



BOARD OF DIRECTORS MEETING AGENDA  
THURSDAY, APRIL 11, 2019 | 7PM  
CITY OF SUNNYVALE | WEST CONFERENCE ROOM  
456 WEST OLIVE AVENUE | SUNNYVALE, CA 94024

*Discussion & action may be taken on any of the following items.*

1. Welcome and Roll Call (*Cappello*) 7:00 PM
2. Consideration of approval of consent agenda:
  - a. March 2019 Board of Directors Minutes
  - b. May 10<sup>th</sup> General Membership Meeting Budget with expenditures of \$10,428, and revenue of \$11,063.
3. Committee Reports and Presentations:
  - a. Legislative Action Committee: Possible discussion and consideration of positions on legislation discussed at the LAC meeting, next steps regarding housing policy statement (*Abe-Koga*) 7:05 PM
4. Discussion with Community Leaders:
  - a. Senator Jim Beall – 15<sup>th</sup> District (*Campbell, Cupertino, Los Gatos, Monte Sereno, parts of San Jose, and Saratoga*) 7:15 PM
  - b. Silicon Valley Housing Trust (invited) discussion about progress with ADU programs 8:00 PM
5. New Business:
  - a. Discussion and consideration of the FY 2019-2020 Budget of \$161,357 which includes an increase in dues based on CPI-W of 3.5% - action (*Executive Board*) 8:20 PM
6. Public Comment 8:30 PM
7. City Manager/SCCCMA Report (*James Lindsay, City Manager, Saratoga*)
8. Executive Director Report (*Andi Jordan, Executive Director*)
  - General Membership Meeting – Friday, May 10<sup>th</sup>
  - SCSC Roundtable Update
  - RHNA Subregion Update
9. Adjourn until Friday, June 13, 2019 at 7PM, 8:45 PM



Agenda Item No: 1 A & 1 B

Meeting Date: April 11, 2019

## Cities Association of Santa Clara County Agenda Report

**TOPIC:** Consent Agenda: March Board of Director Meeting Minutes & May General Membership Meeting Minutes

**SUBJECT:** APPROVAL OF THE CONSENT AGENDA CONSISTING OF THE

- MARCH BOARD MINUTES
- GENERAL MEMBERSHIP MEETING BUDGET (INFO BELOW)

### EXECUTIVE SUMMARY:

The General Membership Meeting is an annual Cities Association Event bringing together management staff and elected officials. Often, business and community leaders join our discussions. This year's event is in collaboration with the Silicon Valley Leadership Group and West Valley College. West Valley College will offset the expenses by \$5000 for including students as part of their workforce development program.

### Topic: Autonomous Vehicles – Preparing for a Paradigm Shift

This event will bring Silicon Valley's best minds together. Local Government + Business + College Students

How does local government plan for innovation or disruption around AV and EV technologies?

How can we prepare for the shift in the way we live and improve our communities?

Learn and problem-solve side-by-side the best of local government, business, and college students.

This event is an opportunity to meet with local government officials, Silicon Valley innovators and experts in AV and EV technologies and college students. Learn how business innovation intersects with policy and how it affects the people and places that make our community.

This event is free to college students.

### Who are the experts joining us?

- ChargePoint
- Peloton Technology
- Nauto
- Zoon
- and more

### Evening:

6PM – Reception

7PM – Dinner

7:20 PM – Panel discussion on AV/EV Technology

7:45 – 8:10 PM Table Challenge & Discussion

8:10 – Solutions report back

9PM – Adjourn

Tickets include hosted social hour and dinner.

**RECOMMENDATION:**

Approve the Consent Agenda.

**FISCAL IMPACT:**

This event is budgeted as budget neutral.

**RECOMMENDED ACTION:**

Move to approve the consent agenda consisting of the March 2019 Board of Directors Meeting Minutes and the 2019 General Meeting Budget.

**ATTACHMENTS:**

1. March 2019 Board of Directors Meeting Minutes
2. 2019 General Meeting Budget



BOARD OF DIRECTORS MEETING MINUTES  
THURSDAY, MARCH 14, 2019 | 7PM  
CITY OF SUNNYVALE | WEST CONFERENCE ROOM  
456 WEST OLIVE | SUNNYVALE, CA 94088

Cities Association of Santa Clara County President Manny Cappello called the meeting to order at 7:10 PM.

Campbell: Councilmember Paul Resnikof  
Cupertino: Councilmember Rod Sinks  
Gilroy: absent  
Los Altos: Mayor Lynette Lee Eng  
Los Altos Hills: absent  
Los Gatos: Councilmember Marico Sayoc  
Milpitas: Councilmember Carmen Montano  
Monte Sereno: Mayor Rowena Turner  
Morgan Hill: Rich Constantine  
Mountain View: Mayor Lisa Matichak  
Palo Alto: Mayor Eric Filseth  
San José: Councilmember Chappie Jones  
Santa Clara: Councilmember Debi Davis  
Saratoga: Mayor Manny Cappello  
Sunnyvale: Mayor Larry Klein

Andi Jordan, Executive Director  
Vice Mayor Margaret Abe-Koga, Mountain View  
Therese McMillan, MTC  
Brad Paul, MTC  
Councilmember Mary-Lynne Bernald, Saratoga  
Councilmember Lydia Kou, Palo Alto  
Omar Chatty, citizen  
State Senator Jerry Hill

Mayor Rich Constantine (Morgan Hill) motioned to approve the minutes, 2<sup>nd</sup> by Councilmember Paul Resnikoff. Motion passes 13 ayes – 0 nays – 1 abstention – 2 absent

**AYES: 12** (Resnikof, Sinks, Pepper, Sayoc, Montano, Turner, Constantine, Matichak, Filseth, Jones, Davis, Cappello, Klein)

**NAYES: 0**

**ABSTENTIONS: 1** (Pepper)

**ABSENT: 2** (Wu, Velasco)

Discussions with community leaders and partners:

- a. California Senator Jerry Hill

- b. Therese McMillan, Executive Director, MTC  
Brad Paul, Deputy Executive Director for Local Government Services, MTC

Committee Reports

- a. Legislative Action Committee: Councilmember Debi Davis motioned for the adoption of housing policy position statement. 2<sup>nd</sup> by Chappie Jones. With a great diversity of opinion, the housing policy position statement (attached) was approved unanimously. Motion passes 13 ayes – 0 naves – 1 abstention – 2 absent

**AYES: 13** (Resnikof, Sinks, Pepper, Sayoc, Montano, Turner, Constantine, Matchak, Pepper, Filseth, Jones, Davis, Cappello, Klein)

**NAYES: 0**

**ABSTENTIONS: 0**

**ABSENT: 2** (Wu, Velasco)

- b. Committee assignments were discussed. No action was taken.

The meeting was adjourned at 9PM.

Respectfully submitted,

Andi Jordan  
Executive Director

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Minutes approved: DATE

Motion  
Second

AYES:

NAYES:

ABSTENTIONS:

ABSENT:



## Cities Association of Santa Clara County: Position Paper on Housing

The Cities Association of Santa Clara County (CASCC) is an association of the fifteen cities of the county that works collectively to discuss and find solutions on issues at a regional level.

CASCC recognizes the need for increased housing opportunities, especially for people earning below the area median income. We fully **endorse** local and regional efforts to encourage the production of more housing, preserve and increase subsidized below market rate housing at moderate- and below-income levels, and provide benefits to minimize the impact for current residents in rapidly changing neighborhoods.

The CASA Compact is a high-level document with only limited detail. Small and medium sized cities were not well represented in it's creation yet represent 66% of the Bay Area population. CASCC wants to ensure that their member cities' voices are heard as the details of legislation are being crafted. CASCC further encourages MTC, ABAG and the State Legislature collaborate with all cities on the ideas contained within the CASA Compact so that we can collectively formulate workable solutions to address the Bay Area's housing needs. It is the consensus of the CASCC that:

**We support** legislation that will provide voters statewide with the opportunity to apply a 55 percent threshold for revenue generating ballot measures for investments in affordable housing and housing production.

**We support** legislation that will return e-commerce/internet sales tax revenue to the point of sale – not the point of distribution as currently mandated – to provide cities that have a significant residential base with a commensurate fiscal stimulus for new housing.

**We support** Governor Newsom's investments proposed in the state budget that will benefit California cities including a substantial increase in state funding for affordable and workforce housing and to address the growing homelessness crisis in our state.

**We support** incentives for the production of new accessory dwelling units to streamline the entitlement of those ADU's.

**We support** removing barriers to planning complete communities, ensuring that adequate resources are available for new schools and parks to serve our growing population.

**We support** additional transportation investments to expand the Bay Area transit network that provide connections from job centers to existing housing as well as planned future housing.

**We support** establishing tenant protections as cities deem appropriate for their residents.

**We support** maintaining local control of the entitlement process. We urge the State to recognize that cities control entitlements, while developers build. Cities should therefore primarily be measured by entitlements when calculating RHNA attainment, and not penalized when funding is inadequate to build affordable housing.

**We support** ABAG, an elected body, to serve as the governance structure that administer new affordable housing funds and monitor housing production rather than establishing yet another agency to take on that role.

**We oppose** a one-size-fits-all approach to housing densities and land-use decision-making.

**We oppose** any diversion of existing revenue sources from cities.

**Cities in Santa Clara County are actively addressing the housing shortage.**

- All 15 cities have State-approved plans for new housing growth.
- Permits for 30,000 new residential homes have been approved since 2015 which represents over 50% of the state's housing goal for Santa Clara County of 58,836 new homes by 2023.
- Over 6,000 new residential units were approved in Santa Clara County in 2018.
- Santa Clara County voters increased local taxes to support \$950 million in affordable housing funds. As of 2018, \$234 million has been invested for 1,437 new multi-family units and 484 rehabilitated units.
- The Cities Association of Santa Clara County is leading the effort to form a 2023-2031 RHNA Sub-Region within the County.

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**About us:** The Cities Association of Santa Clara County is an association of the fifteen cities of the county and the elected representatives of more than 1.9 million Bay-Area residents. Since 1990, the city representatives have been gathering to discuss and find consensus and solutions for regional issues. The cities of our association are diverse and include cities of a few thousand people and a city of a million people.

## 2019 May/General Membership Meeting Budget

	<u>each</u>	<u>qty</u>	<u>extended</u>
<b>Expenses</b>			
Venue			0
Catered Food - appetizers & dinner buff	\$ 20	150	\$ 3,000
appetizer	\$ 500	1	\$ 500
rental items (service, linens, stage)	\$ 1,500	1	821
delivery/ pick up - Unica	\$ 285	1	
Bartender/service	\$ 150	4	\$ 360
<i>8 Centerpieces and 2 Display</i>	\$ 20	10	\$ 200
PA System w 3-4 Mics	\$ -	0	
Supplies (notecards or pens/pencils)			\$ 100
Hosted bar wine/beer	\$ 1,000		\$ 1,000
insurance	\$ 200		\$ 200
contingency (what did we forget?)			\$ 800
logo	\$ 200		\$ 200
tshirts	\$ 1,000		\$ 1,000
ABC license fee			\$ 30
<b>Total Expenses</b>			<b>\$ 8,211</b>
TAX - 9%			\$ 738.99
gratuity 18%			\$ 1,477.98
<b>Total Expenses</b>			<b>\$ 10,428</b>
<b>Cost per attendee</b>			<b>\$ 69.52</b>
<b>Revenue</b>			
Members	\$ 70	75	\$ 5,250
Non-Members (13@\$100)	\$ 100	13	\$ 1,300
Speakers (7*\$0)	\$ -	7	\$ 487
West Valley College contribution			\$ 5,000
<b>Total</b>		<b>95</b>	<b>\$ 11,063</b>





Agenda Item No: 5

Meeting Date: April 11, 2019

## Cities Association of Santa Clara County Agenda Report

**TOPIC:** Fiscal Year 2019-2020 Budget

**SUBJECT:** CONSIDERATION AND APPROVAL OF THE 2019-2020 BUDGET

**FROM:** EXECUTIVE BOARD

### EXECUTIVE SUMMARY:

Per the by-laws, a budget is to be proposed in April and disseminated to the cities. The budget may be adopted in April or no later than June 2019.

### RECOMMENDATION:

The Executive Board is recommending the approval of the budget with these recommendations:

- Yearly dues increase at CPI-W. CPI-W for 2019 is 3.5%.
- Increase the Executive Director Salary \$5000 (salary is \$100,000, no benefits)

### HISTORY OF BUDGET:

Recent history of budget and dues:

- 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.
- 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.
- The General Membership Meetings have previously been funded by sponsors and donations. We are currently not able to take sponsorships directly.
- 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.
- 2018-2019 The Board voted for the Executive Director a full time position, from 30 hours to 40 hours, from \$70,000 to \$100,000.

- Other budget impact included new computer, ongoing organizational status, insurance, website redesign.

**RECOMMENDED ACTION:**

- Move to approve the budget, and future budgets, with a cpi-w
- Amend the by-laws to lower the reserves from 6-9 months to 3-6 months.

**ATTACHMENTS:**

- Proposed 2019-2020 Budget
- Proposed 2019-2020 Dues

# Cities Association of Santa Clara County 2019-2020 Budget

REVENUE:	2018-2019	2017-2018		proposed 2019-2020	Notes
		Actual (through June 4)	2018-2019 Actual (through March 31, 2019)		
Dues	144,886	87,868	144,886	\$149,957.01	CPI-W increase, for 5071.01315 2019 3.5% i
Non-dues (directories)	1000	915	300	\$500.00	
LAIIF interest	500	500		\$500.00	
Event Tickets (~65 people x 2 events)	7,475	7250	5200+	\$10,400.00	
<b>Revenue Totals</b>	<b>153,861</b>			<b>\$161,357.01</b>	
<b>GENERAL EXPENSES:</b>					
Office Expenses (insurance, printing, meeting supplies, office supplies, ED expenses, software, website update, recognition, PO Box, postage, etc)	8861.09	7165.73	12000	11570	adding storage or scanning of documents
Priorities for Board Directed Projects (intern for legislative activities, project)	7,000	1,000		5000	
<b>Office: Personnel</b>					
ED compensation	100,000	70,000	100,000	105,000	
Payroll expenses	10,000	7,000	10,000	10500	
Consultant (legal or other consultant to complete organizational status, legal)	10,000	1068.75	3,000	4000	
Event Expenses					
Membership Dinner - DECEMBER	13,000	14,000	12,769	14,000	
Membership Meeting - SPRING	5,000	4500	6500	11,000	
<b>Expense Totals</b>	<b>153,861</b>			<b>161070</b>	
projected reserves starting balance	40,283		37,500	37,500	cash for reserves

Cities Association of Santa Clara County Approved Dues: 2018-2019

	Portion	Cities	2017-2018 Dues	2017-2018 Income	approved 2018 - 2019 revenue	2018-2019 Approved Dues Each City	2019-2020 Proposed Dues	2019-2020 Proposed Revenue
Large Cities	26.10%	(3) San Jose, Santa Clara, Sunnyvale	\$ 7,641	\$ 22,923	\$ 37,815.27	\$ 12,605.09	\$13,046.27	\$39,138.80
Medium Cities	36.20%	(5) Cupertino, Gilroy, Milpitas, Mountain View, Palo Alto	\$ 6,367	\$ 31,836	\$ 52,448.76	\$ 10,489.75	\$10,856.89	\$54,284.47
Small Cities	29.00%	(5) Campbell, Los Altos, Los Gatos, Morgan Hill, Saratoga	\$ 5,094	\$ 25,468	\$ 42,016.97	\$ 8,403.39	\$8,697.51	\$43,487.56
Very Small Cities	8.70%	(2) Los Altos Hills, Monte Sereno	\$ 3,820	\$ 7,640	\$ 12,605.09	\$ 6,302.54	\$6,523.13	\$13,046.27
Total Dues Income				\$ 87,866	\$ 144,886.09			149957.103