



AGENDA AND NOTICE

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

**Friday, May 5, 2017
10:30 am**

**Palo Alto City Hall
Community Meeting Room
250 Hamilton Avenue
Palo Alto, CA 95301
AGENDA**

- 1. Call to Order (Scharff)**
- 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 (Pepper)**
 - A. Draft Minutes of April 7, 2017
 - B. April 2017 Balance Sheet
 - C. April 2017 Budget Report
 - D. April 2017 Transactions Report
- 4. Old Business**
 - A. Review of General Membership Meeting, May 11, 2017 (Scharff)
- 5. New Business**
 - A. City Managers' Report (Keene)
 - B. Discussion & Direction: Hiring New Executive Director
 - C. LAC Report: (Showalter)
 - D. Requests to speak at a Future Board Meeting
 - a. June: Assemblymember Marc Berman
 - b. Adopted 2017 Priorities: Affordable Housing and Homelessness Scheduled for June – subcommittee requests delay
 - c. Citizen initiated Ballot Measures on Marijuana
 - d. Santa Clara County Presentation on Measure A Implementation
 - e. Speakers for Future Board Meetings beyond June General Membership Meeting
- 5. Reports & Future Agenda Items**
 - A. 2017-2018 Budget Adoption Timetable: Executive Board reviews – June Meeting and Board adopts at June Board Meeting
 - B. 6th Annual Regional Economic Forum – Thursday, June 15; 7:15-12:00 pm at the Computer History Museum
- 6. Report of Executive Director**

7. **Adjournment** – To Friday, June 2, 2017, 10:30 am, Palo Alto City Hall

DRAFT MINUTES
EXECUTIVE BOARD

Friday, April 7, 2017

Community Meeting Room, Palo Alto City Hall

Present:

Greg Scharff, President
Rod Sinks, 1st Vice President
Manny Cappello, 2nd Vice President
Jan Pepper, Secretary/Treasurer
Pat Showalter, LAC Chair
James Keene, City Managers' Association Liaison
Joanne Benjamin, Interim Executive Director

President Greg Scharff called the meeting to order at 10:15 am.

Consent Calendar

A. Draft Meeting Minutes of February 28, 2017, March 2017 Balance Sheet, Budget Report, Transactions Report approved. Motion (Pepper)/ Second (Scharff). Motion carried unanimously 4:0:1 (Cappello absent).

Old Business

A. **Review of General Membership Meeting, May 11 at the Institute for the Future** – Greg discussed the Institute and stated members would be able to tour the facility along with hearing from the Institute's Executive Director. Joanne will get a count of attendees at last year's event and will tour the facility for logistics. Joanne will contact Santa Clara University Law Professor Pratheepan Gulasekaram about speaking at the event on Constitutional and Immigration Law.

New Business

- A. **City Managers' Report** – James Keene reported on the challenge for cities to recruit staff. Discussion included considering a collaborative countywide plan for recruitment and how to attract people to want to work for local government.
- B. **Hiring New Executive Director**– Greg distributed the resumes received. Greg will set up a time for the Executive Board to hold interviews. Joanne will provide training and will prepare budget for overlap in wages.
- C. **LAC Report** – Pat discussed bills: AB 1089, AB 765, AB 1182, AB 1622, and ACA 10. It was suggested to also look at AB 920 (Bio Mass) and any legislation beneficial that cities should support and “dangerous” legislation to cities that cities should oppose. Joanne will ask cities for their legislative priorities. The next LAC Meeting will be held an hour prior to the General Membership Meeting on Thursday, May 11.
- D. **Requests to speak at Future Board Meeting** –
1. **April:** Equitable Communities: Manny and Jan will give a report on the Equitable Communities subcommittee work and present cities with a Draft Resolution for cities to consider adopting.
 2. **April** – Steve Preminger, Office of the County Executive, and Jane Le Fevre, Socially Responsible Partnerships, will make a presentation on the City of San Jose and the country's coordinated immigrant communications campaign.

3. **Speakers for Future Board Meetings:** Joanne will contact Evan Low and Marc Berman about speaking at the June 8, 2017 Board Meeting. The Affordable Housing & Homelessness subcommittee and Legislative Action Committee Guiding Principles subcommittee are scheduled to present in June. Joanne will ask each city for its legislative priorities and send to Exec. Committee. Joanne will also ask Laurel Prevetti about speaking in Sept. on an update on the RHNA Guiding Principles and tentative schedule.

5. Reports and Future Agenda Items

- A. Joanne to send list of subcommittees to Exec. Board and when they are scheduled to present.
- B. Agendize for April meeting: Approval to co-partner with SVLG – 6th Annual Regional Economic Forum on Thursday, June 15; 7:15 am -12:00 pm.

Report of Interim Executive Director

Joanne announced the Membership Directory has been published and sent to all cities, state and federal legislators and local partnering agencies. The cost is higher this year due to including headshots of each elected council member. Now that design work has been done, it should be less expensive next year. The Executive Board decided not to offer an electronic version of the Membership Directory.

President Greg Scharff adjourned the meeting at 11:30 am to Friday, May 5, 10:30 am at Palo Alto City Hall.

Respectfully submitted,
Joanne Benjamin, Interim Executive Director

CITIES ASSOCIATION OF SANTA CLARA COUNTY
Balance Sheet
As of April 30, 2017

| | Apr 30, 17 |
|--|------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| Checking - Union Bank | 6,341.75 |
| Total Checking/Savings | 6,341.75 |
| Other Current Assets | |
| LAIF Funds | 60,374.17 |
| Accrued Interest | 44.60 |
| Total Other Current Ass... | 60,418.77 |
| Total Current Assets | 66,760.52 |
| Fixed Assets | |
| Machinery and Equipme... | 2,203.41 |
| Accumulated Depreciati... | -1,372.97 |
| Total Fixed Assets | 830.44 |
| TOTAL ASSETS | 67,590.96 |
| LIABILITIES & EQUITY | |
| Equity | |
| Reserves | |
| Reserve for New Equip. | 5,000.00 |
| Reserve for Operations | 35,000.00 |
| Total Reserves | 40,000.00 |
| Unrestricted Fund Bala... | 11,391.60 |
| Net Income | 16,199.36 |
| Total Equity | 67,590.96 |
| TOTAL LIABILITIES & EQUI... | 67,590.96 |

CITIES ASSOCIATION OF SANTA CLARA COUNTY
Report on Budget vs. Actual
July 2016 through April 2017

| | <u>Jul '16 - ...</u> | <u>Budget</u> | <u>% of Bud...</u> |
|------------------------------------|-------------------------|--------------------|----------------------|
| Ordinary Income/Expense | | | |
| Income | | | |
| Directory Income | 87.00 | 1,000.00 | 8.7% |
| Dues Income | 87,868.00 | 87,868.00 | 100.0% |
| Interest | 464.98 | 431.00 | 107.9% |
| Total Income | <u>88,419.98</u> | <u>89,299.00</u> | <u>99.0%</u> |
| Gross Profit | 88,419.98 | 89,299.00 | 99.0% |
| Expense | | | |
| Office | | | |
| Conferences/Director's Expen... | 0.00 | 125.00 | 0.0% |
| Directory Production | 1,083.92 | 1,000.00 | 108.4% |
| Dues and Subscriptions | 335.00 | 325.00 | 103.1% |
| Hospitality | 307.27 | 420.00 | 73.2% |
| Internet - Web Hosting Services | 59.85 | 250.00 | 23.9% |
| Miscellaneous | | | |
| Bank Service Charges | 30.00 | 36.00 | 83.3% |
| Total Miscellaneous | <u>30.00</u> | <u>36.00</u> | <u>83.3%</u> |
| Post Office Box | 43.00 | 82.00 | 52.4% |
| Postage and Delivery | 11.57 | 227.00 | 5.1% |
| Printing and Copying | 0.00 | 25.00 | 0.0% |
| Recognition | 175.02 | 200.00 | 87.5% |
| Repairs and Maintenance | 59.85 | 125.00 | 47.9% |
| Software Licenses | 351.45 | 289.00 | 121.6% |
| Supplies and Equipment | 325.77 | 375.00 | 86.9% |
| Telephone | 491.72 | 1,000.00 | 49.2% |
| Total Office | <u>3,274.42</u> | <u>4,479.00</u> | <u>73.1%</u> |
| Professional Services | | | |
| Employee Expenses | | | |
| Payroll Service Fees | 715.20 | 1,000.00 | 71.5% |
| Payroll Taxes | 5,267.03 | 6,200.00 | 85.0% |
| Payroll Wages/Salary | 62,225.26 | 76,620.00 | 81.2% |
| Total Employee Expenses | <u>68,207.49</u> | <u>83,820.00</u> | <u>81.4%</u> |
| Total Professional Services | 68,207.49 | 83,820.00 | 81.4% |
| Programs and Initiatives | <u>1,000.00</u> | <u>1,000.00</u> | <u>100.0%</u> |
| Total Expense | <u>72,481.91</u> | <u>89,299.00</u> | <u>81.2%</u> |
| Net Ordinary Income | 15,938.07 | 0.00 | 100.0% |
| Other Income/Expense | | | |
| Other Income | | | |
| Membership Dinners - Proceeds | 3,265.00 | 12,000.00 | 27.2% |
| Total Other Income | <u>9,965.00</u> | <u>12,000.00</u> | <u>83.0%</u> |
| Other Expense | | | |
| Membership Dinners - Cost | 10,033.71 | 12,000.00 | 83.6% |
| Total Other Expense | <u>10,033.71</u> | <u>12,000.00</u> | <u>83.6%</u> |
| Net Other Income | <u>-68.71</u> | <u>0.00</u> | <u>100.0%</u> |
| Net Income | <u>15,869.36</u> | <u>0.00</u> | <u>100.0%</u> |

CITIES ASSOCIATION OF SANTA CLARA COUNTY
Transaction Detail by Account
April 2017

| <u>Date</u> | <u>Num</u> | <u>Name</u> | <u>Memo</u> | <u>Split</u> | <u>Amount</u> |
|---------------------------------|------------|-------------|----------------------|--------------------|---------------|
| Checking - Union Bank | | | | | |
| 4/4/2017 | 2708 | Alpha G... | | Directory Prod... | -1,083.92 |
| 4/12/2017 | 2709 | SCC Ma... | April Meeting | Dues and Sub... | -40.00 |
| 4/14/2017 | 2710 | Silicon ... | contribution to c... | Project Support | -1,000.00 |
| 4/14/2017 | | Union B... | Deposit | -SPLIT- | 85.00 |
| 4/24/2017 | | | Confirmation #1... | LAIF Funds | 11,000.00 |
| 4/28/2017 | 2711 | Westfre... | May 11 General... | Membership D... | -1,459.97 |
| 4/28/2017 | 2713 | Western... | Renewal of 1 y... | Dues and Sub... | -39.00 |
| 4/30/2017 | | Time+Pl... | | Payroll Wages... | -4,356.11 |
| 4/30/2017 | | Time+Pl... | | -SPLIT- | -1,674.19 |
| 4/30/2017 | | Time+Pl... | | Payroll Service... | -77.80 |
| 4/30/2017 | | | | Bank Service ... | -3.00 |
| Total Checking - Union Bank | | | | | 1,351.01 |
| LAIF Funds | | | | | |
| 4/24/2017 | | | Confirmation #1... | Checking - Uni... | -11,000.00 |
| Total LAIF Funds | | | | | -11,000.00 |
| Directory Income | | | | | |
| 4/14/2017 | | Union B... | Deposit | Checking - Uni... | -15.00 |
| Total Directory Income | | | | | -15.00 |
| Office | | | | | |
| Directory Production | | | | | |
| 4/4/2017 | 2708 | Alpha G... | | Checking - Uni... | 1,083.92 |
| Total Directory Production | | | | | 1,083.92 |
| Dues and Subscriptions | | | | | |
| 4/12/2017 | 2709 | SCC Ma... | April Meeting | Checking - Uni... | 40.00 |
| 4/28/2017 | 2713 | Western... | Renewal of 1 y... | Checking - Uni... | 39.00 |
| Total Dues and Subscriptions | | | | | 79.00 |
| Miscellaneous | | | | | |
| Bank Service Charges | | | | | |
| 4/30/2017 | | | | Checking - Uni... | 3.00 |
| Total Bank Service Charges | | | | | 3.00 |
| Total Miscellaneous | | | | | 3.00 |
| Total Office | | | | | 1,165.92 |
| Professional Services | | | | | |
| Employee Expenses | | | | | |
| Payroll Service Fees | | | | | |
| 4/30/2017 | | Time+Pl... | | Checking - Uni... | 77.80 |
| Total Payroll Service Fees | | | | | 77.80 |
| Payroll Taxes | | | | | |
| 4/30/2017 | | Time+Pl... | | Checking - Uni... | 457.71 |
| Total Payroll Taxes | | | | | 457.71 |
| Payroll Wages/Salary | | | | | |
| 4/30/2017 | | Time+Pl... | | Checking - Uni... | 4,356.11 |
| 4/30/2017 | | Time+Pl... | | Checking - Uni... | 1,216.48 |
| Total Payroll Wages/Salary | | | | | 5,572.59 |
| Total Employee Expenses | | | | | 6,108.10 |
| Total Professional Services | | | | | 6,108.10 |
| Programs and Initiatives | | | | | |
| Project Support | | | | | |
| 4/14/2017 | 2710 | Silicon ... | contribution to c... | Checking - Uni... | 1,000.00 |
| Total Project Support | | | | | 1,000.00 |
| Total Programs and Initiatives | | | | | 1,000.00 |

CITIES ASSOCIATION OF SANTA CLARA COUNTY
Transaction Detail by Account
April 2017

| <u>Date</u> | <u>Num</u> | <u>Name</u> | <u>Memo</u> | <u>Split</u> | <u>Amount</u> |
|--------------------------------------|------------|-------------|-------------------|-------------------|---------------|
| Membership Dinners - Proceeds | | | | | |
| 4/14/2017 | | Union B... | Deposit | Checking - Uni... | -70.00 |
| Total Membership Dinners - Proceeds | | | | | -70.00 |
| Membership Dinners - Cost | | | | | |
| 4/28/2017 | 2711 | Westfre... | May 11 General... | Checking - Uni... | 1,459.97 |
| Total Membership Dinners - Cost | | | | | 1,459.97 |
| TOTAL | | | | | 0.00 |