

AGENDA AND NOTICE

CITIES ASSOCIATION OF SANTA CLARA COUNTY EXECUTIVE BOARD MEETING Friday, November 4, 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 October 7, 2016 Meeting
- B. Draft Minutes of September 2, 2016 Meeting
- C. October 2016 Balance Sheet
- D. October 2016 Budget Report
- E. September & October 2016 Transactions Report

4. Old Business

A. Priorities for 2016 (Griffith)

1. Update on Regional Minimum Wage Recommendation (Sinks & Scharff)

5. New Business

- A. Schedule of Meetings 2017 for Review (Mohsen)
- B. CSC Appointee Report:
 - 1. ABAG Greg Scharff November
- C. City Manager's Report (Santana)
- D. Request to Discuss CPUC Oversight Re: Water Utility Rates & Community Choice Energy November (Cappello)
- E. Requests to Speak at a Future Board Meeting
 - 1. City of San Jose Medical Marijuana Program Michelle McGurk – November
 - 2. Santa Clara County: Request to Support National Heritage Area Status Initiative – Steve Preminger – November
 - Joint Venture Silicon Valley: Update on Wireless Communications and Smart Cities Initiatives – Russ Hancock -January
- 6. Reports & Future Agenda Items

A. January 12, 2017 CSC Meeting – RWRC, MTC, SVRIA, OAC

7. Report of Executive Director A. December 1, 2016 General Membership Meeting Report

- 8. Closed Session: Performance Evaluation of Executive Director
- 9. Adjournment To Friday, December 2, 2016, 2 pm, Sunnyvale City Hall

DRAFT MINUTES EXECUTIVE BOARD Friday, October 7, 2016 West Conference Room, Sunnyvale City Hall

Present:

Jim Griffith, President Greg Scharff, 1st Vice President Rod Sinks, 2nd Vice President Deanna Santana, City Managers' Association Liaison Raania Mohsen, Executive Director

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

Consent Calendar

A. No quorum available to approve consent calendar.

Old Business:

- **A.** Priorities for 2016
 - 1. Update on Regional Minimum Wage Recommendation Los Altos and Cupertino approved second reading of ordinance; Palo Alto to soon approve second reading of ordinance; San Jose scheduled to consider recommendation in November.
 - Healthy Cities Campaign & Request for Endorsement Health Policy Committee Members Jason Baker and Greg Scharff have been working the County's Public Health Department on developing the campaign as a productive and inclusive way of recognizing and encouraging cities to implement valuable health policies within their communities; Greg expressed support of the initiative.

New Business

- **A.** Appointment of Executive Board 2017 Nominating Committee President Jim Griffith appointed Committee; members include Jason Baker, Rod Sinks, and Jim Griffith. Committee is scheduled to present recommendation at October 13, 2016 Board Meeting.
- **B. CSC Appointee Report;** BAAQMD report scheduled for October Board Meeting; ABAG Report scheduled for November Board Meeting.
- **C. City Manager's Report** Since AB 650 (Low), proposing to shift regulation of taxi's statewide to the California Public Utilities Commission, was vetoed by the Governor, city managers will resume working on a streamlined system of reciprocity in which each city adopts a universal ordinance or each city honors permits granted by other cities.
- D. Legislative Update /Roundtable Discussion with Assembly Member Evan Low October – Members advised topic of discussion should be related to Cities Association priorities.
- E. Roundtable Discussion on Homelessness October Confirmed participants include Santa Clara County, Santa Clara Valley Water District, City of Mountain View and City of San Jose.
- F. Requests to speak at a Future Board Meeting
 - **1. City of San Jose Medical Marijuana Program** November –Michelle McGurk to discuss San Jose's regulation program.

Reports and Future Agenda Items

- A. Joint Venture Silicon Valley Russ Hancock to provide update on recent initiatives of interest to cities.
- B. January 12, 2017 CSC Meeting to include appointments to Recycling Waste & Reduction Commission, Metropolitan Transportation Commission, Silicon Valley Regional Interoperability Authority, and Operation Area Council.

<u>Closed Session Re: Executive Director's Performance Evaluation Rescheduled to November</u> 4th Executive Board Meeting.

Report of Executive Director

Raania's report included update on December 1, 2016 General Membership Meeting, meetings/events attended in September: "meet-and greet" meetings with Gilroy and San Jose City Managers, Elected Official Roundtable Discussion on Affordable Housing, SVLG Game Changers Event, City Managers' Association meeting, Assistant City Managers' Association meeting, LCC quarterly meeting.

President Jim Griffith adjourned the meeting at 2:40 p.m. to Friday, November 4, 2 pm at Sunnyvale City Hall.

Respectfully submitted, Raania Mohsen, Executive Director

DRAFT MINUTES EXECUTIVE BOARD Friday, September 2, 2016 West Conference Room, Sunnyvale City Hall

Present:

Jim Griffith, President Greg Scharff, 1st Vice President Rod Sinks, 2nd Vice President Manny Cappello, Secretary/Treasurer Jason Baker, Immediate Past President Jan Pepper, Legislative Action Committee Chair Deanna Santana, City Managers' Association Liaison Raania Mohsen, Executive Director

President Jim Griffith called the meeting to order at 2:06 pm.

Consent Calendar

A. <u>Minutes & Finances</u>: The Draft Minutes of the August 5, 2016 Executive Board Meeting and the August Financial Statements were reviewed and approved. Motion (Baker)/ Second (Cappello). Motion carried unanimously 6:0.

Old Business:

- A. Priorities for 2016
 - Update on Regional Minimum Wage Recommendation Greg Scharff reported that Palo Alto's Policy & Services Committee supported the Cities Association recommendation and has forwarded it to Council for review and adoption; Council to review before October. Rod Sinks reported Cupertino Council will be reviewing the recommendation on September 20, 2016. Raania distributed update of which and when cities are considering the recommendation and model ordinance to all mayors, city managers, and city staff. Per initial feedback from some of the smaller cities, a "starter kit" of minimum wage administrative forms has been distributed and made available for download on a google drive. Also, San Jose has expressed willingness to provide enforcement for interested cities; contract with Mountain View has also been distributed to all cities for review.

New Business

- A. Legislative Action Committee Meeting to include review of state ballot measures; according to the League of California Cities, eight ballot measures have been identified as having the most impact on cities. Executive Board Members agreed to review and take positions on the eight ballot measures at the September Board meeting. Executive Board Members discussed reviewing local ballot measures; it was suggested to not get involved with jurisdictional ballot measures and to discuss with Legislative Action Committee Members. The Cities Association already reviewed Measure A and Measure B, which affect all jurisdictions countywide.
- **B.** Recycling Waste & Reduction Commission (RWRC) West Valley Cities Seat appointment rescheduled for January 2017 meeting.

- **C. CSC Appointee Report;** Tara Martin-Milius to provide LAFCO report at September Board Meeting; BAAQMD and ABAG reports suggested for October due to timely activities that need to be shared with Board.
- D. City Manager's Report City Managers efforts regarding countywide taxi regulations have been put on hold due to the passage of AB 650 (Low) proposing to shift regulation of taxi's statewide to the California Public Utilities Commission; legislation is awaiting Governor's signature for enactment. If it does not pass, the local options for consideration include a streamlined system of reciprocity in which each city adopts a universal ordinance or each city honors permits granted by other cities.

E. Requests to speak at a Future Board Meeting

1. Silicon Valley Bicycle Coalition – Colin Heyne –September

2. Silicon Valley/Alameda County Feasibility and Nexus Study on Housing Impact Fees and Commercial Linkage Fees – September

3. City of San Jose Medical Marijuana Program – October –Michelle McGurk – Members suggested postponing presentation/discussion to November to include potential outcome of the legalization of marijuana proposition on the November 8th ballot.

Reports and Future Agenda Items

- A. Annual Performance Evaluation of Executive Director Closed Session October 7th Executive Board Meeting – Raania to provide memo and performance evaluation forms for Members to complete.
- B. Discussion on Cities' efforts Re: Homelessness October Board Members have been invited to share their cities' recent efforts addressing homelessness; City of Mountain View to present and County to be invited.

Report of Executive Director

Raania's report included meetings/events attended in August: Assistant City Managers meeting, "meet-and greet" meetings with new City Managers (Santa Clara and Los Altos), LinkedIn, RHNA Task Force staff members, update on December General Membership Meeting, board meeting follow-up action items, upcoming co-sponsored Affordable Housing Roundtable for Elected Officials, and summary of reviewed legislation.

President Jim Griffith adjourned the meeting at 2:48 p.m. to Friday, October 7, 2 pm at Sunnyvale City Hall.

Respectfully submitted, Raania Mohsen, Executive Director

CITIES ASSOCIATION OF SANTA CLARA COUNTY Balance Sheet

As of October 31, 2016

	Oct 31, 16
ASSETS Current Assets Checking/Savings Checking - Union Bank	3,075.41
Total Checking/Savings	3,075.41
Other Current Assets LAIF Funds Accrued Interest Receivables - events/direct	111,024.50 44.60 204.00
Total Other Current Assets	111,273.10
Total Current Assets	114,348.51
Fixed Assets Machinery and Equipment Accumulated Depreciation	2,203.41 -1,372.97
Total Fixed Assets	830.44
TOTAL ASSETS	115,178.95
LIABILITIES & EQUITY Liabilities Current Liabilities Accounts Payable Accounts Payable	3,930.00
Total Accounts Payable	3,930.00
Total Current Liabilities	3,930.00
Total Liabilities	3,930.00
Equity Reserves Reserve for New Equip. Reserve for Operations	5,000.00 35,000.00
Total Reserves	40,000.00
Unrestricted Fund Balance Net Income	11,391.60 59,857.35
Total Equity	111,248.95
TOTAL LIABILITIES & EQUITY	115,178.95

CITIES ASSOCIATION OF SANTA CLARA COUNTY Report on Budget vs. Actual July through October 2016

	Jul - Oct 16	Budget	% of Budget
Ordinary Income/Expense			
Income Directory Income Dues Income Interest	144.00 87,868.00 115.31	1,000.00 87,868.00 431.00	14.4% 100.0% 26.8%
Total Income	88,127.31	89,299.00	98.7%
Gross Profit	88,127.31	89,299.00	98.7%
Expense Office			
Conferences/Director's Expen Directory Production Dues and Subscriptions Hospitality Internet - Web Hosting Services Miscellaneous	0.00 0.00 64.00 76.42 0.00	125.00 1,000.00 325.00 420.00 250.00	0.0% 0.0% 19.7% 18.2% 0.0%
Bank Service Charges	6.00	36.00	16.7%
Total Miscellaneous	6.00	36.00	16.7%
Post Office Box Postage and Delivery Printing and Copying Recognition Repairs and Maintenance Software Licenses Supplies and Equipment Telephone	0.00 11.57 0.00 0.00 0.00 149.95 76.11 176.02	82.00 227.00 25.00 200.00 125.00 289.00 375.00 1,000.00	0.0% 5.1% 0.0% 0.0% 51.9% 20.3% 17.6%
Total Office	560.07	4,479.00	12.5%
Professional Services Employee Expenses Payroll Service Fees Payroll Taxes Payroll Wages/Salary	208.40 2,021.60 25,540.04	1,000.00 6,200.00 76,620.00	20.8% 32.6% 33.3%
Total Employee Expenses	27,770.04	83,820.00	33.1%
Total Professional Services	27,770.04	83,820.00	33.1%
Programs and Initiatives	0.00	1,000.00	0.0%
Total Expense	28,330.11	89,299.00	31.7%
Net Ordinary Income	59,797.20	0.00	100.0%
Other Income/Expense Other Income Membership Dinners - Proceeds	120.00	12,000.00	1.0%
Total Other Income	120.00	12,000.00	1.0%
Other Expense Membership Dinners - Cost	0.00	12,000.00	0.0%
	0.00	12,000.00	0.0%
Total Other Expense	0.00		
Total Other Expense	120.00	0.00	100.0%

CITIES ASSOCIATION OF SANTA CLARA COUNTY Transaction Detail by Account September through October 2016

Date	Num	Name	Memo	Split	Amount
Checking -	Union I	Bank			
9/9/2016 9/14/2016 9/21/2016 9/26/2016 9/30/2016	2681 2682	First National City Mgrs Ass Union Bank Time+Plus Pa	September Meeting 2016-2017 Dues Receiv confirmation #1514947	-SPLIT- Dues and Subscripti Dues Income LAIF Funds -SPLIT-	-186.43 -32.00 22,922.00 -16,000.00 -2,618.74
9/30/2016 9/30/2016 10/11/2016 10/12/2016 10/28/2016 10/31/2016 10/31/2016 10/31/2016	2684 2685	Time+Plus Pa Time+Plus Pa First National City Mgrs Ass Time+Plus Pa Time+Plus Pa Time+Plus Pa	ED Direct Deposit	Payroll Service Fees Payroll Wages/Salary -SPLIT- Dues and Subscripti LAIF Funds Payroll Wages/Salary Payroll Taxes -SPLIT-	-67.80 -4,254.72 -265.61 -32.00 7,000.00 -4,254.72 -67.80 -2,618.74
Total Check	ing - Un	ion Bank			-476.56
LAIF Funds 9/26/2016 10/14/2016 10/28/2016	5		transfer of funds/deposit interest earned as of 10/ withdrawl from LAIF	Checking - Union B Interest Checking - Union B	16,000.00 115.31 -7,000.00
Total LAIF F	unds				9,115.31
Dues Incon 9/21/2016	ne	Union Bank	2016-2017 Dues Receiv	Checking - Union B	-22,922.00
Total Dues I	ncome				-22,922.00
Interest 10/14/2016			interest earned as of 10/	LAIF Funds	-115.31
Total Interes	st				-115.31
Office Dues and 9/14/2016 10/12/2016	2682 2685	City Mgrs Ass City Mgrs Ass	September Meeting October Meeting	Checking - Union B Checking - Union B	32.00 32.00
		ubscriptions			64.00
Hospitalit 9/9/2016 10/11/2016	2681 2684	First National First National	August Board Meeting R September Board Meetin	Checking - Union B Checking - Union B	27.06 48.42
Total Hos	pitality				75.48
Repairs a	nd Mai	ntenance			
Others 9/9/2016 10/11/2016	2681 2684	First National First National		Checking - Union B Checking - Union B	21.57 38.28
Total Ot	hers				59.85
Total Repairs and Maintenance 59.8				59.85	
Software 9/9/2016 10/11/2016	2681 2684	es First National First National	adobe acrobat monthly f adobe acrobat monthly f	Checking - Union B Checking - Union B	84.98 49.98
Total Soft	Total Software Licenses 134.96				134.96
Supplies and Equipment					
10/11/2016 Total Sup		First National d Equipment	Printer ink cartridges	Checking - Union B	76.11
Telephon 9/9/2016 10/11/2016	e 2681 2684	First National First National		Checking - Union B Checking - Union B	52.82 52.82
Total Telephone 105.64			105.64		
Total Office					516.04

CITIES ASSOCIATION OF SANTA CLARA COUNTY Transaction Detail by Account

September	[•] through	October 2016
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Date	Num	Name	Memo	Split	Amount
Profession Employe Payroll 9/30/2016		ses		Checking - Union B	67.80
Total Pa	ayroll Ser	vice Fees		-	67.80
Payroll 9/30/2016 10/31/2016 10/31/2016 Total Pa	Taxes	Time+Plus Pa	ED Direct Deposit ED Direct Deposit	Checking - Union B Checking - Union B Checking - Union B	488.45 67.80 488.45 1,044.70
9/30/2016 9/30/2016 10/31/2016 10/31/2016	Wages/s	Time+Plus Pa Time+Plus Pa Time+Plus Pa	ED Direct Deposit ED Direct Deposit ED Direct Deposit	Checking - Union B Checking - Union B Checking - Union B Checking - Union B	2,130.29 4,254.72 4,254.72 2,130.29 12,770.02
Total Em	ployee Ex	kpenses			13,882.52
Total Profes	ssional S	ervices		-	13,882.52
TOTAL				-	0.00



2017 Meeting Schedule (DRAFT)

January 6	Executive Board Friday, 2 pm Palo Alto City Hall
January 12	Board of Directors Thursday, 7 pm Sunnyvale City Hall
February 3	Executive Board Friday, 2 pm Palo Alto City Hall
February 9	Board of Directors Thursday, 7 pm Sunnyvale City Hall
March 3	Executive Board Friday, 2 pm Palo Alto City Hall
March 9	Board of Directors Thursday, 7 pm Sunnyvale City hall
April 7	Executive Board Friday, 2 pm Palo Alto City Hall
April 13	Board of Directors Thursday, 7 pm Sunnyvale City Hall
May 5	Executive Board Friday, 2 pm Palo Alto City Hall
May 11	General Membership Meeting with City Managers Thursday, 6 pm Location TBD
June 2	Executive Board Friday, 2 pm Palo Alto City Hall
June 8	Board of Directors Thursday, 7 pm Sunnyvale City Hall



No meetings in July

August 4	Executive Board Friday, 2 pm Palo Alto City Hall
August 10	Board of Directors Thursday, 7 pm Sunnyvale City Hall
September 1 or 8	Executive Board Friday, 2 pm Palo Alto City Hall
September 14	Board of Directors Thursday, 7 pm Sunnyvale City Hall
October 6	Executive Board Friday, 2 pm Palo Alto City Hall
October 12	Board of Directors Thursday, 7 pm Sunnyvale City Hall
November 3	Executive Board Friday, 2 pm Palo Alto City Hall
November 9	Board of Directors Thursday, 7 pm Sunnyvale City Hall
December 1	Executive Board Friday, 2 pm Palo Alto City Hall
December 7	General Membership Meeting Holiday Party , 6 pm TBD

Dates of interest:

• NLC Congressional City Conference: Saturday, March 11 – Wednesday, March 15, 2017; Washington D.C.



- LCC Annual Conference & Expo: Wednesday, September 13 Friday, September 15, 2017; Sacramento, CA
- NLC Congress of Cites and Exposition: Sunday, November 15 Wednesday, November 18, 2017; Charlotte, NC



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

NAME OF ORGANIZATION:

City of San José Medical Marijuana Program

BACKGROUND INFORMATION:

The State of California enacted the Medical Cannabis Regulation and Safety Act regulating medical marijuana. In 2018, the State will begin to license medical marijuana operations at every step of the process, from cultivation to manufacture, distribution, testing, and dispensing to patients.

In November, California voters will vote on Prop. 64, the Adult Use of Marijuana Act, which would make recreational use of marijuana legal and would license the cultivation and supply chain similarly to the Medical Cannabis Act.

San José is the only City in Santa Clara County currently allowing medical marijuana collectives.

The City of San José's medical marijuana program regulates:

- Where medical marijuana collectives can operate;
- Who can operate medical marijuana collectives; and
- How medical marijuana collectives can operate.

The City's regulations apply to all types of medical marijuana operations including collectives, dispensaries, manufacturing facilities, delivery services, cultivation, extraction, etc.

REQUEST (WHAT WILL BE PRESENTED?):

A brief overview of the City's program, state law, and the pending ballot measure, followed by a candid Q&A about what our real-world experience with this industry.

RELEVANCE TO THE CITIES ASSOCIATION:

Cities are under increasing pressure from patients and industry advocates to allow marijuana uses. In Campbell, for example, advocates are circulating a petition to override a recent Council decision to ban dispensaries and cultivation and to allow dispensaries in certain zoning districts.

This is an opportunity for the Cities Association to learn from those who have been working in this issue directly.

WHAT ACTION IS REQUESTED OF THE CITIES ASSOCIATION?

Illegal delivery services are rampant in our county. We hope to share our thoughts on the issue of delivery and get feedback from other jurisdictions on ways to partner on this issue.

MATERIALS TO BE SENT TO SUPPORT PRESENTATION

PowerPoint presentation can be provided in advance, as well as our website at www.sanjoseca.gov/medicalmarijuana.



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

NAME OF ORGANIZATION: Santa Clara County National Heritage Area Task Force

BACKGROUND INFORMATION:

The County is applying to obtain National Heritage Area (NHA) status with the National Park Service. The status will allow the County and every jurisdiction within our borders to show how our natural, cultural, and historic resources form a cohesive, nationally important landscape. NHA entities collaborate with communities to determine how to make heritage relevant to local interests and needs.

REQUEST (WHAT WILL BE PRESENTED?):

We will make a ten minute presentation about our effort and show how Santa Clara County and all our cities will benefit from our work to document our unique heritage, which will allow us to receive NHA status. Such benefits could include sustainable economic development, recognition of our special environment, educational opportunities, community engagement and pride.

RELEVANCE TO THE CITIES ASSOCIATION:

All cities will be included in the effort. We would expect to have each city be involved in developing resources and finding residents to participate in the efforts of the task force.

WHAT ACTION IS REQUESTED OF THE CITIES ASSOCIATION?

We would ask that the Cities Association, at its November 10, 2016 meeting make a motion to support the effort to achieve NHA status and ask each city to do likewise.

MATERIALS TO BE SENT TO SUPPORT PRESENTATION

PowerPoint; handouts



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

NAME OF ORGANIZATION: JOINT VENTURE SILICON VALLEY

BACKGROUND INFORMATION:

JOINT VENTURE SILICON VALLEY WAS ESTABLISHED IN 1993. A NON-PROFIT ORGANIZATION, THE GROUP CONVENES THE REGION'S LEADERS ACROSS EVERY MAJOR SECTOR – GOVERNMENT, BUSINESS, ACADEMIA, LABOR, AND COMMUNITY ORGANIZATIONS. THE ORGANIZATION PROVIDES DATA AND ANALYSIS ON OUR REGION'S CHALLENGES, AND LEADS INITIATIVES TO ADDRESS THOSE CHALLENGES. JOINT VENTURE IS FUNDED BY CITIES AND COUNTIES, LOCAL COMPANIES, COLLEGES AND UNIVERSITIES, LABOR AND WORKFORCE INSTITUTIONS AND FOUNDATIONS. FOR MORE INFORMATION, VISIT WWW.JOINTVENTURE.ORG.

REQUEST (WHAT WILL BE PRESENTED?):

JOINT VENTURE WILL PROVIDE A BRIEF UPDATE ON OUR INITIATIVES, INCLUDING A RECENTLY RELEASED WIRELESS COMMUNICATIONS HANDBOOK, AND PREVIEW OUR NEW SMART CITIES/SMART REGION EFFORT.

RELEVANCE TO THE CITIES ASSOCIATION:

CITIES AND COUNTIES THROUGHOUT SILICON VALLEY SUPPORT JOINT VENTURE ANNUALLY, AND STAFF AND ELECTED LEADERS FROM THE SCC CITIES PARTICIPATE IN MOST OF JOINT VENTURE'S INITIATIVES. A SIMILAR UPDATE TO THE COUNTY'S CITY MANAGERS GROUP IS SCHEDULED FOR JANUARY 11, 2017.

WHAT ACTION IS REQUESTED OF THE CITIES ASSOCIATION? THIS IS ANTICIPATED TO BE AN INFORMATIONAL BRIEFING ONLY.

MATERIALS TO BE SENT TO SUPPORT PRESENTATION "BRIDGING THE GAP" WIRELESS HANDBOOK AND SUMMARY INFORMATION REGARDING JOINT VENTURE.