

**Council Meeting: January 8, 2008****SUBJECT: 2008 City Council Intergovernmental Assignments****REPORT IN BRIEF**

Traditionally, in January of each year, the City Council appoints and ratifies councilmember intergovernmental relations (IGR) assignments.

To assist Council with the process of determining 2008 IGR assignments this report includes a draft 2008 IGR Committee Assignments List (Attachment A, *DRAFT 2008 Council IGR Committee Assignments*) reflecting the status of Council 2007 assignments. The list identifies committee assignment vacancies including those noted by Council at their October 23 and December 18, 2007 Study Sessions. A chart of IGR agencies (Attachment B, *City Council IGR Agency Descriptions*) is also attached. Since the Draft Assignments List reflects 2007 assignments, Councilmember-elect assignments are not noted. The final 2008 IGR Committee Assignments List will be updated upon Council action.

Staff recommends Council appoint and ratify intergovernmental assignments.

**BACKGROUND**

The City Council appoints members to a variety of intergovernmental agencies in order to represent the City's interests and to influence policies and regulations of other agencies. All Council appointments with set expiration terms, as established by that organization's governing rules or by Council policy, are appointed by Council in January. At that time, Council may also ratify appointments made by outside agencies (i.e., Association of Bay Area Governments' Finance and Personnel Committee, or Regional Planning Committee, etc.).

In 2007, councilmembers held 62 intergovernmental relations committee positions. As noted in Attachment C, *Council Policy 7.3.12 – City Council Appointments to Intergovernmental Agencies, City Council Subcommittees and Council or Mayor-Created Advisory Task Forces*, "Staff assistance shall be provided to councilmembers serving on intergovernmental bodies when the Council has approved the appointments of a member to that body, or in the case when the Council is not the approving body, if the Council has consented to that member sitting on that body." A staff person with appropriate expertise is assigned to each committee appointment. To manage limited staffing resources effectively, early in the calendar year staff works with

councilmembers to identify support requirements. Staff support levels can vary greatly. Depending on the committee assignment, staff support will range from "no support" for committees with limited activities, to more extensive support for leadership positions. Typically, however, staff support consists of reviewing and advising on upcoming committee agendas for issues pertaining to Sunnyvale and, as needed, assisting Council in presenting those issues.

### **EXISTING POLICY**

GOAL 7.3C: Participate in intergovernmental activities, including national, state and regional groups, in order to represent the City's interest, influence policy and regulations, and enhance awareness.

Policy 7.3C.1 Represent adopted City policy in intergovernmental activities.

Council Policy 7.3.12 – City Council Appointments to Intergovernmental Agencies, City Council Subcommittees and Council or Mayor-Created Advisory Task Forces

Council Policy 7.3.13 – Support for Councilmembers; Staff-Council Communications

### **DISCUSSION**

Intergovernmental relations committee assignments are either appointed by Council, or ratified by Council when made by outside agencies. All ongoing IGR committee assignments are appointed or ratified annually in January.

When making IGR appointments, Council considers the City's overall intergovernmental priorities and the particular interests and backgrounds of individual councilmembers. Attachment A, *DRAFT 2008 Council IGR Committee Assignments*, identifies the status of Council's 2007 assignments and committee assignment vacancies (including those noted by Council at their October 23 and December 18, 2007 Study Sessions). Attachment B, *City Council IGR Agency Descriptions*, is a list of IGR agencies and committee assignments from 2005 to 2007 which includes agency name, committee name, councilmembers who have served as representatives in previous years, the agency or committee description, and the appointing body.

### **2008 Appointments**

Below are two lists of IGR committee appointments. The first is a list of appointments by Council. The second is a list of appointments made by outside agencies (and ratified by Council). Listed in italics is the councilmember who held the assignment in calendar year 2007. The expiration date is also noted in italics.

### **Appointments to be Made by Council**

Council may either make new appointments or re-appoint the current representative.

- ABAG General Assembly - *Spitaleri, 1/09*
- ABAG General Assembly, Alternate - *Lee, 1/09*
- Bay Area Water Supply and Conservation Agency (BAWSCA), Board of Directors - *Swegles, 6/11*
- Bay Area Water Transit Authority, Community Advisory Committee - *Swegles, 6/11*
- Comprehensive County Expressway Planning Study Policy Advisory Board (PAB) - *Moylan, 1/09*
- Comprehensive County Expressway Planning Study Policy Advisory Board (PAB), Alternate - *Hamilton, 1/09*
- Grand Boulevard Task Force - *Spitaleri, 1/09*
- Grand Boulevard Task Force, Alternate - *Moylan, 1/09*
- League of California Cities, Peninsula Division, City Liaison - *Swegles, 9/08*
- North Valley (NOVA) Job Training Consortium Workforce Board, Nomination Committee, *Hamilton, 1/09*
- San Francisco Bay Area Regional Water System Financing Authority (RFA), Board of Directors - *Swegles, 1/09*
- Santa Clara County Cities Association, Board of Directors - *Lee, 1/09*
- Santa Clara County Cities Association, Board of Directors, Alternate - **Vacant**, 1/09
- Santa Clara County Emergency Preparedness Council - *Moylan, 1/09*
- Santa Clara County Housing Bond Advisory Committee - *Swegles, 1/09*
- Santa Clara County Housing Bond Advisory Committee, Alternate - **Vacant**, 1/09
- Santa Clara Valley Water District, Water Commission - **Vacant**, 1/09
- Santa Clara Valley Water District, Lower Peninsula Flood Control and Watershed Advisory Committee - *Moylan, 1/09*
- Santa Clara Valley Water District, Guadalupe/West Valley Flood Control and Watershed Advisory Committee - **Vacant**, 1/09
- Valley Transportation Authority, Board of Directors - **Vacant**, 1/09
- Valley Transportation Authority, Policy Advisory Committee - *Moylan 1/09*
- Valley Transportation Authority, Policy Advisory Committee, Alternate - *Spitaleri, 1/09*

### **Appointments Made by Outside Agencies**

Appointments by outside agencies are ratified by Council when first made and then are ratified annually.

Below are the councilmember appointments made by outside agencies that are currently **scheduled to continue** in 2008. These appointments are subject to ratification by Council. The 2007 representative is listed with each appointment.

Appointments **without** set terms

- Air Force Space Command's Commander's Group – *Swegles*
- Bay Area Economic Forum
  - Board of Directors – *Hamilton*
- Moffett Field Restoration Advisory Board (RAB) – *Lee*

Appointments **with** set terms

- Housing Trust of Santa Clara County
  - Board of Directors – *Swegles, 1/09*
- League of California Cities
  - Housing, Community and Economic Development Policy Committee – *Swegles, 9/08*
  - Peninsula Division, Secretary/Treasurer – *Swegles, 9/08*
  - Employee Relations Policy Committee – *Spitaleri, 9/08*
- Local Agency Formation Commission (LAFCO), Commissioner – *Howe, 5/08*
- National League of Cities (NLC)
  - Asian Pacific American Municipal Officials, President – *Lee, 3/08*
- Recycling & Waste Reduction Commission of Santa Clara County, Chair
  - *Howe, 1/10*

**Mayor's Appointments**

The Mayor or his/her designee is the recognized City representative for the following organizations and/or appointments:

- Santa Clara County Cities Association (SCCCA) City Selection Committee
- Military Affairs Council
- U.S. Conference of Mayors

**FISCAL IMPACT**

There is no fiscal impact related to this report.

**PUBLIC CONTACT**

Public contact was made by posting the Council agenda on the City's official-notice bulletin board, the Senior Center and Community Center; posting the agenda and report on the City's Web site; and making the report available at the Library and the Office of the City Clerk.

**ALTERNATIVES/RECOMMENDATIONS**

1. Appoint Councilmembers to intergovernmental relations assignments.
2. Ratify intergovernmental Council assignments not directly appointed by Council.
3. Authorize Mayor to accept the following appointments, or designate a Councilmember appointee to the following:
  - Santa Clara County Cities Association (SCCCA) City Selection Committee
  - Military Affairs Council
  - U.S. Conference of Mayors
4. Take action on some, but not all, appointments.
5. Take no action at this time.
6. Other action as directed by Council.

**STAFF RECOMMENDATION**

Staff recommends Alternatives 1, 2, and 3 as follows:

1. Appoint Councilmembers to intergovernmental relations assignments.
2. Ratify intergovernmental Council assignments not directly appointed by Council.
3. Authorize Mayor to accept the following appointments, or designate a Councilmember appointee to the following:
  - Santa Clara County Cities Association (SCCCA) City Selection Committee
  - Military Affairs Council
  - U.S. Conference of Mayors

Reviewed by:

Robert Walker, Assistant City Manager

Prepared by Yvette Agredano, Intergovernmental Relations Officer

Approved by:

Amy Chan  
City Manager

**Attachments**

- A. DRAFT 2008 Council IGR Committee Assignments
- B. City Council IGR Agency Descriptions
- C. Council Policy 7.3.12 – City Council Appointments to Intergovernmental Agencies, City Council Subcommittees and Council or Mayor-Created Advisory Task Forces
- D. Excerpt from Council Policy 7.3.13 – Support for Councilmembers; Staff-Council Communications

## **Attachment A**

**DRAFT 2008 Council IGR Committee Assignments ATTACHMENT A**  
**Proposed for 1/8/08**  
**As of 12/18/07**

<b>MEMBER/Committee Assignment</b>	<b>Term Expires</b>	<b>Staff Support</b>
<b><u>MAYOR OTTO LEE</u></b>		
Association of Bay Area Governments (ABAG) >General Assembly, Alternate	1/09	Yvette Agredano
National League of Cities (NLC)  >Asian Pacific American Municipal Officials, President*	3/08	No Support Requested (Yvette Agredano)
Moffett Field Restoration Advisory Board (RAB)*	No Exp	Stewart McGee
Santa Clara County Cities Association (SCCCA) >City Selection Committee <sup>M</sup>	1/08	Yvette Agredano
>Board of Directors	1/09	Yvette Agredano
<del>US Conference of Mayors</del> >Energy Standing Committee <sup>M</sup>	1/08	Mark Bowers
>International Affairs Standing Committee <sup>M</sup>	1/08	Yvette Agredano
>Membership Committee <sup>M</sup>	1/08	Yvette Agredano
<b><u>VICE MAYOR ANTHONY SPITALERI</u></b>		
Association of Bay Area Governments (ABAG) >General Assembly	1/09	Yvette Agredano
Valley Transportation Authority (VTA) >Policy Advisory Committee, Alternate	1/09	Jack Witthaus
Santa Clara County Cities Association (SCCCA) >Legislative Action Committee	1/09	Yvette Agredano
Grand Boulevard Task Force	1/09	Hanson Hom
League of California Cities (LCC) >Employee Relations Policy Committee**	9/08	Tammy Parkhurst
<b><u>JOHN N. HOWE</u></b>		
League of California Cities (LCC) >Revenue and Taxation Policy Committee*	9/07	Mary Bradley
Local Agency Formation Commission (LAFCO), Commissioner* <sup>S</sup>	5/08	Gerri Caruso
Recycling & Waste Reduction Commission of Santa Clara County, Chair* <sup>S</sup>	1/10	Mark Bowers
Santa Clara County Cities Association (SCCCA) >Joint Policy Collaborative (JPC)	9/08	Gonnie Vereceles
South Bay Salt Pond Restoration Project >Stakeholders' Forum*	No Exp.	Lorrie Gerwin

\*Outside agency appt.

\*\*Ratification pending

<sup>S</sup> SCCCA appt.

<sup>M</sup> Mayoral appt.

**2008 Assignment Vacancies:**  
 Blue = Mayor/designee appointments  
 Green = Council appointments

**DRAFT 2008 Council IGR Committee Assignments ATTACHMENT A**  
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<b>MEMBER/Committee Assignment</b>	<b>Term Expires</b>	<b>Staff Support</b>
<b><u>DEAN J. CHU</u></b>		
League of California Cities (LCC) > Peninsula Division, President**	9/08	Yvette Agredano
> Transportation, Communications and Public Works Policy Committee**	9/08	Marvin Rose
<del>Santa Clara County Cities Association (SCCCA)</del>		
<del>    &gt; Board of Directors, Alternate</del>	<del>1/08</del>	<del>Yvette Agredano</del>
<del>    &gt; Joint Policy Committee (JPC), Alternate</del>	<del>1/08</del>	<del>Connie Verceles</del>
<del>Santa Clara Valley Water District (SCVWD)</del>		
<del>    &gt; Water Commission, Vice Chair</del>	<del>1/08</del>	<del>Jim Craig</del>
<del>    &gt; Guadalupe/West Valley Flood Control &amp; Watershed Advisory Committee</del>	<del>1/08</del>	<del>Jim Craig (also serving as alternate)</del>
<del>Valley Transportation Authority (VTA)</del>		
<del>    &gt; Board of Directors, Chair</del>	<del>1/08</del>	<del>Jack Witthaus</del>
<del>    &gt; Sunol SMART Carpool Joint Powers Authority*</del>	<del>1/08</del>	<del>Jack Witthaus</del>
<del>    &gt; Transit Planning and Operations Committee*</del>	<del>1/08</del>	<del>Jack Witthaus</del>
<del>    &gt; Capitol Corridor Joint Powers Board*</del>	<del>1/08</del>	<del>Jack Witthaus</del>
<del>    &gt; Project Priority and Revenue Advisory Committee, Chair*</del>	<del>1/08</del>	<del>Jack Witthaus</del>
National League of Cities (NLC)		
> Asian Pacific American Municipal Officials, Treasurer*	3/08	No Support Requested (Yvette Agredano)
> City Futures Panel on Community and Regional Development*	3/08	Trudi Ryan
> Transportation Infrastructure and Services (TIS) Policy and Advocacy Committee*	3/08	Jack Witthaus
Bay Area Economic Forum		
> Board of Directors, Alternate *	No Exp.	Connie Verceles
<del>Santa Clara County Housing Bond Advisory Committee, Alternate</del>	<del>1/08</del>	<del>Annabel Yurutucu</del>
Metropolitan Transportation Commission, Commissioner* <sup>S</sup>	1/11	Jack Witthaus
—> Service Authority for Freeways and Expressways (SAFE)* <sup>S</sup>	1/08	Jack Witthaus
—> Executive Committee* <sup>S</sup>	1/08	Jack Witthaus
—> Planning Committee* <sup>S</sup>	1/08	Jack Witthaus
—> Operations Committee, Vice Chair* <sup>S</sup>	1/08	Jack Witthaus
—> Legislation Committee* <sup>S</sup>	1/08	Jack Witthaus
—> Regional Airport Planning Committee* <sup>S</sup>	1/08	Jack Witthaus
—> Dumbarton Rail Policy Committee* <sup>S</sup>	1/08	Jack Witthaus
Bay Area Toll Authority (BATA) (MTC Financing Agency)* <sup>S</sup>	1/08	Jack Witthaus

\*Outside agency appt.  
\*\*Ratification pending  
<sup>S</sup> SCCCA appt.  
<sup>M</sup> Mayoral appt.

**2008 Assignment Vacancies:**  
Blue = Mayor/designee appointments  
Green = Council appointments

**DRAFT 2008 Council IGR Committee Assignments ATTACHMENT A**  
**Proposed for 1/8/08**  
**As of 12/18/07**

<b>MEMBER/Committee Assignment</b>	<b>Term Expires</b>	<b>Staff Support</b>
<b><u>RON SWEGLES</u></b>		
League of California Cities (LCC)		
>Housing, Community and Economic Development Policy Committee**	9/08	Hanson Hom
>Peninsula Division, Secretary/Treasurer**	9/08	Yvette Agredano
>Peninsula Division, City Liaison	9/08	Yvette Agredano
Bay Area Water Transit Authority		
>Community Advisory Committee	1/09	Jack Witthaus
<span style="color: blue;">Military Affairs Council<sup>M</sup></span>	<span style="color: blue;">1/09</span>	<span style="color: blue;">Yvette Agredano</span>
Santa Clara County Housing Bond Advisory Committee	1/09	Annabel Yurutucu
Air Force Space Command's Commander's Group*	No Exp	Yvette Agredano
Housing Trust of Santa Clara County		
> Board of Directors*	1/09	Annabel Yurutucu
Bay Area Water Supply and Conservation Agency (BAWSCA)		
>Board of Directors	6/11	Jim Craig
San Francisco Bay Area Regional Water System Financing Authority (RFA)		
>Board of Directors	6/11	Jim Craig
<b><u>MELINDA HAMILTON</u></b>		
North Valley (NOVA) Job Training Consortium Workforce Board		
>Nomination Committee	1/09	Mike Curran
<del>Valley Transportation Authority (VTA)</del>		
<del>    &gt;Design Enhancements Committee</del>	<del>6/07</del>	<del>Jack Witthaus</del>
Bay Area Economic Forum		
>Board of Directors *	No Exp.	Connie Verceles
Comprehensive County Expressway Planning Study Policy Advisory Board (PAB), Alternate	1/09	Jack Witthaus
<b><u>CHRISTOPHER MOYLAN</u></b>		
Santa Clara Valley Water District (SCVWD)		
>Lower Peninsula Flood Control and Watershed Advisory Committee, <del>Chair</del>	1/09	Jim Craig (also serving as alternate)
Valley Transportation Authority (VTA)		
>Policy Advisory Committee, <del>Chair</del>	1/09	Jack Witthaus
Santa Clara County Emergency Preparedness Council, Vice Chair	1/09	Lt. John Gienger
Grand Boulevard Task Force, Alternate	1/09	Hanson Hom
Comprehensive County Expressway Planning Study Policy Advisory Board (PAB)	1/09	Jack Witthaus

\*Outside agency appt.

\*\*Ratification pending

<sup>S</sup> SCCCA appt.

<sup>M</sup> Mayoral appt.

**Attachment B**

**City Council IGR Agency Descriptions**

**ATTACHMENT B**

<u>Organization</u>	<u>Committee Name</u>	<u>Year/Councilmember Assigned*</u>	<u>Year/Councilmember Alternate Assigned</u>	<u>Description</u>	<u>Appointing Body</u>
<b>Association of Bay Area Governments (ABAG)</b>	NA			<b>ABAG is the regional planning and coordination agency for the nine Bay Area Counties and cities within those counties. ABAG also reviews federal grant requests.</b>	
	Administrative Committee	2007 - No Representative 2006 - No Representative 2005 - Councilmember Julia Miller	NA	The Administrative Committee acts for the Executive Board in a month when the Board does not meet, or in an emergency when a quorum of the Board cannot be convened. The Administrative Committee also studies and submits reports and recommendations to the Executive Board on such matters as may be assigned by the Board.	Agency
	Executive Board	2007 - No Representative 2006 - No Representative 2005 - Councilmember Julia Miller	NA	The Executive Board carries out policies established by the General Assembly, makes operating decisions and controls expenditures. The Executive Board reviews the proposed annual general budget and summary work program for submittal to the General Assembly. The Executive Board submits recommended policy decisions to the General Assembly for action and receives, reviews, and acts on recommendations from other Association committees. The Executive Board also reviews local applications for federal funds and approved president's appointments of members to standing committees, interagency committees, and task forces.	Agency
	Inter-Regional Partnership	2007 - No Representative 2006 - No Representative 2005 - Councilmember Julia Miller	NA	The functions of the Inter-Regional Partnership are to discuss issues of inter-regional significance and to forge cooperative solutions to shared problems, like job/housing balances, traffic, air pollution and growth.	Agency
	General Assembly	2007 - Vice Mayor Anthony Spitaleri 2006 - Councilmember Anthony Spitaleri 2005 - Councilmember Melinda Hamilton	2007 - Mayor Otto Lee 2006 - Vice Mayor Otto Lee 2005 - Councilmember Otto Lee	The General Assembly determines policy matters for the Association, including adoption of the annual general budget and summary work program, and reviews major policy actions and recommendations of the Executive Board.	Council
<b>Association of Bay Area Governments (ABAG)</b>	Finance and Personnel Committee	2007 - No Representative 2006 - No Representative 2005 - Councilmember Julia Miller	NA	The Finance & Personnel Committee studies and submits the following matters to the Executive Board: the proposed annual budget prepared by the Executive Director, the annual audit of financial affairs for the Association, the financial and budgetary status of the Association and reports to the General Assembly, as well as personnel rules and regulations, salary and benefits plans and diversity and business opportunity reports.	Agency

\* Titles of assigned Councilmembers in years previous to 2007 reflect the title at time of appointment

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<u>Organization</u>	<u>Committee Name</u>	<u>Year/Councilmember Assigned*</u>	<u>Year/Councilmember Alternate Assigned</u>	<u>Description</u>	<u>Appointing Body</u>
	Legislation & Governmental Organization Committee	2007 - No Representative 2006 - No Representative 2005 - Councilmember Julia Miller	NA	The Legislation & Governmental Organization Committee studies and submits recommendations for ABAG's legislative program, proposals affecting the regional organization, proposed amendments to the Association's Bylaws and recommendations for Association policy on regional, state, and national issues.	Agency
	San Francisco Bay Trail Board of Directors	2007 - No Representative 2006 - No Representative 2005 - Councilmember Julia Miller	NA	The San Francisco Bay Trail Project implements the San Francisco Bay Trail Plan, a state-mandated plan for a 500-mile trail system around the Bay shoreline and orchestrates the planning, volunteer efforts, and local advocacy groups to implement Trail segments.	Agency
	Regional Planning Committee	2007 - No Representative 2006 - No Representative 2005 - Councilmember Julia Miller	NA	The Regional Planning Committee studies and submits the following matters to the Executive Board: Regional Plan for the San Francisco Bay Area, environmental management, housing, and infrastructure planning, as well as special plans and reports from planning task forces or other regional agencies and comprehensive planning policies and procedures.	Agency
	Regional Airport Planning Committee	2007 - No Representative 2006 - No Representative 2005 - Councilmember Julia Miller	NA	The Regional Airport Planning Committee conducts studies and submits reports and recommendations to the Executive Board and to the Metropolitan Transportation Commission regarding the following matters: airport development, development policies, and proposed legislation within and/or related to the Bay Area, as well as monitoring, updating, and refining the Regional Airport Plan.	Agency
<b>Bay Area Air Quality Management District (BAAQMD)</b>	NA			<b>The Bay Area Air Quality Management District, the state's first regional agency dealing with air pollution, was created by the California Legislature in 1955. The District's jurisdictions encompass all of Alameda, Contra Costa, Marin, San Francisco, San Mateo, Santa Clara and Napa counties, and portions of southwestern Solano and southern Sonoma counties.</b>	
	Board of Directors	2007 - No Representative 2006 - No Representative 2005 - Councilmember Julia Miller	NA	The District is governed by a 21-member Board of Directors, made up of publicly elected officials apportioned according to the population of the represented counties. The Board has the authority to develop and enforce regulations for the control of air pollution within its jurisdiction.	Agency

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<u>Organization</u>	<u>Committee Name</u>	<u>Year/Councilmember Assigned*</u>	<u>Year/Councilmember Alternate Assigned</u>	<u>Description</u>	<u>Appointing Body</u>
	Budget & Finance Committee	2007 - No Representative 2006 - No Representative 2005 - Councilmember Julia Miller	NA	It is the function of the Budget and Finance Committee to assist in the preparation of the annual budget for the District and to present the annual budget with recommendations to the District Board of Directors. The Budget and Finance Committee is also responsible for approving administrative policy proposed by the APCO in the area of finance, procurement, insurance and related matters.	Agency
	Executive Committee	2007 - No Representative 2006 - No Representative 2005 - Councilmember Julia Miller	NA	It is the function of the Executive Committee to consider such matters of policy affecting the affairs of the District as may arise from time to time when the Board of Directors is not in session.	Agency
	Personnel Committee	2007 - No Representative 2006 - No Representative 2005 - Councilmember Julia Miller	NA	It is the function of the Personnel Committee to consider and recommend policies of the District relating to procurement of officers and employees, employment of officers and employees, discharge of officers and employees, salaries and working conditions, and the retaining of consultants. The Personnel Committee shall keep itself informed as to the work of the Advisory Council and Hearing Board, to be informed about persons in the community who may be qualified to serve on the Hearing Board, and to recommend to the Board of Directors selection of such persons whenever vacancies occur from time to time on the Hearing Board.	Agency
<b>Bay Area Air Quality Management District (BAAQMD)</b>	Public Outreach Committee	2007 - No Representative 2006 - No Representative 2005 - Councilmember Julia Miller	NA	It is the function of the Public Outreach Committee to give overall direction to the District's public outreach program. In addition, the Committee hears proposals and makes recommendations to the Board of Directors regarding the selection of a contractor(s) to assist the District with aspects of the public outreach program. The Committee consists of Board members who vote on issues that come before the Committee.	Agency
	Stationary Source Committee	2007 - No Representative 2006 - No Representative 2005 - Councilmember Julia Miller	NA	It is the function of the Stationary Source Committee to consider and recommend policies to the Board of Directors relating to stationary sources. The Committee shall recommend to the Board of Directors stationary source policy issues affecting the implementation of the State and Federal Air Quality Management Plans and key planning policy issues such as State and Federal Air Quality Management Plan development and air quality and economic modeling.	Agency

\* Titles of assigned Councilmembers in years previous to 2007 reflect the title at time of appointment

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<u>Organization</u>	<u>Committee Name</u>	<u>Year/Councilmember Assigned*</u>	<u>Year/Councilmember Alternate Assigned</u>	<u>Description</u>	<u>Appointing Body</u>
Bay Area Economic Forum (BAEF)	NA			The Bay Area Economic Forum is a public-private partnership established in 1988 by the Bay Area Council and the Association of Bay Area Governments (ABAG) to support the economic vitality and competitiveness of the region.	
	Board of Directors	2007 - Councilmember Melinda Hamilton 2006 - Councilmember Melinda Hamilton 2005 - Councilmember Julia Miller	2007 - Councilmember Dean Chu 2006 - Councilmember Dean Chu 2005 - No Representative	The Board of Directors provides a shared platform for leaders to act on key issues affecting the regional economy. It accomplishes this by producing focused analyses on key issues affecting the Bay Area and its future, and by mobilizing regional and state leaders to address those issues, based on working partnerships and a strong foundation of economic and policy analysis.	Agency
Bay Area Water Supply and Conservation Agency (BAWSCA)	NA			The Bay Area Water Supply and Conservation Agency (BAWSCA) is an independent agency that was created in 2003 pursuant to AB 2058.	
	Board of Directors	2007 - Councilmember Ron Swegles	NA	BAWSCA is governed by a 28-member Board of Directors comprised of respected community leaders representing the 26 cities and water districts that are member agencies of BAWSCA, and two private utilities that also have appointees to the board, Stanford University and California Water Service Company.	Council
Bay Area Water Transit Authority (BAWTA)	NA			The BAWTA is a regional agency authorized by the State of California to operate a comprehensive San Francisco Bay Area public water transit system.	
	Community Advisory Committee (CAC)	2007 - Councilmember Ron Swegles 2006 - Mayor Ron Swegles 2005 - Vice Mayor Ron Swegles	NA	The Bay Area Council and Bay Area Economic Forum were directed to set up a task force to look at improving mobility in the Bay Area by significantly increasing water transportation services and facilities. The task force made recommendations to the legislature and legislation was enacted to create the CAC.	Council

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Housing Trust of Santa Clara County	NA			In 1999, representatives of the Community Foundation Silicon Valley, Silicon Valley Manufacturing Group, the County Collaborative on Housing and Homelessness and the County of Santa Clara met to create the Housing Trust of Santa Clara County. The Trust was designed to serve as a rapid-response investment tool to aid the creation of new affordable housing developments and to help first-time homeowners buy affordable homes.	
	Board of Directors	2007 - Councilmember Ron Swegles 2006 - Mayor Ron Swegles 2005 - No Representative	NA	The Board of Directors speaks for the communities that the Trust serves. Representatives from all constituencies including government, employers and employer groups, real estate and development, housing advocacy, and the public, meet regularly to guide the Trust and ensure oversight for its programs.	Agency
League of California Cities (LCC)	NA			The League of California Cities is an association of California city officials who work together to enhance their knowledge and skills, exchange information, and combine resources so that they may influence policy decisions that affect cities. Founded in 1898 on the principles of local control and interagency cooperation, the League has grown from a handful of public officials to include the voluntary membership of 476 California cities.	
League of California Cities (LCC)	Public Safety Committee	2007 - No Representative 2006 - Councilmember Anthony Spitaleri 2005 - No Representative	NA	The Committee on Public Safety reviews both federal and state legislation and issues and makes recommendations to the League Board of Directors related to law enforcement, to fire and life safety policies including emergency communications, and to emergency services including ambulance and disaster preparedness. The Committee uses existing League policy, annual conference resolutions and the knowledge and expertise of individual committee members in order to recommend policies in these and related areas.	Agency

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	Peninsula Division	<b>2007</b> - Councilmember Dean Chu (President) <b>2007</b> - Councilmember Ron Swegles (Secretary/Treasurer) <b>2006</b> - Councilmember Dean Chu (Vice President) <b>2005</b> - Mayor Dean Chu (Secretary/Treasurer) <b>2005</b> - Councilmember Julia Miller (Past President)	NA	The Peninsula Division is comprised of the 36 cities from San Francisco to Gilroy. Peninsula Division members work together to enhance the quality of life in our communities, our region and our state. Peninsula Division members serve on the League's Board of Directors and Policy Committees. The Division is guided by its by-laws, and the by-laws of the League.	Agency
		<b>2007</b> - Councilmember Ron Swegles, City Liaison	NA	The role of the City Liaison is to keep Council informed about, and engaged in, the Division's legislative activities, provide periodic League updates to Council, and attend Division and League events whenever possible, encouraging attendance by Council colleagues. It does not include voting authority.	Council
	Transportation, Communication and Public Works Committee	<b>2007</b> - Councilmember Dean Chu <b>2006</b> - Councilmember Dean Chu <b>2005</b> - Mayor Dean Chu	NA	The Committee on Transportation, Communications and Public Works reviews both state and federal legislation as it relates to issues of transportation funding, construction, public works, telecommunications, and other related areas. The practice of the Committee is to recommend to the League Board preliminary positions on legislation, based on existing League positions, adopted annual conference resolutions, and the collective knowledge and experience of Committee members.	Agency
<b>League of California Cities (LCC)</b>	Housing, Community and Economic Development Policy Committee	<b>2007</b> - Councilmember Ron Swegles <b>2006</b> - Mayor Ron Swegles <b>2005</b> - Vice Mayor Ron Swegles	NA	The issues within the purview of the HCED Policy Committee include general plans and zoning, housing, rent control, Subdivision Map Act, residential care facilities, other land use regulations, development fees, including school fee adequacy, annexation and incorporation policy, development agreements, building standards, including seismic safety standards, economic development policy, including redevelopment and enterprise zones, military base closure and reuse, mobile home regulations, and sign regulations.	Agency
	Annual Conference Committee	<b>2007</b> - No Representative <b>2006</b> - Mayor Ron Swegles <b>2005</b> - No Representative	NA	The Annual Conference Committee assists in the preparation of annual events and meetings .	Agency

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<u>Organization</u>	<u>Committee Name</u>	<u>Year/Councilmember Assigned*</u>	<u>Year/Councilmember Alternate Assigned</u>	<u>Description</u>	<u>Appointing Body</u>
	Employee Relations Policy Committee	2007 - Vice Mayor Anthony Spitaleri 2006 - No Representative 2005 - Councilmember Julia Miller	NA	The Committee on Employee Relations reviews issues related to the field of labor relations and human resources management.	Agency
	Revenue and Taxation Policy Committee	2007 -Councilmember John Howe	NA	The Committee on Revenue and Taxation reviews issues related to finance administration, taxation reform, revenue needs, and revenue sources at the federal, state and local levels. The practice of the Committee is to recommend to the League Board preliminary positions on legislation based on existing League positions, adopted annual conference resolutions and the collective knowledge and experience of Committee members.	Agency
<b>Metropolitan Transportation Commission (MTC)</b>	NA			<b>Created by the state Legislature in 1970 (California Government Code § 66500 et seq.), the Metropolitan Transportation Commission (MTC) is the transportation planning, coordinating and financing agency for the nine-county San Francisco Bay Area. The Commission’s work is guided by a 19-member policy board.</b>	
<b>Metropolitan Transportation Commission (MTC)</b>	Representing Cities of Santa Clara County, Commissioner	2007 - Councilmember Dean Chu 2006 - No Representative 2005 - No Representative		Fourteen commissioners are appointed directly by local elected officials (each of the five most populous counties has two representatives, with the board of supervisors selecting one representative, and the mayors of the cities within that county appointing another; the four remaining counties appoint one commissioner to represent both the cities and the board of supervisors). In addition, two members represent regional agencies — the Association of Bay Area Governments and the Bay Conservation and Development Commission. Finally, three nonvoting members have been appointed to represent federal and state transportation agencies and the federal housing department.	Agency

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	Bay Area Toll Authority (BATA) (MTC Financing Agency)	2007 - Councilmember Dean Chu	NA	The Bay Area Toll Authority (BATA) was created by the California Legislature in 1997 to administer the base \$1 auto toll on the San Francisco Bay Area's seven state-owned toll bridges. On Jan. 1, 1998, the Metropolitan Transportation Commission (MTC) — the transportation planning, financing and coordinating agency for the nine-county region — began operations as BATA. In August 2005, the California Legislature expanded BATA's responsibilities to include administration of all toll revenue and joint oversight of the toll bridge construction program with Caltrans and the California Transportation Commission.	Agency
	Service Authority for Freeways and Expressways (SAFE)	2007 - Councilmember Dean Chu	NA	As the region's SAFE, MTC, in partnership with the California Highway Patrol and the California Department of Transportation, oversees the installation and operation of call boxes along Bay Area freeways and highways, and administers a roving tow truck service to quickly clear incidents from the region's most congested roadways. State legislation in 1987 created the MTC SAFE, which is funded in part through a \$1 surcharge on motor vehicle registrations.	Agency
	Executive Committee	2007 - Councilmember Dean Chu	NA	The Executive Committee is charged with the evaluation of the Executive Director.	Agency
	Planning Committee	2007 - Councilmember Dean Chu	NA	The Planning Committee considers matters relating to MTC regional, corridor-level, and other planning activities.	Agency
<b>Metropolitan Transportation Commission (MTC)</b>	Operations Committee	2007 - Councilmember Dean Chu (Vice Chair)	NA	The Operations Committee considers matters related to transportation system management and operational activities.	Agency
	Legislation Committee	2007 - Councilmember Dean Chu	NA	The Legislation Committee recommends legislative policy, represents the Commission in the legislative process and oversees MTC's public information and public participation programs.	Agency
	Regional Airport Planning Committee	2007 - Councilmember Dean Chu	NA	The Regional Airport Planning Committee (RAPC) is responsible for studying and overseeing regional airport planning in the nine-county San Francisco Bay Area. The committee typically meets on a quarterly basis.	Agency

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	Dumbarton Rail Policy Committee	2007 - Councilmember Dean Chu	NA	The Dumbarton Rail Corridor Policy Committee, comprised of representatives of the funding partners, was formed to provide policy direction in advancing the project.	Agency
National League of Cities (NLC)	NA			<b>The National League of Cities (NLC) represents 49 state municipal leagues and approximately 1,800 member cities, towns, and villages of all sizes in every state. Through the member state municipal leagues, NLC also represents 18,000 municipalities. NLC is the only national organization which encourages full participation by the entire city leadership team, not just one or two top officials.</b>	
	Asian Pacific American Municipal Officials	2007 - Mayor Otto Lee (President) 2007 - Councilmember Dean Chu (Treasurer) <b>2006</b> - Vice Mayor Otto Lee (President) 2006 - Councilmember Dean Chu (Treasurer) 2005 - Councilmember Otto Lee (Vice Chair) 2005 - Mayor Dean Chu	NA	The Asian Pacific American Municipal Officials (APAMO) is a constituency group organized within the National League of Cities. Its mission is to provide Asian Pacific American municipal officials and their colleagues with a forum to share ideas and develop leadership experience. It also serves as a vehicle for members to discuss problems and explore solutions, debate policy issues, and contribute to the success of American cities and towns. APAMO members are eager to share their experiences in government with other Asian Pacific Americans and local officials. APAMO has a Board of Directors as well as general members. It was established at NLC in 1985.	Agency
National League of Cities (NLC)	Annual Conference Planning Committee	2007 - Mayor Otto Lee 2006 - Vice Mayor Otto Lee 2005 - No Representative	NA	The Annual Conference Planning Committee assists in the preparation of annual events and meetings .	Agency
	Women in Municipal Government Board of Directors	2007 - No Representative 2006 - No Representative 2005 - Councilmember Julia Miller	NA	National League of Cities Women in Municipal Government (WIMG) strives to raise awareness of issues of concerning women, and it encourages women to seek public office in their community. WIMG was formed in 1974 to serve as a forum for communication and networking among female municipal officials and their colleagues.	Agency

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	CityFutures Panel on Community and Regional Development	2007 - Councilmember Dean Chu	NA	The National League of Cities' CityFutures Panel on Community and Regional Development addresses topics such as improving local land use decision making, confronting affordable housing challenges, managing growth, and coordinating regional development strategies. The ultimate objective of the panel's work is to better equip local officials to confront land use, development, and growth challenges. Panel goals, in alignment with the CityFutures Program, are to shape the discourse on, or frame, issues related to community and regional development and to provide resources, education, and network opportunities for city officials.	Agency
	Transportation Infrastructure and Services (TIS) Policy and Advocacy Committee	2007 - Councilmember Dean Chu	NA	The National League of Cities' Transportation Infrastructure and Services (TIS) Policy and Advocacy Committee is responsible for all policy on transportation issues, including planning, funding, safety and security of public transit, streets and highways, aviation, railroads and ports. Each year in March, the TIS Policy and Advocacy Committee will pick topics for policy development for that year.	Agency
<b>NOVA Job Training Consortium Workforce Board</b>	Nomination Committee	2007 - Councilmember Melinda Hamilton 2006 - Councilmember Melinda Hamilton 2005 - Councilmember Julia Miller	NA	The NOVA Job Training Consortium Workforce Board is a 20 member board that oversees the job training and placement programs in the North Valley cities (Sunnyvale, Santa Clara, Cupertino, Palo Alto, Mountain View, Los Altos). A Nomination Committee comprised of a Councilmember, the director of the Chamber of Commerce, and the NOVA Job Training Consortium Workforce Board Chair review applications and make recommendations to the full Council.	Council
<b>Peninsula Policy Partnership/Joint Venture Silicon Valley Network</b>	Grand Boulevard Task Force	2007 - Vice Mayor Anthony Spitaleri 2006 - Councilmember Anthony Spitaleri 2005 - No Representative	2007 - Councilmember Christopher Moylan 2006 - Councilmember Christopher Moylan 2005 - No Representative	The Peninsula Policy Partnership and Joint Venture have established the Grand Boulevard Task Force to raise El Camino Real from its current status to that of a world-class boulevard. The Grand Boulevard Task Force is being created to provide policy oversight in an effort to develop a unified vision for El Camino Real.	Agency
<b>San Francisco Bay Area Regional Water System Financing Authority (RFA)</b>	NA			<b>The San Francisco Regional Water System Financing Authority (RFA) was created in 2002 by the State legislature to assist in funding the San Francisco regional water improvements.</b>	

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	Board of Directors	2007 - Councilmember Ron Swegles	NA	The San Francisco Regional Water System Financing Authority (RFA) was created in 2002 by the State legislature to assist in funding the San Francisco regional water improvements.	Council
Santa Clara County Cities Association (SCCCA)	NA			<b>The SCCCA was established in 1990 through a joint powers agreement to develop an effective means to represent the interests of the diverse cities within Santa Clara County in their dealings with other agencies and levels of government. It also functions as a source of education, information, and networking for elected officials.</b>	
	Legislative Action Committee	2007 - Vice Mayor Anthony Spitaleri 2006 - Vice Mayor Otto Lee 2005 - Councilmember Otto Lee	2007 - No Representative 2006 - Councilmember Anthony Spitaleri 2005 - No Representative	The Legislative Action Committee reviews legislation and makes recommendations to the Board of Directors. The committee also has organized countywide meetings with legislators and coordinated lobbying trips to Sacramento. In 2002, the SCCCA voted to change this task force from an informal group to a full committee of the organization.	Council
Santa Clara County Cities Association (SCCCA)	Board of Directors	2007 Mayor Otto Lee 2006 Mayor Ron Swegles 2005 Mayor Dean Chu	2007 - Councilmember Dean Chu 2006 - Councilmember Dean Chu 2005 Councilmember Julia Miller	The Board of Directors governs the SCCCA with one representative from each city.	Council
	Joint Policy Collaborative (JPC)	2007 - Councilmember John Howe 2006 - Councilmember John Howe 2005 - Councilmember John Howe	2007 - Councilmember Dean Chu 2006 - Councilmember Dean Chu 2005 - No Representative	The JPC was established in 2004 to help develop a permanent regional body to address economic development strategies for local government in Santa Clara County. The JEDPC is advisory in nature, a forum wherein uniform approaches to economic development policy are discussed and forwarded to the full SCCCA Board for further discussion and/or action by each representative City Council.	Council

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	City Selection Committee	2007 Mayor Otto Lee 2006 Mayor Ron Swegles 2005 Mayor Dean Chu	NA	The City Selection Committee appoints representatives from Santa Clara County cities to boards, commissions, and agencies as required by law. The membership is made up of the mayor or his/her designee from each city in the county. It is officially a committee of the Santa Clara County Cities Association and meets as needed to make appointments to agencies such as the ABAG Executive Board, the Metropolitan Transportation Commission, and the Air Quality Board.	Mayoral
<b>Santa Clara County Board of Supervisors</b>	Comprehensive County Expressway Planning Study Policy Advisory Board (PAB)	2007 - Councilmember Christopher Moylan	2007 - Councilmember Melinda Hamilton	The Comprehensive County Expressway Planning Study Policy Advisory Board (PAB) will provide a forum for policy input from elected officials for updating the Expressway Study's <i>Implementation Plan</i> adopted in August 2003. The Implementation Plan, as adopted by the Board of Supervisors, committed the County to updating the plan regularly in conjunction with updates to the Santa Clara Valley Transportation Authority's (VTA) Valley Transportation Plans (VTP).	Council
<b>Santa Clara County Integrated Waste Management Division/County Board of Supervisors</b>	Recycling & Waste Reduction Commission of Santa Clara County	2007 - Councilmember John Howe (Chair) 2006 - Councilmember John Howe 2005 - Councilmember John Howe	NA	The Commission serves as the principal advisory body to the city and town councils and the Board of Supervisors of Santa Clara County on countywide solid waste planning issues. The Commission has state-mandated responsibilities such as review and oversight of the Countywide Integrated Waste Management Plan and Siting Element, local Source Reduction and Recycling Elements, Household Hazardous Waste Elements, and Nondisposal Facility Elements.	Agency
<b>Santa Clara County Office of Affordable Housing</b>	Santa Clara County Housing Bond Advisory Committee	2007 - Councilmember Ron Swegles 2006 - Mayor Ron Swegles 2005 - Vice Mayor Ron Swegles	2007 - Councilmember Dean Chu	The Santa Clara County Housing Bond Advisory Committee provides advice to the County Board of Supervisors on the Mortgage Credit Certificate Program and the Mortgage Revenue Bond Program, which provide funds for first-time homeowners and for affordable housing. Each member city, as well as the County and industry officials, are represented on the Advisory Committee.	Council

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Santa Clara County Office of Emergency Services	NA			The Office of Emergency Services is responsible for coordinating organized planning efforts with County departments, local cities and special districts to mitigate against, prepare for, respond to, and recover from disasters. The division is responsible for maintaining the County/Operational Area Emergency Operations Centers in a continual state of readiness. Emergency Services also designs, conducts, and evaluates periodic emergency staff training and simulated disaster preparedness and response exercises.	
	Santa Clara County Emergency Preparedness Council	2007 - Councilmember Christopher Moylan 2006 - Councilmember Christopher Moylan 2005 - Councilmember Fred Fowler	NA	The Santa Clara County Emergency Preparedness Council organizes and coordinates the emergency activities of the governing bodies and political subdivisions of the County. It is made up of one representative from each city and one representative from the County. Members develop and recommend emergency and mutual aid plans and agreements for adoption by the county and individual cities. Regional coordination is critical for emergency preparedness.	Council
Santa Clara County Office of the County Executive	Local Agency Formation Commission (LAFCO)	2007 - Councilmember John Howe (Commissioner) 2006 - Councilmember John Howe 2005 - Councilmember John Howe	NA	LAFCO is a state mandated local agency set up to oversee the boundaries of cities and special districts. Key goals of LAFCO include encouraging orderly boundaries, discouraging urban sprawl, and preserving agricultural and open space lands.	Agency
Santa Clara Valley Water District (SCVWD)	NA			The SCVWD is the primary water resources agency for Santa Clara County. It acts as the county's water wholesaler, and as its flood protection agency and is the steward for its streams and creeks, underground aquifers, and district-built reservoirs. The water district makes sure there is enough clean, safe water for homes and businesses, and works diligently to protect Santa Clara Valley residents and businesses from the effects of flooding.	

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	Lower Peninsula Flood Control and Watershed Advisory Committee	2007 - Councilmember Christopher Moylan (Chair) 2006 - Councilmember Christopher Moylan 2005 - Mayor Dean Chu	NA	The flood control and watershed advisory committees of the Santa Clara Valley Water District are established to assist the Board of Directors with issues pertaining to flood protection and stream stewardship.	Council
	Guadalupe/West Valley Flood Control & Watershed Advisory Committee	2007 - Councilmember Dean Chu 2006 - Councilmember Christopher Moylan 2005 - Mayor Dean Chu	NA	The flood control and watershed advisory committees of the Santa Clara Valley Water District are established to assist the Board of Directors with issues pertaining to flood protection and stream stewardship.	Council
	Water Commission	2007 - Councilmember Dean Chu (Vice Chair) 2006 - Councilmember Dean Chu 2005 - Mayor Dean Chu	NA	The Water Commission is an advisory panel to the Water District. It is made up of one representative from each city and one representative from the Board of Supervisors. Its primary role is to advise the district on issues such as proposed water rates, district master planning activities, drought planning, legislation impacting the county water supply, and other related water issues.	Council
<b>South Bay Salt Pond Restoration Project</b>	Stakeholders' Forum	2007 - Councilmember John Howe 2006 - Councilmember John Howe 2005 - Councilmember Julia Miller	NA	The South Bay Salt Pond Stakeholders Forum Project will result in large-scale restoration of wetlands from the San Mateo Bridge to southern edge of San Francisco Bay. This project provides an opportunity to improve the physical, biological, and chemical health of San Francisco Bay, and provide increased habitat for endangered species.	Agency
<b>US Conference of Mayors (USCM)</b>	NA			<b>The U.S. Conference of Mayors is the official nonpartisan organization of U.S. cities with populations of 30,000 or more. Each city is represented in the Conference by its mayor. The primary roles of the Conference of Mayors are to promote the development of effective national urban/suburban policy, strengthen federal-city relationships, ensure that federal policy meets urban needs, provide mayors with leadership and management tools, and create a forum in which mayors can share ideas and information.</b>	

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	Community Development and Housing Committee	2007 - No Representative 2006 - Mayor Ron Swegles 2005 - No Representative	NA	One of eleven standing committees that discuss, debate and draft the Conference of Mayors' positions on the pressing issues of the day.	Mayoral
	Energy Standing Committee	2007 - Mayor Otto Lee	NA	One of eleven standing committees that discuss, debate and draft the Conference of Mayors' positions on the pressing issues of the day.	Mayoral
	International Affairs Committee	2007 - Mayor Otto Lee 2006 - Mayor Ron Swegles 2005 - No Representative	NA	One of eleven standing committees that discuss, debate and draft the Conference of Mayors' positions on the pressing issues of the day.	Mayoral
	Membership Committee	2007 - Mayor Otto Lee	NA	One of eleven standing committees that discuss, debate and draft the Conference of Mayors' positions on the pressing issues of the day.	Mayoral
	Transportation & Communication Standing Committee	2007 - No Representative 2006 - No Representative 2005 - Mayor Dean Chu	NA	One of eleven standing committees that discuss, debate and draft the Conference of Mayors' positions on the pressing issues of the day.	Mayoral
<b>Valley Transportation Authority (VTA)</b>	<b>NA</b>			<b>The Santa Clara Valley Transportation Authority (VTA) is an independent special district responsible for bus and light rail operations, congestion management, specific highway improvement projects, and countywide transportation planning. As such, VTA is both a transit provider and a multi-modal transportation planning organization involved with transit, highways and roadways, bikeways, and pedestrian facilities.</b>	
<b>Valley Transportation Authority (VTA)</b>	Policy Advisory Committee	2007 - Councilmember Christopher Moylan (Chair) 2006 - Councilmember Christopher Moylan 2005 - Vice Mayor Ron Swegles	2007 - Councilmember Anthony Spitaleri 2006 - Councilmember Anthony Spitaleri 2005 - Councilmember John Howe	This Committee is made up of a representative from each city in the county and advises the Transit District Board of Directors on issues such as bus service, light rail, and congestion management.	Council

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	Caltrain Policy Advisory Board	2007 - No Representative 2006 - Councilmember Dean Chu 2005 - Mayor Dean Chu	2007 - No Representative 2006 - Councilmember Christopher Moylan 2005 - No Representative	The Caltrain Policy Advisory Board (PAB) reviews proposed elements of Caltrain service and capital programs, primarily the proposed program of improvements funded through the 1996 Measure B Transportation Improvement Program. The PAB was established with one non-voting and eight regular members to ensure adequate representation along the entire rail line. The composition of the PAB includes one representative from each of the following: VTA/Peninsula Corridor Joint Powers Board (PCJPB), City of Palo Alto, City of Mountain View, City of Sunnyvale, City of Santa Clara, City of San Jose, City of Morgan Hill, City of Gilroy, and Santa Clara County.	Council
	Board of Directors	2007 - Councilmember Dean Chu 2006 - Councilmember Dean Chu 2005 - Mayor Dean Chu	NA	The Board consists of 14 members that oversee the activities of, and establish policy for, the Santa Clara Valley Transportation Authority (VTA). Members are selected from city "groups" to allocate seats among the region's cities and the County according to geographic location and population.	Council
	Dumbarton Rail Corridor Policy Committee	2007 - No Representative 2006 - Councilmember Dean Chu 2005 - Mayor Dean Chu	NA	The Dumbarton Rail Corridor Policy Committee, comprised of representatives of the funding partners, was formed to provide policy direction in advancing the project. The Committee includes the following member agencies: VTA, ACTIA, CCJPA, SMCTA, and the Silicon Valley Manufacturing Group.	Agency
<b>Valley Transportation Authority (VTA)</b>	Design Enhancements (DE) Committee	2007 - Councilmember Melinda Hamilton 2006 - Councilmember Dean Chu 2005 - Mayor Dean Chu	2007 - No Representative 2006 - Councilmember Melinda Hamilton 2005 - No Representative	The Design Enhancements (DE) Committee was established in 2004 to augment the role of the Community Oriented Design Enhancements Committee (CODE). The new DE Committee's purpose is to oversee the design enhancement process in highway and rail projects contained in the Valley Transportation Plan. The DE committee includes representatives from each city in which a project that is appropriate for enhancements is located.	Council
<b>Valley Transportation Authority (VTA)</b>	Capitol Corridor Joint Powers Board	2007 - Councilmember Dean Chu 2006 - Councilmember Dean Chu 2005 - Mayor Dean Chu	NA	VTA is a member agency of the Capitol Corridor Joint Powers Board that manages capitol corridor intercity rail service.	Agency

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	Sunol SMART Carpool Joint Powers Authority (SSCJPA)	2007 - Councilmember Dean Chu 2006 - Councilmember Dean Chu 2005 - No Representative	NA	The Sunol SMART Carpool Joint Powers Authority (SSCJPA) is authorized by State Legislation to design, implement and operate the project. VTA is a member agency of the SSCJPA.	Agency
	Project Priority and Revenue Advisory Committee	2007 - Councilmember Dean Chu (Chair) 2006 - Councilmember Dean Chu 2005 - No Representative	NA	The Project Priority and Revenue Advisory Committee is charged with the responsibility to review and prioritize the Measure A project list and create strategies to secure sufficient revenues to fund the project list.	Agency
	Transit Planning and Operations Committee	2007 - Councilmember Dean Chu 2006 - Councilmember Dean Chu 2005 - No Representative	NA	Reviews policy recommendations pertaining to transit planning, transit capital projects, transit operations, and marketing.	Agency
<b>Valley Transportation Authority (VTA)</b>	Community Oriented Design Enhancement (CODE) Committee	2007 - No Representative 2006 - No Representative 2005 - Mayor Dean Chu	2007 - No Representative 2006 - No Representative 2005 - Councilmember Fred Fowler	The CODE Committee provides oversight for the CODE Program. It includes three representatives of each city with an eligible 1996 Measure B Transportation Project. Other members include one representative from each of the following: the Measure B Transportation Improvement Program, Santa Clara County, Caltrans, Caltrain, and VTA. CODE Committee goals are to encourage creative collaboration among community members, artists, engineers, architects and other design professionals to enhance the character of 1996 Measure B Transportation Improvement Program projects.	Council (no longer exists in 2006)
<b>Valley Transportation Authority (VTA)</b>	Congestion Management and Planning Committee	2007 - No Representative 2006 - No Representative 2005 - Mayor Dean Chu	NA	The Congestion Management and Planning Committee reviews policy recommendations pertaining to the Congestion Management Program and Countywide Transportation Plan, including the integration of transportation and land-use planning; and the programming of discretionary state and federal funds and air-quality planning.	Agency

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<b>US Air Force</b>	Air Force Space Command's Commander's Group	<b>2007</b> - Councilmember Ron Swegles <b>2006</b> - Mayor Ron Swegles <b>2005</b> - Vice Mayor Ron Swegles	NA	The Air Force Space Command's Commander's group was established in an effort to inform communities of programs, events and facts about their nation's Air Force.	Agency
<b>US Navy</b>	Former Naval Air Station (NAS) Moffett Field Restoration Advisory Board (RAB)	<b>2007</b> - Mayor Otto Lee <b>2006</b> - Vice Mayor Otto Lee <b>2005</b> - Vice Mayor Ron Swegles	NA	Restoration Advisory Boards (RABs) were created by the President's July 2, 1993 five-part program for fast track cleanup at installations designated for closure by the Base Closure and Realignment Commission (BRAC) process. The first RABs were created for BRAC '93 installations. The U.S. Navy has expanded RABs to all naval installations that have a Technical Review Committee for their Installation Restoration program. RABs are a forum for the exchange of information and partnership between citizens, the installation, the U.S. Environmental Protection Agency, and the state. RABs provide communities participation in the environmental cleanup process. Navy Restoration Advisory Boards are currently at eight Northern California locations, including Moffett Field Airfield.	Agency
<b>US Department of Defense</b>	Military Affairs Council	<b>2007</b> - Councilmember Ron Swegles <b>2006</b> - Mayor Ron Swegles <b>2005</b> - Vice Mayor Ron Swegles	NA	The Military Affairs Council was established several years ago by the Air Force and other resident agencies at Moffett Federal Complex as an informal group to update the resident agencies, the cities of Sunnyvale and Mountain View, and the Chambers of commerce regarding issues related to the Moffett Complex. The Mayor is the official invitee, but he may appoint a designee if he does not wish to serve.	Mayoral
<b>NA</b>	Blue Ribbon Task Force on Nanotechnology and Education Sub-Committee	<b>2007</b> - No Representative <b>2006</b> - No Representative <b>2005</b> - Councilmember Otto Lee	NA	The goal of the task force is to promote California and Silicon Valley as the "national and worldwide center for nanotechnology research, development, and commercialization." Its initial subcommittees include Infrastructure, Education, Research and Design, Commercialization and Policy and Ethics. Each is expected to meet monthly. The function of the Education Sub-Committee is to increase the informal education of the California public on Nanotechnology so that they can make informed decisions on education and research support and technology investments. (No longer in existence, disbanded in 2006)	Agency

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NA	Sustainable Silicon Valley Initiative	2007 - No Representative 2006 - Councilmember Melinda Hamilton 2005 - Councilmember Melinda Hamilton	2007 - No Representative 2006 - Councilmember Melinda Hamilton 2005 - Councilmember Melinda Hamilton	The Initiative's goals are to create an environmental management system for the region and undertake collaborative projects involving business, government agencies, non-government organizations and private citizens to significantly reduce selected environmental or resource pressures. Sponsors of the project are the California Environmental Protection Agency, the Silicon Valley Manufacturing Group and the Silicon Valley Environmental Partnership.	Council

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<b>Community Member At-Large Assignments</b>				
<u>Organization</u>	<u>Committee Name</u>	<u>Year/Community Member</u>	<u>Description</u>	<u>Term Expiration</u>
Valley Transportation Authority (VTA)	Bicycle and Pedestrian Advisory Committee (BPAC)	2007 - David Simons 2006 - David Simons	Consists of 16 members representing each of the 15 cities and the county. The BPAC advises the Board on funding and planning issues for bicycle and pedestrian projects. It also serves as the countywide bicycle advisory committee for Santa Clara County.	June-08

## **Attachment C**

## **Policy 7.3.12 City Council Appointments to Intergovernmental Agencies, City Council Subcommittees and Council or Mayor-Created Advisory Task Forces**

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### **POLICY PURPOSE:**

The purpose of this policy is to provide clarity around the appointment of Councilmembers and non-Councilmembers to intergovernmental (IGR) assignments, including appointment criteria, appointment process, and term length. The policy also addresses Council subcommittees and task forces.

### **POLICY STATEMENT:**

#### **1. City Councilmember Appointments to Intergovernmental Agencies**

The City Council appoints members to a variety of intergovernmental agencies in order to represent the City's interests and to influence policies and regulations of other agencies.

In general, appointments are governed by the following principles:

- A. For those IGR assignments where the City's representative serves at the discretion of the Council, the City Council will nominate members to fill vacancies on IGR bodies as part of a noticed agenda item at a regular meeting.
- B. For appointments made by outside bodies (for example, the Cities Association or the League of California Cities), the City Council must ratify the appointment of a Councilmember as part of a noticed agenda item at a regular meeting. No further Council ratification is needed for subcommittee appointments if the appointing committee assignment has already been ratified by Council.
- C. The term of office for the Sunnyvale representative shall be in accordance with the by-laws of the intergovernmental agency to which they were appointed. For agencies with no defined terms, the appointments shall be made annually in January. Notwithstanding, in all cases, Councilmember assignments and appointments shall terminate automatically when a Councilmember leaves office, effective upon the Councilmember's last day of service.
- D. In the event a vacancy occurs during a term, the Council will select a member to serve the remainder of that term as part of a noticed agenda at a regular meeting. Councilmembers shall notify the IGR Manager of any changes to IGR assignments.
- E. Council shall appoint a member to serve as an alternate to IGR bodies at the request of the agency or when the nature of the assignment requires a representative always be present.
- F. Staff support is provided to Councilmembers serving on IGR bodies as directed by the City Manager and in accordance with Council Policy 7.3.13.

**2. Santa Clara County Cities Association (SCCCA): City Council Representation**

The Santa Clara County Cities Association was formed in 1990 (formerly the “Intergovernmental Council”) in order to represent the mutual interests of the diverse fifteen cities of Santa Clara County and to present a unified voice for the cities in dealing with other agencies, organizations and levels of government. The Association was established through a joint powers agreement, and is funded exclusively by the fifteen cities.

Each city appoints a city Councilmember to the Board of Directors, which meets monthly. In its role as an advocate for the cities, the group monitors legislative activities at the state and federal levels.

The issue of selection of the representative shall be placed on the agenda of the Council meeting following the meeting when the Mayor is selected. By tradition, the Mayor represents the City of Sunnyvale on the Board of Directors. The Mayor has the discretion to designate another Councilmember to serve on the Board of the SCCCA in his or her stead.

**3. City Council appointment of a non-Councilmember to an IGR assignment:**

The City Council may, on occasion, appoint a non-Councilmember to represent the City's interest on an intergovernmental body. These appointments must be made as part of a noticed agenda item at a regular meeting. In those circumstances:

- A. Staff support is not provided to non-Councilmembers who serve on an intergovernmental body, although a staff member liaison will be designated by the City Manager.
- B. Non-Councilmembers serving on intergovernmental bodies shall provide a summary written report to the entire City Council and the City Manager after each intergovernmental agency meeting they attend.

**4. City Council Subcommittees:**

The City Council and/or Mayor may establish Council subcommittees as stated below. Subcommittees usually comprise less than a quorum of the Council and are generally used to provide more detailed review and analysis of complex issues. Subcommittees make recommendations to the Council but cannot take formal action on behalf of the Council.

For purposes of the State’s open meeting law (the “Brown Act”) there are two types of council subcommittees: standing committees and ad hoc advisory committees. Under the Brown Act, “standing committees of a legislative body, irrespective of their composition, which have a continuing subject matter jurisdiction, or a meeting schedule fixed by charter, ordinance, resolution, or formal action of a legislative body” are subject to all open meeting requirements.

Ad hoc advisory committees are composed of less than a quorum of the Council and are created for a limited time for a particular purpose. Under the Brown Act, ad hoc committees are not required to comply with open meeting requirements.

**Standing Committees**

- A. All Council standing committees shall be established by the Council and the membership will be appointed by the Council.
- B. Standing committees exist, with the set membership, unless and until modified by the Council.
- C. Standing committees shall select their own chair. If the committee is unable to select a chair, or if the timing requires immediate action, the Council will appoint the chair.
- D. Standing committees are subject to open meeting requirements. Any action to create or modify the committee must be placed as an item on the Council agenda.

**Ad Hoc Advisory Committees**

- A. The Mayor may create ad hoc committees of the Council to assist in particular matters as they arise. Members of the committee shall be appointed by the Mayor. Council may request the creation of an ad hoc committee through the Mayor.
- B. Ad hoc committees have a fixed, limited assignment.
- C. No more than three Councilmembers may serve on an ad hoc committee. Ad hoc committee meetings are not subject to open meeting requirements, unless the Mayor directs otherwise when they are formed. The findings and recommendations of the ad hoc committee must be presented to the entire Council at a noticed meeting.
- D. Any action to create or modify the committee must be placed as an item on the Council agenda.

**Community Member Advisory Task Forces**

There are two types of community member advisory task forces – those that are created by action of the Mayor, and those that are created by the Council.

**Mayor Created Task Forces**

From time to time the Mayor may wish to establish advisory task forces of members of the public, or so-called “blue ribbon panels,” to address specific issues of the day. The task force may be composed solely of community members, but may also include Councilmembers. The Mayor may create an advisory task force at his or her discretion. So long as there are only two Councilmembers included on the task force, they are not considered “legislative bodies” within the meaning of the Brown Act and do not need to comply with open meeting requirements. (This of course does not preclude the task force from holding open and publicly noticed meetings, it simply does not require it.)

Basic principles governing these task forces are:

- A. Members are appointed by the Mayor, and may include both Councilmembers (no more than two) and non-Councilmembers.
- B. The advisory task force presents its findings and recommendations to the Mayor; at his or her discretion the Mayor may or may not direct that the findings and recommendations be brought forward to the Council. Any action resulting from advisory task force recommendations must be directed and approved by the Council at a noticed meeting.
- C. An advisory task force exists until its work is concluded or it is terminated by the Mayor; in all cases the term is limited to the term of the appointing Mayor.
- D. A task force chair shall be selected by the task force unless the Mayor directly appoints a person to serve as chair.

#### **Council Created Task Forces**

The City Council may take action to create a temporary, community member task force to consider and advise on defined issues or topics. These commissions, created by formal action of the Council, are considered “legislative bodies” for purposes of the Brown Act, and must comply with open meeting requirements.

The following applies to these task forces:

- A. Members of the task force are appointed by the Council, or Council’s designee, and may include council members (no more than three). Any action creating such a task force must be taken at a noticed meeting. The Council may choose and utilize relevant criteria for making such appointments.
- B. The findings and recommendations of the task force shall be brought forward to the Council at a noticed meeting; likewise, any action resulting from the task force recommendations must be directed and approved by Council at a noticed meeting.
- C. The task force exists until it accomplishes its mission or is otherwise terminated by the Council.
- D. The task force chair shall be selected by the task force unless the Council directly appoints a person to serve as chair.

(Adopted: RTC 81-602 (10/6/1981); Amended: [No RTC] (6/21/1994); [No RTC, Budget workshop] (5/20/1997); Amended by RTC 05-163 (6/7/05); Amended: [No RTC] (4/19/06))

Lead Department: Office of the City Manager

## **Attachment D**

**(Relevant Excerpt only)****Policy 7.3.13 Support for Councilmembers; Staff-Council Communications**

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**POLICY PURPOSE:**

It is the purpose of this policy to establish guidelines and standards regarding City resources and support for Councilmembers, including staff assistance and communications, as well as supplies, travel and expense allowances. This policy is supplementary to and in no way is intended to conflict with the City Charter. For further information on this subject, see:

- City Charter, Section 807
- Code of Conduct for Elected Officials (available from City Clerk's Office)
- Council Code of Ethics

**POLICY STATEMENT:**

II. Staff Assistance. It is recognized that Council's work cannot be fully conducted at Council meetings. It is also recognized that the City Charter places the responsibility on the City Manager to conduct the day-to-day affairs of the City consistent with established Council policy and does not permit Councilmembers to direct the activities of City staff. The following policies regarding staff assistance are established to comply with the City Charter and meet the staffing needs of Councilmembers (see Code of Conduct and Code of Ethics for additional guidance):

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C. Intergovernmental (IGR) Support.

1. Staff Support for Council IGR Assignments. Staff assistance shall be provided to Councilmembers serving on intergovernmental bodies when the Council has approved the appointments of a member to that body, or in the case when the Council is not the approving body, if the Council has consented to that member sitting on that body (see Council Policy, 7.3.12 regarding the City Council Appointments to Intergovernmental Agencies, City Council Subcommittees and Council or Mayor-Created Advisory Task Forces). Unless officially approved by the Council, no staff support shall be provided once a Councilmember leaves City office. The City's Intergovernmental Relations (IGR) Program is coordinated within the Office of the City Manager. The Office of the City Manager is responsible for assisting Council with applications for IGR committees, determining levels of staff support, presenting Reports to Council to ratify IGR appointments, and maintaining the Council IGR committee database.

For purposes of this policy, intergovernmental bodies are broadly defined to include committees of intergovernmental agencies or organizations. Staff support shall be consistent with the following guidelines:

- a. Assignments will be made by the City Manager.

- b. If the intergovernmental body has its own professional staff, such staff should be utilized to the greatest practical extent, rather than City staff.
  - c. Assigned staff shall meet with the appropriate Councilmember regarding the expected level of support to be provided. An “Intergovernmental Assignment Form” (Attachment 2.3A) should be completed reflecting the established level of support with appropriate signatures. This form is updated annually, at a Councilmember’s request, or upon a change in assignment.
  - d. Staff shall request that the Councilmember be placed on the committee’s mailing list to receive all required information.
  - e. Assigned City staff shall not attend the intergovernmental meeting unless the Councilmember requests such attendance from the City Manager, and the Manager approves.
  - f. The primary responsibility of assigned staff is to review issues before the intergovernmental body as they may affect the City, and to advise and assist the Councilmember in presenting issues before the full Council. Staff is encouraged to communicate with Council in writing to avoid miscommunication. IGR information provided to Council shall be consistent with adopted City policies (consider General Plan Sub-elements, adopted legislative advocacy positions, or past Council practice).
  - g. In the absence of adopted policy, staff should determine whether the issue is significant enough to warrant a Council adopted position. If so, the City Manager should be notified in a timely manner so that the issue can be placed on a Council agenda.
  - h. Councilmembers shall not direct staff to conduct major research. Major research shall occur only upon the direction of the City Manager.
  - i. As directed by the City Manager, assigned staff may prepare formal IGR correspondence on behalf of Councilmembers only on issues arising from a Councilmember’s IGR committee assignment. Always copy the originating department Director, City Manager and IGR Manager on all IGR-related correspondence (For more detail on IGR advocacy correspondence, see Section E: “Correspondence Preparation”).
2. Legislative Briefings. Staff prepares briefing reports for Councilmembers attending conferences and meetings as directed by the City Manager. Such reports include up-to-date information on the issues at hand. When the subject is to be discussed with specific legislators, their position (if known on the matter) should be included in the report.

3. Legislative Advocacy Positions. Each year the City Manager shall present for Council's consideration draft Legislative Advocacy Positions. Once approved by City Council, these "advocacy positions" become the official City advocacy position on pending legislation. During the year, staff monitors and researches pending legislation to identify bills that could significantly impact Sunnyvale. Research actions range from web site research to contacting legislative analysts in government offices and city associations. Because the content and status of specific legislation can change rapidly, staff may be required to monitor progress or setbacks on a daily or even hourly basis. Staff also conducts limited advocacy should issues arise throughout the year that may significantly impact the City where Council positions have previously been established by the LAP. Upon request, staff may contact staff of federal, state or county electeds or officials to perform advocacy on legislation or issues that may significantly impact the City of Sunnyvale and for which existing City policy exists.

Councilmembers or staff wishing to take a position on a legislative issue must first determine whether an official City position already exists. If unsure, Councilmembers should consult the City Manager who will direct a staff search of existing policies. If a City position already exists, the Mayor is the official spokesperson for the City. Councilmembers must not express conflicting opinions unless they clearly identify the City's official position and clarify that theirs is a minority viewpoint in conflict with the City's position. If an official City position does not already exist, the Councilmember must first decide whether or not the issue warrants being agendized for Council consideration. If so desired, the Councilmember should alert the Mayor and the City Manager, who will agendize the issue for future Council consideration. Staff will prepare a Report to Council discussing the pending legislation and providing a staff recommendation to either support, oppose or take no position regarding the legislation.

When representing the City on an intergovernmental committee, Councilmembers must vote in accordance with the official City position on an issue, regardless of the Councilmember's individual position.

(Adopted: RTC 85-411 (8/20/1985); Amended 94-133 (3/19/1994), 96-054 (2/27/1996), 97-084 (3/25/1997), 02-094 (3/19/2002), [No RTC, Council subcommittee report] (5/14/2002), Amended RTC 04-153 (5/4/2004), (former Policy 7.3.13, "City Council Guidelines and Standards Relating to Secretarial Assistance, Supplies, Travel, and Expenses" was incorporated into this policy as part of the Policy Update Project 11/2005); Amended: [No RTC] (4/17/06); Updated for clarity (7/5/06); Updated for clarity (8/30/2006); Amended RTC 06-376 (11/28/2006))

Lead Department: Office of the City Manager