



**AGENDA AND NOTICE**

**CITIES ASSOCIATION OF SANTA CLARA COUNTY  
EXECUTIVE BOARD MEETING**

**Friday, April 1, 2016  
2:00 p.m.**

**Sunnyvale City Hall  
456 West Olive Avenue  
Sunnyvale, CA 94088**

**AGENDA**

- 1. Call to Order (Griffith)**
- 2. Oral Communication**  
(This time is reserved for public comment and is limited to topics not on the agenda; comment time not to exceed 3 minutes.)
- 3. Consent Calendar (Cappello)**
  - A. Draft Minutes of February 5, 2016 Meeting
  - B. March 2016 Balance Sheet
  - C. March 2016 Budget Report
  - D. February & March 2016 Transactions Report
- 4. Old Business**
  - A. Priorities for 2016 (Griffith)
    1. Update on Priorities & Work Plan (Mohsen)
    2. Regional Minimum Wage Study Report – April & June (Sinks)
- 5. New Business**
  - A. General Membership Meeting, May 12, 2016, 6 – 9 pm (Mohsen)
    1. Discussion on Agenda & Program
  - B. Legislative Action Committee Meeting, April 14, 6:30 pm (Pepper)
  - C. City Selection Committee Meeting, April 14, 6:50 pm (Griffith)
    1. LAFCO Appointment & Alternate
  - D. City Manager's Report (Santana)
  - E. Requests to speak at a Future Board Meeting
    1. Silicon Valley Talent Partnerships – Chuck Reed – June
    2. Silicon Valley Bicycle Coalition – Colin Heyne – TBD
- 6. Reports & Future Agenda Items**
  - A. Discussion on 2016 Transportation Ballot Measure w/ Carl Guardino of Silicon Valley Leadership Group – April
- 7. Report of Executive Director**
- 8. Adjournment – To Friday, May 6, 2016, 2 pm, Sunnyvale City Hall**

**DRAFT MINUTES**  
**EXECUTIVE BOARD**  
**Friday, February 5, 2 pm**  
**Conference Room, Sunnyvale City Hall**

**Present:**

Jim Griffith, President  
Greg Scharff, 1<sup>st</sup> Vice President  
Jan Pepper, LAC Chair (arrived 2:24 pm)  
Jason Baker, Immediate Past President (arrived 2:38 pm)  
Kent Stevens, City Managers' Association Liaison  
Raania Mohsen, Executive Director

President Jim Griffith called the meeting to order at 2:05 pm.

**Consent Calendar**

**A. Minutes & Finances:** The Draft Minutes of the January 5, 2016 Executive Board Meeting and the January Financial Statements were reviewed and approved. Motion (Pepper)/Second (Scharff). Motion carried unanimously.

**Old Business:**

**A.** Organization of Priorities – Raania provided update on adopted priorities and the status of efforts addressing flight path noises and work with the Federal Aviation Administration (FAA) through Congresswoman Anna Eshoo's office. The FAA has released an initiative as an effort to reevaluate flight paths to and from SFO Airport. Karen Chapman has been invited to come present on the status of the initiative and the likelihood of providing a forum for Santa Clara County cities to provide feedback. Presentation to be determined.

**New Business**

**A. CSC Appointee Report**

1. Greg Scharff and Jim Davis to provide update on ABAG at February Board Meeting.

**B. City Manager's Report** – next meeting on March 9<sup>th</sup>.

**C. Requests to speak at a Future Board Meeting**

1. Silicon Valley Bicycle Coalition – Colin Heyne – per speaker's request, presentation has been moved from February to April Board Meeting.
2. Yellow Checker Cag – Lary Silva - Presentation on taxi regulations countywide at February Board Meeting
3. Management Partners Presentation and Request for Feedback on proposed ABAG/MTC Integration – March Board Meeting – coordinating efforts with BOS President Dave Cortese to invite all Supervisors.
4. Bart to Ace – City of Livermore – Mayor of Livermore to present at March Board Meeting.

**Reports and Future Agenda Items**

**A.** Discussion on Minimum Wage with San Jose Mayor Sam Liccardo – February Board Meeting

- B. President SCC BOS Dave Cortese to participate in Roundtable Discussion with Board Members – March Board Meeting
- C. Discussion on Transportation Ballot Measure 2016 w/Carl Guardino of SVLG – April Board Meeting
- D. Regional Minimum Wage Study Report – June Board Meeting. Rod Sinks requested an attempt to reschedule April Board Meeting to 3<sup>rd</sup> or 4<sup>th</sup> week of April so that results of the regional minimum wage study could be shared once available. Request to be included in February Board Agenda.

**Report of Executive Director**

Raania's report included meetings/events attended in January: City Managers meetings, Asistan City Managers Meeting, teleconference with Silicon Valley at Home, Karen Chapman of Anna Eshoo's Office. Updates included Directory 2016, and cities' adoption of Housing Task Force Resolution on Homelessness and Affordable Housing.

President Jim Griffith adjourned the meeting at 2:54 p.m. to Friday, March 4, 2 pm at Sunnyvale City Hall.

Respectfully submitted,  
Raania Mohsen, Executive Director

**CITIES ASSOCIATION OF SANTA CLARA COUNTY**  
**Balance Sheet**  
As of March 31, 2016

	Mar 31, 16
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Checking - Union Bank	4,218.16
<b>Total Checking/Savings</b>	4,218.16
<b>Other Current Assets</b>	
LAIF Funds	72,721.60
Accrued Interest	44.60
Receivable from Annual Ev...	455.00
<b>Total Other Current Assets</b>	73,221.20
<b>Total Current Assets</b>	77,439.36
<b>Fixed Assets</b>	
Machinery and Equipment	2,203.41
Accumulated Depreciation	-1,007.40
<b>Total Fixed Assets</b>	1,196.01
<b>TOTAL ASSETS</b>	<b>78,635.37</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
Accounts Payable	3,930.00
<b>Total Accounts Payable</b>	3,930.00
<b>Total Current Liabilities</b>	3,930.00
<b>Total Liabilities</b>	3,930.00
<b>Equity</b>	
<b>Reserves</b>	
Reserve for New Equip.	5,000.00
Reserve for Operations	35,000.00
<b>Total Reserves</b>	40,000.00
Unrestricted Fund Balance	14,626.22
Net Income	20,079.15
<b>Total Equity</b>	74,705.37
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>78,635.37</b>

**CITIES ASSOCIATION OF SANTA CLARA COUNTY**  
**Report on Budget vs. Actual**  
**July 2015 through March 2016**

	<u>Jul '15 - ...</u>	<u>Budget</u>	<u>% of Bud...</u>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
Directory Income	732.00	1,250.00	58.6%
Dues Income	83,682.00	83,682.00	100.0%
Interest	199.35	226.00	88.2%
<b>Total Income</b>	<u>84,613.35</u>	<u>85,158.00</u>	<u>99.4%</u>
<b>Gross Profit</b>	84,613.35	85,158.00	99.4%
<b>Expense</b>			
<b>Office</b>			
Directory Production	768.75	704.00	109.2%
Dues and Subscriptions	168.00	300.00	56.0%
Hospitality	315.94	250.00	126.4%
Internet - Web Hosting Servi...	174.80	200.00	87.4%
<b>Miscellaneous</b>			
Bank Service Charges	21.00	36.00	58.3%
<b>Total Miscellaneous</b>	<u>21.00</u>	<u>36.00</u>	<u>58.3%</u>
Post Office Box	82.00	82.00	100.0%
Postage and Delivery	26.26	166.00	15.8%
Recognition	175.41	167.00	105.0%
Supplies and Equipment	299.10	600.00	49.9%
Telephone	627.37	810.00	77.5%
<b>Total Office</b>	<u>2,748.46</u>	<u>3,315.00</u>	<u>82.9%</u>
<b>Professional Services</b>			
<b>Employee Expenses</b>			
Payroll Service Fees	607.90	825.00	73.7%
Payroll Taxes	4,623.78	5,900.00	78.4%
Payroll Wages/Salary	56,964.29	75,118.00	75.8%
<b>Total Employee Expenses</b>	<u>62,195.97</u>	<u>81,843.00</u>	<u>76.0%</u>
<b>Total Professional Services</b>	<u>62,195.97</u>	<u>81,843.00</u>	<u>76.0%</u>
<b>Total Expense</b>	<u>65,944.43</u>	<u>85,158.00</u>	<u>77.4%</u>
<b>Net Ordinary Income</b>	18,668.92	0.00	100.0%
<b>Other Income/Expense</b>			
<b>Other Income</b>			
Membership Dinners - Proceeds	5,290.00	10,000.00	52.9%
<b>Total Other Income</b>	<u>9,790.00</u>	<u>10,000.00</u>	<u>97.9%</u>
<b>Other Expense</b>			
Membership Dinners - Cost	8,379.77	10,000.00	83.8%
<b>Total Other Expense</b>	<u>8,379.77</u>	<u>10,000.00</u>	<u>83.8%</u>
<b>Net Other Income</b>	<u>1,410.23</u>	<u>0.00</u>	<u>100.0%</u>
<b>Net Income</b>	<u><u>20,079.15</u></u>	<u><u>0.00</u></u>	<u><u>100.0%</u></u>

**CITIES ASSOCIATION OF SANTA CLARA COUNTY**  
**Transaction Detail by Account**  
**February through March 2016**

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Split</u>	<u>Amount</u>
<b>Checking - Union Bank</b>					
2/9/2016	2664	First National Bank ...		-SPLIT-	-151.74
2/25/2016			deposit - confirmation #1...	LAIF Funds	7,000.00
2/25/2016			2015 Holiday Party Spon...	Membership Dinners - Pr...	1,000.00
2/25/2016	2665	Pro Color	400 2016 directories ord...	Directory Production	-768.75
2/29/2016		Time+Plus Payroll ...	ED Direct Deposit	Payroll Wages/Salary	-4,254.72
2/29/2016		Time+Plus Payroll ...		-SPLIT-	-2,627.13
3/4/2016	2666	First National Bank ...		-SPLIT-	-215.30
3/22/2016	2667	Raania Mohsen	Hospitality Reimbursement	-SPLIT-	-117.95
3/25/2016		Union Bank	Deposit	Directory Income	156.00
3/28/2016			confirmation #1496221	LAIF Funds	8,000.00
3/29/2016		Union Bank	Deposit	Directory Income	408.00
3/31/2016		Time+Plus Payroll ...		-SPLIT-	-2,618.74
3/31/2016				Payroll Wages/Salary	-4,254.72
3/31/2016				Payroll Service Fees	-67.80
Total Checking - Union Bank					1,487.15
<b>LAIF Funds</b>					
2/25/2016			withdrawl from LAIF	Checking - Union Bank	-7,000.00
3/28/2016			withdrawl from LAIF	Checking - Union Bank	-8,000.00
Total LAIF Funds					-15,000.00
<b>Directory Income</b>					
3/25/2016		Union Bank	Deposit	Checking - Union Bank	-156.00
3/29/2016		Union Bank	Deposit	Checking - Union Bank	-408.00
Total Directory Income					-564.00
<b>Office</b>					
<b>Directory Production</b>					
2/25/2016	2665	Pro Color	400 2016 directories ord...	Checking - Union Bank	768.75
Total Directory Production					768.75
<b>Equipment Leasing</b>					
3/4/2016	2666	First National Bank ...	monthly Adobe Acrobat s...	Checking - Union Bank	14.99
Total Equipment Leasing					14.99
<b>Hospitality</b>					
2/9/2016	2664	First National Bank ...	January Board Meeting ...	Checking - Union Bank	47.22
3/4/2016	2666	First National Bank ...	February Board Meeting ...	Checking - Union Bank	32.36
3/22/2016	2667	Raania Mohsen	February 2016 Board Mee...	Checking - Union Bank	63.59
Total Hospitality					143.17
<b>Internet - Web Hosting Services</b>					
3/4/2016	2666	First National Bank ...		Checking - Union Bank	21.57
Total Internet - Web Hosting Services					21.57
<b>Supplies and Equipment</b>					
2/9/2016	2664	First National Bank ...	cardstock for name cards	Checking - Union Bank	19.56
2/9/2016	2664	First National Bank ...	monthly PDF subscription	Checking - Union Bank	14.99
3/4/2016	2666	First National Bank ...	cardstock for name cards	Checking - Union Bank	76.11
3/22/2016	2667	Raania Mohsen	color ink cartridge	Checking - Union Bank	54.36
Total Supplies and Equipment					165.02
<b>Telephone</b>					
2/9/2016	2664	First National Bank ...		Checking - Union Bank	69.97
3/4/2016	2666	First National Bank ...	monthly phone expense	Checking - Union Bank	70.27
Total Telephone					140.24
Total Office					1,253.74
<b>Professional Services</b>					
<b>Employee Expenses</b>					
<b>Payroll Service Fees</b>					
3/31/2016				Checking - Union Bank	67.80
Total Payroll Service Fees					67.80

**CITIES ASSOCIATION OF SANTA CLARA COUNTY**  
**Transaction Detail by Account**  
February through March 2016

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Split</u>	<u>Amount</u>
<b>Payroll Taxes</b>					
2/29/2016		Time+Plus Payroll ...		Checking - Union Bank	496.84
3/31/2016		Time+Plus Payroll ...		Checking - Union Bank	488.45
Total Payroll Taxes					985.29
<b>Payroll Wages/Salary</b>					
2/29/2016		Time+Plus Payroll ...	ED Direct Deposit	Checking - Union Bank	4,254.72
2/29/2016		Time+Plus Payroll ...		Checking - Union Bank	2,130.29
3/31/2016		Time+Plus Payroll ...		Checking - Union Bank	2,130.29
3/31/2016			ED Direct Deposit	Checking - Union Bank	4,254.72
Total Payroll Wages/Salary					12,770.02
Total Employee Expenses					13,823.11
Total Professional Services					13,823.11
<b>Membership Dinners - Proceeds</b>					
2/25/2016			2015 Holiday Party Spon...	Checking - Union Bank	-1,000.00
Total Membership Dinners - Proceeds					-1,000.00
<b>TOTAL</b>					<b>0.00</b>



## **2016 ADOPTED PRIORITIES & WORK PLAN**

### **1. Affordable Housing**

Continue collaboration with Silicon Valley at Home, Housing Trust Silicon Valley, Silicon Valley Community Foundation, and other key stakeholders. Through collaboration, support the Silicon Valley Multi-City Nexus and Feasibility Study on Housing Impact Fees (co-sponsored by the Cities Association) underway, and continue to support legislation and other strategies establishing permanent sources of funding for affordable housing.

### **2. Age-Friendly Communities**

The United States' older population is projected to double in the next 20 to 25 years. Explore existing resources that could support cities in expanding and providing services and programs focused on addressing the needs of older adults.

### **3. Minimum Wage**

Continue considering Minimum Wage Increase Ordinance; the cities of San Jose, Mountain View, Palo Alto, Santa Clara, and Sunnyvale, have established inflation-indexed minimum wages. For 2016, San Jose's minimum wage is \$10.30; Santa Clara, Mountain View and Palo Alto's is \$11.00; and Sunnyvale's will increase from \$10.30 to \$11.00 on July 1<sup>st</sup>. The cities of Mountain View and Sunnyvale have approved gradual increases in the minimum wage up to \$15 in 2018. In 2015, the Cities Association endorsed a recommendation to implement regional consistency across the county and supported a regional minimum wage study led by the City of San Jose. Results of the study will be available in April/May 2016.

### **4. RHNA Sub-Region Option**

Continue exploration of the Regional Housing Needs Allocation (RHNA) sub-region option in which our region can own the responsibility of preparing a sub-regional housing need allocation for the geographic area of Santa Clara County. In November 2015, the Board approved formation of a Subcommittee in collaboration with Silicon Valley at Home for technical and staff support. The Subcommittee is tasked with: a) Developing the framework and process needed to form and implement a sub-region in Santa Clara County in the next RHNA cycle (2023-2031); and b) Reviewing potential options for further regional response.

### **5. Transportation**

Collaborate with key stakeholders on potential ballot measure for 2016 to provide funding for key transportation projects while considering geographic balance across the region and the highest return on investment.



## **THE CITIES ASSOCIATION WILL CONTINUE TO REVIEW/SUPPORT:**

- 1. Community Choice Energy** – As Community Choice Energy (CCE) efforts are underway, continue to monitor legislation and support cities efforts as needed. Twelve jurisdictions have expressed interest in joining the JPA. Deadline to join JPA is March 31, 2016. Community Choice Energy allows a city to enter into energy purchase agreements from renewable sources, which residents can voluntarily utilize; it has the proven ability to reduce electricity rate and rapidly green the grid.
- 2. Homelessness** – Homelessness impacts all cities in the county; over 6,000 people are homeless across the county on any given night. Regional/governance coordination is needed in order to maximize resources; it is suggested to continue efforts to support and collaborate with key stakeholder organizations to address the growing issue of homelessness impacting our region. Follow-up with membership cities regarding adoption of Housing Task Force Resolution.
- 3. Public Safety and potential benefits of regional consolidation of public services** – Continue to support efforts to promote economies of scale, seamless coordination, and enhanced efficiencies. Continue to explore the option of a countywide EMS service through a public-private partnership model.
- 4. Medical Marijuana Regulation** – With the passage of three bills (AB 266, AB 243, and AB 643) in 2015, California now has one of the most comprehensive and complicated medical marijuana (MM) licensing regimes in the country. Support cities as they take action to regulate/ban medical marijuana in their jurisdictions. Local jurisdictions are required to pass land use regulations for MM cultivation by March 1, 2016, to maintain local control.
- 5. Public Health Policy** – Continue collaboration with Santa Clara County Public Health Department (SCC PHD) to ensure active, safe, and healthy communities. Consider increasing age requirement for purchasing tobacco from age 18 to 21 countywide. The SCC PHD is currently working with various cities throughout the county on consideration and adoption.
- 6. Federal Aviation Agency (FAA) Initiative to Address Noise Concerns** – Flight paths across the region have changed with increasing complaints from residents due to new Performance Based Navigation (PBN) procedures. Collaborate with the Office of Congresswoman Anna Eshoo and coordinate a regional response or approach to ensure cities in Santa Clara County are represented as the FAA re-evaluates flight paths to and from San Francisco Airport.

## **THE LEGISLATIVE ACTION COMMITTEE 2016 PRIORITIES INCLUDE:**

- 1. Collaboration with our Santa Clara County State & Federal Legislative Delegation** - Support and promote legislative efforts initiated by our delegation to enhance local government. Work with local state representatives to initiate legislation in support of regional priorities.
- 2. Collaboration with the League of California Cities** - Support the League of California Cities' advocacy on behalf of cities.



## **REQUEST TO MAKE A PRESENTATION TO THE CITIES ASSOCIATION BOARD OF DIRECTORS**

### **NAME OF ORGANIZATION:**

Silicon Valley Talent Partnership (SVTP)

### **BACKGROUND INFORMATION:**

The former Mayor of San Jose, Chuck Reed, who currently serves as Chairman of our board, founded SVTP in 2014. SVTP is a unique organization, which creates, sources, and manages innovative and meaningful partnerships between private-sector volunteers and civic agencies, capitalizing on the unique opportunity to restore public sector's capacity to innovate, enhance service delivery, and ultimately improve the quality of life of residents and communities across Silicon Valley.

### **REQUEST (WHAT WILL BE PRESENTED?):**

Currently, SVTP has active projects in 7 cities in the Bay Area. Our volunteers work in 3 specific categories: 1) Technology 2) Education and 3) Community. SVTP would like to introduce SVTP program and services to Cities Association members and provide a sample of the programs currently in place in Cities of Campbell, San Jose, Palo Alto etc.

### **RELEVANCE TO THE CITIES ASSOCIATION:**

Cities Association members are the beneficiaries of SVTP services. SVTP works with cities and public agencies in the Silicon Valley. (i.e- Cities Association's members).

### **WHAT ACTION IS REQUESTED OF THE CITIES ASSOCIATION?**

We would like an opportunity to present at the Board meeting. There is no action required by the Cities Association members.

### **MATERIALS TO BE SENT TO SUPPORT PRESENTATION**

We can send a power point deck prior to the presentation day.



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