



AGENDA AND NOTICE

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

Friday, January 8, 2016

2:00 p.m.

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

AGENDA

- 1. Call to Order (Baker)**
- 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 November 4, 2015 Meeting
 - B. December 2015 Balance Sheet
 - C. December 2015 Budget Report
 - D. November - December 2015 Transactions Report
- 4. Old Business**
 - A. December 3rd General Membership Meeting Report (Baker)
- 5. New Business**
 - A. Discussion on Priorities for 2016 (Griffith)
 - B. Request from Silicon Valley At Home to Co-sponsor Affordable Housing Workshop for Elected Officials (Mohsen)
 - C. Renewal of Executive Director's Contract & 2% Merit Increase for Approval (Baker)
 - D. City Manager's Report (Santana)
 - E. Requests to speak at a Future Board Meeting
 1. SCC Health Department: PICH Update & Health Policy/Practice Opportunities – Joanne Seavey – January
 2. Bart to Ace – Mark Roberts, City of Livermore – January/February
 3. Silicon Valley Bicycle Coalition – Colin Heyne – February
- 6. Reports & Future Agenda Items**
 - A. Roundtable Discussion with SCC Supervisor Dave Cortese – March
- 7. Report of Executive Director**
- 8. Adjournment** – To Friday, February 5, 2016, 2 pm, Sunnyvale City Hall

DRAFT MINUTES
EXECUTIVE BOARD
Wednesday, November 4, 2015, 2 pm
Conference Room, Campbell City Hall

Present:

Jason Baker, President
Jim Griffith, 1st Vice President
Greg Scharff, 2nd Vice President
Steve Tate, Immediate Past President (teleconference)
Rod Sinks, LAC Chair
Mark Linder, City Managers' Association Liaison
Raania Mohsen, Executive Director

President Jason Baker called the meeting to order at 2:07 pm.

Consent Calendar

A. Minutes & Finances: The Draft Minutes of the September 2, 2015 Executive Board Meeting and the September Financial Statements were reviewed and approved. Motion (Tate)/Second (Scharff). Motion carried unanimously.

Old Business:

- A. December 3rd General Membership Meeting Update – to present Cities Association Champion Award.
- B. MTC/ABAG Update – Jason reported at last MTC meeting, Commissioner Campos negotiated a compromise regarding the consolidation of ABAG's Planning Department with MTC; the new proposal allows the study and consideration of a merger of the two organizations over a course of 6 months. A third party will perform a study and provide a recommendation. If the merger is not agreed upon, then MTC will revert back to combining the two planning departments as proposed earlier this year. Also, OBAG is being processed; there is incentive to reward cities with anti-displacement measures, e.g. rent stabilization, impact fees, minimum wage, inclusionary BMR policies, etc.,

Organizations of Priorities:

- A. **Homelessness** – Resolution from the SCC Housing Task Force will be presented by SCC staff member Ky Le and President Jason Baker. The Cities Association will be asked to support the resolution and recommend support from membership cities.
- B. **RHNA Subregion Option** – Leslye Corsiglia of Silicon Valley at Home to present a proposal to collaborate with the Cities Association and develop a framework and process for the formation of a RHNA subregion in Santa Clara County.
- C. **Community Choice Energy Update** – Rod Sinks and Jim Griffith to present update on CCE; every city planning to participate should have representation at the Nov 19th meeting. At the meeting, representatives plan to finalize JPA terms, review timeline and load comparisons, and request cities to schedule individual study sessions and finally adopt the JPA. Steps required by each participating city includes:
 - 1. Adoption of JPA
 - 2. First reading

3. Second reading

All cities plan to participate except Milpitas; March 2016 is the deadline to join the JPA.

New Business:

- A. Review Cities Association Audit** – Raania reviewed the results of the expenditure/revenue audit performed by the City of San Jose’s Auditor’s Office. The audit reported that assets are protected and revenues and expenditures have been reported accurately.
- B. 2016 Meeting Schedule for Review** – members reviewed meeting dates and accepted the schedule. Motion (Griffith)/ Second (Sinks). Motion carried unanimously.
- C. City Managers’ Association Report** – city managers continue to address Community Choice Energy (CCE); they recently heard presentations regarding Bart to Ace, ABAG/MTC Proposal, and public art programs.
- D. Requests to speak at a Future Board Meeting**
 - a. Veteran Homelessness – November – Jennifer Loving of Destination: Home to present new initiative for mayors and cities.
 - b. SCC Health Department: Health Policy and Practice Opportunities - January
 - c. Silicon Valley Bicycle Coalition – February
 - d. Destination Home: Community Plan Update – Jennifer Loving – January/February

Reports and Future Agenda Items

- A. Executive Board Nomination Approval scheduled for November Board Meeting.

Report of Executive Director

Raania’s report included meetings/events attended in October: City Managers Meeting, MTC Meeting, preparations/meetings for December General Membership Meeting, SVLG Public Policy Luncheon, meeting with Mayor Sam Liccardo of San Jose, meeting with Town Manager Laurel Prevetti of Los Gatos, and update on Multicity Nexus Study.

Closed Session: Performance Evaluation of Executive Director

President Jason Baker adjourned the meeting at 3:00 p.m. to Wednesday, December 2, 2015, 2 pm at Campbell City Hall.

Respectfully submitted,
Raania Mohsen, Executive Director

CITIES ASSOCIATION OF SANTA CLARA COUNTY
Balance Sheet
As of December 31, 2015

	Dec 31, 15
ASSETS	
Current Assets	
Checking/Savings	
Checking - Union Bank	4,162.19
Total Checking/Savings	4,162.19
Other Current Assets	
LAIF Funds	94,566.85
Accrued Interest	44.60
Receivable from Annual Ev...	455.00
Venue Deposit	2,746.80
Total Other Current Assets	97,813.25
Total Current Assets	101,975.44
Fixed Assets	
Machinery and Equipment	2,203.41
Accumulated Depreciation	-1,007.40
Total Fixed Assets	1,196.01
TOTAL ASSETS	103,171.45
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.	5,000.00
Reserve for Operations	35,000.00
Total Reserves	40,000.00
Unrestricted Fund Balance	14,626.22
Net Income	44,615.23
Total Equity	99,241.45
TOTAL LIABILITIES & EQUITY	103,171.45

CITIES ASSOCIATION OF SANTA CLARA COUNTY
Report on Budget vs. Actual
July through December 2015

	<u>Jul - Dec 15</u>	<u>Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Income			
Directory Income	168.00	1,250.00	13.4%
Dues Income	83,682.00	83,682.00	100.0%
Interest	44.60	226.00	19.7%
Total Income	<u>83,894.60</u>	<u>85,158.00</u>	<u>98.5%</u>
Gross Profit	83,894.60	85,158.00	98.5%
Expense			
Office			
Directory Production	0.00	704.00	0.0%
Dues and Subscriptions	136.00	300.00	45.3%
Hospitality	172.77	250.00	69.1%
Internet - Web Hosting Servi...	153.23	200.00	76.6%
Miscellaneous			
Bank Service Charges	15.00	36.00	41.7%
Total Miscellaneous	<u>15.00</u>	<u>36.00</u>	<u>41.7%</u>
Post Office Box	41.00	82.00	50.0%
Postage and Delivery	26.26	166.00	15.8%
Recognition	0.00	167.00	0.0%
Supplies and Equipment	69.08	600.00	11.5%
Telephone	417.16	810.00	51.5%
Total Office	<u>1,105.34</u>	<u>3,315.00</u>	<u>33.3%</u>
Professional Services			
Employee Expenses			
Payroll Service Fees	427.30	825.00	51.8%
Payroll Taxes	2,873.26	5,900.00	48.7%
Payroll Wages/Salary	37,558.86	75,118.00	50.0%
Total Employee Expenses	<u>40,859.42</u>	<u>81,843.00</u>	<u>49.9%</u>
Total Professional Services	<u>40,859.42</u>	<u>81,843.00</u>	<u>49.9%</u>
Total Expense	<u>42,964.76</u>	<u>85,158.00</u>	<u>50.5%</u>
Net Ordinary Income	40,929.84	0.00	100.0%
Other Income/Expense			
Other Income			
Membership Dinners - Proceeds	3,900.00	10,000.00	39.0%
Total Other Income	<u>8,595.00</u>	<u>10,000.00</u>	<u>86.0%</u>
Other Expense			
Membership Dinners - Cost	4,909.61	10,000.00	49.1%
Total Other Expense	<u>4,909.61</u>	<u>10,000.00</u>	<u>49.1%</u>
Net Other Income	<u>3,685.39</u>	<u>0.00</u>	<u>100.0%</u>
Net Income	<u><u>44,615.23</u></u>	<u><u>0.00</u></u>	<u><u>100.0%</u></u>

CITIES ASSOCIATION OF SANTA CLARA COUNTY
Transaction Detail by Account
November through December 2015

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Split</u>	<u>Amount</u>
Checking - Union Bank					
11/18/2015	2652	First Nat...		-SPLIT-	-190.06
11/19/2015	2653	Cities M...	November Meeting	Dues and Subscript...	-32.00
11/23/2015			deposit from LAIF	LAIF Funds	6,000.00
11/25/2015	2654	Raania ...	Hospitality Reimbursement	Hospitality	-35.77
11/30/2015		Time+PL...		Payroll Service Fees	-67.05
11/30/2015		Time+PL...	ED Direct Deposit	Payroll Wages/Salary	-4,180.07
11/30/2015		Time+PL...	ED Direct Deposit	-SPLIT-	-2,558.62
11/30/2015			Service Charge	Bank Service Charg...	-3.00
12/3/2015	2655	Del Mar ...	Holiday Party 2015 Music Ense...	Membership Dinner...	-200.00
12/7/2015		Union B...	Chargepoint Membership Event...	-SPLIT-	1,207.00
12/7/2015	2656	First Nat...		-SPLIT-	-136.94
12/9/2015	2657	City Mgr...	December/Holiday Meeting	Dues and Subscript...	-40.00
12/11/2015	2658	First Pla...	Holiday Party: Mugs/Gifts for Gu...	Membership Dinner...	-747.89
12/11/2015		Union B...	Deposit from Eventbrite - guest f...	Membership Dinner...	3,185.00
12/11/2015	2659	Internati...	December 2015 Holiday Party	Membership Dinner...	-3,327.80
12/18/2015	2660	Stems	Centerpiece Flowers for Holiday ...	Membership Dinner...	-633.92
12/21/2015		Union B...	Holiday Party Payment from Mo...	Membership Dinner...	260.00
12/23/2015			transfer from LAIF	LAIF Funds	7,000.00
12/31/2015		Time+PL...	ED Direct Deposit	-SPLIT-	-2,558.62
12/31/2015		Time+PL...		Payroll Service Fees	-67.05
12/31/2015		Time+PL...	ED Direct Deposit	Payroll Wages/Salary	-4,180.07
Total Checking - Union Bank					-1,306.86
LAIF Funds					
11/23/2015			confirmation # 1485722	Checking - Union B...	-6,000.00
12/23/2015			confirmation #1487745	Checking - Union B...	-7,000.00
Total LAIF Funds					-13,000.00
Directory Income					
12/7/2015		Union B...	Chargepoint Membership Event...	Checking - Union B...	-12.00
Total Directory Income					-12.00
Office					
Conferences/Director's Expenses					
11/18/2015	2652	First Nat...	SVLG Public Policy Luncheon	Checking - Union B...	74.84
Total Conferences/Director's Expenses					74.84
Dues and Subscriptions					
11/19/2015	2653	Cities M...	January & February Meeting	Checking - Union B...	32.00
12/9/2015	2657	City Mgr...	December/Holiday Meeting	Checking - Union B...	40.00
Total Dues and Subscriptions					72.00
Hospitality					
11/18/2015	2652	First Nat...	October 8th Board Meeting	Checking - Union B...	14.97
11/25/2015	2654	Raania ...	October Board Meeting	Checking - Union B...	35.77
12/7/2015	2656	First Nat...	November Board Meeting	Checking - Union B...	46.97
Total Hospitality					97.71
Internet - Web Hosting Services					
11/18/2015	2652	First Nat...	PDF Acrobat monthly subscription	Checking - Union B...	14.99
12/7/2015	2656	First Nat...	monthly cms fee	Checking - Union B...	5.01
12/7/2015	2656	First Nat...	PDF Acrobat monthly subscription	Checking - Union B...	14.99
Total Internet - Web Hosting Services					34.99
Miscellaneous					
Bank Service Charges					
11/30/2015			Service Charge	Checking - Union B...	3.00
Total Bank Service Charges					3.00
Total Miscellaneous					3.00
Postage and Delivery					
11/18/2015	2652	First Nat...	stamps and postage	Checking - Union B...	15.75
Total Postage and Delivery					15.75

CITIES ASSOCIATION OF SANTA CLARA COUNTY
Transaction Detail by Account
November through December 2015

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Split</u>	<u>Amount</u>
Telephone					
11/18/2015	2652	First Nat...	monthly phone bill	Checking - Union B...	69.51
12/7/2015	2656	First Nat...	monthly phone bill	Checking - Union B...	69.97
Total Telephone					139.48
Total Office					437.77
Professional Services					
Employee Expenses					
Payroll Service Fees					
11/30/2015		Time+PL...	ED Direct Deposit	Checking - Union B...	67.05
12/31/2015		Time+PL...		Checking - Union B...	67.05
Total Payroll Service Fees					134.10
Payroll Taxes					
11/30/2015		Time+PL...	ED Direct Deposit	Checking - Union B...	478.88
12/31/2015		Time+PL...	ED Direct Deposit	Checking - Union B...	478.88
Total Payroll Taxes					957.76
Payroll Wages/Salary					
11/30/2015		Time+PL...	ED Direct Deposit	Checking - Union B...	4,180.07
11/30/2015		Time+PL...	ED Direct Deposit	Checking - Union B...	2,079.74
12/31/2015		Time+PL...	ED Direct Deposit	Checking - Union B...	2,079.74
12/31/2015		Time+PL...	ED Direct Deposit	Checking - Union B...	4,180.07
Total Payroll Wages/Salary					12,519.62
Total Employee Expenses					13,611.48
Total Professional Services					13,611.48
Membership Dinners - Proceeds					
12/11/2015		Union B...	Deposit from Eventbrite - guest f...	Checking - Union B...	-3,185.00
12/21/2015		Union B...	Holiday Party Payment from Mo...	Checking - Union B...	-260.00
Total Membership Dinners - Proceeds					-3,445.00
Membership Dinners - Sponsors					
12/7/2015		Union B...	Changepoint Membership Event...	Checking - Union B...	-1,195.00
Total Membership Dinners - Sponsors					-1,195.00
Membership Dinners - Cost					
12/3/2015	2655	Del Mar ...	Holiday Party 2015 Music Ense...	Checking - Union B...	200.00
12/11/2015	2658	First Pla...	Holiday Party: Mugs/Gifts for Gu...	Checking - Union B...	747.89
12/11/2015	2659	Internati...	December 2015 Holiday Party	Checking - Union B...	3,327.80
12/18/2015	2660	Stems	Centerpiece Flowers for Holiday ...	Checking - Union B...	633.92
Total Membership Dinners - Cost					4,909.61
TOTAL					0.00

Goals

To provide local policymakers with an overview of the current housing and affordable housing landscape and the solutions available to address the housing crisis.

To raise awareness and build support for coordinated regional action across Santa Clara County communities through a half-day workshop developed in partnership with the Cities Association of Santa Clara County.

Description

The lack of affordable housing is a problem that affects communities of all sizes and taxes our transportation infrastructure, harms our businesses, disadvantages our students, and puts our elderly and lower-income and middle-income households at risk of being displaced or homeless. In spite of these impacts, the repeated legal challenges and growing funding shortfalls have made it very challenging for local jurisdictions to provide the kind of housing that their communities need.

As the only organization focused on addressing the affordable housing crisis in Silicon Valley, SV@Home proposes to partner with the Cities Association of Santa Clara County to develop and host a half-day workshop solely for local policymakers during the 2106 Affordable Housing Week, which is scheduled to take place from May 16th to May 21st.

The workshop will provide an overview of the housing issues affecting jurisdictions across the County and the suite of solutions available to address key barriers to housing production. The event will be designed to raise awareness about and support for strategies to increase affordable housing stock in Santa Clara County and its jurisdictions. Topics to be addressed by industry experts could include regional collaboration around RHNA; emerging findings from the nexus studies; local and regional strategies to increase housing stock; and SV@Home's Policy Roadmap – a tool that is designed to help local policymakers and community leaders develop and implement housing and affordable housing policies and programs.



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

NAME OF ORGANIZATION:

Santa Clara County Public Health Department

BACKGROUND INFORMATION:

The Santa Clara County Public Health Department has been working with the Cities Association for a number of years to partner on policy and practice strategies focused on improving health outcomes for residents and employees.

REQUEST (WHAT WILL BE PRESENTED?):

In preparation for work plan development for next year, the Santa Clara County Public Health Department would like to share new and on-going health policy and practice opportunities with the Cities Association for their consideration. In particular, the Santa Clara County Public Health Department would like to discuss efforts to curb youth tobacco use through the adoption and implementation of a policy that would increase the minimum age for purchase of tobacco to 21.

RELEVANCE TO THE CITIES ASSOCIATION:

The policy and practice changes presented by the Santa Clara County Department of Public Health are designed to help cities promote and protect the health of their residents and employees across through the creation of Tobacco-Free Communities, Healthy Food and Beverage Environments, and Active and Safe Communities.

WHAT ACTION IS REQUESTED OF THE CITIES ASSOCIATION?

Acceptance and consideration of a report from the Santa Clara County Public Health Department related to a policy that would increase the minimum age for purchase of tobacco to 21, as well as other health policy and practice opportunities.

MATERIALS TO BE SENT TO SUPPORT PRESENTATION

Updated grids that feature policies adopted by the cities in Santa Clara County to work towards the creation of healthy communities, as well as other background documents and technical assistance resources as applicable.



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

NAME OF ORGANIZATION:

City of Livermore

BACKGROUND INFORMATION:

The Bay Area Rapid Transit (BART) system serves the San Francisco Bay Area, connecting cities in San Mateo, Alameda, and Contra Costa counties. Future plans include serving cities in Santa Clara County. In November 2014, Measure BB was approved by Alameda County voters to fund key transportation infrastructure projects, including a BART extension from the Dublin/Pleasanton station to Isabel Avenue in Livermore. The second phase of this project involves an additional 5-mile extension, which would create an inter-regional link between BART and ACE at Greenville Road in Livermore at the base of the Altamont Pass/I-580 Corridor. The BART to ACE project will reduce traffic across regions and freeways, and provide transportation alternatives connecting workforce housing in San Joaquin County to jobs in Silicon Valley.

REQUEST (WHAT WILL BE PRESENTED?):

Marc Roberts, City Manager of Livermore will make a presentation discussing the commute patterns from the San Joaquin/Tri-Valley area to Silicon Valley and explain how the proposed BART to ACE project will reduce traffic across multiple regions and connect workforce housing to jobs in Silicon Valley.

RELEVANCE TO THE CITIES ASSOCIATION:

The BART to ACE project will have a positive impact on quality of life for residents living and working in Silicon Valley by enhancing inter-regional mobility, reducing traffic, and connecting workforce housing to jobs.

WHAT ACTION IS REQUESTED OF THE CITIES ASSOCIATION?

The action requested of the Cities Association is to consider supporting the BART to ACE project and encouraging state legislators to provide additional funding to complete Phase I and II of the BART extension.

MATERIALS TO BE SENT TO SUPPORT PRESENTATION

A Power Point presentation will be sent in advance of the agenda item.



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

NAME OF ORGANIZATION:

Silicon Valley Bicycle Coalition

BACKGROUND INFORMATION:

Silicon Valley Bicycle Coalition is a membership-based nonprofit organization. Our 2,600 members support our efforts to create a healthy community, environment, and economy, though bicycling, for people who live, work, or play in San Mateo and Santa Clara Counties.

REQUEST (WHAT WILL BE PRESENTED?):

We would like to present our Vision Zero Toolkit to the Cities Association. This document was created to help cities take concrete, measurable steps toward achieving zero deaths and zero life-altering injuries on our roadways.

RELEVANCE TO THE CITIES ASSOCIATION:

The Cities Association meeting is a fantastic opportunity for us to address multiple city leaders at once. Vision Zero policies require support from elected leaders, as well as police departments and transportation and/or public works staff.

WHAT ACTION IS REQUESTED OF THE CITIES ASSOCIATION?

Our presentation is primarily for information, though the content of our toolkit is intended to inspire action. We would be happy to continue discussions with representatives of the individual cities following the meeting.

MATERIALS TO BE SENT TO SUPPORT PRESENTATION

Vision Zero Toolkit (PDF)