



**BOARD OF DIRECTORS**  
**REGULAR MEETING AGENDA**  
AUGUST 9, 2018 | 7 PM  
SUNNYVALE CITY HALL | WEST CONFERENCE ROOM  
56 W OLIVE AVE | SUNNYVALE, CA 94086

- |                                                                                       |         |
|---------------------------------------------------------------------------------------|---------|
| 1. Welcome. Call to order                                                             | 7:00 PM |
| 2. Consent Agenda                                                                     | 7:05 PM |
| a. Draft Minutes June 14, 2018 Board of Directors Meeting                             |         |
| b. Year End Management Report FY 2017-2018                                            |         |
| 3. Committee Reports:                                                                 |         |
| a. Legislative Action Committee (possible action see LAC agenda)                      | 7:10 PM |
| b. Age-Friendly Cities: Implementation (Manny Cappello chair)                         | 7:15 PM |
| c. SCC Office of Emergency Services - Collaborating Agencies' Disaster Relief Efforts |         |
| i. READYSCC (Ivan Williams)                                                           | 7:45 PM |
| ii. ALERTSCC (Patty Eaton)                                                            | 8:05 PM |
| d. San Francisco Bay Conservation & Development Commission update (Pat Showalter)     | 8:25 PM |
| 4. City Manager Report – Amy Chan (SCCCMA, Cupertino Interim City Manager)            |         |
| 5. Executive Director Report – Andi Jordan                                            | 8:40 PM |
| 6. Public Comment                                                                     |         |
| 7. Adjournment until Thursday, September 6, 2018                                      | 8:45 PM |
- \*schedule change for September meetings due to LCC Annual Conv



## **Board of Directors Meeting – Agenda Report**

**Meeting Date:** August 9, 2018

**Subject:** 2a & 2b consent

**Attachments:**

- 2a: Draft Minutes June 14, 2018 Board of Directors Meeting  
Correspondence authorized by board (SB 834, SB 831, SB 828)
- 2b: Year End Management Report FY 2017-2018



**DRAFT MINUTES – JUNE 14, 2018**  
**BOARD OF DIRECTORS MEETING**

Voting members present:

Campbell – Jeffrey Cristina  
Cupertino – Rod Sinks  
Gilroy – Peter Leroé-Muñoz  
Los Altos –Jan Pepper  
Los Altos Hills – Gary Waldeck  
Los Gatos – Marico Sayoc  
Milpitas – Anthony Phan  
Monte Sereno – Burton Craig  
Morgan Hill – Steve Tate  
Mountain View – Pat Showalter  
Palo Alto – Greg Scharff  
San Jose – Charles “Chappie” Jones  
Santa Clara – Debi Davis  
Saratoga – Manny Cappello  
Sunnyvale – Larry Klein

Others present:

Andi Jordan, Executive Director  
Steve Preminger, Santa Clara County  
Aarti Shrivastava, City of Cupertino  
Mayor Mary-Lynne Bernard, Saratoga  
Council Member Kathy Wantanabe, Santa Clara  
Mayor Glenn Hendricks, Sunnyvale  
Jerad Ferguson, City of San José – Office of Council Member Jones  
Kris Zanardi, Santa Clara County, Office of Joe Simitian  
Matthew Kazmierczak, Minéta San José Airport  
Bert Ganoung, SFO Airport  
Christopher Moylan, Office of Congressman Ro Khanna  
Jennifer Landesman  
Robert Holbrook  
Other citizens

**Consent Agenda** consisting of the Board Meeting Minutes from April 2018 were approved by unanimous consent from a motion by Steve Tate (Morgan Hill) and a second by Debi Davis (Santa Clara).

**The Cities Association Ad Hoc Roundtable Committee** of Greg Scharff (Palo Alto), Pat Showalter (Mountain View), Larry Klein (Sunnyvale), Mary-Lynne Bernald, Gary Waldeck (Los Altos Hills), Savita Vaidanhyanthan (Cupertino), Steve Tate (Morgan Hill) presented their recommendations to form a Santa Clara/Santa Cruz Airport Roundtable.

In June 2017, the Cities Association of Santa Clara County (CASCC) received a Congressional request from Representatives Eshoo, Khanna, & Panetta asking the CASCC to take a leadership role in forming a regional aircraft noise roundtable. The CASCC formed an Ad Hoc Committee to build the framework of forming a roundtable that works for a region. The roundtable, conceived to include the 21 local jurisdictions of Santa Clara and Santa Cruz Counties, will work together with San Francisco Airport, Minéta San José Airport, and the FAA, and address the growing concern of aircraft noise in one of the busiest metro-plexes in the country.

The Committee recommendation includes:

- Mission Statement: To Address Community noise concerns and make recommendations to the Regional Airports and FAA on noise related issues.
- MOU to form organization
- Organization is similar to SFO Roundtable
- Self-fund from member jurisdictions
- Work with both SFO & SJC Airports
- SFO Airport and Roundtable willing to collaborate
- Hire consultant or contract to run the organization
- Initial staff support to be supported by Cities Association of Santa Clara County
- Each member jurisdiction receives 1 vote
- Changes to bylaws require majority of members
- Non-voting members include airport, FAA, pilots' organization
- Any member may withdraw at any time with notice of intent, but forfeit their dues
- Serves as a forum for public

Public Comment received from: Sunnyvale Mayor Glenn Hendricks, Chris Moylan of Representative Ro Khanna's office, Robert Holbruck, Jennifer Landesman, Karen Porte.

Jan Pepper (Los Altos) motioned and a second by Pat Showalter to adopt the resolution and draft by-laws, MOU, City/County Resolution.

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

The motion passed with a 14-1-0 vote (AYES: Cristina (Campbell), Sinks (Cupertino), Leroe-Muñoz (Gilroy), Pepper (Los Altos), Waldeck (Los Altos Hills), Sayoc (Los Gatos), Craig (Monte Sereno), Tate (Morgan Hill), Showalter (Mountain View), Scharff (Palo Alto), Davis (Santa Clara), Cappello (Saratogo), Klein (Sunnyvale). NAYES: Jones (San José).

Vehicle Dwellers: Board Member Pat Showalter (Mountain View), Kimberly Thomas (Office of the City Manager, Mountain View), Tom Myers (Community Services Agency for Mountain View, Los Altos, Los Altos Hills) discussed Homelessness and a growing segment of the population of vehicle dwellers

- Importance to discuss how the effects of local ordinances may impact the movement of this population
- The problem is the direct result of housing affordability issue

Survey responses from cities attached.

Presentations can be viewed here:

- Intro to CSA [https://www.youtube.com/watch?v=p\\_KTWkdT-yY](https://www.youtube.com/watch?v=p_KTWkdT-yY)
- News story from CBS on the current crisis <https://www.cbsnews.com/news/silicon-valleys-housing-boom-is-creating-a-homeless-crisis/>

#### **Regional Housing Needs Allocation (RHNA) Subregion formation report:**

Los Gatos Town Manager Laurel Prevetti presented on behalf of the Subregion Taskforce Committee (Showalter, Scharff, Jones, Supervisor Chavez).

- Subregion Overview
- Pros/Cons of forming a subregion
- Guiding principles
- By-laws
- Resolution

Important items to note:

- The subregion approach would include the “low cost” approach and utilizes current structures already in place (Cities Association, SCCMA, SCCAPPA/Planning Directors).
- No one would be forced to do anything if they didn’t want to do
- Taskforce recommends accepting the methodology/numbers from ABAG

Questions that the Board is interested in knowing:

- How many subregions have been formed in all of California during the last two cycles? (Not just Bay Area)
- Of those subregions, how many had allocations that differed from the original allocation from the COG?
- Of those with different allocations, how many cities within the subregion had different allocations?
- There was interest in the specific trades that occurred in San Mateo County for both cycles. The Board recalled that in one trade, Redwood City wanted as many units as possible but they were unclear on the details. There was also recollection that only Woodside and Redwood City did a trade.

Public comment was received by Jeannie Bruins.

The RHNA Subregion Taskforce is asking the Board Members to discuss the subregion and share the documents with their Councils for direction regarding forming a subregion. The CASC Board will vote on formation of the subregion in October.

#### **Legislative Action Committee:**

- SB 828 (passed Senate, in Assembly) oppose
- AB 1912 (JPA & pension) liability goes to cities – league opposes, oppose if become active  
Unanimous
- SB 834 (state lands - prohibits state from leasing new oil or gas drilling) unanimously supports
- SB 831 ADUs: unanimous consent approved to send letter to author that we are interested in bill that incentives production of ADUs but are concerned with:

- floor area ratio and lot coverage
- many of our cities are interested in having the owner as the occupant of the house of which the ADU sits
- minimums to be smaller to increase the possibility of more affordable ADU

Motion by Steve Tate to approve LAC actions, second by Peter Leroe-Muñoz.

Jeffrey Cristina (Campbell) spoke in support of SB 831, or at the minimum of softening the language Motion passed.

**New Business: 2018-2019 Budget Rod Sinks and Larry Klein discussed the budget**

Rod Sinks gave an overview that because of the tasks that the Board is taking on, the Executive Director job has become a full-time job. This budget is a change from past budgets and creates the Executive Director as a full-time job. The Executive Board recognizes that the timing for the increase wasn't the best. Larry Klein spoke to some changes in the budget from past practice. General meetings are now budgeted, Board Priorities budget has been increased, website redesign included, and insurance.

Chappie Jones motioned to approve the budget as presented, Greg Scharff seconded the motion. The Board unanimously approved the budget.

**City Manager's Report** by Aarti Shrivastava (ACM, Cupertino/SCCCMA)

Attended the Joint City Managers meeting with San Mateo/Santa Clara Counties with presentation on

- cities moving toward District Elections
- ICMA Talent Initiative – what cities can do to attract and retain talent.

**Joys and Challenges:**

- Debi Davis: reported on the move to district elections in Santa Clara. The citizens rejected Measure A to move to district elections.
- Greg Scharff – Palo Alto approved new public safety building and a 636 parking garage on California Avenue
- Los Altos – There is a citizens' initiative "save our parks": can't sell or lease any city owned property that is larger than 7500 square feet without going to a vote of the citizens. Council is putting together an alternative initiative and hopes to work with the group and find common ground.
- Rod Sinks - Cupertino is having substantive conversations regarding Vallco. Majority of council will support 2400 housing units at Vallco/SB 35 claim. 35 units per acre. Cupertino engaged in a very robust process.
- Burton Craig – The Monte Sereno City Council voted 3-2 Tuesday night to allow 36 homes to be built at the Hacienda Inn on Highway 9, a scenic California highway.

The meeting was adjourned until Thursday, August 9, 2018, City of Sunnyvale.

Respectfully submitted,  
Andi Jordan

Executive Director



P.O. Box 3144  
Los Altos, CA 94024  
408-766-9534  
[www.citiesassociation.org](http://www.citiesassociation.org)

June 18, 2018

The Honorable David Chiu, Chair  
Assembly Committee on Housing and Community Development  
P.O. Box 942849  
Sacramento, CA 94249-0017  
Via email

**RE: SB 828 (Wiener) RHNA**

Dear Assemblymember Chiu and Members of the Housing and Community Development Committee:

The Cities Association of Santa Clara County, which represents 15 cities in Santa Clara County, writes regarding SB 828 (Wiener) Regional Housing Needs Allocations.

More specifically, the Cities Association is opposed to the following provisions in SB 828:

***Cities do not build homes*** – Government Code Section 65584 (2) makes it very clear that cities “should undertake all necessary actions to encourage, promote, and facilitate the development of housing to accommodate the entire regional housing need.” However, this code section also appropriately acknowledges that future housing production “may not equal” the housing need established for the planning process. SB 828 strikes this language and replaces it with a requirement that cities take “reasonable actions to ensure that future housing production meet, at a minimum, the regional housing need established for planning purposes.” This change implies that RHNA is a production mandate, when in fact RHNA is a planning and zoning requirement. The Cities Association believes that this section should be returned to existing law.

***Inventory of land suitable for development*** – SB 828 would require every city to identify enough sites to accommodate 125% of their share of the regional housing need for all income levels. It is unclear why cities should be required to identify 25% more sites when current law (SB 166, Senator Skinner - Ch. 367, Statutes of 2017) already requires each jurisdiction to identify enough sites to accommodate, at all times throughout the planning period, its remaining unmet share of the regional housing need. Additionally, many jurisdictions will find it very difficult to find enough adequate sites to accommodate even 100% of their housing need, given the new requirement (AB 1397, Assembly Member Low - Ch. 375, Statutes of 2017) to demonstrate that the site has a “realistic and demonstrated potential for redevelopment.”

Jurisdictions that fail to identify enough adequate sites to accommodate their housing need will be unable to receive a certified housing element from the Department of Housing and Community Development. Without a certified housing element, cities will not have access to state funding that would help fund much needed affordable housing construction. SB 828 should be amended to help cities meet existing requirements, not make it more difficult.



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The Cities Association is committed to working with you and others on finding ways to spur much needed housing construction in communities in Santa Clara County. However, in its present form, the Cities Association must oppose SB 828.

Sincerely,

Rod Sinks  
President, Cities Association of Santa Clara County  
Vice Mayor, Cupertino

Marico Sayoc  
Legislative Action Committee Chair  
Council Member, Town of Los Gatos

Andi Jordan  
Executive Director

cc: Hon. Scott Wiener  
Hon. Anna Cabellero, Hon. Ash Kalra, Hon. Kansen Chu, Hon. Marc Berman, Hon. Evan Low, Hon. Mark Stone  
Seth Miller, League of California Cities Peninsula Division  
Meg Desmond, League of California Cities, at [cityletters@cacities.org](mailto:cityletters@cacities.org)



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June 18, 2018

The Honorable David Chiu, Chair  
Assembly Committee on Housing and Community Development  
P.O. Box 942849  
Sacramento, CA 94249-0017  
Via email

**RE: SB 831 (Wieckowski): Accessory dwelling units**

Dear Assemblymember Chiu:

The Cities Association, which represents 15 jurisdictions in Santa Clara County, writes regarding SB 831 (Wieckowski).

At the end of 2015, the Cities Association unanimously recognized the housing crises in our cities, and we support ADU production as an important source of new housing to help combat it. We have been revising our local ordinances for the past two years to come in to compliance with the new statutes adopted in 2016 and 2017 and many of our jurisdictions have been approving ADUs in record numbers.

In discussing SB 831 at our Cities Association meeting last Thursday, June 14, there was interest in streamlining and reducing fees on ADU development, a primary component of the bill. There was also some concern that the requirements around floor area, lot coverage, and setbacks may not yield units that fit appropriately in all circumstances given wide variety in lot sizes and shapes. It is essential these dwellings be permitted through a process that gives careful consideration to such factors. In addition, some of our cities are concerned about the removal of the requirement to have the owner as an occupant of the house which shares the lot with the ADU.

We hope that these concerns can be reviewed and addressed to make SB 831 a bill that helps streamline ADU production while contributing to quality of life for our residents and ensuring community support.

Sincerely,

Rod Sinks  
President, Cities Association of Santa Clara County

cc: Assemblymember Bob Wieckowski



P.O. Box 3144  
Los Altos, CA 94024  
408-766-9534  
[www.citiesassociation.org](http://www.citiesassociation.org)

June 19, 2018

The Honorable Al Muratsuchi  
Acting Chair, Natural Resources Committee  
Legislative Office Building, 1020 N Street, Room 164  
Sacramento, CA 95814

RE: SB 834 (Jackson) State Lands: Leasing: Oil and Gas.  
Notice of SUPPORT (as Amended 4/18/18)

Dear Assembly Member Muratsuchi and Members of the Committee:

The Cities Association of Santa Clara County is pleased to support SB 834 (Jackson), which would prohibit expanded offshore oil and natural gas production off the California coast. SB 834 would prohibit the State Lands Commission (SLC) or local trustees from entering into new lease agreements, or renewing, expanding, or modifying existing agreements that would result in increased oil or natural gas from federal waters.

In early January, U.S. Secretary of the Interior Ryan Zinke released a draft five-year plan for the National Outer Continental Shelf Oil and Gas Leasing Program (National OCS Program). The draft proposed program for 2019-2024 includes 47 new potential leases, including six in California.

Opening waters off the California coast to new offshore oil and natural gas exploration and production would impose substantial new costs to coastal cities. Coastal cities near the new offshore site may be impacted by potential needs for new facilities and services needed to support offshore development activities, as well as possible debris and other litter that may wash up on beaches.

Additionally, if a spill were to occur off the California coast, the financial impacts to the state's coastal cities would be substantial. A spill would require clean up and disaster relief, as well as put potential strains on tourism, an industry on which many cities rely.

For these reasons, the Cities Association of Santa Clara County supports SB 834 and urges you to pass this measure

Sincerely,

Rod Sinks  
President  
Cities Association of Santa Clara County  
Vice Mayor, City of Cupertino

Marico Sayoc  
Legislative Action Committee Chair  
Council Member, Town of Los Gatos



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Andi Jordan  
Executive Director

cc:

Hon. Anna Cabellero, Hon. Ash Kalra, Hon. Kansen Chu, Hon. Marc Berman, Hon. Evan Low, Hon.  
Mark Stone

Seth Miller, League of California Cities Peninsula Division

Meg Desmond, League of California Cities, at [cityletters@cacities.org](mailto:cityletters@cacities.org)

# CITIES ASSOCIATION OF SANTA CLARA COUNTY

BUDGET VS. ACTUALS: FY 2018 (JULY 1, 2017 - JUNE 30, 2018) - FY18 P&L

July 2017 - June 2018

|                                        | TOTAL              |                    |                   |                 |
|----------------------------------------|--------------------|--------------------|-------------------|-----------------|
|                                        | ACTUAL             | BUDGET             | OVER BUDGET       | % OF BUDGET     |
| Income                                 |                    |                    |                   |                 |
| Directory Income                       | 915.00             | 1,000.00           | -85.00            | 91.50 %         |
| Dues Income                            | 87,868.00          | 87,866.00          | 2.00              | 100.00 %        |
| Gusto/Payroll                          | 0.00               |                    | 0.00              |                 |
| Interest                               | 1,112.28           | 500.00             | 612.28            | 222.46 %        |
| <b>Total Income</b>                    | <b>\$89,895.28</b> | <b>\$89,366.00</b> | <b>\$529.28</b>   | <b>100.59 %</b> |
| GROSS PROFIT                           | <b>\$89,895.28</b> | <b>\$89,366.00</b> | <b>\$529.28</b>   | <b>100.59 %</b> |
| Expenses                               |                    |                    |                   |                 |
| Dues and Subscriptions                 | 650.00             | 460.00             | 190.00            | 141.30 %        |
| Interest Expense                       | 21.58              |                    | 21.58             |                 |
| Office                                 |                    |                    |                   |                 |
| Conferences/Director's Expenses        |                    | 650.00             | -650.00           |                 |
| Directory Production                   | 961.38             | 1,000.00           | -38.62            | 96.14 %         |
| Dues and Subscriptions                 | 540.00             | 460.00             | 80.00             | 117.39 %        |
| Hospitality                            | 759.73             | 420.00             | 339.73            | 180.89 %        |
| Insurance                              | 821.52             | 1,700.00           | -878.48           | 48.32 %         |
| Internet - Web Hosting Services        | 219.66             | 560.00             | -340.34           | 39.23 %         |
| Miscellaneous                          |                    |                    |                   |                 |
| Bank Service Charges                   | 71.00              | 36.00              | 35.00             | 197.22 %        |
| <b>Total Miscellaneous</b>             | <b>71.00</b>       | <b>36.00</b>       | <b>35.00</b>      | <b>197.22 %</b> |
| Post Office Box                        | 162.80             | 86.00              | 76.80             | 189.30 %        |
| Postage and Delivery                   | 173.55             | 230.00             | -56.45            | 75.46 %         |
| Printing and Copying                   | 723.77             | 25.00              | 698.77            | 2,895.08 %      |
| Recognition                            | 390.22             | 200.00             | 190.22            | 195.11 %        |
| Repairs and Maintenance                |                    |                    |                   |                 |
| Equipment Repairs                      |                    | 125.00             | -125.00           |                 |
| <b>Total Repairs and Maintenance</b>   |                    | <b>125.00</b>      | <b>-125.00</b>    |                 |
| Software Licenses                      | 761.37             | 550.00             | 211.37            | 138.43 %        |
| Supplies and Equipment                 | 455.78             | 425.00             | 30.78             | 107.24 %        |
| Telephone                              | 443.85             | 650.00             | -206.15           | 68.28 %         |
| Website Update                         |                    | 700.00             | -700.00           |                 |
| <b>Total Office</b>                    | <b>6,484.63</b>    | <b>7,817.00</b>    | <b>-1,332.37</b>  | <b>82.96 %</b>  |
| Office/General Administrative Expenses | 117.00             |                    | 117.00            |                 |
| Other Miscellaneous Service Cost       | 12.71              |                    | 12.71             |                 |
| Professional Services                  |                    |                    |                   |                 |
| Consultants                            | 2,568.75           | 20,000.00          | -17,431.25        | 12.84 %         |
| Employee Expenses                      |                    |                    |                   |                 |
| Payroll Service Fees                   | 427.50             | 1,000.00           | -572.50           | 42.75 %         |
| Payroll Taxes                          | 9,948.28           | 7,000.00           | 2,948.28          | 142.12 %        |
| Payroll Wages/Salary                   | 66,420.51          | 70,000.00          | -3,579.49         | 94.89 %         |
| <b>Total Employee Expenses</b>         | <b>76,796.29</b>   | <b>78,000.00</b>   | <b>-1,203.71</b>  | <b>98.46 %</b>  |
| <b>Total Professional Services</b>     | <b>79,365.04</b>   | <b>98,000.00</b>   | <b>-18,634.96</b> | <b>80.98 %</b>  |

|                                           | TOTAL              |                      |                      |                 |
|-------------------------------------------|--------------------|----------------------|----------------------|-----------------|
|                                           | ACTUAL             | BUDGET               | OVER BUDGET          | % OF BUDGET     |
| Programs and Initiatives                  | 1,000.00           |                      | 1,000.00             |                 |
| Project Support                           |                    | 1,000.00             | -1,000.00            |                 |
| <b>Total Programs and Initiatives</b>     | <b>1,000.00</b>    | <b>1,000.00</b>      | <b>0.00</b>          | <b>100.00 %</b> |
| Workers Compensation                      | 430.00             | 520.00               | -90.00               | 82.69 %         |
| <b>Total Expenses</b>                     | <b>\$88,080.96</b> | <b>\$107,797.00</b>  | <b>\$ -19,716.04</b> | <b>81.71 %</b>  |
| NET OPERATING INCOME                      | <b>\$1,814.32</b>  | <b>\$ -18,431.00</b> | <b>\$20,245.32</b>   | <b>-9.84 %</b>  |
| Other Income                              |                    |                      |                      |                 |
| General Membership Meeting                | 3,507.20           |                      | 3,507.20             |                 |
| Interest Income                           | 325.16             |                      | 325.16               |                 |
| Membership Dinners - Proceeds             | 2,345.00           |                      | 2,345.00             |                 |
| Membership Dinners - Sponsors             | 10,000.00          | 14,000.00            | -4,000.00            | 71.43 %         |
| <b>Total Other Income</b>                 | <b>\$16,177.36</b> | <b>\$14,000.00</b>   | <b>\$2,177.36</b>    | <b>115.55 %</b> |
| Other Expenses                            |                    |                      |                      |                 |
| General Meeting - catering                | 4,242.03           |                      | 4,242.03             |                 |
| General meeting - office supplies/signage | 357.73             |                      | 357.73               |                 |
| Holiday party - entertainment             | 509.00             |                      | 509.00               |                 |
| Membership Dinners - Cost                 | 11,626.34          | 14,000.00            | -2,373.66            | 83.05 %         |
| <b>Total Other Expenses</b>               | <b>\$16,735.10</b> | <b>\$14,000.00</b>   | <b>\$2,735.10</b>    | <b>119.54 %</b> |
| NET OTHER INCOME                          | <b>\$ -557.74</b>  | <b>\$0.00</b>        | <b>\$ -557.74</b>    | <b>0.00%</b>    |
| NET INCOME                                | <b>\$1,256.58</b>  | <b>\$ -18,431.00</b> | <b>\$19,687.58</b>   | <b>-6.82 %</b>  |

# Management Report

CITIES ASSOCIATION OF SANTA CLARA COUNTY

For the period ended June 30, 2018



Prepared on

July 26, 2018

# Table of Contents

---

Profit and Loss .....3

Balance Sheet.....5

# Profit and Loss

July 2017 - June 2018

|                                        | Total            |
|----------------------------------------|------------------|
| <b>INCOME</b>                          |                  |
| Directory Income                       | 915.00           |
| Dues Income                            | 87,868.00        |
| Interest                               | 1,112.28         |
| <b>Total Income</b>                    | <b>89,895.28</b> |
| <b>GROSS PROFIT</b>                    | <b>89,895.28</b> |
| <b>EXPENSES</b>                        |                  |
| Dues and Subscriptions                 | 650.00           |
| Interest Expense                       | 21.58            |
| Office                                 |                  |
| Directory Production                   | 961.38           |
| Dues and Subscriptions                 | 540.00           |
| Hospitality                            | 759.73           |
| Insurance                              | 821.52           |
| Internet - Web Hosting Services        | 219.66           |
| Miscellaneous                          |                  |
| Bank Service Charges                   | 71.00            |
| <b>Total Miscellaneous</b>             | <b>71.00</b>     |
| Post Office Box                        | 162.80           |
| Postage and Delivery                   | 173.55           |
| Printing and Copying                   | 723.77           |
| Recognition                            | 390.22           |
| Software Licenses                      | 761.37           |
| Supplies and Equipment                 | 455.78           |
| Telephone                              | 443.85           |
| <b>Total Office</b>                    | <b>6,484.63</b>  |
| Office/General Administrative Expenses | 117.00           |
| Other Miscellaneous Service Cost       | 12.71            |
| Professional Services                  |                  |
| Consultants                            | 2,568.75         |
| Employee Expenses                      |                  |
| Payroll Service Fees                   | 427.50           |
| Payroll Taxes                          | 9,948.28         |
| Payroll Wages/Salary                   | 66,420.51        |
| <b>Total Employee Expenses</b>         | <b>76,796.29</b> |
| <b>Total Professional Services</b>     | <b>79,365.04</b> |
| Programs and Initiatives               | 1,000.00         |
| Workers Compensation                   | 430.00           |
| <b>Total Expenses</b>                  | <b>88,080.96</b> |
| <b>NET OPERATING INCOME</b>            | <b>1,814.32</b>  |
| <b>OTHER INCOME</b>                    |                  |
| General Membership Meeting             | 3,507.20         |

|                                           | Total             |
|-------------------------------------------|-------------------|
| Interest Income                           | 325.16            |
| Membership Dinners - Proceeds             | 2,345.00          |
| Membership Dinners - Sponsors             | 10,000.00         |
| <b>Total Other Income</b>                 | <b>16,177.36</b>  |
| <b>OTHER EXPENSES</b>                     |                   |
| General Meeting - catering                | 4,242.03          |
| General meeting - office supplies/signage | 357.73            |
| Holiday party - entertainment             | 509.00            |
| Membership Dinners - Cost                 | 11,626.34         |
| <b>Total Other Expenses</b>               | <b>16,735.10</b>  |
| <b>NET OTHER INCOME</b>                   | <b>-557.74</b>    |
| <b>NET INCOME</b>                         | <b>\$1,256.58</b> |

# Balance Sheet

As of June 30, 2018

|                                        | Total              |
|----------------------------------------|--------------------|
| <b>ASSETS</b>                          |                    |
| <b>Current Assets</b>                  |                    |
| <b>Bank Accounts</b>                   |                    |
| Checking - Union Bank                  | 3.77               |
| <b>Total Bank Accounts</b>             | <b>3.77</b>        |
| <b>Other Current Assets</b>            |                    |
| Accrued Interest                       | 44.60              |
| LAIF Funds                             | 56,811.61          |
| Venue Deposit                          | 1,000.00           |
| <b>Total Other Current Assets</b>      | <b>57,856.21</b>   |
| <b>Total Current Assets</b>            | <b>57,859.98</b>   |
| <b>Fixed Assets</b>                    |                    |
| Accumulated Depreciation               | -1,372.97          |
| Machinery and Equipment                | 2,203.41           |
| <b>Total Fixed Assets</b>              | <b>830.44</b>      |
| <b>TOTAL ASSETS</b>                    | <b>\$58,690.42</b> |
| <b>LIABILITIES AND EQUITY</b>          |                    |
| <b>Liabilities</b>                     |                    |
| <b>Current Liabilities</b>             |                    |
| <b>Credit Cards</b>                    |                    |
| First National Bank of Omaha           | -794.48            |
| <b>Total Credit Cards</b>              | <b>-794.48</b>     |
| <b>Other Current Liabilities</b>       |                    |
| Payroll Liabilities                    | 590.20             |
| State Withholding                      | -379.32            |
| <b>Total Payroll Liabilities</b>       | <b>210.88</b>      |
| <b>Total Other Current Liabilities</b> | <b>210.88</b>      |
| <b>Total Current Liabilities</b>       | <b>-583.60</b>     |
| <b>Total Liabilities</b>               | <b>-583.60</b>     |
| <b>Equity</b>                          |                    |
| Opening Bal Equity                     | -34.00             |
| Reserves                               | 0.00               |
| Reserve for New Equip.                 | 5,000.00           |
| Reserve for Operations                 | 35,000.00          |
| <b>Total Reserves</b>                  | <b>40,000.00</b>   |
| Unrestricted Fund Balance              | 18,051.44          |
| Net Income                             | 1,256.58           |
| <b>Total Equity</b>                    | <b>59,274.02</b>   |
| <b>TOTAL LIABILITIES AND EQUITY</b>    | <b>\$58,690.42</b> |



## Board of Directors Meeting – Agenda Report

**Meeting Date:** August 9, 2018

**Subject:** 3. Committee Reports & Presentations

- Legislative Action Committee (possible action see LAC agenda which is attached)
- Age-Friendly Cities: Implementation (Manny Cappello chair)
- SCC Office of Emergency Services - Collaborating Agencies' Disaster Relief Efforts (*attachments*)
  - READYSCC (Ivan Williams)
  - ALERTSCC (Patty Eaton)
- San Francisco Bay Conservation & Development Commission update
  - (Pat Showalter)



LEGISLATIVE ACTION COMMITTEE AGENDA  
AUGUST 9, 2018 | 6 PM  
SUNNYVALE CITY HALL | WEST CONFERENCE ROOM  
456 WEST OLIVE AVENUE | SUNNYVALE, CA

1. Call to order & roll call (Sayoc) 6:00 PM
2. Consent Agenda- recommendation to approve the following: 6:05 PM
  - a. Minutes of the June 2018 meeting
3. Legislation: updates, discussions and recommendations related to state legislation on housing, transportation, clean energy, regional and state-wide measures and other areas of interest (information and action items) 6:10 PM
  - Diesel Free by 2033 (BAAQMAD) – action
  - SB 237
  - SB 827
  - SB 828
  - AB 1771
  - AB 1912
  - AB 2353
  - AB 1775
  - AB 2268
  - AB 2812
  - AB 3162
  - SB 833
  - SB 834
  - AB 3
  - AB 3121
  - SB 1302
  - AB 2923
  - AB 1771
  - SB 831
  - AB 2890
  - Federal Legislation: HR 620
  - Proposition 6
  - SB 1383 (2016)
4. Public Comment 6:50 PM
5. Adjournment 6:55 PM



#### 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:** SANTA CLARA COUNTY OFFICE OF EMERGENCY SERVICES

**Name of Contact Person:** Ivan Williams  
**Phone:** 408-808-7835  
**Email:** [ivan.williams@oes.sccgov.org](mailto:ivan.williams@oes.sccgov.org)  
**Presenters:** Patty Eaton

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

**AlertSCC** – is Santa Clara County’s system for signing up for emergency alerts. AlertSCC is a free, easy, and confidential way for anyone who lives or works in Santa Clara County to get emergency warnings sent directly to their cell phone, mobile device, email, or landline. AlertSCC provides information and instructions in a variety of emergency situations, including:

- Flooding, wildfires and subsequent evacuations
- Public safety incidents, including crimes, that immediately affect your neighborhood
- Post-disaster information about shelters, transportation, or supplies

The Cities Association will also receive an overview of the Federal, State and local public alert and warning system.

#### RELEVANCE TO THE CITIES ASSOCIATION:

Knowing how your community is informed about disasters is key. Every family and individual, but especially those in government, in Santa Clara County need to know when a disaster happens—whether it is an earthquake, fire, flood or otherwise. We’re interested in sharing **AlertSCC** with the Cities Association so they can personally sign up for it and also share with their colleagues and their community.

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

Learn what local policy makers need to know about our local emergency alert and warning system and how it is used in an emergency. We hope association members will take information on signing-up for alerts and share it with their colleagues and communities.

#### MATERIALS TO BE SENT TO SUPPORT PRESENTATION:

- Begin by texting your zip code to 888777 for emergency alerts.

- Stay alert and informed, complete signing up for AlertSCC at [www.AlertSCC.org](http://www.AlertSCC.org)



- More information at: <https://www.sccgov.org/sites/alertscc/Pages/home.aspx>



#### 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:** SANTA CLARA COUNTY OFFICE OF EMERGENCY SERVICES  
**Name of Contact Person:** Ivan Williams  
**Phone:** 408-808-7835  
**Email:** [ivan.williams@oes.sccgov.org](mailto:ivan.williams@oes.sccgov.org)  
**Presenters:** Ivan Williams

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

**ReadySCC**—Santa Clara County’s mobile app that helps families create a disaster preparedness plan, build up emergency supplies and store vital emergency contacts and links to resources. **ReadySCC** is free to download from the App Store or Google Play. ReadySCC is paid for by the County of Santa Clara with grant funds provided by the Department of Homeland Security. We are currently working on the launch of a Spanish language version of the app.

#### RELEVANCE TO THE CITIES ASSOCIATION:

Every family and individual, but especially those in government, in Santa Clara County needs to be prepared for disasters—whether earthquake, fire, flood or otherwise. We’re interested in sharing this resource with the Cities Association so they can download themselves and also share with colleagues and the community.

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

Learn about disaster preparedness and take information about the resources provided back to share with colleagues and families in their communities.

#### MATERIALS TO BE SENT TO SUPPORT PRESENTATION:

- Copies of preparedness pocket guides
- Make a plan and get your kit together. Download **ReadySCC**.



- Find out more at:  
<https://www.sccgov.org/sites/oes/residents/Pages/ReadySCC.aspx>



## **Board of Directors Meeting – Agenda Report**

**Meeting Date:** August 9, 2018

**Subject:** 5 Executive Director Report

**Attachments:** Executive Director update

**Information only:** Attachments:

- Executive Director Report
- DATE CHANGE for December General Membership Dinner
- Roundtable discussion schedule
- City of Mountain View asking cities to update resolution on inclusive communities
- Markkula Center Ethics Training opportunity

**Budget Impact:** none



**To:** Board of Directors  
**From:** Andi Jordan, Executive Director  
**Subject:** Executive Director update for activity June 15, 2018 – August 2, 2018  
**Date:** August 6, 2018

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I wanted to provide an update of my activity in support of the Cities Association.

Post June Board Meeting activities include:

- Roundtable packet request prepared and distributed to City Managers and County Executives. I am responding to staff questions, tracking council agendas, and attending meetings when requested. Roundtable update as of August 1.
- RHNA Subregion packets prepared and distributed to Santa Clara City Managers and the County Executive. I am responding to staff, tracking council agendas, and attending meetings when requested.
- Financial
  - Dues invoices sent
  - With consultation and agreement of Secretary/Treasurer Larry Klein, hired a bookkeeper to clean up the QuickBooks due to issues from the outdated software, upgrade and corrupt files.
  - Prepared for audit, met with City of San José City Auditor's department. I continue to respond to their questions and provide information.
  - Auditors believed that the Cities Association was a JPA.
  - The Auditors may be available to present to the Board at the September 2018 meeting.
- Communicate and assist committees with meeting coordination:
  - Age-Friendly Communities
  - Smart – Cities
  - ADUs
  - Gun Safety – conversation with Giffords Law Center.
  - LAC – track legislation
  - CSC (Sourcewise appointment)
- Website – beginning next steps for a website.
- Calendar updates & notices:
  - December General Membership Meeting is now Friday, December 7, 2018
  - Free AB1234 Training and Ethics Academy  
Provided by the Markkula Center for Applied Ethics  
Two hours MCLE credit available for attorneys  
Friday August 17, 2018 9:30 a.m. - 3:30 p.m.  
Santa Clara University, University Library, St. Clare Room  
Email: Hana Callaghan hcallaghan@scu.edu

## Santa Clara/Santa Cruz Roundtable Action Calender

| JURISDICTION       | Date   | Action                        | NOTES                                                                                 |
|--------------------|--------|-------------------------------|---------------------------------------------------------------------------------------|
| Campbell           | 4-Sep  |                               |                                                                                       |
| Cupertino          | 21-Aug |                               | AJ Attend                                                                             |
| Gilroy             | Sept   |                               | AJ attend                                                                             |
| Los Altos          | 28-Aug |                               | AJ attend                                                                             |
| Los Altos Hills    |        | passed unanimously            | majority of jurisdictions must participate, 1 year trial, cost not to exceed \$10,000 |
| Los Gatos          | 4-Sep  |                               |                                                                                       |
| Milpitas           |        |                               |                                                                                       |
| Monte Sereno       | 7-Aug  |                               | AJ attend                                                                             |
| Morgan Hill        | 22-Aug |                               |                                                                                       |
| Mountain View      | 25-Sep |                               |                                                                                       |
| Palo Alto          | 13-Aug |                               | not needed                                                                            |
| San Jose           | 1-Aug  | rules committee 1-Aug council | AJ attend                                                                             |
| Santa Clara        | 17-Jul | approved unanimously          |                                                                                       |
| Saratoga           | 15-Aug |                               |                                                                                       |
| Sunnyvale          | 14-Aug |                               | AJ attend                                                                             |
| Santa Clara County |        |                               |                                                                                       |
| Santa Cruz County  |        |                               | AJ meeting with Santa Cruz County Jurisdictions August 7, 3-5PM                       |
| Capitola           |        |                               |                                                                                       |
| Santa Cruz         |        |                               |                                                                                       |
| Watsonville        |        |                               |                                                                                       |
| Scotts Valley      |        |                               |                                                                                       |

**Subject:** Taking Mountain View's Updated Equitable Communities Resolution to the Cities Association Santa Clara County

**Date:** Thursday, June 28, 2018 at 3:32:53 PM Pacific Daylight Time

**From:** Gaines, Melvin

**To:** Pat Showalter

**CC:** Rich, Dan, Andi Jordan

**Attachments:** image001.jpg, image002.png, image003.png, image004.png, image005.png, image006.png, image007.png, Equitable Communities Resolution\_UPDATED 10-24-17\_.pdf, 10-24-17 Council Meeting Minutes.pdf

Good morning Councilmember Showalter,

During the Sanctuary City discussion at the October 24, 2017, Council Meeting, Council moved to amend the Equitable Communities Resolution to include updated language about the City refraining from using resources to assist or support any government program requiring the registration of individuals (see attached minutes, item 7.1). Specifically, the following language was added:

The City of Mountain View does not use resources to create, implement, provide investigation or information for enforcement, or otherwise assist or support any government program requiring the registration of individuals, creation of a database of individuals, and/or detention relocation or internment of individuals on the basis of religion, national origin, or ethnicity.

Council also gave direction for the resolution to be taken to the Cities Association of Santa Clara County and recommend that all cities adopt the resolution. During the Council meeting, you mentioned that you would take the updated resolution to the Cities Association. I've attached a copy of the updated resolution, and copied Andi Jordan from the Cities association in this message. Please let me know if you would like further support in taking this updated resolution to the Cities Association.

Best regards,

Melvin



**Melvin E. Gaines, Principal Management Analyst**  
City of Mountain View – City Manager's Office  
Phone: 650-903-6397  
eFax: 650-963-3096



CITY OF MOUNTAIN VIEW  
RESOLUTION NO. 18170A  
SERIES 2017

A RESOLUTION REAFFIRMING THE CITY'S COMMITMENT TO  
A DIVERSE, SUPPORTIVE, INCLUSIVE COMMUNITY AND TO  
PROTECTING THE CONSTITUTIONAL RIGHTS OF ITS RESIDENTS

WHEREAS, the City of Mountain View ("City") values a community characterized by diversity, multiculturalism, and unity and acknowledges that the dignity, health, rights, and privacy of all our residents must be respected; and

WHEREAS, the City is committed to protecting the constitutional rights of all of our residents; and

WHEREAS, each person is naturally and legally entitled to live a life without harassment, discrimination, persecution, or assault, whether perpetrated by individuals, groups, businesses, or governments; and

WHEREAS, there exists significant and growing concern among our residents based upon recent national and regional incidents of hate crimes, intolerance of religious beliefs, discrimination, sexual harassment, and assault, and the fear of a trend toward more of these crimes in the future; and

WHEREAS, there also exists considerable concern in our City about the potential risks for discrimination, harassment, persecution, assault, and deportation; and

WHEREAS, the City and its residents continually reject bigotry and affirm their commitment to a diverse, supportive, inclusive community; and

WHEREAS, all members of the City are valued regardless of religion, immigration status, ethnicity, disability, gender, sexual orientation, or gender identity;

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Mountain View hereby reaffirms its commitment to a diverse, supportive, and inclusive community and resolves as follows:

The City of Mountain View rejects bigotry in all its forms, including, but not limited to, Islamophobia, anti-Semitism, racism, nativism, misogyny, and homophobia; and

The City of Mountain View does not tolerate discrimination based on race, national origin, ethnicity, religion, age, gender, sexual orientation, color, or disability; and

The City of Mountain View does not tolerate hate crimes, harassment, or assault; and

The City of Mountain View will oppose any attempts to undermine the safety, security, and rights of members of our community and will work proactively to ensure the rights and privileges of everyone in the City, regardless of religion, country of birth, immigration status, disability, gender, sexual orientation, or gender identity; and

The City of Mountain View will promote safety, a sense of security, and equal protection of constitutional and human rights, leading by example through equitable treatment of all by City officials and departments.

The City of Mountain View does not use resources to create, implement, provide investigation or information for enforcement, or otherwise assist or support any government program requiring the registration of individuals, creation of a database of individuals, and/or detention, relocation, or internment of individuals on the basis of religion, national origin, or ethnicity.

Members of the Mountain View Police Department will not detain or arrest any person on the basis of a person's citizenship or status under civil immigration laws.

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The foregoing Resolution was regularly introduced and adopted at a Regular Meeting of the City Council of the City of Mountain View, duly held on the 24th day of October 2017, by the following vote:

AYES: Councilmembers Abe-Koga, Clark, Matichak, McAlister, Showalter, Vice Mayor Siegel, and Mayor Rosenberg

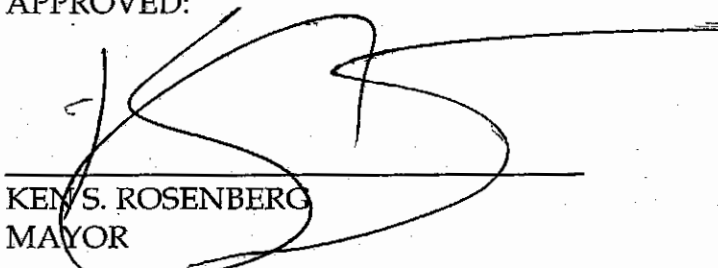
NOES: None

ABSENT: None

ATTEST:

APPROVED:

  
\_\_\_\_\_  
LISA NATUSCH  
CITY CLERK

  
\_\_\_\_\_  
KEN S. ROSENBERG  
MAYOR

I do hereby certify that the foregoing resolution was passed and adopted by the City Council of the City of Mountain View at a Regular Meeting held on the 24th day of October 2017, by the foregoing vote.

  
\_\_\_\_\_  
City Clerk  
City of Mountain View

CG/1/RESO  
608-10-24-17r-E



## IT'S TIME FOR ETHICS TRAINING!

**Free AB1234 Training and Ethics Academy  
Provided by the Markkula Center for Applied  
Ethics**

**Two hours MCLE credit available for attorneys**

**Friday August 17, 2018 9:30 a.m. - 3:30 p.m.  
Santa Clara University, University Library, St.  
Clare Room**

[View Campus Map](#)



**\*Continental breakfast and lunch included**

Are you one of the many California government officials who need AB1234 ethics training but you are dreading mind-numbing rote rule-learning?

Would you like to experience an interactive and fun approach to ethics training that satisfies AB1234 but also emphasizes the meaning behind ethics regulations and offers networking opportunities with officials from many different municipalities, counties, and districts who are all confronting the same kinds of ethical dilemmas?

Welcome to the Markkula Center for Applied Ethics Government Ethics Academy.

Come take a turn in the hot seat, try to stump your friends, or just watch the show as we take a trip through Ethics Land and negotiate the unpredictable terrain of local government. Join us as we analyze situations drawn from real life cases, weigh values, and practice applying rules concerning conflicts of interest, government transparency, and more!

**To RSVP for the Government Ethics Academy, please [email Hana Callaghan](#) by Friday, August 10, 2018.**

*This free Ethics Academy has been made possible by a grant from Santa Clara County and generous private donors.*