



**BOARD OF DIRECTORS
REGULAR MEETING AGENDA**

JUNE 14, 2018 | 7-9 PM

SUNNYVALE CITY HALL | WEST CONFERENCE ROOM 456
WEST OLIVE AVENUE | SUNNYVALE, CA 94088

1. Call to order 7 PM

2. Consent Agenda
 - a. Board Meeting Minutes: April 2018

3. Committee Reports:
 - a. Santa Clara/Santa Cruz Roundtable (action) 7:05 – 7:45
 - b. Vehicle Dwellers (info) 7:45 – 8:15
 - c. RHNA Subregion Task Force (action) 8:15 – 8:35
 - d. Legislation Action Committee (if needed) 8:35 – 8:45

4. New Business:
 - a. 2018-2019 Budget (action) 8:45 – 8:50 PM

5. City Manager’s Report – Aarti Shrivastava, Cupertino ACM/SCCMA

6. Executive Director Report – Andi Jordan

7. Public Comment

8. Joys & Challenges

9. Adjournment until August 9nd, 7PM, Cupertino City Hall 9PM



Board of Directors Meeting – Agenda Report

Meeting Date: June 14, 2018

Subject: 2a April meeting minutes

Initiated by: Andi Jordan, Executive Director

Previous Consideration: n/a

Fiscal Impact: n/a

Attachments 2a: Meeting minutes

Summary: n/a

Recommended Action: approve



BOARD OF DIRECTORS – DRAFT MINUTES
APRIL 12, 2018 | 7PM
SUNNYVALE CITY HALL | WEST CONFERENCE ROOM
456 WEST OLIVE AVENUE | SUNNYVALE, CA

Rod Sinks called the meeting to order at 7:10 PM.

Present at the meeting:

Campbell – Jeffrey Cristina
Cupertino – Rod Sinks
Gilroy – Peter Leroe-Muñoz
Los Altos – Jan Pepper
Los Altos Hills – Gary Waldeck
Los Gatos – Rob Rennie
Millpitas – Marsha Grilli
Monte Sereno – Burton Craig
Morgan Hill – Steve Tate
Mountain View – Lenny Siegel
Palo Alto – absent
San Jose – Charles “Chappie” Jones
Santa Clara – Debi Davis
Saratoga – Manny Cappello
Sunnyvale – Larry Klein

Also present:

Jeannie Bruins, Los Altos
Marico Sayoc, Los Gatos
Andi Jordan, Executive Director
Michael Lomios, Silicon Valley Leadership
Group
Jane LeFevre
Nancy Bavor, San Jose Quilt & Textile
Museum
Ky Le, Santa Clara Housing
Matthew Kazmiriczak, San José Minéta
Airport
Lydia Kou, Council Member, Palo Alto

The **Consent Agenda** was approved unanimously by consensus with a motion to approve from Manny Cappello and seconded by Peter Leroe-Muñoz. The Consent Agenda consisted of:

- Minutes of the March 2018 meeting
- Approve the acquisition of D&O Insurance & Fictitious Business Name

Ad Hoc Committee to form Santa Clara/Santa Cruz Community/Roundtable: Gary Waldeck and Mary-Lynne Bernald gave an update on the Roundtable. The Committee is discussing the form of organization and had been prepared to make a recommendation to the Board of Directors. After input from the City Managers, the committee is now revising the recommendation, specifically taking a second look at organizational formation, whether Memorandum of Understanding, Memorandum of Funding or Letter of Intent and the funding allocation to stand up the organization. The FAA has agreed to work with the new Roundtable when it is formed.

The Committee would like to defer this conversation and bring back a formal proposal in June.

Matthew Kazmierczak, Manager of Strategy & Policy, Mineta San José International Airport, introduced himself and said he would likely be the contact for Mineta San José Airport if the Roundtable forms.

President Rod Sinks introduced Girish Balachandran, the new Chief Executive Officer of Silicon Valley Clean Energy. As the Chief Executive Officer, Balachandran plans, organizes and directs the overall administrative activities and operations of SVCE, advises and assists the Board of Directors, oversees power supply planning and procurement, stays apprised of legislation and regulations impacting operations, presides over the Energy Risk Oversight Committee, and represents SVCE interests with outside agencies, local businesses and the community at large.

Firearm Safety

Legislative Action Committee Chair Marico Sayoc reported that after Parkland shooting, there were discussions of what the state laws are doing and what local jurisdictions are doing. Gifford Law Center provided information on Santa Clara County. Sayoc presented a Resolution that the City of Saratoga adopted, noting the positives of firearm safety.

Recommending adoption of the Resolution

Inviting Gifford Law Center to work with the Cities Association or individual cities.

Manny Cappello commented that the Saratoga has a Ministerial Association of Saratoga's clergy. The Ministerial Association has been reaching out to many jurisdictions and this was the City of the Saratoga's affirmation of the communities beliefs. Saratoga is now looking at Round 2. We are looking at the Gifford's Law Center Scorecard. Cappello would like us to consider producing our own scorecard based on Gifford's Law Center Data.

Sayoc reiterated that this was to bring awareness to the laws and an attempt to bring factual information.

Sayoc's recommendations:

- **Invite the Gifford's Law Center to present to the Cities Association at a future meeting and discuss if there is any work we can do in the future.**
 - Manny Cappello motioned and Chappie Jones seconded. Motion passed by consensus.
- **Adopt the resolution** presented which concludes *"NOW, THEREFORE BE IT RESOLVED, that the City Council of the City of Saratoga does hereby reaffirm its commitment to the safety of Saratoga's residents and expresses its desire to eliminate firearm deaths in the City of Saratoga. The City Council further encourages and supports sensible, collaborative strategies that seek to prevent firearm violence while maintaining the safety, security, and rights of individuals."*
 - Manny Cappello spoke to the recommendation that the resolution was created and not infringe on the rights to own guns and makes a values statement to the public that we are against firearm related deaths and violence.
 - Larry Klein spoke that this is similar to the resolutions that Cities Association and many cities took last year about inclusive cities.
 - Lenny Siegel noted at some point we have to make it clear that in California we have responded to this threat.
 - Rod Sinks commented some jurisdictions can do more, including Cupertino, sighting commercial gun sales and securing guns from theft.
 - Steve Preminger announced that the County is hosting a "Firearms and Safety" summit on Saturday, April 28th at the Fairgrounds which will be a facilitated community dialogue with the whole community including guns rights advocates.
 - End the day with the ice cream social in
 - Rob Rennie motioned to accept the resolution with a correction to the signature line, with a second from Peter Leroe-Muñoz. Motion passed 13ayes – 1 nays (Jeffrey Cristina, Campbell) – 0 abstentions – 1 absent

- Defers the 3rd request to each board member, whether they would like to forward the resolution for consideration and adoption to their individual city.
- Create an informational matrix of cities of Santa Clara County of current laws and regulations, possibly with the Gifford's Law Center.
 - Chappie Jones motions, second by Larry Klein. 13 ayes, 0 nays, 1 abstention (Gary Waldeck, Los Altos Hills). Motion carries.

Informational Presentation: Museum of Quilts & Textiles upcoming exhibition and program:

Guns: Loaded Conversations along with a unique quilt themed gun buy-back program

by Jane LeFevre & Nancy Bavor, San Jose Quilt & Textile Museum

This unique art exhibits are textile based by artists that are addressing 2nd amendment rights and gun violence. Partnering with Social Justice Sewing Academy, a group of teenagers that work with adult sewing mentors and make works of art with the goal to educate students in hopes they became change agents in their community. is now involves San José city-wide initiative, including the Mayor's office, multiple city council districts, police department. The buyback program is quilt, cash for a gun. We invite you to participate with us or take this model and create your program. Opportunities for the Cities Association: utilize the toolkit, publicize our programs, attend the fundraiser, visit the exhibition.

Measure A Report: Ky Le, Santa Clara County, Director, Santa Clara County's Office of Supportive Housing
 Santa Clara Office of Supportive Housing has 3 roles: manage and implement all of the housing development programs (housing bond, affordable; coordinate homeless services; manage and implement County funded and managed homeless and supportive housing programs. Measure A will result in 4800 affordable housing units. Measure A, approved in 2016, allows to borrow \$950 million, \$800 million is going toward poorest in our communities for supportive housing and a first-time home-buyer program.

In August first issuance of \$250 million which funded supportive housing development program and financing loan programs. An Acquisition fund is established with \$50 million for developers, community agencies acquire and gain site control and begin to go through entitlement process and use the land to build affordable housing. In November and December, the Board committed \$45 million for 6 developments, for 362 units.

Opportunities of what cities and county can do together: cities adopt goals proportional to the RHNA allocation and ELI, direct staff to work on goal, then land use and policy changes may be determined to accomplish the goal.

Updates from Cities Association Appointees (informational)

Silicon Valley Regional Interoperability Authority (SVRIA) – Chris Clark, Council Member from Mountain View reported that SVRIA was established with the goal is to integrate public safety communications. The goal is on budget and on schedule and is 75% complete. The whole system should be up and running by 2019. VTA has joined the group. Each city contributes based on user count. First major use of the system was the Super Bowl. Budget is almost \$11 million and spent \$8 million. The number of subscribers is 10,600.

Santa Clara County Emergency Operational Area Council (OAC) Rob Rennie (West Valley and South County) & Debi Davis (Central County)

– The Council is comprised of 7 elected officials, water district, county executive, city manager, public safety and health, and a representative of public infrastructure. The goal is to foster collaboration and create systems to effectively prepare, coordinate and respond to disasters.

Legislative Action Committee Report: Marico Sayoc brought 3 items forward from the Legislative Action Committee:

1. Send a request to VTA on the SR 85 Transit Guideway Study asking VTA board to complete the study. Rod sinks motions, seconded by Larry Klein. 13 ayes – 0 nays – 1 abstention (Abstention: Steve Tate - Morgan Hill).

2. Invitation to Senator Wiener requesting his participation to May 10th General Membership meeting for a constructive dialogue on housing measures. Steve Tate moved approval, Chappie Jones seconded the motion. 13 ayes – 0 nays – 1 abstention (Abstention: Jeffrey Cristina – Campbell)

City Manager's Report: David Brandt, Cupertino City Manager and SCCCMA representative discussed

- Ad Hoc Committee Roundtable – Managers strongly opposed the structure of a JPA
- RHNA Subregion Taskforce – committee is looking at the RHNA Subregion being a subcommittee of the Cities Association which the Managers were open to this structure.
- Report from Ky Le, Office of Supportive Housing and looked at projects and partnership with the County.

Executive Director Report by Andi Jordan:

- May General Membership Meeting
General Membership Meeting – May 10th
Residence Inn by Marriott | Cupertino
- SV@HOME has requested that we co-sponsor Affordable Housing Week. By consensus, the Board agreed to participate as a co-sponsor.

Public Comment – there was no public comment.

Joys and Challenges:

- Rod Sinks reported a joy and challenge that Cupertino has an SB 35 project (Vallco) 230 ft tall, 1200 very low and low affordable units built into the project.

Adjournment at 8:58 PM



Board of Directors Meeting – Agenda Report

Meeting Date:	June 14, 2018
Subject:	3a Santa Clara/Santa Cruz Roundtable (action)
Initiated by:	Ad Hoc Committee: Mary-Lynne Bernald, Larry Klein, Greg Scharff, Pat Showalter, Steve Tate, Savita Vaidhyanathan, Gary Waldeck
Previous Consideration:	Board of Directors created the Ad Hoc Committee in August 2017.
Fiscal Impact:	Approximately \$250,000 per year for the Roundtable (based on SFO Roundtable’s budget). Cost would be shared by Roundtable members.
Attachments	Congressional Request Resolution for Cities Association Resolution for Cities/Counties Draft By-laws Draft MOU
Summary:	<p>In June 2017, the Cities Association of Santa Clara County received a Congressional request from Representatives Eshoo, Khanna, & Panetta asking the Cities Association of Santa Clara County to take a leadership role in forming a Roundtable that would include the 21 local jurisdictions of Santa Clara and Santa Cruz Counties to work with San Francisco Airport, Minéta San José Airport, and the FAA to address the growing concern of aircraft noise. The formation of such a roundtable was also a recommendation of the Select Committee (2016) chaired by Santa Clara County Supervisor Joe Simitian. Additionally, Minéta San José Airport convened a 120-day Ad Hoc Committee on South Flow Arrivals. As one of the busiest metro-plexes in the nation compounded with a increasing population and growth in air travel, this problem isn’t going away.</p> <p>The Committee strongly concurs with the Representatives that there is a critical need for an organization that convenes all of the stakeholders and has jurisdiction for citizens to be heard. The only venue for such an organization that the FAA will participate is a Roundtable.</p>
Recommended Action:	The Committee strongly recommends that the Board of Directors does hereby support and will initiate the formation of an intergovernmental partnership between the cities and counties of Santa Clara And San Cruz Counties, Norman Y. Minéta San Jose International Airport, San Francisco International Airport, and the FAA that will serve as a permanent aircraft noise mitigation entity.

DRAFT

RESOLUTION NO. 18-002

A RESOLUTION
OF THE
BOARD OF DIRECTORS OF THE CITIES ASSOCIATION OF SANTA CLARA COUNTY
TO FORM THE SANTA CLARA/SANTA CRUZ COMMUNITY ROUNDTABLE

WHEREAS, a critical need exists in Santa Clara and Santa Cruz Counties for a permanent venue to address aircraft noise concerns and it is essential to include all unrepresented cities in these counties.

WHEREAS, In July 2017, the Cities Association of Santa Clara County received a Congressional request by Representatives Eshoo, Khanna, Panetta to take a leadership role in developing an intergovernmental partnership between the cities and counties of Santa Clara and Santa Cruz Counties, Norman Y. Minéta San Jose International Airport (SJC), and San Francisco International Airport (SFO) that will serve as a permanent aircraft noise mitigation entity representing all affected communities in the South Bay and Santa Cruz County

WHEREAS, between May and November 2016, the Select Committee on South Bay Arrivals, a temporary committee of 12 local elected officials (Select Committee) appointed by Congresswoman Anna G. Eshoo, Congressman Sam Farr, and Congresswoman Jackie Speier, convened meetings to receive public input and develop regional consensus on recommendations to reduce aircraft noise caused by SFO flights and airspace, and procedural changes related to the Federal Aviation Administration's Next Generation Air Transportation System.

WHEREAS, among the many recommendations that received unanimous approval by the Select Committee was the need for a permanent venue to represent currently disenfranchised communities in addressing aircraft noise concerns including, but not limited to SFO. This recommendation stems from the fact that our mutual constituents in Santa Clara and Santa Cruz Counties, do not currently belong to a permanent aircraft noise mitigation entity such as the SFO Airport/Community Roundtable.

WHEREAS, on October 3, 2017, the San José City Council authorized the Ad Hoc Advisory Committee on South Flow Arrivals to explore possible solutions to address the noise impacts on residents when weather conditions over the airfield require the Airport to operate in a "south flow" configuration (when aircraft land from the north of the Airport instead of the usual landing from the south).

WHEREAS, both the Select Committee and the South Flow Ad Hoc Roundtable have disbanded, the Santa Clara/Santa Cruz Roundtable envisioned by the Cities Association would likely be viewed as an appropriate surrogate for this function in partnership with the SFO Roundtable, SFO and San Jose Minéta Airports.

WHEREAS, significant demand for an aircraft noise mitigation entity to represent constituents in the South Bay, it is imperative that any potential body not be confined to SJC or SFO related issues and also include representation of all affected and currently unrepresented communities in Santa Clara and Santa Cruz Counties. While participation by elected officials in each affected city is essential, it is critical that the establishment of such a body should not be unilaterally implemented by one city, but instead be led collectively by the entire affected region.

DRAFT

WHEREAS, the [FAA's November 2017 Phase Two Report](#), the FAA reiterates it will not support solutions that result in shifting the problem of noise from one community to another. It also repeatedly identifies increased flying distance as an unacceptable outcome of many community-proposed solutions that conflict with the economic, environmental, and operational efficiency benefits gained from shorter flying distances.

WHEREAS, the FAA repeatedly points to the anticipated inevitability of increases in congestion as airports increase their number of flight operations. The report explicitly states it will not move forward on certain feasible recommendations "until issues of congestion, noise shifting and flying distance have been addressed with the airline stakeholders and the affected communities by the Select Committee and/or SFO Roundtable."

WHEREAS, each jurisdiction is just one of over 100 municipalities in the Bay Area. The ability of any single community, whether 30,000 or 60,000, to influence the complex operations of a federal agency serving a region of 8 million people is limited.

WHEREAS, the impacts of airplane noise must be considered amid the competing interests of the flying public, airline industry priorities, airport operational requirements, broader economic and environmental impacts and, above all else, safety. The successful navigation of these public interest challenges requires effective collaboration.

WHEREAS, to ensure equitable regional representation, each city and county should have the opportunity to appoint one Member and one Alternate who are local elected officials to serve on the body, elect their own leadership, and participate in helping to fund the effort just as the SFO Airport/Community Roundtable does. Once it is conceived, the newly formed South Bay Airport Roundtable could also work with the SFO Airport/Community Roundtable to establish a joint subcommittee to address complex overlapping issues related to the Midpeninsula.

WHEREAS, the Cities Association of Santa Clara County is seeking each jurisdiction of Santa Clara County and Santa Cruz County to collaborate with neighboring jurisdictions through the formation of a community roundtables to most effectively address the community impacts of aircraft operations and work with the Federal Aviation Association (FAA).

NOW, THEREFORE BE IT RESOLVED, that the Board of Directors of the Cities Association of Santa Clara County does hereby support and will initiate formation of an intergovernmental partnership between the cities and counties of Santa Clara and Santa Cruz Counties, Norman Y. Minéta San Jose International Airport (SJC), San Francisco International Airport (SFO), and the FAA, that will serve as a permanent aircraft noise mitigation entity representing all affected communities in the Santa Clara and Santa Cruz Counties, and invite the jurisdictions, cities and counties within Santa Clara County and Santa Cruz County, to partner in the formation of the Santa Clara/Santa Cruz Roundtable.

The above and foregoing resolution was passed and adopted at a regular meeting of the Cities Association of Santa Clara County Board of Directors Meeting held on the 14th day of June 2018 by the following vote:

AYES:

NOES:

DRAFT

ABSENT:

ABSTAIN:

Rod Sinks, President

ATTEST:

Andi Jordan, Executive Director

DATE: _____

DRAFT

RESOLUTION NO. 18-002

A RESOLUTION OF THE City/County TO JOIN THE SANTA CLARA/SANTA CRUZ COMMUNITY ROUNDTABLE

WHEREAS, a critical need exists in Santa Clara and Santa Cruz Counties for a permanent venue to address aircraft noise concerns and it is essential to include all unrepresented cities in these counties.

WHEREAS, In July 2017, the Cities Association of Santa Clara County received a Congressional request by Representatives Eshoo, Khanna, Panetta to take a leadership role in developing an intergovernmental partnership between the cities and counties of Santa Clara and Santa Cruz Counties, Norman Y. Minéta San Jose International Airport (SJC), and San Francisco International Airport (SFO) that will serve as a permanent aircraft noise mitigation entity representing all affected communities in the South Bay and Santa Cruz County

WHEREAS, between May and November 2016, the Select Committee on South Bay Arrivals, a temporary committee of 12 local elected officials (Select Committee) appointed by Congresswoman Anna G. Eshoo, Congressman Sam Farr, and Congresswoman Jackie Speier, convened meetings to receive public input and develop regional consensus on recommendations to reduce aircraft noise caused by SFO flights and airspace, and procedural changes related to the Federal Aviation Administration's Next Generation Air Transportation System.

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WHEREAS, both the Select Committee and the South Flow Ad Hoc Roundtable have disbanded, the Santa Clara/Santa Cruz Roundtable envisioned by the Cities Association would likely be viewed as an appropriate surrogate for this function in partnership with the SFO Roundtable, SFO and San Jose Minéta Airports.

WHEREAS, significant demand for an aircraft noise mitigation entity to represent constituents in the South Bay, it is imperative that any potential body not be confined to SJC or SFO related issues and also include representation of all affected and currently unrepresented communities in Santa Clara and Santa Cruz Counties. While participation by elected officials in each affected city is essential, it is critical that the establishment of such a body should not be unilaterally implemented by one city, but instead be led collectively by the entire affected region.

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WHEREAS, the impacts of airplane noise must be considered amid the competing interests of the flying public, airline industry priorities, airport operational requirements, broader economic and environmental impacts and, above all else, safety. The successful navigation of these public interest challenges requires effective collaboration.

WHEREAS, to ensure equitable regional representation, each city and county should have the opportunity to appoint one Member and one Alternate who are local elected officials to serve on the body, elect their own leadership, and participate in helping to fund the effort just as the SFO Airport/Community Roundtable does. Once it is conceived, the newly formed South Bay Airport Roundtable could also work with the SFO Airport/Community Roundtable to establish a joint subcommittee to address complex overlapping issues related to the Midpeninsula.

WHEREAS, the Cities Association of Santa Clara County is seeking each jurisdiction of Santa Clara County and Santa Cruz County to collaborate with neighboring jurisdictions through the formation of a community roundtables to most effectively address the community impacts of aircraft operations and work with the Federal Aviation Association (FAA).

NOW, THEREFORE BE IT RESOLVED, that the City/County of [NAME] does hereby support formation of an intergovernmental partnership between the cities and counties of Santa Clara and Santa Cruz Counties, Norman Y. Minéta San Jose International Airport (SJC), San Francisco International Airport (SFO), and the FAA, that will serve as a permanent aircraft noise mitigation entity representing all affected communities in the Santa Clara and Santa Cruz Counties; and directs the City Manager to enter into a Memorandum of Understanding on behalf of the [Name of City/County].

The above and foregoing resolution was passed and adopted at a regular meeting of the City Council held on the (DAY) of MONTH YEAR by the following vote:

AYES:

NOES:

ABSENT:

DRAFT

ABSTAIN:

NAME, Mayor

ATTEST:

NAME, Clerk

DATE: _____



SANTA CLARA/SANTA CRUZ COUNTIES AIRPORT/COMMUNITY ROUNDTABLE PURPOSE & BYLAWS

ESTABLISHED & APPROVED (INSERT DATE)

To address community noise concerns and make recommendations to the Regional
Airports and FAA on noise related issues.

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Santa Clara/Santa Cruz Counties Airport/Community Roundtable Purpose & Bylaws

MISSION

Mission Statement: To Address Community noise concerns and make recommendations to the Regional Airports and FAA on noise related issues.

PURPOSE

The Santa Clara/Santa Cruz Counties Airport/Community Roundtable was established in 2018 to address community concerns related to noise from aircraft operating to and from, and not limited to San Francisco International Airport (SFO) and San Jose International Airport. This voluntary committee of local elected and appointed officials provides a forum for public officials, airport management, FAA staff, and airline representatives to address issues regarding aircraft noise, with public input. The Roundtable monitors a performance-based aircraft noise mitigation program, as implemented by airport staff, considers community concerns regarding relevant aircraft noise issues, and attempts to achieve additional noise mitigation through a cooperative sharing of authority brought forth by the airline industry, the FAA, airport management, and local elected officials.

BYLAWS

Article I. Organization Name

The name of the independent public body established by a 2018 Memorandum of Understanding (MOU), (as amended) to carry out the purpose stated above, is the “Santa Clara/Santa Cruz Counties /Community Roundtable” and may be commonly referred to as the “Roundtable.”

Article II. Current Roundtable Memorandum of Understanding (MOU)

The purpose and objectives of the Roundtable are stated in an adopted document entitled, “Memorandum of Understanding (MOU) Providing for the Continuing Operation of the Santa Clara/Santa Cruz Counties/Community Roundtable,” as amended. The MOU is the Roundtable creation document and provides the foundation for its focus and activities.

Article III. Membership/Representation

1. Any City/County in Santa Clara or Santa Cruz County is eligible to be a member of the Roundtable. The following Cities and Counties are founding members of Roundtable:

City of Campbell
City of Capitola
City of Cupertino
City of Gilroy
City of Los Altos
City of Los Altos Hills
City of Los Gatos
City of Milpitas
City of Monte Sereno
City of Morgan Hill
City of Mountain View
City of Palo Alto
City of San Jose
City of Santa Clara
City of Santa Cruz
City of Saratoga
City of Scotts Valley
City of Sunnyvale
City of Watsonville
County of Santa Clara
County of Santa Cruz

2. Roundtable Representatives and their Alternates are voting members who serve on the Roundtable and are designated by each of the members listed in Article III. above.

3. The City and County representatives shall be elected officials from the Cities and Counties. Each City and County representative shall also have one Alternative which is also an elected official. The following agencies may also have a non-voting representative and an alternate to the roundtable who shall not be an elected official:

- Minéta San Jose International Airport
- San Francisco International Airport
- Other organizations as determined

4. Roundtable Advisory Members are non-voting members that provide technical expertise and information to the Roundtable and may consist of representatives from the following:

- Knowledgeable airline representatives operating at San Francisco International Airport & Minéta San Jose International Airport,
 - Federal Aviation Administration (FAA) Staff
 - Other organizations as determined by the Roundtable
5. All Representatives and Alternates who serve on the Roundtable shall serve at the pleasure of their parent bodies.
 6. All appointed and elected officials who serve on the Roundtable can be removed/replaced from the Roundtable at any time by their parent bodies. However, the Roundtable encourages and recommends at least two years of service for Representatives and Alternates who serve on the Roundtable.
 7. The Alternates of all Roundtable member agency/bodies shall represent their parent body at all Roundtable meetings when the designated Representative is absent.
 8. If both the Representative and his/her Alternate will be absent for a Roundtable meeting, the Chair/Mayor of the member agency/body may designate a voting representative of that agency/body as a substitute for that meeting only and shall notify the Roundtable of that designation, preferably in writing, at least two days before the meeting.
 9. Any city or town in Santa Clara County or Santa Cruz County that is not a member of the Roundtable may request membership on the Roundtable in accordance with the membership procedure contained in the most current version of the MOU.
 10. Any member may withdraw from the Roundtable by filing a written notice of Intent to Withdraw from the Roundtable with the Roundtable Chairperson at least thirty (30) days in advance of the effective date of the withdrawal.
 11. No Representative or Alternate shall receive compensation or reimbursement from the Roundtable for expenses incurred for attending any Roundtable meeting or other Roundtable functions.
 12. A former member that has withdrawn its Roundtable membership must follow the same process that a new city or town in Santa Clara County or Santa Cruz County must follow to request membership in the Roundtable as described in Article III. Section 9 above.

Article IV. Officers/Elections

1. The officers of the Roundtable shall consist of a Chairperson and a Vice-Chairperson.

2. The Chairperson and Vice-Chairperson shall be elected by a majority of the members present at the February Meeting or the first Regular Meeting held thereafter. The term of the Chairperson and Vice-Chairperson shall not exceed twelve (12) months from the date of the election.
3. Nominations for officers of the Roundtable shall be made from the floor.
4. The Chairperson shall preside at all Regular and Special Roundtable Meetings and may call Special Meetings when necessary.
5. The Vice-Chairperson shall perform the duties of the Chairperson in the absence of the Chairperson.
6. A special election shall be called if the Chairperson and/or Vice-Chairperson are unable to serve a full term of office.
7. The Chairperson or Vice-Chairperson may be removed from office at any time by a majority vote of the members.

Article V. Staff Support

1. Roundtable staff support shall be directed by the Cities Association of Santa Clara County may include staff and consultants.
2. The duties of the Roundtable Staff and consultants provided by the Cities Association of Santa Clara County shall be specified and approved as part of the Roundtable's annual budget process.

Article VI. Meetings

1. The Roundtable membership shall establish, by adopted resolution, the date, time and place for regular Roundtable meetings. Such resolution shall be adopted at the first regular meeting.
2. A majority of all voting members of the Roundtable must be present to constitute a quorum for holding a Regular or Special Roundtable Meeting.
3. If a quorum is not present at a Regular or Special Roundtable Meeting as determined by the roll call, the Chairperson may decide to:
 - a. terminate the proceedings by declaring a quorum has not been achieved and therefore an official meeting cannot be convened, or

- b. delay the start of the official meeting as a means to achieve a quorum, if possible, and
 - c. if the Chairperson chooses to delay the meeting, the Chair may ask for a consensus from the Representatives/Alternates present to hear the informational items only as noted on the meeting agenda.
- 4. All agendas and meeting notices for each Regular Meeting, Special Meeting, and certain Subcommittee Meetings, as defined in Article VII, shall be posted, as prescribed by law (Brown Act, California Government Code Section 5490 et seq.).
- 5. Each Roundtable Meeting Agenda packet shall be posted on the Roundtable Web site as soon as possible before a meeting.

Article VII. Subcommittees

- 1. Subcommittees shall either be a Standing Subcommittee or an Ad Hoc Subcommittee which may be created, as needed, to address specific issues. The number of members appointed to a subcommittee of the Roundtable shall consist of less than a quorum of its total membership (see Article VI. Section 2, re: quorum).
- 2. Creation of a Standing Subcommittee or an Ad Hoc Subcommittee may be created by a majority vote of the Representative/Alternates present at a Regular Meeting. Any Member may propose the formation of a subcommittee.
- 3. Standing Subcommittee or Ad Hoc Subcommittee membership and number of meetings shall be based on the following:
 - a. The Chairperson, at his or her discretion, may appoint any Roundtable Representative or Alternate to serve on a Standing Subcommittee or on an Ad Hoc Subcommittee.
 - b. The Roundtable Chairperson and Vice-Chairperson may serve on a Subcommittee or appoint a current member of the Roundtable to serve as the Subcommittee Chairperson. The Roundtable Chairperson shall serve or appoint a Chair of the Subcommittee, and the Subcommittee shall elect the Vice-Chair. When the Chair of the Subcommittee cannot attend a Subcommittee meeting, the Subcommittee Vice-Chair may serve as the Chair for that meeting.
 - c. Each Subcommittee shall meet as many times as necessary to study the issues identified by the Roundtable as a whole and develop and submit final recommendations regarding such issues to the full Roundtable for review/action.

- d. After the date on which the Roundtable has heard and taken action on an Ad Hoc Subcommittee's final recommendation(s), the Ad Hoc Subcommittee shall cease to exist, unless the Roundtable determines that the Subcommittee must reconvene for the purposes described in this paragraph.

In its action on the Ad Hoc Subcommittee recommendation(s), the Roundtable may direct the Subcommittee to reconvene, as necessary to review, refine, and/or revise all or a portion of its recommendation(s). If such action occurs, the Ad Hoc Subcommittee shall be charged with preparing and submitting a subsequent recommendation(s) to the full Roundtable for review/action. After the date on which the Roundtable has received the subsequent Ad Hoc Subcommittee recommendation(s), the Subcommittee shall cease to exist.

4. The duties of a chairperson of a Roundtable Subcommittee may include, but are not limited to, presiding over Subcommittee meetings and submitting recommendations to the full Roundtable, regarding the topics/issues addressed by the Subcommittee.

Article VIII. Funding/Budget

1. The Roundtable shall be funded by its voting member agencies. Attached to the bylaws is the initial Funding allocation for each City and County. The Cities Association of Santa Clara County shall establish a Roundtable Fund that contains the funds from the member agencies and shall be the keeper of the Roundtable Fund. All Roundtable expenses shall be paid from the Roundtable Fund.
2. The amount of the annual funding for each member shall be based on the approved per capita formula and may be increased or decreased on a percentage basis at a Regular or Special Meeting by a majority vote of those members present at that meeting.
3. The Roundtable fiscal year shall be from July 1st to June 30th.
4. Roundtable Staff, in consultation with the Roundtable Chairperson, will recommend an annual funding amount for the Roundtable at least 60 days prior to the anticipated date of adoption of the annual Roundtable Budget and inform each member of their anticipated increase or decrease in funding amount.
5. The Roundtable shall adopt an annual budget at a Regular Meeting or at a Special Meeting to be held between February - April of each calendar year. The budget must be approved by a majority of the Representatives/Alternates who are present at that meeting.
6. The adopted Roundtable Budget may be amended at any time during the fiscal year, as needed. Such action shall occur at a Regular Roundtable Meeting and be approved by a majority of the Roundtable Representatives present at that meeting.

7. If a member withdraws from the Roundtable, per the provisions of Article III. Section 9, the remainder of that member's annual Roundtable funding contribution shall be forfeited, since the annual Roundtable Budget and Work Program are based on revenue provided by all Roundtable members.

Article IX. Conduct of Business/Voting

1. All Roundtable Regular Meetings and Special Meetings shall be conducted per the relevant provisions in the Brown Act, California Government Code Section 54950 et seq.
2. All Roundtable Standing Subcommittees, as identified in Article VII., are considered legislative bodies, per Government Code Section 54952 (b) (Brown Act) and therefore, the conduct of Standing Subcommittee meetings shall be guided by the relevant provisions of the Brown Act, Government Code Section 54950 et seq.
3. Ad Hoc Subcommittees are not legislative bodies, as defined by law, and therefore the conduct of those Subcommittee meetings are not subject to the relevant provisions of the Brown Act, Government Code Section 54950 et seq.
4. All action items listed on the Meeting Agenda shall be acted on by a motion and a second, followed by discussion/comments from Roundtable Representatives and the public, in accordance with Robert's Rules of Order. Approval of an action item shall require a majority of the membership.
5. Each City and County represented on the Roundtable shall have one vote on all voting matters that come before the Roundtable.
6. To ensure efficient communications and the appropriate use of Roundtable Staff and Airport Noise Abatement Office Staff resources outside of noticed Roundtable meetings, other than those requests deemed to be minor by the Chairperson, Roundtable Members shall submit all requests for assistance/information/analysis to the Chairperson. The Chairperson will determine the appropriate course of action to respond to the request and shall, if necessary, forward the request to Roundtable and/or Airport staff for action. The Chairperson shall inform the Roundtable Member of the disposition of the request in a timely manner. For requests that are outside of the Roundtable's purview or approved Work Program, the Chairperson shall notify the Member that the request cannot be fulfilled at that time. The Vice Chairperson shall have similar authority in the Chairperson's absence.

Article X. Amendments/Effective Date

1. The Bylaws shall be adopted at a Regular or Special Roundtable Meeting by a majority of the Roundtable Representatives/Alternates present at that meeting.

2. The adopted Bylaws may be amended at any Roundtable Regular or Special Meeting by a majority of the Roundtable Representatives/Alternates present at that meeting.

3. The effective date of these Bylaws and any future amended Bylaws shall be the first day after the Roundtable action to (1) adopt these Bylaws and (2) adopt all subsequent amendments to the Bylaws.

Roundtable Chairperson
City/County of

Date

Roundtable Vice-Chairperson
City/County of

Date



MEMORANDUM OF UNDERSTANDING

PROVIDING FOR THE CONTINUING OPERATION OF THE SANTA
CLARA/SANTA CRUZ COUNTIES AIRPORT/COMMUNITY ROUNDTABLE

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MEMORANDUM OF UNDERSTANDING (MOU)

PROVIDING FOR THE CONTINUING OPERATION OF THE SANTA CLARA/SANTA CRUZ COUNTIES AIRPORT/COMMUNITY ROUNDTABLE

Preamble

A critical need exists in Santa Clara and Santa Cruz Counties for a permanent venue to address aircraft noise concerns and it is essential to include all unrepresented cities in these counties.

In July 2017, the Cities Association of Santa Clara County received a Congressional request by Representatives Eshoo, Khanna, Panetta to take a leadership role in developing an intergovernmental partnership between the cities and counties of Santa Clara and Santa Cruz Counties, Norman Y. Minéta San Jose International Airport (SJC), and San Francisco International Airport (SFO) that will serve as a permanent aircraft noise mitigation entity representing all affected communities in the South Bay and Santa Cruz County

Between May and November 2016, the Select Committee on South Bay Arrivals, a temporary committee of 12 local elected officials (Select Committee) appointed by Congresswoman Anna G. Eshoo, Congressman Sam Farr, and Congresswoman Jackie Speier, convened meetings to receive public input and develop regional consensus on recommendations to reduce aircraft noise caused by SFO flights and airspace, and procedural changes related to the Federal Aviation Administration's Next Generation Air Transportation System.

Among the many recommendations that received unanimous approval by the Select Committee was the need for a permanent venue to represent currently disenfranchised communities in addressing aircraft noise concerns including, but not limited to SFO. This recommendation stems from the fact that our mutual constituents in Santa Clara and Santa Cruz Counties, do not currently belong to a permanent aircraft noise mitigation entity such as the SFO Airport/Community Roundtable.

On October 3, 2017, the San José City Council authorized the Ad Hoc Advisory Committee on South Flow Arrivals to explore possible solutions to address the noise impacts on residents when weather conditions over the airfield require the Airport to operate in a "south flow" configuration (when aircraft land from the north of the Airport instead of the usual landing from the south).

Both the Select Committee and the South Flow Ad Hoc Roundtable have disbanded, the Santa Clara/Santa Cruz Roundtable envisioned by the Cities Association would likely be viewed as an appropriate surrogate for this function in partnership with the SFO Roundtable, SFO and San Jose Minéta Airports.

A significant demand exists for an aircraft noise mitigation entity to represent constituents in the South Bay, it is imperative that any potential body not be confined to SJC or SFO related issues and also include representation of all affected and currently unrepresented

communities in Santa Clara and Santa Cruz Counties. While participation by elected officials in each affected city is essential, it is critical that the establishment of such a body should not be unilaterally implemented by one city, but instead be led collectively by the entire affected region.

The [FAA's November 2017 Phase Two Report](#), the FAA reiterates it will not support solutions that result in shifting the problem of noise from one community to another. It also repeatedly identifies increased flying distance as an unacceptable outcome of many community-proposed solutions that conflict with the economic, environmental, and operational efficiency benefits gained from shorter flying distances.

The FAA repeatedly points to the anticipated inevitability of increases in congestion as airports increase their number of flight operations. The report explicitly states it will not move forward on certain feasible recommendations “until issues of congestion, noise shifting and flying distance have been addressed with the airline stakeholders and the affected communities by the Select Committee and/or SFO Roundtable.”

Each jurisdiction is just one of over 100 municipalities in the Bay Area. The ability of any single community, whether 30,000 or 60,000, to influence the complex operations of a federal agency serving a region of 8 million people is limited.

The impacts of airplane noise must be considered amid the competing interests of the flying public, airline industry priorities, airport operational requirements, broader economic and environmental impacts and, above all else, safety. The successful navigation of these public interest challenges requires effective collaboration.

To ensure equitable regional representation, each city and county should have the opportunity to appoint one Member and one Alternate who are local elected officials to serve on the body, elect their own leadership, and participate in helping to fund the effort just as the SFO Airport/Community Roundtable does. Once it is conceived, the newly formed South Bay Airport Roundtable could also work with the SFO Airport/Community Roundtable to establish a joint subcommittee to address complex overlapping issues.

The Cities Association of Santa Clara County is seeking each jurisdiction of Santa Clara County and Santa Cruz County to collaborate with neighboring jurisdictions through the formation of a community roundtable to most effectively address the community impacts of aircraft operations and work with the Federal Aviation Association (FAA).

The Board of Directors of the Cities Association of Santa Clara County supports and will initiate formation of an intergovernmental partnership between the cities and counties of Santa Clara and Santa Cruz Counties, Norman Y. Minéta San Jose International Airport (SJC), San Francisco International Airport (SFO), and the FAA, that will serve as a permanent aircraft noise mitigation entity representing all affected communities in the Santa Clara and Santa Cruz Counties, and invite the jurisdictions, cities and counties within Santa Clara County and Santa Cruz County, to partner in the formation of the Santa Clara/Santa Cruz Roundtable.

ARTICLE I: Statement of Purpose and Objectives

Purpose

The overall purpose of the Santa Clara/Santa Cruz Counties Community Roundtable (Roundtable) is to continue to foster and enhance this cooperative relationship to develop, evaluate, and implement reasonable and feasible policies, procedures, and mitigation actions that will further reduce the impacts of aircraft noise in neighborhoods and communities in Santa Clara and Santa Cruz Counties.

Objectives

Objective 1: Continue to organize, administer, and operate the Roundtable as a public forum for discussion, study, analysis, and evaluation of policies, procedures and mitigation actions that will minimize aircraft noise impacts to help improve the quality of life of residents in Santa Clara and Santa Cruz Counties.

Objective 2: Provide a framework of understanding as to the history and operation of the Roundtable.

Objective 3: Maintain the Roundtable as a focal point of information and discussion between local, state, and federal legislators and policy makers, as it applies to noise impacts from airport/aircraft operations in local communities.

Objective 4: Develop and implement an annual Roundtable Work Program to analyze and evaluate the impacts of aircraft noise in affected communities and to make recommendations to appropriate agencies, regarding implementation of effective noise mitigation actions.

Objective 5: Maintain communication and cooperation between Airport management and local governments, regarding: (1) local agency land use and zoning decisions within noise-sensitive and/or overflight areas, while recognizing local government autonomy to make those decisions and (2) decisions/actions that affect current and future on-airport development, while recognizing the Airport Commission's autonomy to make those decisions.

ARTICLE II: Agreement

Signatory agencies/bodies to this Memorandum of Understanding (MOU) agree as follows:

Accept the operation of the Roundtable as described in the "Statement of Purpose and Objectives," as stated in Article I.

Work cooperatively to reduce noise and environmental impacts, from aircraft operations at, but not limited to, SFO and SJC, in affected neighborhoods and communities.

Provide the necessary means (i.e., funding, staff support, supplies, etc.) to enable the Roundtable to achieve a reduction and mitigation of aircraft noise impacts, as addressed in this agreement.

Represent and inform the respective constituencies of the Roundtable members of the Roundtable’s activities and actions to reduce aircraft impacts, as address in this agreement. Initial funding will be shared by jurisdictions, and thereafter it is expected the airport will contribute.

The Roundtable shall establish a budget for each fiscal year. Each Roundtable voting member jurisdiction shall contribute to the budget based on a per capita formula as follows: the population of each jurisdiction (most recent available census numbers) times the following per capita fee structure:

Per Capita Fee Structure	
Large City	\$ 0.50
Small City	\$ 0.50
Medium City	\$ 0.50
XL City	\$ 0.10
County	\$ 0.50

ARTICLE III: Roundtable Membership

Voting membership – The Roundtable voting membership consists of one designated Representative and one designated Alternate from the following agencies/bodies:

- City of Campbell
- City of Capitola
- City of Cupertino
- City of Gilroy
- City of Los Altos
- City of Los Altos Hills
- City of Los Gatos
- City of Milpitas
- City of Monte Sereno
- City of Morgan Hill
- City of Mountain View
- City of Palo Alto
- City of San Jose
- City of Santa Clara
- City of Santa Cruz
- City of Saratoga
- City of Scotts Valley
- City of Sunnyvale
- City of Watsonville
- County of Santa Clara
- County of Santa Cruz

ARTICLE III: Roundtable Membership - continued

Non-Voting Membership - Roundtable non-voting membership shall consist of Advisory Members who represent the following:

- Relevant subject matter experts from airlines operating at SFO or SJC
- Federal Aviation Administration (FAA) staff
- Other representatives as deemed necessary

Additional Voting Membership - Other incorporated towns and/or cities located within Santa Clara or Santa Cruz Counties may request voting membership on the Roundtable by adopting a resolution:

- Authorizing two members of the city/town council (a Representative and Alternate) to represent the city/town on the Roundtable.
- Agreeing to comply with this Memorandum of Understanding (MOU) and all related amendments and any bylaws approved in accordance with this MOU.
- Agreeing to contribute annual funding to the Roundtable in the same amount as current city/town members contribute, at the time of the membership request, or such annual funding as approved by the Roundtable for new members.

Withdrawal of a Voting Member - Any voting member may withdraw from the Roundtable by filing a written Notice of Intent to Withdraw from the Roundtable, with the Roundtable Chairperson, at least thirty (30) days in advance of the effective date of the withdrawal.

ARTICLE IV: Roundtable Operations and Support

Roundtable operations shall be guided by a set of comprehensive bylaws that govern the operation, administration, funding, and management of the Roundtable and its activities.

Initial Roundtable staff support shall be provided by the Cities Association of Santa Clara County. The Roundtable is expected to hire additional technical staff support as needed.

ARTICLE V: Amending This Memorandum of Understanding (MOU)

This Memorandum of Understanding (MOU) may be amended as follows:

Step 1: Roundtable consideration of a proposed MOU amendment

Any voting member of the Roundtable may propose an amendment to this MOU. The proposal shall be made at a Roundtable Regular Meeting. Once proposed and seconded by another voting member, at least two-thirds of the voting membership must approve the proposed amendment. If the proposed amendment receives at least the necessary two-thirds votes for approval, the amendment shall then be forwarded to the respective councils/boards of the Roundtable membership agencies/bodies for consideration/action.

Step 2: Roundtable member agency/body consideration of a proposed MOU amendment

The proposed MOU amendment must be approved by at least two-thirds of the respective councils/boards of the Roundtable member agencies/bodies by a majority vote of each of those bodies. If at least two-thirds of the member agencies/bodies approve the proposed amendment, the amendment becomes effective. If less than two-thirds of the member agencies/bodies approve the proposed MOU amendment, the proposal fails.

This MOU may not be amended more than once in a calendar year.

ARTICLE VI: Status of Prior Memorandums of Understanding (MOU) and Related Amendments

Adoption of this Memorandum of Understanding (MOU) shall supersede and replace all prior MOU agreements and related amendments.

ARTICLE VII: Memorandum of Understanding (MOU) Adoption and Effective Date

This Memorandum of Understanding (MOU) shall be deemed adopted and effective upon adoption by at least two thirds of the jurisdictions listed in Article III.

The effective date of this Memorandum of Understanding (MOU) shall be the date of approval by at least two-thirds of the member agencies/bodies.

ARTICLE VII: Memorandum of Understanding (MOU) Adoption and Effective Date

This MOU shall remain in effect so long as all of the voting following membership conditions are met:

This Memorandum of Understanding (MOU) and any subsequent amendments to this document shall remain in effect indefinitely,

1. as long as the membership conditions of Item No. 3 of this Article are met,
2. until it is replaced or superseded by another Memorandum of Understanding (MOU), or
3. until the Roundtable is disbanded.

Santa Clara/Santa Cruz Community Roundtable Funding Scenerio

City Name	Population	.5/.1	Target Budget
San Jose	1,046,079	\$ 104,607.90	\$ 37,504.95
Campbell	42,854	\$ 21,427.00	\$ 7,682.20
Cupertino	59,796	\$ 29,898.00	\$ 10,719.29
Gilroy	55,170	\$ 27,585.00	\$ 9,890.02
Milpitas	77,604	\$ 38,802.00	\$ 13,911.64
Morgan Hill	43,645	\$ 21,822.50	\$ 7,824.00
Mountain View	77,925	\$ 38,962.50	\$ 13,969.18
Palo Alto	66,932	\$ 33,466.00	\$ 11,998.53
Santa Clara	123,983	\$ 61,991.50	\$ 22,225.74
Saratoga	30,799	\$ 15,399.50	\$ 5,521.16
Sunnyvale	149,831	\$ 74,915.50	\$ 26,859.37
Unincorporated Santa Clara County	102,000	\$ 51,000.00	\$ 18,284.97
Santa Cruz	64,465	\$ 32,232.50	\$ 11,556.28
Watsonville	53,796	\$ 26,898.00	\$ 9,643.71
Los Altos	31,402	\$ 15,701.00	\$ 5,629.26
Los Gatos	30,505	\$ 15,252.50	\$ 5,468.46
Unincorporated Santa Cruz County	140,000	\$ 70,000.00	\$ 25,097.02
Los Altos Hills	8,658	\$ 4,329.00	\$ 1,552.07
Monte Sereno	3,900	\$ 1,950.00	\$ 699.13
Capitola	10,180	\$ 5,090.00	\$ 1,824.91
Scotts Valley	11,928	\$ 5,964.00	\$ 2,138.27
		\$ 697,294.40	\$ 250,000.00

	per capita fee structure	
Santa Clara, Sunnyvale, Santa Cruz, Watsonville	Large City	\$ 0.50
Cupertino, Gilroy, Milpitas, Mountain View, Palo Alto	Medium City	\$ 0.50
Campbell, Los Altos, Los Gatos, Morgan Hill, Saratoga, Scotts Valley, Capitola	Small City	\$ 0.50
San José	XL City	\$ 0.10
Santa Clara County, Santa Cruz County (unincorporated)	County	\$ 0.50

SFO Budget 16-17

FUNDING

San Francisco International Airport

Member Cities	\$13,500.00
County of San Mateo	\$6,500.00
C/CAG	\$750.00
unused fund balance	\$42,435.00
SFO Airport Commission	\$220,000.00
TOTAL	\$282,685.00

EXPENSES

Project, Programs, & Additional Allocation

Noise Conferences Attendance, Coordinator	\$1,800.00
Noise Conferences Attendance, Members	\$4,000.00
TRACON Field Trip(s)	\$750.00
Airport NOISE Report subscription	\$850.00
NOISE	
TOTAL	\$7,400.00

Administration Operations

postage/printing	
Website	
Data Storage & Conference Services	
Miscellaneous Office Expenses/Equipment	
Video Services	
TOTAL	\$6,285.00

Staff/Consultant Support

County of San Mateo - Coordination	\$229,000.00
Technical Consultant	\$43,000.00
TOTAL	\$269,000.00



Board of Directors Meeting – Agenda Report

Meeting Date: June 14, 2018

Subject: 3b Vehicle Dwellers (information)

Initiated by: Board Priority

Previous Consideration: none

Fiscal Impact: n/a

Attachments Handouts will be presented at the meeting.

Summary: With the increase in demand for affordable housing, there has been a steep increase in people living in cars and RVs. The goal is to foster regional dialogue and discuss possible collective efforts and partnerships needed to address needs like affordable housing, infrastructure (e.g., dump stations), emergency/temporary shelters, rapid rehousing, and permanent supportive housing, etc.

Dave/Sandra,

Please find below the City of Campbell's efforts regarding transitional strategies on homelessness:

- City created zoning provisions for "Transitional Housing" within the M-1 zone district. The City also permits transitional and supportive housing (5 or less) in all residential zones in the City.
- Campbell Police Officers interact with the homeless on a daily basis and provide contacts for outreach assistance, including St. Lucy's Church which hosts a nightly safe zone for homeless people to sleep and use the facilities.
- Campbell Police bike patrol team that patrols the parks and creek trail and frequently makes contact with homeless living in encampments. They are referred to services and the encampments marked for later cleanup.
- We also make referrals to mental health services. One recent example is a homeless individual who was connected with county mental health as well as housing assistance as a direct result of phone calls made by our officer.
- City of Campbell's Civic Improvement Commission's Social Services Subgrant program. In partnership with St. Vincent de Paul Society, we provide rent and utility assistance, as well as food vouchers, for 120 Campbell residents at \$12,500 in general fund grants per fiscal year.

If I can be of further assistance, please feel free to contact me at (408)866-2125.

Bridging Homelessness to Housing

The City of Gilroy provides Community Development Block Grant (CDBG) and local Housing Trust Fund (HTF) to support people experiencing homelessness and people at risk of losing stable housing.

Annual grants to local non-profit organizations include:

Cherry Blossom Apartments – City-owned property in downtown Gilroy provides seven units for very low income families and individuals. Provides vacant units which are offered to homeless persons seeking housing and supportive services. The city works with the County's program, Gilroy Police Chief and local non-profits to provide supportive services with additional monthly rental assistance for at least two units from Abode Services. The City Council approved in January 2018 \$102,000 of CDBG funds to rehabilitate the building to create an additional apartment, and upgrade units as they become vacant.

Gilroy Sobrato Apartments – There are 26 units to provide permanent housing for formerly homeless, mentally ill individuals. Supportive services and client referral are provided by a consortium of the Santa Clara County Mental Health Department, Community Solutions and St. Josephs Family Center. Housing First model helps avoid the cycle of housing homeless persons in emergency shelters and transitional housing programs only to find the persons back on the street after their allotted times in such programs funded by State, County, City and private loans.

Community Solutions, La Isla Pacifica Shelter for Battered Women and Children – Provides emergency shelter, and supportive services - \$12,500 HTF

St. Joseph's Family Center, Homeless Prevention and Safety Net Services – Provides rental assistance, housing search and other supportive services to prevent homelessness - \$34,565 HTF

St. Joseph's Family Center, Gilroy Streets Team - Provides employment readiness and training for homeless, unhoused and at-risk young people - \$32,000 CDBG

Silicon Valley Independent Living Center, Housing and Emergency Services for Person with Disabilities – Provides search assistance for affordable and accessible housing - \$21,700 HTF

Project Sentinel, Landlord-Tenant Counseling and Dispute Resolution Services – Helps low income people avoid risk of losing stable housing, with intervention and dispute resolution with case management utilizing mediation and conciliation - \$26,000 HTF

Gilroy Compassion Center – Provides day care drop-in services to homeless persons, and support of basic needs including bathrooms, personal care items, laundry, clean clothes and a one-stop location for resources and referrals - \$20,965 HTF and \$18,000 CDBG

Code Enforcement services in the Neighborhood Revitalization Strategy Area (NRSA) – to help low-income residents to retain decent, affordable housing - \$13,500

Rebuilding Together – Provides home repair, minor and major housing rehabilitation and accessibility modification, supports low income families and single people, especially seniors in mobile homes, to extend the useful life of their homes and avoid loss of housing and risk of homelessness - \$120,000 CDBG

We are exploring hiring a community service officer and a housing coordinator that will focus primarily on coordinating service providers and addressing housing needs to the homeless.

April 11, 2018

Background

The City of Milpitas experienced a steady increase in the homeless population over the past few years. The increase was consistent with regional and statewide trends. The State of California, through a Board of State and Community Corrections (BSCC) Grant, allocated funding to municipalities to help combat various issues affecting communities, including homeless outreach. The City of Milpitas received BSCC funds from the state pursuant to Senate Bill 826 in the amount of \$108,568.32. \$80,568.32 of which was allocated for the implementation of a Homeless Outreach Team program. The remaining \$28,000 was allocated for Crisis Intervention Team Training and Drug Endangered Children Training.

Homeless Outreach Program (\$ 80,568.32)

BSCC funding is used to deploy officers on an overtime basis, in order to minimize the impact to existing staffing & service demands, and to purchase goods and services such as essential supplies (food/water), clothing, blankets, personal hygiene supplies, travel vouchers, VTA bus passes, hotel vouchers, and other needs identified by the teams.

Contact teams comprised of officers and/or a Sergeant are tasked with reaching out to our homeless population to identify their individual needs. The contact teams work with homeless advocacy groups, mental health services, and other County services to address the needs of the homeless. It is voluntary for the homeless individual to receive help and follow through with the services.

Staffing

The Homeless Outreach Team is an ancillary assignment managed by a Lieutenant and is supervised by a Sergeant. There are five (5) police officers assigned to the team on an overtime basis. Additional officers may volunteer to participate and assist during a deployment on an overtime basis.

The Sergeant and the assigned officers are responsible for determining the deployment dates and times. The deployments times vary to maximize the number of contacts the team makes. Deployments always include a minimum of two (2) officers, one of which is an existing member of the Homeless Outreach Team to ensure consistency in standards and reporting.



CITY OF MILPITAS

**Julie Edmonds-Mares
CITY MANAGER**

Phone (408) 586-3050
jedmonds-mares@ci.milpitas.ca.gov

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www.ci.milpitas.ca.gov

Resources

The Homeless Outreach Team maintains a list of County resources available to homeless individuals and has contacted homeless advocates to understand their role in helping homeless individuals. Most resources are provided to the homeless free of charge and on a first come-first serve basis. The majority of resources are located in the City of San Jose and include: shelters, domestic violence advocacy, transitional housing, family services, financial assistance (rent), mental health, veteran's assistance, legal aid, food pantry, juvenile specific services, drug treatment, employment & vocational services, and transportation assistance.

For example, HomeFirst, is a resource that is used to get the homeless into temporary housing. HomeFirst will offer additional services to locate permanent housing.

Training

Participating officers receive training on the objectives of the outreach program, the available advocacy & resources for the homeless, current laws and requirements for homeless eviction, Department of Public Works clean-up procedures, and sex offender registration requirements for transients.

Deployment

The objective of the deployments is to educate our homeless population about the resources available to them and encourage their use in order to be lifted from homelessness.

The contact teams are expected to identify the locations where homeless people are living and congregating within the City of Milpitas, proactively make contact with them through consensual encounters and/or detentions when a law violation is observed, immediately address any urgent needs (i.e.: psychiatric/medical emergencies), engage the individuals & attempt to build rapport, identify the needs & goals of the individuals, and educate them about available resources. Each homeless person contacted is given the option to enroll in our outreach program by voluntarily providing their contact information. The information is stored to facilitate future contacts and to track the services provided to the individual.

Performance Measures and Program Tracking

A shift activity log is completed after each deployment. The log records the date and time of the deployment, the personnel that participated, the total number of homeless individuals contacted, the number of homeless individuals contacted that are on probation and/or parole, the number of homeless individuals in need of psychiatric services, referral information, arrest information, and miscellaneous deployment notes.

This information is used to monitor the program and identify if adjustments to the program are necessary.

Enforcement

Contact officers occasionally encounter wanted persons, persons in violation of their probation or parole terms, transient sex offenders in violation of their registration requirements, and other on-view criminal violations. In these instances, the officers take the appropriate enforcement action (i.e.: arrest or citation). If emergency psychiatric services are needed, the individual will be placed on a 72-hour psychiatric hold or be provided a courtesy transport to Valley Medical Center Emergency Psychiatric Services.

Goods/Services

Contact officers have distributed non-perishable foods, personal hygiene kits, clothing, blankets, and VTA bus passes to the homeless individuals. The VTA bus passes are given to ensure they have transportation to receive County services located in other parts of the County. Hotel vouchers, travel vouchers, and gas vouchers may be provided under limited circumstances and with the prior approval of the program manager. However, there has not been a need or request for such vouchers so far.

NON-PROFIT AND COMMUNITY DEVELOPMENT BLOCK GRANT

The City has been serving the homeless through services, primarily through its support of the Milpitas Food Pantry. They have become the City's defacto homeless service provider. Not only do the homeless receive food but the Pantry also provides clothes, laundry services and a shower for the homeless. The Food Pantry is on City-owned property and the City charges the pantry a \$1 per month. This program is partially supported by CDBG funds.

Through the Community Development Block Grant (CDBG) Program, the City does provide funding to organizations such as the YWCA and Domestic Violence Solutions that provide temporary housing/shelter to their clients. It is a small amount; however, the City has provided funding for a number of years.

Through the Community Development Block Grant (CDBG) Program, the City does provide funding to organizations such as the YWCA and Domestic Violence Solutions that provide temporary housing/shelter to their clients. It is a small amount; however, the City has been consistent for number of years.



City of Morgan Hill

Morgan Hill's primary housing mission is to continue the City's legacy to improve, preserve, and create safe, quality, rental and ownership housing in Morgan Hill for residents at all income levels.

Recent Housing Accomplishments

The Housing team continues to proactively create and preserve affordability in the City through a variety of programs that seek to serve all income backgrounds from extremely low income to moderate income housing. Some of the past year's accomplishments include leveraging County and City dollars to bring new programs and projects to fruition. These include the Homeless Safe Parking program, the upcoming Urban Housing Communities (UHC) 39-unit project that recently secured \$5.8 million in Measure A funds, the onboarding of County outreach workers serving homeless in the City and South County, and early conversations with the City of Gilroy and other South County partners to identify South County opportunities that have the ability to meet the City's housing and service needs.

Homeless and Development Activity Update

Addressing homelessness with effective strategies to reduce the number of individuals and families without a home is a complex issue that requires regional collaboration and a long-term focus. The County of Santa Clara released the [2017 Santa Clara County Homeless Census and Survey Report](#). As a whole, the County of Santa Clara saw a 13% increase in the number of people experiencing homelessness, with 7,394 counted in 2017. The 2017 report concluded that the City of Morgan Hill's Homeless Count increased by 380%; up from 81 people in 2015 to 388 people today. The 2017 Report is just one tool for assessing and understanding homelessness in our community; it is a snapshot. The cause of homelessness and the solution to end homelessness is different for every household. The Housing Team embraces working as a strong, supportive regional partner with those working countywide, while remaining sensitive to the uniqueness of the City and those homeless and affordable housing strategies which have been most successful in Morgan Hill. Ultimately, the goal is to work together to bring forward and implement housing policy and programs so that everyone can be successful.

Because there are fewer resources, services, and case managers in South County to resolve individual homeless situations, when an individual or family becomes homeless it may take longer to remove the barriers that are preventing them from being housed, coupled with the fact that there are limited vacancies/opportunities. It is also possible that some families may initially be less visible in South County, as they park in rural areas that are more remote and less likely to be discovered.

Finally, homelessness is an administrative and maintenance cost to the City, increasing demand from housing, public safety, and streets/utilities personnel. Recent clean up of an encampment placed on public property cost upwards of \$25,000.

Homeless Efforts

- In November 2016, Santa Clara County voters approved a \$950 million bond (Measure A) which will fund the development of 4,800 extremely low-income (ELI) housing units throughout the County serving the homeless. It is expected that the 4,800-unit goal will generate 10,000 new construction, affordable housing units countywide, by leveraging resources. Additionally, \$150 million of the Measure A funds will be set aside for workforce housing and down payment assistance. The County's goal is to create 4,800 affordable ELI units Countywide, of which 92 units have been designated as the Measure A affordable housing goal for the City of Morgan Hill, over a ten-year period. The remaining balance is planned to be distributed throughout the County in the other cities equivalently, based on Regional Housing Needs Allocation (RHNA) methodology. In the first funding round of Measure A, UHC was awarded \$5.8 million for the 39-unit affordable housing development at the corner of Monterey and Bisceglia.

- City and County Partnership: July 1, 2017 two part-time homeless outreach workers began conducting interviews and assessments with homeless individuals in the City. Housing and public safety staff continue to make referrals and have seen some success. This is a critical first step as the City is beginning to see homeless individuals assessed through a coordinated effort which will connect them with the appropriate case manager, program, services, and housing opportunities. Without assessment, South County residents will not enter into the County Coordinated Assessment "queue" which is the first step towards case management, services, and housing. Case management for each identified family or individual is still needed to make meaningful connections with services in South County. The City contributed \$50,000 to the larger Countywide "outreach" effort for two years as a first step. Outreach workers are tasked with the goal of connecting the homeless to case managers and programs. Staff is recommending that the City join with Gilroy and the County to fund case managers in South County focused on solving and ending homelessness.
- A City and County Partnership: August 1, 2017 was the launch of a Homeless Prevention and Rapid Rehousing (rental assistance) Program for families, targeting families with children in the school district at risk of homelessness. The City contributed \$25,000 to this larger Countywide effort for two years.
- The Housing Team worked with the County Planning Department to expedite the permit process to repair the Thousand Trails RV bridge that was closed due to winter flooding. It has since been reopened.
- Morgan Hill is discussing potential opportunities for farmworker agricultural housing in South County with the County Planning Department, County Office of Supportive Housing, and City of Gilroy. There was a successful first meeting on January 19, 2018, in which South County farmers provided staff with valuable insight as to their workforce's housing needs.
- The City permitted construction of 137 Senior affordable units at the Lodge on Barrett Avenue, now fully occupied and serving several previously homeless veterans and others, for a total of 42 units with federal rental subsidies.
- The Housing Authority provides Section Eight federal rental assistance vouchers Countywide. There are 283 vouchers in Morgan Hill; current average monthly housing assistance per household is \$1,423. The approximate annual amount funded by the Housing Authority in the City of Morgan Hill is \$4,832,508.
- The City permitted construction of 114 Senior affordable units at the Huntington and conducted targeted local outreach efforts to daylight the opportunity to Morgan Hill and South County residents. The project is 100% leased.
- In April 2017, groundbreaking of the EAH three-site project launched the 41-unit, new construction affordable housing development scheduled to be completed in July 2018 and designated for families and Transitional Age Youth (TAY) aging out of foster care and at risk of homelessness.
- Partnering with the Police Department, County Planning Department, and the faith-based community, an eight space, pet welcome, Safe Parking Program was launched on July 8, 2017 at a local church for eight homeless families living in their cars where they are receiving coordinated assessment, services, meals, and support with the goal of providing some stability while they wait for permanent housing. The program began serving eight families, 25 people and eight children.
- In June 2017, the City participated in a "loan closing" to facilitate the major rehabilitation of the 1970's Village Avante, now known as Park Place, a 112-unit multifamily development that is home to 420 people. As turn-over occurs in this development, some of the units are set aside for families transitioning out of temporary housing; thus, freeing up nearby temporary units to be vacated so that room can be available for homeless families.

- South County Housing Regional Partnerships: Because homelessness does not know jurisdictional boundaries, and because both the City of Morgan Hill and the City of Gilroy are located geographically further from service centers while also experiencing a reduction in transportation services, it may prove worthy to look for opportunities to collaborate with the City of Gilroy to create some consensus around a South County regional housing framework to address a variety of housing and homeless needs. This could help ensure that housing opportunities are evaluated in relationship to the availability and sustainability of supportive services; proximity to transportation services, presence of experienced property management, and regional coordination with the County and Cities. Morgan Hill and Gilroy could also benefit from economies of scale as we assess the need for various service providers in South County. Staff has had preliminary conversations at the staff level with the City of Gilroy. Staff will return to Council with some possible South County housing strategies and partnerships for both Cities to consider.

Upcoming Housing Work Program

City Housing activities continue to deal with the effects of the elimination of the Redevelopment Agency and the resulting loss of \$4 million in annual funding to support the rehabilitation and development of affordable housing in Morgan Hill. These housing funds were one of the significant cornerstones of the City's very successful housing program. The Housing Team continues to look for opportunities to partner and leverage resources and will implement policies and activities that are aligned with the priorities, goals and strategies the City Council has set. The following items are currently in the Housing workplan and will be adjusted as needed based on the Council's goals.

- a. Continue to work with South County partners (City of Gilroy, community, farmers, CBOs etc.) to consider new South County partnerships and housing opportunities that address all income levels and leverage resources (considering partnering with Gilroy to co-fund case managers located in South County, exploring agriculture farmworker housing and or artist housing opportunities).
- b. Seek County Measure A funds for South County workforce, first time homebuyer down-payment assistance.
- c. Respond to Housing Accountability Act to identify opportunities to meet the City's Regional Housing Needs Allocation goals per income level for the 2015-2022 RHNA cycle, in an attempt to avoid the "by right" SB 35 Streamlining review process that limits local input. This would involve analyzing Morgan Hill's Residential Development Control System (RDCS) application and the RHNA goals, past results and future projections of units by income category.
- d. Continue to partner with the Morgan Hill Unified School District (MHUSD) to enhance services to homeless youth in the schools.
- e. Continue to build a system that ends homelessness with a solution-oriented philosophy by incorporating and aligning services that are results and performance oriented such as street outreach workers and case managers, possibly equipped with a behavioral health skill-set.
- f. Refine consultant services agreement for BMR Program Administration.
- g. Facilitate the development and construction activity for the UHC 39-unit project (corner of Monterey and Biseglia).

Rebecca Garcia
Housing Manager
Rebecca.Garcia@morganhill.ca.gov
(408) 310-4637



Mountain View Homelessness and Affordable Housing Initiatives

Homelessness and the Unstably Housed

The City has been studying and taking actions to address the challenging rise in homelessness and unstably housed individuals over the past two years.

- 2017 County Homeless Count: 7,394
- MV Homelessness increased from 139 in 2013 to 416 in 2017
- Between 250-300 MV residents are currently living in vehicles



Mountain View's Commitment

The City Council has taken an active approach to concerns over the regional homeless crisis and built regional and local partnerships that leverage existing resources from stakeholders and experts serving people in need. The City is investing **over \$1 million dollars** in addressing this important and complex regional concern. Leveraging City funding with County funding, as well as private donations and volunteer contributions, is resulting in shared accountability to address this community challenge. These programs are largely in partnership with Santa Clara County and the regional Emergency Assistance Network (EAN), represented locally by the Community Services Agency (CSA).

Mountain View's Action Timeline

- **February 2016:** Included a report on the feasibility of safe parking options.
- **March to September 2016:**
 - Convened stakeholder groups of regional government agencies, community-based providers, and the local faith community;
 - Conducted a census and survey of individuals living in their vehicles in Mountain View;
 - Worked with CSA and other nonprofits on ideas to offer basic human services;
 - Explored waste disposal options;
 - Worked with leaders in the faith community to offer safe parking on nonprofit premises.
- **October 2016:** Council authorized numerous short-term measures, including many basic human services, such as:

- ADA-compliant portable toilet (\$12,000)
 - Mobile hygiene services at CSA (\$26,000)
 - Funding for two years for an outreach worker (\$120,000 for the City's shared cost and contract with the county) and caseworker (\$250,000) services to link homeless individuals to housing and social services
- *March 2017:* Council authorized extending a number of short-term measures, which led to the development of a 50-item work plan of action items focused on outreach, case management, basic human services, faith engagement, sheltering and safe parking, and a review of parking enforcement options. As of March 2018, 35 action items are complete.
 - *March 2018:* A Council report on parking enforcement options was developed. A majority of the Council chose not to significantly change to parking enforcement practices. At the same time, the Council approved a number of recommendations to refine short-term programs including:
 - Rapid Rehousing contract with the County (\$100,000)
 - Biohazard Waste Cleanup contract services to protect health and safety (\$10,000)
 - Safe Parking Program Pilot support for new Mountain View nonprofit (\$25,000 start-up to June 2018; \$30,000 for Fiscal Year 2018-19)
 - Refined our Rent Assistance Program (\$70,000)

Mountain View's Strategy

The City is about a year into implementation of the direction authorized in March 2017 and the subsequent development of a three-pronged strategy. Its components include:

1. Implementing several short-term initiatives aimed at providing basic human services, including mobile outreach and case management.
2. Long-term strategies to increase the overall housing supply with an emphasis on affordable housing, which were approved by Council in October 2017.
3. Community Outreach Police Officer to further enhance and coordinate community outreach and law enforcement operations.

Mountain View's Affordable Housing

As part of the overall approach to homelessness, the Council provided input on longer-term strategies in March 2017. Based on the input, staff developed next steps to implement an affordable housing strategy that was adopted in October 2017. Key components include:

- Approximately **\$50 million** invested in general affordable housing developments at 60 percent AMI and below for a **goal of 350 to 400 units**

- Up to **\$28 million for permanent supportive housing/rapid rehousing** for a goal of **200 to 250 units**. Staff is working with the County, nonprofit developers, and external partners to explore how to achieve this goal.

Mountain View is also working to increase housing availability and stabilize the cost of housing by increasing the overall housing supply and creating opportunities to develop affordable housing.

- As of the end of 2017, over **2,500 housing units are approved in the “pipeline”** (a net increase of about 2,400).
- Nearly **300 of these units are affordable**, of which a majority are subsidized by the City through fees collected from residential, office and industrial developments.
- The Council recently approved the Shorebreeze project that adds **62 new affordable housing units (50 net new units)** to the existing location for families and seniors.
- In December 2017, the City Council adopted the North Bayshore Precise Plan, creating capacity for up to **9,850 new housing units** among one of the City’s major employment areas. In addition, the North Bayshore Precise Plan includes an affordable housing target of 20%.
- The City is in the process of developing the East Whisman Precise Plan, which could add 5,000 housing units.

The City also continues to implement and refine the Below-Market-Rate (BMR) program, and recently increased the percentage requirement for affordable rental housing from **10 percent to 15 percent** for rental units.

Regional Strategy

The City’s strategy is well positioned to address many, but not all, aspects of what is a regional and even statewide housing crisis. Reducing the number of individuals and families without a home is a complex issue that requires multi-agency and interdepartmental coordination, regional collaboration, and a long-term focus. There is no simple solution. Therefore, our goal is to continue to refine strategies and ensure that our efforts are part of larger regional efforts.

Engage and Partner with Mountain View

Should you wish to learn more about the City’s commitment to addressing homelessness, the unstably housed, and maintaining our neighborhoods, please visit our website at www.mountainview.gov/homeless. If you are interested in more information or partnering with us, please contact Kimberly S. Thomas, Assistant to the City Manager at (650) 903-6301 or by email at city.mgr@mountainview.gov.



City of Santa Clara

County Partnerships

On June 15, 2015, the City Council approved a two-year Agreement in the amount of \$110,000 per fiscal year (\$220,000 over two years) with the County of Santa Clara to provide case management services to chronically homeless in the City of Santa Clara through the Care Coordination Project (CCP). The CCP operates under the leadership of the County's Office of Supportive Housing, which partners with public and private agencies in coordinating care for the county's most vulnerable, long-term homeless residents.

On September 12, 2017, the City Council approved a two-year extension of the program and increased funding by an amount not to exceed \$125,000 per fiscal year (\$250,000 over two years) to cover the costs of the program over the term of the extension.

Through the Agreement, the County continues to provide case management on an ongoing basis for up to 20 homeless and chronically homeless individuals that are referred to the County by the City of Santa Clara Police Department's (SCPD) Nuisance Suppression Unit. The SCPD Nuisance Suppression Unit maintains a list of homeless and chronic homeless street people considered to be the City's most vulnerable to incidences of both personal and public safety and makes referrals to the County based on this list.

Additionally, under the Agreement, the County provides housing subsidies to these 20 individuals at no additional cost to the City of Santa Clara. The housing subsidies are "permanent" (e.g., provide "Permanent Supportive Housing") as they do not expire unless a participant no longer meets the program eligibility qualifications. In the last two years, the County has successfully housed twelve chronically homeless individuals referred by our Santa Clara Police Department Nuisance Suppression Unit. The assigned case manager maintains an active caseload of 20 un-housed or newly housed clients.

To further the goal of ending homelessness in Santa Clara, the new Agreement also seeks to prevent homelessness through a one-time funding allocation for the County's Homeless Prevention Program (HPP) of \$100,000 from the City's Affordable Housing Fund. This program is a countywide initiative in which several jurisdictions participate to provide eligible households with emergency assistance such as rent, security deposits, food, work related transportation, medical assistance, and utilities assistance in order to prevent homelessness.

Tenant Based Rental Assistance (TBRA)

On July 14, 2015, City Council approved a three-year agreement with Abode Services to administer a TBRA program that provides rental assistance of up to 24 months long with case management services support families that are homeless or at risk of homelessness. Currently, 30 households receive rental assistance through the TBRA program.

The current Agreement is funded by the following sources: \$775,000 HOME, \$140,000 Housing Successor Fund (HS) and \$137,564 City Affordable Housing Fund (CAHF). To be eligible for rental assistance and case management through our program, individuals and families must have income at or below 60% AMI (\$50,160 for a household of one, \$71,640 for family of four), have proof of a last permanent address in the City of Santa Clara, or are currently working in the city, or have children in Santa Clara schools and are 1) homeless as defined by U.S. Department of Housing and Urban Development (HUD) homeless definition, or 2) individuals or families exiting housing exclusively designated for domestic violence.

Public Service Grants (CDBG)

HOUSING				
FY	FUNDS	SOURCE	ACTIVIITY	DESCRIPTION
2015-2016 2016-2017 2017-2018 2018-2019	\$13,187 \$18,761 \$21,858 \$20,000	CDBG	Next Door Solutions – HomeSafe	Provides case management support services and shelter for residents of the HomeSafe Santa Clara, an affordable transitional housing program for survivors of domestic violence.
2017-2018	\$117,565	CDBG	Bill Wilson Center – Shafer House Rehabilitation	Funds will pay for interior rehabilitation improvements to the home which serves runaway/homeless youth. The rehabilitation will be to bathrooms, the kitchen , and HVAC.
SERVICES				
FY	FUNDS	SOURCE	ACTIVIITY	DESCRIPTION
2015-2016 2016-2017 2017-2018 2018-2019	\$7,500 \$8,250 \$9,612 \$15,000	CDBG	YWCA	YWCA provides an array of services to – women and children who are victims of domestic violence. Some are homeless.
2015-2016 2016-2017 2017-2018 2018-2019	\$11,100 \$12,210 \$14,225 \$17,500	CDBG	Justin Community Ministry - Food Assistance for Needy	St. Justin focuses on food services such as grocer and lunch items. Most assisted are homeless.

*Approximately.

Sunnyvale Programs for Homeless People

Updated April 2018

Sunnyvale funds several ongoing programs to help homeless people: transitional housing programs (TBRA and HP RR), employment/job training programs, outreach, emergency shelter, and supportive services (case management, food, benefits enrollment, housing search assistance, etc.). In addition to the programs listed below, in recent years Sunnyvale has partially financed several affordable housing projects with some units reserved for homeless applicants ("permanent supportive housing" or "PSH" units). City staff in several departments also coordinate closely with service providers and housing developers to implement these projects and programs, and to support the County's emergency shelter facility located in Sunnyvale.

Programs	Provider	FY 2017-18 Funding
Tenant Based Rental Assistance (TBRA) <i>Rental & security deposit assistance for homeless households to rent private rental units (1-2 year term, similar to Section 8 voucher)</i>	Abode Services	\$338,000 HOME funds
Street Outreach and Community Engagement	Downtown Streets Team (DST)	\$10,000 General funds
WorkFirst Sunnyvale <i>Job Training, Job Placement and Supportive Services for Homeless Adults</i>	Sunnyvale Community Services, DST, Our Daily Bread	\$404,000 CDBG funds
Homeless Prevention and Rapid Rehousing (HP RR) <i>1-6 month term; may include help with rent, utilities, moving costs, security deposit, and/or credit counseling</i>	Sunnyvale Community Services	\$250,000 Housing Successor Funds
Emergency Shelter/Supportive Services	LifeMoves	\$25,000 CDBG funds
Total		\$1,027,000

Housing Projects with Homeless Units (PSH)	Past ~5 years	Developer
Parkside Studios (58 units, 18 PSH)	\$4,995,000	Charities Housing
Onizuka Crossing (57 units, 29 PSH)	\$5,400,000	MidPen Housing
Jackson Street Homes (9 units transitional shelter)	\$45,000	Bill Wilson Center
Benner Plaza (66 units, 13 PSH)	\$8,030,000	MidPen Housing
Total *	\$18,470,000	

Total Capital & Program Funding for Homeless Programs **\$19,497,000**

* Capital project funding is all Special Revenue funds: Housing Impact Fees, CDBG, HOME.



Board of Directors Meeting – Agenda Report

Meeting Date:	June 14, 2018
Subject:	3c RHNA Subregion Task Force (action)
Initiated by:	Board Priority
Previous Consideration:	none
Fiscal Impact:	n/a
Attachments	RHNA Subregion Overview Pros/Cons Guiding Principles Resolution By-laws
Summary:	<p>As an effort to improve the implementation of housing across the region, the Cities Association continues to address and consider the Regional Housing Needs Allocation (RHNA) sub region option and providing our cities and the county more flexibility to ensure that the state mandated housing allocations make sense regionally.</p> <p>The board adopted RHNA sub-region as a priority to continue exploration for the next cycle (2023-2031) in which our region can own the responsibility of preparing a sub-regional housing need allocation for the geographic area of Santa Clara County. RHNA is the state mandated process used to identify the total number of housing units that each jurisdiction must accommodate in its Housing Element. For the current cycle (2014-2022) the counties of San Mateo, Napa, and Solano have formed sub-regions. A sub region is required to meet its statutory requirements in the regional allocation process but it can develop its own methodology, issue draft allocations to member jurisdictions, conduct the revision and appeals processes, and issue final allocations. Generally, the cities and the county within the sub region have more flexibility to ensure that the allocations make sense.</p> <p>Per the Board’s approval in 2015, a Regional Housing Task Force/Subcommittee was formed. Subcommittee is tasked with: a) Developing the framework and process needed to form and implement a sub-region in Santa Clara County in the next RHNA cycle (2023-2031); and b) Reviewing potential options for further regional response.</p>
Recommendation:	The Committee would like board members to take the topic of a subregion back to their individual councils for discussion prior to voting on formation of a subregion.

Santa Clara County Regional Housing Needs Allocation (RHNA) Subregion Overview

What is a RHNA subregion? (Government Code Section 65584.03)

In recognition of the common interests and mutual challenges and opportunities associated with providing housing, **two or more contiguous cities and a county** may form a **subregional entity** for the purpose of **allocation** of the subregion's existing and projected need for **housing among its members** in accordance with the allocation methodology established pursuant to Government Code Section 65584.04.

All decisions of the subregion shall be approved by vote as provided for in the rules adopted by the local governments comprising the subregion, or shall be approved by vote of the county and the majority of the cities with the majority of population within the county.

What are the steps to create a subregion, following the prescribed timelines in State law?

1. Each participating jurisdiction adopts a resolution indicating its commitment to participating in the subregional entity.
2. For Santa Clara County, the subregional entity could be a committee of the Cities Association with participating cities and the County.
3. The Cities Association (or other entity) would enter into an agreement with the Council of Governments (COG, in our case ABAG/MTC) that sets forth the process, timing, and other terms and conditions of the delegation of responsibility by the COG to the subregion.

What does the subregion do, following the prescribe timelines in State law?

1. The subregion determines the methodology for allocating housing need to its participating jurisdictions according to State law (or accepts the methodology factors from the COG as a starting point for further distribution), providing opportunity for public comment and modification prior to adoption of the methodology.
2. The COG allocates a share to the subregion based on a proportion consistent with the distribution of households assumed for the comparable time period of the applicable regional transportation plan.
3. The subregion allocates the distribution of the RHNA to the participating jurisdictions according to the adopted methodology, providing an opportunity for public comment and modification prior to finalizing the distribution.

What is the estimated cost of a subregion versus typical participation in the RHNA process?

Assuming that the subregion does not hire a consultant to create a separate methodology, the costs would be:

1. Administrating and documenting the subregion meetings and decisions;
2. Conducting the required outreach prior to the subregion making its decisions;
3. Communicating with ABAG/MTC as needed; and
4. Publishing the required notices.

The Planning Departments of the participating jurisdictions typically absorb the RHNA evaluation without additional staffing or consultant assistance.

Santa Clara County Regional Housing Needs Allocation (RHNA) Subregion Overview

What are other activities that the subregion could assume outside of the RHNA process and State law?

- Foster collaboration between cities within Santa Clara County
 - Focus on Measure A implementation
 - Facilitate an open dialogue between the jurisdictions, public, and interested organizations on housing issues and opportunities
 - Share best practices regarding rehabilitating existing housing stock, addressing gentrification/displacement, etc.

- Work together to obtain and commit more financial resources to affordable housing production
 - Support for 2018 ballot measure for affordable housing funding
 - Consider potential legislative efforts to seek meaningful tax credits and other mechanisms

SANTA CLARA COUNTY RHNA SUBREGION TASK FORCE
 PROS & CONS OF RHNA SUBREGION FORMATION

Pros	Cons	Example
Creates flexibility & allows cities to trade		Distribute the subregion's numbers or can use ABAG's distribution
Empowers cities to have a say in the regional planning process		Self-determination: a city is able to accept or not accept allocation from another city.
Allows better alignment between local and regional needs		Ability to plan along on transit corridors and near employment.
Can find innovative solutions		Collective problem-solving which may include negotiating credits and creative financing
May facilitate the production of more housing		Utilizes economies of scale and eliminates duplication. Siting housing near supportive services.
Creates a forum for collaboration that leads to innovative solutions		San Mateo County Trade Woodside/Redwood City & Daly City/Colma/County
Creates awareness (and healthy competition)		Creates a forum to share knowledge and success. When one city is doing the heavy lifting, may encourage other jurisdictions to step up to the plate.
If success, may create additional opportunities for collaborative work		Success may be housing or spill over to other technical areas (transportation). May use collaboration for legislative advocacy.
Better development		Cities can work together to build near transit and not

SANTA CLARA COUNTY RHNA SUBREGION TASK FORCE
 PROS & CONS OF RHNA SUBREGION FORMATION

		necessarily confined by a city boundary.
Creates a forum to discuss sharing of planning resources		Share resources - - may share in cost to pay consultants for housing element preparation or program ideas (for those who want to share).
	Time, effort & resources which may end in same result.	What if subregion fails to produce a different allocation?
	Lack of trust for fair and equitable process.	Some cities may shirk their responsibility to step up and accept housing.
Increases local control		Ability to control own numbers and improve county-wide performance.
	Loss of political distance from MTC and ABAG	Pressure on community to produce additional housing.
	Lack of clarity of the benefits to accept someone's numbers/housing	City worried about allocation dumping
Still need to plan for housing for all income levels		Can't go to zero. Every jurisdiction still has an allocation in every income level.
	No role model	No other subregion has such large population variances.
Increased use of ADUs		ADUs more feasible with cities with large residential lots.

SANTA CLARA COUNTY RHNA SUBREGION TASK FORCE

GUIDING PRINCIPLES - May 2018

Vision

For Santa Clara County and its cities to work collaboratively to produce more housing in the Region. have a unified voice in responding to the area's housing needs-- a problem that transcends jurisdictional barriers.

Benefits

1. By working together to plan for housing growth, the stage is set for implementing housing, and more housing will ultimately be built.
2. Housing will be planned in the right places, near transportation, jobs, and services.
3. Santa Clara County jurisdictions can work together to share resources.
4. Collaboration enables collective advocacy on regional and Statewide issues.
5. Partnership sets the stage for other cooperation, including sharing Housing Element consultants, sharing expertise, analyses, and policies, and potentially enabling a shared review by the California Housing and Community Development (HCD) Department.
6. Collective agreement is reached on strategies and tools to meet the region's housing need, including the potential for trading RHNA numbers.
7. Greater flexibility.

Guiding Principles

1. Conform with all State objectives included in Section 66584(d), including ensuring that the allocation of affordable homes is allocated to all jurisdictions in the region in an equitable manner.
2. Allocate housing growth strategically around major transportation corridors and near employment and services, while respecting infrastructure constraints and the unique natural resources of Santa Clara County.
3. Foster collaboration between jurisdictions and develop collective strategies that provide a framework for addressing housing need, including the potential for resource / housing allocation trade-offs.
4. Facilitate an open dialogue between jurisdictions, the general public, and interested organizations, including transportation agencies and land use bodies.
5. Utilize existing forums for discussion (e.g., Cities Association, City Managers' Association, SCCAPO, etc.).

Keys to Success

1. Taking responsibility for the process and the resulting housing shares.
2. Taking into consideration other communities' interests as well as your own.
3. Being willing to accept a reasonable housing share, not just the lowest.
4. Being willing to consider negotiating trades.
5. Recognizing that working together locally is better than abdicating the responsibility to the region and the state.
6. Elected leaders in all jurisdictions willing to compromise for regional benefit.

RESOLUTION NO.

RESOLUTION OF INTENT TO SUPPORT FORMATION OF A HOUSING SUBREGION OF SANTA CLARA COUNTY LOCAL AND COUNTY GOVERNMENTS TO FACILITATE AND IMPLEMENT COUNTYWIDE HOUSING PRODUCTION CONSISTENT WITH THE REGIONAL HOUSING NEEDS ALLOCATION (RHNA) FORMULA CURRENTLY ASSIGNED BY THE ASSOCIATION OF BAY AREA GOVERNMENTS (ABAG)

WHEREAS, Housing Element Law (Gov. Code Sections 65580 – 65589.8) provides for a Regional Housing Need Allocation process (RHNA); and

WHEREAS, to implement such RHNA process in the San Francisco Bay Area, the State of California has delegated to the Association of Bay Area Governments (ABAG) responsibility to adopt an allocation methodology, then use the adopted methodology to assign to each jurisdiction in the Bay Area the obligation to zone enough housing development capacity to accommodate production of a specific number of housing units during the period from 2021 through 2029; and

WHEREAS, Government Code Section 65584.03 provides that certain combinations of local governments may form a subregion to perform RHNA for themselves in order to allocate among themselves the total number of housing units assigned to them collectively by ABAG; and

WHEREAS, the City/County of _____ is interested in exploring the formation of a Regional Housing Needs Allocation (RHNA) subregion consistent with the California Government Code Section 65584 *et seq* and acceptable to the Association of Bay Area Governments (ABAG) and the California Department of Housing and Community Development (HCD) to facilitate collaboration with the county and all cities in the County of Santa Clara, to efficiently and effectively deliver housing production goals; and

WHEREAS, the Board of the Cities Association of Santa Clara County has directed the review of the benefits of such a subregion and subsequently representatives of the Cities Association of Santa Clara County (CASCC) have formed a committee to evaluate and make recommendations regarding the importance of and opportunities for success through shared housing strategies which could be facilitated by a subregional effort; and

WHEREAS, housing is a countywide challenge, and housing production types, numbers, density, appropriateness and affordability levels can vary in different communities, and the Cities' recognize all production types are important to the housing supply of the County and its related economic and social health; and

WHEREAS, Cities are individually accountable for, and retain full local authority for, identifying sites for housing development and for adopting and implementing housing policies intended to facilitate production of housing to meet local, regional and state policy objectives embodied in the numbers prescribed by ABAG the Sustainable Community Strategy that will be adopted by ABAG and the Metropolitan Transportation Commission (MTC) in 2021; and

WHEREAS; through mutual cooperation and planning, the production of these housing units may be enhanced through collective efforts and resources, therefore creating a forum for developing countywide policy consensus on matters related to the Sustainable Community Strategy;

NOW, THEREFORE the City of _____ does hereby find, determine, resolve and order as follows:

Section 1: That it is in the best interest of the City to join with other cities in Santa Clara County to explore creation of the RHNA subregion and that by working together to plan for housing growth, the stage is set for implementing housing and more housing will ultimately be built to meet the needs of the entire County and its residents.

Section 2: That the City Manager is hereby authorized and directed to enter into discussions regarding the formation of a RHNA subregion and the development of a workplan and budget, and schedule of actions leading to the countywide, self-administration of the housing needs allocation process, allocating the countywide total housing needs allocation among all the Cities and unincorporated County by consensus; and to bring back a recommendation and resolution for action to join a RHNA subregion, or in the alternative, an explanation detailing the decision not to participate in the RHNA subregion.

By-laws of the Santa Clara County Subregional RHNA Process

PURPOSE & BYLAWS

The cities within the County of Santa Clara, and the County of Santa Clara, have adopted resolutions to participate as a Subregion (hereinafter referred to as “Subregion”) in the Regional Housing Needs Allocation (RHNA) Process. The Cities Association of Santa Clara County (hereinafter referred to as “CASCC”) will act as the representative for the Subregion. The Subregion hereby adopts the following bylaws for the purpose of providing for the orderly conduct of its affairs.

ARTICLE I NAME

The name of the separate entity established by the resolutions is the “Santa Clara County Sub-Regional RHNA Process” and may be referred to as “Subregion”.

ARTICLE II PURPOSES

Section 1. Subregion shall have the following purposes:

- (a) Plan, organize, and maintain the work of the Subregion and be responsible for its overall operation;
- (b) Advise City Managers, City Councils and the Board of Supervisors of all significant activities of the Subregion;
- (c) Prepare, review, monitor, present to the cities and the County, and facilitate a consensus on the Regional Housing Needs Allocation housing shares for all the cities and the County for the 2021 Housing Element;
- (d) Submit to the Association of Bay Area Governments (ABAG) for approval the housing shares for Santa Clara County (cities and County).
- (e) Provide a forum for developing a countywide policy consensus, to the greatest extent possible, on matters related the Sustainable Communities Strategy process of which the Regional Housing Needs Allocation is a part; and a channel for communicating such consensus to the Joint Policy Committee of the Metropolitan Transportation Commission and the Association of Bay Area Governments overseeing the Sustainable Communities Strategy process from time to time when such a consensus is requested or required by the Joint Policy Committee.

Section 2. Subregion shall not participate in or endorse any political activity involving any individual candidate for public office. The selection of officers within Article IV herein shall not be considered a political activity subject to this section.

ARTICLE III MEMBERS

Section 1. The County of Santa Clara and each city which has adopted a resolution of participation shall be members of the Subregion.

Section 2. The RHNA Policy Committee (PC) of the Subregion shall consist of a member of the City Council of each participating city to be selected by that city, and one member of the Board of Supervisors to be selected by the Board of Supervisors.

Section 3. Each member City Council and the Board of Supervisors may select one alternate member from its body who shall participate when the regular member is absent.

Section 4. If both the member and the alternate will be absent, the City or County, respectively, may designate a substitute for that meeting and notify CASCC, in writing, of the designation.

Section 5. Any member may withdraw from the Subregion by adopting a resolution and providing a written notice of intention to do so to the chairperson of the PC. The rights and obligations of any such member shall terminate 30 days after acceptance by the PC.

Section 6. If any member, or designated representative, fails to attend two consecutive meetings, without notification of the Chairperson or the Executive Director, the Chairperson will notify the City Council or Board of Supervisors to encourage future participation.

ARTICLE IV- OFFICERS

Section 1. The officers of the PC shall consist of a chairperson and vice chairperson.

Section 2. The chairperson and vice chairperson shall be elected by the PC and shall serve at the will of the PC.

Section 3. Nomination for officers of the PC shall be made from the floor. Nominations shall be made by voting members of the PC only.

Section 4. The chairperson and vice chairperson must be voting members of the PC.

Section 5. Nominations and election of the chairperson shall precede nominations and election of the vice chairperson. Voting shall be public.

Section 6. The chairperson shall preside at all meetings and may call special meetings when necessary.

Section 7. The vice chairperson shall perform the duties of the chairperson in the absence of the chairperson.

Section 8. A special election shall be called by the Board of Directors if the chairperson and/or vice chairperson is unable to serve.

Section 9. All officers shall serve without compensation.

Section 10. The chairperson or vice chairperson may be removed from office at any time by a majority vote of those members present.

ARTICLE V STAFF SUPPORT

Section 1. The CASCC Executive Director, CASCC staff and contractors shall provide support to the Subregion and all the established committees.

Section 2. The PC shall have dealings with staff and contractors through the CASCC Executive Director.

Section 3. All participating jurisdictions will share in the cost.

ARTICLE VI COMMITTEES/ STAKEHOLDER REVIEW

Section 1. The following standing committees shall assist in accomplishing the goals of the SANTA CLARA COUNTY SUB REGIONAL RHNA PROCESS:

- RHNA Policy Committee
- RHNA Technical Advisory Committee
- City Managers Association
- City Councils and Board of Supervisors
- Association of Bay Area Governments

Section 2. RHNA Policy Committee (PC) - 16 Members, one member from each city and the county, composed of elected officials. The primary role is to provide initial policy input to the process, review the RHNA TAC recommendations and adopt a policy consensus for transmittal to the cities and the County for ratification.

Section 3. RHNA Technical Advisory Committee (RHNA TAC) - 16 Members - One member from each city and the county. Composed of senior staff technical experts in the field of housing and land use. Member agencies may flexibly assign different technical experts as a function of the

subject being discussed. However, it is important that there be good communications between the different representatives such that issues do not need to be repeated or there are no conflicting positions from the representatives. Primary role is technical development of the issues and solutions.

Section 4. City Managers Association - Monthly reports will be provided to the City Managers through the City Managers Association. This will allow ongoing input by the City Managers in the process. The final product will be presented to the City Managers for their recommendation to the RHNA PAC for approval of the final product. Primary role of the City Managers is practical assessment of the issues and solutions.

Section 5. City Councils/ Board of Supervisors - Primary role is ratification of the RHNA Final Allocation prior to submittal to Association of Bay Area Governments (ABAG).

Section 6. Association of Bay Area Governments (ABAG) - Final approval of RHNA Final Allocation.

Section 7. An appeals process will be established by the PC in conjunction with ABAG to hear appeals by any cities or the County that disagree with their housing share as allocated by the Subregion.

ARTICLE VII MEETINGS

Section 1. The PC shall establish by resolution the date, time, and place for regular PC meetings.

Section 2. The PC may hold special meetings called in accordance with Article IV, Section 6.

Section 3. All meetings of the PC shall be held in accordance with the Brown Act, Government Code section 54950 Ct seq.

ARTICLE VIII CONDUCT OF BUSINESS

Section 1. A quorum shall consist of at least a majority of the members and shall be required for all meetings of the PC.

Section 2. Except as state otherwise in these by-laws, all decisions of the PC shall be by majority vote of those present.

Section 3. Adoption of the Final Regional Housing Needs Allocation shall require:

1. consent of a majority of all cities and the County participating in the Subregion, **and**
2. consent of each jurisdiction that has been allocated a greater share of housing than the ABAG default allocation.

Section 4. Upon adoption of the final regional housing numbers, the subregion will share support for outcome and support each other, for example the subregion releasing a resolution, annual report, and press event.

Section 5. Except as provided in these bylaws, or by a majority vote of those present, Roberts Rule of Order Revised shall constitute the parliamentary authority for the PC.

Section 6. These by-laws may be amended by a two-thirds majority vote of members present and who represent a majority of all cities and the County.

ARTICLE IX OTHER MATTERS

Section 1. No member shall receive compensation or reimbursement from PC or CASCC for expenses incurred in attending any meeting or other function.



Board of Directors Meeting – Agenda Report

Meeting Date: June 14, 2018

Subject: 3d Legislation Action Committee

Initiated by: Legislative Action Committee

Previous Consideration: During committee

Attachments: n/a

Summary: Legislation: updates, discussions and recommendations related to state legislation on housing, transportation, clean energy, regional and state-wide measures and other areas of interest
Information and Action may occur on these bills:

SB 827
SB 828
AB 1771
AB 1912
AB 2353
AB 1775
AB 2268
AB 2812
AB 3162
SB 833
SB 834
AB 3
AB 3121
SB 1302
AB 2923
AB 1771
SB 831
AB 2890
Federal Legislation: HR 620



Board of Directors Meeting – Agenda Report

Meeting Date: June 14, 2018

Subject: 4a – 2018-2019 Budget

Initiated by: Larry Klein, Secretary/Treasurer and Andi Jordan, Executive Director

Previous Consideration: Executive Board approved on June 7, 2018

Attachments: Budget memo
Budget
Dues

Summary: See attached memo

Recommended Action: Approve Budget



To: Cities Association Board of Directors
From: Andi Jordan, Executive Director
and Larry Klein, Secretary/Treasurer
Subject: 2018-2019 Draft Budget Proposal for Review and Approval
Date: June 5, 2018

Submitted for your consideration is the proposed Fiscal Year Budget 2018-2019 of the Cities Association of Santa Clara County. The Executive Board of Directors is to review and recommended approval of the Budget at its June 14, 2018. Once approved by the Board at its June 14 meeting, the Adopted FY 2018-19 Budget and Dues Schedule will be distributed to all City Managers with the request of payment of the dues.

From what we discern, the dues have stayed within the same budgetary formula since the organization's inception. Dues have remained relatively flat, and they actually were reduced at times because of the size of the reserves.

Recent history of budget and dues:

- In 2010, it was observed that Reserves had grown over the previous four fiscal years and exceeded the Cities Association Financial Policy of six to nine months of projected operating expenses.
- The 2010 Subcommittee on Use of Reserves recommended a decrease in dues by 4.77% for three fiscal years in order to attain a level of Reserves consistent with the organization's financial policy.
- FY 2013-14 marked the end of the 3-year budget with reduced dues. FY 2014-15 Budget resumed the original dues schedule, which was an increase of 4.77% of the prior year's dues schedule.
- New for FY 2014-15, the Cities Association started utilizing a virtual office as an effort to reduce expenses; office expenses were reduced by 19% from the expected budget.
- For FY 2015-16, with the continued dues schedule, it was proposed and approved to use Reserves to meet operating expenses. It is Cities Association policy to maintain a Reserves fund that covers 6 – 9 months of operating expenses (\$42,000 – \$63,000).
- For FY 2016-17, the dues were increased by 5% in order to resume operations without using increased Reserves to meet expenses. Projected Reserves at the end of the FY 2017-18-budget year is \$53,771.32. This is assuming the New Executive Director is not hired until July 1, 2017.
- The General Membership Meetings have been funded by sponsors and donations.
- Article VII, Section 2 of the Cities Association Bylaws states "the dues schedule shall be revised every three (3) to four (4) years."
- There was no increase in dues for the FY 2017-18 Proposed Budget.
- The budgets have not contained any money for Board of Directors projects or priorities other than \$1000 for sponsorship in the Regional Economic Forum.

Recommendations for 2018-2019:

- Appoint a committee to look at the dues structure for future years.
- Approve a simplified budget allowing the Executive Director some flexibility to move funds between accounts (such as allowing changes in office expenditures).
- Include line item to continue addressing the organizational status issue.
- Addition of increased **Board of Directors Priorities/Projects** line item which could be used to hire intern for legislative activities, or other projects as the board deems necessary.
- Membership meetings budgeted and price for member tickets established at \$45.
- Includes budget for website redesign, but increased amount from \$700 to \$2000 (for current year).

Cities Association of Santa Clara County 2018-2019 Budget

Revenues	2018-2019	2017-2018 Actual (through June 4)
Dues	144,886	87,868
Non-dues (directories)	1000	915
LAIF interest	500	500
Event Tickets (~65people x 2 events)	7,475	7250
Revenue Totals	153,861	

General Expenses

Office Expenses (insurance, printing, meeting supplies, office supplies, ED expenses, software, website update, recognition, PO Box, postage, etc)	8861.09	7165.73
Priorities for Board Directed Projects (intern for legislative activities, project)	7,000	1,000
Office: Personnel		
ED compensation	100,000	70,000
Payroll expenses	10,000	7,000
Consultant (legal or other consultant to complete organizational status)	10,000	1068.75

Event Expenses

Membership Dinner - DECEMBER	13,000	14,000
Membership Meeting - SPRING	5,000	4500
Expense Totals	153,861	

projected reserves starting balance	40,283	
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	Portion	Cities	2017-2018 dues	2017-2018 Income	proposed income 2018-2019	proposed dues each city 2018-2019
Large Cities	26.1%	(3) San Jose, Santa Clara, Sunnyvale	\$ 7,641	\$ 22,923	\$ 37,815.27	\$ 12,605.09
Medium Cities	36.2%	(5) Cupertino, Gilroy, Milpitas, Mountain View, Palo Alto	\$ 6,367	\$ 31,836	\$ 52,448.76	\$ 10,489.75
Small Cities	29.0%	(5) Campbell, Los Altos, Los Gatos, Morgan Hill, Saratoga	\$ 5,094	\$ 25,468	\$ 42,016.97	\$ 8,403.39
Very Small Cities	8.7%	(2) Los Altos Hills, Monte Sereno	\$ 3,820	\$ 7,640	\$ 12,605.09	\$ 6,302.54
Total Dues Income				\$ 87,866	\$ 144,886.09	