



BOARD OF DIRECTORS MEETING AGENDA  
OCTOBER 8, 2020 | 7:00 PM or immediately following closed session  
VIRTUAL MEETING VIA [ZOOM](#)

Livestream available here: [Youtube.com → Cities Association of Santa Clara County Channel](#)

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[https://us02web.zoom.us/webinar/register/WN\\_NRUrVn\\_GSBuX4z89g95EAA](https://us02web.zoom.us/webinar/register/WN_NRUrVn_GSBuX4z89g95EAA)

An email address and a name is required to register. Your email address will not be disclosed to the public. After registering, you will receive a confirmation email with instructions on how to connect to the meeting.

*Please note: Board Members will receive specific login instructions.*

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Public will be allowed to give testimony on each topic and also on those items not on the agenda.

In accordance with Governor Newsom’s Executive Order No-29-20, this meeting will be a teleconference meeting without a physical location. Public may join via zoom or by dialing the above number received after registering for the meeting.

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|--|---------|
| 1. Welcome and Roll Call (Mayor Larry Klein, President)  | 7:00 PM |
| 2. Consent Agenda - <i>action</i> :  | 7:10 PM |
| a) Board Meeting Minutes: September 0, 2020  |         |
| b) September Financials  |         |
| c) SCSC Roundtable: August 2020 \$16,203.75 for a total of \$32,707.50 YTD (contract total \$180,000.00)   |         |
| d) Tax Consultant Bill (Poprowski): \$5400 (Organizational status – final bill from Mr. Poprowski).  |         |
| e) Electronic Signature Pozlicy  |         |
| 3. Committee Actions or Presentations:   |         |
| a) Legislative Action Committee: Consideration of recommendations for Statewide Ballot Measures 15, 16, 19, & 21 - <i>information/action</i>   | 7:15 PM |
| b) Housing Methodology Committee/ABAG Executive Board: Regional Housing Needs Association Update, discussion of Contra Costa County Mayors letter to ABAG – <i>information/action</i> (Vice Mayor Fligor/Vice Mayor Gibbons) | 7:30 PM |
| c) Nominating Committee Announcement – <i>information</i> (Klein)  | 7:50 PM |
| d) City Selection Committee (CSC) policy discussion and consideration of whether the CSC should adopt a formal policy on appointments made if elected official terms out of elected office - <i>action</i>                   | 8:00 PM |

- 4. Planning Collaborative Budget: Consideration of approval of the planning collaborative budget \$160,000 and Scope of Work for the B + D Community Planning - *action* (Jordan) 8:20 PM
  
- 5. General Discussion and Updates
  - a) Local Successes and Challenges 8:30 PM
  - b) COVID-19
  - c) Santa Clara County City Managers Association Report 8:45 PM  
(Kent Steffens, Sunnyvale)
  - d) Executive Director Report (Andi Jordan, Executive Director)
  
- 6. Public Comment on items not on the agenda. 8:55 PM
  
- 7. Adjourn until November 12, 2020. 9:00 PM



## Board of Directors Meeting – Agenda Report

Meeting Date: October 2, 2020

Subject: Consent Agenda

- Minutes: September 4, 2020
- SCSC Roundtable: August 2020 \$16,203.75 for a total of \$32,707.50 YTD (contract total \$180,000.00)
- Tax Consultant Bill (Poprowski): \$5400 (Organizational status – final bill from Mr. Poprowski).

Attachments:

- Minutes: September 4, 2020
- SCSC Roundtable: August 2020 \$16,203.75 for a total of \$32,707.50 YTD (contract total \$180,000.00)
- Tax Consultant Bill (Poprowski): \$5400 (Organizational status – final bill from Mr. Poprowski).

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Recommendation: Move to approve consent agenda



Vice Mayor Neysa Fligor, Los Altos 7:18 PM  
Steve Preminger, Santa Clara County

### 3 Consent Agenda:

- Board Meeting Minutes: August 13, 2020
- August Financials
- SCSC Roundtable July 2020: \$16,503.75 of \$180,000.00

### 4 Committee Reports and Invited Presentations:

- Transportation Committee:
  - **Silicon Valley Bike Coalition:** polling on ridership (Shiloh Ballard, Executive Director & Emma Shlaes, Deputy Director - Silicon Valley Bike Coalition) – No action taken.
  - **SR85 Update** (Jason Baker, Silicon Valley Leadership Group)  
No action taken.

- Destination Home & Santa Clara County Office of Supportive Housing: Consideration of endorsing the 2020-2025 Community Plan to End Homelessness (presentation by Jennifer Loving, CEO, Destination Home; Consuelo Hernandez, Acting Director, County Office of Supportive Housing; Kathryn Kaminsky, Acting Deputy Director, County Office of Supportive Housing)

Motion to endorse 2020-2025 Community Plan to End Homelessness by Jones (San José)  
Second: Constantine (Morgan Hill)

Motion passes 13-0-1-1

AYES: 13 Resnikoff (Campbell), Scharf (Cupertino), Tucker (Gilroy), Pepper (Los Altos), Sayoc (Los Gatos), Montano (Milpitas), Turner (Monte Sereno), Constantine (Morgan Hill), Abe-Koga (Mountain View), Jones (San José), Davis (Santa Clara), Bernald (Saratoga), Larsson (Sunnyvale)

NOS: 0

ABSTENTIONS: Wu (Los Altos Hills)

ABSENT: 1 Kniss (Palo Alto)

- Legislative Action Committee: If needed, consider action by Legislative Action Committee Meeting regarding County Wide Ballot Measures Measure RR, Measure S, Measure T

Motion to endorse Measures RR, S, T: Kniss (Palo Alto)  
Second: Bernald (Saratoga)

Motion passes 13-0-2-0

*AYES: 13 Tucker (Gilroy), Pepper (Los Altos), Wu (Los Altos Hills) Sayoc (Los Gatos), Montano (Milpitas), Turner (Monte Sereno), Constantine (Morgan Hill), Abe-Koga (Mountain View), Kniss (Palo Alto), Jones (San José), Davis (Santa Clara), Bernald (Saratoga), Larsson (Sunnyvale)*  
*NOS: 0*  
*ABSTENTIONS: 2 Resnikoff (Campbell), Scharf (Cupertino),*  
*ABSENT: 0*

5 Discussion and update on ongoing projects and issues:

- Planning Collaborative – next steps in funding the collaborative – no action taken

6 Covid-19 updates or discussion if needed (Steve Preminger, Santa Clara County) – no action taken

7 Public Comment on items not on the agenda. No public comment received.

8 Santa Clara County City Managers Association update (Kent Steffens, Sunnyvale)

No action taken.

9 Executive Director Report (Jordan)

No action taken.

1 Adjourn until October 8, 2020

Respectfully submitted,  
Andi Jordan  
Executive Director

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Approved on DATE

Motion

Second

0-0-0-0

AYES:

NAYES:

ABSTENTIONS:

ABSENT:

9/29 / Marylynn Bernald



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

September 9, 2020  
Invoice No: 157488  
Project Manager: Steven Alverson

Project D201801353.02 SCSC Roundtable Facilitation-FY 2020-2021

**Professional Services from August 1, 2020 to August 31, 2020**

Task 0000001 Prepare for, facilitate, and Follow-up 12 Meetings

**Professional Personnel**

	Hours	Rate	Amount
Senior Director III Alverson, Steven	8.50	300.00	2,550.00
Senior Associate I Wasserman, Evan	12.00	150.00	1,800.00
Totals	20.50		4,350.00
<b>Total Labor</b>			<b>4,350.00</b>

Billing Limits	Current	Prior	To-Date
Total Billings	4,350.00	11,212.50	15,562.50
Limit			90,000.00
Remaining			74,437.50

**TOTAL THIS TASK: \$4,350.00**

Task 0000002 Roundtable Meeting Planning

**Professional Personnel**

	Hours	Rate	Amount
Senior Director III Alverson, Steven	1.00	300.00	300.00
Senior Associate I Wasserman, Evan	1.00	150.00	150.00
Totals	2.00		450.00
<b>Total Labor</b>			<b>450.00</b>

Billing Limits	Current	Prior	To-Date
Total Billings	450.00	450.00	900.00
Limit			6,000.00
Remaining			5,100.00

**TOTAL THIS TASK: \$450.00**

Task 0000003 Support Work Plan Assignments

**Professional Personnel**

	Hours	Rate	Amount
Senior Director III Alverson, Steven	19.50	300.00	5,850.00

PAYMENT DUE UPON RECEIPT

Project	D201801353.02	SCSC Roundtable Facilitation-FY 2020-20	Invoice	157488
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Senior Associate I				
Wasserman, Evan	15.75	150.00	2,362.50	
Totals	35.25		8,212.50	
<b>Total Labor</b>				<b>8,212.50</b>
<b>Billing Limits</b>	<b>Current</b>	<b>Prior</b>	<b>To-Date</b>	
Total Billings	8,212.50	2,103.75	10,316.25	
Limit			45,000.00	
Remaining			34,683.75	
		<b>TOTAL THIS TASK:</b>		<b>\$8,212.50</b>

Task	0000004	Respond to Inquiries		
<b>Professional Personnel</b>				
		<b>Hours</b>	<b>Rate</b>	<b>Amount</b>
Senior Director III				
Alverson, Steven	4.50	300.00	1,350.00	
Managing Associate III				
Jones, Christian	.75	205.00	153.75	
Senior Associate I				
Wasserman, Evan	1.00	150.00	150.00	
Totals	6.25		1,653.75	
<b>Total Labor</b>				<b>1,653.75</b>
<b>Billing Limits</b>	<b>Current</b>	<b>Prior</b>	<b>To-Date</b>	
Total Billings	1,653.75	787.50	2,441.25	
Limit			13,000.00	
Remaining			10,558.75	
		<b>TOTAL THIS TASK:</b>		<b>\$1,653.75</b>

Task	0000005	Prepare/Post Website Content		
<b>Professional Personnel</b>				
		<b>Hours</b>	<b>Rate</b>	<b>Amount</b>
Senior Director III				
Alverson, Steven	3.00	300.00	900.00	
Senior Associate I				
Wasserman, Evan	4.25	150.00	637.50	
Totals	7.25		1,537.50	
<b>Total Labor</b>				<b>1,537.50</b>
<b>Billing Limits</b>	<b>Current</b>	<b>Prior</b>	<b>To-Date</b>	
Total Billings	1,537.50	1,950.00	3,487.50	
Limit			18,000.00	
Remaining			14,512.50	
		<b>TOTAL THIS TASK:</b>		<b>\$1,537.50</b>

Task	0000006	Other Direct Costs(ANR, Website Support, Letter Tracker)		
<b>Billing Limits</b>	<b>Current</b>	<b>Prior</b>	<b>To-Date</b>	
Total Billings	0.00	0.00	0.00	
Limit			8,000.00	
Remaining			8,000.00	
		<b>TOTAL THIS TASK:</b>		<b>0.00</b>
		<b>TOTAL INVOICE AMOUNT</b>		<b>\$16,203.75</b>

**Outstanding Invoices**

<b>Number</b>	<b>Date</b>	<b>Balance</b>
156877	8/12/2020	16,503.75
<b>Total</b>		<b>16,503.75</b>

	<b>Current</b>	<b>Prior</b>	<b>Total</b>
<b>Billings to Date</b>	<b>16,203.75</b>	<b>16,503.75</b>	<b>32,707.50</b>

Remit to:

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

TIN #: 94-1698350

# Billing Backup

Wednesday, September 9, 2020

Environmental Science Associates

Invoice 157488 Dated 9/9/2020

11:23:11 AM

Project	D201801353.02	SCSC Roundtable Facilitation-FY 2020-2021		
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Task	0000001	Prepare for, facilitate, and Follow-up 12 Meetings		
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**Professional Personnel**

			Hours	Rate	Amount	
Senior Director III						
358	Alverson, Steven	8/3/2020	.50	300.00	150.00	
	Catch Up on Meeting Note Filing					
358	Alverson, Steven	8/4/2020	.50	300.00	150.00	
	Review Items for Future Meetings					
358	Alverson, Steven	8/11/2020	1.00	300.00	300.00	
	Leg Committee Planning/Logistics					
358	Alverson, Steven	8/13/2020	.25	300.00	75.00	
	Leg Committee Planning/Logistics					
358	Alverson, Steven	8/14/2020	1.00	300.00	300.00	
	Aug 17, 2020 Legislative Committee Coordination					
358	Alverson, Steven	8/17/2020	2.00	300.00	600.00	
	August 17, 2020 Leg Comm Meeting					
358	Alverson, Steven	8/17/2020	.75	300.00	225.00	
	Leg Comm Meeting Prep					
358	Alverson, Steven	8/18/2020	1.00	300.00	300.00	
	Aug 17, 2020 Leg Comm Mtg Follow-up					
358	Alverson, Steven	8/19/2020	.50	300.00	150.00	
	Coordinate Schedules for the Monthly Planning Meeting					
358	Alverson, Steven	8/25/2020	1.00	300.00	300.00	
	Leg Comm Mtg Recap					
Senior Associate I						
11165	Wasserman, Evan	8/12/2020	.50	150.00	75.00	
	.5 hr for drafting agenda for Leg. Com.					
11165	Wasserman, Evan	8/14/2020	3.00	150.00	450.00	
	3 hrs for compiling Leg. Com. agenda packet and posting to website.					
11165	Wasserman, Evan	8/17/2020	1.00	150.00	150.00	
	1 hr for drafting meeting recap					
11165	Wasserman, Evan	8/17/2020	1.00	150.00	150.00	
	1 hr for posting correspondence and providing to Legislative Committee members					
11165	Wasserman, Evan	8/17/2020	2.00	150.00	300.00	
	2 hrs for Legislative Committee meeting					
11165	Wasserman, Evan	8/18/2020	1.50	150.00	225.00	
	1.5 hr for meeting recap					
11165	Wasserman, Evan	8/20/2020	1.00	150.00	150.00	
	1 hr for drafting the meeting recap					
11165	Wasserman, Evan	8/21/2020	2.00	150.00	300.00	
	2 hrs for drafting the meeting recap					
	Totals		20.50		4,350.00	
	<b>Total Labor</b>					<b>4,350.00</b>
	<b>TOTAL THIS TASK:</b>					<b>\$4,350.00</b>

Task	0000002	Roundtable Meeting Planning		
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**Professional Personnel**

			Hours	Rate	Amount
Senior Director III					
358	Alverson, Steven	8/26/2020	1.00	300.00	300.00
	August 26, 2020 Planning Meeting				
Senior Associate I					
11165	Wasserman, Evan	8/26/2020	1.00	150.00	150.00
	1 hr for meeting with Steve, Mary-Lynne, Andi, and Kris about any updates and the next meeting				
	Totals		2.00		450.00
	<b>Total Labor</b>				<b>450.00</b>
				<b>TOTAL THIS TASK:</b>	<b>\$450.00</b>

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 Task 0000003 Support Work Plan Assignments

**Professional Personnel**

			Hours	Rate	Amount
Senior Director III					
358	Alverson, Steven	8/4/2020	1.50	300.00	450.00
	Review/Update Status Tracking Matrices				
358	Alverson, Steven	8/5/2020	5.00	300.00	1,500.00
	Review SCSC Roundtable Action Items				
358	Alverson, Steven	8/10/2020	2.50	300.00	750.00
	Draft Letter to FAA's RA on BSR Overlay Schedule and Presentation				
358	Alverson, Steven	8/10/2020	.50	300.00	150.00
	Scope of Work Status Call w/Andi Jordan				
358	Alverson, Steven	8/11/2020	1.50	300.00	450.00
	Develop Cover Email & Send Letter to RA Girvin				
358	Alverson, Steven	8/12/2020	2.00	300.00	600.00
	Meeting Planning/Calendaring with MLB				
358	Alverson, Steven	8/12/2020	3.50	300.00	1,050.00
	Review G. Hendricks Write Up on FAA Regs				
358	Alverson, Steven	8/13/2020	.50	300.00	150.00
	Budget Review/Task Management Conf Call w/Evan				
358	Alverson, Steven	8/19/2020	1.00	300.00	300.00
	Review the Noise Metrics White Paper				
358	Alverson, Steven	8/20/2020	1.50	300.00	450.00
	Review the GAO Stage 3 Report				
Senior Associate I					
11165	Wasserman, Evan	8/3/2020	.50	150.00	75.00
	.5hr for correspondence tracking.				
11165	Wasserman, Evan	8/4/2020	.50	150.00	75.00
	.5hr to update the Roundtable actions tracking matrix				
11165	Wasserman, Evan	8/5/2020	.50	150.00	75.00
	.5hr for review/edits to outstanding items tracking sheet and communication with Steve about edits				
11165	Wasserman, Evan	8/6/2020	.50	150.00	75.00
	.5hr for correspondence tracking.				
11165	Wasserman, Evan	8/7/2020	4.00	150.00	600.00
	3.5hrs for review/edits to outstanding items tracking sheet based on review of meeting videos, correspondence tracking sheet, and letters; .5 hrs for updating correspondence tracking sheet				
11165	Wasserman, Evan	8/10/2020	.50	150.00	75.00
	.5 hr for correspondence tracking (review of emails/organizing correspondence in folders for records); and notification about ANR				

Project	D201801353.02	SCSC Roundtable Facilitation-FY 2020-20	Invoice	157488		
11165	Wasserman, Evan	8/11/2020	.50	150.00	75.00	.5 hr for sending communication to RT and congressional staff regarding 8/11/2020 letter to FAA
11165	Wasserman, Evan	8/13/2020	1.00	150.00	150.00	1 hr for correspondence tracking (review of emails, and organizing correspondence in folders for records)
11165	Wasserman, Evan	8/18/2020	.50	150.00	75.00	.5 hr for correspondence tracking
11165	Wasserman, Evan	8/24/2020	1.00	150.00	150.00	1 hr for correspondence tracking
11165	Wasserman, Evan	8/25/2020	.50	150.00	75.00	.5 hr for finalizing meeting recap and sending for review to Committee Chairperson Matichak for review
11165	Wasserman, Evan	8/25/2020	1.00	150.00	150.00	1 hr for correspondence tracking and saving/organizing email correspondence for records
11165	Wasserman, Evan	8/26/2020	1.00	150.00	150.00	1 hr for communications and updates to the FAA Questions Tracking spreadsheet
11165	Wasserman, Evan	8/27/2020	.25	150.00	37.50	.25 hr for correspondence tracking, saving files to network/organizing for records
11165	Wasserman, Evan	8/27/2020	.50	150.00	75.00	.5 hr for edits to recap/communication
11165	Wasserman, Evan	8/28/2020	.50	150.00	75.00	.5 hr for correspondence tracking and saving/organizing email correspondence for records
11165	Wasserman, Evan	8/28/2020	.50	150.00	75.00	.5 hr for sending out ANR
11165	Wasserman, Evan	8/31/2020	2.00	150.00	300.00	2 hrs for correspondence tracking and updates to action tracking matrix
	Totals		35.25		8,212.50	
	<b>Total Labor</b>					<b>8,212.50</b>
					<b>TOTAL THIS TASK:</b>	<b>\$8,212.50</b>

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Task 0000004 Respond to Inquiries

**Professional Personnel**

			Hours	Rate	Amount
	Senior Director III				
358	Alverson, Steven	8/6/2020	1.00	300.00	300.00
	Respond to Mark Janes' Email				
358	Alverson, Steven	8/19/2020	1.00	300.00	300.00
	Respond to Mary Jo Fremont Inquiry				
358	Alverson, Steven	8/20/2020	1.50	300.00	450.00
	Respond to Mary Jo Fremont Inquiry				
358	Alverson, Steven	8/24/2020	.50	300.00	150.00
	Marie-Jo Fremont Response				
358	Alverson, Steven	8/25/2020	.50	300.00	150.00
	J. Landesmman Leg Comm				
	Managing Associate III				
10452	Jones, Christian	8/20/2020	.75	205.00	153.75
	Sec 106 Q&A				
	Senior Associate I				
11165	Wasserman, Evan	8/6/2020	.50	150.00	75.00

Project	D201801353.02	SCSC Roundtable Facilitation-FY 2020-20	Invoice	157488	
11165	.5hr for response to Mr. Janes Wasserman, Evan	8/24/2020	.50	150.00	75.00
	.5 hr for responding to member of the public				
	Totals		6.25		1,653.75
	<b>Total Labor</b>				<b>1,653.75</b>
			<b>TOTAL THIS TASK:</b>		<b>\$1,653.75</b>

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Task 0000005 Prepare/Post Website Content

**Professional Personnel**

			Hours	Rate	Amount
	Senior Director III				
358	Alverson, Steven	8/4/2020	1.50	300.00	450.00
	Website Clean-up & Additions				
358	Alverson, Steven	8/7/2020	.50	300.00	150.00
	Articles for Posting				
358	Alverson, Steven	8/20/2020	.50	300.00	150.00
	GAO Stage 3 Report				
358	Alverson, Steven	8/31/2020	.50	300.00	150.00
	ACRP Report on Quality of Life				
	Senior Associate I				
11165	Wasserman, Evan	8/4/2020	1.50	150.00	225.00
	1.5hrs for edits to the FAQ page on the website and for posting/reposting the action tracking matrix to the website.				
11165	Wasserman, Evan	8/10/2020	.50	150.00	75.00
	.5 hr for posting articles to the website				
11165	Wasserman, Evan	8/12/2020	.50	150.00	75.00
	.5 hr for communications about and posting dates of upcoming meetings on website				
11165	Wasserman, Evan	8/14/2020	.50	150.00	75.00
	.5 hr for sending notification about agenda packet, and posting on social media.				
11165	Wasserman, Evan	8/17/2020	.50	150.00	75.00
	.5 hr for editing/posting video recording to website from SCSC YouTube account				
11165	Wasserman, Evan	8/20/2020	.50	150.00	75.00
	.5 hr for posting GAO Stage 3 Report to website/sending notification.				
11165	Wasserman, Evan	8/27/2020	.25	150.00	37.50
	.25 hr for posting recap to website				
	Totals		7.25		1,537.50
	<b>Total Labor</b>				<b>1,537.50</b>
			<b>TOTAL THIS TASK:</b>		<b>\$1,537.50</b>
			<b>Total this Project</b>		<b>\$16,203.75</b>
			<b>Total this Report</b>		<b>\$16,203.75</b>

ROLF POPROWSKI EA  
PO BOX 982  
PISMO BEACH CA 93448-0982  
ROLF@RPTAXREP.COM  
Tel: (805) 549-9610

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September 1, 2020

Invoice No: 2

CITIES ASSOCIATION OF SANTA CLARA COUNTY  
P O BOX 3144  
LOS ALTOS CA 94024-0144

For Professional Services Rendered:

PLEASE SEE STATEMENT ATTACHED:

BILLING RATE = 200/HR

84 HOURS		16,800.00
LESS 50% DISCOUNT		-8,400.00
		<hr/>
Total Fee .....	\$	8,400.00
Prior Balance .....	\$	0.00
Received on Account .....	\$	3,000.00
		<hr/>
Amount Due .....	\$	5,400.00

FIGHTING FOR JUSTICE, THE AMERICAN WAY AND THE PRIVILEGE OF PAYING TAXES

**CASCC****BILLING**

9/1/2020

<b>10/8/2018 START</b>	<b>HRS</b>	<b>AMOUNT</b>	<b>50%</b>
<b>200 E-MAILS</b>	<b>50.00</b>	<b>10,000</b>	<b>5,000</b>
<b>P/C EST</b>	<b>8.00</b>	<b>1,600</b>	<b>800</b>
<b>REVIEW DOCUMENTS</b>	<b>10.00</b>	<b>2,000</b>	<b>1,000</b>
<b>TAX RESEARCH</b>	<b>10.00</b>	<b>2,000</b>	<b>1,000</b>
<b>DOCUMENT PREP &amp; LTRS</b>	<b>6.00</b>	<b>1,200</b>	<b>600</b>
	<b>84.00</b>	<b>16,800</b>	<b>8,400</b>
<b>PAID</b>	<b>-15.00</b>	<b>-3,000</b>	<b>-3,000</b>
<b>BAL</b>	<b>69.00</b>	<b>13,800</b>	<b>5,400</b>

**Cities Association of Santa Clara County  
ELECTRONIC SIGNATURE POLICY**

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**PURPOSE**

This Policy is to set forth the guidelines for the use of electronic signatures by the Cities Association of Santa Clara County (the "Association"). This Policy establishes the requirements for the use of electronic signatures in lieu of manual or "wet" signatures. This Policy shall be used to increase productivity and ensure the convenient and timely access to Association information by using electronic signature technology to collect and preserve documents quickly, securely, and efficiently. This Policy furthers the Association's goal of efficient business practices by reducing the consumption and storage of papers and the maintenance and supply of copiers and printers. Affixing an electronic signature to a document in a manner consistent with this Policy shall satisfy the Association's requirement for signing a document. As used in this Administrative Instruction, the term "signature" includes the use of initials on a document as one's signature.

Although the use of electronic signatures is suggested and encouraged when permitted, this Policy does not mandate the use of electronic signatures, nor can the Association require that any third party signing a document use electronic signatures.

**POLICY OVERVIEW**

**HISTORY AND LEGAL AUTHORITY**

In 1995, the California Legislature passed Government Code Section 16.5, authorizing public entities to accept digital signatures if they comply with stringent verification requirements.

In 1999, California adopted a version of the Uniform Electronic Transactions Act ("UETA") (California Civil Code Sections 1633.1 to 1633.17), providing that electronic signatures would have the same legal effect as a wet or manual signature.

Not every state enacted UETA and, therefore, in 2000, the Federal Government enacted the Electronic Signatures in Global and National Commerce Act (ESIGN). ESIGN mandated the same treatment of electronic signatures in interstate or foreign commerce. (15 USC§§ 7001 *et seq.*)

In August 2016, Governor Brown signed AB 2296 to clarify that State and local agencies can use both electronic and digital signatures and that a digital signature is a subset of electronic signature in which Government Code Section 16.5 only applies when a public entity uses a digital signature.

## **GENERAL TERMS AND CONDITIONS**

### **DEFINITIONS**

"Digital Signature", as defined by Government Code Section 16.5, is a type of electronic signature. Documents signed by hand and then faxed or sent as scanned attachments to an e-mail are considered electronic signatures for purposes of this Policy.

"Electronic" means relating to technology having electrical, digital, magnetic, wireless, optical, electromagnetic, or similar capabilities.

"Electronic Record" means a record created, generated, sent, communicated, received, or stored by electronic means.

"Electronic Signature," or "eSignature," means an electronic sound, symbol, or process attached to or logically associated with an electronic record and executed or adopted by a person with the intent to sign the electronic record.

"Proxy Signatures" mean when Person A authorizes Person B to sign Person A's signature on their behalf. Proxy signatures are prohibited under this Policy.

"Record" means information that is inscribed on a tangible medium or that is stored in an electronic or other medium and is retrievable in perceivable form.

### **REQUIREMENTS OF ELECTRONIC SIGNATURES**

The use of electronic signatures is permitted and shall have the same force and effect as the use of a "wet" or manual signature if all of the following criteria are met:

1. The digital signature or Initial must be generated in the signatory's own handwriting, generic signatures generated will not be accepted.
2. The electronic signature is capable of verification.
3. The electronic signature is under the sole control of the person using it.
  - a. These requirements prohibit the use of proxy signatures.
4. E-mail notifications requesting digital signatures must not be forwarded unless delegation has been assigned.
5. The digital signature is linked to the data in such a manner that it is readily

ascertainable if the data is changed after the signature is applied.

6. All documents submitted for electronic signature must be in PDF format.

#### **DOCUMENTS INVOLVING OTHER PARTIES**

In the case of contracts or transactions which must be signed by outside parties, each party to the contract must agree in advance to the use of digital signature. No party to a contract or other document may be forced to accept a digital signature; they must be permitted to decide either way. Such consent may be withdrawn by the other party at any time such that future documents related to the withdrawn consent contract or transaction must be signed in hard-copy format.

When a document is digitally signed by all parties, the Association, the outside party (if an outside party originates the agreement), or a third-party service provider facilitating the signatures on the document will notify the parties of the availability of and/or provide the parties with a copy of the digitally signed document in an electronic format that is capable of being retained and printed.

## FINAL REGIONAL HOUSING NEED ALLOCATION (2014-2022)

	Very Low 0-50%	Low 51-80%	Moderate 81-120%	Above Moderate 120%+	Total
<b>REGION</b>	<b>46,680</b>	<b>28,940</b>	<b>33,420</b>	<b>78,950</b>	<b>187,990</b>
<b>Alameda County</b>					
Alameda	444	248	283	748	1,723
Albany	80	53	57	145	335
Berkeley	532	442	584	1,401	2,959
Dublin	796	446	425	618	2,285
Emeryville	276	211	259	752	1,498
Fremont	1,714	926	978	1,837	5,455
Hayward	851	480	608	1,981	3,920
Livermore	839	474	496	920	2,729
Newark	330	167	158	423	1,078
Oakland	2,059	2,075	2,815	7,816	14,765
Piedmont	24	14	15	7	60
Pleasanton	716	391	407	553	2,067
San Leandro	504	270	352	1,161	2,287
Union City	317	180	192	417	1,106
Alameda County Unincorporated	430	227	295	817	1,769
	<b>9,912</b>	<b>6,604</b>	<b>7,924</b>	<b>19,596</b>	<b>44,036</b>
<b>Contra Costa County</b>					
Antioch	349	205	214	680	1,448
Brentwood	234	124	123	279	760
Clayton	51	25	31	34	141
Concord	798	444	559	1,677	3,478
Danville	196	111	124	126	557
El Cerrito	100	63	69	166	398
Hercules	220	118	100	244	682
Lafayette	138	78	85	99	400
Martinez	124	72	78	195	469
Moraga	75	44	50	60	229
Oakley	317	174	175	502	1,168
Orinda	84	47	54	42	227
Pinole	80	48	43	126	297
Pittsburg	392	254	316	1,063	2,025
Pleasant Hill	118	69	84	177	448
Richmond	438	305	410	1,282	2,435
San Pablo	56	53	75	265	449
San Ramon	516	279	282	340	1,417
Walnut Creek	604	355	381	895	2,235
Contra Costa County Unincorporated	374	218	243	532	1,367
	<b>5,264</b>	<b>3,086</b>	<b>3,496</b>	<b>8,784</b>	<b>20,630</b>
<b>Marin County</b>					
Belvedere	4	3	4	5	16
Corte Madera	22	13	13	24	72
Fairfax	16	11	11	23	61
Larkspur	40	20	21	51	132

## FINAL REGIONAL HOUSING NEED ALLOCATION (2014-2022)

	Very Low 0-50%	Low 51-80%	Moderate 81-120%	Above Moderate 120%+	Total
Mill Valley	41	24	26	38	129
Novato	111	65	72	167	415
Ross	6	4	4	4	18
San Anselmo	33	17	19	37	106
San Rafael	240	148	181	438	1,007
Sausalito	26	14	16	23	79
Tiburon	24	16	19	19	78
Marin County Unincorporated	55	32	37	61	185
	<b>618</b>	<b>367</b>	<b>423</b>	<b>890</b>	<b>2,298</b>
<b>Napa County</b>					
American Canyon	116	54	58	164	392
Calistoga	6	2	4	15	27
Napa	185	106	141	403	835
St. Helena	8	5	5	13	31
Yountville	4	2	3	8	17
Napa County Unincorporated	51	30	32	67	180
	<b>370</b>	<b>199</b>	<b>243</b>	<b>670</b>	<b>1,482</b>
<b>San Francisco County</b>					
San Francisco	6,234	4,639	5,460	12,536	28,869
	<b>6,234</b>	<b>4,639</b>	<b>5,460</b>	<b>12,536</b>	<b>28,869</b>
<b>San Mateo County</b>					
Atherton	35	26	29	3	93
Belmont	116	63	67	222	468
Brisbane	25	13	15	30	83
Burlingame	276	144	155	288	863
Colma	20	8	9	22	59
Daly City	400	188	221	541	1,350
East Palo Alto	64	54	83	266	467
Foster City	148	87	76	119	430
Half Moon Bay	52	31	36	121	240
Hillsborough	32	17	21	21	91
Menlo Park	233	129	143	150	655
Millbrae	193	101	112	257	663
Pacifica	121	68	70	154	413
Portola Valley	21	15	15	13	64
Redwood City	706	429	502	1,152	2,789
San Bruno	358	161	205	431	1,155
San Carlos	195	107	111	183	596
San Mateo	859	469	530	1,242	3,100
South San Francisco	565	281	313	705	1,864
Woodside	23	13	15	11	62
San Mateo County Unincorporated	153	103	102	555	913
	<b>4,595</b>	<b>2,507</b>	<b>2,830</b>	<b>6,486</b>	<b>16,418</b>
<b>Santa Clara County</b>					
Campbell	253	138	151	391	933
Cupertino	356	207	231	270	1,064

## FINAL REGIONAL HOUSING NEED ALLOCATION (2014-2022)

	Very Low 0-50%	Low 51-80%	Moderate 81-120%	Above Moderate 120%+	Total
Gilroy	236	160	217	475	1,088
Los Altos	169	99	112	97	477
Los Altos Hills	46	28	32	15	121
Los Gatos	201	112	132	174	619
Milpitas	1,004	570	565	1,151	3,290
Monte Sereno	23	13	13	12	61
Morgan Hill	273	154	185	316	928
Mountain View	814	492	527	1,093	2,926
Palo Alto	691	432	278	587	1,988
San Jose	9,233	5,428	6,188	14,231	35,080
Santa Clara	1,050	695	755	1,593	4,093
Saratoga	147	95	104	93	439
Sunnyvale	1,640	906	932	1,974	5,452
Santa Clara County Unincorporated	22	13	214	28	277
	<b>16,158</b>	<b>9,542</b>	<b>10,636</b>	<b>22,500</b>	<b>58,836</b>
<b>Solano County</b>					
Benicia	94	54	56	123	327
Dixon	50	24	30	93	197
Fairfield	779	404	456	1,461	3,100
Rio Vista	45	36	48	170	299
Suisun City	147	57	60	241	505
Vacaville	287	134	173	490	1,084
Vallejo	283	178	211	690	1,362
Solano County Unincorporated	26	15	19	43	103
	<b>1,711</b>	<b>902</b>	<b>1,053</b>	<b>3,311</b>	<b>6,977</b>
<b>Sonoma County</b>					
Cloverdale	39	29	31	112	211
Cotati	35	18	18	66	137
Healdsburg	31	24	26	76	157
Petaluma	199	103	121	322	745
Rohnert Park	181	107	127	484	899
Santa Rosa	947	581	759	2,375	4,662
Sebastopol	22	17	19	62	120
Sonoma	24	23	27	63	137
Windsor	120	65	67	188	440
Sonoma County Unincorporated	220	127	160	429	936
	<b>1,818</b>	<b>1,094</b>	<b>1,355</b>	<b>4,177</b>	<b>8,444</b>
<b>REGION</b>	<b>46,680</b>	<b>28,940</b>	<b>33,420</b>	<b>78,950</b>	<b>187,990</b>

### Illustrative Allocations from the Proposed RHNA Methodology

This table shows the RHNA allocations a jurisdiction would receive as a result of the proposed RHNA methodology. These are shown for illustrative purposes only. ABAG will issue Draft Allocations in Spring 2021 which will be followed by an appeal period before ABAG issues Final Allocations by the end of 2021. Jurisdiction Housing Elements will be due to HCD by January 2023.

For more information, visit <https://abag.ca.gov/our-work/housing/rhna-regional-housing-needs-allocation>.

County	Jurisdiction	Very Low Income (<50% of Area Median Income)	Low Income (50-80% of Area Median Income)	Moderate Income (80-120% of Area Median Income)	Above Moderate Income (>120% of Area Median Income)	Total	
Alameda	Alameda	1,318	759	786	2,033	4,896	
	Albany	324	187	180	464	1,155	
	Berkeley	2,148	1,237	1,211	3,134	7,730	
	Dublin	1,060	611	547	1,413	3,631	
	Emeryville	377	217	249	646	1,489	
	Fremont	4,040	2,326	2,214	5,728	14,308	
	Hayward	980	564	726	1,880	4,150	
	Livermore	1,109	639	620	1,606	3,974	
	Newark	453	260	303	784	1,800	
	Oakland	6,880	3,962	4,584	11,860	27,286	
	Piedmont	166	96	94	243	599	
	Pleasanton	1,405	810	717	1,855	4,787	
	San Leandro	713	411	561	1,451	3,136	
	Unincorporated Alameda	1,221	704	726	1,879	4,530	
	Union City	565	326	370	957	2,218	
Contra Costa	Antioch	661	380	402	1,038	2,481	
	Brentwood	395	228	237	614	1,474	
	Clayton	176	102	87	227	592	
	Concord	1,006	579	643	1,662	3,890	
	Danville	632	365	328	848	2,173	
	El Cerrito	289	166	203	524	1,182	
	Hercules	164	95	115	297	671	
	Lafayette	468	269	255	659	1,651	
	Martinez	357	205	220	569	1,351	
	Moraga	302	174	163	422	1,061	
	Oakley	251	145	152	393	941	
	Orinda	313	180	181	468	1,142	
	Pinole	142	82	99	256	579	
	Pittsburg	419	242	273	707	1,641	
	Pleasant Hill	522	300	293	758	1,873	
	Richmond	988	569	731	1,891	4,179	
	San Pablo	187	108	139	359	793	
	San Ramon	1,382	796	708	1,830	4,716	
	Unincorporated Contra Costa	1,609	928	917	2,373	5,827	
	Walnut Creek	1,655	954	869	2,247	5,725	
Marin	Belvedere	49	28	23	61	161	
	Corte Madera	209	121	106	274	710	
	Fairfax	158	91	75	195	519	
	Larkspur	303	175	150	390	1,018	
	Mill Valley	248	142	124	320	834	
	Novato	582	335	332	858	2,107	
	Ross	35	20	17	44	116	
	San Anselmo	226	130	108	280	744	
	San Rafael	752	433	446	1,154	2,785	
	Sausalito	200	115	115	296	726	
	Tiburon	186	107	91	236	620	
	Unincorporated Marin	1,157	666	557	1,440	3,820	
	American Canyon	124	72	81	209	486	
	Calistoga	58	32	33	86	209	
Napa	550	317	339	876	2,082		
St. Helena	46	27	27	71	171		
Unincorporated Napa	218	126	125	323	792		
Yountville	20	12	12	32	76		
San Francisco	San Francisco	18,637	10,717	11,910	30,816	72,080	
San Mateo	Atherton	74	43	51	130	298	
	Belmont	485	280	282	728	1,775	
	Brisbane	573	330	534	1,382	2,819	
	Burlingame	926	534	555	1,434	3,449	
	Colma	40	24	33	86	183	
	Daly City	1,150	661	841	2,175	4,827	
	East Palo Alto	179	104	169	437	889	
	Foster City	556	320	321	831	2,028	
	Half Moon Bay	93	54	54	141	342	
	Hillsborough	169	97	95	245	606	
	Menlo Park	773	445	517	1,340	3,075	
	Millbrae	618	356	386	999	2,359	
	Pacifica	557	321	294	761	1,933	
	Portola Valley	70	41	39	101	251	
	Redwood City	1,284	739	885	2,291	5,199	
	San Bruno	481	278	382	989	2,130	
	San Carlos	647	372	383	991	2,393	
	San Mateo	1,722	991	1,111	2,873	6,697	
	South San Francisco	892	513	717	1,856	3,978	
	Unincorporated San Mateo	852	490	443	1,148	2,933	
Woodside	90	52	51	133	326		
Santa Clara	Campbell	1,017	585	659	1,703	3,964	
	Cupertino	1,619	932	1,023	2,648	6,222	
	Gilroy	410	236	228	590	1,464	
	Los Altos	580	333	377	977	2,267	
	Los Altos Hills	139	81	91	234	545	
	Los Gatos	523	301	311	804	1,939	
	Milpitas	1,653	952	1,108	2,866	6,579	
	Monte Sereno	51	30	31	80	192	
	Morgan Hill	291	168	189	488	1,136	
	Mountain View	2,876	1,656	1,909	4,939	11,380	
	Palo Alto	2,573	1,482	1,673	4,330	10,058	
	San Jose	16,391	9,437	11,344	29,350	66,522	
	Santa Clara	3,020	1,739	2,031	5,257	12,047	
	Saratoga	556	321	341	882	2,100	
	Sunnyvale	3,227	1,858	2,206	5,707	12,998	
	Unincorporated Santa Clara	1,113	641	664	1,719	4,137	
Solano	Benicia	222	127	143	370	862	
	Dixon	103	58	62	159	382	
	Fairfield	938	540	596	1,544	3,618	
	Rio Vista	62	36	36	94	228	
	Suisun City	158	91	101	260	610	
	Unincorporated Solano	270	155	165	426	1,016	
	Vacaville	535	308	328	848	2,019	
	Vallejo	794	457	535	1,385	3,171	
	Sonoma	Cloverdale	80	46	47	121	294
		Cotati	68	39	44	116	267
Healdsburg		93	54	59	153	359	
Petaluma		560	323	342	885	2,110	
Rohnert Park		322	186	209	541	1,258	
Santa Rosa		1,727	993	1,064	2,754	6,538	
Sebastopol		106	61	67	175	409	
Sonoma		91	53	54	140	338	
Unincorporated Sonoma		1,424	820	840	2,173	5,257	
Windsor		184	106	118	305	713	
<b>Total</b>		<b>114,442</b>	<b>65,892</b>	<b>72,712</b>	<b>188,130</b>	<b>441,176</b>	



October 2, 2020

Mayor Jesse Arreguin, President  
Executive Board, Association of Bay Area Governments  
375 Beale Street, Suite 700  
San Francisco, CA 94105

RE: Consideration of a *Modified Option 8A* using the **Plan Bay Area 2050 Growth** Baseline Methodology

Chair Arreguin,

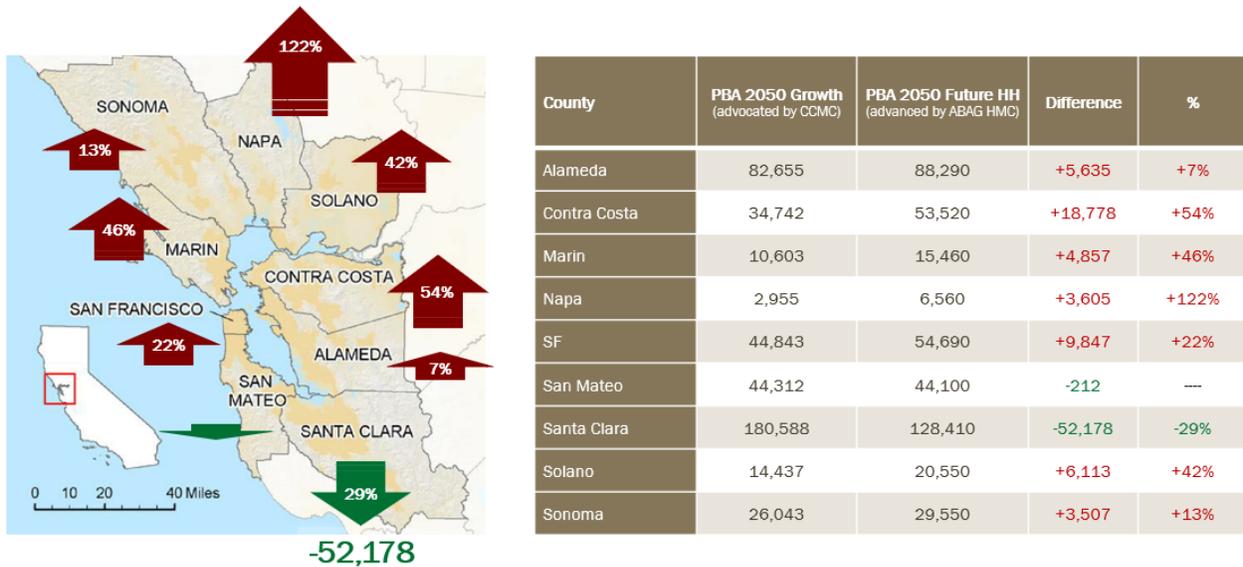
Once again, the Contra Costa Mayors Conference (CCMC), representing all 19 cities and nearly one million citizens in Contra Costa county, wishes to convey our sincere appreciation for your efforts to facilitate an equitable distribution of the 441,176 housing units assigned to the Bay Area by the California Department of Housing and Community Development (HCD) for the next RHNA cycle (2023-2031).

Since our last communication on August 7, 2020, the ABAG Housing Methodology Committee (HMC) has chosen to utilize “Plan Bay Area 2050 *Future Households*” methodology (a ‘middle road’) and a weighting of *factors* that prioritize ‘access to high resource areas’ over the region-wide efforts to reach a jobs/housing balance.

#### IMPACT OF BASELINE METHODOLOGY CHANGE

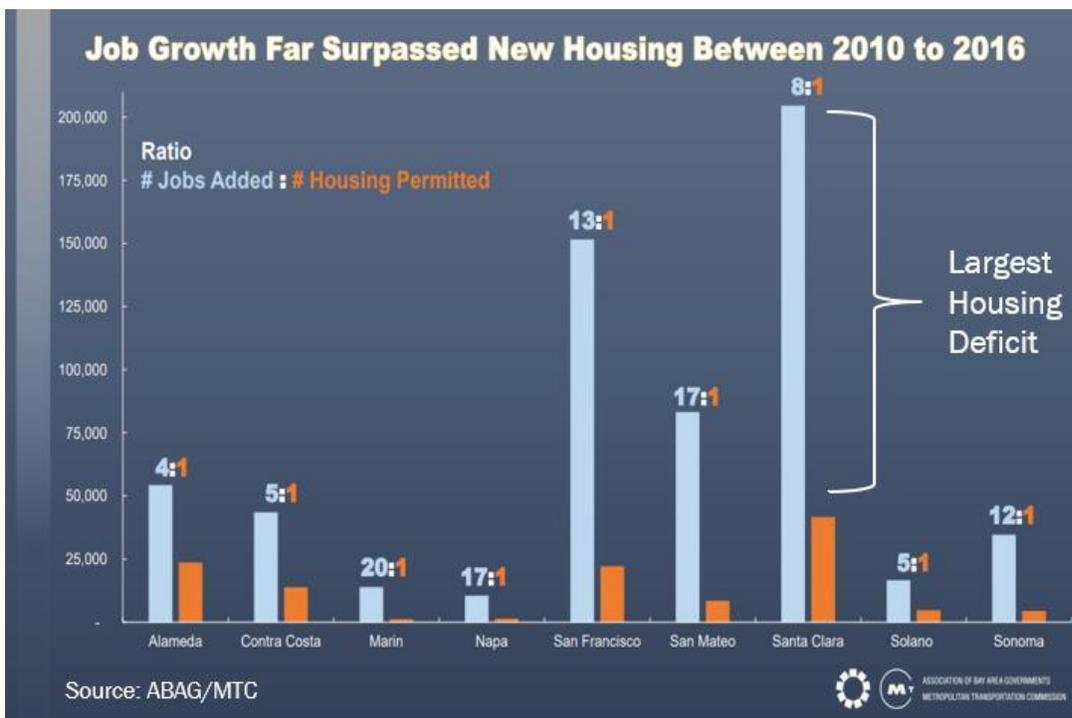
**At a county-by-county level**, our analysis indicates that using a new “Plan Bay Area 2050 *Future Households*” baseline results in extraordinarily inequitable – and hopefully unintended – benefits to primarily one county (Santa Clara) *at the expenses of nearly all others* (Figure A):

Figure A. Impact of switching to the *Plan Bay Area 2050 Future Households* Baseline



Coincidentally, Santa Clara county is the home to all ten of the San Francisco Bay Area’s largest technology companies including: Apple (188,000 employees), Hewlett Packard (186,000 employees), Google (184,000 employees), Oracle (169,000 employees), Intel (128,000 employees), Cisco (91,000 employees), and Facebook (60,000 employees).

Consequently, it seems counter-intuitive to utilize a baseline that reduces the housing assignment to the subregion that is in greatest need of affordable housing and has the largest existing housing deficit, as illustrated by ABAG’s CASA Compact presentation:



On a **jurisdiction-by-jurisdiction** level, our analysis reveals an even more alarming pattern that the PBA 2050 *Future Households* baseline appears to allocate disproportionately large assignments to small and rural communities while alleviating the responsibility of communities with large job centers (Attachment B). This disparity occurs within the county level, as illustrated in Santa Clara county's numbers.

Sampling of Impacted Jurisdictions	Plan Bay Area 2050 Growth (advocated by CCMC)	Plan Bay Area 2050 Future Households (advanced by HMC)	Difference	% Change
<b>Santa Clara County</b>				
Los Gatos	142	1,430	+1,288	+907%
Monte Sereno	3	140	+137	+4,567%
Mountain View	12,377	7,810	-4,567	-37%
Palo Alto	11,127	6,810	-4,317	-39%
San Jose	100,155	67,240	-32,915	-33%
Santa Clara	14,285	9,630	-4,655	-33%
Sunnyvale	12,025	9,980	-2,045	-17%
<b>Alameda County</b>				
Albany	355	930	+575	+162%
Piedmont	60	430	+370	+617%
Unincorporated	1,638	5,950	+4,312	+263%
<b>Contra Costa County</b>				
Danville	223	1,820	+1,597	+716%
Hercules	411	1,060	+649	+158%
Martinez	311	1,670	+1,359	+437%
Unincorporated	2,588	7,310	+4,722	+182%
<b>Marin County</b>				
Fairfax	215	460	+245	+114%
Mill Valley	27	710	+683	+2530%
San Anselmo	202	670	+468	+232%
<b>San Mateo County</b>				
Atherton	30	280	+250	+833%
Hillsborough	116	470	+354	+305%
Pacifica	199	1,580	+1,381	+694%
Portola Valley	3	200	+197	+6,567%

Solano County				
Benicia	258	1,270	+1,012	+392%
Dixon	209	690	+481	+230%
Rio Vista	84	420	+336	+400%
Suisun City	298	1,070	+772	+259%
Vacaville	1,056	3,650	+2,594	+246%
Vallejo	2,117	5,250	+3,133	+148%
Sonoma County				
Sonoma	184	620	+436	+237%
Unincorporated	6,893	9,080	+2,187	+32%

## RECOMMENDED BASELINE

We understand that the Housing Methodology Committee (HMC) has chosen to present “Option 8A” to the ABAG Executive Board as the *only option* for consideration at your October 15, 2020 meeting. It appears that other compelling options - even as a valid minority report - did not have a chance to advance.

Consequently, we are appreciative of the opportunity to present an alternative - **Modified Option 8A** - to the ABAG Executive Board at its October 15, 2020 meeting. Contra Costa’s alternative (highlighted in green) uses the **Plan Bay Area 2050 Growth** baseline and leaves the HMC-recommended factors in place. A summary of the results for each county is shown below and the effects for all cities is included in Attachment B.

County	Option 8A (2050 Future HH)	Modified 8A (PBA 2050 Growth)	Change	%
Alameda	85,690	79,412	(6,278)	-7%
Contra Costa	43,960	27,890	(16,070)	-37%
Marin	14,210	8,803	(5,407)	-38%
Napa	3,820	1,655	(2,165)	-57%
San Francisco	72,080	57,792	(14,288)	-20%
San Mateo	48,440	45,804	(2,636)	-5%
Santa Clara	143,550	196,746	53,196	37%
Solano	11,920	8,075	(3,845)	-32%
Sonoma	17,520	15,000	(2,520)	-14%

The recommended use of the **Plan Bay Area 2050 Growth** baseline appears to make significantly more intuitive sense for the entirety of the San Francisco Bay Area as it:

- **Encourages housing development in proximity to job centers**, which would
- **Reduce transit and transportation congestion**, helping to alleviate long region wide commutes; and
- **Reduce greenhouse gas emissions**, consistent with both AB 32 and SB 375.

Furthermore, alternative Modified Option 8A is consistent with both the RHNA statutory objectives as it would:

1. Increase housing supply, but in a manner that adds much needed housing near the job centers;
2. Promotes infill development and reinvestment in urban centers that wish to redevelop, thereby promoting socioeconomic equity;
3. Protects the environment, agricultural resources, and wildland hazards by moving development pressure away from the urban edges;
4. Helps the San Francisco Bay Area achieve mandated GHG reduction targets through an improved jobs/housing balance; and lastly
5. Ensures policy consistency with Plan Bay Area 2050 Blueprint by more closely aligning the housing assignment at the major centers.

We appreciate your consideration of our recommendation and perspectives.

Sincerely,

/Signed hard copy to follow via U. S. mail. /

Gabriel Quinto, Conference Chair  
Contra Costa Mayors Conference

Attachment A: Comparison of Baseline Methodologies and Housing Allocation Alternatives – Option 8A (recommended by ABAG HMC) and **Modified Option 8A** (recommended by CCMC)

***Contra Costa Mayors Conference Membership***

<i>City of Antioch</i>	<i>City of Oakley</i>
<i>City of Brentwood</i>	<i>City of Orinda</i>
<i>City of Clayton</i>	<i>City of Pinole</i>
<i>City of Concord</i>	<i>City of Pittsburg</i>
<i>Town of Danville</i>	<i>City of Pleasant Hill</i>
<i>City of El Cerrito</i>	<i>City of Richmond</i>
<i>City of Hercules</i>	<i>City of San Pablo</i>
<i>City of Lafayette</i>	<i>City of San Ramon</i>
<i>City of Martinez</i>	<i>City of Walnut Creek</i>
<i>Town of Moraga</i>	

# **ATTACHMENT A**

## **Comparison of Baseline Methodologies and Housing Allocation Alternatives**



Note: All data is sourced from ABAG documents, graphics, and Visualization Tool exports. There are observed minor discrepancies between ABAG sources but at a level that is statistically insignificant to be of concern.

County	Jurisdiction	Population	Step 1: Choose Baseline Methodology			Effect of Change		(PBA)	Step 2: Add Factors to Baseline Methodology				
			2019 Households (Oppose)	PBA 2050 Growth (Support)	PBA 2050 Future Households (Oppose)	2050 Growth to PBA 2050 Future Households)			OPTION 8A (Uses PBA 2050 Future HH)		MODIFIED OPTION 8A (Uses PBA 2050 Growth)		
						Units	%		Total Allocation	Change from PBA 2050 Future HH	Total Allocation	Change from Option 8A	
Alameda	Alameda	81,312	4,980	3,236	4,380	1,144	35%	↑	4,900	520	3,549	(1,351)	↓
	Albany	18,937	1,060	355	930	575	162%	↑	1,150	220	433	(717)	↓
	Berkeley	122,580	7,710	3,952	6,410	2,458	62%	↑	7,730	1,320	4,686	(3,044)	↓
	Dublin	65,716	3,480	3,817	3,030	-787	-21%	↓	3,630	600	4,514	884	↑
	Emeryville	12,298	1,030	3,230	1,760	-1,470	-46%	↓	1,500	(260)	2,665	1,165	↑
	Fremont	234,220	11,870	11,738	11,880	142	1%	↓	14,310	2,430	13,891	(419)	↓
	Hayward	160,311	7,700	3,787	6,150	2,363	62%	↑	4,150	(2,000)	2,500	(1,650)	↓
	Livermore	91,861	5,040	5,407	4,990	-417	-8%	↓	3,980	(1,010)	4,420	440	↑
	Newark	48,966	2,280	3,365	2,550	-815	-24%	↓	1,790	(760)	2,330	540	↑
	Oakland	433,697	26,280	33,581	28,690	-4,891	-15%	↓	27,280	(1,410)	31,190	3,910	↑
	Piedmont	11,453	630	60	430	370	617%	↑	600	170	80	(520)	↓
	Pleasanton	79,464	4,400	3,749	4,010	261	7%	↑	4,790	780	4,417	(373)	↓
	San Leandro	87,930	5,000	2,166	4,030	1,864	86%	↑	3,130	(900)	1,640	(1,490)	↓
	Unincorporated Alameda	148,452	7,910	1,638	5,950	4,312	263%	↑	4,530	(1,420)	1,294	(3,236)	↓
Union City	73,637	3,390	2,574	3,100	526	20%	↑	2,220	(880)	1,803	(417)	↓	
County Total:		1,670,834	92,760	82,655	88,290	5,635	7%		85,690		79,412		
% of Bay Area Allocation:			21%	19%	20%				19%		18%		
Contra Costa	Antioch	112,520	5,490	2,869	4,560	1,691	59%	↑	2,480	(2,080)	1,532	(948)	↓
	Brentwood	65,118	3,120	2,462	2,720	258	10%	↑	1,480	(1,240)	1,303	(177)	↓
	Clayton	11,337	650	229	510	281	123%	↑	600	90	263	(337)	↓
	Concord	130,143	7,190	2,654	5,770	3,116	117%	↑	3,890	(1,880)	1,723	(2,167)	↓
	Danville	43,876	2,540	223	1,820	1,597	716%	↑	2,170	350	265	(1,905)	↓
	El Cerrito	24,953	1,680	1,153	1,500	347	30%	↑	1,180	(320)	888	(292)	↓
	Hercules	25,530	1,350	411	1,060	649	158%	↑	680	(380)	254	(426)	↓
	Lafayette	25,604	1,550	831	1,310	479	58%	↑	1,660	350	1,031	(629)	↓
	Martinez	37,106	2,350	311	1,670	1,359	437%	↑	1,350	(320)	254	(1,096)	↓
	Moraga	16,946	910	682	850	168	25%	↑	1,050	200	837	(213)	↓
	Oakley	42,461	1,930	1,603	1,740	137	9%	↑	930	(810)	850	(80)	↓
	Orinda	19,009	1,100	368	880	512	139%	↑	1,140	260	476	(664)	↓
	Pinole	19,505	1,100	535	930	395	74%	↑	580	(350)	328	(252)	↓
	Pittsburg	74,321	3,420	1,877	2,780	903	48%	↑	1,640	(1,140)	1,082	(558)	↓
	Pleasant Hill	34,267	2,220	1,116	1,880	764	68%	↑	1,870	(10)	1,081	(789)	↓
	Richmond	111,217	5,890	6,552	6,180	-372	-6%	↓	4,180	(2,000)	4,320	140	↑
	San Pablo	31,413	1,460	535	1,150	615	115%	↑	800	(350)	359	(441)	↓
	San Ramon	83,118	4,500	3,179	3,960	781	25%	↑	4,720	760	3,738	(982)	↓
	Unincorporated Contra Costa	174,257	9,570	2,588	7,310	4,722	182%	↑	5,830	(1,480)	2,089	(3,741)	↓
Walnut Creek	70,860	5,090	4,564	4,940	376	8%	↑	5,730	790	5,219	(511)	↓	
County Total:		1,153,561	63,110	34,742	53,520	18,778	54%		43,960		27,890		
% of Bay Area Allocation:			14%	8%	12%				10%		6%		
Marin	Belvedere	2,124	150	89	140	51	57%	↑	160	20	100	(60)	↓
	Corte Madera	10,114	640	442	600	158	36%	↑	710	110	520	(190)	↓
	Fairfax	7,399	550	215	460	245	114%	↑	530	70	240	(290)	↓
	Larkspur	12,253	980	549	860	311	57%	↑	1,020	160	636	(384)	↓
	Mill Valley	14,674	1,000	27	710	683	2530%	↑	830	120	31	(799)	↓
	Novato	53,702	3,310	2,180	2,950	770	35%	↑	2,110	(840)	1,453	(657)	↓
	Ross	2,550	130	24	110	86	358%	↑	120	10	27	(93)	↓

	San Anselmo	12,757	860	202	670	468	232%	↑	750	80	227	(523)	↓
	San Rafael	59,807	3,710	4,217	3,940	-277	-7%	↓	2,780	(1,160)	2,936	156	↑
	Sausalito	7,252	680	189	550	361	191%	↑	740	190	244	(496)	↓
	Tiburon	9,540	610	313	540	227	73%	↑	630	90	355	(275)	↓
	Unincorporated Marin	68,659	4,280	2,156	3,930	1,774	82%	↑	3,830	(100)	2,033	(1,797)	↓
	County Total:	260,831	16,900	10,603	15,460	4,857	46%		14,210		8,803		
	% of Bay Area Allocation:		4%	2%	4%				3%		2%		
Napa	American Canyon	20,837	950	691	840	149	22%	↑	480	(360)	392	(88)	↓
	Calistoga	5,348	340	510	390	-120	-24%	↓	210	(180)	265	55	↑
	Napa	79,278	4,640	1,544	3,600	2,056	133%	↑	2,090	(1,510)	880	(1,210)	↓
	St. Helena	6,073	409	38	320	282	742%	↑	180	(140)	20	(160)	↓
	Unincorporated Napa	24,867	1,520	133	1,280	1,147	862%	↑	790	(490)	77	(713)	↓
	Yountville	2,500	180	39	130	91	233%	↑	70	(60)	21	(49)	↓
	County Total:	138,903	8,039	2,955	6,560	3,605	122%		3,820		1,655		
	% of Bay Area Allocation:		2%	1%	1%				1%		0.4%		
San Francisco	San Francisco	897,806	59,160	44,843	67,240				72,080	17,390	57,792	(14,288)	
	County Total:	897,806	59,160	44,843	75,530	30,687	68%		72,080		57,792		
	% of Bay Area Allocation:		13%	10%	17%				16%		13.1%		
San Mateo	Atherton	7,031	370	30	280	250	833%	↑	290	10	30	(260)	↓
	Belmont	26,813	1,730	493	1,340	847	172%	↑	1,770	430	646	(1,124)	↓
	Brisbane	4,633	750	9,088	3,270	-5,818	-64%	↓	2,810	(460)	7,591	4,781	↑
	Burlingame	30,118	2,020	3,423	2,510	-913	-27%	↓	3,450	940	4,600	1,150	↑
	Colma	1,729	70	337	210	-127	-38%	↓	180	(30)	288	108	↑
	Daly City	109,142	5,210	3,610	4,590	980	27%	↑	4,830	240	3,695	(1,135)	↓
	East Palo Alto	30,794	1,170	467	970	503	108%	↑	890	(80)	418	(472)	↓
	Foster City	33,033	2,060	559	1,540	981	175%	↑	2,030	490	724	(1,306)	↓
	Half Moon Bay	12,431	720	378	650	272	72%	↑	330	(320)	195	(135)	↓
	Hillsborough	11,418	620	116	470	354	305%	↑	610	140	146	(464)	↓
	Menlo Park	35,254	2,150	2,326	2,200	-126	-5%	↓	3,070	870	3,054	(16)	↓
	Millbrae	22,832	1,330	2,311	1,660	-651	-28%	↓	2,370	710	3,226	856	↑
	Pacifica	38,331	2,250	199	1,580	1,381	694%	↑	1,930	350	240	(1,690)	↓
	Portola Valley	4,607	290	3	200	197	6567%	↑	250	50	4	(246)	↓
	Redwood City	86,754	4,830	5,211	4,870	-341	-7%	↓	5,190	320	5,437	247	↑
	San Bruno	45,454	2,510	1,661	2,140	479	29%	↑	2,130	(10)	1,587	(543)	↓
	San Carlos	30,145	1,880	798	1,750	952	119%	↑	2,390	640	1,070	(1,320)	↓
	San Mateo	103,087	6,390	4,349	5,910	1,561	36%	↑	6,690	780	4,828	(1,862)	↓
	South San Francisco	67,879	3,420	5,297	4,070	-1,227	-23%	↓	3,980	(90)	5,087	1,107	↑
	Unincorporated San Mateo	66,083	3,470	3,630	3,650	20	1%	---	2,930	(720)	2,906	(24)	↓
Woodside	5,676	320	26	240	214	823%	↑	320	80	32	(288)	↓	
	County Total:	773,244	43,560	44,312	44,100	-212	0%		48,440		45,804		
	% of Bay Area Allocation:		10%	10%	10%				11%		10.4%		
Santa Clara	Campbell	42,288	2,780	4,279	3,270	-1,009	-24%	↓	3,960	690	5,038	1,078	↑
	Cupertino	59,549	3,250	5,802	4,320	-1,482	-26%	↓	6,220	1,900	8,197	1,977	↑
	Gilroy	57,084	2,550	2,310	2,300	-10	0%	---	1,470	(830)	1,360	(110)	↓
	Los Altos	30,876	1,810	904	1,530	626	69%	↑	2,270	740	1,311	(959)	↓
	Los Altos Hills	8,413	490	108	370	262	243%	↑	540	170	155	(385)	↓
	Los Gatos	31,439	2,040	142	1,430	1,288	907%	↑	1,930	500	188	(1,742)	↓
	Milpitas	77,961	3,450	9,666	5,410	-4,256	-44%	↓	6,580	1,170	11,255	4,675	↑
	Monte Sereno	3,594	220	3	140	137	4567%	↑	190	50	4	(186)	↓
	Morgan Hill	46,454	2,330	1,652	1,960	308	19%	↑	1,140	(820)	938	(202)	↓

	Mountain View	82,272	5,540	12,377	7,810	-4,567	-37%	↓	11,390	3,580	17,693	6,303	↑
	Palo Alto	69,226	4,480	11,127	6,810	-4,317	-39%	↓	10,050	3,240	16,080	6,030	↑
	San Jose	1,049,187	52,090	100,155	67,240	-32,915	-33%	↓	66,520	(720)	96,144	29,624	↑
	Santa Clara	129,104	7,460	14,285	9,630	-4,655	-33%	↓	12,050	2,420	17,408	5,358	↑
	Saratoga	31,030	1,760	917	1,510	593	65%	↑	2,100	590	1,249	(851)	↓
	Sunnyvale	156,503	9,290	12,025	9,980	-2,045	-17%	↓	13,010	3,030	15,341	2,331	↑
	Unincorporated Santa Clara	86,989	4,310	4,836	4,700	-136	-3%	↓	4,130	(570)	4,384	254	↑
	County Total:	1,961,969	103,850	180,588	128,410	-52,178	-29%		143,550		196,746		
	% of Bay Area Allocation:		24%	41%	29%				33%		45%		
Solano	Benicia	27,175	1,730	258	1,270	1,012	392%	↑	860	(410)	177	(683)	↓
	Dixon	19,972	1,000	209	690	481	230%	↑	380	(310)	111	(269)	↓
	Fairfield	116,981	6,050	7,596	6,350	-1,246	-16%	↓	3,620	(2,730)	4,242	622	↓
	Rio Vista	9,987	700	84	420	336	400%	↑	230	(190)	43	(187)	↓
	Suisun City	29,119	1,480	298	1,070	772	259%	↑	610	(460)	166	(444)	↓
	Unincorporated Solano	19,072	1,100	2,819	1,850	-969	-34%	↓	1,020	(830)	1,515	495	↓
	Vacaville	98,855	5,370	1,056	3,650	2,594	246%	↑	2,030	(1,620)	571	(1,459)	↓
	Vallejo	119,063	6,600	2,117	5,250	3,133	148%	↑	3,170	(2,080)	1,250	(1,920)	↓
	County Total:	440,224	24,030	14,437	20,550	6,113	42%		11,920		8,075		
	% of Bay Area Allocation:		5%	3%	5%				3%		1.8%		
Sonoma	Cloverdale	9,213	350	528	570	42	8%	↑	300	(270)	274	(26)	↓
	Cotati	7,533	500	399	460	61	15%	↑	270	(190)	227	(43)	↓
	Healdsburg	12,089	750	451	640	189	42%	↑	350	(290)	249	(101)	↓
	Petaluma	61,873	3,650	3,116	3,440	324	10%	↑	2,100	(1,340)	1,770	(330)	↓
	Rohnert Park	43,069	2,650	1,453	2,170	717	49%	↑	1,260	(910)	825	(435)	↓
	Santa Rosa	173,628	540	11,159	10,610	-549	-5%	↓	6,530	(4,080)	6,539	9	↓
	Sebastopol	7,745	830	1,076	710	-366	-34%	↓	420	(290)	600	180	↓
	Sonoma	11,050	8,750	184	620	436	237%	↑	330	(290)	97	(233)	↓
	Unincorporated Sonoma	138,532	1,480	6,893	9,080	2,187	32%	↑	5,250	(3,830)	3,982	(1,268)	↓
	Windsor	28,248	334	784	1,250	466	59%	↑	710	(540)	438	(272)	↓
	County Total:	492,980	19,834	26,043	29,550	3,507	13%		17,520		15,000		
	% of Bay Area Allocation:		4%	6%	7%				4%		3.4%		

DRAFT Scope of Services

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**Santa Clara County Planning Collaborative**  
**RHNA 6**

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October 4, 2020

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## I. Project Purpose and Goals

Supported by the Cities Association, the Santa Clara County Planning Collaborative is a shared effort among the county's jurisdictions to help address the region's housing challenges. By working together collaboratively, the 16 jurisdictions of Santa Clara County will: 1) save money, time and resources by sharing information and capacity; 2) maintain & facilitate relationships with non-profits, affordable housing advocates, and key governmental organizations; and, 3) receive additional staffing support from Baird + Driskell Community Planning.

The proposed scope of services for Baird + Driskell outlined below will help participating jurisdictions effectively and efficiently update their Housing Elements to meet State law requirements within the State-mandated schedule. Consistent with this purpose, the project will advance more effective pro-housing policies and programs to facilitate the creation of new and diverse housing choices that meet the needs of a growing and changing population, and affirmatively advance fair housing in a manner that supports the health and well-being of Santa Clara County communities.

Housing Element requirements are described in detail in State law (Govt. Code Sec. 65580 et. seq.). This Scope of Services is structured around those requirements to provide a combination of templates, methodologies, baseline data, comparative information, key findings, write-ups, best practices, and process materials. It is important to note that the specific services outlined below may change or be supplemented with additional services based on feedback from Collaborative members and their ongoing needs, in line with the following overarching project goals:

- **Provide a Forum for Jurisdictions to Share Resources, Best Practices and Strategies for Upcoming RHNA 6 Housing Element Planning.** Building on the ongoing collaboration of Santa Clara County cities, this effort will provide a forum, structure and process for sharing resources and strategies that can be applied successfully across jurisdictions.
- **Give Jurisdictions a Head Start on Planning to Meet the January 2023 Deadline.** Experience from past housing element cycles and other regions suggest that starting early is a best practice for equipping jurisdictions to successfully meet their deadlines.
- **Achieve High Quality Housing Elements While Saving Money, Time and Resources.** The services are designed to save money by minimizing duplication of effort, including collaboration on early analysis of available sites and potential strategies for expanding site inventories as well as shared work around countywide analyses, data templates and model practices. These services make it easier to complete key tasks while improving the quality of outcomes.
- **Develop a Constructive Working Relationship with HCD for Santa Clara County.** Feedback from the 21 elements Organization in San Mateo County from previous update cycles underscored that

collaboration with HCD was extremely helpful in achieving housing element certification. HCD also reports that early collaboration facilitated their review and made for higher quality housing elements in Santa Clara County.

- **Tailor a Range of Choices to Best Fit Jurisdiction Needs.** Building off of this base package of services shared by all jurisdictions, each jurisdiction can choose an additional set of services that best fit their needs while leveraging the benefits of ongoing collaboration. To the extent possible, the Collaborative will support jurisdictions part or all of their housing elements "in-house" or with less support from consultants than they would otherwise need.

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## II. Scope of Services

### **General Support for RHNA 6 and Housing Element Updates**

**Overview** Support cross-jurisdictional learning, coordination, collaboration and problem-solving for the duration of the housing element process through regular meetings, countywide analyses, best practice research, and shared data and communications tools.

**Timing** *October 2020 through January 2023*

**Cost** *\$160,000 (assumes full participation)*

- Core Tasks**
- a Facilitate sharing and collaboration, including special work sessions and regular meetings
  - b Focused research and dialogue on issues of special concern, including strategies to affirmatively further fair housing
  - c Provide educational materials and outreach support
  - d Engage with HCD on overall process, tours and technical assistance
  - e Develop countywide analyses with jurisdiction-level data for housing needs, etc.
  - f Create templates and best practice tools, including support for property owner surveys
  - g Conduct ADU affordability survey
  - h Educate Sacramento lawmakers about jurisdiction experience

- Products**
- ✓ Website updates, including tools, outreach materials, etc.
  - ✓ Regular meetings and discussion summaries
  - ✓ Countywide and jurisdiction-specific need tables
  - ✓ Countywide analyses, data templates, best practice reports and similar based on group needs
  - ✓ ADU affordability survey
  - ✓ Shared educational tools for the general public and decisionmakers

**Jurisdiction**

- Roles**
- ▶ Fully participate in regular meetings and special work sessions.
  - ▶ Review and provide feedback on draft work products, including data tools, research papers, educational materials, etc.
  - ▶ Serve as a conduit to others in city organizations and communities on issues of shared concern.
  - ▶ Actively share local challenges, best practices, resources and housing knowledge.

III. Budget Summary

The budget for each service package, tiered by city size, is summarized below.

<b>Jurisdiction</b>	<b>Contribution</b>
<i>Campbell</i>	\$ 8,500
<i>Cupertino</i>	\$ 10,000
<i>Gilroy</i>	\$ 8,500
<i>Los Altos</i>	\$ 8,500
<i>Los Altos Hills</i>	\$ 6,500
<i>Los Gatos</i>	\$ 8,500
<i>Milpitas</i>	\$ 10,000
<i>Monte Sereno</i>	\$ 6,500
<i>Morgan Hill</i>	\$ 8,500
<i>Mountain View</i>	\$ 10,000
<i>Palo Alto</i>	\$ 10,000
<i>San Jose</i>	\$ 18,000
<i>Santa Clara (city)</i>	\$ 13,500
<i>Santa Clara (county)</i>	\$ 10,000
<i>Saratoga</i>	\$ 8,500
<i>Sunnyvale</i>	\$ 14,500
<b>Total</b>	<b>\$ 160,000</b>

## IV. Detailed Task Descriptions

- 1a Facilitate Sharing and Collaboration.** Schedule, facilitate and document regular cross-jurisdictional meetings to engage city staff and directors in discussions of issues, opportunities, approaches, strategies and ideas pertinent to the housing element updates. Meetings may include guest participants to discuss technical topics, “how to” sessions, and focused work sessions to collaboratively problem-solve. We anticipate one meeting per month, with others added as needed, supplemented by ongoing project coordination and communications.
- 1b Conduct Focused Research.** To support shared learning about best practices, and dialogue on issues of special concern, the Baird and Driskell team will conduct research on topics of special interest based on input and requests from member jurisdictions. Work products may take the form of white papers, fact sheets, PowerPoint presentations and/or webinars depending on the type, extent and format of information. This work will include exploration of best practices and strategies to affirmatively further fair housing.
- 1c Create Shared Outreach Materials.** The Baird and Driskell team will develop materials to support education and outreach efforts by member jurisdictions and county partners. The purpose of these materials will be to support community understanding and dialog about housing needs, the role and purpose of the housing element, and strategies being used locally and elsewhere to create and sustain diverse housing choices, affordability and healthy communities. Production of materials will be coordinated with key steps in the update process, with most being produced in the first year when community discussions are getting underway. To the extent possible, materials will be designed so that they can be easily customized by each jurisdiction to tailor them to localized information and circumstances.
- 1d Engage with HCD.** The Baird and Driskell team will help ensure early and ongoing engagement with HCD staff in order to help them understand the unique challenges and opportunities of Santa Clara County jurisdictions, and to help all member jurisdictions better understand HCD’s expectations, perspectives and priorities. By building and maintaining a collaborative and respectful working relationship, Baird and Driskell will help ensure that the update process goes as smoothly as possible—highlighting and addressing issues *before* updated elements get submitted to HCD—and bringing situational awareness and technical assistance to bear in a timely manner, facilitating more efficient reviews by HCD with fewer surprises, and helping ensure higher quality housing elements.
- 1e Conduct Countywide Analyses of Housing Needs and Market Conditions.** Develop countywide analyses of housing needs, including population, employment and household characteristics; general housing stock characteristics; the incidence of overpayment and overcrowding; and special housing needs (e.g., people experiencing homelessness, people with disabilities, seniors, etc.). Data will be reported at the County level and in comparative tables and graphics detailing each

jurisdiction's data as well. Analysis will also be provided related to the countywide and regional housing market conditions and trends.

- 1f Create Templates and Other Tools.** Data templates, methodologies and related tools will be developed to support each jurisdiction's work. These include but are not limited to: template and instructions for evaluating existing elements; tools for assessing and comparing governmental and non-governmental constraints; and tools for evaluating and improving fair housing practices. This work will also support development of a property owner survey for substantiating properties included in site inventories.
  
- 1g Conduct ADU Affordability Survey.** The Baird and Driskell team will develop and implement a survey of ADU property owners (using lists provided by participating jurisdictions) to better understand how they are being used, who is being served by them, and the levels of affordability being met. This will help inform how jurisdictions incorporate ADUs within their overall housing strategy, including how to apply them to RHNA targets, and support development of more effective ADU policies and programs in the housing element update.
  
- 1h Educate Lawmakers.** Much of the housing element process is driven by State legislation. To help support a more responsive and effective legislative framework for future updates, it is important to communicate back to lawmakers about the experience of local jurisdictions working to translate State law into local action.

