary provides an overview of key results from the 2019 San Mateo County One Day Homeless Count and Survey (count). The San Mateo County Human Services Agency (HSA) coordinates the count in collaboration with community and County partners. The 2019 count was conducted in the early morning hours of January 31, 2019. Approximately 400 volunteers consisting of community-based providers, members of the public, City and County staff, and community expert guides, deployed by foot and car to conduct observational counts and surveys of people experiencing homelessness in each census tract in the County. The County conducts the count every two years. The results provide one source of data, among many others, to help the County and its partners assess how to best serve homeless households and assist them with returning to housing as quickly as possible. The results are also submitted to the United States Department of Housing and Urban Development (HUD), which then compiles information about the homeless counts nationwide.

Number of People Experiencing Homelessness

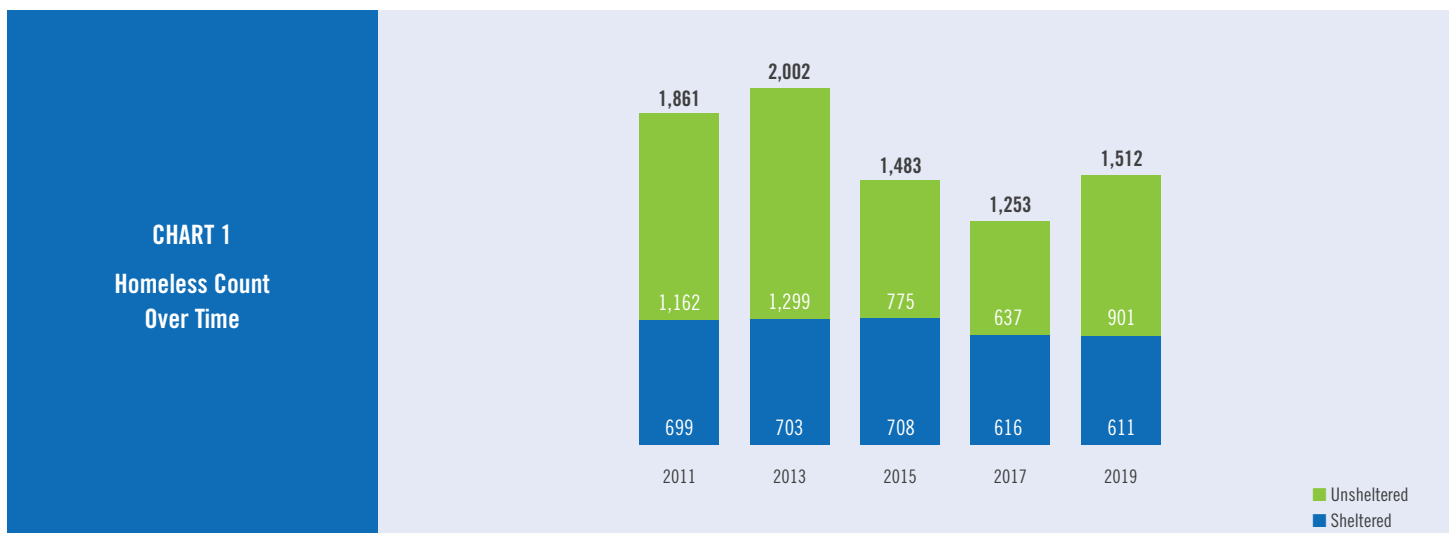
The 2019 count determined that there were **1,512 people experiencing homelessness in San Mateo County on the night of January 30, 2019**, comprised of:

- **901 unsheltered** homeless people (living on streets, in cars, in recreational vehicles (RVs), in tents/encampments), and
- **611 sheltered** homeless people (in emergency shelters and transitional housing programs).

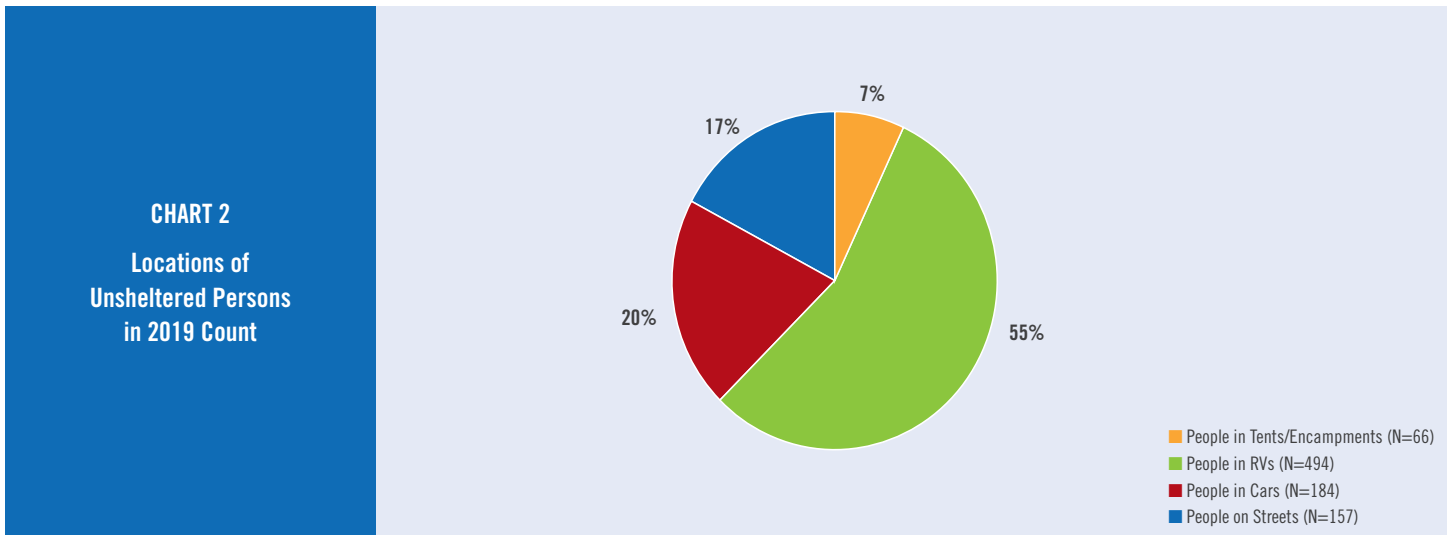
This finding of 1,512 people is higher than the 2017 and 2015 counts, but lower than the 2011 and 2013 counts. The number of people living in shelters in 2019 remains similar to the number counted in 2017. The overall increase in homelessness from 2017 to 2019 is driven primarily by a significant increase in the number of people living in RVs (127% increase). There was also an increase in the number of people sleeping on the street (24% increase). However, compared to 2017, the 2019 count found a decrease in people estimated to be sleeping in cars (7% decrease) and in tents/encampments (31% decrease).

While no unsheltered families were directly observed during the 2019 count, the number of families with children experiencing unsheltered homelessness is estimated to have been 16 (in cars, tents/encampments, and/or RVs). This number represents a 16% decrease in families from the 19 families estimated to be unsheltered in the 2017 count.

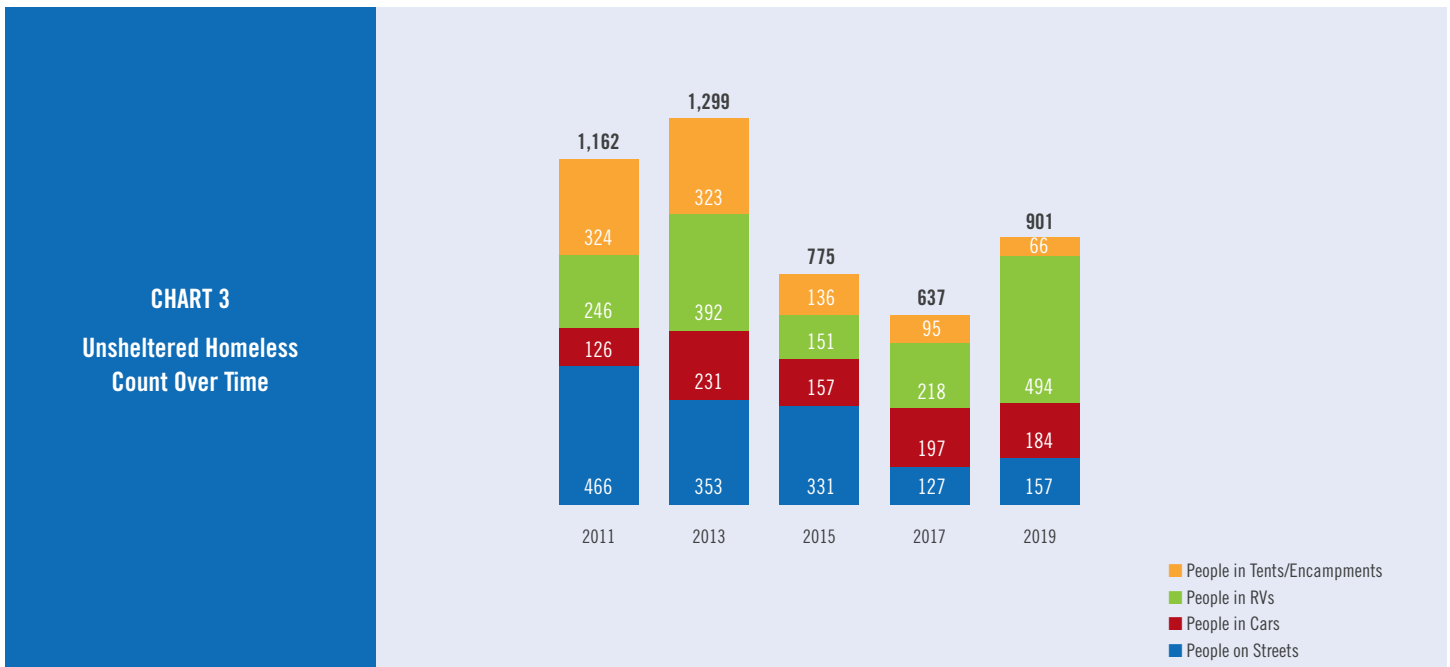
The chart below shows the number of people experiencing homelessness, including both sheltered and unsheltered, from the One Day Counts from 2011 to 2019.



The following chart illustrates the proportion of people estimated to be sleeping in each of these locations on January 30, 2019: on the street, in cars, in RVs, or in tents/encampments.



The chart below depicts the shifts over time among unsheltered sleeping situations as observed in recent counts.



Though the number of people sleeping in shelter has varied somewhat between counts, the number of people experiencing unsheltered homelessness is the primary driver of fluctuations in overall homelessness numbers over time. The table and chart below show the changes in the number of people sleeping in unsheltered locations across the counts.

TABLE 1
Count by Location
2011 – 2019

LOCATION	2011	2013	2015	2017	2019
UNSHeltered COUNT					
People on Streets	466	353	331	127	157
People in Cars	126	231	157	197	184
People in RVs	246	392	151	218	494
People in Tents/Encampments	324	323	136	95	66
Subtotal Unsheltered Count	1,162	1,299	775	637	901
SHELTERED COUNT					
People in Emergency Shelter	258	272	254	211	266
People in Transitional Housing	441	431	454	405	345
Subtotal Sheltered Count	699	703	708	616	611
Total	1,861	2,002	1,483	1,253	1,512

CHART 4
Unsheltered Persons
by Location Over Time



Geographic Information

The following table summarizes the geographic locations of people experiencing unsheltered homelessness reflected in the counts from 2011 to 2019.

CITY	2011 COUNT	2013 COUNT	2015 COUNT	2017 COUNT	2019 COUNT
Atherton	1	0	1	0	1
Belmont	1	43	11	3	7
Brisbane	0	34	21	19	4
Burlingame	3	13	7	21	25
Colma	1	7	3	1	8
Daly City	44	27	32	17	66
East Palo Alto	385	119	95	98	107
Foster City	0	7	0	6	4
Half Moon Bay	41	114	84	43	54
Hillsborough	0	0	0	0	0
Menlo Park	72	16	27	47	27
Millbrae	1	21	8	7	9
Pacifica	95	150	63	112	116
Portola Valley	16	2	0	1	0
Redwood City	233	306	223	94	221
San Bruno	14	98	8	26	12
San Carlos	9	10	20	28	30
San Francisco International Airport	9	5	1	3	21
San Mateo	68	103	82	48	74
South San Francisco	122	172	55	33	42
Unincorporated	47	46	32	30	73
<i>Coastside</i>			22	22	60
<i>Central</i>			0	0	0
<i>North</i>			0	3	6
<i>South</i>			10	5	7
Woodside	0	6	2	0	0
Total	1,162	1,299	775	637	901

TABLE 2
Counts by Jurisdiction

Conclusion

The overall finding from the count is that the number of people experiencing homelessness on the day of the count increased by 21% from 2017 to 2019, although the overall number of people experiencing homelessness is less than the numbers found in 2011 and 2013. The increase from 2017 was primarily driven by an increase in the number of people living in RVs. HSA and its community partners have noted this trend and have been working to ensure that the population of unsheltered people living in RVs is connected to the available safety net and homeless services. HSA is also exploring strategies to create new services specifically tailored to this population.

While overall homelessness has increased, the 2019 count found that there were decreases in some populations, including families with children, people sleeping in tents/encampments, and people sleeping in cars. HSA and its partners will continue implementation of strategies for these populations.

HSA and its partners will continue efforts to create a homeless crisis response system that identifies a housing solution for each individual and family who experiences homelessness. HSA and its partners will continue to utilize a variety of data to measure trends and progress.

Services will continue to be implemented to prevent homelessness whenever possible, and when homelessness does occur, the primary measure of success is whether people are assisted to secure housing as quickly as possible and do not return to homelessness. This is especially challenging given the extremely high costs and low vacancy rates in the housing market, however, HSA and its community partners are committed to continuing to implement strategies that have proven to be effective in reducing homelessness.



2019
SAN MATEO COUNTY
ONE DAY HOMELESS
COUNT AND SURVEY
JUNE 2019



PURPOSE

The San Mateo County Human Services Agency (HSA), in close collaboration with community partners, conducts the bi-annual One Day Homeless Count and Survey (count). The purpose of the One Day Homeless Count and Survey is to gather and analyze information to help the community understand homelessness in San Mateo County. This is one data set, among others, that provides information for effective planning of services to assist people experiencing homelessness and people at risk of homelessness. HSA's Center on Homelessness and the San Mateo County Continuum of Care (CoC) Steering Committee were responsible for overseeing this data collection effort, with assistance from a broad group of community partners, including non-profit social service providers, city and town governments, and people who had former or current homelessness experience.

The One Day Homeless Count and Survey was designed to meet two related sets of data needs. The first is the requirement of the United States Department of Housing and Urban Development (HUD) that communities applying for McKinney-Vento Homelessness Assistance funds (also known as Continuum of Care or "CoC" funds) must conduct a point-in-time count of homeless people a minimum of every two years. These counts are required to take place in the last ten days of January. The One Day Homeless Count and Survey was conducted in January 2019 to meet this HUD requirement. The previous HUD-mandated count was conducted in January 2017.

The second set of data needs is for local homeless system planning, as the One Day Homeless Count and Survey provides information about people experiencing homelessness and about trends over time.

METHODOLOGY

The One Day Homeless Count and Survey occurred in the early morning of January 31, 2019 and used a combined methodology to collect information for both the unsheltered count and survey. Nearly 400 community volunteers were recruited and trained to participate in the One Day Homeless Count and Survey. Volunteers were trained prior to the count, and then on the morning of the count, they were deployed to cover a specified area, where they attempted to interview all individuals and families who were potentially experiencing unsheltered homelessness who were awake and approachable. If people did not fall into this category (e.g., were sleeping, were inaccessible, declined the interview), they were counted by observation. People experiencing homelessness who were able to be interviewed were asked to respond to a survey designed to elicit demographic information (e.g. age, gender, disabilities, veteran status), as well as information about how long and how many times they have been homeless, and their use of benefits and services.

The sheltered count collected data on the number and characteristics of homeless persons who had spent the night of January 30th in emergency shelters or transitional housing. Data was also collected in institutional settings (jails, hospitals, and substance abuse and mental health treatment programs).

The One Day Homeless Count and Survey used the definition of homelessness established in the federal McKinney-Vento Homeless Assistance Act as the basis for determining who to include:

1. An individual who lacks a fixed, regular and adequate nighttime residence, and
2. An individual who has a primary nighttime residence that is:
 - A. A supervised publicly or privately-operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill); or
 - B. An institution that provides a temporary residence for individuals intended to be institutionalized; or
 - C. A public or private place not designated for, or ordinarily used as, a regular sleeping accommodation for human beings.

This definition does not include people who are “at-risk” of homelessness (i.e. living in unstable housing situations) or those who are “couch surfing” (i.e. those who “float” from location to location).

Additional details about the methodology used in the One Day Homeless Count and Survey may be found in Appendix 1.

FINDINGS

Number of People Experiencing Homelessness

The 2019 count determined that there were **1,512 people experiencing homelessness in San Mateo County on the night of January 30, 2019** comprised of:

- **901 unsheltered** homeless people (living on streets, in cars, in recreational vehicles (RVs), in tents/encampments), and
- **611 sheltered** homeless people (in emergency shelters and transitional housing programs).

Number of Homeless Households

The 1,512 people experiencing homelessness (including both sheltered and unsheltered) counted comprised **1,138 households** as follows:

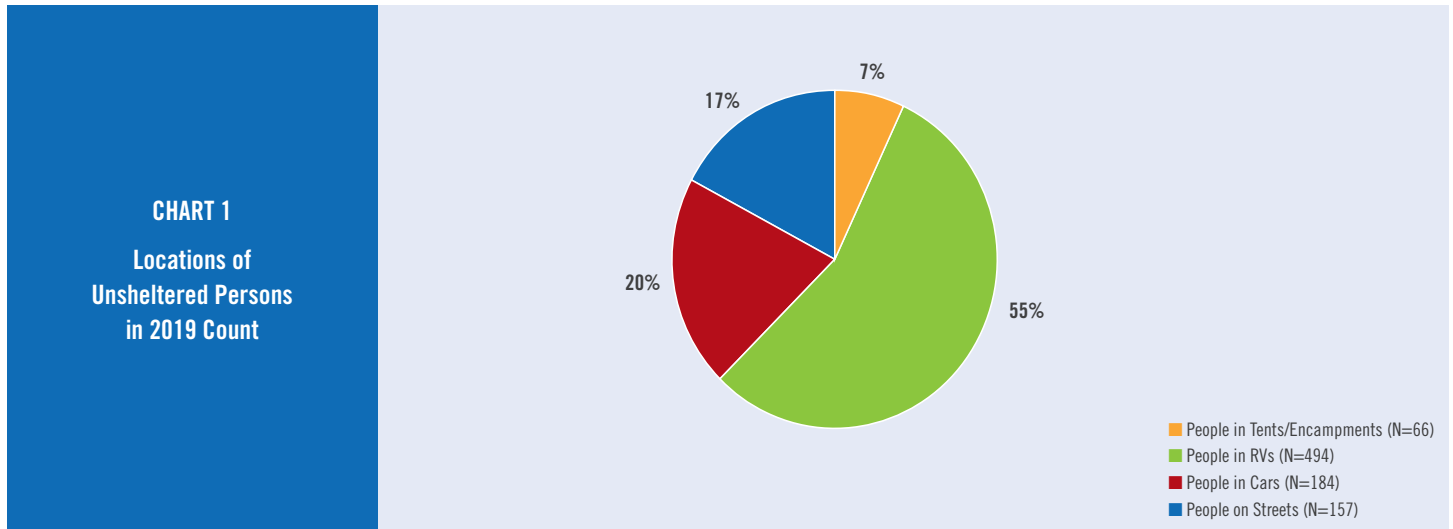
- 1,018 adult only households, that is without dependent children (89.5%);
- 119 family households, that is with dependent children (10.5%);
- 1 child only household, that is with no adult present (0.1%).

The table below summarizes the types of locations where people were counted, displayed by household types: adult only households, family households, and child only households.

TABLE 1 Homeless Count by Location and Household Type	LOCATION	ADULT ONLY HOUSEHOLDS	PEOPLE IN ADULT ONLY HOUSEHOLDS	FAMILY HOUSEHOLDS	PEOPLE IN FAMILY HOUSEHOLDS	CHILD ONLY HOUSEHOLDS	PEOPLE IN CHILD ONLY HOUSEHOLDS	TOTAL HOUSEHOLDS	TOTAL PEOPLE
	UNSHeltered Count								
	Streets*	152	156	0	0	1	1	153	157
	Cars	148	169	4	15	0	0	152	184
	RVs	399	452	11	42	0	0	410	494
	Tents/Encampments	55	61	1	5	0	0	56	66
	Subtotal Unsheltered	754	838	16	62	1	1	771	901
SHeltered Count									
	Emergency Shelter	191	198	21	68	0	0	212	266
	Transitional Housing	73	74	82	271	0	0	155	345
	Subtotal Sheltered	264	272	103	339	0	0	367	611
	Total	1,018	1,110	119	401	1	1	1,138	1,512

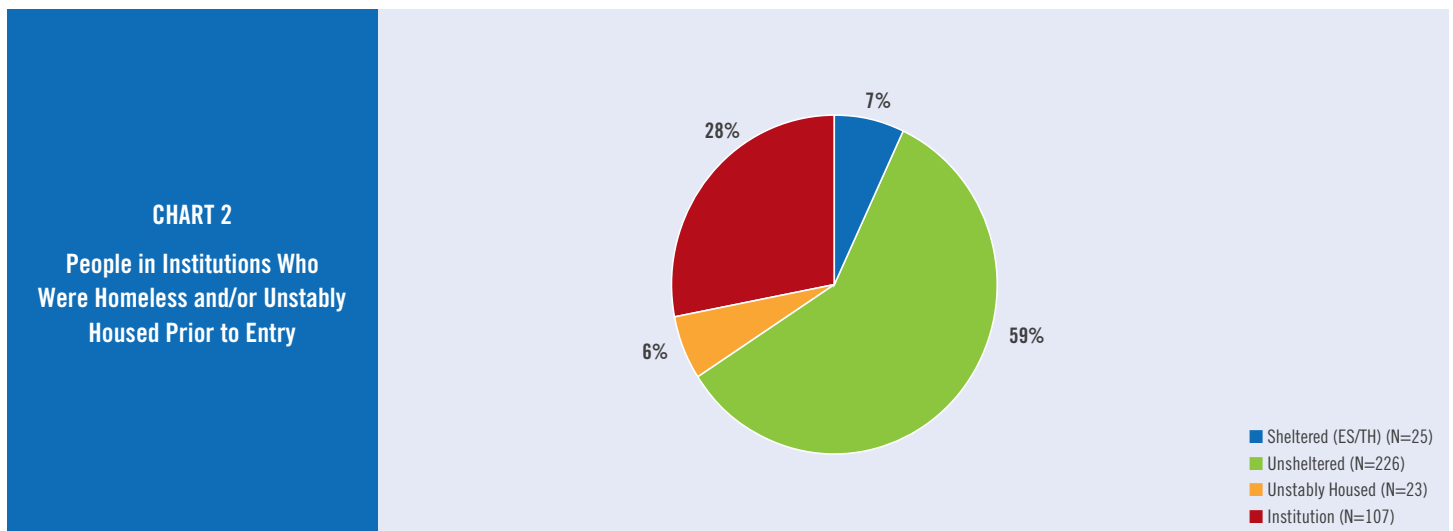
*Includes those who slept in a park, other unsheltered location, street/sidewalk, transit center, under bridge/overpass

The unsheltered count also included information about the location where unsheltered people slept on the previous night: on the street, in cars, in RVs, or in tents/encampments. As the chart below illustrates, the majority of people experiencing homelessness slept in RVs (55%) or cars (20%) with just 17% on the street and 7% in tents/encampments.

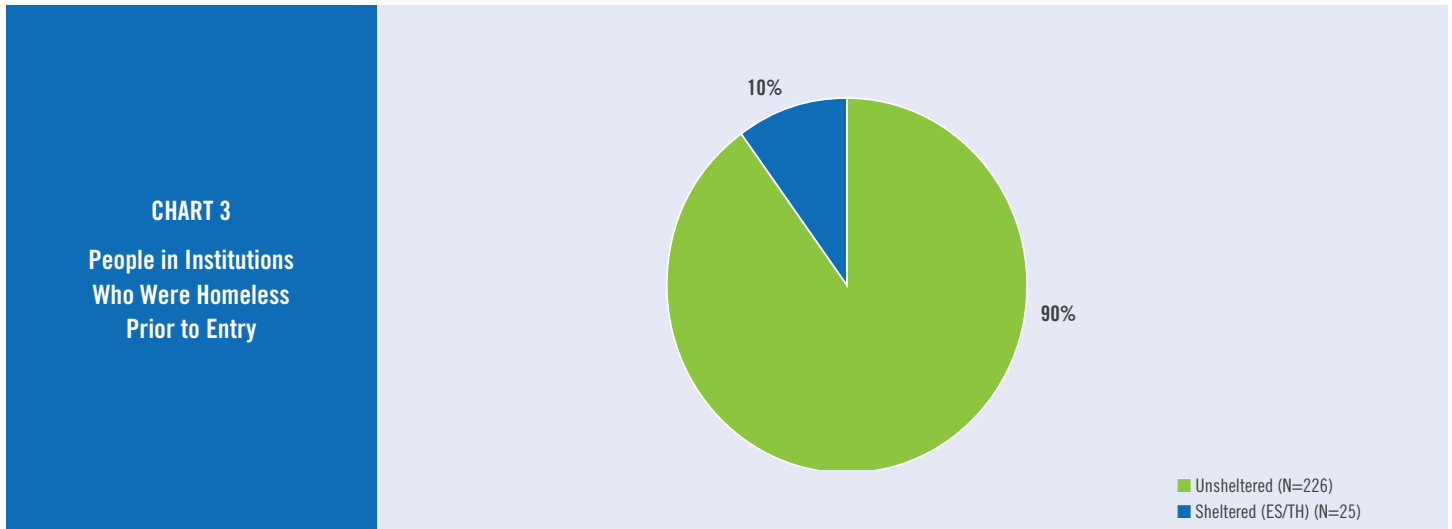


Number of Homeless People in Institutions

The count also collected data in a variety of institutions on the night of January 30, 2019, including hospitals, the County correctional facilities, mental health treatment programs, a sobering station, and inpatient alcohol and drug treatment programs, to determine the number of people who were homeless or unstably housed upon entry into the institutions. Institutions indicated the number of people who fell into each of four categories: unsheltered, sheltered, unstably housed, and staying in an institution. The chart below illustrates the relative proportion of people who entered institutions from each of these locations. The chart shows that 59% (N=226) were unsheltered upon entry, about 28% (N=107) coming from another institution, 7% (N=25) from an emergency shelter or transitional housing, and 6% (N=23) from an unstably housed situation (e.g., couch surfing or doubled up).



The next chart includes only those 251 people who entered institutions from a literally homeless situation (unsheltered or sheltered). Of those who entered from homelessness, the majority (90%) entered from unsheltered homelessness.



COMPARISON OF YEAR TO YEAR RESULTS

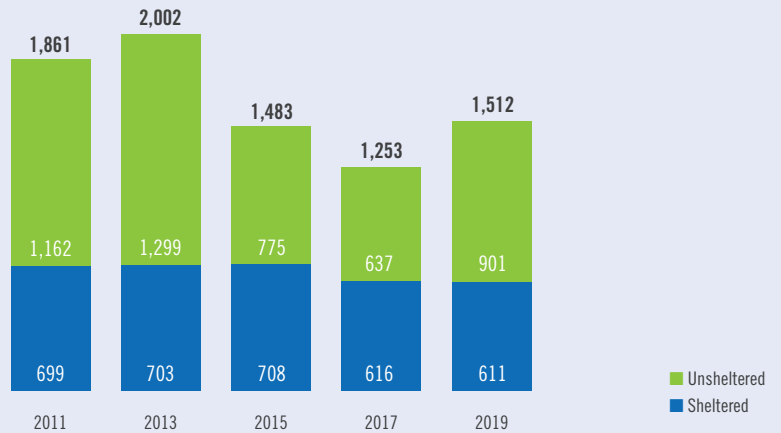
Comparison Over Time of Homeless Persons

The table and chart below provide information about the count since 2011.¹ The total number of people is higher than the 2017 and 2015 counts, but lower than the 2011 and 2013 counts.

TABLE 2
Count by Location
2011 – 2019

LOCATION	2011	2013	2015	2017	2019
UNSHelterED COUNT					
People on Streets	466	353	331	127	157
People in Cars	126	231	157	197	184
People in RVs	246	392	151	218	494
People in Tents/Encampments	324	323	136	95	66
Subtotal Unsheltered Count	1,162	1,299	775	637	901
SHELTERED COUNT					
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People in Transitional Housing	441	431	454	405	345
Subtotal Sheltered Count	699	703	708	616	611
Total	1,861	2,002	1,483	1,253	1,512

CHART 4
Homeless Count
Over Time



The 2019 results show an increase in the overall homeless count compared to 2017 and 2015, but a decrease compared to 2011 and 2013. The increase from 2017 to 2019 was accounted for by more people being counted on the street (24% increase), as well as a large increase in the estimated number of people sleeping in RVs (127% increase). Decreases were found in the estimated number of people sleeping in cars (7% decrease), and the number of people sleeping in tents/encampments (31% decrease). The largest increase was in the number of people counted in RVs, with the total number increasing between 2017 and 2019 from 218 to 494. The overall increase of number of people in RVs is due to an increase in the number of RVs observed by volunteers and a slight increase in the estimated average number of adults in adult only households.

1. In previous counts in San Mateo County, the institutions count was included in the sheltered count. Starting with the 2017 count report, data from the institutions was removed from the sheltered count and reported separately. In order to provide trend data over time, the institutions count has been removed from the sheltered count in all data in this report, including data from previous years.

The sheltered count remained nearly the same in 2019 (611) as in 2017 (616) and is the lowest sheltered count observed over the past 5 counts. The total number of people in emergency shelters increased slightly from 211 in 2017 to 266 in 2019 while the count in transitional housing decreased from 405 to 345.

Institutions Over Time

Institutions reported 381 homeless people on the night of the 2019 count.

Institutions data from 2017 is not compared against institution data from 2019 because the number of participating institutions changed, so that the total number of those entering institutions from homelessness is not comparable between 2017 and 2019. For this count, data was collected from 13 additional institutions including: one hospital, one sobering station, six substance use treatment programs, and five mental health programs.

Analysis of Changes

Sheltered Count

The **sheltered** count slightly decreased in comparison to 2017 by 1%. The total number of sheltered people decreased from 616 in 2017 to 611 in 2019. While the total number of people in shelter varied only by 1%, there was a change in numbers of people in the two types of shelter: Transitional Housing and Emergency Shelter. A major factor that contributed to the decrease of people in Transitional Housing and the increase in people in Emergency Shelter is the reclassification of the Maple Street Shelter from Transitional Housing to Emergency Shelter.

Unsheltered Count

As illustrated in the table above, the number of **unsheltered** people counted increased from 2017 to 2019. The number of people in RVs increased significantly from the previous count, while the number of people on the street increased a moderate amount, and the number of people sleeping in cars and tents/encampments decreased.

Total Count of People Experiencing Homelessness

Overall, the 2019 homeless count of 1,512 total people represented a 21% increase compared to 2017. This was a result of more people being counted in the unsheltered count component of the count.

Families With Children

In 2019, the percentage of households with children versus those without children was identical to 2017 with 97% of households without children and 3% with children.

In prior years, the volunteers counted very few **unsheltered** homeless families with children. This year, there were no families with children observed on the streets. Although no unsheltered families were directly observed during the 2019 count, the number of families with children experiencing unsheltered homelessness is estimated to have been 16 (in cars, tents/encampments, and/or RVs), which is a decrease from 2017.

The table below shows the distribution of where families were living in the 2017 and 2019 counts. Several things are noteworthy about the data.

LOCATION	2017		2019	
	N	%	N	%
STREET	2	2%	0	0%
CAR/RV/TENTS/ENCAMPMENTS	17	15%	16	13%
SHELTER/TH	97	84%	103	87%
Total	116		119	

TABLE 3
Locations of Families

The very low number of unsheltered homeless families reflects the County's ongoing commitment to preventing family homelessness and its investment in programs targeting families with children, such as emergency shelter, interim housing, and homelessness prevention programs operated by the Core Service Agency Network. The data is also consistent with experiences of San Mateo County service providers who have observed that homeless families with children rarely live on the streets and are much more likely to reside in shelters. Many families with children also live in places that do not meet the HUD standard of homelessness (i.e. they are living temporarily with friends or families) but they may be precariously housed.

Households With Children and No Adults

In 2019, one household was counted that was comprised of a child, with no adults present (child only household). The definition of a child, according to HUD, is anyone under 18 years old. The one unsheltered child was "observed" on the street, meaning that volunteers saw this person and made an assessment that he/she was under 18 based on visual observation, but the volunteers were not able to conduct an interview to confirm the age of the person in order to confirm if he/she was a minor or not.

GEOGRAPHIC INFORMATION

2019 Geographic Information

The following table summarizes the geographic locations of people experiencing **unsheltered** homelessness reflected in the count.

TABLE 4
Counts by Jurisdiction

CITY	UNSHelterED
Atherton	1
Belmont	7
Brisbane	4
Burlingame	25
Colma	8
Daly City	66
East Palo Alto	107
Foster City	4
Half Moon Bay	54
Hillsborough	0
Menlo Park	27
Millbrae	9
Pacifica	116
Portola Valley	0
Redwood City	221
San Bruno	12
San Carlos	30
San Francisco International Airport	21
San Mateo	74
South San Francisco	42
Unincorporated Total	73
<i>Coastside unincorporated areas</i>	<i>60</i>
<i>Central County unincorporated areas</i>	<i>0</i>
<i>North County unincorporated areas</i>	<i>6</i>
<i>South County unincorporated areas</i>	<i>7</i>
Woodside	0
Total	901

Areas included in each of the unincorporated jurisdictions include: (1) Coastside - El Granada, La Honda, Montara, Princeton, Pescadero, Moss Beach; (2) Central - Highlands/Baywood; (3) North – Broadmoor; and (4) South - North Fair Oaks, Emerald Lake, West Menlo Park.

Unsheltered Homeless Population by City Compared to General Population

The table below provides an analysis of the number of **unsheltered** people counted in each jurisdiction compared to the total population of people in each jurisdiction.

CITY	TOTAL POPULATION	% OF TOTAL POPULATION	UNSHeltered HOMELESS POPULATION	
			UNSHeltered HOMELESS POPULATION	% OF UNSHeltered HOMELESS POPULATION
Atherton	7,182	0.94%	1	0.11%
Belmont	27,110	3.55%	7	0.78%
Brisbane	4,642	0.61%	4	0.44%
Burlingame	30,401	3.98%	25	2.77%
Colma	1,410	0.18%	8	0.89%
Daly City	106,480	13.95%	66	7.33%
East Palo Alto	29,646	3.88%	107	11.88%
Foster City	33,529	4.39%	4	0.44%
Half Moon Bay	12,565	1.65%	54	5.99%
Hillsborough	11,436	1.50%	0	0.00%
Menlo Park	33,661	4.41%	27	3.00%
Millbrae	22,738	2.98%	9	1.00%
Pacifica	39,141	5.13%	116	12.87%
Portola Valley	4,589	0.60%	0	0.00%
Redwood City	84,368	11.05%	221	24.53%
San Bruno	43,105	5.65%	12	1.33%
San Carlos	29,954	3.92%	30	3.33%
San Francisco International Airport	N/A	N/A	21	2.33%
San Mateo	103,500	13.56%	74	8.21%
South San Francisco	67,120	8.79%	42	4.66%
Unincorporated	65,323	8.56%	73	8.1%
Woodside	5,550	0.73%	0	0.00%
Total	763,450	100%	901	100%

TABLE 5
Percentage of Unsheltered Homeless Population Compared to Percentage of Total Population

Comparison of 2011 to 2019 Data By City

The table below shows the geographic locations of people experiencing **unsheltered** homelessness reflected in the counts from 2011 to 2019.

CITY	2011	2013	2015	2017	2019
Atherton	1	0	1	0	1
Belmont	1	43	11	3	7
Brisbane	0	34	21	19	4
Burlingame	3	13	7	21	25
Colma	1	7	3	1	8
Daly City	44	27	32	17	66
East Palo Alto	385	119	95	98	107
Foster City	0	7	0	6	4
Half Moon Bay	41	114	84	43	54
Hillsborough	0	0	0	0	0
Menlo Park	72	16	27	47	27
Millbrae	1	21	8	7	9
Pacifica	95	150	63	112	116
Portola Valley	16	2	0	1	0
Redwood City	233	306	223	94	221
San Bruno	14	98	8	26	12
San Carlos	9	10	20	28	30
San Francisco International Airport	9	5	1	3	21
San Mateo	68	103	82	48	74
South San Francisco	122	172	55	33	42
Unincorporated	47	46	32	30	73
Woodside	0	6	2	0	0
Total	1,162	1,299	775	637	901

TABLE 6
Counts by Jurisdiction

As the table illustrates, jurisdictions have experienced significant fluctuations in the numbers of people experiencing homelessness over the past five bi-annual counts.

DEMOGRAPHIC AND OTHER DESCRIPTIVE INFORMATION

As described in Appendix 1, the 2019 One Day Homeless Count and Survey used a combined methodology for the unsheltered count. Volunteers were deployed on the morning of the count and were instructed to interview all people potentially experiencing unsheltered homelessness who were awake and approachable. If people did not fall into this category (e.g., were sleeping, were inaccessible, declined the interview), they were counted by observation. People experiencing homelessness who were interviewed were asked to respond to a survey designed to elicit demographic information (e.g. age, gender, disabilities, veteran status), as well as information about how long and how many times they have been homeless, and their use of benefits and services. In addition, the sheltered count collected data on the number and characteristics of homeless persons who had spent the night of January 30th in emergency shelters or transitional housing.

Appendix 1 also describes the statistical approach used to extrapolate demographic characteristics for people experiencing homelessness who did not respond to the survey. It is a HUD requirement that there be no missing data in the tables the CoC submits to the HUD Data Exchange (HDX; a centralized reporting repository HUD uses to receive data from all communities); see Appendix 2 for the tables submitted which detail the household types and other characteristics of the homeless people counted in 2019.

The sections below provide a summary of key findings from the data submitted to HUD about people experiencing unsheltered and sheltered homelessness on the day of the count. Data are also presented that describe additional variables of interest to the community.

Demographic Characteristics of Adult Only and Family Households

The 2019 One Day Homeless Count and Survey counted 1,018 households comprised of 1,110 single adults and 119 family households comprised of 401 adults and children.

A person in an adult only household was most likely to be unsheltered (75.5%), over 25 years old (95.1%), male (75.6%), non-Hispanic (64.9%), Caucasian (70.5%), and not experiencing chronic homelessness (71.4%). In contrast, family households were most likely to be in transitional housing (67.6%), have more children than adults (59.1% vs. 40.9% respectively), and be headed by a female (57.1%). People heading family households were also predominantly non-Hispanic (53.6%) and Caucasian (55.9%), however, race and ethnicity showed more variation in family households than adult only households.

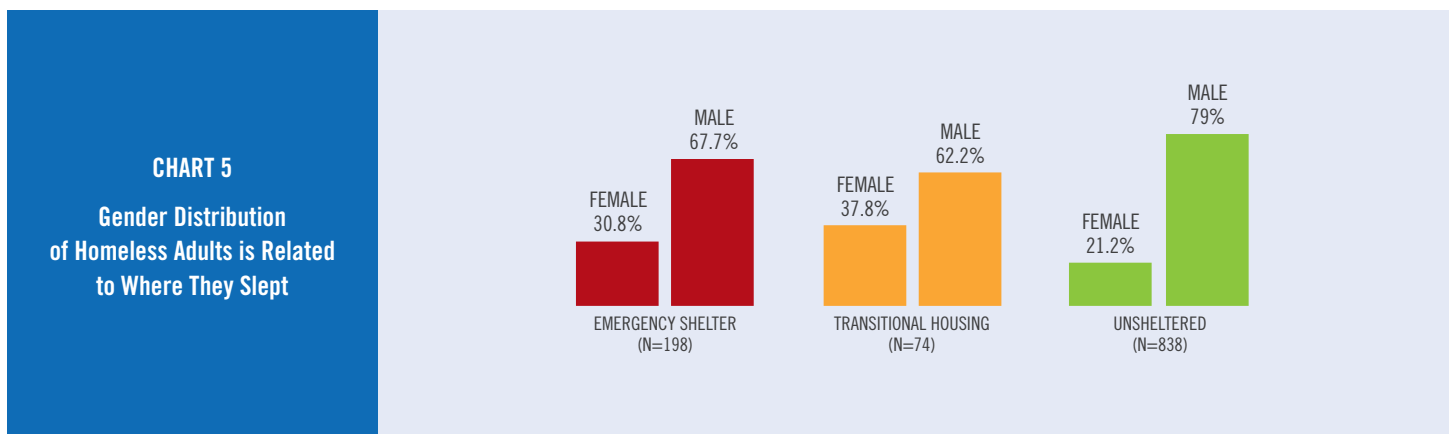
Adult Only Households

The data in the table below provides detailed information about the demographic characteristics of people in adult only households (total homeless column), as well as the characteristics associated with the subpopulations in shelter, transitional housing, and those who were unsheltered on the night of the 2019 One Day Homeless Count and Survey. The charts following the table illustrate those characteristics that differentiate the subpopulations of homeless single adults.

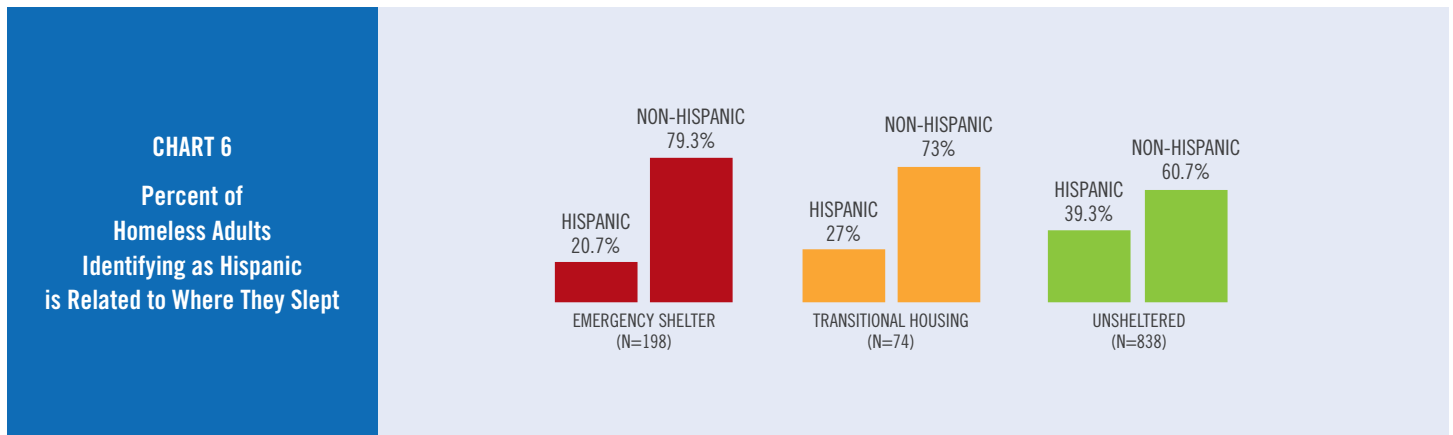
TABLE 7
People in Adult Only Households

		% OF EMERGENCY SHELTER (N=198)	% OF TRANSITIONAL HOUSING (N=74)	% OF UNSHELTERED (N=838)	% OF TOTAL HOMELESS (ES, TH, AND UNSHELTERED) (N=1,110)
AGE	18 – 24 Years Old	5.1%	12.2%	2.3%	3.4%
	25 – 34 Years Old	11.1%	8.1%	11.3%	10.9%
	35 – 44 Years Old	13.1%	13.5%	18.9%	17.5%
	45 – 54 Years Old	24.7%	29.7%	37.6%	34.8%
	55 – 61 Years Old	23.7%	24.3%	15.0%	17.2%
	62+ Years Old	22.2%	12.2%	15.0%	16.1%
GENDER	Female	30.8%	37.8%	21.2%	24.1%
	Male	67.7%	62.2%	79.0%	75.6%
	Transgender	1.5%	0.0%	0.1%	0.3%
	Gender Non-Conforming	0.0%	0.0%	0.0%	0.0%
ETHNICITY	Non-Hispanic	79.3%	73.0%	60.7%	64.9%
	Hispanic	20.7%	27.0%	39.3%	35.1%
RACE	White	59.1%	55.4%	74.5%	70.5%
	Black or African American	20.7%	27.0%	8.9%	12.3%
	Asian	6.1%	2.7%	0.0%	1.3%
	American Indian/Alaskan Native	4.0%	2.7%	8.2%	7.1%
	Native Hawaiian/Other Pacific Islander	7.6%	5.4%	0.1%	1.8%
	Multiple Races	2.5%	6.8%	8.2%	7.1%
CHRONICITY	Chronic Homelessness	33.3%	0.0%	30.0%	28.6%

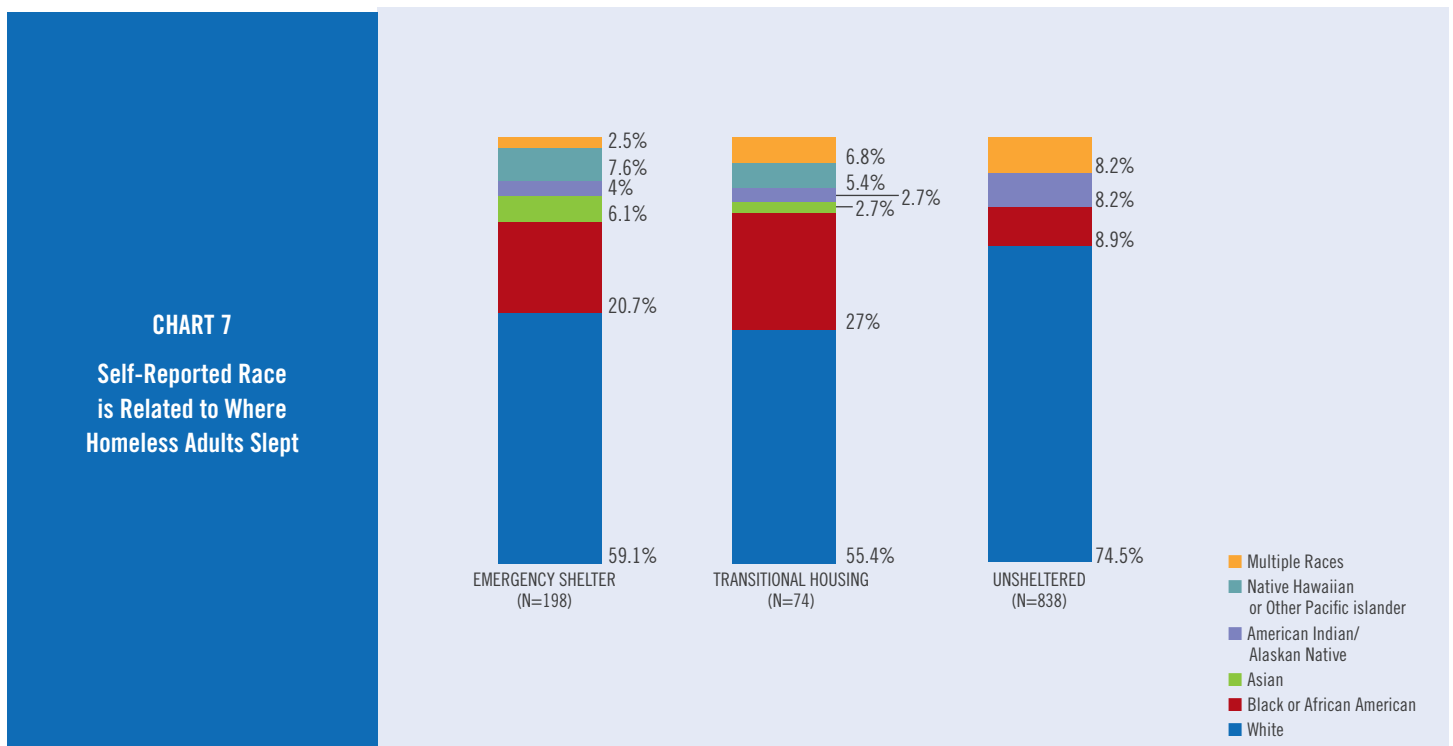
This chart shows that the proportion of females and males is different depending on the subpopulation. Specifically, although males represent the majority of each of the groups, the difference is much larger in the unsheltered population than it is in either of the sheltered populations.



The unsheltered population also has a much greater proportion of those who identify as being of Hispanic origin than either of the sheltered populations.



Regarding self-reports of race, there is a diversity of race among all subpopulations, however in the unsheltered population, there are some notable differences compared to the sheltered subpopulations; in the unsheltered population, there is a lower proportion of those who identify as Black or African American, Asian or Native Hawaiian or Other Pacific Islander, while there is a higher proportion of those who identify as American Indian or Alaskan Native, White, or Multiple Races.



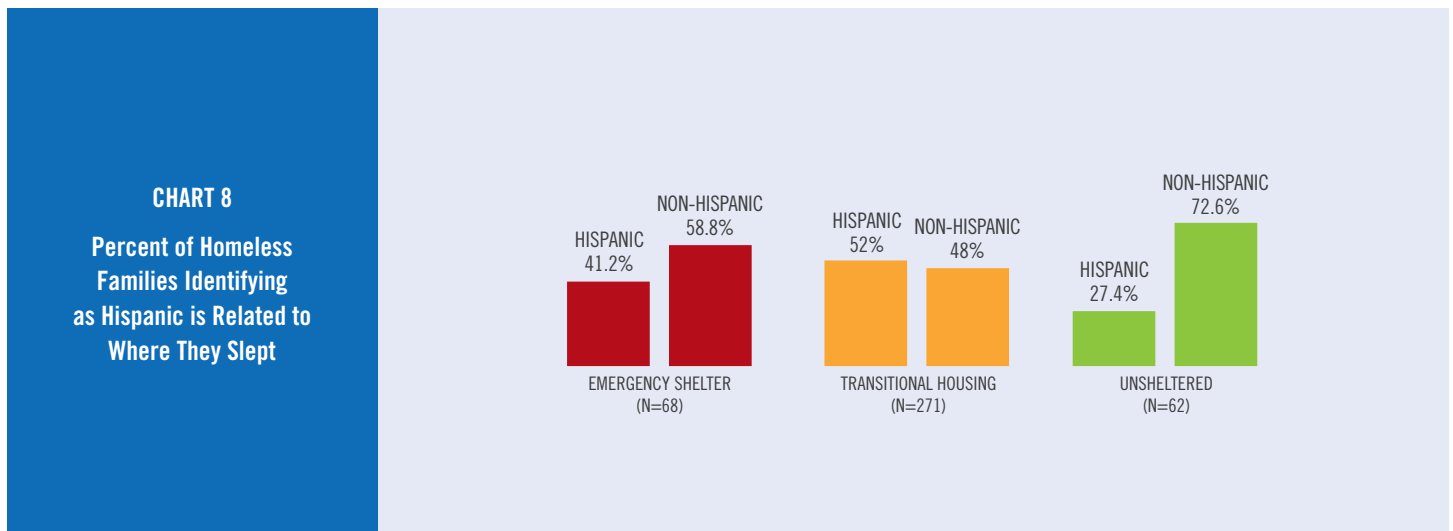
Family Households

The data in the table below provides detailed information about the demographic characteristics of people in family households (total homeless column), as well as the characteristics associated with the subpopulations in shelter, transitional housing, and those who were unsheltered on the night of the 2019 One Day Homeless Count and Survey. The charts following the table illustrate those characteristics that differentiate the subpopulations of homeless people in families.

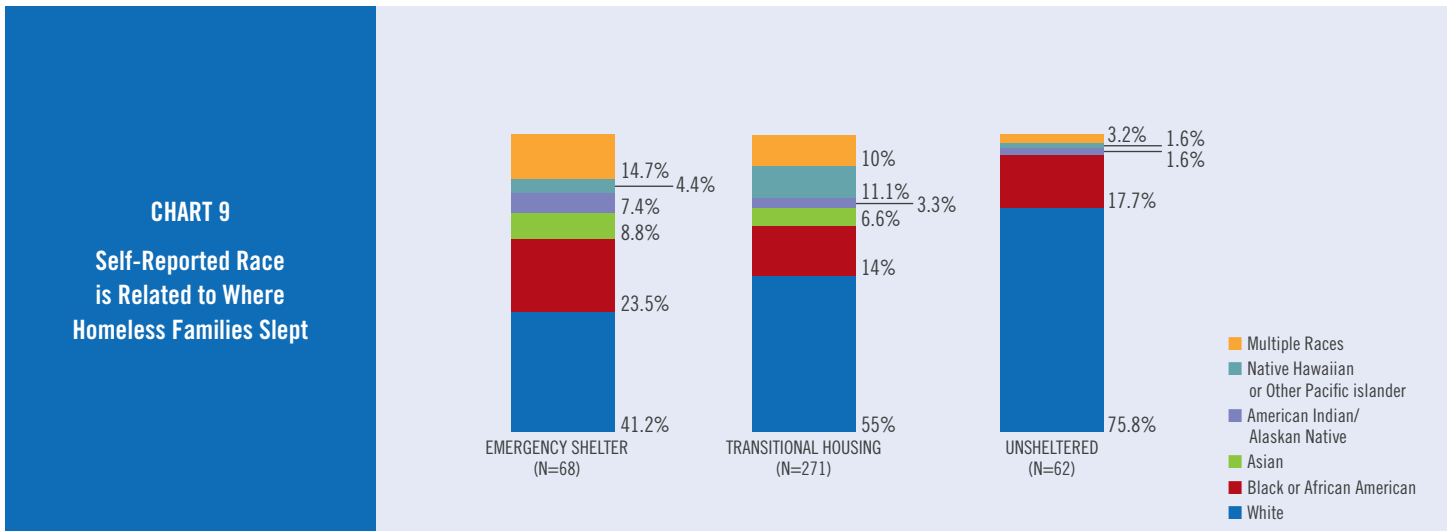
		% OF EMERGENCY SHELTER (N=68)	% OF TRANSITIONAL HOUSING (N=271)	% OF UNSHELTERED (N=62)	% OF TOTAL HOMELESS (ES, TH, AND UNSHELTERED) (N=401)
AGE	Less Than 18 Years Old	61.8%	56.1%	69.4%	59.1%
	18-24 Years Old	2.9%	7.0%	0.0%	5.2%
	25 Years Old and Over	35.3%	36.9%	30.6%	35.7%
GENDER	Female	60.3%	57.2%	53.2%	57.1%
	Male	39.7%	42.8%	46.8%	42.9%
	Transgender	0.0%	0.0%	0.0%	0.0%
	Gender Non-Conforming	0.0%	0.0%	0.0%	0.0%
ETHNICITY	Non-Hispanic	58.8%	48.0%	72.6%	53.6%
	Hispanic	41.2%	52.0%	27.4%	46.4%
RACE	White	41.2%	55.0%	75.8%	55.9%
	Black or African American	23.5%	14.0%	17.7%	16.2%
	Asian	8.8%	6.6%	0.0%	6.0%
	American Indian/Alaskan Native	7.4%	3.3%	1.6%	3.7%
	Native Hawaiian/Other Pacific Islander	4.4%	11.1%	1.6%	8.5%
	Multiple Races	14.7%	10.0%	3.2%	9.7%
CHRONICITY	Chronic Homelessness	4.4%	0.0%	0.0%	0.7%

TABLE 8
People in Family Households

This chart shows that the proportion of people reporting being of Hispanic origin is different depending on the subpopulation. Specifically, the unsheltered population has a much lower proportion of those who identify as being of Hispanic origin than either of the sheltered populations.



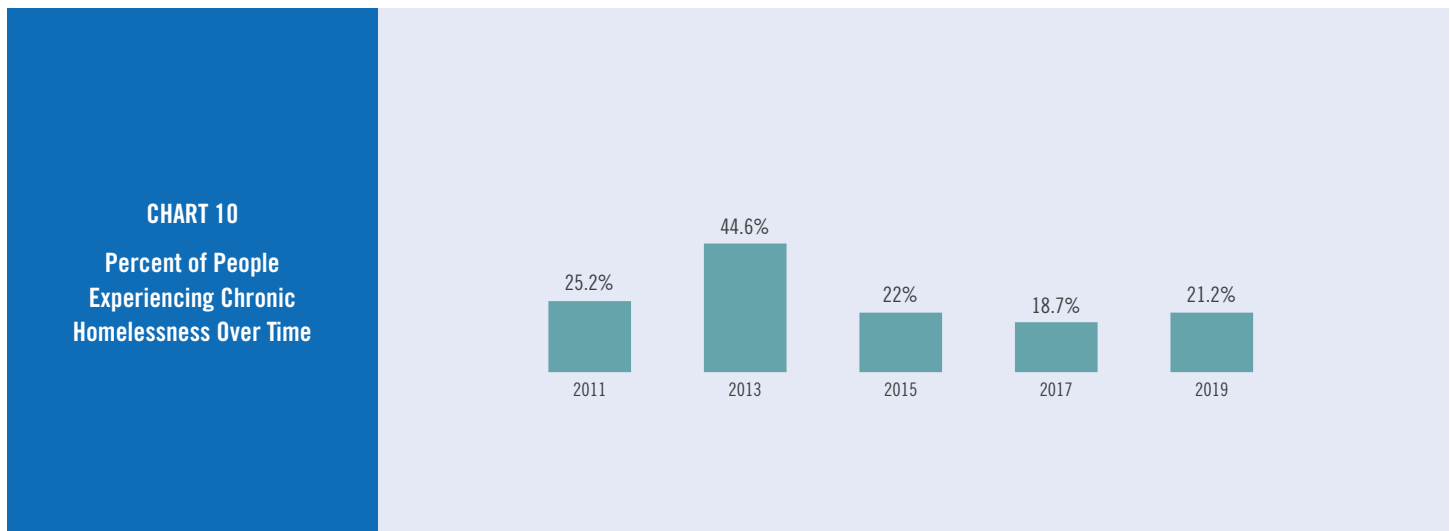
Regarding self-reports of race, there is a diversity of race among all subpopulations, but there are different proportions of race within the different subpopulations.



Additional Descriptive Information

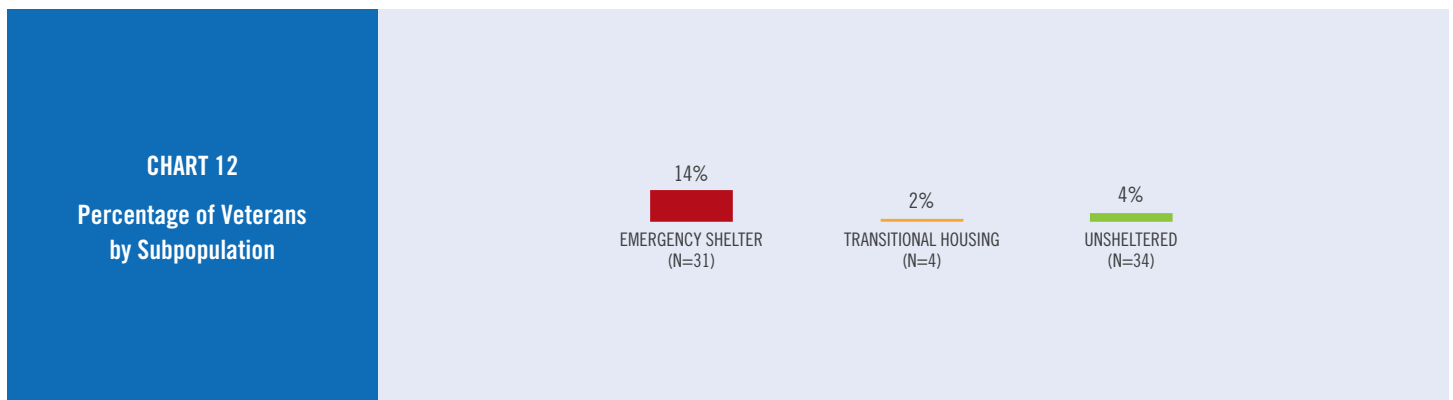
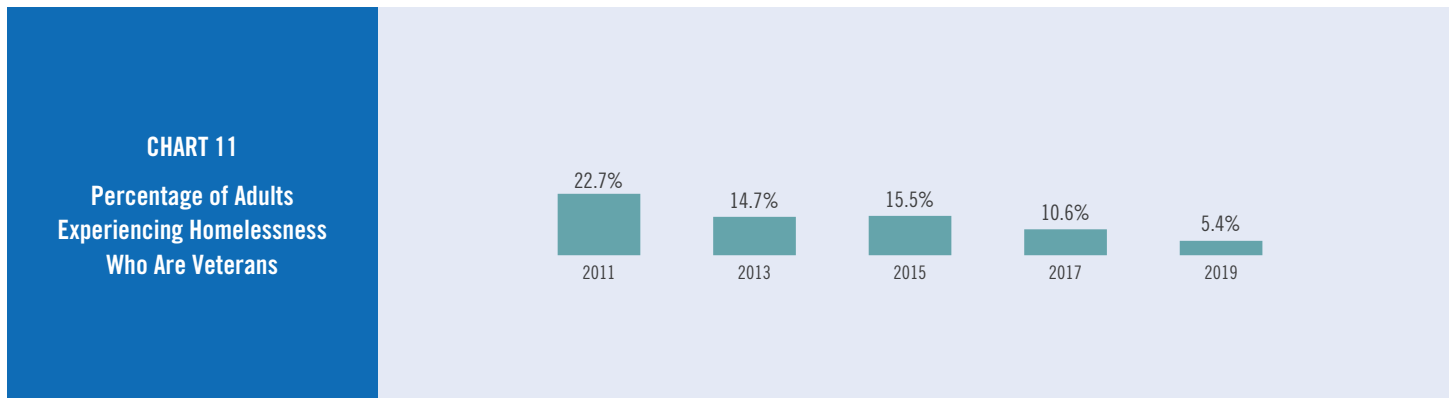
Information below is presented that describes all adults in the homeless population regardless of whether they were in adult only or family households. Data is provided that illustrates the proportions of people experiencing chronic homelessness over time, veterans, as well as those with significant mental illness, alcohol and/or drug abuse, and a history of domestic violence.

The first chart illustrates that while the percent of people experiencing chronic homelessness in San Mateo County has increased slightly since 2017, it is still lower than it was in any of the previous years.



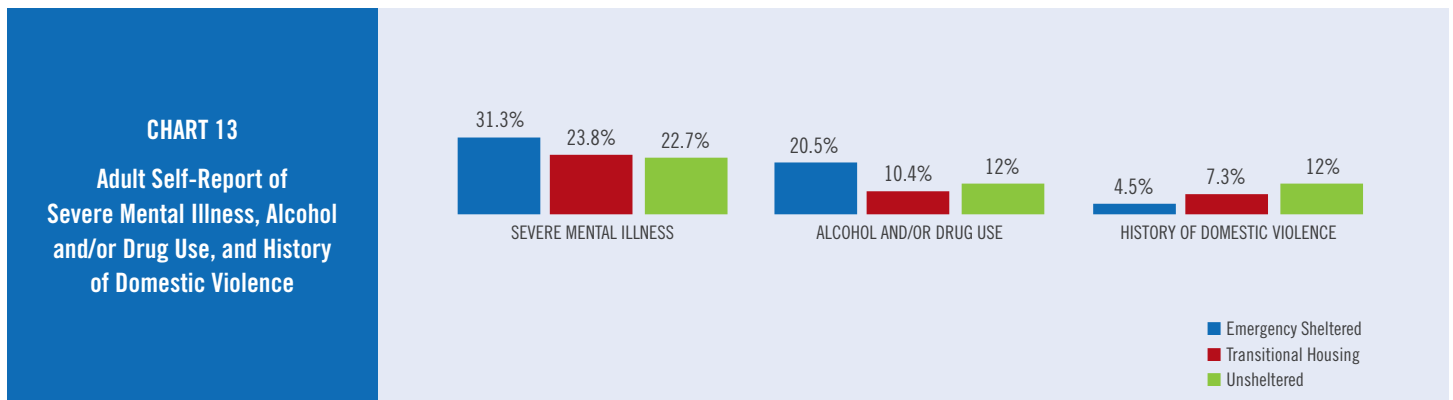
Data about veterans experiencing homelessness is presented in the next two charts. Of all homeless adults counted in 2019, 5.4% reported being a military veteran (having either served in the U.S. Armed Forces and/or in the National Guard as Reservists). Among the **sheltered** people counted in HMIS, 14% of those in emergency shelter and 2% of those in transitional housing were veterans; both decreased from 2017. Of the **unsheltered** people surveyed, 4% identified as veterans, a decrease from 2017 when 10% identified as veterans.

This chart illustrates the decreasing proportion of veterans within the population of people experiencing homelessness on the night of the count. The percentage in the 2019 count is lower than in the past four counts.



All people experiencing homelessness who were surveyed were also asked whether they had ongoing health conditions, physical disabilities, used drugs or alcohol, had psychiatric or emotional conditions, or had traumatic brain injury or Posttraumatic Stress Disorder (PTSD). If they responded in the affirmative, a follow up question asked whether the situation kept them from living in stable housing or holding a job (these questions were used to define whether the respondent had a disabling condition, a prerequisite for being characterized as chronically homeless).

The next chart presents the information as it relates to subpopulation self-reports of a functional impairment related to the experience of severe mental illness (SMI) and/or the use of alcohol and other drugs (AOD). The third variable in the chart represents the proportion of people who responded “yes” to “Are you currently experiencing homelessness because you are fleeing domestic violence, dating violence, sexual assault or stalking?” The highest rate of reported severe mental illness is for those in emergency shelters. Alcohol and/or drug use is also highest among adults in emergency shelters. Conversely unsheltered adults report fleeing from domestic violence at a higher rate than sheltered adults. The 12.0% reported for history of domestic violence in 2019 is significantly lower than that reported in 2017, when it was 33.7%.



Service Utilization and Other Information About Adults Experiencing Unsheltered Homelessness

The survey completed by the unsheltered homeless population gathered additional information. Of those who were surveyed, 44% reported their hometown was in San Mateo County. Further, 77% reported that they were living in San Mateo County at the time they became homeless. An additional 15% indicated they were living in another California county.

The survey also provided data about the services used by people experiencing unsheltered homelessness. Data showed that 55% of those who responded to the survey had accessed free meals, 41% were recipients of CalFresh, and 68% were receiving Medi-Cal benefits. The data also indicated that unsheltered homeless people tend to be frequent users of emergency services, which are not only very expensive but also are not highly effective in helping them become more stable.

Criminal justice system involvement was prevalent among those surveyed, with 23% indicating they were on probation, similar to the 20% reported in 2017.

CONCLUSION

The 2019 One Day Homeless Count and Survey found that the number of people experiencing homelessness on the day of the count increased by 21% compared to the 2017 count, although the overall number of people experiencing homelessness is less than the numbers found in 2011 and 2013. The increase from 2017 was primarily driven by an increase in the number of people living in RVs. HSA and its community partners have noted this trend and have been working to ensure that the population of unsheltered people living in RVs is connected to the available safety net and homeless services. HSA is also exploring strategies to create new services specifically tailored to this population.

While overall homelessness has increased, the count found that there were decreases in some populations, including families with children, people sleeping in tents/encampments, and people sleeping in cars. HSA and its partners will continue implementation of strategies for these populations.

HSA and its partners will continue efforts to create a homeless crisis response system that identifies a housing solution for each individual and family who experiences homelessness. HSA and its partners will continue to utilize a variety of data to measure trends and progress.

Services will continue to be implemented to prevent homelessness whenever possible, and when homelessness does occur, the primary measure of success is whether people are assisted to secure housing as quickly as possible and do not return to homelessness. This is especially challenging given the extremely high costs and low vacancy rates in the housing market; however, HSA and its community partners are committed to continuing to implement strategies that have proven to be effective in reducing homelessness.



APPENDIX 1: METHODOLOGY

Overview

The San Mateo County 2019 One Day Homeless Count and Survey was conducted the morning of January 31, 2019. The San Mateo County Human Services Agency's (HSA) Center on Homelessness staff were responsible for project planning and implementation. The Center on Homelessness contracted with Focus Strategies for assistance with developing the methodology, survey contents, analysis of the data, and preparation of the final report.

In the early morning of January 31, 2019, the One Day Homeless Count and Survey used a combined methodology for the unsheltered count. Specifically, volunteers were deployed on the morning of the count and were instructed to interview all individuals and families potentially experiencing homelessness who were awake and approachable. If people did not fall into this category (e.g., were sleeping, were inaccessible, declined the interview), they were counted by observation. People experiencing homelessness who were interviewed were asked to respond to a survey designed to elicit demographic information (e.g. age, gender, disabilities, veteran status), as well as information about how long and how many times they have been homeless, and their use of benefits and services. Volunteers collected the survey data using a web-based application accessed with smart phones in the field.

The sheltered count collected data on the number and characteristics of homeless persons who had spent the night of January 30th in shelters or transitional housing. The methodology for each of these components is detailed in the sections that follow.

Definition of Homelessness

The Homeless Count and Survey used the definition of homelessness established by the United States Department of Housing and Urban Development (HUD) in the federal McKinney-Vento Homeless Assistance Act as the basis for determining who to include and exclude:

1. An individual who lacks a fixed, regular and adequate nighttime residence, and,
2. An individual who has a primary nighttime residence that is:
 - A. A supervised publicly or privately-operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill); or
 - B. An institution that provides a temporary residence for individuals intended to be institutionalized; or
 - C. A public or private place not designated for, or ordinarily used as, a regular sleeping accommodation for human beings.

This definition does not include people who are “at-risk” of homelessness (i.e. living in unstable housing situations) or those who are “couch surfing” (i.e. those who “float” from location to location).

Unsheltered Count and Survey Methodology

The Unsheltered Count was a “complete coverage” count that covered all census tracts in the county and enumerated every homeless person visible on the streets, in tents/encampments, and in vehicles. The count was conducted by teams of volunteers who were deployed across San Mateo County in the early morning hours of January 31st.

Volunteers: Recruitment and Training

Planning for volunteer recruitment began in the Fall of 2018, with specific attention ensuring volunteers represented staff from social service organizations, city and county departments, community members, and community expert guides (guides are people who are currently experiencing or had previously experienced homelessness and have knowledge about locations where homeless people typically sleep). Team composition was intended to maximize local knowledge. Volunteers were recruited from all over the county and had the opportunity to select an area they were familiar with. On the day of the count, volunteers were teamed up and were assigned a tract to count from within the area.

Nearly 400 volunteers were recruited and trained to participate in the 2019 One Day Homeless Count and Survey. Beginning in early January, HSA held trainings across the county to prepare volunteers for the count. The training included information about the purpose of the count, respondent eligibility (i.e. the definition of homelessness), interviewing protocol, prompting for detailed responses, and confidentiality. In addition, training materials were specifically created to transfer knowledge of the mobile application technology used for the data collection (see below for a description). Finally, volunteers were prepared regarding what to expect on the morning of the count.

On the morning of the count, volunteers gathered at deployment sites at 5:00 AM for census tract assignments, maps, supplies, and a brief training review. During the count and survey, volunteers covered the streets, roads, highways and open spaces of their assigned tracts by walking and/or driving throughout their tract, and attempted to survey all individuals and families potentially experiencing unsheltered homelessness who were awake and approachable. A small thank you item was offered to survey respondents in appreciation for their time and participation. If people were not awake or approachable (e.g., were sleeping, were inaccessible, declined the interview), volunteers counted them by observation only. Volunteers returned to their deployment sites prior to 10:00 AM. Upon their return, they turned in their supplies and were debriefed by the deployment captains.

Primary Data Collection Method: Mobile Technology

HSA decided to use mobile technology for the unsheltered count. SimTech Solutions' Counting Us mobile application was selected through a Request for Quotes process as the platform to be used in the count. Counting Us was used on volunteers' own devices.

HSA worked closely with SimTech Solutions on the data collection tool for the unsheltered count, which included questions both required by HUD as well as additional items of local interest and planning needs. HSA also developed parallel paper forms for data collection. The intent was that the paper forms would be available to use in the event that a mobile device did not function adequately (e.g., lost connection, wouldn't load the app in the field, was dropped and broken, etc.), so data could still be collected. Paper forms were also developed in Spanish.

The Counting Us application gave volunteers the option to record an observation or initiate a survey. When a survey was initiated, the location was recorded and the volunteer was asked to identify the total number of people in the household. If the respondent had already been surveyed by another volunteer the survey was stopped, otherwise the survey continued. If the respondent reported being a youth (between 18 and 24) they were asked youth-specific questions.

Survey Tool

The survey questions used in 2019 parallel those used in 2017; HSA adopted the suggested HUD survey format, but also added additional questions based on local data needs. See Appendix 3 for a copy of the survey.

During the interview process, the interviewers took care to ensure that respondents felt comfortable, regardless of their location. Respondents were encouraged to be candid in their responses and were informed that these responses would be framed as general findings, would be kept confidential, and would not be traceable to any one individual. Volunteers were asked to remain unbiased, make no assumptions or prompts, and ask all questions but allow respondents to skip any question they did not feel comfortable answering.

In order to avoid potential duplication of respondents, the survey requested respondents' initials, so that duplication could be avoided without compromising the respondents' anonymity. Deduplication was also supported by asking potential respondents at the beginning of the survey whether they had already participated.

Data Analysis and Methodology for Developing Multipliers for Household Types and Vehicles

Due to safety concerns, volunteers did not go inside homeless encampments or disturb anyone inside vehicles to separately count the people in them. Therefore, the approach to data analysis included the development of multipliers to estimate the numbers of people both in household types and in vehicles and encampments. Two data sources were used in combination for this: (1) survey data - from respondents who answered vehicle, RV, or outdoor encampment when asked where they slept last night; and (2) site survey data.

The site survey (see Appendix 4) was developed and used in an effort to generate a reliable data source whereby additional information would be gathered from people at risk of or experiencing homelessness. The survey was offered to people coming in for service at multiple sites including Sitike, Coastside Hope, CALL Primrose Center, Daly City Community Services Center, Daly City Youth Health Center, Second Harvest Food Bank, First Chance Outpatient, HealthRIGHT 360, YMCA, Women's Enrichment Center, Latino Commission, Fair Oaks Community Center, Pacific Resource Center, and Samaritan House. The survey was offered the week following the unsheltered count. In all,

267 surveys were completed and returned, with 19 respondents reporting they slept in a car or van, four reporting they slept in an RV, and five who spent the previous night in a tent or encampment. Of those who slept in a structure, one was a family with children.

Data for those who slept in vehicles or tents/encampments as identified from the survey and site survey were combined to create a total number of households, including household type, and people in them. Observed structures were not included in this data source because they do not include information regarding the household type or number of people in the household(s) that occupy the observed structure. The data source that combined One Day Homeless Count and Survey and site survey data was used for developing the estimates for the proportions of each household type (adult only, child only, or adults with children), as well as the total average number of people in them, and the proportion of adults and children in family households. This “known” data about households who slept in a structure can be applied proportionally to all households counted. These data showed 97.4% of homeless households are adult only with an average household size of 1.13 people and 2.6% of households are family households (with at least one adult and one child) with an average household size of 4 people (2.0 adults and 2.0 children; see table below). These multipliers were then used to estimate the numbers of people living in vehicles and tents/encampments as well as their household composition. Specifically, 97.4% of cars, RVs and tents/encampments counted were designated as adult only households with 1.13 adults, and 2.6% of cars, RVs, and tents/encampments were designated as family households with 4 people in each.

LOCATION	% ADULT ONLY HOUSEHOLDS	MULTIPLIER # ADULTS	% FAMILY HOUSEHOLDS	MULTIPLIER # OF PEOPLE IN FAMILY	MULTIPLIER # ADULTS IN FAMILY	MULTIPLIER # OF CHILDREN IN FAMILY
VEHICLES	97.4%	1.13	2.6%	4	2.0	2.0

Shelter Count Methodology

The Shelter Count component of the 2019 One Day Homeless Count and Survey was conducted on the night of January 30th. HSA compiled a comprehensive list of all facilities and programs providing emergency shelter and transitional housing to homeless people. These programs were divided into two categories:

- Emergency shelters
- Transitional housing

The majority of programs on the list currently enter data on their clients into the Homeless Management Information System (HMIS). HUD requires all communities that receive federal homeless assistance funding to create and maintain an HMIS that meets specific standards. The HMIS database was used to extract data on the numbers of people in most of the emergency shelters and transitional housing programs operating in the community. For the very small number of shelters and transitional housing programs that do not participate in the HMIS, HSA staff gathered data using a survey form.

Youth Count

HSA opted to embed youth-specific questions in the unsheltered survey in an effort to comprehensively include youth.

Determining Demographics for Unsheltered People Counted and Not Surveyed

In general, the approach used was to extrapolate the demographic characteristics that were collected from those surveyed to those who were not surveyed. A total of 36 surveys collected for those experiencing homelessness were used to generate proportions of each characteristic for the adult population (see below for exceptions for veterans and youth).

Because no unsheltered family households were surveyed in 2019, demographic characteristics were generated for family households using the proportional breakdown found in 2017 for demographics of families. The rationale was that demographics for unsheltered adults were consistent between 2017 and 2019 (see table on right), so it was reasonable to assume that family characteristics followed the same pattern of consistency.

	PEOPLE IN UNSHELTERED ADULT ONLY HOUSEHOLDS	
	2017	2019
Female	21.0%	21.2%
Male	78.0%	79.0%
Non-Hispanic	72.0%	60.7%
White	76.0%	74.5%
Black	14.0%	8.9%

Veteran Adult Only Household Characteristics. In 2019, only one veteran was surveyed (4% of all surveyed people) and demographic characteristics were needed for 34 veterans (4% of all unsheltered homeless adults in 2019). In order to avoid using data from a single individual to extrapolate to 34 people, instead the proportions of characteristics of veterans found in 2017 were used.

Proportion of 18-24-year-olds. In 2019, the surveys indicated that 7% of people in adult only households were between the ages of 18 and 24 as compared to 1.4% of the adult only population in 2017. Because the overall total number of unsheltered people was higher in 2019, assuming 7% were transition aged youth (TAY) led to a total of 59 unsheltered TAY – a dramatic increase over the 2017 number of 8 unsheltered TAY. Believing that an increase in the population might be reasonable, but to determine if that much of an increase seemed likely, the percentages of sheltered TAY in the 2017 and 2019 count (see table on right) were reviewed and it was found that the proportion of TAY in shelter had increased by 67%. It appeared that the proportional increase in the sheltered population is more likely to represent the overall increase in TAY experiencing homelessness. Therefore, a 67% increase was applied to the 2017 TAY proportion of 1.4%, resulting in the calculation that TAY represent 2.3% of the unsheltered population of people in adult only households or 19 youth.

**SHELTERED TRANSITION AGE YOUTH
IN ADULT ONLY HOUSEHOLDS**

	2017	2019
Emergency Shelter	3.0%	5.0%
Transitional Housing	11.0%	12.0%

TAY Characteristics. Similar to the issues described above for veterans, in 2019, only two youth between the ages of 18 and 24 were surveyed and demographic characteristics were needed for ten TAY. In order to avoid using data from two young people to extrapolate, instead the proportions of characteristics of TAY found in 2017 were used.

APPENDIX 2: HUD HDX TABLES

Households with at Least One Adult and One Child

	EMERGENCY SHELTER	TRANSITIONAL HOUSING	UNSHELTERED	TOTAL
TOTAL NUMBER OF HOUSEHOLDS	21	82	16	119
TOTAL NUMBER OF PERSONS	68	271	62	401
Number of Children (Under 18)	42	152	43	237
Number of Young Adults (18 – 24)	2	19	0	21
Number of Adults (Over Age 24)	24	100	19	143
GENDER				
Female	41	155	33	229
Male	27	116	29	172
Transgender	0	0	0	0
Gender Non-Conforming (i.e., Not Exclusively Male or Female)	0	0	0	0
ETHNICITY				
Non-Hispanic/Non-Latino	40	130	45	215
Hispanic/Latino	28	141	17	186
RACE				
White	28	149	47	224
Black or African American	16	38	11	65
Asian	6	18	0	24
American Indian or Alaska Native	5	9	1	15
Native Hawaiian or Other Pacific Islander	3	30	1	34
Multiple Races	10	27	2	39
CHRONICALLY HOMELESS				
Total Number of Households	1	0	0	1
Total Number of Persons	3	0	0	3

Households with Only Children (under age 18)

	EMERGENCY SHELTER	TRANSITIONAL HOUSING	UNSHELTERED	TOTAL
TOTAL NUMBER OF HOUSEHOLDS	0	0	1	1
Total Number of Children (Persons Under Age 18)	0	0	1	1
GENDER				
Female	0	0	1	1
Male	0	0	0	0
Transgender	0	0	0	0
Gender Non-Conforming (i.e., Not Exclusively Male or Female)	0	0	0	0
ETHNICITY				
Non-Hispanic/Non-Latino	0	0	1	1
Hispanic/Latino	0	0	0	0
RACE				
White	0	0	1	1
Black or African American	0	0	0	0
Asian	0	0	0	0
American Indian or Alaska Native	0	0	0	0
Native Hawaiian or Other Pacific Islander	0	0	0	0
Multiple Races	0	0	0	0
CHRONICALLY HOMELESS				
Total Number of Persons	0	0	0	0

Households without Children

	EMERGENCY SHELTER	TRANSITIONAL HOUSING	UNSHelterED	TOTAL
TOTAL NUMBER OF HOUSEHOLDS	191	73	754	1,018
TOTAL NUMBER OF PERSONS	198	74	838	1,110
Number of Young Adults (18 – 24)	10	9	19	38
Number of Adults (Over Age 24)	188	65	819	1,072
GENDER	Gender			
Female	61	28	178	267
Male	134	46	659	839
Transgender	3	0	1	4
Gender Non-Conforming (i.e., Not Exclusively Male or Female)	0	0	0	0
ETHNICITY	Ethnicity			
Non-Hispanic/Non-Latino	157	54	509	720
Hispanic/Latino	41	20	329	390
RACE	Race			
White	117	41	624	782
Black or African American	41	20	75	136
Asian	12	2	0	14
American Indian or Alaska Native	8	2	69	79
Native Hawaiian or Other Pacific Islander	15	4	1	20
Multiple Races	5	5	69	79
CHRONICALLY HOMELESS	Chronically Homeless			
Total Number of Persons	66	0	252	318

Veteran Households with at Least One Adult and One Child

	EMERGENCY SHELTER	TRANSITIONAL HOUSING	UNSHelterED	TOTAL
TOTAL NUMBER OF HOUSEHOLDS	5	1	0	6
TOTAL NUMBER OF PERSONS	23	3	0	26
TOTAL NUMBER OF VETERANS	5	1	0	6
GENDER (Veterans Only)				
Female	1	0	0	1
Male	4	1	0	5
Transgender	0	0	0	0
Gender Non-Conforming (i.e., Not Exclusively Male or Female)	0	0	0	0
ETHNICITY (Veterans Only)				
Non-Hispanic/Non-Latino	5	0	0	5
Hispanic/Latino	0	1	0	1
RACE (Veterans Only)				
White	2	1	0	3
Black or African American	3	0	0	3
Asian	0	0	0	0
American Indian or Alaska Native	0	0	0	0
Native Hawaiian or Other Pacific Islander	0	0	0	0
Multiple Races	0	0	0	0
CHRONICALLY HOMELESS				
Total Number of Households	0	0	0	0
Total Number of Persons	0	0	0	0

Veteran Households Without Children

	EMERGENCY SHELTER	TRANSITIONAL HOUSING	UNSHelterED	TOTAL
TOTAL NUMBER OF HOUSEHOLDS	26	3	34	63
TOTAL NUMBER OF PERSONS	31	3	34	68
TOTAL NUMBER OF VETERANS	26	3	34	63
GENDER (Veterans Only)				
Female	1	0	6	7
Male	25	3	28	56
Transgender	0	0	0	0
Gender Non-Conforming (i.e., Not Exclusively Male or Female)	0	0	0	0
Ethnicity (Veterans Only)				
Non-Hispanic/Non-Latino	22	3	25	50
Hispanic/Latino	4	0	9	13
RACE (Veterans Only)				
White	13	0	27	40
Black or African American	5	2	4	11
Asian	3	1	0	4
American Indian or Alaska Native	2	0	1	3
Native Hawaiian or Other Pacific Islander	3	0	1	4
Multiple Races	0	0	1	1
CHRONICALLY HOMELESS				
Total Number of Persons	9	0	12	21

Unaccompanied Youth Households

	EMERGENCY SHELTER	TRANSITIONAL HOUSING	UNSHelterED	TOTAL
TOTAL NUMBER OF UNACCOMPANIED YOUTH HOUSEHOLDS	7	9	18	34
TOTAL NUMBER OF UNACCOMPANIED YOUTH	8	9	18	35
Number of unaccompanied youth (Under 18)	0	0	1	1
Number of unaccompanied youth (18 – 24)	8	9	17	34
GENDER				
Female	3	6	8	17
Male	5	3	9	17
Transgender	0	0	1	1
Gender Non-Conforming (i.e., Not Exclusively Male or Female)	0	0	0	0
ETHNICITY				
Non-Hispanic/Non-Latino	5	4	13	22
Hispanic/Latino	3	5	5	13
RACE				
White	4	6	15	25
Black or African American	2	2	3	7
Asian	0	0	0	0
American Indian or Alaska Native	1	0	0	1
Native Hawaiian or Other Pacific Islander	1	0	0	1
Multiple Races	0	1	0	1
CHRONICALLY HOMELESS				
Total Number of Persons	0	0	4	4

Parenting Youth Households

	EMERGENCY SHELTER	TRANSITIONAL HOUSING	UNSHelterED	TOTAL
TOTAL NUMBER OF PARENTING YOUTH HOUSEHOLDS	1	9	0	10
TOTAL NUMBER OF PERSONS IN PARENTING YOUTH HOUSEHOLDS	2	22	0	24
TOTAL PARENTING YOUTH (Youth Parents Only)	1	11	0	12
TOTAL CHILDREN IN PARENTING YOUTH HOUSEHOLDS	1	11	0	12
Number of Parenting Youth Under Age 18	0	0	0	0
Children in Households With Parenting Youth Under Age 18	0	0	0	0
Number of Parenting Youth Age 18 – 24	1	11	0	12
Children in Households With Parenting Youth Age 18 – 24	1	11	0	12
GENDER (Youth Parents Only)				
Female	1	9	0	10
Male	0	2	0	2
Transgender	0	0	0	0
Don't Identify as Male, Female, or Transgender	0	0	0	0
ETHNICITY (Youth Parents Only)				
Non-Hispanic/Non-Latino	1	7	0	8
Hispanic/Latino	0	4	0	4
RACE (Youth Parents Only)				
White	0	6	0	6
Black or African American	1	1	0	2
Asian	0	1	0	1
American Indian or Alaska Native	0	0	0	0
Native Hawaiian or Other Pacific Islander	0	2	0	2
Multiple Races	0	1	0	1
CHRONICALLY HOMELESS				
Total number of Households	1	0	0	1
Total Number of Persons	2	0	0	2

Adult Subpopulations

	EMERGENCY SHELTER	TRANSITIONAL HOUSING	UNSHelterED	TOTAL
ADULTS WITH A SERIOUS MENTAL ILLNESS	70	46	189	305
ADULTS WITH A SUBSTANCE USE DISORDER	46	20	103	169
ADULTS WITH HIV/AIDS	1	3	0	4
VICTIMS OF DOMESTIC VIOLENCE	10	14	103	127

APPENDIX 3: UNSHELTERED SURVEY

2019 San Mateo County One Day Homeless Count Survey

Hello, my name is _____ and I am a volunteer for San Mateo County. We are conducting a survey to better understand homeless needs. Your participation is voluntary, and your responses will be anonymous. You can also ask to stop at any time. May I survey you for ten to fifteen minutes?

Instructions: Do not read the answers to the respondent, unless the respondent does not understand the question and needs examples.

1. Have you already been interviewed today for the Point in Time Count?

- Yes STOP SURVEY
- No

2. Where did you sleep last night?*

If one of the following, stop survey and give Thank You bag:

- Emergency shelter
- Transitional housing
- Motel/hotel (paid for by agency)
- Motel/hotel (paid for with your own funds)
- House or apartment that you rent or own
- Jail
- Hospital
- Treatment program
- With a friend or family in their house/apartment
- In a place you are being evicted from within two weeks

If one of the following, continue survey:

- Street or sidewalk
 - Vehicle/Boat (car, van, RV, etc.)
 - Park
 - Abandoned building
 - Bus stop, train station, airport
 - Under bridge/overpass
 - Outdoor encampment
 - Other (please describe the other sleeping location)
- _____

3. What are your initials? _____

4. What is your gender?

- Male
- Female
- Trans Male (F2M)
- Trans Female (M2F)
- Gender non-conforming/Non-binary
- Don't know
- Refused

5. What age range do you fall into?*

- Under 5
- 5 – 12
- 13 – 17
- 18 – 24 **Fill out Youth Specific Questions (Q6-Q11)
- 25 – 34
- 35 – 44
- 45 – 54
- 55 – 61
- 62+

Youth Questions (Only ask the following questions if 18-24 years old)

(ONLY ask if 18-24)

6. What sexual orientation do you identify as?

- Bisexual
- Gay
- Heterosexual
- Lesbian
- Questioning orientation
- Other
- Don't know _____

(ONLY ask if 18-24)

7. Are you expecting to become a parent in the next nine months?

- Yes
- No
- Don't know
- Refused

(ONLY ask if 18-24)

8. Are you currently enrolled in school, trade school/vocational program, or college?

- Yes, school
- Yes, trade school/vocational program
- Yes, college
- No

(ONLY ask if 18-24)

9. What is the highest grade level of schooling you have completed?

- Less than 5th grade
- 5th – 6th grade
- 7th – 8th grade
- 9th – 11th grade
- 12th grade
- GED
- Some post-secondary education
- Associates, Bachelor's Degree
- Don't know
- Refused

(ONLY ask if 18-24)

10. Do you have any sources of money or how do you make money?

- Part-time job
- Full-time job
- Money from friends or family
- Public benefits (General Assistance, CalWORKs, etc.)
- Other
- Unknown
- Refused

(ONLY ask if 18-24)

11. To stay in housing, have you ever stayed:

- With someone you don't know or trust
- Somewhere that didn't feel safe
- With a sexual partner that you wouldn't have otherwise
- On a couch or floor for longer than a week
- Unknown
- Refused
- None of these

12. What is your race? (Select all that apply)

- White
- American Indian or Alaska Native
- Native Hawaiian or Other Pacific Islander
- Asian
- Black or African American
- Other
- Don't know
- Refused

13. Are you Hispanic or Latino?

- Yes
- No
- Don't know
- Refused

14. Is this the first time you have been homeless?

- Yes
- No (**Also ask 15a & 15b)
- Don't know
- Refused

*If answered NO to #14, answer questions 15a & 15b below.

15. How many months have you been homeless this time? _____

15a. How many months did you stay in shelters or on the streets during the past 3 years? _____

15b. How many separate times have you stayed in shelters or on the streets in the past 3 years?

- Fewer than 4
- 4 or more times
- Don't know
- Refused

16. Where geographically were you living when you most recently became homeless?

- San Mateo County

If San Mateo County...what City in San Mateo County were you living when you became homeless most recently?

- Atherton
- Belmont
- Brisbane
- Burlingame
- Colma
- Daly City
- East Palo Alto
- Foster City
- Half Moon Bay
- Hillsborough
- La Honda
- Ladera
- Loma Mar
- Menlo Park
- Millbrae
- Pacifica
- Pescadero
- Portola Valley
- Redwood City
- San Bruno
- San Carlos
- San Gregorio
- San Mateo
- South San Francisco
- Woodside
- Other county in California _____
- Other state _____

17. Is your hometown in San Mateo County?

- Yes No

If Yes...

What City in San Mateo County do you consider to be your hometown?

- Atherton
- Belmont
- Brisbane
- Burlingame
- Colma
- Daly City
- East Palo Alto
- Foster City
- Half Moon Bay
- Hillsborough
- La Honda
- Ladera
- Loma Mar
- Menlo Park
- Millbrae

- Pacifica
- Pescadero
- Portola Valley
- Redwood City
- San Bruno
- San Carlos
- San Gregorio
- San Mateo
- South San Francisco
- Woodside
- Don't know
- Refused

18. What was your housing situation at the time you most recently became homeless?

- Renting a home or apartment
- Living with relatives
- Staying with friends
- Living in a home owned by you or your partner
- Living in a motel
- In jail/prison/or juvenile detention center
- In a treatment center
- In foster care
- In a shelter or transitional housing
- Other _____
- Refused
- Unknown

19. Are you homeless as a result of a natural disaster?

- Yes (If yes...go to Q20)
- No
- Don't know
- Refused

20. Which natural disaster led to your homelessness? (Only ask if select Yes for Q19)

- Fire/Mud

Which fire caused your homelessness?

- Fire prior to 2017
- Wildfires in 2017
- 2018 Camp fire
- 2018 Woosey fire
- 2018 CARR/Shasta County
- Other 2018 wildfire

- Hurricane

Which hurricane caused your homelessness?

- Harvey
- Michael
- Florence
- Other hurricane
- Other (What other disaster?) _____

Instructions: The next set of questions asks about sensitive topics. You don't have to answer any question that you don't want to but your feedback will help us improve services in the community.

ONLY ASK IF 18 OR OLDER

21. Do you have any substance abuse issues?

- No
 - Alcohol Abuse*
 - Drug Abuse*
 - Both Alcohol and Drug*
 - Don't know
 - Refused
- If yes to any starred, ask follow up question below

***Is this a long-term disability that keeps you from holding a job or living in stable housing?** Yes No

22. Do you have any ongoing health problems or medical conditions such as diabetes, cancer, or heart disease?

- Yes * (If yes, ask follow up question below)
- No
- Don't know
- Refused

***Is this a long-term disability that keeps you from holding a job or living in stable housing?** Yes No

ONLY ASK IF 18 OR OLDER

23. Do you have a psychiatric or emotional condition such as depression?

- Yes * (If yes, ask follow up question below)
- No
- Don't know
- Refused

***Is this a long-term disability that keeps you from holding a job or living in stable housing?** Yes No

ONLY ASK IF 18 OR OLDER

24. Do you have a physical disability?

- Yes * (If yes, ask follow up question below)
- No
- Don't know
- Refused

***Is this a long-term disability that keeps you from holding a job or living in stable housing?** Yes No

ONLY ASK IF 18 OR OLDER

25. Have you ever received special education services for more than six months?

- Yes
- No
- Don't know
- Refused

ONLY ASK IF 18 OR OLDER

26. Do you receive any disability benefits such as Social Security Income, Social Security Disability Income, or Veteran's Disability Benefits?

- Yes
- No
- Don't know
- Refused

ONLY ASK IF 18 OR OLDER

27. Do you have AIDS or an HIV-related illness?
- Yes
 - No
 - Don't know
 - Refused

ONLY ASK IF 18 OR OLDER

28. Do you have post-traumatic stress disorder/PTSD (if necessary, explain this is a condition that can occur in people who have seen or had life-threatening events happen)?
- Yes* (If yes, ask follow up question below)
 - No
 - Don't know
 - Refused

***Is this a long-term disability that keeps you from holding a job or living in stable housing?** Yes No

ONLY ASK IF 18 OR OLDER

29. Have you ever had a traumatic injury to your brain from a bump, blow, or wound to the head?
- Yes* (If yes, ask follow up question below)
 - No
 - Don't know
 - Refused

***Is this a long-term disability that keeps you from holding a job or living in stable housing?** Yes No

Additional Questions

30. Were you ever in foster care?

- Yes* (If yes, ask follow up question below)
- No
- Don't know
- Refused

***Was this foster care in San Mateo County** Yes No

31. Are you currently on probation or parole?

- Yes, probation
- Yes, parole
- Both
- No
- Don't know
- Refused

32. Are you currently using any of the following services or assistance?

- Food pantry/free meals
- Job search assistance centers
- Job/vocational training
- Adult Education
- Legal assistance
- General health services
- Mental health services
- Transportation assistance (bus tickets, Redi-Wheels)
- CalFresh (Also known as food stamps)
- Medi-Cal or other health coverage
- Other _____
- Not using any services

ONLY ASK IF 18 OR OLDER

33. Are you currently experiencing homelessness because you are fleeing domestic violence, dating violence sexual assault, or stalking?
- Yes
 - No
 - Don't know
 - Refused

ONLY ASK IF 18 OR OLDER

34. Have you ever served in the United States Armed Forces (i.e. served in full-time capacity in the Army, Navy, Air Force, Marine Corps, or Coast Guard) or were you ever called in to active duty as a member of the National Guard or as a Reservist?
- Yes* (If yes, ask follow up question below)
 - No
 - Don't Know
 - Refused

***Have you ever received health care or benefits from a Veterans Administration medical center?** Yes No

Please remember to thank the person for their time. Use the notes field below to record any additional information that you may feel may be important to collect.

Notes:

If there are additional members in the household that are willing and able to be surveyed, complete the survey addendum.

APPENDIX 4: SITE SURVEY

2019 San Mateo County One Day Homeless Count Instructions for Service Site Survey

I. Purpose of Service Site Survey

The information your agency is helping to collect via this survey is an important component of the One Day Homeless Count. These surveys help us ensure we have complete and accurate information. They provide needed additional data to complement the information collected from surveys during the One Day Count.

II. Instructions for Site Staff

- This survey will take place for three business days after the One Day Count, which occurs on Thursday, January 31st 2019. This survey will take place between Friday Feb 1st through Tuesday Feb 5th.
- Please ask all your clients that come to your facility those days if they would be willing to take this survey. **They do not need to be homeless clients to participate; all survey responses are welcome.**
- The Human Services Agency has provided an original of a one-page (two-sided) paper survey form in English and Spanish for you to copy & distribute to everyone served at your site on the listed dates.
- Please distribute forms to all clients and request that they complete and return the form before they leave, if they would like to participate. **The survey is optional; it is up to the client if he/she wants to participate or not.**
- Please keep completed surveys in a centralized location that is not accessible to clients.
- Explain that the survey is confidential. It does not ask for a full name. Initials and birth day/month are requested so we can be sure we do not have duplicate surveys, but those fields may be left blank if the client prefers not to answer. The information collected will be used to help the County plan services to address homeless and safety net services.
- While the survey is very brief and self-explanatory, some individuals may have questions. Please have a staff person available to respond to questions about the form as needed.
- Please return all forms to the Human Services Agency to Ruby Tomas at rtomas@smcgov.org (call Ruby at 650-802-6492 if any questions). If you have too many surveys to email, please mail to: Ruby Tomas, Human Services Agency, 1 Davis Dr., Belmont, CA 94002 and let her know that you are doing that. **Please return all surveys no later than Thursday February 7th, 2019.**

III. Brief Survey Overview and Instructions

- The survey asks for the following types of information: where the person slept the night before, age, gender, race, and ethnicity. Instructions for completing the form are included in the document.
- Note that federal data categories separate race and ethnicity. Ethnicity is defined as whether the person identifies as Hispanic/Latino or non-Hispanic/Latino. Hispanic/Latino is not one of the answer choices under Race.
- Single adults who are staying alone (no other household members) only complete page one. Households of two or more should complete page 2.
- It is okay to mark unknown or unwilling or to skip any question.

IV. Questions

If you have questions either before or during the survey, please contact: Ruby Tomas with the Human Services Agency at rtomas@smcgov.org or (650) 802-6492. Thank you for your assistance with collecting this important information, and for the services you provide to people in our community!

San Mateo County Service Site Survey

Today's Date _____

Site Name _____

Where did you sleep last night? (Please check only one)

- House or apartment you rent or own
- Staying with friends/family
- Motel/hotel
- Emergency shelter
- Transitional housing
- Car or van
- RV
- Tent/Encampment
- Street or sidewalk
- Park
- Abandoned building
- Bus/train station, airport
- Under bridge/overpass
- Jail, hospital, or treatment program
- Other: _____

Did other members of your household sleep in the same location as you last night?

- Yes Please turn the page over and complete the other side
- No Please continue with the table below.

How old are you?

- Less than 18 years old
- 18 – 24 years old
- 25 years old or older
- Unwilling to answer

What gender are you?

- Male
- Female
- Transgender
- Unknown/Unwilling to answer

Are you Hispanic/Latino?

- Yes
- No
- Unknown/Unwilling to answer

What Race(s) are you? (Check as many as apply)

- White
- Black/African American
- Asian
- American Indian/Alaskan Native
- Native Hawaiian/Pacific Islander
- Other
- Unknown/Unwilling to answer

What are the first 2 letters of your first name? _____

- Unwilling to answer

What are the first 2 letters of your last name? _____

- Unwilling to answer

What month were you born in? _____

- Unwilling to answer

What day were you born on? _____

- Unwilling to answer

How many total members of your household slept in the same location last night? _____

Please complete the table below for YOURSELF AND FOR EACH HOUSEHOLD MEMBER. If you have more than 5 household members, ask staff for an additional sheet to staple to this page.

	YOU (PERSON 1)	PERSON 2	PERSON 3	PERSON 4	PERSON 5
AGE	<input type="checkbox"/> Less than 18 years old <input type="checkbox"/> 18 – 24 years old <input type="checkbox"/> 25 years old or older <input type="checkbox"/> Unknown/Unwilling to answer	<input type="checkbox"/> Less than 18 years old <input type="checkbox"/> 18 – 24 years old <input type="checkbox"/> 25 years old or older <input type="checkbox"/> Unknown/Unwilling to answer	<input type="checkbox"/> Less than 18 years old <input type="checkbox"/> 18 – 24 years old <input type="checkbox"/> 25 years old or older <input type="checkbox"/> Unknown/Unwilling to answer	<input type="checkbox"/> Less than 18 years old <input type="checkbox"/> 18 – 24 years old <input type="checkbox"/> 25 years old or older <input type="checkbox"/> Unknown/Unwilling to answer	<input type="checkbox"/> Less than 18 years old <input type="checkbox"/> 18 – 24 years old <input type="checkbox"/> 25 years old or older <input type="checkbox"/> Unknown/Unwilling to answer
GENDER	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Transgender <input type="checkbox"/> Unknown/Unwilling to answer	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Transgender <input type="checkbox"/> Unknown/Unwilling to answer	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Transgender <input type="checkbox"/> Unknown/Unwilling to answer	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Transgender <input type="checkbox"/> Unknown/Unwilling to answer	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Transgender <input type="checkbox"/> Unknown/Unwilling to answer
HISPANIC/LATINO	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown/Unwilling to answer	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown/Unwilling to answer	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown/Unwilling to answer	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown/Unwilling to answer	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown/Unwilling to answer
RACE(S) (CHECK AS MANY AS APPLY)	<input type="checkbox"/> White <input type="checkbox"/> Black/African American <input type="checkbox"/> Asian <input type="checkbox"/> Am Indian/Alaskan Native <input type="checkbox"/> Native Hawaiian/PI <input type="checkbox"/> Other <input type="checkbox"/> Unknown/Unwilling to answer	<input type="checkbox"/> White <input type="checkbox"/> Black/African American <input type="checkbox"/> Asian <input type="checkbox"/> Am Indian/Alaskan Native <input type="checkbox"/> Native Hawaiian/PI <input type="checkbox"/> Other <input type="checkbox"/> Unknown/Unwilling to answer	<input type="checkbox"/> White <input type="checkbox"/> Black/African American <input type="checkbox"/> Asian <input type="checkbox"/> Am Indian/Alaskan Native <input type="checkbox"/> Native Hawaiian/PI <input type="checkbox"/> Other <input type="checkbox"/> Unknown/Unwilling to answer	<input type="checkbox"/> White <input type="checkbox"/> Black/African American <input type="checkbox"/> Asian <input type="checkbox"/> Am Indian/Alaskan Native <input type="checkbox"/> Native Hawaiian/PI <input type="checkbox"/> Other <input type="checkbox"/> Unknown/Unwilling to answer	<input type="checkbox"/> White <input type="checkbox"/> Black/African American <input type="checkbox"/> Asian <input type="checkbox"/> Am Indian/Alaskan Native <input type="checkbox"/> Native Hawaiian/PI <input type="checkbox"/> Other <input type="checkbox"/> Unknown/Unwilling to answer

What are the first 2 letters of your first name? _____ Unwilling to answer

What are the first 2 letters of your last name? _____ Unwilling to answer

What month were you born in? _____ Unwilling to answer

What day were you born on? _____ Unwilling to answer

COUNTY OF SAN MATEO
HUMAN SERVICES AGENCY

HSA.SMCGOV.ORG

AMERICAN RESCUE PLAN ACT

MARCH 2021

The [American Rescue Plan Act](#) provides urgently needed COVID-19 relief resources for America's lowest-income renters and people experiencing homelessness. These resources are provided in addition to the [\\$25 billion](#) in emergency rental assistance approved by Congress in December 2020. If enacted, these investments will help prevent millions of low-income people [from losing their homes](#) during the pandemic and will provide cities and states with the resources they need to help people experiencing homelessness be [safely housed during and after the pandemic](#).

EMERGENCY RENTAL ASSISTANCE - \$27.4 BILLION

EMERGENCY RENTAL ASSISTANCE

Of the \$27.4 billion provided for rental assistance, \$21.55 billion will be funded through the Coronavirus Relief Fund (CRF) and administered by the U.S. Department of the Treasury. Of the amount provided, \$305 million is set aside for territories. There is a small state set-aside of \$152 million.

A total of \$2.5 billion will be distributed to high-need communities. These funds will be distributed based on the number of very low-income renter households paying more than 50 percent of income on rent or living in substandard or overcrowded conditions, rental market costs, and employment trends.

Allocations

The first 40% of funds must be paid to grantees within 60 days of enactment. When a grantee has obligated not less than 75% of funds already dispersed, the Treasury Secretary may provide additional disbursements of the grantee's allocation.

Eligibility

Under the bill, households are eligible for emergency rental assistance funds if one or more individuals: (1) has qualified for unemployment benefits or experienced a reduction in household income, incurred significant costs, or experienced other financial hardship during or due, directly or indirectly, to the pandemic; (2) can demonstrate a risk of experiencing homelessness or housing instability; and (3) has a household income below 80% AMI.

States and localities must prioritize households below 50% of AMI or those who are unemployed and have been unemployed for 90-days. States and localities can provide additional prioritization of funds.

Use of Funds

The funds must be used to provide financial assistance, including back and forward rent and utility payments, and other housing expenses. Assistance can be provided for 18 months. Not more than 10% of funds may be used to provide case management and other services intended to help keep households stably housed. Not more than 15% of funds paid to a state or local government can be used for administrative costs.

Deadlines

After March 31, 2022, the Treasury Secretary may recapture excess funds not obligated by a state or locality and reallocate and repay these dollars to eligible grantees who, at the time of such reallocation, have obligated at least 50 percent of the amount originally allocated and have met other criteria. Funds not obligated may be used to provide affordable housing to very low-income households, so long as the grantee has obligated at least 75% of its total allocation. Funds provided under this bill are available until September 30, 2025.

9.A. - Page 62 of 63

The bill also extends the deadline to spend the initial \$25 billion tranche of funding provided by Congress in December 2020 from December 31, 2021 to September 30, 2022.

HOUSING VOUCHERS

The bill provides \$5 billion for housing vouchers, with funds available through September 30, 2030.

Use of Funds

These funds must be used to provide and renew emergency vouchers, to cover administrative costs, and to make adjustments for public housing agencies that would otherwise be required to terminate rental assistance due to a significant increase in voucher per-unit costs due to extraordinary circumstances.

Eligibility

Under the bill, households are eligible for emergency vouchers if they (1) are or are at risk of experiencing homelessness, (2) are fleeing or attempting to flee domestic violence, dating violence, stalking, sexual assault, or human trafficking, or (3) are recently homeless and rental assistance will prevent the family's homelessness or having a high risk of housing instability.

Allocations

Public housing agencies will be notified of the number of vouchers allocated to them within 60 days. Vouchers will be distributed by a formula that includes capacity and ensures geographic diversity. The Secretary may revoke and redistribute any unleased vouchers after a reasonable time. Termination After September 30, 2023, a public housing agency may not reissue any vouchers when assistance for the family assisted ends. Waiver Authority The bill provides broad authority to the Secretary to waive or provide alternative requirements that are necessary to expedite or facilitate the use of funds.

TRIBAL AND RURAL ASSISTANCE

The bill provides \$100 million in rental assistance to assist rural households living in USDA-financed properties. Funds are available until September 30, 2022, and they may be used to cover back rent and ongoing rental assistance.

The bill provides \$750 million to tribal nations through the Native American Housing Block Grants, Native Hawaiian Housing Block Grants, and Indian Community Development Block Grants programs.

HOMELESSNESS ASSISTANCE - \$5 BILLION

The bill provides \$5 billion to provide rental assistance and supportive services, to develop affordable rental housing, to help acquire non-congregate shelter to be converted into permanent affordable housing or used as emergency shelter.

Eligibility

These funds must primarily benefit 1) individuals or households that are or are at risk of experiencing homelessness, (2) people who are fleeing or attempting to flee domestic violence, dating violence, stalking, sexual assault, or human trafficking, or (3) populations for whom supportive services would prevent the family's homelessness or having a high risk of housing instability, or (4) households with a veteran family member that meets one of these criteria.

Allocations

Funds will be allocated within 30 days of enactment using the HOME Investment Partnerships program formula. Deadlines and Other Requirements The bill waives statutory requirements, including a commitment deadline, matching requirements, and set-aside for Community Housing Development Organizations (CHDOs).

9.A. - Page 63 of 63

Administrative Costs

Up to 15% of the funds may be used to cover administrative costs. Operating Costs A grantee may receive up to an additional 5% of its allocation for operating costs for certain CHDOs and nonprofit organizations if the funds are used to build capacity.

Waiver Authority

The bill provides broad authority to the Secretary to waive or provide alternative requirements that are necessary to expedite or facilitate the use of funds.

HOMEOWNER ASSISTANCE - \$10 BILLION

The bill provides \$9.96 billion to help homeowners avoid foreclosure through the Homeowner Assistance Fund administered by the U.S. Department of the Treasury.

The bill provides \$39 million to assist rural homeowners through USDA's Section 502 and Section 504 direct loan programs.

HOUSING COUNSELING AND FAIR HOUSING - \$120 MILLION

The bill provides \$100 million for housing counseling through NeighborWorks America. Of the funds provided, not less than 40% must be provided to housing counseling organizations that (1) target minority and low-income homeowners, renters, and individuals experiencing homelessness or (2) provide services in neighborhoods with high concentrations of minority and low-income homeowners, renters, and individuals experiencing homelessness.

In total, \$20 million is provided to support fair housing activities.

UTILITY ASSISTANCE - \$5 BILLION

The American Rescue Act provides \$4.5 billion for utility assistance through the Low Income Home Energy Assistance Program (LIHEAP) and \$500 million for water assistance through the Low-Income Household Drinking Water and Wastewater Emergency Assistance Program.

For more information, contact NLIHC Vice President Sarah Saadian at ssaadian@nlihc.org





**JOINT CITY COUNCIL/
SUCCESSOR AGENCY BOARD/
PUBLIC FINANCING AUTHORITY
MEETING**

**May 10, 2021
7:00 PM**





1. CALL TO ORDER

2. ROLL CALL

3. PLEDGE OF ALLEGIANCE – Council Member Aguirre



4. PRESENTATIONS/ACKNOWLEDGEMENTS

- 4.A. Swearing in of newly appointed Police Advisory Committee members**
- 4.B. Proclamation recognizing Mental Health Month**
- 4.C. Presentation by Pride and Beautification Committee member Stacey Wagner on Spring Clean-Up 2021**
- 4.D. Oral update on the City's response to Novel Coronavirus (COVID-19)**

POLICE ADVISORY COMMITTEE



Laura Aden



Milton Borgens



Darrin Brown



Monica Colondres



Rocsana Enriquez



Hanna Haddad



Jim Hartnett



Clara Jaeckel



Ernie Schmidt



Mary Winfield

Jesse LaBonte

5. PUBLIC COMMENT

To maximize time for live public comment, we encourage members of the public to provide comments by joining the City Council meeting via Zoom.

For web: visit redwoodcity.zoom.us, select “Join” and enter Meeting ID **994 8182 5639**. Use the Raise Hand feature to request to speak. Rename your profile if you wish to remain anonymous.

For dial-in comments: Call *67 (669) 900-6833 (your phone number will appear on the live broadcast if *67 is not dialed prior to the phone number), enter Meeting ID **994 8182 5639** and press *9 to request to speak, and *6 to unmute yourself when prompted to speak.

All public comments are subject to a **2-minute time limit** unless otherwise determined by the Mayor.

If you wish to submit written public comment, please send an email to the City Council at council@redwoodcity.org. Please indicate the corresponding agenda item # in the subject line of your email. Any public comment regarding agenda items that are received from the publication of the agenda through the meeting date will be made part of the meeting record, but will not be read during the Council meeting.

ATTENTION: If you are using Internet Explorer and are having difficulty viewing the live stream via the City’s website, please switch to Google Chrome.

To report any technical issues with the live stream, please email:

rwccavsupport@redwoodcity.org

*Please note that this is a reporting line only; no response will be provided



6. CONSENT CALENDAR



6.A. Amendment No. 1 to agreement for as-needed temporary staffing services with HB Staffing

Recommendation:

By motion, approve, and authorize the City Manager to execute Amendment No. 1 to Agreement for temporary staffing services with CathyJon Enterprises, Inc. dba HB Staffing to increase the not to exceed amount by \$80,000, for a total contract amount of \$180,000.



6. CONSENT CALENDAR

6.B. Memoranda of Understanding with the County of San Mateo regarding permanent supportive housing for extremely low-income seniors at TownePlace Suites and a homeless shelter at the Pacific Inn

Recommendation:

1. By motion, approve a Memorandum of Understanding with the County of San Mateo regarding permanent support housing for extremely low-income seniors at TownePlace Suites, located at 1000 Twin Dolphin Drive;
2. By motion, approve a Memorandum of Understanding with the County of San Mateo regarding the new homeless shelter at the Pacific Inn, located at 2610 El Camino Real; and
3. By motion, authorize the City Manager or designee to execute the agreements and make any minor, clarifying and conforming changes approved by the City Attorney.



6. CONSENT CALENDAR

- 6.C. Waive second reading and adopt an ordinance to mandate electronic and paperless filing of Fair Political Practices Commission campaign disclosure statements and statements of economic interest**

Recommendation:

Waive second reading and adopt an ordinance to mandate electronic and paperless filing of Fair Political Practices Commission campaign disclosure statements and statements of economic interest.



6. CONSENT CALENDAR

- 6.D. Waive second reading and adopt ordinance amendment to Municipal Code Chapter 27, Article IX, Section 27.100 (Sewer Service Charge Ordinance) to allow the option of collecting sewer service charges for residential customers with one dwelling unit per parcel on the tax roll pursuant to Health and Safety Code section 5473 et seq.**

Recommendation:

Waive second reading and adopt ordinance amending Section 27.100 of Article IX of Chapter 27 of the Redwood City Municipal Code.



6. CONSENT CALENDAR

- 6.E. **Waive second reading and adopt an ordinance adjusting the start time of regular City Council meetings from 7 p.m. to 6 p.m.**

Recommendation:

Waive second reading and adopt an ordinance amending Section 2.20 of the Code of the City of Redwood City relating to the time of regular City Council meetings.



6. CONSENT CALENDAR

- 6.F. Approve Minutes of April 26, 2021 and May 4, 2021 City Council meetings

- 6.G. Approve claims and checks from May 10, 2021 – May 24, 2021 and the usual and necessary payments through May 24, 2021

7. PUBLIC HEARINGS - None



8.A. City Council appointments to the Library Board, Planning Commission and Transportation Advisory Committee

Recommendation:

1. By roll call vote, appoint for the following:
 - a. Two full-term seats on the Library Board that will expire on June 30, 2025;
 - b. Three full-term seats on the Planning Commission that will expire on June 30, 2025; and
 - c. Four full-term seats on the Transportation Advisory Committee that will expire on May 31, 2025.
2. By motion, use the current BCC applicant pool to fill any additional vacancies on the Library Board, Planning Commission and Transportation Advisory Committee through January 31, 2022.

8. STAFF REPORTS



8.B. Proposed Economic Resiliency Plan to Respond to COVID-19 for the next 24 months

Recommendation:

1. By motion, approve the Proposed Economic Resiliency Plan to Respond to COVID-19 for the next 24 months; and
2. By motion, adopt a Resolution appropriating \$280,000 from the General Fund to supplement the Restaurant, Brewery, and Winery Program to support Redwood City restaurant relief efforts.



9. STUDY SESSIONS

9.A. Homelessness initiatives Study Session

Recommendation:

Provide input to staff on homelessness initiatives.

10. MATTERS OF COUNCIL INTEREST



- 10.A. City Council Member Report of Conferences Attended

- 10.B. City Council Committee Reports
 - A. Governance Sub-Committee
 - B. Transportation / Mobility Sub-Committee

- 10.C. City Manager (Oral) Update



11. ADJOURNMENT

The next City Council meeting is scheduled for May 24, 2021.

FUTURE COUNCIL MEETING DATES



- ✓ May 24, 2021 Regular Meeting
- ✓ June 14, 2021 Regular Meeting
- ✓ June 28, 2021 Regular Meeting
- ✓ July 19, 2021 Special Meeting
- ✓ July 26, 2021 Regular Meeting

From: [Council-Diane Howard](#)
To: [Vince Vince](#)
Cc: [Council-Diane Howard](#); [GRP-City Council](#); [PD Dan Mulholland](#); [Carlos Bolanos](#)
Subject: RE: Agenda Item 5 - Public Comment: Nightly Fireworks Launched with NO Police Response
Date: Saturday, May 8, 2021 4:48:22 PM

Dear Mr. Andrighetto,

Thank you so much for your email addressing nightly fireworks these past few months in your neighborhood. Thank you for bringing this situation to our attention. In light of our drought situation and the fact that fireworks are illegal in our community, I am sorry to hear that fireworks continue to be a problem.

Your email has been shared with our City Council and Staff, and will be entered into our Agenda under Public Comment. Also, I will be sharing your concerns with our Police Chief and asking that he follow-up with you. Thank you again for bringing this to our attention.

In Community Spirit,
Diane Howard
Mayor of Redwood City
(650) 208-4774

From: Vince Vince <[REDACTED]>
Sent: Saturday, May 8, 2021 1:48 PM
To: GRP-City Council <council@redwoodcity.org>
Subject: Agenda Item 5 - Public Comment: Nightly Fireworks Launched with NO Police Response

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Hello,

I am a resident on W Oakwood Blvd in Redwood City and am writing to inform the council of illegal fireworks that have been lit the past few months in the Redwood City Area, reportedly around 2910-2920 Calvin Ave. in Redwood City.

No doubt the pandemic has played a role in fostering unhealthy ways of dealing with boredom, but it is concerning how consistently and with seeming impunity these illegal fireworks have been launched in the past few weeks and months.

There are many comments from the local, social-media site NextDoor, where many people attest to hearing the fireworks and even seeing people light them off, but have garnered no police response. While the fireworks themselves are certainly illegal, the main concern is the fire/arson risk they pose given how dry all of California is right now, and that we officially entered a drought.

The potential destruction that could be brought about by such negligence is worrying to say the

least, yet it is certainly avoidable if the issue were properly addressed. I don't know what the answer is here, but certainly some kind of police presence or response would mitigate some of this risk.

I hope the appropriate people are aware of the situation, but I wanted to submit some kind of comment to ensure there is a record of this issue being recorded.

Thank you,
Vincent Andrighetto

From: [Johanna Rasmussen](#)
To: [GRP-City Council](#)
Cc: [Diana Reddy](#); [Council-Lissette Espinoza-Garnica](#); [Council-Alicia Aguirre](#); [PRCS-Michael Smith](#); [Council-Giselle Hale](#); [Diana Reddy](#)
Subject: Council Consent Calendar Item 6d Transferring Sewer Charge Collections to the County.
Date: Sunday, May 9, 2021 6:58:03 PM
Attachments: [FHNA LOGO TW.png](#)
[PastedGraphic-3.tiff](#)

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.



**RE May 10, 2021 - Council Consent Calendar Item 6.D
Proposal to Transfer Collection of Sewer Service Fees to the County for Collection on the
Property Tax Roll**

Good Evening,

I am writing to you this evening on behalf of the Farm Hill Neighborhood Association to formally request item 6.D be pulled from Council's May 10, 2021 Consent Calendar.

Our Association held our bi-monthly meeting this past Friday, May 7, 2021, where this item was discussed at length. First with Terence Kyaw, the Director of Public Works, and then later among our membership.

Residents shared their concerns about the unintended consequences associated with transferring the collection of city sewer service fees from the City over to the County.

While the amounts of money may not be changing, the consequences of being unable to pay this amount differ significantly.

Currently, if a resident is unable to pay their sewer bill (which for most also includes water and garbage), the consequence consists of late fees and possible disconnection from related services. There are also various programs and charities available to help qualifying residents pay their utility bills if they were to fall seriously behind on their bill.

If our Council agrees to have the County bill for sewer services through the Property Tax Roll, the same \$1,071.36 in sewer service fees could potentially result in someone losing their home.

What is now a late fee would become a property tax default, which could result in the home being sold at auction. Additionally, when property taxes are defaulted upon, the County does not allow homeowners to pay less than the amount due.

This decision would particularly impact community members living on fixed incomes, multi-generational households, people of color, and residents living in our

historically underserved neighborhoods. This proposal is certainly not equitable and would only exacerbate the existing income and wealth disparities in Redwood City.

For these reasons, the Farm Hill Neighborhood Association is formally requesting Council pull Item 6.D from the May 10, 2021 consent calendar and reject this proposal outright.

Farm Hill residents do NOT want their Redwood City Sewer Charges to be collected through San Mateo County Property Tax Roll.

If you are interested in watching our recent Farm Hill Neighborhood meeting, including our in-depth discussion on item 6d, the link is www.farmhillneighborhood.com/post/farm-hill-neighborhood-meeting-4 it can also be found on our YouTube Channel at <https://youtu.be/QmnnEBh4wfQ> The discussion on item 6d begins at 1:12:30.

Thank you for your time and consideration,

Kind Regards,



Johanna Rasmussen
Chairwoman- Farm Hill Neighborhood



www.farmhillneighborhood.com

From: [REDACTED]
To: [GRP-City Council](#); [MGR-Melissa Stevenson Diaz](#)
Subject: Public Comment on Consent Calendar Item 6D 5.10.2021
Date: Monday, May 10, 2021 6:11:15 PM

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

I'm writing to make a public comment on item 6D on the Consent Calendar and ask City Council to do not waive the second reading I don't want the sewer utility charge to be attached to my property taxes. This ordinance impacts every property owner with a single unit per parcel in Redwood City and Management needs to do better reach out job to every property owner in the City.

City Manger Stevenson-Diaz needs to stop sneaking items on the consent calendar that have tremendous impact on Redwood City Residents. We deserve better from our City staff.

Sincerely,

Marcelene Luna

CLK-Maryam Fathi

From: Johanna Rasmussen [REDACTED] >
Sent: Sunday, May 9, 2021 6:58 PM
To: GRP-City Council
Cc: Diana Reddy; Council-Lissette Espinoza-Garnica; Council-Alicia Aguirre; PRCS-Michael Smith; Council-Giselle Hale; Diana Reddy
Subject: Council Consent Calendar Item 6d Transferring Sewer Charge Collections to the County.
Attachments: PastedGraphic-3.tiff
Categories: Yellow Category

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.



FARM HILL NEIGHBORHOOD
ASSOCIATION
WWW.FARMHILLNEIGHBORHOOD.COM

RE May 10, 2021 - Council Consent Calendar Item 6.D Proposal to Transfer Collection of Sewer Service Fees to the County for Collection on the Property Tax Roll

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Farm Hill residents do NOT want their Redwood City Sewer Charges to be collected through San Mateo County Property Tax Roll.

If you are interested in watching our recent Farm Hill Neighborhood meeting, including our in-depth discussion on item 6d, the link is www.farmhillneighborhood.com/post/farm-hill-neighborhood-meeting-4 it can also be found on our YouTube Channel at <https://youtu.be/QmnnEBh4wfQ> The discussion on item 6d begins at 1:12:30.

Thank you for your time and consideration,

Kind Regards,



Johanna Rasmussen
Chairwoman- Farm Hill Neighborhood



www.farmhillneighborhood.com