



**Silicon Valley Clean Energy Authority  
Executive Committee Meeting**

Wednesday, August 24, 2016

2:00 pm

Rod Sinks, Chair  
City of Cupertino

Rob Rennie, Vice Chair  
Town of Los Gatos

Liz Gibbons  
City of Campbell

Daniel Harney  
City of Gilroy

Jeannie Bruins  
City of Los Altos

John Harpootlian  
Town of Los Altos Hills

Burton Craig  
City of Monte Sereno

Steve Tate  
City of Morgan Hill

John McAlister  
City of Mountain View

Joe Simitian  
County of Santa Clara

Howard Miller  
City of Saratoga

Jim Griffith  
City of Sunnyvale

Sunnyvale Community Center | Recreation Center  
Conference Room  
550 E Remington Drive  
Sunnyvale, CA

**AGENDA**

Call to Order

Roll Call

Public Comment on Closed Session

*The public may provide comments regarding the Closed Session item(s) just prior to the Board beginning the Closed Session. Closed Sessions are not open to the public.*

Convene to Closed Session

Conference with Real Property Negotiators  
Property: 333 El Camino Real, Sunnyvale, CA  
Agency Negotiator: Tom Habashi, CEO  
Negotiating Party: Sunnyvale Village Associates  
Under Negotiation: Price and terms of payment for office lease

Conference with Real Property Negotiators  
Property: 910 E Hamilton Ave, Campbell, CA  
Agency Negotiator: Tom Habashi, CEO  
Negotiating Party: AG-SW Hamilton Plaza Owner LP  
Under Negotiation: Price and terms of payment for office lease

Report from Closed Session

Public Comment on Matters Not Listed on the Agenda

*The public may provide comments on any item not on the Agenda. Speakers are limited to 3 minutes each.*

[svcleanenergy.org](http://svcleanenergy.org)

505 W Olive Avenue  
Suite 130  
Sunnyvale, CA, 94086

Pursuant to the Americans with Disabilities Act, if you need special assistance in this meeting, please contact the Clerk for the Authority at (408) 730-7483. Notification 48 hours prior to the meeting will enable the Authority to make reasonable arrangements to ensure accessibility to this meeting. (28 CFR 35.105 ADA Title II).



**SILICON VALLEY  
CLEAN ENERGY AUTHORITY**

Consent Calendar

1a) Approve Minutes for the August 4, 2016, Executive Committee Meeting

Rod Sinks, Chair  
City of Cupertino

Regular Calendar

2) Finance and Banking Arrangement Update (Discussion)

Rob Rennie, Vice Chair  
Town of Los Gatos

3) Recruitment Update (Discussion)

Liz Gibbons  
City of Campbell

4) Employee Benefits (Discussion)

Daniel Harney  
City of Gilroy

Information Only

1) Letter to Assembly Member Ting re: Assembly Bill 1110, sent August 12, 2016

Jeannie Bruins  
City of Los Altos

Committee/Staff Remarks

John Harpootlian  
Town of Los Altos Hills

Adjourn

Burton Craig  
City of Monte Sereno

Steve Tate  
City of Morgan Hill

John McAlister  
City of Mountain View

Joe Simitian  
County of Santa Clara

Howard Miller  
City of Saratoga

Jim Griffith  
City of Sunnyvale

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Rod Sinks, Chair  
City of Cupertino

**Silicon Valley Clean Energy Authority  
Executive Committee Meeting**

Thursday, August 4, 2016  
2:00 pm

Rob Rennie, Vice Chair  
Town of Los Gatos

Sunnyvale Community Center | Recreation Center  
Conference Room  
550 E Remington Drive  
Sunnyvale, CA

Liz Gibbons  
City of Campbell

Daniel Harney  
City of Gilroy

**DRAFT MINUTES**

Jeannie Bruins  
City of Los Altos

**Call to Order**

Chair Sinks called the meeting to order at 2:05 p.m.

John Harpootlian  
Town of Los Altos Hills

**Roll Call**

Burton Craig  
City of Monte Sereno

**Present:**

Director Liz Gibbons, City of Campbell  
Director John McAlister, City of Mountain View  
Director Howard Miller, City of Saratoga  
Vice Chair Rob Rennie, Town of Los Gatos  
Chair Rod Sinks, City of Cupertino

Steve Tate  
City of Morgan Hill

**Absent:**

Director Daniel Harney, City of Gilroy

John McAlister  
City of Mountain View

**Public Comment on Matters Not Listed on the Agenda**

Joe Simitian  
County of Santa Clara

Bruce Karney, Mountain View resident, encouraged directors to ensure that greenhouse gas emissions are measured to provide a baseline and comparison for future years.

Howard Miller  
City of Saratoga

**Consent Calendar**

Jim Griffith  
City of Sunnyvale

**1a) Approve Minutes for the July 21, 2016, Executive Committee Meeting**

MOTION: Director Miller moved and Vice Chair Rennie seconded the motion to approve the July 21, 2016 minutes.

The motion carried unanimously with Director Harney absent.

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**Regular Calendar**

**2) Proposal for HR services (Discussion)**

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Rod Sinks, Chair  
City of Cupertino

CEO Habashi discussed the results of his search for a human resources firm that will provide consulting services. A proposal from HR to Go was presented to the Executive Committee for discussion.

Rob Rennie, Vice Chair  
Town of Los Gatos

CEO Habashi answered Executive Committee questions regarding what was included in the proposal and clarified services as well as confirmed that the SVCE general counsel would review and edit the contract. CEO Habashi stated that the approach taken was to hire a consultant in the absence of an HR Manager.

Liz Gibbons  
City of Campbell

The Executive Committee agreed on the importance of having independent neutral advice.

Daniel Harney  
City of Gilroy

Janelle Arsich, Human Resources Consultant with HR to Go, was called and answered Executive Committee questions regarding brokerage services, not-for-profit discounts, and payroll services.

Jeannie Bruins  
City of Los Altos

Director Miller stated that he was in support of finding someone that CEO Habashi could work with to utilize his time; Director Gibbons concurred and added that a tickler file should be made to revisit the contract.

John Harpootlian  
Town of Los Altos Hills

Burton Craig  
City of Monte Sereno

CEO Habashi confirmed that the Executive Committee was comfortable with moving forward; Director Miller suggested it be presented to the Board as a consent informational item.

Steve Tate  
City of Morgan Hill

### 3) Compensation Schedule (Action)

John McAlister  
City of Mountain View

CEO Habashi recommended presenting the organization chart, job classifications, and compensation schedule to the Board in August for approval, followed by the benefits, employee handbook, and list of vendors that will be providing services in September.

Joe Simitian  
County of Santa Clara

CEO Habashi presented the proposed compensation schedule and results of the compensation survey, and addressed Executive Committee questions.

Howard Miller  
City of Saratoga

The Executive Committee discussed the recommended salary ranges and control points presented.

Jim Griffith  
City of Sunnyvale

Director Gibbons commented and Director Miller concurred that there be a growth opportunity for employees.

MOTION: Director Gibbons moved and Director Miller seconded the motion to use the highest number presented in the Compensation Schedule rounded up or down to the nearest hundred, for the purpose of budgeting. For the purpose of hiring, CEO Habashi will have the ability to negotiate 30% below and 10% above.

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The motion carried unanimously with Director Harney absent.

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Rod Sinks, Chair  
City of Cupertino

CEO Habashi clarified for the motion that the highest number will be used for budgeting and the percentage range for hiring, with the exception of two positions: Director of Administration and Finance and Director of Power Supply, which he will adjust as he deems appropriate.

Rob Rennie, Vice Chair  
Town of Los Gatos

#### **4) Employee Handbook (Discussion)**

Liz Gibbons  
City of Campbell

CEO Habashi reported that the existing Employee Handbook would be presented to the HR consultant for review.

Daniel Harney  
City of Gilroy

Director Gibbons and Vice Chair Rennie requested track changes on the revised document.

Jeannie Bruins  
City of Los Altos

#### **5) Finance and Banking Arrangement (Discussion)**

John Harpootlian  
Town of Los Altos Hills

CEO Habashi presented the staff report and provided an update on the RFP and bank interviews.

Burton Craig  
City of Monte Sereno

CEO Habashi introduced Patty Kong, City of Mountain View, to answer Executive Committee questions.

Steve Tate  
City of Morgan Hill

Director Gibbons requested that Board members be informed of any legal training that may be required.

John McAlister  
City of Mountain View

Director McAlister suggested and Director Gibbons agreed that additional cities other than Mountain View and Sunnyvale be invited to provide loans.

Chair Sinks opened public comment.

Joe Simitian  
County of Santa Clara

James Tuleya, Sunnyvale resident, provided information on Peninsula Clean Energy's bank selection.

Howard Miller  
City of Saratoga

Chair Sinks closed public comment.

Jim Griffith  
City of Sunnyvale

#### **6) Cash Flow Analysis (Discussion)**

CEO Habashi introduced the item and responded to Executive Committee questions.

Melody Tovar, Operations Manager, clarified the marketing strategy and program roll out reflected in the budget.

Director Gibbons suggested using PR lists from other cities for marketing distribution.

Mindy Mersich, Communications Manager, provided a communications update and answered Executive Committee questions.

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Rod Sinks, Chair  
City of Cupertino

Director Miller commented on cash flow and the need for two budgets; actuals vs. projected.

Rob Rennie, Vice Chair  
Town of Los Gatos

Chair Sinks opened public comment.

Bruce Karney spoke about advertising and the various types of advertising that others may produce.

Liz Gibbons  
City of Campbell

Chair Sinks closed public comment.

Daniel Harney  
City of Gilroy

### **Committee/Staff Remarks**

Jeannie Bruins  
City of Los Altos

Director Miller suggested building an agenda planner to be published regularly so that the Board has the ability to view upcoming topics. Staff requested examples from the Executive Committee for review.

John Harpootlian  
Town of Los Altos Hills

Director McAlister commented on Bruce Karney's request for greenhouse gas emissions inventory and Mountain View's plan to move forward, requested a staff report for items up for discussion for informational purposes, and the procedure for motions. The Executive Committee discussed the process for motions in various cities.

Burton Craig  
City of Monte Sereno

Chair Sinks synthesized the Executive Committee's thoughts on process: staff report, questions to staff (not commentary), public comment, further questions and further discussion, then a motion is made.

Steve Tate  
City of Morgan Hill

Director Gibbons confirmed that if there is any feedback on the Finance Manager job description that was handed out at the beginning of the meeting, they should be directed to CEO Habashi.

John McAlister  
City of Mountain View

Joe Simitian  
County of Santa Clara

Misty Mersich gave an update on press coverage and Chair Sinks commented that any additional ideas for press are welcome.

### **Adjournment**

Howard Miller  
City of Saratoga

Chair Sinks adjourned the meeting at 3:58 p.m.

Jim Griffith  
City of Sunnyvale

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## SVCE Benefit Package

### Health Insurance

Employer contributes up to \$1000 a month to employee's medical, dental & vision coverage. If the employee has coverage elsewhere, employer will contribute up to \$1000 to a Health Savings Account or Flexible Spending Account in lieu of health, dental and vision coverage. The employee must provide proof of health coverage within 30 days of starting date.

### Retirement

Employer will provide up to 5% of matching contribution to 401A plan.

Employee can voluntarily contribute up to the IRS limits to 457B plan.

Employer participates in the Social Security and Medicare programs

### Paid Time Off

Employee is granted 180 hours at time of hire for vacation, sick, personal time and bereavement. After the employee's first anniversary they will be allowed 200 hours and then after 5 years 220 hours. The balance of employee leave hours may not exceed twice the annual allowable leave. Employee must be paid out for any balance accrued at the time of separation from the organization.

### Holidays

Employee is granted paid holiday time for all Federal & State holidays.

**There are quite a few mandatory leaves of absence that are required based on both Federal & CA law which change due to employer size. More details will follow in your employee handbook.**

- Domestic Violence and Sexual Assault Victim Leave
- Jury Duty or Witness Leave
- Military Leave
- Pregnancy Disability Leave
- School Appearance Leave
- Time Off for Victims of a Violent or Serious Crime
- Time Off to Vote
- Volunteer Emergency Duty Leave

**Long-term Disability Insurance**

LTD provided at 60% of salary subject to term of LTD insurance carrier and cap based on wage

**Term Life Insurance**

Guaranteed \$200,000 life and AD&D coverage

**Flexible Spending Account**

Pre-tax deductions for health spending and dependent care