



AGENDA AND NOTICE

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

Friday, May 6, 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 April 1, 2016 Meeting
 - B. April 2016 Balance Sheet
 - C. April 2016 Budget Report
 - D. April 2016 Transactions Report
- 4. Old Business**
 - A. General Membership Meeting, May 12, 6 – 9 pm (Mohsen)
 - B. Priorities for 2016 (Griffith)
 1. Regional Minimum Wage – June (Sinks)
 2. Transportation – Request to Support Transportation Measure – SVLG – June
 3. Age-Friendly Communities – SCC Presentation – August (Cappello)
- 5. New Business**
 - A. Draft FY 2016-17 Budget Proposal (Cappello)
 - B. City Selection Committee Meeting, June 9, 2016, 6:50 pm (Griffith)
 1. ABAG – four appointments
 2. ALUC – two appointments
 - C. City Manager's Report
 - D. Requests to speak at a Future Board Meeting
 1. Silicon Valley Talent Partnerships – Chuck Reed – June
 2. Silicon Valley Bicycle Coalition – Colin Heyne – August
- 6. Reports & Future Agenda Items**
- 7. Report of Executive Director**
- 8. Adjournment** – To Friday, June 3, 2016, 2 pm, Sunnyvale City Hall

DRAFT MINUTES
EXECUTIVE BOARD
Friday, April 1, 2016
Conference Room, Sunnyvale City Hall

Present:

Jim Griffith, President
Rod Sinks, 2nd Vice President
Manny Cappello, Secretary/Treasurer
Jan Pepper, LAC Chair (arrived 2:24 pm)
Jason Baker, Immediate Past President (arrived 2:38 pm)
Walter Rossman, 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 February 5, 2016 Executive Board Meeting Minutes and the February/March Financial Statements were reviewed and approved.
Amendment: add Rod Sinks to list of Members present to Minutes. Motion (Cappello)/Second (Baker). Motion carried unanimously.

Old Business:

- A.** Update on Priorities & Work Plan – Raania provided updated on work plan and priorities, e.g. Regional Housing Impact Fee Nexus Study, Age-Friendly Communities
- B.** Regional Minimum Wage Study Report – April – Consultants, San Jose Mayor Liccardo, and Economic Development Director Kim Walesh to present at April 14th Board Meeting; summary will not be available until morning of April 14th. Despite the state's action, 2022 is far away and due to the higher cost of living in the Silicon Valley, Members are interested in moving forward with consideration of increasing minimum wage; based on results of the study, Rod Sinks recommends cities implement outreach and take action in the summer for a new minimum wage to take effect beginning January 2017. Regional consistency is key. Cities Association to consider making a recommendation at June Board Meeting.

New Business

- A. General Membership Meeting, May 12, 2016, 6- 9 pm** – Raania provided update; invitation to be distributed first week of April; Carl Guardino, Dr. Stefan Heck, Shiloh Ballard, and Ratna Amin are confirmed speakers; in search of one more panelist.
- B. Legislative Action Committee Meeting, April 14, 6:30 pm** – Jan Pepper reviewed legislation addressing transportation, affordable housing, and sustainability.
- C. City Selection Committee Meeting, April 14, 6:50 pm** – to include two appointments (one Commissioner and one Alternate Commissioner) to Local Agency Formation Commission (LAFCO)
- D. City Manager's Report** – City Managers are collaborating with police chiefs regarding countywide taxi regulation.
- E. Requests to speak at a Future Board Meeting**
1. Silicon Valley Bicycle Coalition – Colin Heyne – date TBD

2. Silicon Valley Talent Partnerships – Chuck Reed – June – to present recent collaborations with cities across the region, e.g. Campbell, San Jose, Santa Clara

Reports and Future Agenda Items

A. Discussion on Transportation Ballot Measure 2016 w/Carl Guardino of SVLG – April Board Meeting

Report of Executive Director

Raania’s report included meetings/events attended in January: City Managers meetings, Assistant City Managers Meeting, LCC Peninsula Division Meeting/Dinner, meeting with Leslee Guardino re: countywide taxi regulation. Updates included Directory 2016 (completed and distributed), planning for General Membership Meeting, and Board Meeting action items.

President Jim Griffith adjourned the meeting at 3:00 p.m. to Friday, May 6, 2 pm at Sunnyvale City Hall.

Respectfully submitted,
Raania Mohsen, Executive Director

CITIES ASSOCIATION OF SANTA CLARA COUNTY
Balance Sheet
As of April 30, 2016

	Apr 30, 16
ASSETS	
Current Assets	
Checking/Savings	
Checking - Union Bank	3,590.90
Total Checking/Savings	3,590.90
Other Current Assets	
LAIF Funds	65,721.60
Accrued Interest	44.60
Receivable from Annual Ev...	455.00
Total Other Current Assets	66,221.20
Total Current Assets	69,812.10
Fixed Assets	
Machinery and Equipment	2,203.41
Accumulated Depreciation	-1,007.40
Total Fixed Assets	1,196.01
TOTAL ASSETS	71,008.11
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	12,451.89
Total Equity	67,078.11
TOTAL LIABILITIES & EQUITY	71,008.11

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

	<u>Jul '15 - ...</u>	<u>Budget</u>	<u>% of Bud...</u>
Ordinary Income/Expense			
Income			
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%
Total Income	<u>84,613.35</u>	<u>85,158.00</u>	<u>99.4%</u>
Gross Profit	84,613.35	85,158.00	99.4%
Expense			
Office			
Directory Production	768.75	704.00	109.2%
Dues and Subscriptions	200.00	300.00	66.7%
Hospitality	367.54	250.00	147.0%
Internet - Web Hosting Servi...	213.08	200.00	106.5%
Miscellaneous			
Bank Service Charges	27.00	36.00	75.0%
Total Miscellaneous	<u>27.00</u>	<u>36.00</u>	<u>75.0%</u>
Post Office Box	82.00	82.00	100.0%
Postage and Delivery	210.91	166.00	127.1%
Recognition	175.41	167.00	105.0%
Supplies and Equipment	354.52	600.00	59.1%
Telephone	697.64	810.00	86.1%
Total Office	<u>3,321.66</u>	<u>3,315.00</u>	<u>100.2%</u>
Professional Services			
Employee Expenses			
Payroll Service Fees	788.50	825.00	95.6%
Payroll Taxes	5,112.23	5,900.00	86.6%
Payroll Wages/Salary	63,349.30	75,118.00	84.3%
Total Employee Expenses	<u>69,250.03</u>	<u>81,843.00</u>	<u>84.6%</u>
Total Professional Services	<u>69,250.03</u>	<u>81,843.00</u>	<u>84.6%</u>
Total Expense	<u>73,571.69</u>	<u>85,158.00</u>	<u>86.4%</u>
Net Ordinary Income	11,041.66	0.00	100.0%
Other Income/Expense			
Other Income			
Membership Dinners - Proceeds	5,290.00	10,000.00	52.9%
Total Other Income	<u>9,790.00</u>	<u>10,000.00</u>	<u>97.9%</u>
Other Expense			
Membership Dinners - Cost	8,379.77	10,000.00	83.8%
Total Other Expense	<u>8,379.77</u>	<u>10,000.00</u>	<u>83.8%</u>
Net Other Income	<u>1,410.23</u>	<u>0.00</u>	<u>100.0%</u>
Net Income	<u><u>12,451.89</u></u>	<u><u>0.00</u></u>	<u><u>100.0%</u></u>

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

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Split</u>	<u>Amount</u>
Checking - Union Bank					
4/12/2016	2668	First National Bank ...		-SPLIT-	-535.20
4/13/2016	2669	Cities Managers' As...	April Meeting	Dues and Subscriptions	-32.00
4/26/2016			deposit	LAIF Funds	7,000.00
4/29/2016		Time+Plus Payroll S...		-SPLIT-	-2,618.74
4/29/2016		Time+Plus Payroll S...		Payroll Wages/Salary	-4,254.72
4/29/2016		Time+Plus Payroll S...		Payroll Service Fees	-67.80
Total Checking - Union Bank					-508.46
LAIF Funds					
4/26/2016			withdrawl from LAIF co...	Checking - Union Bank	-7,000.00
Total LAIF Funds					-7,000.00
Office					
Dues and Subscriptions					
4/13/2016	2669	Cities Managers' As...	January & February Me...	Checking - Union Bank	32.00
Total Dues and Subscriptions					32.00
Equipment Leasing					
4/12/2016	2668	First National Bank ...	monthly Adobe Acrobat...	Checking - Union Bank	104.98
Total Equipment Leasing					104.98
Hospitality					
4/12/2016	2668	First National Bank ...	March Board Meeting ...	Checking - Union Bank	51.60
Total Hospitality					51.60
Internet - Web Hosting Services					
4/12/2016	2668	First National Bank ...	web host subscription	Checking - Union Bank	38.28
Total Internet - Web Hosting Services					38.28
Postage and Delivery					
4/12/2016	2668	First National Bank ...	Directory postage and ...	Checking - Union Bank	184.65
Total Postage and Delivery					184.65
Supplies and Equipment					
4/12/2016	2668	First National Bank ...	Mailing Labels, ink cart...	Checking - Union Bank	55.42
Total Supplies and Equipment					55.42
Telephone					
4/12/2016	2668	First National Bank ...	monthly phone expense	Checking - Union Bank	70.27
Total Telephone					70.27
Website Update					
4/12/2016	2668	First National Bank ...	Update/Revisio of map ...	Checking - Union Bank	30.00
Total Website Update					30.00
Total Office					567.20
Professional Services					
Employee Expenses					
Payroll Service Fees					
4/29/2016		Time+Plus Payroll S...		Checking - Union Bank	67.80
Total Payroll Service Fees					67.80
Payroll Taxes					
4/29/2016		Time+Plus Payroll S...		Checking - Union Bank	488.45
Total Payroll Taxes					488.45

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

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Split</u>	<u>Amount</u>
Payroll Wages/Salary					
4/29/2016		Time+Plus Payroll S...		Checking - Union Bank	2,130.29
4/29/2016		Time+Plus Payroll S...		Checking - Union Bank	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