



EXECUTIVE BOARD OF DIRECTORS AGENDA  
MAY 3, 2018 | 5PM  
CUPERTINO CITY HALL | 10300 TORRE AVENUE | CUPERTINO, CA 95014

1. Call to order
2. Consent Agenda
  - a. Executive Board Meeting Minutes: April 2018
  - b. Financials/Management Report: April 2018
3. Old Business
  - a. General Meeting (May)
4. Reports & Future Board Agenda Items:
  - a. June BOD meeting
  - b. Priorities progress/ upcoming committee reports
  - c. Response to Brown Act Complaint
5. City Manager's Report
6. President's Report
7. Executive Director Report:
  - a. administrative & operational items of the organization
  - b. announcements of partner organizations
8. Public Comment
9. Adjournment



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

**Meeting Date:** May 3, 2018

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

**Attachments:** April meeting minutes



EXECUTIVE BOARD OF DIRECTORS MINUTES – DRAFT  
APRIL 5, 2018 | 5PM  
CUPERTINO CITY HALL | 10300 TORRE AVENUE | CUPERTINO, CA 95014

1. Rod Sinks called the meeting to order at 5:54 PM. In attendance Rod Sinks, Marico Sayoc, Manny Cappello, Larry Klein, Aarti Shrivastava (Cupertino ACM & SCCMA representative), and Andi Jordan (by phone).
2. Larry Klein motioned, second by Manny Cappello to approve the Consent Agenda consisting of Executive Board Meeting Minutes of March 2018 and Financial Management Reports: January, February, March 2018. Motion passed by Consensus.
3. New Business
  - a. Rod Sinks gave an overview of the General Meeting (May) to be held at the Residence Inn by Marriott Cupertino-San Jose (Mainstreet Cupertino).
  - b. California law requires any individual, corporation, limited liability company, partnership or other association transacting business in California under a fictitious name to file, publish and periodically renew a fictitious business name statement. This requirement is designed to inform the public of the identity of the “person” or “persons” doing business under a fictitious name. Recommended Action: Approve consent agenda with budget amendment to include up to \$2100 for D&O policy, Cal-Nonprofit membership, & fictitious business name registration from either the amount previously earmarked for legal expenses (January 2018 action).  
Manny Cappello motioned to purchase D&O Insurance, join Cal-Nonprofits, and register the Association’s name with the County, an outlay of \$2100. Motion passed unanimously.
4. Reports & Future Board Agenda Items were finalized for April Board of Directors Meeting:
  - a. Ad Hoc Committee to form Santa Clara/Santa Cruz Community/ Roundtable
  - b. SVLG Request – Autonomous Vehicles (send to Smart Cities Committee)
  - c. Updates from appointees – OAC, SVRIA, or RWRC (not all 3)
  - d. Firearm Safety – information (City, County, State Regulations) & Quilt Museum & Gun Buyback Program
  - e. Ky Le, Santa Clara County: Measure A from County
5. Executive Director Report by Andi Jordan
  - a. Silicon Valley Regional Economic Forum – April 13. Rod Sinks will be moderating a panel on Sustainability.

- b. Legislative Action Committee Meeting will start at 6PM.
  - c. Executive Board directed Andi Jordan to discuss organizational issues (including section 115 and legal bill) with Greg Scharff.
6. Meeting adjourned at 7:03 PM.



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

**Meeting Date:** May 3, 2018

**Subject:** 3a General May General Meeting

**Attachments:** Budget, Catering & Rental quotes

**Thursday, May 10, 2018 | 6-9 PM**

**Residence Inn by Marriott San Jose Cupertino**

19429 Stevens Creek Boulevard Cupertino, CA 95014

[REGISTER via Eventbrite:](#)

### **Proposed Agenda**

6:00 - 6:45 appetizers | hosted wine bar & no host bar available  
6:45 Welcome by President Rod Sinks  
6:50 – 7:10 buffet  
7:10-7:45 Panelist pitch  
7:45 – 8:00 break and submit questions  
8:00 Reconvene, Introduce Board  
8:05 – Q&A and further discussion  
8:40-9PM social.

**Who Should Attend:** *City Council Members, City Managers, Assistant City Managers/Staff, County Board of Supervisors, County Executives, State and Congressional Representatives, and Community Leaders & Community Partners are cordially invited to join us for a lively conversation about housing and transportation. Our panelists include:*

**Program:** Panelists will be on stage with Rod Sinks. Each panelist will be given 3-5 minutes to pitch their points.

#### **Transportation**

Jacylyn Tidwell, SPUR, San Jose Policy Director

Hugh Louch, Alta

Mayor Lenny Siegel, City of Mountain View

#### **Housing**

Jason Rhine, League of California Cities, Legislative Director on Housing

Jonathan Asmis, Landed.com, CEO

Polly Bove, Fremont Unified HS District, Superintendent

Peggy Jensen, San Mateo County/A Home for All, Deputy County Administrator

## General Membership Meeting Budget

	<u>each</u>	<u>qty</u>	<u>extended</u>
<b>Expenses</b>			
Venue			
Catered Food - appetizers & dinner buffet	\$ 28	75	\$ 2,100
rental items (service, linens, stage)	\$ 821	1	821
delivery/ pick up - Unica	\$ 285	1	\$ 285
Bartender/service	\$ 150	4	\$ 600
8 Centerpieces and 2 Display	\$ 20	10	\$ 200
PA System w 3-4 Mics	\$ -	0	
Supplies (notecards or pens/pencils)			\$ 100
<b>Total Expenses</b>			
TAX - 9%			\$ 277.00
gratuity 18%			\$ 378.00
<b>Total Expenses</b>			<b>\$ 4,461</b>
<b>Cost per attendee</b>			<b>\$ 59</b>
<b>Revenue</b>			
Members (55@\$50)	\$ 50	55	\$ 2,750
Non-Members (13@\$100)	\$ 100	13	\$ 1,300
Speakers (7*\$0)	\$ -	8	\$ -
<b>Total</b>		<b>76</b>	<b>\$ 4,050</b>

donated items from hotel: venue, tables, chairs, corkage fee

donated items from Los Altos: pa system, microphones, projector

# WEST FRESH CATERING

Tele: 650.941.9888 | [www.westfresh.com](http://www.westfresh.com)

<b>Citiesassociation.org</b> Start time: 6pm End time:      Location: Contact Person: ~Andi Jordan 408.766.9534		DATE: May 10, 2018	QTY	Price	Total
<i>Lemon Roasted Saffron Chicken with artichoke heart</i> <i>Beef Madeira with mushrooms</i> <i>Seasonal Vegetable Ratatouille Zucchini, eggplants, tomato, roasted garlic caramelized onions,</i> <i>Saffron Wild Rice Pilaf</i> <i>Salad of Organic Mixed Greens with mandarin orange wedges, wine soaked cranberries, mango bites, served with balsamic and citrus dressing on the side</i> <i>B &amp; B</i> <i>Fudge Brownies, strawberries plate on the table</i>			75	\$228	\$2100
Service Staff this we cant change, with all the rental china, and glassware, we have to have help to set up , clean up.			4	\$150	\$600
Bar/ Bar Back / Minimum service hour 1 shift 5 hours 2 bar/ 2 services / \$30 an hour 5 hour each + service fee %18					

Estimated Charges (actual charges Presented At Conclusion of Event)					
	Charges	Service Fee- all staffed events 18%	Subtotal	Tax	Total
Dinner Menu / starter Highlighted in green,	\$ \$2100	\$ 378			
Service	\$ 600				
Rental – approx.	\$				
Grand total	\$ 2700	\$ 378		\$ 277	\$ 3355

# UNYCA

## Party Rentals Inc.

*Making every moment at your event memorable*

948 Washington Street  
 San Carlos, CA 94070  
 Phone: 650.610.9002  
 Fax: 650.610.9003  
 www.unicapartyrentals.com  
 Email: info@unicapartyrentals.com  
 24 Line: 650.240.5136

48805

### Reservation Delivery

Start Date:	5/10/2018
End Date:	5/10/2018
Return Date:	
Delivery Date:	5/10/2018
Pickup Date:	5/10/2018
Order Terms:	Credit Card
PO #:	
Job #:	

May 10th event

### Customer Information

Cities Association of Santa Clara C  
 PO Box 3144  
 Los Altos, CA 94024

### Ship To: Residence Inn by Marriott

Attn: Andi Jordan  
 Phone: (408) 766-9534  
 19429 Stevens Creek Boulevard  
 (Main Street Cupertino)  
 Cupertino, CA 95014

Ship VIA	Customer Email	Work Phone #	Fax Phone #
	andi@citiesassociation.org	(408) 766-9534	

Customer #	Authorized Contact Name	Contact Phone #	Sales Person Name	Employee Name
6123			Mari Barron	Mari Barron

Qty Out	Qty In	Description	Retail	Variance	Per Unit	NonTax	Total
9		120" Rd Poly Black	\$12.00	10%	\$10.80		\$97.20
6		8' Drape 90X156 Poly Black	\$18.00	10%	\$16.20		\$97.20
6		72" Square Poly White	\$6.50	10%	\$5.85		\$35.10
2		Linen Bag	\$0.00	10%	\$0.00	✓	\$0.00
Notes: GLASSWARE							
35		Embassy 12oz Pilsner Glass	\$0.55	10%	\$0.50		\$17.50
85		Libbey 11oz Water Glass	\$0.55	10%	\$0.50	✓	\$42.50
85		Embassy 8oz Teardrop Wine Glass	\$0.55	10%	\$0.50	✓	\$42.50
Notes: FLATWARE							
85		Athena Dinner Fork	\$0.55	10%	\$0.50		\$42.50
85		Athena Dinner Knife	\$0.55	10%	\$0.50		\$42.50
85		Athena Salad/ Dessert Fork	\$0.55	10%	\$0.50		\$42.50
Notes: CHINA							
85		Simply White Dinner Plate 10 1/2	\$0.55	10%	\$0.50		\$42.50
Notes: STAGE							
6		4'x4' Bil-Jax Multi-Stage	\$45.00	10%	\$40.50		\$243.00
4		Black Skirt 14'x16"	\$21.00	10%	\$18.90		\$75.60

Delivery Notes: 8am-12pm

stage set at 4' x 24" x 12"-16"

client to provide diagram for placement

Andi  
 408.766.9534

Pickup Notes: 10:00pm

Andi  
 408.766.9534



## Order Terms:

**RESERVATIONS/QUOTES** - All items are subject to availability. **Quotes do not hold inventory.** To reserve rentals, a completed credit card authorization form must be submitted for a 50% deposit. The balance will be charged a day prior to delivery once a final confirmation is received. Incomplete forms will not be accepted. No exceptions.

**Although we try to be as accurate as possible, Customer is responsible for the final review to avoid any problems with the order. Please review the copy of your order carefully including: delivery address, billing address, all dates and times etc.**

**ADDITIONAL CHARGES**- Customer is responsible for any additional charges that may occur upon delivery/pickup. A fee of \$100 will be applied for the following services: long carry, elevator, & stairs. Stand by fee of \$50 per man per hour will be applied if driver has to wait 10 minutes past schedule delivery/pickup time. **Re-routing delivery/pickup is an additional fee based on delivery/pickup rate.** Rush delivery fee for same day order is an additional \$150

**REVISIONS** – Revisions to reservations can be made until 10am the day before delivery. Any changes after 10am will be added to a separate order **WITH A RUSH FEE OF \$150. Decreases in quantities after 10AM will incur a 75% restocking fee**

**CANCELLATION POLICY**- Orders must be cancelled 24 hours prior to delivery/will call for a full refund. Orders cancelled after 24 hours will incur a 75% restocking fee as orders are pulled and prepared for loading.

**DELIVERY/PICKUP RENTAL ITEMS**- Please verify your order upon delivery and sign the reservation. Chairs and tables must be stacked on dollies provided. Use supplied linen bags for linens. Scrape all plates and silverware of food. Dump all liquid from glassware.

**UNUSED ITEMS** – Credit/Refunds cannot be issued for items that are unused once the order leaves our warehouse. Credits can only be issued if we are notified right away of any defects in the product and there is not enough time available to send a replacement.

**MISSING/DAMAGES** – Client is responsible for items from the time of delivery/will call to the time of return. Any damages/missing items such as missing equipment, damaged equipment, or burned/ripped linens will incur a replacement fee.

**SHORTAGE**- Unica Party Rentals offers 7 days grace period to return any item(s) on the shortage contact. The customer will be notified (2-3 business days) after the pick-up date, once the order is piece counted back to inventory. If items are not returned or we do not receive a response the shortage invoice will be closed out and sent to accounting for payment. At that time the credit card on file will be charged or an invoice will be sent to your billing department. If items are located after the 7 day grace period they can be kept or returned to Unica but no credit will be issued. If several items are kept longer than the 7 days and still wished be to returned, an extended rental will apply from the day of the original pick up, to the day the item(s) were returned.

X



Customer Signature

Andi Jordan, Executive Director

Customer Name (Printed)

## OFFICE HOURS:

Monday - Friday 8:00am - 5:00pm  
Saturdays 9:00am - 3:00pm

Rental Charges:	\$820.60
Delivery Charges:	\$85.00
Pickup Charges:	\$200.00
Sub Total:	\$1,105.60
Tax:	\$0.00
Order Total:	\$1105.60
Amount Paid:	\$0.00
Amount Due:	\$1,105.60



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

**Meeting Date:** May 3, 2018

**Subject:** 4a June BOD meeting

**Attachments:** 2017-2018 Budget

As customary at the June Board meeting, a new budget will be adopted. The budget will need some changes to accommodate items not previously in the budget such as insurance, other business fees.

Does the Executive Board want to establish a small committee or meet again to look at the budget to make the recommended changes to the Board of Directors or would the Executive Committee like to have Secretary/Treasurer and Executive Director make a budget recommendation?

## Adopted Cities Association Budget FY 2017-18

			Projected			Actual vs.	Proposed	amended \$
Budget Element	Comments	Budget 2016-2017	Actuals thru 5/24	Projection 5/1-6/30	Actuals 2015-2016	Budget Variance	Budget 2017-2018	
Revenues								
Directory Sales	\$15/per copy to others outside Cities Association	1,000	\$ 822	\$ 180	\$ 1,002	0%	\$ 1,000	
Member Dues	Per large/medium/small/very small schedule; FY 2014-2015 resumed original dues schedule after a 3-year reduced dues schedule. FY 2016-17 includes 5% increase in dues in order to cover expenses	87,868	\$ 87,868	\$ -	\$ 87,868	0%	\$ 87,866	
Interest	From LAIF account.Currently at .88%: calcluated at .75%.	431	\$ 465	\$ 44	\$ 509	18%	\$ 500	
Total Revenues		\$ 89,299	\$ 89,155	\$ 224	\$ 89,379	0.1%	\$ 89,366	
Expenses								
Office								
Director's Expenses	Cities Association Director's expense acct. for attending conferences - registration fees, dinners, parking, hotel, out of area travel	\$ 125	\$ -	\$ -	\$ -	-100%	\$ 125	\$ 525.00
Directory Production	Printing of Cities Association Annual Directory	\$ 1,000	\$ 1,084	\$ -	\$ 1,084	8%	\$ 1,000	
Dues and Subscriptions	SCC Mgr's Association (charged monthly). Western City magazine	\$ 325	\$ 335	\$ 120	\$ 455	40%	\$ 460	
Hospitality (Meetings)	Snacks and beverages for board, leadership, & CSC meetings.	\$ 420	\$ 345	\$ 60	\$ 405	-4%	\$ 420	
Internet Services	CMS for CASC website (\$10/mo); email/web host 1 and 1 (\$460/year).	\$ 250	\$ 60	\$ 60	\$ 120	-52%	\$ 560	
Miscellaneous	Bank service charges etc (\$3/mo)	\$ 36	\$ 30	\$ 6	\$ 36	0%	\$ 36	
Post Office Box	to receive mail	\$ 82	\$ 43	\$ 43	\$ 86	5%	\$ 86	
Postage	Stamps & postage. Mostly for directory distribution & event invitations & CSC Appointment letters	\$ 227	\$ 224	\$ 10	\$ 234	3%	\$ 230	
Printing and Copying	Kinko's copying, stationary, business cards	\$ 25	\$ -		\$ -	-100%	\$ 25	

Recognition	Certificates, plaques, pin boxes and nominal gifts for past president and others	\$ 200	\$ 175		\$ 175	-12%	\$ 200	
Repairs, Equipment Maint	Copier and printers; copier repair (or replacement) needed.	\$ 125	\$ 60		\$ 60	-52%	\$ 125	
Software Licenses	Adobe @ \$15/mo.; Microsoft Office (\$70); Parallels (\$35)	\$ 289	\$ 366	\$ 30	\$ 396	37%	\$ 400	\$ 150.00
Supplies and Equipment	Computer, fax, toner, ink cartridges, computer when needed (last computer purchased in July 2014)	\$ 375	\$ 415	\$ -	\$ 415	11%	\$ 425	
Telephone	Cell phone line for new office (\$53/month) purchased July 2014.	\$ 1,000	\$ 545	\$ 105	\$ 650	-35%	\$ 650	
Website Update	Update CitiesAssociation.org to more mobile-friendly site	\$ -					\$ 700	
Business fees								\$ 400.00
Insurance								\$ 1,700.00
Total Office		\$ 4,479	\$ 3,681		\$ 4,115	-8%	\$ 5,442	
Professional Services								
Payroll: Service Fees	TimePlus, \$77.80/mo + extra for qtr and year-end	\$ 1,000	\$ 715	\$ 156	\$ 871	-13%	\$ 1,000	
Payroll: Taxes		\$ 6,200	\$ 5,267	\$ 1,674	\$ 6,941	12%	\$ 7,000	
Payroll: Wages	New ED's salary for 2017-2018 = \$70,000	\$ 76,620	\$ 62,225	\$ 8,700	\$ 70,925	-7%	\$ 70,000	
Consulting Wages	Provides extra training for new ED & legal service	\$ -					\$ 21,000	\$ 11,000.00
Workmens Comp Insura								\$ 520.00
Total Professional Services		\$ 83,820	\$ 68,207	\$ 10,530	\$ 78,737	-6%	\$ 99,000	
Programs and Initiatives								
Contributiosn (partnering)	Support of regional projects, initiatives, e.g. Participation in Reg. Economic Summit for \$1000	\$ 1,000	\$ 1,000		\$ -	N/A	\$ 1,000	
Total Programs and Initiatives		\$ 1,000	\$ 1,000	\$ -	\$ -	-100%	\$ 1,000	
Total Expenses		\$ 89,299	\$ 72,888	\$ 10,530	\$ 82,852	-7%	\$ 105,442	
Other Income and Expense								
Membership Meetings - Proceeds	Total revenue from attendees and sponsors	\$ 12,000	\$ 9,765	\$ 3,774	\$ 13,539	13%	\$ 14,000	
Membership Meetings - Costs	Total costs of dinners (paid to restaurants and caterers), entertainment, event insurance, etc.	\$ 12,000	\$ 3,384	\$ 3,487	\$ 6,871	-43%	\$ 14,000	

<b>Total Other Income</b>	Projected other income/loss from Membership Events	\$ -	\$ 6,381	\$ 287	\$6,668	N/A	\$ -	
<b>Net Income/Loss (Surplus/Deficit from Reserves)</b>		\$ -			\$ 13,194		\$ (16,076)	\$14,295.00
<b>Projected reserves, end of budget year</b>		54,678			\$ 54,312		\$ 54,578	
<b>Cash Reserves</b>								
	Checking Account Balance				\$ 3,591		\$ 3,591	
	Savings Account (LAIF) Balance				\$ 50,721		\$ 50,987	
	<b>Total Reserves</b>				\$54,312		\$54,578	\$ 40,283.00

## Cities Association of Santa Clara County – 2018 Workplan

Topic	Subtopic	Committee members	Presentation scheduled
Transportation & Funding	Collaboration between cities & major employers on transit solutions to serve all	<b>Rod Sinks*</b> , Pat Showalter, Rob Rennie, Debbie Davis, Greg Scharff	October
	New models to fund mass transit given new federal tax & funding realities such as public private partnerships or headcount/payroll tax	<b>Rod Sinks*</b> , Greg Scharff	May General Membership meeting/October
	Local &/or regional transit agency governance reform	<b>Rod Sinks*</b> , Pat Showalter, Greg Scharff	October
	Leverage requests to support RM3 or mega measures	<b>Rod Sinks*</b> , Greg Scharff	October
Housing & Homelessness	ADUs	<b>Rod Sinks*</b> , Marsha Grilli, Pat Showalter, Larry Klein	September
	Vehicle dwellers	Steve Tate, Marsha Grilli, <b>Pat Showalter*</b> , Manny Cappello	June
	Measure A Housing Bond	<b>Glenn Hendricks*</b> , Rod Sinks, Marsha Grilli, Pat Showalter	March/ongoing
	Ongoing analysis of state legislation	<b>Marico Sayoc*</b> , Marsha Grilli, Pat Showalter, Rob Rennie, Larry Klein, Greg Scharff	ongoing
Sustainability	Greenhouse emissions	Steve Tate, Rod Sinks, Gary Waldeck, Marsha Grilli, <b>Pat Showalter*</b>	November
	EV infrastructure	Rod Sinks, Rob Rennie, <b>Larry Klein*</b> , Jan Pepper, Greg Scharff	November
Other topics			
	Smart Cities	Rod Sinks, Chappie Jones, Gary Waldeck, Jeff Cristina, <b>Greg Scharff*</b> , <b>Peter Leroe-Munoz*</b>	June
	Age-Friendly Implementation	Gary Waldeck, <b>Manny Cappello*</b> , Rob Rennie, Debbie Davis	August
	EMS Option	<b>Chappie Jones*</b> , Greg Scharff	March
	Guns	Marico Sayoc/LAC	April

Cities Association of Santa Clara County – 2018 Workplan

	Aircraft Noise	<b>Greg Scharff*</b> , Gary Waldeck, Mary-Lynne Bernald, Pat Showalter, Savita Vaidhyanathan, Larry Klein, Steve Tate	April
	RHNA Sub-Region Task Force	<b>Greg Scharff*</b> , Jim Griffith, Pat Showalter, Chappie Jones	March



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

**Meeting Date:** May 3, 2018

**Subject:** 4c Response to Brown Act Complaint

**Attachments:**

While a formal complaint has not been received, Andi Jordan, Executive Director, did receive a verbal complaint regarding discussions and votes at the April Legislative Action Committee Meeting.

After discussing the issue with staff at various cities, the Executive Board should discuss remedying the April discussion and vote by having a publically noticed discussion and vote at the June meeting or if another response, if any, is needed.





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

**Meeting Date:** May 3, 2018

**Subject:** 6b announcement of partner organizations

**Attachments:** **Markula Center, SPUR**

Hi Andi,

Perfect. Our SPUR Member Party in San Jose will be on Wednesday, June 6th from 5-9 PM at San Pedro Square Market.

Please let me know the list of electeds for Teresa to invite to join us. Thank you.

Also, if others are interested in joining SPUR as individuals and getting tickets to the event, we are running membership specials!

Amanda Fasenmyer <afasenmyer@spur.org>