



BOARD OF DIRECTORS MEETING AGENDA – REVISED on 2/11/2020  
 February 13, 2020 | 7 PM  
 CITY OF SUNNYVALE | WEST CONFERENCE ROOM  
 456 WEST OLIVE | SUNNYVALE, CA 94088

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

1. Welcome and Roll Call (Sayoc) 7:00 PM
2. Consideration of approval of consent agenda:
  - a. January 2020 Board of Directors Minutes
  - b. \*January 2019 Financial Reports
  - c. \*SCSC Roundtable | ESA Invoice:
    - o December 2019: \$15,654.22  
Billing to date \$222,665.14 of total \$236,986.70*\*reviewed and approved by Secretary/Treasurer and Executive Board*
3. Presentations from Community Members:
  - a. Office of Santa Clara County Supervisor Joe Simitian – conversation regarding upcoming collaborative efforts and opportunities (Brian Pascal, Office of Supervisor Simitian. Consider ways in which the cities could support “*Distracted Driving Awareness Month*” and “*Keep It Clean Santa Clara County*”. 7:05 PM
  - b. Valley Water Ordinance: request to support ordinance implementation of model water efficiency standards 7:15 PM
  - c. Santa Clara Office of Supportive Housing: presentation on the *Community Plan to End Homelessness* (Kathryn Kaminski, Hilary Armstrong, SCC CEO, Ray Bramson, Destination: Home) 7:30 PM
5. Committee Reports
  - a. Legislative Action Committee – report out and consideration of recommendations from Legislative Action Committee 7:50 PM
6. Other Business:
  - a. Discussion of the Board of Directors priority setting and establishing committees (Sayoc) 8:10 PM
  - b. RHNA Methodology Committee Update (Fligor) 8:30 PM
  - c. ABAG General Assembly Meeting Update
6. Public Comment 8:45 PM
7. SCCMA Report (Kent Steffens, City Manager, City of Sunnyvale) 8:50 PM
7. Executive Director Report (Andi Jordan) 8:55 PM
8. Adjourn until Thursday, March 12, 2020 at 7 PM, Sunnyvale City Hall, West Conference Room. 9:00 PM



BOARD OF DIRECTORS MEETING MINUTES  
THURSDAY, JANUARY 9, 2020 | 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. President/Mayor Larry Klein (Sunnyvale) called the meeting to order at 7:03 PM.

Present:

Campbell – Liz Gibbons  
Cupertino - Rod Sinks  
Gilroy – Cat Tucker  
Los Altos - Neysa Fligor  
Los Altos Hills - Michelle Wu  
Los Gatos – absent  
Milpitas - Carmen Montano  
Monte Sereno - Rowena Turner  
Morgan Hill – Rich Constantine  
Mountain View - Margaret Abe-Koga  
Palo Alto - Liz Kniss  
San José - absent  
Santa Clara – Kathy Watanabe  
Saratoga - Manny Cappello  
Sunnyvale – Gustav Larsson  
Executive Director – Andi Jordan  
SCCCMA – Kent Steffens, Sunnyvale

Also present:

Adina Levin – Friends of CalTrain  
Neelima - LAFCO  
Steve Preminger, Santa Clara County, Office of the Chief Executive

2. Consideration of approval of consent agenda:

- a. Approval of November 2019 Board of Directors Meeting Minutes

- b. Acceptance of financial reports:

- \*CASCC November 2019 Reports
- \*CASCC Annual General Membership Dinner Budget vs. Actuals
- \*SCSC Roundtable | ESA invoices
  - October 2019: \$19,591.82
  - November 2019: \$7,364.53

*Billing to date \$207,010.92 of total \$236,986.70*

- c. \*Approval for Executive Director to contract with Attorney to review SCSC Roundtable Bylaws and MOU not to exceed \$5,000.00 with funds from SCSC Roundtable revenue.

\*items also reviewed by Executive Board of Directors at January 3, 2020 meeting

Motion to approve the Consent agenda by Cappello (Saratoga), second by Resnikoff (Campbell).  
Motion passes unanimously,

MOTION: Cappello (Saratoga)  
SECOND: Resnikoff (Campbell)

AYES: 13 – Resnikoff (Campbell), Sinks (Cupertino), Tucker (Gilroy), Fligor (Los Altos), Wu (Los Altos Hills), Montano (Milpitas), Turner (Monte Sereno), Constantine (Morgan Hill), Matichak (Mountain View), Kniss (Palo Alto), Watanabe (Santa Clara), Cappello (Saratoga), Klein (Sunnyvale)

NOS: 0

ABSTENTIONS: 0

ABSENT: 2 – Sayoc (Los Gatos), Jones (San José)

3. Presentations:

- ~~a. Valley Water: Implementation of Model Water Efficiency Standards for New Development by Domingo Candeelas, Office of Government Relations – Valley Water was unable to attend.~~
- b. Seamless Bay Area: Policy proposals to achieve a seamlessly integrated, high-ridership regional public transportation by Adina Levin, Advocacy Director, Seamless Bay Area
- consideration of resolution supporting Seamless Transit Principles

Motion by Constantine (Morgan Hill), second by Sinks (Cupertino) to support Seamless Transportation Resolution.

MOTION: Constantine (Morgan Hill)  
SECOND: Sinks (Cupertino)

AYES: 13 – Resnikoff (Campbell), Sinks (Cupertino), Tucker (Gilroy), Fligor (Los Altos), Wu (Los Altos Hills), Montano (Milpitas), Turner (Monte Sereno), Constantine (Morgan Hill), Matichak (Mountain View), Kniss (Palo Alto), Watanabe (Santa Clara), Cappello (Saratoga), Klein (Sunnyvale)

NOS: 0

ABSTENTIONS: 0

ABSENT: 2 – Sayoc (Los Gatos), Jones (San José)

4. New Business:

- a. Goal Setting – discussion and prioritizing of goals for 2020. Board members discussed possible priority issues. At the end of the meeting (item 10), Board members used “dots” to indicate their preferences for priority issues.

Transportation

- Not Faster but Fairer
- Bike & Ped
- CalTrains- Electrification
- Alternate Transit
- VTA
- EV Charging Stations

Housing -> Planning Collaborative

- AB 1487

- Homelessness
- ADUs

PG&E

Fire Suppression

Reliable Grid

- Alternative Power-Solar
- Disaster Prep for shutoffs

Split Rolls

Health & Safety

- Gun Safety
- Anti-Vaping

Regional Minimum Wage (Parity)

5 G

Ambulance

Sustainability

Public Safety

Recycling/Waste Management

SCSC Roundtable

Decarbonization

- b. LAFCO: request from LAFCA and CA LAFCO Association for feedback and support of a LAFCO legislative proposal to delete a restriction related to the Santa Clara LAFCO commissioner appointments, specifically, the criteria for public member appointments as it relates to city representation on the commission.

Motion to deny support of LAFCO's legislative proposal to delete a restriction related to the Santa Clara LAFCO commissioner appointments, specifically, the criteria for public member appointment as it relates to city representation on the commission AND support/request term limits for the public member appointment.

Motion: Constantine (Morgan Hill)

Second: Tucker (Gilroy)

AYES: 13 – Resnikoff (Campbell), Sinks (Cupertino), Tucker (Gilroy), Fligor (Los Altos), Wu (Los Altos Hills), Montano (Milpitas), Turner (Monte Sereno), Constantine (Morgan Hill), Matichak (Mountain View), Kniss (Palo Alto), Watanabe (Santa Clara), Cappello (Saratoga), Klein (Sunnyvale)

NOS: 0

ABSTENTIONS: 0

ABSENT: 2 – Sayoc (Los Gatos), Jones (San José)

5. Committee Reports:

- a. Legislative Action Committee (Fligor): no action in the committee, therefore no action requested.

6. City Manager/SCCCMA Report (Kent Steffens, City Manager, Sunnyvale): update from Santa Clara County City Managers Association – informational

7. Executive Director Report (Andi Jordan) – *informational*
  - a. Planning Collaborative update
  - b. Participation in Regional Economic Forum
8. Public comment on items not on the agenda – no public comment received.
9. Joys and Challenges: opportunity for members of the Board to share what is happening in their community. *Informational*
- 10 Members straw poll on priorities and goals for 2020. Results given at February Board of Directors meeting:

Transportation (total of 9)

- Not Faster but Fairer – 1
- Bike & Ped – 1
- CalTrains- Electrification-5
- Alternate Transit
- VTA – 1
- EV Charging Stations- 1

Housing -> Planning Collaborative

- AB 1487 - 1
- Homelessness – 4
- ADUs – 4

PG&E

Fire Suppression – 2

Reliable Grid – 2 (total of 7)

- Alternative Power-Solar
- Disaster Prep for shutoffs – 5

Split Rolls – 1

Health & Safety (total 2)- 1

- Gun Safety – 1
- Anti-Vaping

Regional Minimum Wage (Parity)- 4

5 G – 2

Ambulance – 0

Sustainability – 1

Public Safety – 4

Recycling/Waste Management – 2

SCSC Roundtable – 2

Decarbonization - 2

- 11 Adjourn until Thursday, February 13, 2020 at 7PM, Sunnyvale City Hall

Respectfully submitted,  
Andi Jordan  
Executive Director

Minutes approved on DATE

MOTION:

SECOND:

AYES:

NOS:

ABSTENTION:

ABSENT:

DRAFT

# Management Report

CITIES ASSOCIATION OF SANTA CLARA COUNTY

For the period ended January 31, 2020



Prepared by

**BestBooks4U Bookkeeping & QuickBooks Consulting**

Prepared on

**February 11, 2020**

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# Profit and Loss

July 2019 - January 2020

	<b>Total</b>
<b>INCOME</b>	
4000 INCOME	
4010 Membership Dues	150,290.19
4020 Roundtable Income	124,485.00
<b>Total 4000 INCOME</b>	<b>274,775.19</b>
<b>Total Income</b>	<b>274,775.19</b>
<b>GROSS PROFIT</b>	
	<b>274,775.19</b>
<b>EXPENSES</b>	
6000 EXPENSES	
6120 Bank Service Charges	21.00
6122 Merchant QB Payment Fees	298.52
<b>Total 6120 Bank Service Charges</b>	<b>319.52</b>
6125 Directory Production	317.00
6160 Dues & Subscriptions	225.00
6162 Hospitality	674.51
6190 Website SOS	600.00
6300 Legal & Professional Fees	
6310 Accounting Services	1,190.00
<b>Total 6300 Legal &amp; Professional Fees</b>	<b>1,190.00</b>
6350 Roundtable consultant and technical services	158,581.21
Office	
6151 Conferences/Director's Expenses	148.55
6180 Insurance	865.98
6550 Supplies and Equipment	38.14
6610 Postage and Delivery	9.17
6611 Post Office Box	83.00
6615 Office/General Administrative Expenses	94.04
6620 Software Licenses	917.38
6665 Printing and Copying	648.38
6670 Recognition	392.95
<b>Total Office</b>	<b>3,197.59</b>
<b>Total 6000 EXPENSES</b>	<b>165,104.83</b>
MEETINGS	
6400 General Meeting - catering	300.00
6410 General meeting - office supplies/signage	990.25
<b>Total MEETINGS</b>	<b>1,290.25</b>
PAYROLL	
6565 Payroll Service Fees	315.00
6568 Workers Compensation	373.92
6575 Payroll Wages/Salary	60,833.33
6580 Payroll Taxes	4,884.76
<b>Total PAYROLL</b>	<b>66,407.01</b>

	Total
<b>Total Expenses</b>	<b>232,802.09</b>
NET OPERATING INCOME	41,973.10
OTHER INCOME	
7010 Interest Income	2,218.19
7020 Membership Dinners - Proceeds	6,911.41
<b>Total Other Income</b>	<b>9,129.60</b>
OTHER EXPENSES	
6675 Membership Dinners - Cost	7,388.96
<b>Total Other Expenses</b>	<b>7,388.96</b>
NET OTHER INCOME	1,740.64
NET INCOME	<b>\$43,713.74</b>

# Balance Sheet

As of January 31, 2020

	Total
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
1001 Checking - Union Bank	193,310.29
<b>Total Bank Accounts</b>	<b>193,310.29</b>
<b>Accounts Receivable</b>	
1200 Accounts Receivable	-514.00
<b>Total Accounts Receivable</b>	<b>-514.00</b>
<b>Other Current Assets</b>	
1300 LAIF Funds	122,730.82
1310 Venue Prepaid Deposit	1,000.00
Accrued Interest	44.60
<b>Total Other Current Assets</b>	<b>123,775.42</b>
<b>Total Current Assets</b>	<b>316,571.71</b>
<b>Fixed Assets</b>	
1500 Machinery and Equipment	2,203.41
1700 Accumulated Depreciation	-1,926.59
<b>Total Fixed Assets</b>	<b>276.82</b>
<b>TOTAL ASSETS</b>	<b>\$316,848.53</b>
<b>LIABILITIES AND EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Credit Cards</b>	
2200 First National Bank of Omaha	602.20
<b>Total Credit Cards</b>	<b>602.20</b>
<b>Total Current Liabilities</b>	<b>602.20</b>
<b>Total Liabilities</b>	<b>602.20</b>
<b>Equity</b>	
1110 Unrestricted Fund Balance	235,237.50
3000 Opening Bal Equity	-34.00
3010 Reserves	0.00
3013 Reserve for New Equip.	2,329.09
3014 Reserve for Operations	35,000.00
<b>Total 3010 Reserves</b>	<b>37,329.09</b>
Net Income	43,713.74
<b>Total Equity</b>	<b>316,246.33</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$316,848.53</b>

# Statement of Cash Flows

July 2019 - January 2020

	<b>Total</b>
<b>OPERATING ACTIVITIES</b>	
Net Income	43,713.74
Adjustments to reconcile Net Income to Net Cash provided by operations:	
1200 Accounts Receivable	514.00
1300 LAIF Funds	-2,218.19
2200 First National Bank of Omaha	168.52
<b>Total Adjustments to reconcile Net Income to Net Cash provided by operations:</b>	<b>-1,535.67</b>
<b>Net cash provided by operating activities</b>	<b>42,178.07</b>
<b>NET CASH INCREASE FOR PERIOD</b>	<b>42,178.07</b>
Cash at beginning of period	151,132.22
<b>CASH AT END OF PERIOD</b>	<b>\$193,310.29</b>

# Monthly Summary Expenses by VENDOR

January 2020

	<b>Total</b>
A Slice Of New York	138.00
Adobe	14.99
Andi Jordan	8,750.00
AP Intego	49.88
Best Books 4 U	318.75
Environmental Science Associates	26,956.35
FedEx Office	160.48
Gusto	945.38
Intuit	95.00
LCC Peninsula Division	55.00
Lucky	4.08
Microsoft	12.50
Saratoga Federated Church	50.00
Silicon Valley Housing Trust	53.55
Union Bank	3.00
Zoom.us	14.99
Not Specified	53.61
<b>TOTAL</b>	<b>\$37,675.56</b>

# Transaction Detail by Account

January 2020

Date	Transaction Type	Num	Adj	Name	Class	Memo/Description	Split	Amount	Balance
<b>1001 Checking - Union Bank</b>									
01/02/2020	Expense		No	Best Books 4 U		monthly bookkeeping for	6310 EXPENSES:Legal & Professional Fees:Accounting Services	-170.00	-170.00
01/03/2020	Expense		No	Gusto			6565 PAYROLL:Payroll Service Fees	-45.00	-215.00
01/06/2020	Expense		No	AP Intego			6568 PAYROLL:Workers Compensation	-49.88	-264.88
01/13/2020	Check		No	Environmental Science Associates		October 2019 - reviewed by Andi, MLB, MAK	6350 EXPENSES:Roundtable consultant and technical services	-19,591.82	-19,856.70
01/13/2020	Check	2829	No	Environmental Science Associates		November 2019 - reviewed by Andi, MAK, MLB	6350 EXPENSES:Roundtable consultant and technical services	-7,364.53	-27,221.23
01/14/2020	Deposit	75013236	No	Cindy Chavez		December General Membership Dinner	7020 Membership Dinners - Proceeds	75.00	-27,146.23
01/17/2020	Expense		No	Best Books 4 U			6310 EXPENSES:Legal & Professional Fees:Accounting Services	-148.75	-27,294.98
01/21/2020	Check	2833	No	Saratoga Federated Church		General Membership dinner - (parking donation)	6675 Membership Dinners - Cost	-50.00	-27,344.98
01/23/2020	Transfer		No				2200 First National Bank of Omaha	-553.67	-27,898.65
01/27/2020	Journal Entry	Gusto	No		CASCC	Debit net pay	-Split-	-5,865.62	-33,764.27
01/27/2020	Journal Entry	Gusto	No		CASCC	Debit tax	-Split-	-3,784.76	-37,549.03
01/31/2020	Expense		No	Union Bank			6120 EXPENSES:Bank Service Charges	-3.00	-37,552.03
<b>Total for 1001 Checking - Union Bank</b>								<b>\$ -37,552.03</b>	
<b>1300 LAIF Funds</b>									
01/15/2020	Deposit		No	LAIF			7010 Interest Income	701.03	701.03
<b>Total for 1300 LAIF Funds</b>								<b>\$701.03</b>	
<b>2200 First National Bank of Omaha</b>									
01/03/2020	Expense	Exec board copies	No			Exec BOD	6665 EXPENSES:Office:Printing and Copying	20.50	20.50
01/03/2020	Expense	copies - exec board	No	FedEx Office		copies	6665 EXPENSES:Office:Printing and Copying	47.60	68.10
01/09/2020	Expense	copies BOD/LAC/CSC	No			copies 1/9 BOD, LAC, CSC	6665 EXPENSES:Office:Printing and Copying	33.11	101.21
01/09/2020	Expense	copies	No	FedEx Office			6665 EXPENSES:Office:Printing and Copying	35.20	136.41
01/09/2020	Expense	copies BOD/LAC/CSC	No	FedEx Office		copies	6665 EXPENSES:Office:Printing and Copying	77.68	214.09
01/09/2020	Expense		No	A Slice Of New York			6162 EXPENSES:Hospitality	138.00	352.09
01/13/2020	Expense		No	Zoom.us			6620 EXPENSES:Office:Software Licenses	14.99	367.08
01/13/2020	Expense		No	Lucky			6162 EXPENSES:Hospitality	4.08	371.16
01/16/2020	Expense		No	LCC Peninsula Division			6151 EXPENSES:Office:Conferences/Directors Expenses	55.00	426.16

Date	Transaction Type	Num	Adj	Name	Class	Memo/Description	Split	Amount	Balance
01/16/2020	Expense		No	Adobe			6620 EXPENSES:Office:Software Licenses	14.99	441.15
01/16/2020	Expense		No	Intuit			6620 EXPENSES:Office:Software Licenses	25.00	466.15
01/17/2020	Expense		No	Silicon Valley Housing Trust		Housing Trust investor briefing	6151 EXPENSES:Office:Conferences/Directors Expenses	53.55	519.70
01/21/2020	Expense		No	Intuit			6620 EXPENSES:Office:Software Licenses	70.00	589.70
01/21/2020	Expense		No	Microsoft			6620 EXPENSES:Office:Software Licenses	12.50	602.20
01/23/2020	Transfer		No				1001 Checking - Union Bank	-553.67	48.53
<b>Total for 2200 First National Bank of Omaha</b>								<b>\$48.53</b>	
<b>6000 EXPENSES</b>									
<b>6120 Bank Service Charges</b>									
01/31/2020	Expense		No	Union Bank	CASCC	CHECK IMAGE FEE CHECK IMAGE FEE	1001 Checking - Union Bank	3.00	3.00
<b>Total for 6120 Bank Service Charges</b>								<b>\$3.00</b>	
<b>6162 Hospitality</b>									
01/09/2020	Expense		No	A Slice Of New York	CASCC		2200 First National Bank of Omaha	138.00	138.00
01/13/2020	Expense		No	Lucky	CASCC	LUCKY #723 LOS ALTOS - LOS ALTOS, CA	2200 First National Bank of Omaha	4.08	142.08
<b>Total for 6162 Hospitality</b>								<b>\$142.08</b>	
<b>6300 Legal &amp; Professional Fees</b>									
<b>6310 Accounting Services</b>									
01/02/2020	Expense		No	Best Books 4 U	CASCC	bookkeeping	1001 Checking - Union Bank	170.00	170.00
01/17/2020	Expense		No	Best Books 4 U	CASCC	ADELE LEVIN T/A SALE WEB ADELE LEVIN T/A SALE WEB	1001 Checking - Union Bank	148.75	318.75
<b>Total for 6310 Accounting Services</b>								<b>\$318.75</b>	
<b>Total for 6300 Legal &amp; Professional Fees</b>								<b>\$318.75</b>	
<b>6350 Roundtable consultant and technical services</b>									
01/13/2020	Check	2829	No	Environmental Science Associates	Roundtable	November 2019	1001 Checking - Union Bank	7,364.53	7,364.53
01/13/2020	Check		No	Environmental Science Associates	Roundtable	October 2019	1001 Checking - Union Bank	19,591.82	26,956.35
<b>Total for 6350 Roundtable consultant and technical services</b>								<b>\$26,956.35</b>	
<b>Office</b>									
<b>6151 Conferences/Director's Expenses</b>									
01/16/2020	Expense		No	LCC Peninsula Division	CASCC	PAYPAL *LCCPENINSUL - 4029357733, CA	2200 First National Bank of Omaha	55.00	55.00
01/17/2020	Expense		No	Silicon Valley Housing Trust	CASCC	Housing Trust investor briefing	2200 First National Bank of Omaha	53.55	108.55

Date	Transaction Type	Num	Adj	Name	Class	Memo/Description	Split	Amount	Balance
<b>Total for 6151 Conferences/Director's Expenses</b>								<b>\$108.55</b>	
<b>6620 Software Licenses</b>									
01/13/2020	Expense		No	Zoom.us	CASCC	ZOOM.US - 8887999666, CA	2200 First National Bank of Omaha	14.99	14.99
01/16/2020	Expense		No	Adobe	CASCC	ADOBE ACROBAT PRO - 8008336687, CA	2200 First National Bank of Omaha	14.99	29.98
01/16/2020	Expense		No	Intuit	CASCC	Intuit *QuickBooks - 800-446-8848, CA	2200 First National Bank of Omaha	25.00	54.98
01/21/2020	Expense		No	Intuit	CASCC	Intuit *QuickBooks - 800-446-8848, CA	2200 First National Bank of Omaha	70.00	124.98
01/21/2020	Expense		No	Microsoft	CASCC	MSFT * E0100A2B1P - MSBILL.INFO, WA	2200 First National Bank of Omaha	12.50	137.48
<b>Total for 6620 Software Licenses</b>								<b>\$137.48</b>	
<b>6665 Printing and Copying</b>									
01/03/2020	Expense	Exec board copies	No		CASCC	Fedex Office	2200 First National Bank of Omaha	20.50	20.50
01/03/2020	Expense	copies - exec board	No	FedEx Office	CASCC	Fedex Office	2200 First National Bank of Omaha	47.60	68.10
01/09/2020	Expense	copies BOD/LAC/CSC	No	FedEx Office	CASCC	Fedex Office	2200 First National Bank of Omaha	77.68	145.78
01/09/2020	Expense	copies BOD/LAC/CSC	No		CASCC	Fedex Office	2200 First National Bank of Omaha	33.11	178.89
01/09/2020	Expense	copies	No	FedEx Office	CASCC	Fedex Office	2200 First National Bank of Omaha	35.20	214.09
<b>Total for 6665 Printing and Copying</b>								<b>\$214.09</b>	
<b>Total for Office</b>								<b>\$460.12</b>	
<b>Total for 6000 EXPENSES</b>								<b>\$27,880.30</b>	
<b>PAYROLL</b>									
<b>6565 Payroll Service Fees</b>									
01/03/2020	Expense		No	Gusto	CASCC	GUSTO FEE 119175 CCD 6sem GUSTO FEE 119175 CCD 6semjo5k7nr	1001 Checking - Union Bank	45.00	45.00
<b>Total for 6565 Payroll Service Fees</b>								<b>\$45.00</b>	
<b>6568 Workers Compensation</b>									
01/06/2020	Expense		No	AP Intego	CASCC	APIntego ACHTRANS CCD 537 APIntego ACHTRANS CCD 53786992	1001 Checking - Union Bank	49.88	49.88
<b>Total for 6568 Workers Compensation</b>								<b>\$49.88</b>	
<b>6575 Payroll Wages/Salary</b>									
01/27/2020	Journal Entry	Gusto	No		CASCC	Regular Wages	-Split-	8,750.00	8,750.00
<b>Total for 6575 Payroll Wages/Salary</b>								<b>\$8,750.00</b>	
<b>6580 Payroll Taxes</b>									
01/27/2020	Journal Entry	Gusto	No		CASCC	Employer Taxes	-Split-	900.38	900.38
<b>Total for 6580 Payroll Taxes</b>								<b>\$900.38</b>	
<b>Total for PAYROLL</b>								<b>\$9,745.26</b>	



Date	Transaction Type	Num	Adj	Name	Class	Memo/Description	Split	Amount	Balance
<b>7010 Interest Income</b>									
01/15/2020	Deposit		No	LAIF	CASCC		1300 LAIF Funds	701.03	701.03
<b>Total for 7010 Interest Income</b>								<b>\$701.03</b>	
<b>7020 Membership Dinners - Proceeds</b>									
01/14/2020	Deposit	75013236	No	Cindy Chavez	CASCC	December General Membership Dinner	1001 Checking - Union Bank	75.00	75.00
<b>Total for 7020 Membership Dinners - Proceeds</b>								<b>\$75.00</b>	
<b>6675 Membership Dinners - Cost</b>									
01/21/2020	Check	2833	No	Saratoga Federated Church	CASCC	General Membership dinner - (parking donation)	1001 Checking - Union Bank	50.00	50.00
<b>Total for 6675 Membership Dinners - Cost</b>								<b>\$50.00</b>	

CITIES ASSOCIATION OF SANTA CLARA COUNTY

BUDGET VS. ACTUALS: FY 2020 CASCC - FY20 P&L CLASSES

July 2019 - June 2020

	CASCC				PC				ROUNDTABLE				TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income																
4000 INCOME													\$0.00	\$0.00	\$0.00	0.00%
4010 Membership Dues	150,290.19	149,957.01	333.18	100.22 %									\$150,290.19	\$149,957.01	\$333.18	100.22 %
4020 Roundtable Income									124,485.00	250,000.00	-125,515.00	49.79 %	\$124,485.00	\$250,000.00	\$ -125,515.00	49.79 %
4030 Directory Income		500.00	-500.00										\$0.00	\$500.00	\$ -500.00	0.00%
4040 Planning Collaborative						50,000.00	-50,000.00						\$0.00	\$50,000.00	\$ -50,000.00	0.00%
<b>Total 4000 INCOME</b>	<b>150,290.19</b>	<b>150,457.01</b>	<b>-166.82</b>	<b>99.89 %</b>		<b>50,000.00</b>	<b>-50,000.00</b>		<b>124,485.00</b>	<b>250,000.00</b>	<b>-125,515.00</b>	<b>49.79 %</b>	<b>\$274,775.19</b>	<b>\$450,457.01</b>	<b>\$ -175,681.82</b>	<b>61.00 %</b>
<b>Total Income</b>	<b>\$150,290.19</b>	<b>\$150,457.01</b>	<b>\$ -166.82</b>	<b>99.89 %</b>	<b>\$0.00</b>	<b>\$50,000.00</b>	<b>\$ -50,000.00</b>	<b>0.00%</b>	<b>\$124,485.00</b>	<b>\$250,000.00</b>	<b>\$ -125,515.00</b>	<b>49.79 %</b>	<b>\$274,775.19</b>	<b>\$450,457.01</b>	<b>\$ -175,681.82</b>	<b>61.00 %</b>
GROSS PROFIT	\$150,290.19	\$150,457.01	\$ -166.82	99.89 %	\$0.00	\$50,000.00	\$ -50,000.00	0.00 %	\$124,485.00	\$250,000.00	\$ -125,515.00	49.79 %	\$274,775.19	\$450,457.01	\$ -175,681.82	61.00 %
Expenses																
6000 EXPENSES		11,570.00	-11,570.00										\$0.00	\$11,570.00	\$ -11,570.00	0.00%
6120 Bank Service Charges	21.00		21.00										\$21.00	\$0.00	\$21.00	0.00%
6122 Merchant QB Payment Fees	298.52		298.52										\$298.52	\$0.00	\$298.52	0.00%
<b>Total 6120 Bank Service Charges</b>	<b>319.52</b>		<b>319.52</b>										<b>\$319.52</b>	<b>\$0.00</b>	<b>\$319.52</b>	<b>0.00%</b>
6125 Directory Production	317.00		317.00										\$317.00	\$0.00	\$317.00	0.00%
6160 Dues & Subscriptions	225.00		225.00										\$225.00	\$0.00	\$225.00	0.00%
6162 Hospitality	674.51		674.51										\$674.51	\$0.00	\$674.51	0.00%
6190 Website SOS	600.00		600.00										\$600.00	\$0.00	\$600.00	0.00%
6300 Legal & Professional Fees		4,000.00	-4,000.00										\$0.00	\$4,000.00	\$ -4,000.00	0.00%
6310 Accounting Services	1,190.00		1,190.00										\$1,190.00	\$0.00	\$1,190.00	0.00%
<b>Total 6300 Legal &amp; Professional Fees</b>	<b>1,190.00</b>	<b>4,000.00</b>	<b>-2,810.00</b>	<b>29.75 %</b>									<b>\$1,190.00</b>	<b>\$4,000.00</b>	<b>\$ -2,810.00</b>	<b>29.75 %</b>
6350 Roundtable consultant and technical services									158,581.21	244,986.70	-86,405.49	64.73 %	\$158,581.21	\$244,986.70	\$ -86,405.49	64.73 %
6370 Programs and Initiatives		5,000.00	-5,000.00										\$0.00	\$5,000.00	\$ -5,000.00	0.00%
Office		11,570.00	-11,570.00										\$0.00	\$11,570.00	\$ -11,570.00	0.00%
6151 Conferences/Director's Expenses	148.55		148.55										\$148.55	\$0.00	\$148.55	0.00%
6180 Insurance	865.98		865.98										\$865.98	\$0.00	\$865.98	0.00%
6550 Supplies and Equipment	38.14		38.14										\$38.14	\$0.00	\$38.14	0.00%
6610 Postage and Delivery	9.17		9.17										\$9.17	\$0.00	\$9.17	0.00%
6611 Post Office Box	83.00		83.00										\$83.00	\$0.00	\$83.00	0.00%
6615 Office/General Administrative Expenses	94.04		94.04										\$94.04	\$0.00	\$94.04	0.00%
6620 Software Licenses	917.38		917.38										\$917.38	\$0.00	\$917.38	0.00%
6665 Printing and Copying	603.87		603.87						44.51		44.51		\$648.38	\$0.00	\$648.38	0.00%
6670 Recognition	392.95		392.95										\$392.95	\$0.00	\$392.95	0.00%
<b>Total Office</b>	<b>3,153.08</b>	<b>11,570.00</b>	<b>-8,416.92</b>	<b>27.25 %</b>					<b>44.51</b>		<b>44.51</b>		<b>\$3,197.59</b>	<b>\$11,570.00</b>	<b>\$ -8,372.41</b>	<b>27.64 %</b>
<b>Total 6000 EXPENSES</b>	<b>6,479.11</b>	<b>32,140.00</b>	<b>-25,660.89</b>	<b>20.16 %</b>					<b>158,625.72</b>	<b>244,986.70</b>	<b>-86,360.98</b>	<b>64.75 %</b>	<b>\$165,104.83</b>	<b>\$277,126.70</b>	<b>\$ -112,021.87</b>	<b>59.58 %</b>
MEETINGS																
6400 General Meeting - catering	300.00	10,000.00	-9,700.00	3.00 %									\$0.00	\$0.00	\$0.00	0.00%
6410 General meeting - office supplies/signage	990.25	1,000.00	-9.75	99.03 %									\$300.00	\$10,000.00	\$ -9,700.00	3.00 %
<b>Total MEETINGS</b>	<b>1,290.25</b>	<b>11,000.00</b>	<b>-9,709.75</b>	<b>11.73 %</b>									<b>\$1,290.25</b>	<b>\$11,000.00</b>	<b>\$ -9,709.75</b>	<b>11.73 %</b>
PAYROLL																
6560 Employee Expenses		115,500.00	-115,500.00										\$0.00	\$0.00	\$0.00	0.00%
6565 Payroll Service Fees	315.00	600.00	-285.00	52.50 %									\$0.00	\$115,500.00	\$ -115,500.00	0.00%
6568 Workers Compensation	373.92		373.92										\$315.00	\$600.00	\$ -285.00	52.50 %
6575 Payroll Wages/Salary	60,833.33		60,833.33										\$373.92	\$0.00	\$373.92	0.00%
6580 Payroll Taxes	4,884.76		4,884.76										\$60,833.33	\$0.00	\$60,833.33	0.00%
<b>Total PAYROLL</b>	<b>66,407.01</b>	<b>116,100.00</b>	<b>-49,692.99</b>	<b>57.20 %</b>									<b>\$4,884.76</b>	<b>\$0.00</b>	<b>\$4,884.76</b>	<b>0.00%</b>
<b>Total Expenses</b>	<b>\$74,176.37</b>	<b>\$159,240.00</b>	<b>\$ -85,063.63</b>	<b>46.58 %</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>	<b>\$158,625.72</b>	<b>\$244,986.70</b>	<b>\$ -86,360.98</b>	<b>64.75 %</b>	<b>\$232,802.09</b>	<b>\$404,226.70</b>	<b>\$ -171,424.61</b>	<b>57.59 %</b>
NET OPERATING INCOME	\$76,113.82	\$ -8,782.99	\$84,896.81	-866.60 %	\$0.00	\$50,000.00	\$ -50,000.00	0.00 %	\$ -34,140.72	\$5,013.30	\$ -39,154.02	-681.00 %	\$41,973.10	\$46,230.31	\$ -4,257.21	90.79 %
Other Income																
7010 Interest Income	2,218.19	500.00	1,718.19	443.64 %									\$2,218.19	\$500.00	\$1,718.19	443.64 %
7020 Membership Dinners - Proceeds	6,911.41	5,200.00	1,711.41	132.91 %									\$6,911.41	\$5,200.00	\$1,711.41	132.91 %
General Membership Meeting		5,200.00	-5,200.00										\$0.00	\$5,200.00	\$ -5,200.00	0.00%
<b>Total Other Income</b>	<b>\$9,129.60</b>	<b>\$10,900.00</b>	<b>\$ -1,770.40</b>	<b>83.76 %</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>	<b>\$9,129.60</b>	<b>\$10,900.00</b>	<b>\$ -1,770.40</b>	<b>83.76 %</b>
Other Expenses																
6675 Membership Dinners - Cost	7,388.96	14,000.00	-6,611.04	52.78 %									\$7,388.96	\$14,000.00	\$ -6,611.04	52.78 %
<b>Total Other Expenses</b>	<b>\$7,388.96</b>	<b>\$14,000.00</b>	<b>\$ -6,611.04</b>	<b>52.78 %</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>	<b>\$7,388.96</b>	<b>\$14,000.00</b>	<b>\$ -6,611.04</b>	<b>52.78 %</b>
NET OTHER INCOME	\$1,740.64	\$ -3,100.00	\$4,840.64	-56.15 %	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00%	\$1,740.64	\$ -3,100.00	\$4,840.64	-56.15 %
NET INCOME	\$77,854.46	\$ -11,882.99	\$89,737.45	-655.18 %	\$0.00	\$50,000.00	\$ -50,000.00	0.00 %	\$ -34,140.72	\$5,013.30	\$ -39,154.02	-681.00 %	\$43,713.74	\$43,130.31	\$583.43	101.35 %



Environmental Science Associates  
 550 Kearny Street, Suite 800  
 San Francisco, CA 94108  
 (415) 896-5900

**INVOICE**

Andi Jordan  
 Executive Director  
 Cities Association of Santa Clara County  
 PO Box 3144  
 Los Altos, CA 94024

January 24, 2020  
 Invoice No: 151970  
 Project Manager: Steven Alverson

Project D181353.00 CASCC - Facilitator/Consultant Services for Santa Clara/Santa Cruz  
 Community Roundtable

**Professional Services from December 1, 2019 to December 31, 2019**

Task 0000001 Facilitate Regular Roundtable Meetings

Subtask 0000011 1.1 Prepare For Up To 17 Roundtable Meetings

**Professional Personnel**

	Hours	Rate	Amount	
Senior Director III				
Alverson, Steven	9.00	300.00	2,700.00	
Senior Associate I				
Wasserman, Evan	31.00	150.00	4,650.00	
Totals	40.00		7,350.00	
<b>Total Labor</b>				<b>7,350.00</b>
				<b>Subtotal this Subtask: \$7,350.00</b>

Subtask 0000012 1.2 Attend, Facilitate, and Interact with CASCC staff/ Roundtable Members at Up To 17 Roundtable Meetings

**Professional Personnel**

	Hours	Rate	Amount	
Senior Director III				
Alverson, Steven	10.00	300.00	3,000.00	
Senior Associate I				
Wasserman, Evan	10.00	150.00	1,500.00	
Totals	20.00		4,500.00	
<b>Total Labor</b>				<b>4,500.00</b>
				<b>Subtotal this Subtask: \$4,500.00</b>

Subtask 0000013 1.3 Prepare Up To 17 Meeting Recaps and Lists of Action Items/Actions Taken

**Professional Personnel**

	Hours	Rate	Amount	
Senior Director III				
Alverson, Steven	1.00	300.00	300.00	
Senior Associate I				
Wasserman, Evan	9.50	150.00	1,425.00	
Totals	10.50		1,725.00	
<b>Total Labor</b>				<b>1,725.00</b>

**In-House Reimbursable Billing**

Printing 8.5x11 b/w

ARC_PRINTING BW 8.5X11	20.0 Pages @ 0.10	2.00	
<b>Total In-House Reimbursables</b>	<b>1.0 times</b>	<b>2.00</b>	<b>2.00</b>
<b>Subtotal this Subtask:</b>			<b>\$1,727.00</b>
<b>TOTAL THIS TASK:</b>			<b>\$13,577.00</b>

Task 0000002 Assist CASCC in Improving Roundtable Participation, Meeting Format, and Composition

<b>Billing Limits</b>	<b>Current</b>	<b>Prior</b>	<b>To-Date</b>
Total Billings	0.00	2,100.00	2,100.00
Limit			5,100.00
Remaining			3,000.00
<b>TOTAL THIS TASK:</b>			<b>0.00</b>

Task 0000003 Provide Support for Work Not Currently Before the Roundtable

**Professional Personnel**

	<b>Hours</b>	<b>Rate</b>	<b>Amount</b>	
Senior Director III				
Alverson, Steven	4.50	300.00	1,350.00	
Totals	4.50		1,350.00	
<b>Total Labor</b>				<b>1,350.00</b>

<b>Billing Limits</b>	<b>Current</b>	<b>Prior</b>	<b>To-Date</b>
Total Billings	1,350.00	7,712.50	9,062.50
Limit			50,620.00
Remaining			41,557.50
<b>TOTAL THIS TASK:</b>			<b>\$1,350.00</b>

Task 0000004 Follow Up with FAA and SFO on the Select Committee Recommendations

<b>Billing Limits</b>	<b>Current</b>	<b>Prior</b>	<b>To-Date</b>
Total Billings	0.00	3,205.00	3,205.00
Limit			7,200.00
Remaining			3,995.00
<b>TOTAL THIS TASK:</b>			<b>0.00</b>

Task 0000005 Follow Up with FAA and SJC on the Southflow Recommendations

<b>Billing Limits</b>	<b>Current</b>	<b>Prior</b>	<b>To-Date</b>
Total Billings	0.00	0.00	0.00
Limit			7,200.00
Remaining			7,200.00
<b>TOTAL THIS TASK:</b>			<b>0.00</b>

Task 0000006 Develop an FAA Advocacy Plan

<b>Billing Limits</b>	<b>Current</b>	<b>Prior</b>	<b>To-Date</b>
Total Billings	0.00	0.00	0.00
Limit			21,600.00
Remaining			21,600.00
<b>TOTAL THIS TASK:</b>			<b>0.00</b>

Task 0000007 Prepare and Maintain the Santa Clara/Santa Cruz Community Roundtable Public Website

**Professional Personnel**

	Hours	Rate	Amount	
Senior Director III				
Alverson, Steven	1.00	300.00	300.00	
Totals	1.00		300.00	
<b>Total Labor</b>				<b>300.00</b>

Billing Limits	Current	Prior	To-Date	
Total Billings	300.00	4,500.00	4,800.00	
Limit			10,820.00	
Remaining			6,020.00	
			<b>TOTAL THIS TASK:</b>	<b>\$300.00</b>

Task 0000ODC Other Direct Cost

**Reimbursable Expenses**

Travel - Transportation			12.00	
Travel - Mileage			152.82	
<b>Total Reimbursables</b>		<b>1.0 times</b>	<b>164.82</b>	<b>164.82</b>

**In-House Reimbursable Billing**

Printing 8.5x11 b/w				
ARC_PRINTING BW 8.5X11	1,216.0 Pages @ 0.10		121.60	
Printing 8.5x11 color				
ARC_PRINTING COLOR 8.5X11	352.0 Pages @ 0.40		140.80	
<b>Total In-House Reimbursables</b>		<b>1.0 times</b>	<b>262.40</b>	<b>262.40</b>

Billing Limits	Current	Prior	To-Date	
Total Billings	427.22	10,065.92	10,493.14	
Limit			16,161.70	
Remaining			5,668.56	
			<b>TOTAL THIS TASK:</b>	<b>\$427.22</b>

**TOTAL INVOICE AMOUNT \$15,654.22**

Billings to Date	Current	Prior	Total
	15,654.22	207,010.92	222,665.14

Remit to:

E S A  
P.O. Box 92170  
Elk Grove, IL 60009

TIN #: 94-1698350

# Billing Backup

Friday, January 24, 2020

Environmental Science Associates

Invoice 151970 Dated 1/24/2020

9:48:56 AM

Project D181353.00 CASCC - Facilitator/Consultant Services for Santa Clara/Santa Cruz  
Community Roundtable

Task 0000001 Facilitate Regular Roundtable Meetings

Subtask 0000011 1.1 Prepare For Up To 17 Roundtable Meetings

**Professional Personnel**

			Hours	Rate	Amount
Senior Director III					
Senior Director III					
1 - Alverson, Steven	12/9/2019	2.00	300.00	600.00	
SCSC RT Checkin Meeting					
1 - Alverson, Steven	12/12/2019	1.00	300.00	300.00	
Revise Draft Strategic Plan and Work Plan					
1 - Alverson, Steven	12/13/2019	4.00	300.00	1,200.00	
Prep for the 12/19 RT Meeting					
1 - Alverson, Steven	12/16/2019	2.00	300.00	600.00	
Prepare for 12/19/19 SCSC RT Meeting					
Senior Associate I					
Senior Associate I					
7 - Wasserman, Evan	12/2/2019	.50	150.00	75.00	
.5 hr for correspondence tracking					
7 - Wasserman, Evan	12/5/2019	.50	150.00	75.00	
.5 hr for correspondence tracking					
7 - Wasserman, Evan	12/6/2019	.50	150.00	75.00	
.5 hr for correspondence tracking and sending out ANR					
7 - Wasserman, Evan	12/9/2019	2.00	150.00	300.00	
2 hrs for phone call meeting and discussion with PM about tasks and agenda					
7 - Wasserman, Evan	12/10/2019	2.00	150.00	300.00	
2 hrs for edits to agenda document, and review of Work Plan					
7 - Wasserman, Evan	12/11/2019	4.00	150.00	600.00	
4 hrs for communication, review, edits to strategic plan, work plan, and drafting agenda					
7 - Wasserman, Evan	12/12/2019	2.00	150.00	300.00	
2 hrs for communication, review, edits to strategic plan, work plan, and drafting agenda					
7 - Wasserman, Evan	12/13/2019	6.00	150.00	900.00	
6 hrs for communication, review, edits to strategic plan, work plan, and drafting agenda					
7 - Wasserman, Evan	12/16/2019	6.00	150.00	900.00	
6 hrs for Work Plan/Strategic Plan edits, and compiling agenda packet					
7 - Wasserman, Evan	12/17/2019	1.00	150.00	150.00	
1 hr for communication/compiling packet					
7 - Wasserman, Evan	12/18/2019	5.50	150.00	825.00	
5.5 hrs for Work Plan/Strategic Plan edits, and compiling agenda packet					
7 - Wasserman, Evan	12/31/2019	1.00	150.00	150.00	
1 hr for review of the Strategic Plan document for edit consolidation					
Totals			40.00		7,350.00
<b>Total Labor</b>					<b>7,350.00</b>
<b>Subtotal this Subtask:</b>					<b>\$7,350.00</b>

Subtask 0000012 1.2 Attend, Facilitate, and Interact with CASCC staff/ Roundtable Members at Up To 17 Roundtable Meetings

**Professional Personnel**

			Hours	Rate	Amount
Senior Director III					
Senior Director III					
1 - Alverson, Steven	12/19/2019		10.00	300.00	3,000.00
Drive to, Attend, Facilitate, the SCSC RT Meeting					
Senior Associate I					
Senior Associate I					
7 - Wasserman, Evan	12/19/2019		10.00	150.00	1,500.00
10 hrs for travel/attendance at the SCSC Roundtable meeting					
Totals			20.00		4,500.00
<b>Total Labor</b>					<b>4,500.00</b>

**Subtotal this Subtask: \$4,500.00**

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 Subtask           0000013           1.3 Prepare Up To 17 Meeting Recaps and Lists of Action Items/Actions Taken

**Professional Personnel**

			Hours	Rate	Amount
Senior Director III					
Senior Director III					
1 - Alverson, Steven	12/20/2019		1.00	300.00	300.00
RT Meeting Follow-up					
Senior Associate I					
Senior Associate I					
7 - Wasserman, Evan	12/20/2019		3.50	150.00	525.00
1.5 hrs for meetign recap edits and review; 1.5 edits for edits to video/audio to attempt upload; .5 for posting articles to website					
7 - Wasserman, Evan	12/23/2019		2.00	150.00	300.00
2 hrs for drafting meeting recap and working to upload video/audio of the 12-19-19 meeting					
7 - Wasserman, Evan	12/24/2019		2.00	150.00	300.00
2 hrs for review of the Work Plan for edits made during the 12-19-19 meeting and uploading just the audio of the 12-19-19 meeting					
7 - Wasserman, Evan	12/31/2019		2.00	150.00	300.00
2 hrs for review and edits to the meeting recap, and review of audio recording for edits to the Strategic Plan					
Totals			10.50		1,725.00
<b>Total Labor</b>					<b>1,725.00</b>

**In-House Reimbursable Billing**

Printing 8.5x11 b/w					
ARC_PRINTING BW 8.5X11			20.0 Pages @ 0.10		2.00
<b>Total In-House Reimbursables</b>			<b>1.0 times</b>		<b>2.00</b>

**Subtotal this Subtask: \$1,727.00**

**TOTAL THIS TASK: \$13,577.00**

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 Task               0000003           Provide Support for Work Not Currently Before the Roundtable

**Professional Personnel**

			Hours	Rate	Amount
Senior Director III					
Senior Director III					
1 - Alverson, Steven	12/12/2019		1.00	300.00	300.00

Project	D181353.00	CASCC - Facilitator/Consultant Services	Invoice	151970
		Revise Draft Strategic Plan and Work Plan		
1 - Alverson, Steven		12/12/2019	1.00	300.00
		SUNNE ONE Letter to Raquel Girvin		300.00
1 - Alverson, Steven		12/13/2019	2.00	300.00
		Revise Draft Strategic Plan and Work Plan		600.00
1 - Alverson, Steven		12/31/2019	.50	300.00
		Assist with Email Responses		150.00
		Totals	4.50	1,350.00
		<b>Total Labor</b>		<b>1,350.00</b>
<b>TOTAL THIS TASK:</b>				<b>\$1,350.00</b>

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Task	0000007	Prepare and Maintain the Santa Clara/Santa Cruz Community Roundtable Public Website	Hours	Rate	Amount
<b>Professional Personnel</b>					
		Senior Director III			
		Senior Director III			
1 - Alverson, Steven		12/31/2019	1.00	300.00	300.00
		SCSC Website Articles			
		Totals	1.00		300.00
		<b>Total Labor</b>			<b>300.00</b>
<b>TOTAL THIS TASK:</b>					<b>\$300.00</b>

---

Task	0000ODC	Other Direct Cost	Hours	Rate	Amount
<b>Reimbursable Expenses</b>					
		Travel - Transportation			
EX 000000050956	12/19/2019	Alverson, Steven / Bridge Tolls			12.00
		Travel - Mileage			
EX 000000050956	12/19/2019	Alverson, Steven / Round Trip Mileage to Saratoga			152.82
		<b>Total Reimbursables</b>	<b>1.0 times</b>		<b>164.82</b>
<b>In-House Reimbursable Billing</b>					
		Printing 8.5x11 b/w			
		ARC_PRINTING BW 8.5X11	1,216.0 Pages @ 0.10		121.60
		Printing 8.5x11 color			
		ARC_PRINTING COLOR 8.5X11	352.0 Pages @ 0.40		140.80
		<b>Total In-House Reimbursables</b>	<b>1.0 times</b>		<b>262.40</b>
<b>TOTAL THIS TASK:</b>					<b>\$427.22</b>
<b>Total this Project</b>					<b>\$15,654.22</b>
<b>Total this Report</b>					<b>\$15,654.22</b>



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**Environmental Science Associates**Expense Report for Invoice #000000151970 Dated 1/24/2020

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<b>Date</b>	<b>Person</b>	<b>Category</b>	<b>Description</b>	<b>Amount</b>
12/19/2019	Alverson, Steven	Parking/Toll/Cab/Rail (Ferry)		\$12.00
Business Reason: Bridge Toll going to and from Saratoga				
12/19/2019	Alverson, Steven	Mileage (2019 Rate @.580)	Travel: 263.49 mi @ 0.580	\$152.82
Business Reason: Drive to the December 19th SCSC Roundtable meeting in Saratoga to facilitate the meeting.		Travel To/From: ESA's Sacramento Office to Saratoga Community Center - Roundtrip		
<b>Total</b>				<b>\$164.82</b>

---

**Category Summary**

Mileage (2019 Rate @.580)	\$152.82
Parking/Toll/Cab/Rail (Ferry)	\$12.00

YOUR TRIP TO:



2600 Capitol Ave

4 HR 28 MIN | 263 MI

IRS Reimbursement: \$152.82



Print a full health report of your car with HUM vehicle diagnostics (800) 906-2501

SCSC Roundtable Meeting in Saratoga, CA

2600 Capitol Ave



1. Start out going **east** on Capitol Ave toward 27th St.

Then 0.21 miles ..... 0.21 total miles



2. Turn **right** onto 29th St.

*29th St is just past 28th St.*

*If you reach 30th St you've gone a little too far.*

Then 0.08 miles ..... 0.29 total miles



3. Merge onto Capital City Fwy/I-80 Bus W via the ramp on the **left** toward **Placerville/San Francisco**.

*If you reach N Street O Street Aly you've gone a little too far.*

Then 0.41 miles ..... 0.70 total miles



4. Merge onto Capital City Fwy/I-80 Bus W/US-50 W via EXIT 6B toward **I-5/San Francisco**.

Then 5.70 miles ..... 6.40 total miles



5. Capital City Fwy/I-80 Bus W/US-50 W becomes I-80 W.

Then 65.11 miles ..... 71.51 total miles



**6. I-80 W.**



37.943399, -122.323881

This leg of your trip is:

**1 hour 9 minutes • 71.51 miles**

----- Start of next leg of route -----



**7. Start out going west on I-80 W.**

----- Then 7.98 miles -----

79.49 total miles



**8. Keep left to take I-580 E via EXIT 8B toward Downtown Oakland/I-880/Alameda/Hayward/Stockton/San Jose.**

----- Then 1.51 miles -----

81.00 total miles



**9. Merge onto I-980 W via EXIT 19C.**

----- Then 2.17 miles -----

83.17 total miles



**10. Merge onto I-880 S via EXIT 1A on the left toward San Jose.**

----- Then 21.17 miles -----

104.34 total miles



**11. Merge onto CA-84 W via EXIT 21 toward Dumbarton Br (Portions toll).**

----- Then 8.68 miles -----

113.02 total miles



**12. BAYFRONT EXPY.**

*Your destination is 0.3 miles past Hacker Way.*

*If you reach Facebook Way you've gone about 0.5 miles too far.*



37.482148, -122.150223

This leg of your trip is:

**42 minutes • 41.52 miles**

----- Start of next leg of route -----



**13.** Start out going **west** on Bayfront Expy/CA-84 toward Willow Rd.

----- Then 0.01 miles ----- 113.03 total miles



**14.** Turn **left** onto Willow Rd/CA-114.

*If you reach Facebook Way you've gone about 0.5 miles too far.*

----- Then 0.99 miles ----- 114.03 total miles



**15.** Merge onto US-101 S.

----- Then 6.09 miles ----- 120.12 total miles



**16.** Merge onto CA-85 S via EXIT 398B toward **Cupertino/Santa Cruz.**

----- Then 10.19 miles ----- 130.31 total miles



**17.** Take the **Saratoga Ave** exit, EXIT 14.

----- Then 0.28 miles ----- 130.59 total miles



**18.** Turn **right** onto Saratoga Ave.

*If you reach CA-85 S you've gone about 0.2 miles too far.*

----- Then 0.51 miles ----- 131.10 total miles



**19.** Turn **left** onto Fruitvale Ave.

*If you reach Crestbrook Dr you've gone about 0.1 miles too far.*

----- Then 0.32 miles ----- 131.42 total miles



**20.** Turn **right** onto Allendale Ave.

*Allendale Ave is 0.3 miles past Saratoga Ave.*

*If you reach Montauk Dr you've gone about 0.1 miles too far.*

----- Then 0.04 miles ----- 131.47 total miles



**21. 19655 ALLENDALE AVE is on the right.**

*If you reach the end of Allendale Ave you've gone about 0.1 miles too far.*



19655 Allendale Ave

This leg of your trip is:

**20 minutes • 18.44 miles**

----- Start of next leg of route -----



**22. Start out going east on Allendale Ave toward Fruitvale Ave.**

----- Then 0.06 miles ----- 131.52 total miles



**23. Turn left onto Fruitvale Ave.**

*If you reach Yerba Santa Ct you've gone a little too far.*

----- Then 0.31 miles ----- 131.83 total miles



**24. Turn right onto Saratoga Ave.**

----- Then 0.56 miles ----- 132.40 total miles



**25. Turn left to take the CA-85 N ramp.**

*0.2 miles past Dagmar Dr.*

*If you reach Bellgrove Cir you've gone a little too far.*

----- Then 0.01 miles ----- 132.41 total miles



**26. Merge onto CA-85 N.**

----- Then 9.94 miles ----- 142.36 total miles



**27. Merge onto US-101 N via EXIT 24B toward San Francisco.**

----- Then 6.31 miles ----- 148.66 total miles



**28. Take the Willow Rd West exit, EXIT 404B.**

----- Then 0.27 miles ----- 148.93 total miles



**29. Turn slight right onto Willow Rd/CA-114.**

----- Then 0.85 miles ----- 149.78 total miles



**30. Take CA-84 E.**

*CA-84 E is 0.1 miles past Hamilton Ave.*

Then 8.28 miles

158.06 total miles



**31. Take Decoto Rd toward I-880 N/Oakland.**

Then 0.27 miles

158.32 total miles



**32. Merge onto I-880 N toward Oakland.**

Then 21.56 miles

179.89 total miles



**33. Merge onto I-980 E via EXIT 42A toward Walnut Creek/CA-24.**

Then 1.48 miles

181.37 total miles



**34. Merge onto I-580 W via EXIT 2A toward San Francisco.**

Then 2.07 miles

183.44 total miles



**35. I-80 E.**



37.830673, -122.293359

This leg of your trip is:

**53 minutes • 51.97 miles**

Start of next leg of route



**36. Start out going east on I-80 E/I-580 W.**

Then 3.83 miles

187.28 total miles



**37. Keep left to take I-80 E toward Sacramento/Vallejo (Portions toll).**

Then 69.22 miles

256.50 total miles



**38. Keep left to take Capital City Fwy/I-80 Bus E/US-50 E via EXIT 82 toward South Lake Tahoe/Sacramento.**

Then 5.29 miles

261.79 total miles



**39.** Merge onto Capital City Fwy/I-80 Bus E via EXIT 6A toward **Reno**.

Then 1.08 miles ----- 262.87 total miles



**40.** Take the **N Street** exit, EXIT 7A.

Then 0.24 miles ----- 263.11 total miles



**41.** Turn **slight left** onto 30th St.

Then 0.08 miles ----- 263.19 total miles



**42.** Take the 1st **left** onto Capitol Ave.

*Capitol Ave is just past Capitol Avenue N Street Aly.*

*If you reach L Street Capitol Avenue Aly you've gone a little too far.*

Then 0.28 miles ----- 263.48 total miles



**43.** 2600 CAPITOL AVE is on the **left**.

*Your destination is just past 27th St.*

*If you reach 26th St you've gone a little too far.*



2600 Capitol Ave

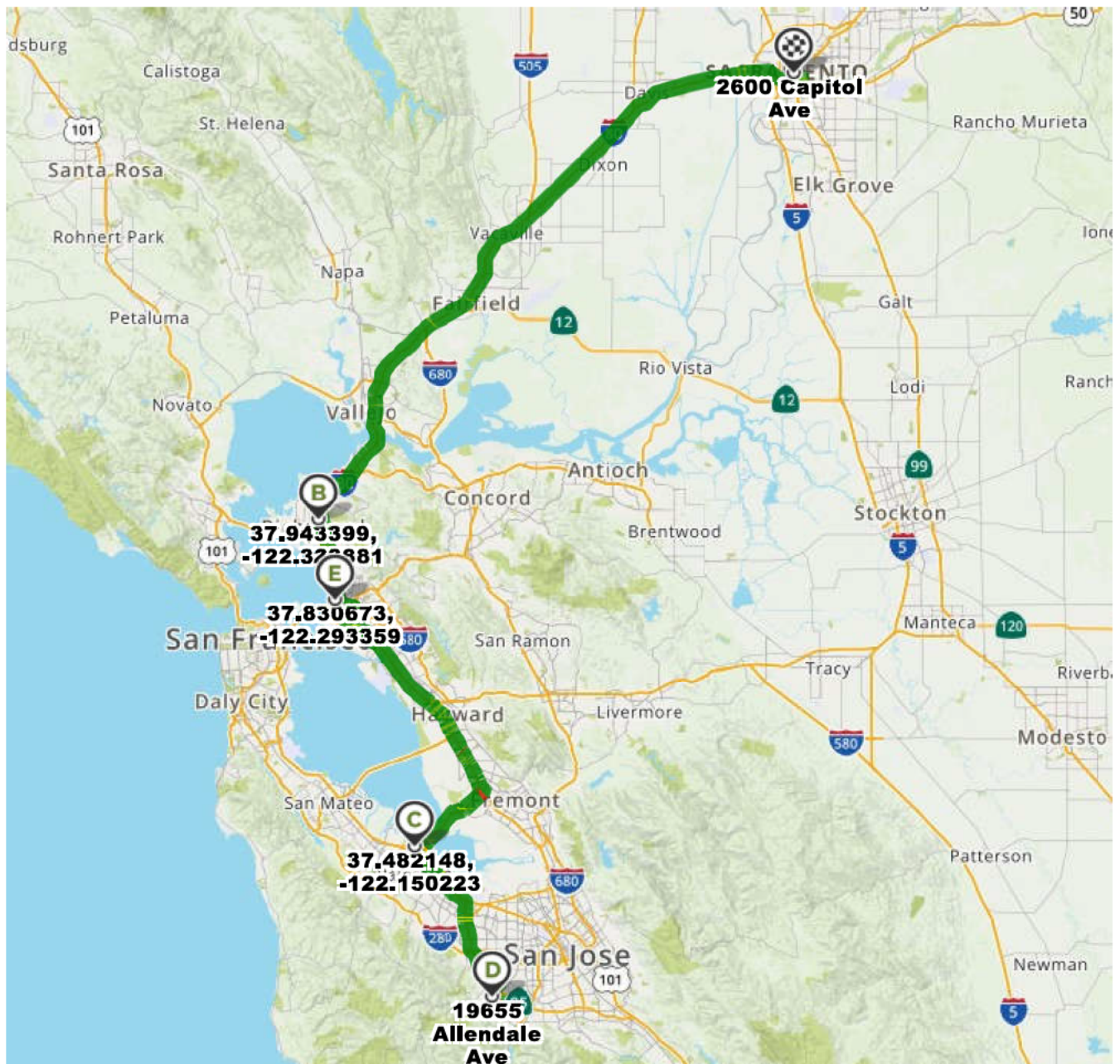
This leg of your trip is:

**1 hour 18 minutes - 80.03 miles**

Save to My Maps

Use of directions and maps is subject to our [Terms of Use](#). We don't guarantee accuracy, route conditions or usability. You assume all risk of use.









Account #140703373

### TRANSACTION VIEW

Generated 12/31/2019 10:41

POSTED DATE	TRANSACTION DATE	TRANSACTION TIME	TOLL TAG # / PLATE #	EXIT PLAZA	EXIT LANE	ENTRY DATE/TIME	ENTRY PLAZA	ENTRY LANE	DEBIT (-)	CREDIT (+)	BALANCE
12/20/2019	12/19/2019	08 13 15 PM	01462340543	Carquinez Bridge	02				\$6 00		\$15 00
12/19/2019	12/19/2019	11 07 18 AM	01462340543	Dumbarton Bridge	05				\$6 00		\$21 00

# Environmental Science Associates

Unit Detail for Invoice 000000151970 Dated 1/24/2020

Project: D181353.00-CASCC - Facilitator/Consultant Services

Category	Date	Description	Calculation	Amount
Printing 8.5x11 b/w	12/27/2019	ARC_PRINTING BW 8.5X11	1,216.0 Pages @ 0.10	\$121.60
Printing 8.5x11 b/w	12/27/2019	ARC_PRINTING BW 8.5X11	20.0 Pages @ 0.10	\$2.00
Printing 8.5x11 color	12/27/2019	ARC_PRINTING COLOR 8.5X11	352.0 Pages @ 0.40	\$140.80
<b>Total</b>				<b>\$264.40</b>

## Category Summary

Printing 8.5x11 b/w	\$123.60
Printing 8.5x11 color	\$140.80
<b>Total</b>	<b>\$264.40</b>



**REQUEST TO PRESENT TO THE BOARD OF DIRECTORS**

Return to [executive\\_director@citiesassociation.org](mailto:executive_director@citiesassociation.org) at least 2 weeks prior to the Board Meeting for consideration.

**NAME OF ORGANIZATION:**

**Contact Person:** Brian Pascal

**Phone:** 408.299.5050

**Email:** [brian.pascal@bos.sccgov.org](mailto:brian.pascal@bos.sccgov.org)

**Presenters:**

- Supervisor Joe Simitian at the February 7 Executive Board meeting.
- Staff from the office of Supervisor Joe Simitian at the February 14 Cities Association meeting (due to a scheduling conflict, the Supervisor cannot attend but has requested that staff present in his stead).

**REQUEST (WHAT WILL BE PRESENTED?):**

- Present information on Santa Clara County’s Distracted Driving Awareness Month Initiatives for April 2020.
- Discuss potential opportunities for the cities to partner with the County for Distracted Driving Awareness Month, including passing resolutions, outreach, traffic enforcement, and other programs.
- Present information about Santa Clara County’s campaign for May 2020 “Keep it Clean Santa Clara County,” an initiative relating to cleaning up trash on public highways, expressways, and city streets.
- Discuss potential opportunities for the cities to partner with the County for “Keep It Clean” including trash cleanup projects, outreach, and other programs

**RELEVANCE TO THE CITIES ASSOCIATION:**

Distracted Driving Awareness Month and “Keep It Clean Santa Clara County” are both County-wide initiatives that could benefit greatly from collaboration with the cities.

**WHAT ACTION IS REQUESTED OF THE CITIES ASSOCIATION?**

- Consider ways in which the cities could support Distracting Driving Awareness Month and “Keep It Clean Santa Clara County,” both on their own and in collaboration with the Santa Clara County administration.
- Discuss both operational and outreach opportunities relating to these initiatives.

**MATERIALS TO BE SENT TO SUPPORT PRESENTATION:**

- None

## COUNCIL AGENDA REPORT

### RECOMMENDATION:

Conduct the first reading and authorize the adoption of Ordinance No. XXXX (“Ordinance”), An Ordinance of the City Council of the City of [] Adding a New Chapter [] (Water Efficient New Development) to Title [] of the City of [] Municipal Code Related to Requirements for New Development that Promote Water Use Efficiency and the Development of Alternate Sources of Water Supply, establishing rules and regulations to help ensure that new development is poised to be water efficient in order to extend the City’s water supplies.

### BACKGROUND:

In 2015, the Santa Clara County Water Efficient New Development Task Force (“Task Force”) was formed, including representatives from Santa Clara County, several cities (Cupertino, Morgan Hill, Mountain View, Palo Alto, and Sunnyvale), Santa Clara Valley Water District, Sustainable Silicon Valley, and Joint Venture Silicon Valley. The goal of the Task Force was to develop a Model Water Efficient New Development Ordinance to be adopted by jurisdictions in Santa Clara County to ensure that new development is poised to be water efficient in order to extend the region’s water supplies. The Task Force met for about eighteen (18) months and developed the initial draft of a Model Water Efficient New Development Ordinance, conducting research on existing ordinances of other jurisdictions containing similar requirements and coming to agreement on key content. The Task Force solicited input from a variety of other stakeholders, including the Santa Clara Valley Water District Agricultural Water Advisory Committee, Santa Clara Valley Water District Environmental and Water Resources Committee, Santa Clara Valley Water District Landscape Committee, Santa Clara County/City Managers’ Association, water retailers, California Water Commission, Cities Association of Santa Clara County, and building officials in Santa Clara County.

In September 2018, Santa Clara Valley Water District, on behalf of the Task Force, procured the technical assistance of a qualified sustainability consulting firm to finalize the Model Water Efficient New Development Ordinance, with input from Task Force representatives, the California Building Standards Commission, and the California Energy Commission. The Model Water Efficient New Development Ordinance was finalized and used as a model for this Ordinance.

### ANALYSIS:

Climate change and the threat of recurring droughts, population growth, and imported water variability will continue to present challenges for water supply reliability in Santa Clara County, intensifying the need for locally-sourced and sustainable water supplies. Recycled and purified water sources possess these qualities while offering sufficiency of supply and reliability. In 2017, recycled water accounted for 5% of Santa Clara County’s total water use, the majority of which was used for agriculture, landscaping, and industrial purposes. In partnering with jurisdictions and water retailers in Santa Clara County, Santa Clara Valley Water District intends to purpose recycled and purified water for the provision of at least 10% of Santa Clara County’s total water

demand by 2025. The requirements in the Ordinance would supplement existing strategies and support ongoing efforts to achieve an environmentally adaptive water supply.

A monthly assessment of water supply and use trends conducted by Santa Clara Valley Water District reported that the beginning of 2018 presented “groundwater storage well within Stage 1 (Normal) of the District’s Water Shortage Contingency Plan.” However, precipitation for the beginning of 2018 was 60% of average levels at the San Jose Index Station and significantly lower than that of the Santa Cruz Mountains, the Diablo Range and South County, with snow water equivalent for the Northern Sierra falling well below normal. Such data suggests a need for water supply capable of satisfying demand while withstanding potential future drought conditions.

A variety of other jurisdictions have adopted ordinances with similar requirements to this Ordinance, including Los Angeles, Menlo Park, and San Francisco. Located in a similarly dry climate, the City of Menlo Park proposed that the green and sustainable building requirements incorporate water efficiency and recycled water measures in preparation for anticipated water supply shortfalls. City of Menlo Park adopted guidelines in March 2018 for water use budgets for new developments in the office, life sciences, and residential mixed-use zoning districts. City and County of San Francisco adopted an ordinance and implemented a program regulating onsite treated alternate water source systems. These initiatives are derived from the urgency of expected shortfalls during drought years, and they strive to ensure that buildings are both water efficient and resilient to protect the public from the impacts of such shortfalls.

In consideration of the dry climate that characterizes Santa Clara County paired with the expected impacts of climate change and population growth, efficient water resource management will become a matter of increasing importance. Specifically, waste and unnecessary use of potable water threatens the limited supply available for consumption and creates the need for water recycling and conservation measures. Buildings account for a significant portion of potable water use, and new development adds to existing potable water demands. Improving water efficiency and encouraging nonpotable water use for nonpotable applications, implemented at the design and construction phase of new developments, can help minimize the strain such developments place on potable water supplies for the life of the buildings. Reduced water use achieved through efficiency measures concurrently delivers a variety of associated environmental benefits including reduced energy use, reduced greenhouse gas emissions, water quality protection, and improved stream flows. Creating the framework within which onsite treated alternate water source systems can be installed will additionally assist in extending potable water supplies. The risk-based water quality standards that will be applied to onsite treated alternate water source systems will protect public health, safety and welfare.

#### POLICY ISSUES:

The Ordinance is subject to the requirements of California Senate Bill No. 966 (“SB 966”) and the associated updates to Article 8 (commencing with Section 13558) of Chapter 7 of Division 7 of the Water Code related to local jurisdictions that elect to establish a program for onsite treated nonpotable water systems that includes the risk-based water quality standards established by the

California State Water Resources Control board. The text of the Ordinance is in full compliance with SB 966.

Beyond the text of the Ordinance, SB 966 requires that “a local jurisdiction that does not provide water service or sewer service shall consult with a water service provider or sewer service provider, respectively, that provides water service or sewer service within the boundaries of the jurisdiction before adopting, amending, or repealing an ordinance that institutes a program for onsite treated nonpotable water system installation and regulation. In consulting with a water service provider or sewer service provider, a local jurisdiction shall give the water service provider or sewer service provider the opportunity to demonstrate that the proposed ordinance could result in a significant adverse impact” to receiving waters or to the existing sewer collection or treatment system or existing or planned centralized recycled water or potable reuse facilities or projects due to reduced flows. The City has consulted with [Agency Name(s) or internal department name(s)] in compliance with this requirement, and [no such significant adverse impacts were identified OR any such significant impacts identified were addressed in order to avoid or mitigate the impacts to the point where they are no longer significant].

Ongoing compliance with SB 966 will require the City to provide an annual report to the California State Water Resources Control Board that includes the number, location, and description of permits issued for new and replacement onsite treated nonpotable water systems, the types and quantity of nonpotable water for nonpotable end uses, water quality monitoring data, and a summary of any violations and corrective actions taken in the local jurisdiction’s program.

Requirements in the Single-Family Residential Water Waste Reduction when Heating Water section of the Ordinance make more restrictive amendments to certain provisions of Title 24 of the California Code of Regulations (“California Building Standards Code”). More specifically, these amendments are to certain provisions of Part 6 of Title 24 of the California Code of Regulations (“California Building Energy Efficiency Standards”). Section 1.1.8 of Part 2 of Title 24 of the California Code of Regulations and Sections 17958 and 18941.5 of the California Health and Safety Code provide that any city, county, or city and county may make more restrictive amendments to the provisions of the California Building Standards Code. Section 25402.1(h)2 of the California Public Resources Code and Section 10-106 of Part 6 of Title 24 of the California Code of Regulations provide that local government agencies may adopt and enforce energy standards for newly constructed buildings, additions, alterations, and repairs to existing buildings, provided the standards are cost-effective and will require the buildings to be designed to consume no more energy than permitted by the Building Energy Efficiency Standards. Local amendments to the California Building Standards Code are subject to certain requirements governed by the California Building Standards Commission (“CBSC”), and local amendments to the California Building Energy Efficiency Standards are subject to certain requirements governed by the California Energy Commission (“CEC”).<sup>1,2</sup> Key elements of these requirements are discussed below.

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<sup>1</sup> <http://www.bsc.ca.gov/Rulemaking/LocalCodeOrdinances.aspx>

<sup>2</sup> <https://www.energy.ca.gov/title24/2016standards/ordinances/>

Sections 17958.5 and 17958.7 of the California Health and Safety Code require that for each proposed local amendment to the provisions of the California Building Standards Code, the local governing body must make an express finding supporting its determination that each such local amendment is reasonably necessary because of local climatic, geological, or topographical conditions. Section 101.7.1 of Part 11 of Title 24 of the California Code of Regulations, known as the California Green Building Standards Code, provides that local climatic, geological, or topographical conditions include environmental conditions established by the city, county, or city and county. Pursuant to Sections 17958.5 and 17958.7 of the California Health and Safety Code, the provisions of the California Building Standards Code in Title 24 of the California Code of Regulations being amended and the respective express findings applicable to each amendment are summarized in and attached to the Ordinance as Exhibit A (Express Findings for Local Amendments of Building Standards).

Local amendments to the California Building Standards Code are not effective until copies of the amendment documents meeting all document filing requirements have been filed with the CBSC. Additionally, the CEC review and approval process involves posting an adopted ordinance for public comment for sixty (60) days followed by approval at a CEC Business Meeting. After adoption of the Ordinance, the City will file the required amendment documents and follow the required approval processes with the CBSC and CEC in accordance with each agency's respective requirements. A separate filing instructions document is available from Valley Water.

The model water efficiency ordinance and accompanying cost-effectiveness analysis upon which this Ordinance is based and to which this Ordinance is substantially similar were developed with informal input from staff of both the CBSC and the CEC in anticipation of each agency's respective requirements and in order to preemptively identify any potential barriers to approval, of which none were identified. The cost-effectiveness report, attached hereto as Attachment A, was updated to demonstrate compliance with the 2019 California Building Standards Code and found that the energy standards in the model water efficiency ordinance relevant to the CBSC and the CEC are cost-effective and require buildings to be designed to consume no more energy than permitted by Part 6 of Title 24 of the California Code of Regulations, and the Ordinance includes the required language stating this finding.

The triennial code adoption cycle of the California Building Standards Code impacts the timing of the Ordinance with regard to adoption, implementation, effective date, and updating. The 2016 California Building Standards Code is effective until January 1, 2020. The 2019 California Building Standards Code has been developed, adopted, and published, and it becomes effective on January 1, 2020. Section 1.1.8 of Part 2 of Title 24 of the California Code of Regulations and Sections 17958 and 18941.5 of the California Health and Safety Code specify that local amendments to the California Building Standards Code shall not be effective any sooner than the effective date of the California Building Standards Code being amended. This Ordinance amends the 2019 California Building Standards Code, and as such, it cannot have an effective date earlier than January 1, 2020.

The Ordinance is generally complementary and non-overlapping with the California Model Water Efficient Landscape Ordinance ("MWELO"), however the Ordinance includes certain requirements related to water efficient landscapes that are more stringent than MWELO,

including requirements related to water meters for landscape irrigation, irrigation nozzle precipitation rate, and swimming pool and spa covers.

The Ordinance supports one of the purposes of the Santa Clara Valley Water District stated in the Santa Clara Valley Water District Act, which is “to do any and every lawful act necessary to be done that sufficient water may be available for any present or future beneficial use or uses of the lands or inhabitants within the District.” The Ordinance also supports the Santa Clara Valley Water District Board Policy stating that “there is a reliable, clean water supply for current and future generations.” The Ordinance supports the strategy element of increasing water recycling and conservation to meet future increases in demand as stated in the Ensure Sustainability water supply strategy of Santa Clara Valley Water District’s 2012 Water Supply and Infrastructure Master Plan.

### COSTS AND BENEFITS:

Implementation of this Ordinance will require staff time to complete both initial and ongoing relevant tasks. Initial tasks include:

1. Within ninety (90) days of adoption of the Ordinance, the **Director** or his or her designee shall establish a program for Onsite Treated Nonpotable Water systems including rules and regulations regarding the operation of Alternate Water Source Systems necessary to effectuate the purposes of this Ordinance and to protect public health and safety. This program shall include, among other elements, a Water Budget Calculator to provide to project applicants.
2. The **Director of Public Works** or his or her designee shall adopt regulations consistent with, and in furtherance of, this Ordinance.
3. **Relevant City staff** shall file the required amendment documents and follow the required approval processes with the CBSC and the CEC in accordance with each agency’s respective requirements for local amendments of building standards.
4. **Relevant City staff** shall conduct initial review of this Ordinance and its requirements in order to understand and undertake the relevant implementation tasks, program development, new development project permitting, and site plan review processes.
5. While not strictly required, it would be considered best practice for **City staff** to develop resources for new development project applicants in order to communicate the requirements of and facilitate compliance with the Ordinance. In addition to general direction on how to achieve compliance, specific resources for new development project applicants and future occupants could include suggestions for labeling demand hot water recirculation system manual controls and guidance for occupants on how to use the manual controls to operate such systems.

In addition to the aforementioned initial tasks, implementation of this Ordinance will require staff time on an ongoing basis, including in the following areas:

1. Review during the new development project permitting and site plan review processes for compliance with the requirements of this Ordinance by **Building Department** staff;
2. Review by the **Director** or his or her designee of written requests for exemption from certain requirements of this Ordinance;



3. Review by the **Director** or his or her designee of applications for Alternate Water Source Systems, including submitted Water Budget Documentation and Nonpotable Water Engineering Reports;
4. Issuance or denial of all relevant permits (operations, building, plumbing, encroachment, etc.) for the construction, installation, and/or modification of Alternate Water Source Systems by the **relevant City departments**;
5. Review and verification by the **Director** of submitted Construction Certificate Letters for Alternate Water Source Systems;
6. Inspection by the **Director** or his or her designee of any Alternate Water Source Systems as needed and appropriate to determine compliance;
7. The administration of irrigation audits of newly constructed landscape areas by **the local agency**;
8. Enforcement of relevant administrative penalties and/or pursuit of any legal remedies for violations of provisions, rules, or regulations of the Ordinance;
9. Annual reporting by the **Director** or his or her designee to the California State Water Resources Control Board that includes the number, location, and description of permits issued for new and replacement onsite treated nonpotable water systems, the types and quantity of nonpotable water for nonpotable end uses, water quality monitoring data, and a summary of any violations and corrective actions taken in the local jurisdiction's program;
10. Annual reporting by the **Director** to the **Controller** of the revenues generated by the non-refundable permit application fees for the prior fiscal year and the prior fiscal year's costs of operation;
11. Annual review by the **Controller** of the revenues generated by the non-refundable permit application fees for the prior fiscal year and the prior fiscal year's costs of operation and annual adjustment by the **Controller** of such fees to ensure they will not produce revenue that exceeds the reasonable costs of providing the services for which the fees are assessed; and
12. Adopting ordinances to update the relevant municipal code language as needed to address updates to referenced code (such as the triennial code adoption cycle for updates to the California Building Standards Code) and to make other changes as appropriate.

This Ordinance provides for the City to receive an appropriate amount of revenue to recover the costs of operation of this Ordinance through the non-refundable permit application fees as authorized by this Ordinance and as reviewed and, if necessary, adjusted, by the **Controller** on an annual basis. This Ordinance specifies that the fees shall be set such that they will not produce revenue that exceeds the reasonable costs of providing the services for which the fees are assessed, thus they are not considered a tax subject to voter approval under Proposition 26.

In the provisions of this Ordinance for which related provisions of the Building Energy Efficiency Standards include an option for HERS verification, the HERS-Verified option has been required. This should help reduce the need for field inspections and administrative burden on jurisdiction staff when reviewing project applications for compliance.

Adoption of this Ordinance and the associated rules and regulations will help deliver a variety of benefits to the City, including:

1. Helping the City manage its water resources as efficiently as possible to extend the City’s water supplies in the face of growing population, climate change, potential future drought conditions, and the need to protect and grow the City’s economy;
2. Providing reduced water use and the associated energy use reductions and environmental benefits including protecting water quality, preserving and improving stream flows, and reducing greenhouse gas emissions;
3. Assisting in meeting future water requirements of the City and addressing the impacts of new development on the City’s sanitary sewer system;
4. Protecting public health, safety, and welfare through the application of risk-based water quality standards for onsite treated alternate water source systems; and
5. Helping the City achieve its goals for water supply use and preservation by:
  - a. Promoting the values and benefits of nonpotable water use while recognizing the need to invest water and other resources as efficiently as possible;
  - b. Encouraging the use of nonpotable water for nonpotable applications; and
  - c. Replacing potable water use for irrigation with alternate water sources to the maximum extent possible.

In addition, the cost effectiveness analysis conducted on the measures in the model water efficiency ordinance upon which this Ordinance is based and to which this Ordinance is substantially similar, is attached hereto as **Attachment A**.

CONCLUSION AND NEXT STEPS:

Staff recommends that the City Council **conduct a first reading and authorize the adoption of Ordinance No. XXXX**, An Ordinance of the City Council of the City of [] Adding a New Chapter [] (Water Efficient New Development) to **Title []** of the City of [] Municipal Code Related to Requirements for New Development that Promote Water Use Efficiency and the Development of Alternate Sources of Water Supply. Should the City Council adopt the Ordinance, within ninety (90) days, the **Director** shall establish a program for Onsite Treated Nonpotable Water systems including rules and regulations regarding the operation of Alternate Water Source Systems necessary to effectuate the purposes of this Ordinance and to protect public health and safety. Relevant City staff should review the Ordinance and its requirements to understand and undertake the relevant implementation tasks, program development, new development project permitting, site plan review processes, and the development of resources to communicate the requirements with new development project applicants and facilitate compliance.

Prepared by: **Name, Title**

ATTACHMENTS:

Attachment #	Page #	Title
<b>Attachment A</b>	<b>8</b>	Energy and Water Efficiency Cost-Effectiveness Study for Residential and Nonresidential New Construction

ORDINANCE NO. XXXX

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF [ ] ADDING A NEW CHAPTER [ ] (WATER EFFICIENT NEW DEVELOPMENT) TO TITLE [ ] OF THE CITY OF [ ] MUNICIPAL CODE RELATED TO REQUIREMENTS FOR NEW DEVELOPMENT THAT PROMOTE WATER USE EFFICIENCY AND THE DEVELOPMENT OF ALTERNATE SOURCES OF WATER SUPPLY

WHEREAS, all California water users are responsible for making effective use of the available water resources; and

WHEREAS, water is a public resource that the California Constitution protects against waste and unreasonable use; and

WHEREAS, growing population, climate change, and the need to protect and grow the City's economy make it essential that the City manage its water resources as efficiently as possible; and

WHEREAS, reduced water use through conservation provides significant energy reduction and associated environmental benefits, and can help protect water quality, preserve and improve stream flows, and reduce greenhouse gas emissions; and

WHEREAS, improvements in technology and management practices offer the potential for increasing water efficiency in California over time, providing an essential water management tool to meet the need for water for urban, agricultural, and environmental uses; and

WHEREAS, the City has determined that the energy standards in this ordinance are cost-effective and require buildings to be designed to consume no more energy than permitted by Part 6 of Title 24 of the California Code of Regulations; and

WHEREAS, the development of Alternate Water Source Systems will assist in meeting future water requirements of the City and lessen the impacts of new development on the City's sanitary sewer system; and

WHEREAS, the application of risk-based water quality standards to Onsite Treated Nonpotable Water systems can protect public health, safety, and welfare; and

WHEREAS, adoption of this ordinance and related rules and regulations by the City will help achieve the City's goals for water supply use and preservation by:

- (1) Promoting the values and benefits of Nonpotable Water use while recognizing the need to invest water and other resources as efficiently as possible;
- (2) Encouraging the use of Nonpotable Water for nonpotable applications; and

(3) Replacing potable water with Alternate Water Sources for toilet and urinal flushing and irrigation to the maximum extent possible; and

WHEREAS, it is the intent of the City Council of the City of [] to require New Development constructed in the City of [] to meet and exceed the water efficiency and alternate sources of water supply requirements of the State of California.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF [] DOES ORDAIN AS FOLLOWS:

#### SECTION 1. CEQA REVIEW.

The City Council finds, pursuant to [Title 14 of the California Code of Regulations, Section 15061(b)(3),] that this Ordinance is [exempt] from the California Environmental Quality Act (CEQA) in that it [is not a “project” which has the potential for causing a significant effect on the environment].

#### SECTION 2. DEFINITIONS.

The terms used in this Chapter have the meaning set forth below:

**Alternate Water Source:** A source of Nonpotable Water that includes Recycled Water, Graywater, Stormwater, condensate, onsite treated Nonpotable Water, Rainwater, Blackwater, and any other source approved by the Director.

**Alternate Water Source System:** The system of facilities necessary for providing Nonpotable Water for use in a development project, including but not limited to all collection, treatment, storage, and distribution facilities. Nonpotable Water System shall have the same meaning.

**Blackwater:** Wastewater containing bodily or other biological wastes. This is discharge from toilets, dishwashers, kitchen sinks, and utility sinks.

**Building Energy Efficiency Standards:** Those regulations contained in Title 24, Part 6 of the California Code of Regulations.

**Compact Hot Water Distribution System:** A hot water distribution system in which the water heater to fixture proximity is more compact than threshold criteria that is defined based on the dwelling unit conditioned floor area and number of stories, as described in Part 6 of Title 24 of the California Code of Regulations.

**Director:** The Director of [] or any individual designated by the Director to act on his or her behalf.

**District:** A group of two or more parcels that share Alternate Water Sources.

**District System:** An Alternate Water Source System serving a District development project.

**Drain Water Heat Recovery (DWHR):** A double wall heat exchanger that recovers heat from the effluent waste piping and uses it to preheat water in a domestic or service water-heating system in order to reduce water heating energy usage.

**Equal Flow Configuration:** Installation of a drain water heat recovery device with preheated water being routed to both the water heater and the shower, as opposed to an unequal flow configuration with preheated water being routed to either the water heater or the shower.

**First Certificate of Occupancy:** Either a temporary certificate of occupancy or a Certificate of Final Completion and Occupancy.

**Foundation Drainage:** Nuisance groundwater that is extracted to maintain a building's or facility's structural integrity and would otherwise be discharged to the City's sewer system. Foundation Drainage does not include Nonpotable groundwater extracted for a beneficial use that is subject to City groundwater well regulations.

**Graywater:** Untreated wastewater that has not been contaminated by any toilet discharge, has not been affected by infectious, contaminated, or unhealthy bodily wastes, and does not present a threat from contamination by unhealthful processing, manufacturing, or operating wastes. Graywater includes, but is not limited to, wastewater from bathtubs, showers, bathroom sinks, lavatories, clothes washing machines, and laundry tubs, but does not include wastewater from kitchen sinks or dishwashers. Graywater does not include Blackwater.

**Graywater Ready:** A design criteria for a structure's plumbing system that provides a noninvasive pathway to install a graywater treatment and reuse system at a later date. In a Graywater Ready home, for example, it will be possible to install an NSF 350 System without altering the in-wall or in-ground plumbing and electrical infrastructure.

**Hot Water Recirculation System:** A Hot Water System that uses the hot water return line and/or supply line connected to a water heater to enable continuous delivery of hot water to fixtures.

**Hot Water System:** A system that distributes hot water, consisting of a water heater, piping, and related equipment and devices.

**Multi-family Residential:** A residential building that contains three or more dwelling units.

**New Development:** Buildings and structures that have not received initial design approval from the **Planning Department** or a building permit from the **Building Department** prior to **January 1, 2020**.

**Nonpotable Water:** Water collected from Alternate Water Sources, treated, and intended to be used onsite for direct beneficial use.

**Nonpotable Water Engineering Report:** Report submitted by project applicant to the Director describing the Alternate Water Source System in accordance with the rules and regulations adopted by the City.

**Nonpotable Water System:** The same meaning as Alternate Water Source System.

**Nonresidential:** A building that contains occupancies other than dwelling units. For the purposes of this ordinance, hotels, motels, institutional housing (such as hostels and dormitories), hospitals, and night shelters are considered nonresidential.

**NSF 350 System:** Any treatment system certified to meet NSF/ANSI Standard 350 for Onsite

Residential and Commercial Reuse Treatment Systems, as amended from time to time.

Open Cooling Tower: An open, or direct contact, cooling tower which exposes water directly to the cooling atmosphere, thereby transferring the source heat load from the water directly to the air by a combination of heat and mass transfer.

Onsite Treated Nonpotable Water: Nonpotable Water that has been collected, treated, and intended to be used onsite and is suitable for direct beneficial use.

Onsite Treated Nonpotable Water Program: Program established by the Director for Onsite Treated Nonpotable Water systems including rules and regulations regarding the operation of Alternate Water Source Systems necessary to effectuate the purposes of this ordinance and to protect public health and safety.

Permittee: Owner or operator of an Onsite Treated Nonpotable Water system.

Rainwater: Precipitation collected from roof surfaces or other manmade, aboveground collection surfaces.

Recycled Water: Water that has been reclaimed from wastewater for beneficial use as defined by Title 22 of the California Code of Regulations.

**Residential:** A building that contains residential dwelling units including single-family or multi-family housing units and mobile homes.

**Single-family Residential:** A residential building that contains one or two dwelling units.

Stormwater: Precipitation collected from at-grade or below grade surfaces.

Water Budget: The calculation of the potential volume of onsite Alternate Water Sources and demands of a development project and any other building subject to this ordinance.

Water Budget Calculator: The water use calculation application approved by the Director that provides for the assessment of a proposed onsite water system, Alternate Water Sources, and the end uses of the Alternate Water Sources.

Water Budget Documentation: An in-depth assessment of the project applicant's Nonpotable Water use, including survey information, water meter readings, water service billing information, Alternate Water Source schematic drawings, or any other information deemed necessary by the Director.

SECTION 3. The City Council hereby adds a new **Chapter []** (Water Efficient New Development) to **Title []** of the **City of []** Municipal Code to read as follows:

**{CODE SECTION} 1. APPLICABILITY.**

A. This chapter shall apply to all New Development in the **City of []**.

B. **Exception.** The **Director** may exempt a covered New Development project from some or all provisions of this chapter upon determination that sufficient practical challenges exist making compliance with the provisions infeasible. The project applicant is responsible for demonstrating infeasibility of compliance with the provisions when applying for exemption.

**{CODE SECTION} 2. REQUIREMENTS.**

**{CODE SECTION} 2.1. REQUIREMENTS FOR SINGLE-FAMILY RESIDENTIAL BUILDINGS.**

A. **Single-Family Residential Water Waste Reduction when Heating Water.** Section 110.3(c) of the California Code of Regulations Title 24, Part 6 (“Building Energy Efficiency Standards”), related to mandatory requirements for service water-heating systems and equipment, is hereby amended to add the following Section 110.3(c)7:

7. **Single-Family Residential New Development.** Single-family Residential New Development must meet either A or B:

A. **Compact Hot Water Distribution System.** Meet the criteria of the Building Energy Efficiency Standards related to the HERS-Verified Compact Hot Water Distribution System Expanded Credit as specified in the Reference Appendix **RA4.4.16**. If a Single-family Residential New Development is using the prescriptive compliance approach to demonstrate compliance with the Building Energy Efficiency Standards, such compact hot water distribution system may also be used to satisfy the requirement options related to compact hot water distribution systems as specified in Section 150.1(c)8.

B. **Hot Water System Volume Limit.** The hot water system shall not allow more than 0.125 gallons of water to be delivered to any fixture before hot water arrives. If a hot water recirculation system or electric trace heating system is used to comply with Section 110.3(c)7B, the branch from the recirculating loop or electric trace heating element to the fixture shall contain a maximum of 0.125 gallons. For reference, this volume limitation equates to branch runs no longer than approximately 22’ of 3/8” nominal pipe size, 12’ of 1/2” nominal pipe size, or 5.5’ of 3/4” nominal pipe size.

i. **Demand Hot Water Recirculation System with Manual Control.** Hot water recirculation systems used to comply with Section 110.3(c)7B shall not be controlled solely by timers and shall only be demand systems with manual control, in compliance with the Building Energy Efficiency Standards requirements related to HERS-Verified Demand Recirculation with Manual Control as specified in the Reference Appendix **RA4.4.17, RA3.6.6, and RA4.4.9**, and as required by the prescriptive compliance approach as specified in Section 150.1(c)8.

ii. **Drain Water Heat Recovery System.** Hot water systems pursuing compliance under Section 110.3(c)7B using a demand hot water recirculation system with manual control shall also include a drain water heat recovery system on the master bathroom shower, installed in an Equal Flow Configuration and in compliance with the Building Energy Efficiency Standards requirements related



to HERS-Verified Drain Water Heat Recovery System as specified in the Reference Appendix RA4.4.21. If a Single-family Residential New Development is using the prescriptive compliance approach to demonstrate compliance with the Building Energy Efficiency Standards, such drain water heat recovery system may also be used to satisfy the requirement options related to drain water heat recovery systems as specified in Section 150.1(c)8.

**EXCEPTION to Section 110.3(c)7: Stand-alone tubs.**

**B. Single-Family Residential Graywater Ready Collection and Distribution System.** All new Single-family Residential units shall be built Graywater Ready in compliance with Chapter 15 of the California Plumbing Code. The components of a Graywater system shall be labeled in compliance with Chapter 6, Section 601.3, of the California Plumbing Code.

1. **Applicability.** This Section 2.1.B shall apply to the installation of Graywater Collection and Distribution Systems at new Single-family Residential units.
2. **Development Project Requirements.** Graywater Ready Single-family Residential units must include the following:
  - (a) Dedicated Graywater collection plumbing, which must:
    - i. Capture water from a sufficient number of fixtures to meet the landscape water demand of the Single-family Residential unit, specifically, water from showers, baths, lavatory sinks, and laundry washing machines. The landscape water demand shall be calculated in accordance with Model Water Efficient Landscape Ordinance as adopted in [municipal code section];
    - ii. Convene each source in the location on the property designated to accommodate future non-invasive installation of a treatment system; and
    - iii. Reconverge with the home's Blackwater collection system prior to flowing to the municipal sewer system.
  - (b) Dedicated locations on the property to accommodate future non-invasive installation of:
    - i. A complete Graywater treatment system;
    - ii. A storage tank for treated Graywater with a capacity of at least 175 gallons; and
    - iii. A surge tank with overflow protection to hold Graywater for no longer than 24 hours while Graywater is draining by gravity or by pump into the landscape.
  - (c) Dedicated distribution plumbing for treated Graywater, so that potable water can be disconnected in the future when appropriately treated Graywater is available, which must include:



- i. Dedicated supply feeds capable of providing treated Graywater to each landscape irrigation system on the property (for example, front yard and back yard).
- (d) Other requirements for the Single-family Residential unit to be Graywater Ready, including:
  - i. A hose bib with potable water within 15 feet of each point where the Graywater system exits the envelope of the home; and
  - ii. A dedicated 20-amp, 120-volt electrical circuit with GFCI breaker within 5 feet of each point where the Graywater system exits the envelope of the home.

### 3. Exceptions.

- (a) Additions and alterations of existing buildings that use the existing building drain(s) are exempted from this **Section 2.1.B.**
- (b) Sites with irrigated landscape area not exceeding 500 square feet are exempted from this **Section 2.1.B.**

## C. Single-Family Residential Onsite Treated Nonpotable Water Systems.

1. **Applicability.** This **Section 2.1.C** shall apply to the voluntary installation and operation of Alternate Water Source Systems at Single-family Residential units. This section shall not apply to Graywater systems where Graywater is collected solely for subsurface irrigation and does not require treatment and that are regulated by Chapter 15 (commencing with Section 1501.0) of the California Plumbing Code (Part 5 of Title 24 of the California Code of Regulations), as determined by the Director, or Rainwater systems where Rainwater is collected solely for subsurface irrigation, drip irrigation, or non-sprinkled surface applications and does not require treatment and that are regulated by Chapter 16 (commencing with Section 1601.0) of the California Plumbing Code (Part 5 of Title 24 of the California Code of Regulations), as determined by the Director.
2. **Regulation of Alternate Water Sources.**
  - (a) Any person or entity who installs and operates an Alternate Water Source System shall comply with this ordinance, the rules and regulations adopted by the California Department of Public Health, and all applicable local, state, and federal laws. Alternate Water Source Systems shall be designed and built in compliance with Title 17 and Title 22 of the California Code of Regulations, Chapter 15 of the California Plumbing Code and labeled in compliance with Chapter 6, Section 601.3, of the California Plumbing Code.
  - (b) **Onsite Treated Nonpotable Water Program.** Within **ninety (90) days** after passage of this ordinance, the Director shall establish a program for Onsite Treated Nonpotable Water systems including rules and regulations regarding the operation of Alternate Water Source Systems necessary to effectuate the purposes of this ordinance and to

protect public health and safety. This Onsite Treated Nonpotable Water Program shall include the risk-based water quality standards established by the California State Water Resources Control Board and shall address, at a minimum:

- i. Water quality criteria, including risk-based log reduction targets for the removal of pathogens such as enteric viruses, parasitic protozoa, and enteric bacteria for Nonpotable Water sources, Graywater, Rainwater, Stormwater, and Blackwater, and nonpotable end uses, toilet and urinal flushing, clothes washing, irrigation, and dust suppression;
  - ii. Water quality monitoring requirements, including content and frequencies;
  - iii. Reporting requirements for the water quality monitoring results, including content and frequencies;
  - iv. Notification and public information requirements;
  - v. Cross-connection controls; and
  - vi. Operation and maintenance requirements.
- (c) The Director shall review applications for Alternate Water Source Systems and may issue or deny such applications, in accordance with applicable laws and regulations.
- (d) The **relevant City departments** shall review plans and issue or deny permits for the construction, installation, or modification of Alternate Water Source Systems, in accordance with applicable laws and regulations.

### 3. **Project Applicant and/or Permittee Design and Construction Requirements.**

- (a) Prior to initiating installation of any Alternate Water Source project, project applicants shall submit to the Director an application for permits to operate Alternate Water Source Systems. Such applications shall comply with the requirements of this ordinance and any regulations the Director has issued. Project applicants shall pay a non-refundable permit application fee to cover the costs of investigation and processing the application and issuing the permit. Each project application submitted to the Director shall include a Nonpotable Water Engineering Report that provides project information determined by the Director to be necessary for complete review of the proposed project. City departments may not approve or issue permits for any site installing an Alternate Water Source System unless and until the Director has approved the Nonpotable Water Engineering Report.
- (b) **System Design.** All buildings using Nonpotable Water from Alternate Water Source Systems shall include:
- i. A flow meter on the nonpotable distribution system to account for Nonpotable Water use;

- ii. A reduced pressure backflow assembly (RP) within twenty-five (25) feet of the downstream side of the point of connection or meter to protect the City’s public water and/or Recycled Water system;
  - iii. Signage that state law and the Department of Public Health’s rules and regulations require;
  - iv. Cross connection control in accordance with Titles 17 and 22 of the California Code of Regulations;
  - v. Any other requirements the Director determines are necessary to protect public health.
- (c) **Plumbing Permit.** A project applicant shall obtain from the **Department of Building Inspection** an appropriate plumbing permit and any other building or installation permit required to construct, install, and/or alter an Alternate Water Source System.
- (d) **Encroachment Permit.** A project applicant shall obtain from the **Department of Public Works** appropriate authorization for placement of any pipelines or other portions of an Alternate Water Source System within the public right-of-way.
- (e) **Construction Certification Letter.** Project applicants shall certify to the Director that Alternate Water Source System construction is complete and consistent with the approved Nonpotable Water Engineering Report in accordance with the provisions of this ordinance and any implementing rules and regulations. City departments may not approve or issue a First Certificate of Occupancy or approval for any Alternate Water Source System until the Director has reviewed and verified the Construction Certificate Letter.

**4. Fees.**

- (a) The non-refundable application fees for Alternate Water Source System permits are:
- i. **Rainwater: \$**
  - ii. **NSF 350 systems: \$**
  - iii. **Foundation Drainage: \$**
  - iv. **Graywater: \$**
  - v. **Blackwater: \$**
  - vi. **Transfer of any permit: \$**
- (b) **The fees set forth in this Section 2.1.C.4 may be adjusted each year, without further action by the City Council.**

Not later than April 1, the Director shall report to the Controller the revenues generated by the fees for the prior fiscal year and the prior fiscal year's costs of operation, as well as any other information that the Controller determines appropriate to the performance of the duties set forth in the Section.

Not later than May 15, the Controller shall determine whether the current fees produce, or are projected to produce, revenues sufficient to support the costs of providing the services for which the fees are assessed and that the fees will not produce revenue that exceeds the reasonable costs of providing the services for which the fees are assessed.

The Controller shall if necessary, adjust the fees upward or downward for the upcoming fiscal year as appropriate to ensure that the program recovers the costs of operation without producing revenue that exceeds the reasonable costs of providing the services for which the fees are assessed. The adjusted rates shall become operative on July 1.

5. **Operating Requirements.** When the Director determines the applicant has satisfied all the requirements of this Section 2.1.C, the Director may issue an operations permit for an Alternate Water Source System. Permittees shall timely submit all water quality monitoring information required by the provisions of this ordinance and the rules and regulations of the California Department of Public Health and California State Water Resources Control Board. Permittees shall conduct ongoing backflow prevention and cross connection testing in accordance with this ordinance, the rules and regulations of the California Department of Public Health and California State Water Resources Control Board, and all applicable local, state, and federal laws.
6. **Nonpotable Water Use Audits.** When required by the Director, the Permittee or property owner shall conduct a Nonpotable Water use audit describing the extent of Nonpotable Water use in accordance with the requirements provided by the Director.
7. **Sale or Transfer.** Permittees shall notify the Director of any intent to sell or transfer the building or facility containing an Alternate Water Source System within thirty (30) days following the sale or transfer of property, in accordance with regulations adopted by the Director.
8. **Inspection and Notices of Violation.** The Director may inspect any Alternate Water Source System subject to the requirements of this Section 2.1.C to determine compliance with the provisions of this ordinance and applicable regulations.
9. **Violation and Penalties.** Any Permittee or person otherwise subject to the requirements of this Section 2.1.C who violates any provision of this Section 2.1.C or any applicable rule or regulation shall be subject to enforcement of relevant administrative penalties. The Director may impose administrative penalties and may pursue any other legal remedies for such violations.
10. **Revocation and Suspension of Permit.** The Director may order a Permittee to cease operation of an Alternate Water Source System or may revoke or suspend the permit to operate if the Director determines that:

- (a) The manager, operator, or any employee has violated any provision of this **Section 2.1.C** or any regulation issued pursuant to this **Section 2.1.C**;
- (b) The Alternate Water Source System is being operated or maintained in a manner threatening the public health or health of patrons and/or residents;
- (c) The owner or operator has refused to allow any duly authorized City official to inspect the premises or the operations of the Alternate Water Source System; or
- (d) The California State Water Resources Control Board has directed such action.

**D. Use of Recycled Water for Single-Family Residential Common Landscaping.** All new Single-family Residential units with landscaping provided by a water meter serving three or more homes that is managed by a homeowners' association or other association or entity shall be irrigated with Recycled Water if Recycled Water is available within 200 feet of the property line. If Recycled Water is planned to be made available to the development within ten years from the date of building permit issuance or is within the adopted Recycled Water project area, a system shall be constructed that will enable Recycled Water to be easily connected to the irrigation system once the Recycled Water supply is available within 200 feet of the property line, locating irrigation system plumbing such that the system can be supplied near the anticipated point of connection to the future Recycled Water system, ensuring there are no cross-connections between Recycled Water and potable water supplies, and using irrigation system components suitable for use with Recycled Water.

Alternate Water Source Systems shall be labeled in compliance with Chapter 6, Section 601.3, of the California Plumbing Code.

**{CODE SECTION} 2.2. REQUIREMENTS FOR MULTI-FAMILY RESIDENTIAL BUILDINGS AND NONRESIDENTIAL BUILDINGS.**

**A. Multi-Family and Nonresidential Exterior Faucet Locks.** Locks shall be installed on all publicly accessible exterior faucets and hose bibs.

**B. Water Meters to Measure Indoor Water Use.** For new buildings or additions with a **total gross floor area of 50,000 square feet or more**, separate water meters or submeters shall be installed to measure indoor water use as follows:

1. For each individual leased, rented, or other tenant space within the building projected to consume more than 100 gallons per day (380 L/day).
2. For each building that uses more than 100 gallons per day (380 L/day) on a parcel containing multiple buildings.
3. Where potable water is used for industrial/process uses, for water supplied to the following subsystems:
  - (a) Makeup water for cooling towers where flow through is greater than 500 gpm (30 L/s);

(b) Makeup water for evaporative coolers greater than 6 gpm (0.04 L/s); and

(c) Steam and hot-water boilers with energy input more than 500,000 Btu/h (147 kW).

C. **Cooling Towers.** All newly constructed cooling towers shall include devices to capture and reuse the blowdown water discharged from the cooling tower, operated in accordance with **Section 2.2.D** of this ordinance. Plumbing to facilitate the use of Alternate Water Sources shall be labeled in compliance with Chapter 6, Section 601.3, of the California Plumbing Code.

D. **Use of Alternate Water Sources for Multi-family and Nonresidential Buildings.** All new Multi-family Residential and Nonresidential structures shall include dual plumbing systems that facilitate and maximize the use of Alternate Water Sources for use in irrigation, toilet flushing, cooling towers, and other uses suitable for Nonpotable Water as allowed by the appropriate agencies in compliance with the following:

1. If Recycled Water is available within 200 feet of the property line or if the Director has determined that it is reasonably available, 100 percent of water for toilets, urinals, floor drains, and process cooling and heating in that building shall come from Recycled Water. Plumbing to facilitate the use of Alternate Water Sources shall be labeled in compliance with Chapter 6, Section 601.3, of the California Plumbing Code.
2. If Recycled Water is planned to be made available to the development within ten years from the date of building permit issuance or the development is within the adopted Recycled Water project area, the development may meet the requirements of this **Section 2.2.D** solely by building out the dual plumbing distribution system to the anticipated point of connection to the future Recycled Water system. Plumbing to facilitate the use of Alternate Water Sources shall be labeled in compliance with Chapter 6, Section 601.3, of the California Plumbing Code.
3. **Onsite Treated Nonpotable Water Systems.** If Recycled Water is not available to the development and is not anticipated to be made available to the development within ten years, the development shall install onsite water collection and treatment systems to capture, collect, treat, and distribute Graywater, Rainwater, and Stormwater runoff. The use of treated Blackwater may be allowed by the Director.

(a) **Applicability.** This **Section 2.2.D.3** shall apply to the installation and operation of Alternate Water Source Systems at new development projects with a total gross floor area of **[ ] square feet or more** and to the voluntary installation and operation of Alternate Water Source Systems at sites containing Multi-family Residential and Nonresidential buildings. This **Section 2.2.D.3** shall not apply to systems at Single-family Residential occupancies, Graywater systems where Graywater is collected solely for subsurface irrigation and does not require treatment and that are regulated by Chapter 15 (commencing with Section 1501.0) of the California Plumbing Code (Part 5 of Title 24 of the California Code of Regulations), as determined by the Director, or Rainwater systems where Rainwater is collected solely for subsurface irrigation, drip irrigation, or non-sprinkled surface applications and does not require treatment and that are regulated by Chapter 16 (commencing with Section 1601.0) of the California Plumbing Code

(Part 5 of Title 24 of the California Code of Regulations), as determined by the Director.

**(b) Development Project Requirements.**

- i. All toilet and urinal flushing and irrigation demands shall be met through the collection and reuse of available onsite Rainwater, Graywater, and Foundation Drainage, to the extent required by application of the Water Budget Documentation developed for each project.
- ii. Project applicants shall use the Water Budget Calculator, as provided by the Onsite Treated Nonpotable Water Program established by the Director, to prepare a Water Budget assessing the amount of Rainwater, Graywater, and Foundation Drainage produced onsite, and the planned toilet and urinal flushing and irrigation demands.
- iii. If, based on the Water Budget Documentation, the available supply from onsite sources exceeds the demands for toilet and urinal flushing and irrigation, 100% of those demands shall be met by using the available onsite sources. If, based on the Water Budget Documentation, the available supply from onsite sources is less than the demands for toilet and urinal flushing and irrigation, 100% of the available onsite supply shall be used to meet the demands for toilet and urinal flushing and irrigation. Available Blackwater or Stormwater supplies may be used instead of, or in addition to Rainwater, Graywater, and Foundation Drainage to meet the available onsite supply requirements calculated in accordance with the Water Budget Documentation requirements.
- iv. **Additional Requirements for District Systems.** All District Systems shall conform to the following requirements, subject to the Director's determination, is his or her sole discretion, that an exception to any of such requirements will fulfill the purposes and objectives of this ordinance. Where a District System complies with the requirements in **Section 2.2.D.3(b)iv.1** through **2.2.D.3(b)iv.4**, including any exceptions approved by the Director, individual development projects within the District shall not be required to demonstrate compliance as long as the individual development projects are provided service by the approved District System.
  1. In addition to preparation of the Water Budget, project applicants for District Systems shall submit implementation plans for review and approval, in accordance with the rules and regulations of the Onsite Treated Nonpotable Water Program established by the Director.
  2. District Systems shall be operated by a single Permittee having sole control of operations of all of its facilities, including but not limited to treatment and distribution facilities. District Systems shall be constructed in accordance with all applicable standards and specifications set by the water service provider, sewer service provider, and/or any authority having jurisdiction.



3. District Systems and development projects shall not provide Nonpotable Water to water users or for purposes located outside the boundaries of the District or approved development project, except when the water users or other purposes are located on property contiguous to, or across a public right of way from, the boundaries of the District or approved development project, and the total amount of Nonpotable Water produced by the Alternate Water Source System will not exceed 125% of the District System's or approved development project's Nonpotable Water demands for toilet and urinal flushing and irrigation, as determined by the approved Water Budget Documentation.
  4. For District Systems, the ongoing operation and maintenance responsibilities of the responsible party shall be held by the owner of the common areas within the District development project and may be transferred to a homeowners' association or similar entity that maintains the common areas within the District development project.
- v. The Director may approve alternate District Systems that will achieve compliance with the purposes and objectives of this ordinance, in accordance with the rules and regulations of the Onsite Treated Nonpotable Water Program established by the Director. Alternative District Systems may include, but are not limited to, water purchase agreements.
  - vi. City departments shall not issue an encroachment permit, a site permit, or a plumbing permit for a project, or approve a Nonpotable Water Engineering Report, prior to the Director's determination that the Water Budget Documentation has been prepared in accordance with the rules for Water Budget calculations in the Onsite Treated Nonpotable Water Program established by the Director.
  - vii. **Subdivision Approvals.**
    1. **Parcel Map or Tentative Subdivision Map Conditions.** The **Director of Public Works** shall not approve a parcel map or tentative subdivision map for any property unless a condition is imposed requiring compliance with this ordinance to serve the potential uses of the property covered by the parcel map or tentative subdivision map, as specified in the provisions of this ordinance.
    2. **Subdivision Regulations.** The **Director of Public Works** shall adopt regulations consistent with, and in furtherance of this ordinance.
    3. **Final Maps.** **The Director of Public Works** shall not endorse and file a final map for property within the boundaries of the City without first determining that the subdivider has complied with the conditions imposed on the parcel map or tentative subdivision map pursuant to this ordinance and for any such conditions not fully satisfied prior to the recordation of the final map, the subdivider has signed a certificate of



agreement and/or improvement agreement, to ensure compliance with such conditions.

4. This **Section 2.2.D.3(b)vii** shall not apply to parcel maps or tentative subdivision maps submitted solely for the purposes of condominium conversion.

- viii. In the event that a privately owned Alternate Water Supply System approved by the Director is subsequently determined by the California Public Utilities Commission to be subject to that agency's jurisdiction and regulation, the City may, with the consent of the affected owner, acquire and operate the facilities.

**(c) Regulation of Alternate Water Sources.**

- i. Any person or entity who installs and operates an Alternate Water Source System shall comply with this ordinance, the rules and regulations adopted by the California Department of Public Health, and all applicable local, state, and federal laws. Alternate Water Source Systems shall be designed and built in compliance with Title 17 and Title 22 of California Code of Regulations, Chapter 15 of the California Plumbing Code and labeled in compliance with Chapter 6, Section 601.3, of the California Plumbing Code.
- ii. **Onsite Treated Nonpotable Water Program.** Within **ninety (90) days** after passage of this ordinance, the Director shall establish a program for Onsite Treated Nonpotable Water systems including rules and regulations regarding the operation of Alternate Water Source Systems necessary to effectuate the purposes of this ordinance and to protect public health and safety. This Onsite Treated Nonpotable Water Program shall include the risk-based water quality standards established by the California State Water Resources Control Board and shall address, at a minimum:
  1. Water quality criteria, including risk-based log reduction targets for the removal of pathogens such as enteric viruses, parasitic protozoa, and enteric bacteria for Nonpotable Water sources, Graywater, Rainwater, Stormwater, and Blackwater, and nonpotable end uses, toilet and urinal flushing, clothes washing, irrigation, and dust suppression;
  2. Water quality monitoring requirements, including content and frequencies;
  3. Reporting requirements for the water quality monitoring results, including content and frequencies;
  4. Notification and public information requirements;
  5. Cross-connection controls; and
  6. Operation and maintenance requirements.

- iii. The Director shall review applications for Alternate Water Source Systems and may issue or deny such applications, in accordance with applicable laws and regulations.
- iv. The **relevant City departments** shall review plans and issue or deny permits for the construction, installation, or modification of Alternate Water Source Systems, in accordance with applicable laws and regulations.

**(d) Project Applicant and/or Permittee Design and Construction Requirements.**

- i. Prior to initiating installation of any Alternate Water Source project, project applicants shall submit to the Director an application for permits to operate Alternate Water Source Systems. Such applications shall comply with the requirements of this ordinance and any rules and regulations of the Onsite Treated Nonpotable Water Program established by the Director. Project applicants shall pay a non-refundable permit application fee to cover the costs of investigation and processing the application and issuing the permit. Each project application submitted to the Director shall include a Nonpotable Water Engineering Report that provides project information determined by the Director to be necessary for complete review of the proposed project. City departments may not approve or issue permits for any site installing an Alternate Water Source System unless and until the Director has approved the Nonpotable Water Engineering Report.

The Nonpotable Water Engineering Report for District Systems must include information on the permanent legal agreements between property owners and provide documentation that each party is a willing and responsible participant in the District Nonpotable Water use.

- ii. **System Design.** All buildings using Nonpotable Water from Alternate Water Source Systems shall include:
  - 1. A flow meter on the nonpotable distribution system to account for Nonpotable Water use;
  - 2. A reduced pressure backflow assembly (RP) within twenty-five (25) feet of the downstream side of the point of connection or meter to protect the City's public water and/or Recycled Water system;
  - 3. Signage that state law and the California Department of Public Health's rules and regulations require;
  - 4. Cross connection control in accordance with Titles 17 and 22 of the California Code of Regulations;
  - 5. Any other requirements the Director determines are necessary to protect public health.

- iii. **Plumbing Permit.** A project applicant shall obtain from the Department of Building Inspection an appropriate plumbing permit and any other building or installation permit required to construct, install, and/or alter an Alternate Water Source System. Each parcel within a District shall obtain appropriate plumbing and any other building or installation permits required.
- iv. **Encroachment Permit.** A project applicant shall obtain from the Department of Public Works appropriate authorization for placement of any pipelines or other portions of an Alternate Water Source System within the public right-of-way.
- v. **Construction Certification Letter.** Project applicants shall certify to the Director that Alternate Water Source System construction is complete and consistent with the approved Nonpotable Water Engineering Report in accordance with the provisions of this ordinance and any implementing rules and regulations. City departments may not approve or issue a First Certificate of Occupancy or approval for any Alternate Water Source System until the Director has reviewed and verified the Construction Certificate Letter.

**(e) Fees.**

- i. The non-refundable application fees for Alternate Water Source System permits are:

- 1. Rainwater: \$
- 2. NSF 350 systems: \$
- 3. Foundation Drainage: \$
- 4. Graywater: \$
- 5. Blackwater: \$
- 6. Transfer of any permit: \$
- 7. District Scale, the applicable amount above, plus: \$ per hour for plan review and/or onsite inspection

- ii. The fees set forth in this Section 4.2.D.3(e) may be adjusted each year, without further action by the City Council.

Not later than April 1, the Director shall report to the Controller the revenues generated by the fees for the prior fiscal year and the prior fiscal year's costs of operation, as well as any other information that the Controller determines appropriate to the performance of the duties set forth in this Section 2.2.D.

Not later than May 15, the Controller shall determine whether the current fees produce, or are projected to produce, revenues sufficient to support the costs of providing the services for which the fees are assessed and that the fees will not

produce revenue that exceeds the reasonable costs of providing the services for which the fees are assessed.

The Controller shall if necessary, adjust the fees upward or downward for the upcoming fiscal year as appropriate to ensure that the program recovers the costs of operation without producing revenue that exceeds the reasonable costs of providing the services for which the fees are assessed. The adjusted rates shall become operative on **July 1**.

4. **Operating Requirements.** When the Director determines the applicant has satisfied all the requirements of this **Section 2.2.D**, the Director may issue an operations permit for an Alternate Water Source System. Permittees shall timely submit all water quality monitoring information required by the provisions of this ordinance and the rules and regulations of California Department of Public Health and the California State Water Resources Control Board. Permittees shall conduct ongoing backflow prevention and cross connection testing in accordance with this ordinance, the rules and regulations of the California Department of Public Health and California State Water Resources Control Board, and all applicable local, state, and federal laws.
5. **Nonpotable Water Use Audits.** When required by the Director, the Permittee or property owner shall conduct a Nonpotable Water use audit describing the extent of Nonpotable Water use in accordance with the requirements provided by the Director.
6. **Sale or Transfer.** Permittees shall notify the Director of any intent to sell or transfer the building or facility containing an Alternate Water Source System within thirty (30) days following the sale or transfer of property, in accordance with regulations adopted by the Director.
7. **Inspection and Notices of Violation.** The Director may inspect any Alternate Water Source System subject to the requirements of this **Section 2.2.D** to determine compliance with the provisions of this ordinance and applicable regulations.
8. **Violation and Penalties.** Any Permittee or person otherwise subject to the requirements of this **Section 2.2.D** who violates any provision of this **Section 2.2.D** or any applicable rule or regulation shall be subject to enforcement of relevant administrative penalties. The Director may impose administrative penalties and may pursue any other legal remedies for such violations.
9. **Revocation and Suspension of Permit.** The Director may order a Permittee to cease operation of an Alternate Water Source System, may revoke or suspend the permit to operate, and/or may terminate the operation of, and modify to render inoperable an Alternate Water Source System, if the Director determines that:
  - (a) The manager, operator, or any employee has violated any provision of this **Section 2.2.D** or any regulation issued pursuant to this **Section 2.2.D**;
  - (b) The Alternate Water Source System is being operated or maintained in a manner threatening the public health or health of patrons and/or residents;

- (c) The owner or operator has refused to allow any duly authorized City official to inspect the premises or the operations of the Alternate Water Source System; or
- (d) The California State Water Resources Control Board has directed such action.

**10. Exceptions.**

- (a) Additions that use any part of the existing plumbing piping system are exempted from this **Section 2.2.D.**
- (b) Alterations that do not include replacing all of the potable water piping are exempted from this **Section 2.2.D.**
- (c) Mental hospitals or other facilities operated by a public agency for the treatment of persons with mental disorders are exempted from this **Section 2.2.D.**
- (d) Where Recycled Water quality has been deemed unsuitable by the Director for a particular fixture or equipment, the fixture and/or equipment shall be dual-plumbed for future connection.

**{CODE SECTION} 2.3. REQUIREMENTS FOR COMMERCIAL FACILITIES.**

**A. Use of Manually Operated Toilets in Commercial Facilities.** Toilets and urinals in commercial facilities shall not have sensor or automatic flush valves and instead shall have manually operated flush mechanisms.

**B. Use of Manually Operated Faucets in Commercial Facilities.** Faucets in commercial facilities shall not have automatic sensors installed and instead shall have manually operated handles, which may include metering faucets.

**1. Exceptions.** Hospitals and airports are exempted from this **Section 2.3.B.**

**C. Water Efficiency in Commercial Kitchens.** All new and replacement commercial dishwashers, food steamers, combination ovens, and food waste pulping systems must comply with water efficiency standards as defined in the 2019 California Green Building Standards Code, Part 11, Section A5.303.3 – Appliances and fixtures for commercial application. These standards are mandatory for the purposes of this provision.

**{CODE SECTION} 2.4. REQUIREMENTS RELATED TO SALE AND INSTALLATION OF COMPLIANT FIXTURES AND FITTINGS.**

**A. Retail Establishments Selling Compliant Fixtures and Fittings.** All stores, outlets and other retail establishments shall only offer for sale plumbing fixtures and fittings that are in compliance with California appliance water efficiency standards. Model numbers of plumbing fixtures and fittings offered for sale must be listed in the California Energy Commission Appliance Efficiency Database.

**B. Plumbers, Contractors, and Service Providers Installing Compliant Fixtures and Fittings.**

All plumbers, contractors, and other service providers shall not install any plumbing fixtures or other devices that are not in compliance with California appliance water efficiency standards. Model numbers of plumbing fixtures and fittings installed by plumbers, contractors, and service providers must be listed in the California Energy Commission Appliance Efficiency Database.

**{CODE SECTION} 2.5. REQUIREMENTS RELATED TO LANDSCAPE IRRIGATION AND POOL AND SPA COVERS FOR RESIDENTIAL AND NONRESIDENTIAL PROPERTIES.**

Requirements in this provision may be addressed in [Water Efficient Landscape Ordinance adopted by jurisdiction]. In any instances of conflicting requirements, the more stringent requirement shall prevail. *(Jurisdictions may wish to edit this provision prior to adoption to more closely align with the specific Water Efficient Landscape Ordinance adopted by jurisdiction.)*

**A. Water Meters for Landscape Irrigation.** A landscape water meter shall be installed for landscape irrigation for the following:

1. When required by the California Department of Water Resources Model Water Efficient Landscape Ordinance or local water efficient landscape ordinance;
2. Additions and alterations, with a valuation of \$200,000 or more, where the entire potable water system is replaced, including all underground piping to the existing meter; and
3. Landscaped areas shall have flow sensors or hydrometers, regardless of being metered separately.

**B. Irrigation Controllers.** In new construction or building additions or alterations with over 500 square feet of cumulative landscaped area, install irrigation controllers and sensors which include the following criteria:

1. Controllers shall be weather- or soil moisture-based controllers that automatically adjust irrigation in response to changes in plants' needs as weather conditions change.
2. Weather-based controllers without integral rain sensors or communication systems that account for local rainfall shall have a separate wired or wireless rain sensor that connects or communicates with the controller(s). Soil moisture-based controllers are not required to have rain sensor input.
3. **Exception.** For new residential construction, manual irrigation is also permitted.

**C. Irrigation System.** In landscaped areas, irrigation nozzles shall have a maximum precipitation rate of one inch per hour.

**D. Irrigation Audits.** For newly constructed landscaped areas, the local agency shall administer an irrigation audit to verify that the irrigation system complies with regulations, as well as to identify potential deficiencies and assure that corrections have been made. If corrections are needed, these must be addressed prior to approval of the new construction.

E. **Swimming Pool and Spa Covers.** Swimming pools and spas must be in compliance with the 2019 Building Energy Efficiency Standards for Part 6 of Title 24 of the California Code of Regulations Section 110.4. For Single-family Residential dwellings, any permanently installed outdoor in-ground swimming pool or spa not covered by the scope of the 2019 Building Energy Efficiency Standards for Part 6 of Title 24 of the California Code of Regulations Section 110.4, including any swimming pool or spa that is non-heated or has electric resistance heating deriving at least 60 percent of the annual heating energy from site solar energy or recovered energy, shall be equipped with a cover having a manual or power-operated reel system.

1. **Exceptions.**

(a). For irregular-shaped swimming pools and spas not covered by the scope of the 2019 Building Energy Efficiency Standards for Part 6 of Title 24 of the California Code of Regulations Section 110.4, including any swimming pool or spa that is non-heated or has electric resistance heating deriving at least 60 percent of the annual heating energy from site solar energy or recovered energy, for which it is infeasible to cover 100 percent of the swimming pool or spa with a reel system due to its irregular shape, other types of covers may be allowed as determined by the Director.

(b). Additions or alterations to existing swimming pools and spas not covered by the scope of the 2019 Building Energy Efficiency Standards for Part 6 of Title 24 of the California Code of Regulations Section 110.4, including any swimming pool or spa that is non-heated or has electric resistance heating deriving at least 60 percent of the annual heating energy from site solar energy or recovered energy, with a valuation not exceeding \$25,000 are exempted from this **Section 2.5.E.**

SECTION 4. SEVERABILITY. If any portion of this Ordinance is held to be invalid or inapplicable to any situation by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance or the applicability of this Ordinance to other situations.

SECTION 5. EFFECTIVE DATE. This Ordinance and the rules, regulations, provisions, requirements, orders, and matters established and adopted hereby shall take effect and be in full force and effect **from and after the expiration of ninety (90) days after the date of its adoption.**

SECTION 6. POSTING AND PUBLICATION. The City Clerk is hereby directed to publish this ordinance pursuant to §36933 of the Government Code.

**THE FOREGOING ORDINANCE WAS INTRODUCED AT A MEETING OF THE CITY COUNCIL HELD ON THE [ ] DAY OF [MONTH YEAR] AND WAS FINALLY ADOPTED AT A MEETING OF THE CITY COUNCIL HELD ON THE [ ] DAY OF [MONTH YEAR], AND SAID ORDINANCE WAS DULY PASSED AND ADOPTED IN ACCORDANCE WITH LAW BY THE FOLLOWING VOTE:**

**AYES: COUNCIL MEMBERS:**

**NOES: COUNCIL MEMBERS:**

**ABSTAIN: COUNCIL MEMBERS:**

**ABSENT: COUNCIL MEMBERS:**

**APPROVED:**

**DATE:**

\_\_\_\_\_

\_\_\_\_\_

**NAME, Title**

**ATTEST:**

**DATE:**

\_\_\_\_\_

\_\_\_\_\_

**NAME, Title**



EXHIBIT A

EXPRESS FINDINGS FOR LOCAL AMENDMENTS OF BUILDING STANDARDS

Section 1.1.8 of Part 2 of Title 24 of the California Code of Regulations (California Building Standards Code) and Sections 17958 and 18941.5 of the California Health and Safety Code provide that any city, county, or city and county may make more restrictive amendments to the provisions of Title 24 of the California Code of Regulations. Sections 17958.5 and 17958.7 of the California Health and Safety Code require that for each proposed local amendment to the provisions of Title 24 of the California Code of Regulations, the local governing body must make an express finding supporting its determination that each such local amendment is reasonably necessary because of local climatic, geological, or topographical conditions. Section 101.7.1 of Part 11 of Title 24 of the California Code of Regulations, known as the California Green Building Standards Code, provides that local climatic, geological, or topographical conditions include environmental conditions as established by the city, county, or city and county.

Pursuant to Sections 17958.5 and 17958.7 of the California Health and Safety Code, the following tables summarize the provisions of the 2019 California Building Standards Code in Title 24 of the California Code of Regulations being amended by the Ordinance and the findings providing justification for each amendment.

Section of Ordinance Making Amendment	Section of CA Code Being Amended	Title	Add, Delete, or Amend?	Justification (see below for key)
{CODE SECTION} 2.1A	110.3(c) of Part 6 of Title 24	Mandatory Requirements for Service Water-Heating Systems and Equipment	Add	C

**Key to Justification for Amendments to Title 24 of the California Code of Regulations**

C	This amendment is justified on the basis of a local <b>climatic</b> condition. Risks such as climate change and drought could negatively affect water supply reliability in Santa Clara County. Santa Clara County is characterized by a dry climate and experiences the effects of drought and the benefits of saving water more intensely than some other communities in California. Santa Clara County’s vulnerabilities to climate change include increases in seasonal irrigation demands, a decrease in imported water supplies as a result of reduced snow pack and a shift in the timing of runoff, more frequent and severe droughts, changes in surface water quality associated with changes in flows and temperature, and
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	<p>changes in imported water quality due to salinity intrusion in the delta. Temperature projections for the Bay Area show an expected increase in the frequency and intensity of heat waves that could result in a decrease in water supply and/or changes in water demands. Precipitation for the beginning of 2018 was 60% of average levels at the San Jose Index Station and significantly lower than that of the Santa Cruz Mountains, the Diablo Range and South County, with snow water equivalent for the Northern Sierra falling well below normal. It is necessary to maximize water efficiency and reduce the waste and unnecessary use of potable water in order to help ensure that water supply is capable of reliably satisfying demand while withstanding the potential and expected future drought conditions in Santa Clara County.</p>
G	This amendment is justified on the basis of a local <b><u>geological</u></b> condition.
T	This amendment is justified on the basis of a local <b><u>topographical</u></b> condition.

## MODEL WATER EFFICIENCY ORDINANCE FILING INSTRUCTIONS

### OVERVIEW:

In order to comply with certain requirements governed by the California Building Standards Commission (“CBSC”) and the California Energy Commission (“CEC”), certain administrative steps must be taken subsequent to the adoption of **Ordinance No. XXXX (“Ordinance”)**, An Ordinance of the City Council of the **City of []** Adding a New **Chapter []** (Water Efficient New Development) to **Title []** of the **City of []** Municipal Code Related to Requirements for New Development that Promote Water Use Efficiency and the Development of Alternate Sources of Water Supply, establishing rules and regulations to help ensure that new development is poised to be water efficient in order to extend the City’s water supplies.

Requirements in the Single-Family Residential Water Waste Reduction when Heating Water section of the Ordinance make more restrictive amendments to certain provisions of Title 24 of the California Code of Regulations (“California Building Standards Code”). More specifically, these amendments are to certain provisions of Part 6 of Title 24 of the California Code of Regulations (“California Building Energy Efficiency Standards”). Section 1.1.8 of Part 2 of Title 24 of the California Code of Regulations and Sections 17958 and 18941.5 of the California Health and Safety Code provide that any city, county, or city and county may make more restrictive amendments to the provisions of the California Building Standards Code. Section 25402.1(h)2 of the California Public Resources Code and Section 10-106 of Part 6 of Title 24 of the California Code of Regulations provide that local government agencies may adopt and enforce energy standards for newly constructed buildings, additions, alterations, and repairs to existing buildings, provided the standards are cost-effective and will require the buildings to be designed to consume no more energy than permitted by the Building Energy Efficiency Standards. Local amendments to the California Building Standards Code are subject to certain requirements governed by the CBSC, and local amendments to the California Building Energy Efficiency Standards are subject to certain requirements governed by the CEC.<sup>1,2</sup> Key elements of these requirements are discussed below.

Sections 17958.5 and 17958.7 of the California Health and Safety Code require that for each proposed local amendment to the provisions of the California Building Standards Code, the local governing body must make an express finding supporting its determination that each such local amendment is reasonably necessary because of local climatic, geological, or topographical conditions. Section 101.7.1 of Part 11 of Title 24 of the California Code of Regulations, known as the California Green Building Standards Code, provides that local climatic, geological, or topographical conditions include environmental conditions established by the city, county, or city and county. **Pursuant to Sections 17958.5 and 17958.7 of the California Health and Safety Code, the provisions of the California Building Standards Code in Title 24 of the California Code of Regulations being amended and the respective express findings applicable to each amendment are summarized in and attached to the Ordinance as Exhibit A (Express Findings for Local Amendments of Building Standards).**

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<sup>1</sup> <http://www.bsc.ca.gov/Rulemaking/LocalCodeOrdinances.aspx>

<sup>2</sup> <https://www.energy.ca.gov/title24/2016standards/ordinances/>

Local amendments to the California Building Standards Code are not effective until copies of the amendment documents meeting all document filing requirements have been filed with the CBSC. Additionally, the CEC review and approval process involves posting an adopted ordinance for public comment for sixty (60) days followed by approval at a CEC Business Meeting. After adoption of the Ordinance, the City shall file the required amendment documents and follow the required approval processes with the CBSC and CEC in accordance with each agency's respective requirements.

The model water efficiency ordinance and accompanying cost-effectiveness analysis upon which this Ordinance is based and to which this Ordinance is substantially similar were developed with informal input from staff of both the CBSC and the CEC in anticipation of each agency's respective requirements and in order to preemptively identify any potential barriers to approval, of which none were identified. The cost-effectiveness analysis found that the energy standards in the model water efficiency ordinance relevant to the CBSC and the CEC are cost-effective and require buildings to be designed to consume no more energy than permitted by Part 6 of Title 24 of the California Code of Regulations, and the Ordinance includes the required language stating this finding.

#### SPECIFIC FILING INSTRUCTIONS:

##### **CBSC**

Detailed information regarding CBSC requirements for local amendments to building standards is located at the web address listed above in Footnote 1 and also in the CBSC publication, Guide for Local Amendments of Building Standards, available online. The following is an excerpt from that document relevant to the filing requirements for this Ordinance:

#### “1. Local Amendments under the California Building Standards Law:

Authority: Health and Safety Code Sections 18941.5, with reference to HSC Section 17958.7, allows for more restrictive local amendments that are reasonably necessary because of local climatic, geological, or topographical conditions. Section 101.7.1 of Part 11 of Title 24, known as the California Green Building Standards Code, provides that local climatic, geological, or topographical conditions include environmental conditions established by the city, county, or city and county.

[References: HSC 18941.5, 17958.5, and 17958.7 available in Appendix 1 and CBC 1.1.8 and 1.8.6 available in Appendix 2.]

Amendment Application: Amendments to Title 24 made under the authority of HSC 18941.5 may apply to any building, or building feature, that is not otherwise subject to another state law listed herein. For example, amendments for residential buildings, historic buildings, and energy conservation are among the subjects of other state laws and may not be subject to an amendment made under the authority of HSC 18941.5.

Document Requirements: Documents must be expressly marked to clearly identify or demonstrate the following:

- The state law providing the authority for the amendment(s).
- The Title 24 section being amended. The amendments should be discernable from the text of Title 24 not being amended.
- Amendments must be more restrictive building standards, including green building standards, than the building standards provided in Title 24.
- The amendment documentation must clearly show that the local governing body made an express finding that amendments to the building standards in Title 24, including green building standards, are reasonably necessary because of local climatic, geological, or topographical conditions. Each amendment must meet these requirements.

Filing Requirements: Local amendments are not effective until copies of the amendment documents meeting the requirements have been filed with the CBSC. Address amendment documents to:

California Building Standards Commission  
2525 Natomas Park Drive, Suite 130  
Sacramento, CA 95833-2936

Or, submit an electronic searchable PDF (Portable Document Format) via the following email address: [ordinancefilings@dgs.ca.gov](mailto:ordinancefilings@dgs.ca.gov), provided the documents include the ordinance identification and signature of the governing body officials.

The CBSC will acknowledge receipt of amendment documents and review findings in writing. Local amendments accepted for filing will be made available to the public on the CBSC website.”

Based on the above instructions, City staff should prepare and submit, by mail or email, a letter to the CBSC to file the amendment documents and should include a signed copy of the Ordinance, the accompanying Staff Report (which should be based on the Background Document and thus include the necessary information on the state law providing the authority for the amendment(s)), and the accompanying Cost-Effectiveness Report. For an example of the form and content for this filing letter, City staff can view current ordinances on file on the CBSC website or work with a consultant as needed. Once the CBSC reviews the filing submission and determines that the requirements have been met, they will issue a letter to the City attesting that the code modification is “accepted for filing and enforceable”. It should be noted that this review is not intended to evaluate the merit of the code modification or express findings but rather to attest only to the satisfaction of the cited law for filing of local code amendment supported by an express finding with the CBSC.

## CEC

Detailed information regarding CEC requirements for local amendments to building standards is located at the web address listed above in Footnote 2. The following is an excerpt from that webpage relevant to the filing requirements for this Ordinance:

“Local jurisdictions wishing to enforce locally adopted energy standards must submit an application with the following materials to the Executive Director: (1) the proposed energy standards, (2) the local jurisdiction’s findings and supporting analyses on the energy savings and cost effectiveness of the proposed energy standards, (3) a statement or finding by the local jurisdiction that the local energy standards will require buildings to be designed to consume no more energy than permitted by Part 6, and (4) any findings, determinations, declarations or reports, including any negative declaration or environmental impact report, required pursuant to the California Environmental Quality Act.

Local jurisdictions are required to apply to the Energy Commission for approval, documenting the supporting analysis for how the local government has determined that their proposed Standards will save more energy than the current statewide Standards and the basis of the local government’s determination that the local standards are cost-effective. Once the Energy Commission staff has verified that the local standards will require buildings to use no more energy than the current statewide Standards and that the documentation and 60-day public comment period requirements in Section 10-106 are met, the application is brought before the full Energy Commission for approval.

For questions regarding Local Ordinances or about applications for a local ordinance to exceed the 2016 Standards, contact:

Ingrid Neumann  
California Energy Commission  
1516 9th Street, MS-37  
Sacramento, CA 95814  
[Ingrid.Neumann@energy.ca.gov](mailto:Ingrid.Neumann@energy.ca.gov)

For questions regarding enforcement of Local Ordinances, contact:

Joe Loyer  
California Energy Commission  
1516 9th Street, MS-26  
Sacramento, CA 95814  
[Joe.Loyer@energy.ca.gov](mailto:Joe.Loyer@energy.ca.gov)”

Based on the above instructions, the text of the Ordinance and Staff Report / Background Document should already contain the required elements. Additionally, City staff should prepare and submit, by mail, a letter to the attention of the Executive Director of the CEC, currently Mr. Drew Bohan, to file the amendment documents and should include a signed copy of the Ordinance, the accompanying Staff Report (which should be based on the Background Document and thus include the necessary information on the state law providing the authority for the amendment(s)), and the accompanying Cost-Effectiveness Report. For an example of the form and content for this filing letter, City staff can view current ordinances on file on the CEC website or work with a consultant as needed. Once the CEC reviews the filing submission and determines that the requirements have been met and once the 60-day public comment period is complete, the full Energy Commission will vote on its approval at a Business Meeting.

As this process could take 90 days, the effective date of the Ordinance should be set at approximately 90 days after adoption. Similarly, if a January 1, 2020 effective date is desired, the Ordinance should be adopted by the end of September 2019.



**REQUEST TO PRESENT TO THE BOARD OF DIRECTORS**

Return to [executive\\_director@citiesassociation.org](mailto:executive_director@citiesassociation.org) at least 2 weeks prior to the Board Meeting for consideration.

**NAME OF ORGANIZATION: COUNTY OF SANTA CLARA OFFICE OF SUPPORTIVE HOUSING**

**Name of Contact Person:**

**Kathryn Kaminski**

**Phone: 408-278-6425**

**Email:**

**[Kathryn.kaminski@hhs.sccgov.org](mailto:Kathryn.kaminski@hhs.sccgov.org)**

**Presenters: Kathryn Kaminski,**

**Hilary Armstrong, SCC CEO**

**Ray Bramson, Destination: Home**

**REQUEST (WHAT WILL BE PRESENTED?): THE SANTA CLARA COUNTY CONTINUUM OF CARE IS IN THE PROCESS OF UPDATING THE COMMUNITY PLAN TO END HOMELESSNESS. THE LAST PLAN WAS ADOPTED IN 2015 AND WE WILL PROVIDE AN UPDATE ON THE PROGRESS OVER THE PAST FIVE YEARS. THE PRESENTERS WILL ALSO PROVIDE AN UPDATE ON THE PROCESS TO DEVELOP THE 2020 COMMUNITY PLAN, AN OVERVIEW OF THE FRAMEWORK AND STRATEGIES IN THE PLAN, AND DISCUSS NEXT STEPS.**

**RELEVANCE TO THE CITIES ASSOCIATION: CITIES ARE PARTNERS IN THE COMMUNITY EFFORTS TO END HOMELESSNESS AND THE PLAN REFLECTS STRATEGIES LOCAL JURISDICTIONS CAN ADOPT TO FURTHER LOCAL EFFORTS. AFTER THE PLAN IS ADOPTED, THE CONTINUUM OF CARE WILL ASK CITIES TO ENDORSE IT.**

**WHAT ACTION IS REQUESTED OF THE CITIES ASSOCIATION? PROVIDE FEEDBACK ON THE FRAMEWORK AND DRAFT STRATEGIES OF THE PLAN.**

**MATERIALS TO BE SENT TO SUPPORT PRESENTATION:** We will provide a handout that includes an overview of the process to date, the framework of the plan, and draft strategies. We will also send slides for the brief presentation.





## 2020 Policy Priorities – Vote Tally

Topic	Interested members	Target Date
<b>Transportation (total of 9)</b>		
<ul style="list-style-type: none"> <li>• Not Faster but Fairer – 1</li> </ul>		
<ul style="list-style-type: none"> <li>• Bike &amp; Ped – 1</li> </ul>		
<ul style="list-style-type: none"> <li>• CalTrains- Electrification-5</li> </ul>		
<ul style="list-style-type: none"> <li>• Alternate Transit</li> </ul>		
<ul style="list-style-type: none"> <li>• VTA – 1</li> </ul>		
<ul style="list-style-type: none"> <li>• EV Charging Stations- 1</li> </ul>		
<b>Housing -&gt; Planning Collaborative 1</b>		
<ul style="list-style-type: none"> <li>• AB 1487 - 1</li> </ul>		
<ul style="list-style-type: none"> <li>• Homelessness – 4</li> </ul>		
<ul style="list-style-type: none"> <li>• ADUs – 4</li> </ul>		
PG&E		
Fire Suppression – 2		
<b>Reliable Grid – 2 (total of 7)</b>		
<ul style="list-style-type: none"> <li>• Alternative Power-Solar</li> </ul>		
<ul style="list-style-type: none"> <li>• Disaster Prep for shutoffs – 7</li> </ul>		
Split Rolls – 1		
Health & Safety (total 2)- 1		
<ul style="list-style-type: none"> <li>• Gun Safety – 4</li> </ul>		
<ul style="list-style-type: none"> <li>• Anti-Vaping</li> </ul>		
<b>Regional Minimum Wage (Parity)- 6</b>		
5 G – 2		
Ambulance – 0		
Sustainability – 1		
<b>Public Safety – 5</b>		
Recycling/Waste Management – 2		
SCSC Roundtable – 2		
Decarbonization - 2		

PROPOSED Policy Priorities

Topic	Interested members	Target Date
Transportation (total of 9)		
<ul style="list-style-type: none"> <li>• CalTrains- Electrification-5</li> </ul>		
Housing -> Planning Collaborative 1		
<ul style="list-style-type: none"> <li>• Homelessness – 4</li> </ul>		
<ul style="list-style-type: none"> <li>• ADUs – 4</li> </ul>		
Reliable Grid – 2 (total of 7)		
<ul style="list-style-type: none"> <li>• Alternative Power-Solar</li> </ul>		
<ul style="list-style-type: none"> <li>• Disaster Prep for shutoffs – 7</li> </ul>		
Public Safety - 5		
<ul style="list-style-type: none"> <li>• Gun Safety – 4</li> </ul>		
Regional Minimum Wage (Parity)- 6		