



## EXECUTIVE BOARD OF DIRECTORS MEETING AGENDA

March 6, 2020 | 3 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 (Klein) 3:00 PM
2. Consent agenda:  
Executive Board of Directors Meeting Minutes: February 7, 2020  
February Financials
3. Consider request from SV@Home to co-host “New State Housing Laws” event for elected officials on Friday, April 24<sup>th</sup>, 11AM – 1PM, Housing Trust’s conference room in downtown San José. No financial cost to Cities Association. 3:05 PM
4. Consideration of member requests for committee assignments 3:10 PM
5. Discussion of the planning collaborative: 3:25 PM
  - Contract and scope of work for the totaling \$50,000
  - Should members be engaged to discuss LEAP & REAP grants for funding the collaborative?
  - Should this be a topic for the May General Membership Meeting?
6. Organizational status update and next steps 3:45 PM
7. Discussion of the draft FY 2021 Budget and request from Los Altos Hills for change in dues structure from tiered dues to per capita (Abe-Koga & Jordan) 4:00 PM
8. Agenda setting and requests to present to Board of Directors: 4:20 PM
  - Legislative Action Committee (6PM)
  - Valley Water – Support for the Anderson Dam
  - ABAG – RHNA Methodology (one hour requested)
  - SLVG – FASTER
  - Budget
  - Other items for consideration
9. Executive Director Report (Jordan) 4:25 PM
3. Public Comment
4. Adjourn until Friday, April 3, 2020 at 3PM, Sunnyvale City Hall, West Conference Room. 4:30 PM



## EXECUTIVE BOARD OF DIRECTORS MEETING MINUTES

February 7, 2020 | 5 PM

CITY OF SUNNYVALE | WEST CONFERENCE ROOM

456 WEST OLIVE | SUNNYVALE, CA 94088

1. Cities Association of Santa Clara County President called the meeting to order at 5:10 PM.

Present:

Margaret Abe-Koga (Mountain View)

Vice-Mayor Neysa Fligor (Los Altos)

Vice-Mayor Chappie Jones (San José)

Mayor Larry Klein (Sunnyvale)

Kent Steffens (City Manager, Sunnyvale/SCCCMA)

Andi Jordan (Executive Director)

Supervisor Joe Simitian (Santa Clara County)

Brian Pascal (Office of Supervisor Simitian, Santa Clara County)

2. Consideration of approval of consent agenda:

- a. January 2020 Executive Board of Directors Minutes

- b. December 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

MOTION TO APPROVE: Jones (San José)

SECOND: Fligor (Los Altos)

AYES: 4 (Klein/Sunnyvale, Jones/San José, Fligor/Los Altos), Abe-Koga/Mountain View)

NOS: 0

ABSTENTIONS: 0

ABSENT: 2 (Cappello/Saratoga, Sayoc/Los Gatos)

3. Santa Clara County Supervisor Joe Simitian – conversation regarding upcoming collaborative efforts and opportunities:

- a. Distracted Driving

- b. Keep It Clean

4. Old Business:

- a. Discussion of the Board of Directors priority setting and establishing committees (informational)

- b. Planning collaborative update: including consideration and approval of contract with Baird & Driscoll not to exceed \$50,000 (informational)

5. New Business:

- a. Cities Association of Santa Clara County 30<sup>th</sup> Anniversary

- b. Annual General Membership Event

- c. Request from Los Altos Hills to review dues schedule. Los Altos Hills request lowering the dues for Los Altos Hills and pay per capita basis with one vote. By *unanimous consensus*, Executive Board willing to consider a proposal requested by the Los Altos Hills Town Council.  
AYES: 4 (Klein/Sunnyvale, Jones/San José, Fligor/Los Altos), Abe-Koga/Mountain View)  
NOS: 0  
ABSTENTIONS: 0  
ABSENT: 2 (Cappello/Saratoga, Sayoc/Los Gatos)

5. Discussion and Agenda Setting for Board of Directors Meeting/Committee Reports to Board:

- a. Legislative Action Committee Agenda (meeting start time at 6PM)
- b. City Selection Committee Agenda (meeting start time at 6:55 PM)
- c. Goal Setting & Committee Appointments (15 minutes)
- d. Committee Reports (if needed)
  - Legislative Action Committee Update (Transportation, guiding principles)
- e. Presentations
  - SCC Supervisor Joe Simitian (Distracted Driving, Keep It Clean)
  - Valley Water – water ordinances
  - Santa Clara County Office of Supportive Housing
  - VTA – follow up requested by Board at the November meeting
  - SVLG – update on FASTER or bridge measure.
- f. Other items of interest
  - RHNA Methodology Update
  - ABAG General Membership meeting

By unanimous consensus, the Executive Board agreed for the Executive Director to create an agenda based on the above timeline and framework. Executive Director will check availability of presenters.

AYES: 4 (Klein/Sunnyvale, Jones/San José, Fligor/Los Altos), Abe-Koga/Mountain View)  
NOS: 0  
ABSTENTIONS: 0  
ABSENT: 2 (Cappello/Saratoga, Sayoc/Los Gatos)

- 6. Public Comment – no public comment was received.
- 7. Executive Director Report – no report given
- 8. Adjourned at 6:08 PM until Friday, March 6, 2020 at 3PM, Sunnyvale City Hall, West Conference Room.

Respectfully submitted,  
Andi Jordan  
Executive Director

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Approved on DATE

MOTION:  
SECOND:

AYES:

NOS:

ABSTENTIONS:

ABSENT:

DRAFT

# Management Report

CITIES ASSOCIATION OF SANTA CLARA COUNTY

For the period ended February 29, 2020



Prepared by

**BestBooks4U Bookkeeping & QuickBooks Consulting**

Prepared on

**March 2, 2020**

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# Profit and Loss

July 2019 - February 2020

	Total
<b>INCOME</b>	
4000 INCOME	
4010 Membership Dues	150,290.19
4020 Roundtable Income	124,485.00
4040 Planning Collaborative	49,999.95
<b>Total 4000 INCOME</b>	<b>324,775.14</b>
<b>Total Income</b>	<b>324,775.14</b>
<b>GROSS PROFIT</b>	<b>324,775.14</b>
<b>EXPENSES</b>	
6000 EXPENSES	
6120 Bank Service Charges	24.00
6122 Merchant QB Payment Fees	298.52
<b>Total 6120 Bank Service Charges</b>	<b>322.52</b>
6125 Directory Production	317.00
6160 Dues & Subscriptions	225.00
6162 Hospitality	838.30
6190 Website SOS	600.00
6300 Legal & Professional Fees	
6310 Accounting Services	2,036.25
<b>Total 6300 Legal &amp; Professional Fees</b>	<b>2,036.25</b>
6350 Roundtable consultant and technical services	174,235.43
Office	
6151 Conferences/Director's Expenses	148.55
6180 Insurance	865.98
6550 Supplies and Equipment	125.10
6610 Postage and Delivery	9.17
6611 Post Office Box	83.00
6615 Office/General Administrative Expenses	94.04
6620 Software Licenses	1,054.86
6665 Printing and Copying	744.68
6670 Recognition	392.95
<b>Total Office</b>	<b>3,518.33</b>
<b>Total 6000 EXPENSES</b>	<b>182,092.83</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	360.00
6568 Workers Compensation	423.80
6575 Payroll Wages/Salary	69,583.33
6580 Payroll Taxes	5,554.13

	Total
<b>Total PAYROLL</b>	<b>75,921.26</b>
<b>Total Expenses</b>	<b>259,304.34</b>
<b>NET OPERATING INCOME</b>	<b>65,470.80</b>
<b>OTHER INCOME</b>	
7010 Interest Income	2,218.19
7020 Membership Dinners - Proceeds	6,911.41
<b>Total Other Income</b>	<b>9,129.60</b>
<b>OTHER EXPENSES</b>	
6675 Membership Dinners - Cost	7,388.96
<b>Total Other Expenses</b>	<b>7,388.96</b>
<b>NET OTHER INCOME</b>	<b>1,740.64</b>
<b>NET INCOME</b>	<b>\$67,211.44</b>



# Balance Sheet

As of February 29, 2020

		Total
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Bank Accounts</b>		
1001 Checking - Union Bank		166,690.37
<b>Total Bank Accounts</b>		<b>166,690.37</b>
<b>Accounts Receivable</b>		
1200 Accounts Receivable		49,485.95
<b>Total Accounts Receivable</b>		<b>49,485.95</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>339,951.74</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>\$340,228.56</b>
<b>LIABILITIES AND EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
<b>Credit Cards</b>		
2200 First National Bank of Omaha		484.53
<b>Total Credit Cards</b>		<b>484.53</b>
<b>Total Current Liabilities</b>		<b>484.53</b>
<b>Total Liabilities</b>		<b>484.53</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		67,211.44
<b>Total Equity</b>		<b>339,744.03</b>
<b>TOTAL LIABILITIES AND EQUITY</b>		<b>\$340,228.56</b>

# Statement of Cash Flows

July 2019 - February 2020

	Total
<b>OPERATING ACTIVITIES</b>	
Net Income	67,211.44
Adjustments to reconcile Net Income to Net Cash provided by operations:	
1200 Accounts Receivable	-49,485.95
1300 LAIF Funds	-2,218.19
2200 First National Bank of Omaha	50.85
<b>Total Adjustments to reconcile Net Income to Net Cash provided by operations:</b>	<b>-51,653.29</b>
<b>Net cash provided by operating activities</b>	<b>15,558.15</b>
<b>NET CASH INCREASE FOR PERIOD</b>	<b>15,558.15</b>
Cash at beginning of period	151,132.22
<b>CASH AT END OF PERIOD</b>	<b>\$166,690.37</b>

# Monthly Summary Expenses by VENDOR

February 2020

	Total
A Slice Of New York	159.60
Adobe	14.99
Amazon	86.96
AP Intego	49.88
Best Books 4 U	846.25
FedEx Office	96.30
Gusto	45.00
Intuit	95.00
Microsoft	12.50
Nob Hill	4.19
Union Bank	3.00
Zoom.us	14.99
Not Specified	25,073.59
<b>TOTAL</b>	<b>\$26,502.25</b>

Transaction Detail by Account

February 2020

Date	Transaction Type	Num	Adj	Name	Class	Memo/Description	Split	Amount	Balance
1001 Checking - Union Bank									
02/04/2020	Expense		No	Gusto			6565 PAYROLL:Payroll Service Fees	-45.00	-45.00
02/10/2020	Expense		No	AP Intego			6568 PAYROLL:Workers Compensation	-49.88	-94.88
02/18/2020	Expense	roundtable	No			approved by executive board 2020-2-7, approved by Board of Directors 2020-2-13	6350 EXPENSES:Roundtable consultant and technical services	-15,654.22	-15,749.10
02/20/2020	Expense		No	Best Books 4 U			6310 EXPENSES:Legal & Professional Fees:Accounting Services	-846.25	-16,595.35
02/24/2020	Transfer		No				2200 First National Bank of Omaha	-602.20	-17,197.55
02/24/2020	Journal Entry	Gusto	No			Debit tax	-Split-	-3,553.74	-20,751.29
02/24/2020	Journal Entry	Gusto	No			Debit net pay	-Split-	-5,865.63	-26,616.92
02/28/2020	Expense		No	Union Bank			6120 EXPENSES:Bank Service Charges	-3.00	-26,619.92
Total for 1001 Checking - Union Bank								\$ -26,619.92	
1200 Accounts Receivable									
02/19/2020	Invoice	1087	No	City of Palo Alto			4040 INCOME:Planning Collaborative	3,333.33	3,333.33
02/19/2020	Invoice	1086	No	Dan Rich			4040 INCOME:Planning Collaborative	3,333.33	6,666.66
02/19/2020	Invoice	1082	No	Laurel Prevetti			4040 INCOME:Planning Collaborative	3,333.33	9,999.99
02/19/2020	Invoice	1080	No	City of Gilroy			4040 INCOME:Planning Collaborative	3,333.33	13,333.32
02/19/2020	Invoice	1079	No	City of Cupertino			4040 INCOME:Planning Collaborative	3,333.33	16,666.65
02/19/2020	Invoice	1092	No	Santa Clara County			4040 INCOME:Planning Collaborative	3,333.33	19,999.98
02/19/2020	Invoice	1091	No	Kent Steffens			4040 INCOME:Planning Collaborative	3,333.33	23,333.31
02/19/2020	Invoice	1090	No	James Lindsay			4040 INCOME:Planning Collaborative	3,333.33	26,666.64
02/19/2020	Invoice	1089	No	Deanna Santana			4040 INCOME:Planning Collaborative	3,333.33	29,999.97
02/19/2020	Invoice	1088	No	Dave Sykes			4040 INCOME:Planning Collaborative	3,333.33	33,333.30
02/19/2020	Invoice	1085	No	City of Morgan Hill			4040 INCOME:Planning Collaborative	3,333.33	36,666.63
02/19/2020	Invoice	1078	No	Brian Loventhal			4040 INCOME:Planning Collaborative	3,333.33	39,999.96
02/19/2020	Invoice	1081	No	Chris Jordan			4040 INCOME:Planning Collaborative	3,333.33	43,333.29
02/19/2020	Invoice	1083	No	City of Milpitas			4040 INCOME:Planning Collaborative	3,333.33	46,666.62
02/19/2020	Invoice	1084	No	City of Monte Sereno			4040 INCOME:Planning Collaborative	3,333.33	49,999.95
Total for 1200 Accounts Receivable								\$49,999.95	
2200 First National Bank of Omaha									
02/10/2020	Expense		No	FedEx Office		executive board meeting	6665 EXPENSES:Office:Printing and Copying	38.61	38.61
02/11/2020	Expense		No	Zoom.us			6620 EXPENSES:Office:Software Licenses	14.99	53.60
02/14/2020	Expense		No	Nob Hill			6162 EXPENSES:Hospitality	4.19	57.79

Date	Transaction Type	Num	Adj	Name	Class	Memo/Description	Split	Amount	Balance
02/18/2020	Expense		No	Adobe			6620 EXPENSES:Office:Software Licenses	14.99	72.78
02/18/2020	Expense		No	A Slice Of New York			6162 EXPENSES:Hospitality	159.60	232.38
02/18/2020	Expense		No	FedEx Office			6665 EXPENSES:Office:Printing and Copying	57.69	290.07
02/18/2020	Expense		No	Intuit			6620 EXPENSES:Office:Software Licenses	25.00	315.07
02/18/2020	Expense		No	Intuit			6620 EXPENSES:Office:Software Licenses	70.00	385.07
02/24/2020	Expense		No	Microsoft			6620 EXPENSES:Office:Software Licenses	12.50	397.57
02/24/2020	Transfer		No				1001 Checking - Union Bank	-602.20	-204.63
02/25/2020	Expense		No	Amazon		print cartridges	6550 EXPENSES:Office:Supplies and Equipment	86.96	-117.67
Total for 2200 First National Bank of Omaha								\$ -117.67	
4000 INCOME									
4040 Planning Collaborative									
02/19/2020	Invoice	1078	No	Brian Loventhal	PC		1200 Accounts Receivable	3,333.33	3,333.33
02/19/2020	Invoice	1081	No	Chris Jordan	PC		1200 Accounts Receivable	3,333.33	6,666.66
02/19/2020	Invoice	1083	No	City of Milpitas	PC		1200 Accounts Receivable	3,333.33	9,999.99
02/19/2020	Invoice	1084	No	City of Monte Sereno	PC		1200 Accounts Receivable	3,333.33	13,333.32
02/19/2020	Invoice	1085	No	City of Morgan Hill	PC		1200 Accounts Receivable	3,333.33	16,666.65
02/19/2020	Invoice	1087	No	City of Palo Alto	PC		1200 Accounts Receivable	3,333.33	19,999.98
02/19/2020	Invoice	1088	No	Dave Sykes	PC		1200 Accounts Receivable	3,333.33	23,333.31
02/19/2020	Invoice	1089	No	Deanna Santana	PC		1200 Accounts Receivable	3,333.33	26,666.64
02/19/2020	Invoice	1090	No	James Lindsay	PC		1200 Accounts Receivable	3,333.33	29,999.97
02/19/2020	Invoice	1091	No	Kent Steffens	PC		1200 Accounts Receivable	3,333.33	33,333.30
02/19/2020	Invoice	1092	No	Santa Clara County	PC		1200 Accounts Receivable	3,333.33	36,666.63
02/19/2020	Invoice	1079	No	City of Cupertino	PC		1200 Accounts Receivable	3,333.33	39,999.96
02/19/2020	Invoice	1080	No	City of Gilroy	PC		1200 Accounts Receivable	3,333.33	43,333.29
02/19/2020	Invoice	1082	No	Laurel Prevetti	PC		1200 Accounts Receivable	3,333.33	46,666.62
02/19/2020	Invoice	1086	No	Dan Rich	PC		1200 Accounts Receivable	3,333.33	49,999.95
Total for 4040 Planning Collaborative								\$49,999.95	
Total for 4000 INCOME								\$49,999.95	
6000 EXPENSES									
6120 Bank Service Charges									
02/28/2020	Expense		No	Union Bank	CASCC	CHECK IMAGE FEE CHECK IMAGE FEE	1001 Checking - Union Bank	3.00	3.00
Total for 6120 Bank Service Charges								\$3.00	

Date	Transaction Type	Num	Adj	Name	Class	Memo/Description	Split	Amount	Balance
<b>6162 Hospitality</b>									
02/14/2020	Expense		No	Nob Hill	CASCC	NOB HILL #634 - MOUNTAIN VIEW, CA	2200 First National Bank of Omaha	4.19	4.19
02/18/2020	Expense		No	A Slice Of New York	CASCC	A SLICE OF NY - SV - SUNNYVALE, CA	2200 First National Bank of Omaha	159.60	163.79
<b>Total for 6162 Hospitality</b>								<b>\$163.79</b>	
<b>6300 Legal &amp; Professional Fees</b>									
<b>6310 Accounting Services</b>									
02/20/2020	Expense		No	Best Books 4 U	CASCC	ADELE LEVIN T/A SALE CCD ADELE LEVIN T/A SALE CCD	1001 Checking - Union Bank	846.25	846.25
<b>Total for 6310 Accounting Services</b>								<b>\$846.25</b>	
<b>Total for 6300 Legal &amp; Professional Fees</b>								<b>\$846.25</b>	
<b>6350 Roundtable consultant and technical services</b>									
02/18/2020	Expense	roundtable	No		Roundtable		1001 Checking - Union Bank	15,654.22	15,654.22
<b>Total for 6350 Roundtable consultant and technical services</b>								<b>\$15,654.22</b>	
<b>Office</b>									
<b>6550 Supplies and Equipment</b>									
02/25/2020	Expense		No	Amazon	CASCC	print cartridges	2200 First National Bank of Omaha	86.96	86.96
<b>Total for 6550 Supplies and Equipment</b>								<b>\$86.96</b>	
<b>6620 Software Licenses</b>									
02/11/2020	Expense		No	Zoom.us	CASCC	ZOOM.US - 8887999666, CA	2200 First National Bank of Omaha	14.99	14.99
02/18/2020	Expense		No	Intuit	CASCC	Intuit *QuickBooks - 800-446-8848, CA	2200 First National Bank of Omaha	70.00	84.99
02/18/2020	Expense		No	Adobe	CASCC	ADOBE ACROBAT PRO - 8008336687, CA	2200 First National Bank of Omaha	14.99	99.98
02/18/2020	Expense		No	Intuit	CASCC	Intuit *QuickBooks - 800-446-8848, CA	2200 First National Bank of Omaha	25.00	124.98
02/24/2020	Expense		No	Microsoft	CASCC	MSFT * E0100ABG5R - 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>									
02/10/2020	Expense		No	FedEx Office	CASCC	executive board meeting	2200 First National Bank of Omaha	38.61	38.61
02/18/2020	Expense		No	FedEx Office	CASCC	FEDEX OFFIC51400051474 - CUPERTINO, CA	2200 First National Bank of Omaha	57.69	96.30
<b>Total for 6665 Printing and Copying</b>								<b>\$96.30</b>	
<b>Total for Office</b>								<b>\$320.74</b>	
<b>Total for 6000 EXPENSES</b>								<b>\$16,988.00</b>	
<b>PAYROLL</b>									
<b>6565 Payroll Service Fees</b>									

Date	Transaction Type	Num	Adj	Name	Class	Memo/Description	Split	Amount	Balance
02/04/2020	Expense		No	Gusto	CASCC	GUSTO FEE 244281 CCD 6sem GUSTO FEE 244281 CCD 6semjo8cpqo	1001 Checking - Union Bank	45.00	45.00
Total for 6565 Payroll Service Fees								\$45.00	
6568 Workers Compensation									
02/10/2020	Expense		No	AP Intego	CASCC	APIntego ACHTRANS CCD 556 APIntego ACHTRANS CCD 55682480	1001 Checking - Union Bank	49.88	49.88
Total for 6568 Workers Compensation								\$49.88	
6575 Payroll Wages/Salary									
02/24/2020	Journal Entry	Gusto	No			Regular Wages	-Split-	8,750.00	8,750.00
Total for 6575 Payroll Wages/Salary								\$8,750.00	
6580 Payroll Taxes									
02/24/2020	Journal Entry	Gusto	No			Employer Taxes	-Split-	669.37	669.37
Total for 6580 Payroll Taxes								\$669.37	
Total for PAYROLL								\$9,514.25	



## 2020 Policy Priorities

Topic	Interested members	Target Date
Transportation (total of 9) <ul style="list-style-type: none"> <li>• Not Faster but Fairer – 1</li> <li>• Bike &amp; Ped – 1</li> <li>• CalTrains- Electrification-5</li> <li>• Alternate Transit</li> <li>• VTA – 1</li> <li>• EV Charging Stations- 1</li> </ul>	Rod Sinks (Cupertino) Gustav Larsson (Sunnyvale) Margaret Abe-Koga (Mountain View) Liz Kniss (Palo Alto)	
Housing → Planning Collaborative 1 <ul style="list-style-type: none"> <li>• AB 1487 - 1</li> <li>• Homelessness – 4</li> <li>• ADUs – 4</li> </ul>	Rod Sinks (Cupertino) Gustav Larsson (Sunnyvale) Larry Klein (Sunnyvale) Rowena Turner (Monte Sereno) Margaret Abe-Koga (Mountain View) Neysa Fligor (Los Altos) Liz Kniss (Palo Alto) Liz Gibbons (Campbell)	
Reliable Grid – 2 (total of 7) <ul style="list-style-type: none"> <li>• Alternative Power-Solar</li> <li>• Disaster Prep for shutoffs – 7</li> <li>• PG&amp;E</li> <li>• Fire Suppression – 2</li> </ul>	Rod Sinks (Cupertino) Gustav Larsson (Sunnyvale) Larry Klein (Sunnyvale) Rowena Turner (Monte Sereno) Neysa Fligor (Los Altos)	
Health & Safety (total 2)- 1 <ul style="list-style-type: none"> <li>• Gun Safety – 4</li> <li>• Anti-Vaping</li> </ul>	Mary-Lynne Bernald (Saratoga) Margaret Abe-Koga (Mountain View) Rowena Turner (Monte Sereno) Paul Resnikoff (Campbell)	
Regional Minimum Wage (Parity)- 6	Chappie Jones (San José) Larry Klein (Sunnyvale)	



**Subject:** Re: Annual membership fee for Cities Association  
**Date:** Tuesday, February 25, 2020 at 3:45:35 PM Pacific Standard Time  
**From:** Michelle Wu  
**To:** Andi Jordan  
**CC:** Larry Klein  
**Attachments:** Option 1 - Round Table Structure.xlsx, Option 2 - League of Cities Style.xlsx, Cities Association Letter re fee schedule.pdf, 2019-CA League of Cities Dues Schedule.pdf

Hi Andi,

In response to your previous email requesting proposal on fee structure changes for Cities Association, attached are two proposed options from Town of Los Altos Hills for revising the Cities Association fee structure so that it is proportional to the size of the cities. Can you please put on the next Cities Association agenda as an item pertaining to "periodic revision of dues structure"? The formulas are similar and the board could consider either one of the two options.

Option 1: uses the same methodology as the Round Table and applies it to the entire association

Option 2: is based of the League of California Cities dues schedule for 2019 (also attached as a PDF for reference)

For both options, the 2019 Adopted budget \$150,000 was used as the target.

A little background -

In 2019, Los Altos Hills City Council made its request to the Cities Association for a proportional dues structure when we sent in our payment. The Council approved letter is also attached. I would appreciate that, on behalf of the Cities Association, you follow up on our request this year before the fee is due in June.

I believe that Cities Association that has the obligation to periodically review its dues structure. Further, in Article VII, Section 2 of the Association's Bylaws state the dues schedule shall be revised every (3) to four (4) years. We certainly appreciate the opportunity to comment and recommend a revision to the dues structure before this year's fee is due.

Let me know if you have any questions.

Best regards,

- Michelle Wu

Mayor, Town of Los Altos Hills

6508149037

On Feb 10, 2020 9:35 AM, Andi Jordan <andi@citiesassociation.org> wrote:

Good morning, Michelle.

The Executive Board met Friday and discussed your email and request to review the dues structure. The Executive Board would be happy to explore alternatives to the dues structure if the Town Council of Los Altos Hills would like to propose changes.

Per the bylaws, a preliminary budget must be approved by April 15 with final adoption no later than June 15<sup>th</sup>.

See you Thursday,

~Andi

408.766.9534

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**From:** Andi Jordan <andi@citiesassociation.org>  
**Date:** Friday, January 31, 2020 at 10:37 AM  
**To:** Michelle Wu <mwu@losaltoshills.ca.gov>  
**Cc:** Larry Klein <kleincouncil@sunnyvale.ca.gov>, Carl Cahill <ccahill@losaltoshills.ca.gov>  
**Subject:** Re: Annual membership fee for Cities Association

Hi Michelle –

I have forwarded your email to the Executive Board as this is a question for the Executive Board and Board, not me.

I have also kept the Executive Board apprised of Los Altos Hills' communications and objections to the dues structure.

Have a great weekend,

~Andi

408.766.9534

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**From:** Michelle Wu <mwu@losaltoshills.ca.gov>  
**Date:** Thursday, January 30, 2020 at 3:22 PM  
**To:** Andi Jordan <andi@citiesassociation.org>  
**Subject:** Annual membership fee for Cities Association

Hi Andi,

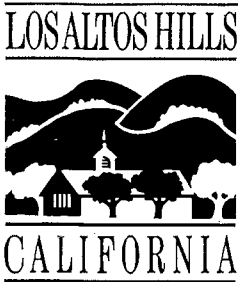
Attached is the invoice from League of California Cities. This invoice is much more transparent than the Cities Association annual invoice. The League of California Cities invoices cities for membership dues in proportion to population. The League membership dues for the Town are lower than Cities Association dues (\$5,111 versus \$6,523.13). Page 2 shows the billing formula. The League states their 2020 Strategic Priorities right on the invoice. They also have a mission statement. On Page 3 they even provide a customized high level return on investment report. The League provides the Town with far more benefit than the Cities Association in terms of municipal official training, policy analysis and legislative advocacy.

Would the Cities Association be able to provide a more detailed transparent invoice and develop a memberships dues structure that is more proportional in terms of population and benefits received by each Agency?

The amount of money right now is relatively small but if the Cities Association is to become more effective in carrying out its somewhat ambiguous and duplicative mission, it is probably going to need to grow its budget and dues revenue to hire some staff including a policy analyst or two and maybe some admin support staffing. It's better to address the rate structure now while the Cities Association is still small.

Best regards,

- Michelle Wu



September 27, 2019

Honorable Manny Cappello  
Board President  
Cities Association of Santa Clara County  
P.O. Box 1079  
Los Gatos, CA, 95031

RE: Dues Schedule Revision Request

Dear Honorable Manny Cappello:

On behalf of the Los Altos Hills City Council, I would like to request that the dues schedule for the Cities Association of Santa Clara County membership fees be revised.


Article VII, Section 2 of the Association's Bylaws states: "the dues schedule shall be revised every three (3) to four (4) years." However, it is our understanding that the current dues schedule has not been changed for many years, only increasing proportionally with each annual budget.

To stay in accordance with the Association's Bylaws, the Los Altos Hills City Council recommends that the dues schedule be revised on or before June 1<sup>st</sup> of next year. In addition, we recommend that:

- a) The funding formula be based more in proportion to population like that of the League of California Cities Association (see attached fee schedule) or the Santa Clara Santa Cruz Community RoundTable. Dues tiered in this manner better represent the benefits that member cities receive from the Cities Association of Santa Clara County.
- b) The Board of Directors begin publishing an annual report that details the past year's achievements and planned goals for the coming year. A mission statement would also be helpful.

Please feel free to contact me at [rspreen@losaltoshills.ca.gov](mailto:rspreen@losaltoshills.ca.gov) or Los Altos Hills Town staff at (650) 941-7222 if you have any questions.

Sincerely,

  
Roger Sreen  
Mayor, Los Altos Hills

# League of California Cities 2019 Dues Schedule

For cities having a population of:				2018 Dues	2019 Increase	2019 Dues
1	to	500	...	\$76	\$2	\$78
501	to	600	...	203	5	208
601	to	700	...	404	10	414
701	to	800	...	443	12	454
801	to	900	...	531	13	544
901	to	1,000	...	622	15	637
1,001	to	1,250	...	777	19	796
1,251	to	1,500	...	933	23	956
1,501	to	1,750	...	1,088	27	1,115
1,751	to	2,000	...	1,244	31	1,275
2,001	to	2,250	...	1,399	35	1,434
2,251	to	2,500	...	1,555	40	1,595
2,501	to	2,750	...	1,710	42	1,752
2,751	to	3,000	...	1,866	46	1,912
3,001	to	4,000	...	2,487	63	2,550
4,001	to	5,000	...	3,108	78	3,186
5,001	to	7,500	...	4,195	105	4,300
7,501	to	10,000	...	4,841	121	4,962
10,001	to	15,000	...	5,844	146	5,990
15,001	to	20,000	...	6,730	168	6,898
20,001	to	25,000	...	8,426	211	8,637
25,001	to	30,000	...	10,118	252	10,370
30,001	to	40,000	...	12,454	312	12,766
40,001	to	50,000	...	15,152	379	15,531
50,001	to	60,000	...	17,454	436	17,890
60,001	to	70,000	...	19,182	480	19,662
70,001	to	80,000	...	20,150	504	20,654
80,001	to	90,000	...	21,479	537	22,016
90,001	to	100,000	...	23,529	588	24,117
100,001	to	125,000	...	26,836	671	27,507
125,001	to	150,000	...	29,540	738	30,278
150,001	to	200,000	...	33,572	840	34,412
200,001	to	500,000	...	35,253	882	36,135
Plus				1,682	42	1,724
per each full 10,000 of population over 200,001						
500,001	to	640,000	...	85,573	2,139	87,712
Plus				1,555	39	1,594
per each full 10,000 of population over 500,001						
Over		640,000		106,626	2,666	109,292

A bylaws provision states that no city's dues may increase by more than \$5,000.

# League of California Cities 2019 Dues Schedule

For cities having a population of:				2018 Dues	2019 Increase	2019 Dues
1	to	500	...	\$76	\$2	\$78
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40,001	to	50,000	...	15,152	379	15,531
50,001	to	60,000	...	17,454	436	17,890
60,001	to	70,000	...	19,182	480	19,662
70,001	to	80,000	...	20,150	504	20,654
80,001	to	90,000	...	21,479	537	22,016
90,001	to	100,000	...	23,529	588	24,117
100,001	to	125,000	...	26,836	671	27,507
125,001	to	150,000	...	29,540	738	30,278
150,001	to	200,000	...	33,572	840	34,412
200,001	to	500,000	...	35,253	882	36,135
				Plus	1,682	42
				<i>per each full 10,000 of population over 200,001</i>		
500,001	to	640,000		85,573	2,139	87,712
				Plus	1,555	39
				<i>per each full 10,000 of population over 500,001</i>		
Over 640,000				106,626	2,666	109,292

A bylaws provision states that no city's dues may increase by more than \$5,000.

## 2019-2020 Budget -- with Proposal Dues Structure Based on Population

City Name	Population used		2019/20 Final Budget	What they actually paid		Change	
	Prior to Census			2019-2020			
	numbers	.5/.1					
San Jose	1,046,079	\$ 104,607.90	\$ 30,994.63	\$ 13,046.27	(17,948)	MORE	
Campbell	42,854	\$ 21,427.00	\$ 6,348.68	\$ 8,697.51	2,349		
Cupertino	59,796	\$ 29,898.00	\$ 8,858.58	\$ 10,856.89	1,998		
Gilroy	55,170	\$ 27,585.00	\$ 8,173.25	\$ 10,856.89	2,684		
Milpitas	77,604	\$ 38,802.00	\$ 11,496.77	\$ 10,856.89	(640)	MORE	
Morgan Hill	43,645	\$ 21,822.50	\$ 6,465.86	\$ 8,697.51	2,232		
Mountain View	77,925	\$ 38,962.50	\$ 11,544.33	\$ 10,856.89	(687)	MORE	
Palo Alto	66,932	\$ 33,466.00	\$ 9,915.75	\$ 10,856.89	941		
Santa Clara	123,983	\$ 61,991.50	\$ 18,367.67	\$ 13,046.27	(5,321)	MORE	
Saratoga	30,799	\$ 15,399.50	\$ 4,562.77	\$ 8,697.51	4,135		
Sunnyvale	149,831	\$ 74,915.50	\$ 22,196.96	\$ 13,046.27	(9,151)	MORE	
Los Altos	31,402	\$ 15,701.00	\$ 4,652.10	\$ 8,697.51	4,045		
Los Gatos	30,505	\$ 15,252.50	\$ 4,519.21	\$ 8,697.51	4,178		
Los Altos Hills	8,658	\$ 4,329.00	\$ 1,282.65	\$ 6,523.13	5,240		
Monte Sereno	3,900	\$ 1,950.00	\$ 577.77	\$ 6,523.13	5,945		
		\$ 506,109.90	\$ 149,957.00	\$ 149,957.07	0		

per capita fee structure	
Large City	\$ 0.50
Medium City	\$ 0.50
Small City	\$ 0.50
XL City	\$ 0.10
County	\$ 0.50

Option #2: "League of California Cities Method"

For Cities that have a Popultation of:			Cities	Dues per tier:	Total:	Change from current dues
1	to	10,000	Monte Sereno Los Altos Hills	\$ 2,000.00	\$ 4,000.00	less less
10,001	to	20,000		\$ 3,000.00		
20,001	to	30,000		\$ 4,000.00		
30,001	to	40,000	Los Altos Saratoga Los Gatos	\$ 5,000.00	\$ 15,000.00	less less less
40,001	to	50,000	Campbell Morgan Hill	\$ 6,000.00	\$ 12,000.00	less less
50,001	to	60,000	Gilroy Cupertino	\$ 7,000.00	\$ 14,000.00	less less
60,001	to	70,000	Palo Alto	\$ 8,000.00	\$ 8,000.00	less
70,001	to	80,000	Milpitas Mountain View	\$ 9,000.00	\$ 18,000.00	less less
80,001	to	90,000		\$ 10,000.00		
90,001	to	100,000		\$ 11,000.00		
100,001	to	125,000	Santa Clara	\$ 20,000.00	\$ 20,000.00	more
125,001	to	150,000	Sunnyvale	\$ 25,000.00	\$ 25,000.00	more
150,001	to	175,000		\$ 30,000.00		
175,001	on...		San Jose	\$ 35,000.00	\$ 35,000.00	more
Total Budget:					\$ 151,000.00	





## Assembly Member Robert Rivas, 30th Assembly District

### AB 3005: Expedited Dam Safety for Silicon Valley Act

#### SUMMARY

The Leroy Anderson Dam and Reservoir, owned by the Santa Clara Valley Water District (Valley Water), has been determined by local, state, and federal officials to be at risk of an uncontrolled release of water, caused by an earthquake, that could inundate cities and rural areas from San Francisco Bay south to Monterey Bay, including much of Silicon Valley.

The Expedited Dam Safety for Silicon Valley Act will facilitate the speedy and expert construction of the Anderson Dam Seismic Retrofit Project.

#### Expert Construction

Authorizes "best value" selection of the construction contractor and requires a skilled and trained workforce for the project.

#### Timely Court Decisions

Provides expedited judicial review of challenges to environmental documents issued in compliance with the California Environmental Quality Act (CEQA).

#### Faster Permitting

Requires expedited processing of state permits by the Department of Fish and Wildlife and the State Water Resources Control Board, with costs covered by Valley Water, not the state.

#### BACKGROUND

##### Protects Lives & Property from Dam Failure

Built in 1950 to the safety standards of the day, Anderson Dam would not withstand the current maximum credible earthquake on the nearby Calaveras and Coyote Creek faults. A breach of the dam at full capacity would have catastrophic consequences for life and property, inundating an area extending more than 30 miles northwest to San Francisco Bay, including the cities of San José, Santa Clara, Sunnyvale, and Milpitas, and more than 40 miles southeast to Monterey Bay, including the cities of Morgan Hill, Gilroy, and Watsonville.

##### Reduces Flood Risk for Downstream Communities

In February 2017, a series of wet storms filled Anderson Reservoir, resulting in flows over the dam's spillway that were beyond the capacity of Coyote Creek. The creek flooded homes and businesses in economically diverse neighborhoods in

San José, including disadvantaged communities and communities of color, requiring the evacuation of 14,000 people. The dam's outlet, used to draw down the reservoir in an emergency, is too small by modern standards. In advance of the 2017 storms, the outlet had been releasing as much water as possible for over a month and still the dam spilled.

#### Clean, Safe Drinking Water for Silicon Valley

Anderson is the largest reservoir in Santa Clara County and it is a critical part of the region's drinking water supply. With a capacity of nearly 90,000 acre-feet, it holds enough water to supply a million people for a year. Anderson is larger than all of Valley Water's other reservoirs combined, and is a vital local source of water.

#### Critical Dam Safety Improvements

The Anderson Dam Seismic Retrofit Project is estimated to cost \$563 million and will remove and replace the existing earthen dam. The new dam will be constructed to modern seismic and dam safety standards, including increased capacities for the spillway and outlet to allow a rapid, controlled draw down in an emergency. These features increase dam safety and incidental flood protection. The project design is 75% complete and incorporates the best available geologic, geotechnical, and conservation biology data. The draft Environmental Impact Report (EIR) will be released in the summer of 2020 and the final EIR will be certified by April 2021 with construction to start in October 2022.



Anderson Dam spillway flow cascades into Coyote Creek behind neighborhood



## SOLUTION

### Protects Lives and Creates Jobs for California

Silicon Valley is the world leader in technology-based job creation. Protecting this vital economic engine from inundation and flooding is of critical life safety and economic importance to California. The project will create 5,400 good-paying jobs over a period of 7 to 9 years with a multiplying effect on regional economic activity reaching far beyond the half-billion-dollar infrastructure investment.

### Expert Construction for a Complex Project

The Federal Energy Regulatory Commission (FERC) independent Board of Consultants has recommended the "best value" procurement method for the Anderson Dam project due to its complex design, delivery, and installation. Other California water storage projects have been authorized to use best value procurement to choose the most qualified contractors and doing the same for Anderson is prudent for a project of this scale and importance.

### Resolve Legal Challenges Quickly

Expedited judicial review of CEQA challenges has been authorized for other high-profile projects to shorten the time between the certification of the environmental impact report (EIR) and the start of construction. Sports arenas and the new state legislative office building have been authorized for this expedited judicial review process while adhering to state environmental standards. Anderson is an urgent project needed to prevent a catastrophic loss of life in one of California's largest metropolitan areas, and the project merits expedited treatment by the state's court system.



Aerial view of Anderson Dam



Maximum Flood Area from Anderson Dam Failure

### Expedite Permits to Protect the Environment and Public Safety

The permitting of the Anderson project will require interagency cooperation at every level of government. This bill would require the Department of Fish and Wildlife to expedite streambed alteration agreements and require the State Water Resources Control Board to expedite waste discharge permits. Pre-consultation with state and federal permitting agencies has already begun, and there will be ample time to consider significant environmental impacts, mitigation, and appropriate permit conditions. The purpose is to protect our natural resources with the timely review and approval of permits, expediting the delivery of critical public safety benefits.

### Costs Paid Locally, Not by the State

State permitting agencies are authorized to charge fees for permit processing. However, expedited treatment of permitting for the Anderson Dam project could result in additional state costs not contemplated in the existing fee schedules. This bill authorizes any state agency to enter an agreement with Valley Water to ensure state costs associated with expedited permitting will be covered by Valley Water, and not be borne by the state.

## CONTACT

**Dylan Lomanto, Legislative Aide**

(916) 319-2030, [dylan.lomanto@asm.ca.gov](mailto:dylan.lomanto@asm.ca.gov)

**From:** Daniel Saver [<mailto:dsaver@bayareametro.gov>]  
**Sent:** Tuesday, February 25, 2020 11:07 AM  
**To:** Mohsen, Raania <[Raania.Mohsen@sanjoseca.gov](mailto:Raania.Mohsen@sanjoseca.gov)>  
**Cc:** Mehmood, Sohab@HCD <[Sohab.Mehmood@hcd.ca.gov](mailto:Sohab.Mehmood@hcd.ca.gov)>  
**Subject:** RE: Question Re: Cities Association Request for LEAP/REAP funds

[External Email]

Hi Raania,

Gillian forwarded your questions below to me – I’m leading our thinking on the REAP program and can give you some context.

The LEAP and REAP funds will operate very differently for local jurisdictions. The LEAP funds are available to cities directly from HCD – here at ABAG/MTC, we have no control over the LEAP funds. You can think of them as akin to “SB 2, Round 2” funds. All local jurisdictions are eligible and must simply submit an over-the-count application for planning activities that meet the statutory criteria. More information about LEAP is available on a [special page on HCD’s website](#).

If the cities in Santa Clara County want to leverage LEAP funds for the collaborative, that would certainly be eligible under LEAP. It is my understanding that HCD would actually be quite excited to see this kind of collaborative project. By way of example, for the SB 2 Planning Grants, all of the jurisdictions in Marin formed a collaborative that pooled their individual funds towards a larger project. HCD will likely have technical assistance available to support this approach, should the cities choose to pursue it. I’ve cc’ed Sohab Mehmood, who is coordinating these funding opportunities at HCD. I think your best bet to leverage LEAP funds for the collaborative will be to work with Sohab and her team (and their soon-to-be-selected consultants offering technical assistance on applications). Please note that the deadline for LEAP applications is July 1. LEAP is the fastest and surest way to get state money to support the collaborative.

The REAP funds, on the other hand, flow through ABAG/MTC. The short answer to the question of whether REAP funds can support the collaborative is that very likely yes, we will be able to provide some support, but we will not know the details for some time. We have submitted our application for the first 25% of funds, but HCD has still not awarded us the money. Some of that money is already pre-programmed (i.e., for the RHNA process), and while some could be available for this sort of thing it will take us time to develop guidelines and a process to make any disbursements. For the remaining 75% of the REAP funds, we will need to submit an application, but the NOFA has not been posted and the deadline is not until January 31, 2021. Realistically, the plan for the remaining 75% will not be finalized until this summer at the earliest – staff will develop proposals that must be approved by our own Executive Board.

Generally speaking, I can tell you that as staff we are very excited about the proposed collaborative. In fact, we are considering whether to orient the REAP program around building and supporting precisely this type of sub-regional collaborative infrastructure – one model is thinking of it as a “scaled up”



regional version of 21 Elements. This is still in the very early stages, so I can't make any promises. We would be excited to stay in close touch with you as this moves forward to ensure that we are aligned and developing a program that support your plans. Please feel free to call me at the number below if it's easier to chat any of this out on the phone.

Best,

Daniel Saver  
Assistant Director, Housing and Local Planning  
415-778-6789  
[dsaver@bayareametro.gov](mailto:dsaver@bayareametro.gov)

**From:** Mohsen, Raania <[Raania.Mohsen@sanjoseca.gov](mailto:Raania.Mohsen@sanjoseca.gov)>  
**Sent:** Tuesday, February 25, 2020 10:40 AM  
**To:** Gillian Adams <[gadams@bayareametro.gov](mailto:gadams@bayareametro.gov)>  
**Cc:** Andi Jordan <[andi@citiesassociation.org](mailto:andi@citiesassociation.org)>  
**Subject:** Question Re: Cities Association Request for LEAP/REAP funds  
**Importance:** High

**\*External Email\***

Hi Gillian,

I hope you are doing well. I am reaching out to ask a couple questions about the Cities Association's request to be considered for LEAP and REAP funds.

Do you know what the timeline is for that process or when we should hear a response back?  
And considering the Cities Association is facilitating the Planning Collaborative for the purpose of achieving RHNA Cycle 6, would the Cities Association be eligible to receive the funds directly?

We will be meeting with the Executive Board on Friday for a special meeting to discuss the Planning Collaborative agreement; answers to these questions before Friday would be extremely helpful.

Thank you for all of your support as we navigate through this.

Best,

*Raania Mohsen*

Deputy Chief of Staff  
Office of Vice Mayor Chappie Jones  
San Jose City Councilmember, District 1  
San Jose City Hall | 200 E. Santa Clara St., 18th Floor, San Jose, CA 95113  
408-535-4901  
[www.sjdistrict1.com](http://www.sjdistrict1.com)



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**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:**

Silicon Valley Leadership Group

**Name of Contact Person:** Megan White

**Phone:** 408-501-7864

**Email:** [mwhite@svlg.org](mailto:mwhite@svlg.org)

**Presenters:** Carl Guardino (maybe with Jason Baker)

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

Update on FASTER Bay Area 9-County transportation initiative, as well as potential 3-county Caltrain/Dumbarton crossing initiative

**RELEVANCE TO THE CITIES ASSOCIATION:**

Cities involved in 9-county transportation measure.

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

None

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

PPT slides