



AGENDA AND NOTICE

CITIES ASSOCIATION OF SANTA CLARA COUNTY EXECUTIVE BOARD MEETING

Friday, October 7, 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 September 2, 2016 Meeting
 - B. September 2016 Balance Sheet
 - C. September 2016 Budget Report
 - D. September 2016 Transactions Report
- 4. Old Business**
 - A. Priorities for 2016 (Griffith)
 1. Update on Regional Minimum Wage Recommendation (Sinks & Scharff)
 2. Healthy Cities Campaign & Request for Endorsement (Baker, Scharff) – SCC Public Health Department – October
- 5. New Business**
 - A. Appointment of Executive Board 2017 Nominating Committee (Griffith)
 - B. CSC Appointee Report:
 1. ABAG – Greg Scharff – October
 2. BAAQMD – Rod Sinks – October
 - C. City Manager's Report (Santana)
 - D. Legislative Update/Roundtable Discussion w/ AM Evan Low – October
 - E. Discussion on Jurisdictions' Efforts Re: Homelessness – October
 1. Mountain View:
<http://mountainview.legistar.com/gateway.aspx?M=F&ID=b453a7cb-e6f5-44bc-a682-5011165a3690.pdf>
 2. Santa Clara County
 - F. Requests to speak at a Future Board Meeting
 1. City of San Jose Medical Marijuana Program – Michelle McGurk – November
- 6. Reports & Future Agenda Items**
 - A. Joint Venture Silicon Valley – Russ Hancock – January

B. 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, November 4, 2016, 2 pm, Sunnyvale City Hall

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. Minutes & Finances:** 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

1. **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 September 30, 2016

	<u>Sep 30, 16</u>
ASSETS	
Current Assets	
Checking/Savings	
Checking - Union Bank	3,317.28
Total Checking/Savings	<u>3,317.28</u>
Other Current Assets	
LAIF Funds	117,909.19
Accrued Interest	44.60
Receivables - events/direct...	204.00
Total Other Current Assets	<u>118,157.79</u>
Total Current Assets	121,475.07
Fixed Assets	
Machinery and Equipment	2,203.41
Accumulated Depreciation	<u>-1,372.97</u>
Total Fixed Assets	<u>830.44</u>
TOTAL ASSETS	<u>122,305.51</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	3,930.00
Total Accounts Payable	<u>3,930.00</u>
Total Current Liabilities	<u>3,930.00</u>
Total Liabilities	3,930.00
Equity	
Reserves	
Reserve for New Equip.	5,000.00
Reserve for Operations	35,000.00
Total Reserves	<u>40,000.00</u>
Unrestricted Fund Balance	11,391.60
Net Income	<u>66,983.91</u>
Total Equity	<u>118,375.51</u>
TOTAL LIABILITIES & EQUITY	<u>122,305.51</u>

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

	<u>Jul - Sep 16</u>	<u>Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Income			
Directory Income	144.00	1,000.00	14.4%
Dues Income	87,868.00	87,868.00	100.0%
Interest	0.00	431.00	0.0%
Total Income	<u>88,012.00</u>	<u>89,299.00</u>	<u>98.6%</u>
Gross Profit	88,012.00	89,299.00	98.6%
Expense			
Office			
Conferences/Director's Expen...	0.00	125.00	0.0%
Directory Production	0.00	1,000.00	0.0%
Dues and Subscriptions	32.00	325.00	9.8%
Hospitality	28.00	420.00	6.7%
Internet - Web Hosting Services	0.00	250.00	0.0%
Miscellaneous			
Bank Service Charges	3.00	36.00	8.3%
Total Miscellaneous	<u>3.00</u>	<u>36.00</u>	<u>8.3%</u>
Post Office Box	0.00	82.00	0.0%
Postage and Delivery	11.57	227.00	5.1%
Printing and Copying	0.00	25.00	0.0%
Recognition	0.00	200.00	0.0%
Repairs and Maintenance	21.57	125.00	17.3%
Software Licenses	99.97	289.00	34.6%
Supplies and Equipment	0.00	375.00	0.0%
Telephone	123.20	1,000.00	12.3%
Total Office	<u>319.31</u>	<u>4,479.00</u>	<u>7.1%</u>
Professional Services			
Employee Expenses			
Payroll Service Fees	208.40	1,000.00	20.8%
Payroll Taxes	1,465.35	6,200.00	23.6%
Payroll Wages/Salary	19,155.03	76,620.00	25.0%
Total Employee Expenses	<u>20,828.78</u>	<u>83,820.00</u>	<u>24.8%</u>
Total Professional Services	<u>20,828.78</u>	<u>83,820.00</u>	<u>24.8%</u>
Programs and Initiatives	0.00	1,000.00	0.0%
Total Expense	<u>21,148.09</u>	<u>89,299.00</u>	<u>23.7%</u>
Net Ordinary Income	66,863.91	0.00	100.0%
Other Income/Expense			
Other Income			
Membership Dinners - Proceeds	120.00	12,000.00	1.0%
Total Other Income	<u>120.00</u>	<u>12,000.00</u>	<u>1.0%</u>
Other Expense			
Membership Dinners - Cost	0.00	12,000.00	0.0%
Total Other Expense	<u>0.00</u>	<u>12,000.00</u>	<u>0.0%</u>
Net Other Income	<u>120.00</u>	<u>0.00</u>	<u>100.0%</u>
Net Income	<u><u>66,983.91</u></u>	<u><u>0.00</u></u>	<u><u>100.0%</u></u>

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

Date	Num	Name	Memo	Split	Amount
Checking - Union Bank					
9/9/2016	2681	First Nation...		-SPLIT-	-186.43
9/14/2016	2682	City Mgrs A...	September Meeting	Dues and Sub...	-32.00
9/21/2016		Union Bank	2016-2017 Dues Rec...	Dues Income	22,922.00
9/26/2016			confirmation #1514947	LAIF Funds	-16,000.00
9/30/2016		Time+Plus ...		-SPLIT-	-2,618.74
9/30/2016		Time+Plus ...		Payroll Service...	-67.80
9/30/2016		Time+Plus ...	ED Direct Deposit	Payroll Wages...	-4,254.72
Total Checking - Union Bank					-237.69
LAIF Funds					
9/26/2016			transfer of funds/dep...	Checking - Uni...	16,000.00
Total LAIF Funds					16,000.00
Dues Income					
9/21/2016		Union Bank	2016-2017 Dues Rec...	Checking - Uni...	-22,922.00
Total Dues Income					-22,922.00
Office					
Dues and Subscriptions					
9/14/2016	2682	City Mgrs A...	September Meeting	Checking - Uni...	32.00
Total Dues and Subscriptions					32.00
Hospitality					
9/9/2016	2681	First Nation...	August Board Meetin...	Checking - Uni...	27.06
Total Hospitality					27.06
Repairs and Maintenance					
Others					
9/9/2016	2681	First Nation...	website quarterly fee	Checking - Uni...	21.57
Total Others					21.57
Total Repairs and Maintenance					21.57
Software Licenses					
9/9/2016	2681	First Nation...	adobe acrobat month...	Checking - Uni...	84.98
Total Software Licenses					84.98
Telephone					
9/9/2016	2681	First Nation...		Checking - Uni...	52.82
Total Telephone					52.82
Total Office					218.43
Professional Services					
Employee Expenses					
Payroll Service Fees					
9/30/2016		Time+Plus ...		Checking - Uni...	67.80
Total Payroll Service Fees					67.80
Payroll Taxes					
9/30/2016		Time+Plus ...		Checking - Uni...	488.45
Total Payroll Taxes					488.45
Payroll Wages/Salary					
9/30/2016		Time+Plus ...		Checking - Uni...	2,130.29
9/30/2016		Time+Plus ...	ED Direct Deposit	Checking - Uni...	4,254.72
Total Payroll Wages/Salary					6,385.01
Total Employee Expenses					6,941.26
Total Professional Services					6,941.26
TOTAL					0.00



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.