



EXECUTIVE BOARD OF DIRECTORS MEETING AGENDA
FRIDAY, JUNE 7, 2019 | 3PM
CITY OF SARATOGA | 13777 FRUITVALE | SARATOGA 95070

Discussion & action may be taken on any of the following items.

1. Welcome and Roll Call 3:00 PM
2. Consideration of approval of consent agenda:
 - a. April 2019 Board of Directors Minutes
 - b. Financial reports: April and May 2019
 - c. SC|SC Roundtable Invoices:
February 2019: \$11791.97
March 2019: \$14,414.44
April 2019: \$22,223.30
 - d. General Membership Meeting: Budget vs. Actuals
3. Old Business: 3:10 PM
 - a. Discussion and update on the progress of the Santa Clara | Santa Cruz Roundtable (informational only). *Jordan*
 - b. Discussion (and debrief) of the May General Membership Meeting. *Cappello & Jordan*
4. New Business: 3:20 PM
 - a. Legislative Action Committee:
 - Discussion of committee meeting in May and positions taken. *Abe-Koga & Jordan*
 - b. Consideration of request to cosponsor symposium on electrification with Silicon Valley Joint Venture to co-sponsor. *Jordan*
5. Agenda Setting for Board of Directors Meeting/Committee Reports to Board: 3:30 PM
 - a. City Selection Committee – 2 appointments/recommendations
 - b. Legislative Committee meeting
 - c. Silicon Valley Clean Energy
 - d. City of San José – scooters
 - e. Legislative Committee (report out)
 - f. RHNA Subregion formation update
 - g. Other possible topics?
6. Public Comment 3:45 PM
7. Executive Director Report 3:50 PM
8. Adjourn until Friday, August 2, 2019 at 3PM, Saratoga City Hall. 4:00 PM

EXECUTIVE BOARD OF DIRECTORS CLOSED SESSION MEETING MINUTES
FRIDAY, APRIL 5, 2019 | 3PM
CITY OF SARATOGA | 13777 FRUITVALE | SARATOGA 95070

1. President Manny Cappello (Saratoga) called the meeting to order at 3PM. Also present:
Rod Sinks (Cupertino)
Chappie Jones (San José)
Larry Klein (Sunnyvale)
James Lindsay (SCCCMA/Saratoga)
Andi Jordan (Executive Director)

2. Consideration of approval of consent agenda:
 - March 2019 Board of Directors Minutes
 - Financial reports: February and March 2019

Motion to approve the consent agenda by Rod Sinks, second by Larry Klein.

AYES: 4 (Cappello, Klein, Sinks, Jones)

NAYES: 0

ABSTENTIONS: 0

ABSENT: Sayoc, Abe-Koga

3. Old Business:
 - a. Report of action from Closed Session Meeting of March 8, 2019 for the Executive Director Performance Review Pursuant to Government Code Section 54957(b) and 54957.6. The Board entered a closed session. Concluding the closed session, Manny Cappello would work with the Executive Director on a new contract and bring back to the Executive Board for approval.
 - b. The board discussed meeting and committee presentation dates (attached) with unanimous consensus.
AYES: 4 (Cappello, Klein, Sinks, Jones)
NAYES: 0
ABSTENTIONS: 0
ABSENT: Sayoc, Abe-Koga
 - c. The Board Discussed Housing Policy Statement and next steps if any. No action was taken at this time and will add the topic to the April Board Agenda.
 - d. Discussion of the May General Membership Meeting details including budget, program overview was provided by Cappello and Jordan. No action taken.
4. New Business:
 - a. Discussion and consideration of the FY 2019-2020 Budget. Motion by Rod Sinks, second from Chappie Jones, to approve the budget with changes:
 - Executive Board to propose annual budget increase of 3%,
 - Amend by-laws to decrease the reserves from 6-9 months to 3-6 months.
 - Executive Director Salary increase of \$5000.Motion was approved unanimously.
AYES: 4 (Cappello, Klein, Sinks, Jones)

NAYES: 0

ABSTENTIONS: 0

ABSENT: Sayoc, Abe-Koga

5. By unanimous consent, the Board agreed to the following Agenda for April Board of Directors Meeting:

Senator Jim Beall – 45 minutes

Silicon Valley Housing Trust – 20 minutes

Housing Policy Next Steps Discussion - 10 minutes

Legislative Action Committee - 15 minutes

Joys & Challenges

AYES: 4 (Cappello, Klein, Sinks, Jones)

NAYES: 0

ABSTENTIONS: 0

ABSENT: Sayoc, Abe-Koga

There was no public comment or executive director report.

With a motion from Rod Sinks and a second by Chappie Jones, the meeting was adjourned at 5:10 PM.

Motion was approved unanimously.

AYES: 4 (Cappello, Klein, Sinks, Jones)

NAYES: 0

ABSTENTIONS: 0

ABSENT: Sayoc, Abe-Koga

Respectfully submitted,

Andi Jordan
Executive Director

Minutes approved on DATE.

Motion:

Second:

AYES:

NAYES:

ABSTENTION:

ABSENT:

Cities Association of Santa Clara County – 2019 Priorities
Committee Assignments

| Topic | Interested members | Target date |
|--|--|------------------|
| Housing | | |
| <ul style="list-style-type: none"> RHNA | <p>Chappie Jones (San José) Roland Velasco (Gilroy) Margaret Abe-Koga (Mountain View) Carmen Montano (Milpitis) Liz Kniss (Palo Alto) Cindy Chavez (Santa Clara County)</p> <p>Staff: Andi Jordan Laurel Prevetti (CM, Los Gatos) Leslie Little (ACM, Morgan Hill) Raania Mohsen (City of San José) Terry Blount, (CM, SCCAPO, Monte Sereno) County planning dept.</p> | June/August |
| <ul style="list-style-type: none"> CASA Compact = Legislative | Legislative Action Committee | |
| <ul style="list-style-type: none"> ADUs | <p>Rod Sinks (Cupertino) Jan Pepper (Los Altos) Carmen Montano (Milpitis) Lydia Kou (Palo Alto)</p> | August/September |
| Transportation | <p>Rod Sinks (Cupertino) Lisa Matchak (Mountain View) Paul Resnikoff (Campbell) Carmen Montano (Milpitis) Michelle Wu (Los Altos Hills)</p> | August/September |
| <ul style="list-style-type: none"> Roundtable | Quarterly or semi-annual Board update? | |
| Fire Suppression | <p>Margaret Abe-Koga (Mountain View) Javed Ellahie (Monte Sereno)</p> | October |

Management Report

CITIES ASSOCIATION OF SANTA CLARA COUNTY

For the period ended April 30, 2019



Prepared by

BestBooks4U Bookkeeping & QuickBooks Consulting

Prepared on

June 4, 2019

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Profit and Loss to end April 2019

July 2018 - April 2019

| | Total |
|------------------------------------|-------------------|
| INCOME | |
| Directory Income | 195.00 |
| Dues Income | 144,886.05 |
| Reimbursement | 18.42 |
| Roundtable Income | 250,000.01 |
| Total Income | 395,099.48 |
| GROSS PROFIT | |
| | 395,099.48 |
| EXPENSES | |
| Computer & Equipment | 2,670.91 |
| Dues and Subscriptions | 400.00 |
| Office | 6.80 |
| Conferences/Director's Expenses | 373.30 |
| Directory Production | 241.00 |
| Hospitality | 1,340.36 |
| Insurance | 1,401.84 |
| Internet - Web Hosting Services | 130.21 |
| Miscellaneous | |
| Bank Service Charges | 30.00 |
| Merchant QB Payment Fees | 1.12 |
| Total Bank Service Charges | 31.12 |
| Total Miscellaneous | 31.12 |
| Post Office Box | 56.00 |
| Postage and Delivery | 98.29 |
| Printing and Copying | 1,205.61 |
| Software Licenses | 1,029.85 |
| Supplies and Equipment | 252.52 |
| Website Update | 2,000.00 |
| Total Office | 8,166.90 |
| Other Miscellaneous Service Cost | 4.60 |
| Professional Services | |
| Accounting Services | 1,020.00 |
| Attorney Services | 650.00 |
| Consultants | 1,273.00 |
| Employee Expenses | |
| Payroll Service Fees | 499.00 |
| Payroll Taxes | 6,606.00 |
| Payroll Wages/Salary | 86,333.30 |
| Total Employee Expenses | 93,438.30 |
| Total Professional Services | 96,381.30 |
| Reimbursable Expense | 122.00 |
| Uncategorized Expense | -21.57 |
| Workers Compensation | 559.50 |

| | Total |
|--|---------------------|
| Total Expenses | 108,283.64 |
| NET OPERATING INCOME | 286,815.84 |
| OTHER INCOME | |
| Interest Income | 1,131.21 |
| Membership Dinners - Proceeds | 5,200.00 |
| Total Other Income | 6,331.21 |
| OTHER EXPENSES | |
| General meeting - office supplies/signage | 107.91 |
| Membership Dinners - Cost | 12,237.69 |
| Roundtable consultant and technical services | 11,791.97 |
| Total Other Expenses | 24,137.57 |
| NET OTHER INCOME | -17,806.36 |
| NET INCOME | \$269,009.48 |

Balance Sheet

As of April 30, 2019

| | Total |
|-------------------------------------|---------------------|
| ASSETS | |
| Current Assets | |
| Bank Accounts | |
| Checking - Union Bank | 188,958.18 |
| Total Bank Accounts | 188,958.18 |
| Accounts Receivable | |
| Accounts Receivable | 18,432.49 |
| Total Accounts Receivable | 18,432.49 |
| Other Current Assets | |
| Accrued Interest | 44.60 |
| LAIF Funds | 119,761.49 |
| Venue Deposit | 1,000.00 |
| Total Other Current Assets | 120,806.09 |
| Total Current Assets | 328,196.76 |
| Fixed Assets | |
| Accumulated Depreciation | -1,926.59 |
| Machinery and Equipment | 2,203.41 |
| Total Fixed Assets | 276.82 |
| TOTAL ASSETS | \$328,473.58 |
| LIABILITIES AND EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Credit Cards | |
| First National Bank of Omaha | 714.15 |
| Total Credit Cards | 714.15 |
| Total Current Liabilities | 714.15 |
| Total Liabilities | 714.15 |
| Equity | |
| Opening Bal Equity | -34.00 |
| Reserves | 0.00 |
| Reserve for New Equip. | 2,329.09 |
| Reserve for Operations | 35,000.00 |
| Total Reserves | 37,329.09 |
| Unrestricted Fund Balance | 21,454.86 |
| Net Income | 269,009.48 |
| Total Equity | 327,759.43 |
| TOTAL LIABILITIES AND EQUITY | \$328,473.58 |

Statement of Cash Flows

July 2018 - April 2019

| | Total |
|--|---------------------|
| OPERATING ACTIVITIES | |
| Net Income | 269,009.48 |
| Adjustments to reconcile Net Income to Net Cash provided by operations: | |
| Accounts Receivable | -18,432.49 |
| LAIF Funds | -63,131.21 |
| First National Bank of Omaha | 1,508.63 |
| Total Adjustments to reconcile Net Income to Net Cash provided by operations: | -80,055.07 |
| Net cash provided by operating activities | 188,954.41 |
| FINANCING ACTIVITIES | |
| Reserves: Reserve for New Equip. | -2,670.91 |
| Unrestricted Fund Balance | 2,670.91 |
| Net cash provided by financing activities | 0.00 |
| NET CASH INCREASE FOR PERIOD | 188,954.41 |
| Cash at beginning of period | 3.77 |
| CASH AT END OF PERIOD | \$188,958.18 |

Profit and Loss by month

July 2018 - April 2019

| | Jul 2018 | Aug 2018 | Sep 2018 | Oct 2018 | Nov 2018 | Dec 2018 | Jan 2019 | Feb 2019 | Mar 2019 | Apr 2019 | Total |
|------------------------------------|-------------------|------------------|------------------|-------------------|-------------------|-------------------|-------------------|-------------------|------------------|-------------------|-------------------|
| INCOME | | | | | | | | | | | |
| Directory Income | | 15.00 | 150.00 | 30.00 | | | 210,107.22 | | | | 195.00 |
| Dues Income | 144,886.05 | | | 18.42 | | | | | | | 144,886.05 |
| Reimbursement | | | | | | | | | 39,892.79 | | 18.42 |
| Roundtable Income | | | | | | | 210,107.22 | | | | 250,000.01 |
| Total Income | 144,886.05 | 15.00 | 150.00 | 48.42 | 0.00 | 0.00 | 210,107.22 | 0.00 | 39,892.79 | 0.00 | 395,099.48 |
| GROSS PROFIT | | | | | | | | | | | |
| EXPENSES | | | | | | | | | | | |
| Computer & Equipment | | | | | | 400.00 | | 2,670.91 | | | 2,670.91 |
| Dues and Subscriptions | | | | | | | | | | | 400.00 |
| Office | | 6.80 | | | | | | | | | 6.80 |
| Conferences/Director's Expenses | | | | | 40.00 | | 55.00 | 175.00 | 103.30 | | 373.30 |
| Directory Production | | | | | | 200.00 | | | 41.00 | | 241.00 |
| Hospitality | | 151.23 | 151.23 | 124.00 | 145.19 | | 260.25 | 126.25 | | 162.18 | 1,340.36 |
| Insurance | 138.42 | 138.42 | 138.41 | 138.41 | 138.41 | 138.41 | | 427.00 | | 144.36 | 1,401.84 |
| Internet - Web Hosting Services | | 21.57 | 59.94 | | 21.57 | | | 21.57 | 1.56 | 4.00 | 130.21 |
| Miscellaneous | | | | | | | | | | | 0.00 |
| Bank Service Charges | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 30.00 |
| Merchant QB Payment Fees | | | | | | | 1.12 | | | | 1.12 |
| Total Bank Service Charges | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 4.12 | 3.00 | 3.00 | 3.00 | 31.12 |
| Total Miscellaneous | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 4.12 | 3.00 | 3.00 | 3.00 | 31.12 |
| Post Office Box | | | | 56.00 | | | | | | | 56.00 |
| Postage and Delivery | | 7.21 | 7.25 | 1.63 | | | | | | 82.20 | 98.29 |
| Printing and Copying | | 100.90 | 95.22 | 109.67 | 76.94 | 140.28 | 107.65 | 194.12 | 147.79 | 233.04 | 1,205.61 |
| Software Licenses | | 87.49 | 87.49 | 87.49 | 107.49 | 107.49 | 107.49 | 122.48 | 128.46 | 122.48 | 1,029.85 |
| Supplies and Equipment | 71.49 | 5.98 | | | | 246.54 | | | | | 252.52 |
| Website Update | | | | 1,000.00 | 1,000.00 | | | | | | 2,000.00 |
| Total Office | 212.91 | 522.60 | 542.54 | 1,520.20 | 1,632.60 | 895.72 | 594.51 | 642.42 | 1,072.14 | 751.26 | 8,166.90 |
| Other Miscellaneous Service Cost | | | 4.60 | | | | | | | | 4.60 |
| Professional Services | | | | | | | | | | | 0.00 |
| Accounting Services | | | | | | 255.00 | 170.00 | | 403.75 | 191.25 | 1,020.00 |
| Attorney Services | | | | | | | | | 650.00 | | 650.00 |
| Consultants | 556.25 | 66.75 | | | | 650.00 | | | | | 1,273.00 |
| Employee Expenses | | | | | | | | | | | 0.00 |
| Payroll Service Fees | 88.00 | 45.00 | 45.00 | 45.00 | 45.00 | 51.00 | 45.00 | 45.00 | 45.00 | 45.00 | 499.00 |
| Payroll Taxes | 637.50 | 637.50 | 637.50 | 637.49 | 637.51 | 637.50 | 791.50 | 637.50 | 637.50 | 714.50 | 6,606.00 |
| Payroll Wages/Salary | 8,333.33 | 8,333.33 | 8,333.33 | 8,333.33 | 11,333.33 | 8,333.33 | 8,333.33 | 8,333.33 | 8,333.33 | 8,333.33 | 86,333.30 |
| Total Employee Expenses | 9,068.83 | 9,015.83 | 9,015.83 | 9,015.82 | 12,015.84 | 9,021.83 | 9,189.83 | 9,015.83 | 9,015.83 | 9,092.83 | 93,468.30 |
| Total Professional Services | 9,615.08 | 9,082.58 | 9,015.83 | 9,015.82 | 12,015.84 | 9,926.83 | 9,339.83 | 9,015.83 | 10,069.58 | 9,284.08 | 96,381.30 |
| Reimbursable Expense | | | | | | 122.00 | | | | | 122.00 |
| Uncategorized Expense | | | | | | | | | | | -21.57 |
| Workers Compensation | | 61.42 | 62.26 | 62.26 | 62.26 | 62.26 | 62.26 | 62.26 | 62.26 | 62.26 | 559.50 |
| Total Expenses | 9,827.89 | 9,686.60 | 9,625.23 | 10,598.28 | 13,610.70 | 11,346.81 | 9,936.60 | 12,391.42 | 11,162.41 | 10,097.60 | 108,283.64 |
| NET OPERATING INCOME | 135,058.06 | -9,651.60 | -9,475.23 | -10,549.86 | -13,610.70 | -11,346.81 | 200,170.62 | -12,391.42 | 28,710.98 | -10,097.60 | 286,815.84 |
| OTHER INCOME | | | | | | | | | | | |

| | Jul 2018 | Aug 2018 | Sep 2018 | Oct 2018 | Nov 2018 | Dec 2018 | Jan 2019 | Feb 2019 | Mar 2019 | Apr 2019 | Total |
|--|---------------------|----------------------|---------------------|----------------------|----------------------|----------------------|---------------------|----------------------|--------------------|----------------------|---------------------|
| Interest Income | | | 307.66 | | | | 823.55 | | | | 1,131.21 |
| Membership Dinners - Proceeds | | | | | | 5,200.00 | | | | | 5,200.00 |
| Total Other Income | 0.00 | 0.00 | 307.66 | 0.00 | 0.00 | 5,200.00 | 823.55 | 0.00 | 0.00 | 0.00 | 6,331.21 |
| OTHER EXPENSES | | | | | | | | | | | |
| General meeting - office supplies/signage | | | | | 715.98 | 9,498.20 | | | | 107.91 | 107.91 |
| Membership Dinners - Cost | | 2,023.51 | | | | | | | | | 12,237.69 |
| Roundtable consultant and technical services | | | | | | | | | | 11,791.97 | 11,791.97 |
| Total Other Expenses | 0.00 | 2,023.51 | 0.00 | 0.00 | 715.98 | 9,498.20 | 0.00 | 0.00 | 0.00 | 11,899.88 | 24,137.57 |
| NET OTHER INCOME | 0.00 | -2,023.51 | 307.66 | 0.00 | -715.98 | -4,298.20 | 823.55 | 0.00 | 0.00 | -11,899.88 | -17,806.36 |
| NET INCOME | \$135,056.06 | \$ -11,675.11 | \$ -9,167.57 | \$ -10,549.86 | \$ -14,326.68 | \$ -15,645.01 | \$200,994.17 | \$ -12,391.42 | \$28,710.38 | \$ -21,997.48 | \$269,009.48 |

April 2019 Transaction Detail by Account

April 2019

| Date | Transaction Type | Num | Name | Class | Memo/Description | Split | Amount | Balance |
|--|------------------|---------------------|----------------------------------|-------|---|--|----------------------|------------|
| Checking - Union Bank | | | | | | | | |
| 04/01/2019 | Expense | | Great American Insurance Group | | GreatAmer - Grea VENDOR P GreatAmer - Grea VENDOR PMT PPD *****5651 | Office:Insurance | -144.36 | -144.36 |
| 04/02/2019 | Expense | | Gusto | | GUSTO FEE 375192 CCD 6sem GUSTO FEE 375192 CCD 6semjnh84k | Professional Services:Employee Expenses:Payroll Service Fees | -45.00 | -189.36 |
| 04/08/2019 | Expense | | AP Intego | | APIntegoInsuranc ACHTRANS 39590576 | Workers Compensation | -62.26 | -251.62 |
| 04/09/2019 | Journal Entry | Gusto | | | Debit tax | -Split- | -77.00 | -328.62 |
| 04/18/2019 | Payment | check #0212407 - | Carlos Palacios | | ONLINE PAYMENT THANK YOU | Accounts Receivable | 39,892.79 | 39,564.17 |
| 04/22/2019 | Transfer | | | | | First National Bank of Omaha | -648.72 | 38,915.45 |
| 04/24/2019 | Journal Entry | Gusto | | CASCC | Debit tax | -Split- | -3,360.08 | 35,555.37 |
| 04/24/2019 | Journal Entry | Gusto | | CASCC | Debit net pay | -Split- | -5,610.75 | 29,944.62 |
| 04/29/2019 | Check | roundtable 144678 | Environmental Science Associates | | Roundtable invoice | Roundtable consultant and technical services | -11,791.97 | 18,152.65 |
| 04/29/2019 | Check | PO Box for 6 months | USPS | | PO Box for 6 months | Office:Postage and Delivery | -61.00 | 18,091.65 |
| 04/30/2019 | Expense | | Bestbooks4U | | ADELE LEVIN T/A SALE WEB | Professional Services:Accounting Services | -191.25 | 17,900.40 |
| 04/30/2019 | Expense | | Union Bank | | CHECK IMAGE FEE | Office:Miscellaneous:Bank Service Charges | -3.00 | 17,897.40 |
| Total for Checking - Union Bank | | | | | | | \$17,897.40 | |
| Accounts Receivable | | | | | | | | |
| 04/03/2019 | Payment | 3046095 | City of Palo Alto | | | Undeposited Funds | -19,802.95 | -19,802.95 |
| 04/18/2019 | Payment | check #0212407 - | Carlos Palacios | | | Checking - Union Bank | -39,892.79 | -59,695.74 |
| Total for Accounts Receivable | | | | | | | \$ -59,695.74 | |
| Undeposited Funds | | | | | | | | |
| 04/03/2019 | Payment | 3046095 | City of Palo Alto | | | Accounts Receivable | 19,802.95 | 19,802.95 |
| Total for Undeposited Funds | | | | | | | \$19,802.95 | |
| First National Bank of Omaha | | | | | | | | |
| 04/08/2019 | Expense | | FedEx Office | | FEDEXOFFICE 00051474 - CUPERTINO, CA | Office:Printing and Copying | 23.80 | 23.80 |
| 04/08/2019 | Expense | | www.1and1.com | | WWW.1AND1.COM - 6105601589, PA | Office:Internet - Web Hosting Services | 4.00 | 27.80 |
| 04/11/2019 | Expense | | A Slice Of New York | | | Office:Hospitality | 150.00 | 177.80 |
| 04/11/2019 | Expense | | | | | Office:Printing and Copying | 98.13 | 275.93 |
| 04/11/2019 | Expense | | FedEx Office | | | Office:Printing and Copying | 12.21 | 288.14 |
| 04/16/2019 | Expense | | | | ZOOM.US - 8887999666, CA | Office:Software Licenses | 14.99 | 303.13 |

| Date | Transaction Type | Num | Adj | Name | Class | Memo/Description | Split | Amount | Balance | |
|--|------------------|-----------------------|-----|--------------------------------|------------|---|---|---------|-----------------|---------------|
| 04/16/2019 | Expense | | No | Adobe | | ADOBE *ACROBAT PRO - 8008336687, CA | Office:Software Licenses | 14.99 | 316.12 | |
| 04/17/2019 | Expense | | No | | | Intuit *QuickBooks - 800-446-8848, CA | Office:Software Licenses | 20.00 | 338.12 | |
| 04/19/2019 | Expense | | No | Microsoft | | MSFT * E010080RGF - MSBILL.INFO, WA | Office:Software Licenses | 12.50 | 350.62 | |
| 04/19/2019 | Expense | | No | Intuit | | Intuit *QuickBooks - 800-446-8848, CA | Office:Software Licenses | 60.00 | 410.62 | |
| 04/22/2019 | Expense | postage | No | USPS | | Return signed MOUs - Santa Cruz City of Santa Clara | Office:Postage and Delivery | 9.65 | 420.27 | |
| 04/22/2019 | Transfer | | No | | | ONLINE PAYMENT THANK YOU | Checking - Union Bank | -648.72 | -228.45 | |
| 04/24/2019 | Expense | hospitality - meeting | No | Lucky | | | Office:Hospitality | 12.18 | -216.27 | |
| 04/24/2019 | Expense | roundtable mtg | No | FedEx Office | | Roundtable mtg | Office:Printing and Copying | 95.84 | -120.43 | |
| 04/24/2019 | Expense | roundtable mtg | No | FedEx Office | | | Office:Printing and Copying | 3.06 | -117.37 | |
| 04/29/2019 | Expense | stamps | No | USPS | | Stamps | Office:Postage and Delivery | 11.55 | -105.82 | |
| 04/30/2019 | Expense | | No | Amazon | | easel pads for general meeting | General meeting - office supplies/signage | 107.91 | 2.09 | |
| Total for First National Bank of Omaha | | | | | | | | | \$2.09 | |
| Office | | | | | | | | | | |
| Hospitality | | | | | | | | | | |
| 04/11/2019 | Expense | | No | A Slice Of New York | CASCC | | First National Bank of Omaha | 150.00 | 150.00 | |
| 04/24/2019 | Expense | hospitality - meeting | No | Lucky | CASCC | | First National Bank of Omaha | 12.18 | 162.18 | |
| Total for Hospitality | | | | | | | | | \$162.18 | |
| Insurance | | | | | | | | | | |
| 04/01/2019 | Expense | | No | Great American Insurance Group | CASCC | GreatAmer - Grea VENDOR P GreatAmer - Grea VENDOR PMT PPD *****8651 | Checking - Union Bank | 144.36 | 144.36 | |
| Total for Insurance | | | | | | | | | \$144.36 | |
| Internet - Web Hosting Services | | | | | | | | | | |
| 04/08/2019 | Expense | | No | www.1and1.com | Roundtable | WWW.1AND1.COM - 6105601589, PA | First National Bank of Omaha | 4.00 | 4.00 | |
| Total for Internet - Web Hosting Services | | | | | | | | | \$4.00 | |
| Miscellaneous | | | | | | | | | | |
| Bank Service Charges | | | | | | | | | | |
| 04/30/2019 | Expense | | No | Union Bank | CASCC | CHECK IMAGE FEE | Checking - Union Bank | 3.00 | 3.00 | |
| Total for Bank Service Charges | | | | | | | | | \$3.00 | |
| Total for Miscellaneous | | | | | | | | | | \$3.00 |
| Postage and Delivery | | | | | | | | | | |
| 04/22/2019 | Expense | postage | No | USPS | Roundtable | Return signed MOUs - Santa Cruz City of Santa Clara | First National Bank of Omaha | 9.65 | 9.65 | |

| Date | Transaction Type | Num | Adj | Name | Class | Memo/Description | Split | Amount | Balance |
|---------------------------------------|------------------|---------------------|-----|--------------|------------|--|------------------------------|----------|-----------------|
| 04/29/2019 | Expense | stamps | No | USPS | CASCC | Stamps | First National Bank of Omaha | 11.55 | 21.20 |
| 04/29/2019 | Check | PO Box for 6 months | No | USPS | CASCC | PO Box for 6 months | Checking - Union Bank | 61.00 | 82.20 |
| Total for Postage and Delivery | | | | | | | | | \$82.20 |
| Printing and Copying | | | | | | | | | |
| 04/08/2019 | Expense | | No | FedEx Office | Roundtable | FEDEXOFFICE 00051474 - CUPERTINO, CA | First National Bank of Omaha | 23.80 | 23.80 |
| 04/11/2019 | Expense | | No | | CASCC | Lac csc bod April 12 | First National Bank of Omaha | 98.13 | 121.93 |
| 04/11/2019 | Expense | | No | FedEx Office | CASCC | boD csc lac | First National Bank of Omaha | 12.21 | 134.14 |
| 04/24/2019 | Expense | roundtable mtg | No | FedEx Office | Roundtable | | First National Bank of Omaha | 3.06 | 137.20 |
| 04/24/2019 | Expense | roundtable mtg | No | FedEx Office | Roundtable | | First National Bank of Omaha | 95.84 | 233.04 |
| Total for Printing and Copying | | | | | | | | | \$233.04 |
| Software Licenses | | | | | | | | | |
| 04/16/2019 | Expense | | No | | CASCC | ZOOM.US - 8887999666, CA | First National Bank of Omaha | 14.99 | 14.99 |
| 04/16/2019 | Expense | | No | Adobe | CASCC | ADOBE *ACROBAT PRO - 8008336687, CA | First National Bank of Omaha | 14.99 | 29.98 |
| 04/17/2019 | Expense | | No | | CASCC | Intuit *QuickBooks - 800-446-8848, CA | First National Bank of Omaha | 20.00 | 49.98 |
| 04/19/2019 | Expense | | No | Intuit | CASCC | Intuit *QuickBooks - 800-446-8848, CA | First National Bank of Omaha | 60.00 | 109.98 |
| 04/19/2019 | Expense | | No | Microsoft | CASCC | MSFT * E010080RGF - MSBILL.INFO, WA | First National Bank of Omaha | 12.50 | 122.48 |
| Total for Software Licenses | | | | | | | | | \$122.48 |
| Total for Office | | | | | | | | | |
| Professional Services | | | | | | | | | |
| Accounting Services | | | | | | | | | |
| 04/30/2019 | Expense | | No | Bestbooks4U | CASCC | ADELE LEVIN T/A SALE WEB | Checking - Union Bank | 191.25 | 191.25 |
| Total for Accounting Services | | | | | | | | | \$191.25 |
| Employee Expenses | | | | | | | | | |
| Payroll Service Fees | | | | | | | | | |
| 04/02/2019 | Expense | | No | Gusto | CASCC | GUSTO FEE 375192 CCD 6sem GUSTO FEE 375192 CCD 6semjrh84k | Checking - Union Bank | 45.00 | 45.00 |
| Total for Payroll Service Fees | | | | | | | | | \$45.00 |
| Payroll Taxes | | | | | | | | | |
| 04/08/2019 | Journal Entry | | No | Gusto | CASCC | Employer Taxes | -Split- | 77.00 | 77.00 |
| 04/24/2019 | Journal Entry | | No | Gusto | CASCC | Employer Taxes | -Split- | 637.50 | 714.50 |
| Total for Payroll Taxes | | | | | | | | | \$714.50 |
| Payroll Wages/Salary | | | | | | | | | |
| 04/24/2019 | Journal Entry | | No | Gusto | CASCC | Regular Wages | -Split- | 8,333.33 | 8,333.33 |

| Date | Transaction Type | Num | Adj | Name | Class | Memo/Description | Split | Amount | Balance |
|------------|---|-------------------|-----|----------------------------------|------------|--|------------------------------|--------------------|-----------|
| | Total for Payroll Wages/Salary | | | | | | | \$6,333.33 | |
| | Total for Employee Expenses | | | | | | | \$9,092.83 | |
| | Total for Professional Services | | | | | | | \$9,284.08 | |
| | Workers Compensation | | | | | | | | |
| 04/06/2019 | Expense | | No | AP Intego | CASCC | APIntegoInsuranc ACHTRANS APIntegoInsuranc ACHTRANS CCD 39590576 | Checking - Union Bank | 62.26 | 62.26 |
| | Total for Workers Compensation | | | | | | | \$62.26 | |
| | General meeting - office supplies/signage | | | | | | | | |
| 04/30/2019 | Expense | | No | Amazon | CASCC | easel pads | First National Bank of Omaha | 107.91 | 107.91 |
| | Total for General meeting - office supplies/signage | | | | | | | \$107.91 | |
| | Roundtable consultant and technical services | | | | | | | | |
| 04/29/2019 | Check | roundtable 144678 | No | Environmental Science Associates | Roundtable | invoice | Checking - Union Bank | 11,791.97 | 11,791.97 |
| | Total for Roundtable consultant and technical services | | | | | | | \$11,791.97 | |

April 2019 Expenses by Vendor Summary

April 2019

| | Total |
|----------------------------------|--------------------|
| A Slice Of New York | 150.00 |
| Adobe | 14.99 |
| Amazon | 107.91 |
| AP Intego | 62.26 |
| Bestbooks4U | 191.25 |
| Environmental Science Associates | 11,791.97 |
| FedEx Office | 134.91 |
| Great American Insurance Group | 144.36 |
| Gusto | 45.00 |
| Intuit | 60.00 |
| Lucky | 12.18 |
| Microsoft | 12.50 |
| Union Bank | 3.00 |
| USPS | 82.20 |
| www.1and1.com | 4.00 |
| Not Specified | 9,180.95 |
| TOTAL | \$21,997.48 |

Profit and Loss by Class

July 2018 - April 2019

| | CASCC | Roundtable | TOTAL |
|------------------------------------|-------------------|-------------------|-------------------|
| INCOME | | | |
| Directory Income | 195.00 | | 195.00 |
| Dues Income | 144,886.05 | | 144,886.05 |
| Reimbursement | 18.42 | | 18.42 |
| Roundtable Income | | 250,000.01 | 250,000.01 |
| Total Income | 145,099.47 | 250,000.01 | 395,099.48 |
| GROSS PROFIT | | | |
| | 145,099.47 | 250,000.01 | 395,099.48 |
| EXPENSES | | | |
| Computer & Equipment | 2,670.91 | | 2,670.91 |
| Dues and Subscriptions | 400.00 | | 400.00 |
| Office | 6.80 | | 6.80 |
| Conferences/Director's Expenses | 373.30 | | 373.30 |
| Directory Production | 241.00 | | 241.00 |
| Hospitality | 1,168.31 | 172.05 | 1,340.36 |
| Insurance | 1,401.84 | | 1,401.84 |
| Internet - Web Hosting Services | 124.65 | 5.56 | 130.21 |
| Miscellaneous | | | 0.00 |
| Bank Service Charges | 30.00 | | 30.00 |
| Merchant QB Payment Fees | 1.12 | | 1.12 |
| Total Bank Service Charges | 31.12 | | 31.12 |
| Total Miscellaneous | 31.12 | | 31.12 |
| Post Office Box | 56.00 | | 56.00 |
| Postage and Delivery | 88.64 | 9.65 | 98.29 |
| Printing and Copying | 928.08 | 277.53 | 1,205.61 |
| Software Licenses | 1,023.87 | 5.98 | 1,029.85 |
| Supplies and Equipment | 252.52 | | 252.52 |
| Website Update | 2,000.00 | | 2,000.00 |
| Total Office | 7,696.13 | 470.77 | 8,166.90 |
| Other Miscellaneous Service Cost | 4.60 | | 4.60 |
| Professional Services | | | 0.00 |
| Accounting Services | 1,020.00 | | 1,020.00 |
| Attorney Services | | 650.00 | 650.00 |
| Consultants | 623.00 | 650.00 | 1,273.00 |
| Employee Expenses | | | 0.00 |
| Payroll Service Fees | 499.00 | | 499.00 |
| Payroll Taxes | 6,606.00 | | 6,606.00 |
| Payroll Wages/Salary | 86,333.30 | | 86,333.30 |
| Total Employee Expenses | 93,438.30 | | 93,438.30 |
| Total Professional Services | 95,081.30 | 1,300.00 | 96,381.30 |
| Reimbursable Expense | 122.00 | | 122.00 |
| Uncategorized Expense | -21.57 | | -21.57 |
| Workers Compensation | 559.50 | | 559.50 |

| | CASCC | Roundtable | TOTAL |
|--|--------------------|---------------------|---------------------|
| Total Expenses | 106,512.87 | 1,770.77 | 108,283.64 |
| NET OPERATING INCOME | 38,586.60 | 248,229.24 | 286,815.84 |
| OTHER INCOME | | | |
| Interest Income | 1,131.21 | | 1,131.21 |
| Membership Dinners - Proceeds | 5,200.00 | | 5,200.00 |
| Total Other Income | 6,331.21 | 0.00 | 6,331.21 |
| OTHER EXPENSES | | | |
| General meeting - office supplies/signage | 107.91 | | 107.91 |
| Membership Dinners - Cost | 12,237.69 | | 12,237.69 |
| Roundtable consultant and technical services | | 11,791.97 | 11,791.97 |
| Total Other Expenses | 12,345.60 | 11,791.97 | 24,137.57 |
| NET OTHER INCOME | -6,014.39 | -11,791.97 | -17,806.36 |
| NET INCOME | \$32,572.21 | \$236,437.27 | \$269,009.48 |

Management Report

CITIES ASSOCIATION OF SANTA CLARA COUNTY

For the period ended May 31, 2019



Prepared by

BestBooks4U Bookkeeping & QuickBooks Consulting

Prepared on

June 4, 2019

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Profit and Loss

July 2018 - May 2019

| | Total |
|------------------------------------|-------------------|
| INCOME | |
| Directory Income | 195.00 |
| Dues Income | 144,886.05 |
| Reimbursement | 18.42 |
| Roundtable Income | 250,000.01 |
| Services | 15.00 |
| Total Income | 395,114.48 |
| GROSS PROFIT | 395,114.48 |
| EXPENSES | |
| Computer & Equipment | 2,670.91 |
| Dues and Subscriptions | 400.00 |
| Office | 6.80 |
| Conferences/Director's Expenses | 373.30 |
| Directory Production | 241.00 |
| Hospitality | 1,340.36 |
| Insurance | 1,546.17 |
| Internet - Web Hosting Services | 130.21 |
| Miscellaneous | |
| Bank Service Charges | 43.00 |
| Merchant QB Payment Fees | 1.12 |
| Total Bank Service Charges | 44.12 |
| Total Miscellaneous | 44.12 |
| Post Office Box | 56.00 |
| Postage and Delivery | 98.29 |
| Printing and Copying | 1,241.47 |
| Software Licenses | 1,165.28 |
| Supplies and Equipment | 258.50 |
| Website Update | 2,000.00 |
| Total Office | 8,501.50 |
| Other Miscellaneous Service Cost | 7.17 |
| Professional Services | |
| Accounting Services | 1,168.75 |
| Attorney Services | 650.00 |
| Consultants | 1,273.00 |
| Employee Expenses | |
| Payroll Service Fees | 544.00 |
| Payroll Taxes | 7,243.50 |
| Payroll Wages/Salary | 94,666.63 |
| Total Employee Expenses | 102,454.13 |
| Total Professional Services | 105,545.88 |
| Reimbursable Expense | 122.00 |
| Uncategorized Expense | -56.52 |

| | Total |
|--|---------------------|
| Workers Compensation | 621.76 |
| Total Expenses | 117,812.70 |
| NET OPERATING INCOME | 277,301.78 |
| OTHER INCOME | |
| General Membership Meeting | 61.11 |
| Interest Income | 1,131.21 |
| Membership Dinners - Proceeds | 8,100.00 |
| Total Other Income | 9,292.32 |
| OTHER EXPENSES | |
| General Meeting - catering | 1,034.11 |
| General meeting - office supplies/signage | 919.10 |
| Membership Dinners - Cost | 12,237.69 |
| Roundtable consultant and technical services | 11,791.97 |
| Total Other Expenses | 25,982.87 |
| NET OTHER INCOME | -16,690.55 |
| NET INCOME | \$260,611.23 |

Balance Sheet

As of May 31, 2019

| | Total |
|-------------------------------------|---------------------|
| ASSETS | |
| Current Assets | |
| Bank Accounts | |
| Checking - Union Bank | 181,243.30 |
| Total Bank Accounts | 181,243.30 |
| Accounts Receivable | |
| Accounts Receivable | 18,447.49 |
| Total Accounts Receivable | 18,447.49 |
| Other Current Assets | |
| Accrued Interest | 44.60 |
| LAIF Funds | 119,761.49 |
| Venue Deposit | 1,000.00 |
| Total Other Current Assets | 120,806.09 |
| Total Current Assets | 320,496.88 |
| Fixed Assets | |
| Accumulated Depreciation | -1,926.59 |
| Machinery and Equipment | 2,203.41 |
| Total Fixed Assets | 276.82 |
| TOTAL ASSETS | \$320,773.70 |
| LIABILITIES AND EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Credit Cards | |
| First National Bank of Omaha | 1,412.52 |
| Total Credit Cards | 1,412.52 |
| Total Current Liabilities | 1,412.52 |
| Total Liabilities | 1,412.52 |
| Equity | |
| Opening Bal Equity | -34.00 |
| Reserves | 0.00 |
| Reserve for New Equip. | 2,329.09 |
| Reserve for Operations | 35,000.00 |
| Total Reserves | 37,329.09 |
| Unrestricted Fund Balance | 21,454.86 |
| Net Income | 260,611.23 |
| Total Equity | 319,361.18 |
| TOTAL LIABILITIES AND EQUITY | \$320,773.70 |

Statement of Cash Flows

July 2018 - May 2019

| | Total |
|--|---------------------|
| OPERATING ACTIVITIES | |
| Net Income | 260,611.23 |
| Adjustments to reconcile Net Income to Net Cash provided by operations: | |
| Accounts Receivable | -18,447.49 |
| LAIF Funds | -63,131.21 |
| First National Bank of Omaha | 2,207.00 |
| Total Adjustments to reconcile Net Income to Net Cash provided by operations: | -79,371.70 |
| Net cash provided by operating activities | 181,239.53 |
| FINANCING ACTIVITIES | |
| Reserves:Reserve for New Equip. | -2,670.91 |
| Unrestricted Fund Balance | 2,670.91 |
| Net cash provided by financing activities | 0.00 |
| NET CASH INCREASE FOR PERIOD | 181,239.53 |
| Cash at beginning of period | 3.77 |
| CASH AT END OF PERIOD | \$181,243.30 |

PL Fiscal YTD by month

July 2018 - May 2019

| | Jul 2018 | Aug 2018 | Sep 2018 | Oct 2018 | Nov 2018 | Dec 2018 | Jan 2019 | Feb 2019 | Mar 2019 | Apr 2019 | May 2019 | Total |
|--|---------------------|----------------------|---------------------|----------------------|----------------------|----------------------|---------------------|----------------------|--------------------|----------------------|---------------------|---------------------|
| INCOME | | | | | | | | | | | | |
| Directory Income | | 15.00 | 150.00 | 30.00 | | | | | | | | 195.00 |
| Dues Income | 144,886.05 | | | | | | | | | | | 144,886.05 |
| Reimbursement | | | | 18.42 | | | | | | | | 18.42 |
| Roundtable Income | | | | | | | 210,107.22 | | 39,892.79 | | | 250,000.01 |
| Services | | | | | | | | | | | 15.00 | 15.00 |
| Total Income | 144,886.05 | 15.00 | 150.00 | 48.42 | 0.00 | 0.00 | 210,107.22 | 0.00 | 39,892.79 | 0.00 | 15.00 | 395,114.48 |
| GROSS PROFIT | 144,886.05 | 15.00 | 150.00 | 48.42 | 0.00 | 0.00 | 210,107.22 | 0.00 | 39,892.79 | 0.00 | 15.00 | 395,114.48 |
| EXPENSES | | | | | | | | | | | | |
| Computer & Equipment | | | | | | | | 2,670.91 | | | | 2,670.91 |
| Dues and Subscriptions | | | | | | 400.00 | | | | | | 400.00 |
| Office | | 6.80 | | | | | | | | | | 6.80 |
| Conferences/Director's Expenses | | | | | 40.00 | | 55.00 | 175.00 | 103.30 | | | 373.30 |
| Directory Production | | | | | | 200.00 | | | 41.00 | | | 241.00 |
| Hospitality | | 151.23 | 151.23 | 124.00 | 145.19 | | 260.25 | 126.25 | 220.03 | 162.18 | | 1,340.36 |
| Insurance | 138.42 | 138.42 | 138.41 | 138.41 | 138.41 | 138.41 | | | 427.00 | 144.36 | 144.33 | 1,546.17 |
| Internet - Web Hosting Services | | 21.57 | 59.94 | | 21.57 | | | 21.57 | 1.56 | 4.00 | | 130.21 |
| Miscellaneous | | | | | | | | | | | | 0.00 |
| Bank Service Charges | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 13.00 | 43.00 |
| Merchant QB Payment Fees | | | | | | | 1.12 | | | | | 1.12 |
| Total Bank Service Charges | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 4.12 | 3.00 | 3.00 | 3.00 | 13.00 | 44.12 |
| Total Miscellaneous | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 4.12 | 3.00 | 3.00 | 3.00 | 13.00 | 44.12 |
| Post Office Box | | | | 56.00 | | | | | | | | 56.00 |
| Postage and Delivery | | 7.21 | 7.25 | 1.63 | | | | | | 82.20 | | 98.29 |
| Printing and Copying | | 100.90 | 95.22 | 109.67 | 76.94 | 140.28 | 107.65 | 194.12 | 147.79 | 233.04 | 35.86 | 1,241.47 |
| Software Licenses | 71.49 | 87.49 | 87.49 | 87.49 | 107.49 | 107.49 | 107.49 | 122.48 | 128.46 | 122.48 | 135.43 | 1,165.28 |
| Supplies and Equipment | | 5.98 | | | | 246.54 | | | | | 5.98 | 258.50 |
| Website Update | | | | 1,000.00 | 1,000.00 | | | | | | | 2,000.00 |
| Total Office | 212.91 | 522.60 | 542.54 | 1,520.20 | 1,532.60 | 835.72 | 534.51 | 642.42 | 1,072.14 | 751.26 | 334.60 | 8,501.50 |
| Other Miscellaneous Service Cost | | | 4.60 | | | | | | | | 2.57 | 7.17 |
| Professional Services | | | | | | | | | | | | 0.00 |
| Accounting Services | | | | | | 255.00 | 170.00 | | 403.75 | 191.25 | 148.75 | 1,168.75 |
| Attorney Services | | | | | | | | | 650.00 | | | 650.00 |
| Consultants | 556.25 | 66.75 | | | | 650.00 | | | | | | 1,273.00 |
| Employee Expenses | | | | | | | | | | | | 0.00 |
| Payroll Service Fees | 88.00 | 45.00 | 45.00 | 45.00 | 45.00 | 51.00 | 45.00 | 45.00 | 45.00 | 45.00 | 45.00 | 544.00 |
| Payroll Taxes | 637.50 | 637.50 | 637.50 | 637.49 | 637.51 | 637.50 | 791.50 | 637.50 | 637.50 | 714.50 | 637.50 | 7,243.50 |
| Payroll Wages/Salary | 8,333.33 | 8,333.33 | 8,333.33 | 8,333.33 | 11,333.33 | 8,333.33 | 8,333.33 | 8,333.33 | 8,333.33 | 8,333.33 | 8,333.33 | 94,666.63 |
| Total Employee Expenses | 9,058.83 | 9,015.83 | 9,015.83 | 9,015.82 | 12,015.84 | 9,021.83 | 9,169.83 | 9,015.83 | 9,015.83 | 9,092.83 | 9,015.83 | 102,454.13 |
| Total Professional Services | 9,615.08 | 9,082.58 | 9,015.83 | 9,015.82 | 12,015.84 | 9,926.83 | 9,339.83 | 9,015.83 | 10,069.58 | 9,284.08 | 9,164.58 | 105,545.88 |
| Reimbursable Expense | | | | | | 122.00 | | | | | | 122.00 |
| Uncategorized Expense | | | | | | | | | -21.57 | | -34.95 | -56.52 |
| Workers Compensation | | 61.42 | 62.26 | 62.26 | 62.26 | 62.26 | 62.26 | 62.26 | 62.26 | 62.26 | 62.26 | 621.76 |
| Total Expenses | 9,827.99 | 9,666.60 | 9,625.23 | 10,598.28 | 13,610.70 | 11,346.81 | 9,936.60 | 12,391.42 | 11,182.41 | 10,097.60 | 9,529.06 | 117,812.70 |
| NET OPERATING INCOME | 135,058.06 | -9,651.60 | -9,475.23 | -10,549.86 | -13,610.70 | -11,346.81 | 200,170.62 | -12,391.42 | 28,710.38 | -10,097.60 | -9,514.06 | 277,301.78 |
| OTHER INCOME | | | | | | | | | | | | |
| General Membership Meeting | | | | | | | | | | | 61.11 | 61.11 |
| Interest Income | | | 307.66 | | | | 823.55 | | | | | 1,131.21 |
| Membership Dinners - Proceeds | | | | | | 5,200.00 | | | | | 2,900.00 | 8,100.00 |
| Total Other Income | 0.00 | 0.00 | 307.66 | 0.00 | 0.00 | 5,200.00 | 823.55 | 0.00 | 0.00 | 0.00 | 2,961.11 | 9,292.32 |
| OTHER EXPENSES | | | | | | | | | | | | |
| General Meeting - catering | | | | | | | | | | | 1,034.11 | 1,034.11 |
| General meeting - office supplies/signage | | | | | | | | | | 107.91 | 811.19 | 919.10 |
| Membership Dinners - Cost | | 2,023.51 | | | 715.98 | 9,498.20 | | | | | | 12,237.69 |
| Roundtable consultant and technical services | | | | | | | | | | 11,791.97 | | 11,791.97 |
| Total Other Expenses | 0.00 | 2,023.51 | 0.00 | 0.00 | 715.98 | 9,498.20 | 0.00 | 0.00 | 0.00 | 11,899.88 | 1,845.30 | 25,982.87 |
| NET OTHER INCOME | 0.00 | -2,023.51 | 307.66 | 0.00 | -715.98 | -4,298.20 | 823.55 | 0.00 | 0.00 | -11,899.88 | 1,115.81 | -16,690.55 |
| NET INCOME | \$135,058.06 | \$ -11,675.11 | \$ -9,167.57 | \$ -10,549.86 | \$ -14,326.68 | \$ -15,645.01 | \$200,994.17 | \$ -12,391.42 | \$28,710.38 | \$ -21,997.48 | \$ -8,398.25 | \$260,611.23 |

Monthly Summary Expenses by VENDOR

May 2019

| | Total |
|--------------------------------|--------------------|
| ABC | 50.00 |
| Adobe | 14.99 |
| Amazon | 147.33 |
| AP Intego | 62.26 |
| Best Books 4 U | 148.75 |
| Canva | 12.95 |
| Costco | 539.10 |
| CPH & Associates | 176.00 |
| FedEx Office | 315.04 |
| Great American Insurance Group | 144.33 |
| Gusto | 9,015.83 |
| Intuit | 80.00 |
| Lucky | 17.35 |
| Microsoft | 12.50 |
| Office Depot | 161.32 |
| OTC Brands | 63.94 |
| QuickBooks Payments | 2.57 |
| Simple booth | 29.00 |
| Union Bank | 13.00 |
| WM Cafe | 452.00 |
| Zoom.us | 14.99 |
| TOTAL | \$11,473.25 |

Transaction Detail by Account

May 2019

| Date | Transaction Type | Num | Adj | Name | Class | Memo/Description | Split | Amount | Balance |
|--|------------------|----------------|-----|---------------------------------|-------|--|--|---------------------|-----------|
| Checking - Union Bank | | | | | | | | | |
| 05/01/2019 | Expense | | No | Union Bank | | FEE FOR PURCHASE OF CASHI FEE FOR PURCHASE OF CASHIER CHECKS | Office:Miscellaneous:Bank Service Charges | -10.00 | -10.00 |
| 05/01/2019 | Check | liquor license | No | ABC | | Liquor license - for general membership meeting | General Meeting - catering | -50.00 | -60.00 |
| 05/02/2019 | Expense | | No | Great American Insurance Grouop | | GreatAmer - Grea VENDOR P GreatAmer - Grea VENDOR PMT PPD *****1522 | Office:Insurance | -144.33 | -204.33 |
| 05/02/2019 | Expense | | No | Gusto | | GUSTO FEE 533604 CCD 6sem GUSTO FEE 533604 CCD 6semjnja8do | Professional Services:Employee Expenses:Payroll Service Fees | -45.00 | -249.33 |
| 05/06/2019 | Expense | | No | AP Intego | | APIntego ACHTRANS CCD 410 APIntego ACHTRANS CCD 41006286 | Workers Compensation | -62.26 | -311.59 |
| 05/09/2019 | Check | | No | Costco | | | General Meeting - catering | -539.10 | -850.69 |
| 05/14/2019 | Deposit | | No | | | System-recorded deposit for QuickBooks Payments | -Split- | 77.43 | -773.26 |
| 05/16/2019 | Deposit | | No | Eventbrite | | Eventbrite INC. EDI PYMNT Eventbrite INC. EDI PYMNTS CCD 3-8222916 | Membership Dinners - Proceeds | 2,900.00 | 2,126.74 |
| 05/16/2019 | Check | | No | WM Cafe | | Gratuity. West valley college paid for remainder of bill including food, plates, utensils, servers | General Meeting - catering | -452.00 | 1,674.74 |
| 05/23/2019 | Transfer | | No | | | 1ST NATL BK OMAH ONLINE P 1ST NATL BK OMAH ONLINE PMT CCD CC0004997010 | First National Bank of Omaha | -495.79 | 1,178.95 |
| 05/28/2019 | Journal Entry | Gusto | No | | | Debit net pay | -Split- | -5,610.75 | -4,431.80 |
| 05/28/2019 | Journal Entry | Gusto | No | | | Debit tax | -Split- | -3,360.08 | -7,791.88 |
| 05/29/2019 | Payment | | No | City of Cupertino | | | Accounts Receivable | 80.00 | -7,711.88 |
| 05/31/2019 | Expense | | No | Union Bank | | CHECK IMAGE FEE | Office:Miscellaneous:Bank Service Charges | -3.00 | -7,714.88 |
| Total for Checking - Union Bank | | | | | | | | \$ -7,714.88 | |
| Accounts Receivable | | | | | | | | | |
| 05/13/2019 | Invoice | 1042 | No | Evelyn Chua | | | General Membership Meeting | 80.00 | 80.00 |
| 05/13/2019 | Invoice | 1041 | No | City of Cupertino | | | General Membership Meeting | 80.00 | 160.00 |
| 05/14/2019 | Payment | | No | Evelyn Chua | | | Undeposited Funds | -80.00 | 80.00 |
| 05/23/2019 | Invoice | 1043 | No | Santa Clara County Fire | | | Services | 15.00 | 95.00 |
| 05/29/2019 | Payment | | No | City of Cupertino | | | Checking - Union Bank | -80.00 | 15.00 |
| Total for Accounts Receivable | | | | | | | | \$15.00 | |
| Undeposited Funds | | | | | | | | | |
| 05/14/2019 | Deposit | | No | | | Paid via QuickBooks Payments: Payment ID an6i9vbh79492209 | Checking - Union Bank | -80.00 | -80.00 |

| Date | Transaction Type | Num | Adj | Name | Class | Memo/Description | Split | Amount | Balance |
|-------------------------------------|--------------------|---------------------|-----|------------------|-------|--|--|---------------|----------|
| 05/14/2019 | Payment | | No | Evelyn Chua | | Paid via QuickBooks Payments: Payment ID an6i9vbh79492209 | Accounts Receivable | 80.00 | 0.00 |
| Total for Undeposited Funds | | | | | | | | \$0.00 | |
| First National Bank of Omaha | | | | | | | | | |
| 05/01/2019 | Expense | | No | Amazon | | AMZN Mktp US*MZ96C2IB1 - Amzn.com/bill, WA | General meeting - office supplies/signage | 6.99 | 6.99 |
| 05/02/2019 | Expense | sharpies | No | Amazon | | sharpies | General meeting - office supplies/signage | 27.48 | 34.47 |
| 05/02/2019 | Expense | centerpieces | No | Amazon | | centerpieces | General Membership Meeting | 34.95 | 69.42 |
| 05/02/2019 | Expense | easels | No | Amazon | | easels | General meeting - office supplies/signage | 119.85 | 189.27 |
| 05/06/2019 | Expense | | No | CPH & Associates | | CPH INSURANCE - 8008751911, IL | General meeting - office supplies/signage | 176.00 | 365.27 |
| 05/07/2019 | Credit Card Credit | | No | Amazon | | refund for wrong shipment | Uncategorized Expense | -34.95 | 330.32 |
| 05/07/2019 | Credit Card Credit | | No | Amazon | | refund for wrong shipment | General Meeting - catering | -6.99 | 323.33 |
| 05/07/2019 | Expense | | No | Best Books 4 U | | INT*IN *ADELE LEVIN T/ - 408- 6942613, CA | Professional Services:Accounting Services | 148.75 | 472.08 |
| 05/08/2019 | Expense | gen membership mtg | No | FedEx Office | | agendas/programs | General meeting - office supplies/signage | 234.81 | 706.89 |
| 05/09/2019 | Expense | | No | OTC Brands | | centerpieces | General Membership Meeting | 63.94 | 770.83 |
| 05/09/2019 | Expense | | No | Office Depot | | easel paper/markers | General meeting - office supplies/signage | 197.19 | 968.02 |
| 05/09/2019 | Expense | | No | FedEx Office | | | General meeting - office supplies/signage | 11.03 | 979.05 |
| 05/09/2019 | Expense | | No | FedEx Office | | Lac meeting | General meeting - office supplies/signage | 27.36 | 1,006.41 |
| 05/10/2019 | Expense | | No | Simple booth | | Photo booth software | General meeting - office supplies/signage | 29.00 | 1,035.41 |
| 05/10/2019 | Expense | | No | Lucky | | balloons for signage | General meeting - office supplies/signage | 17.35 | 1,052.76 |
| 05/15/2019 | Expense | paper | No | FedEx Office | | Paper | Office:Supplies and Equipment | 5.98 | 1,058.74 |
| 05/16/2019 | Credit Card Credit | | No | Office Depot | | OFFICE DEPOT #869 - MOUNTAINVIEW, CA | General meeting - office supplies/signage | -35.87 | 1,022.87 |
| 05/16/2019 | Expense | | No | Adobe | | ADOBE *ACROBAT PRO - 8008336687, CA | Office:Software Licenses | 14.99 | 1,037.86 |
| 05/16/2019 | Expense | | No | Zoom.us | | ZOOM.US - 8887999666, CA | Office:Software Licenses | 14.99 | 1,052.85 |
| 05/16/2019 | Expense | | No | Intuit | | Intuit *QuickBooks - 800-446-8848, CA | Office:Software Licenses | 20.00 | 1,072.85 |
| 05/17/2019 | Expense | | No | Canva | | CANVA* 02326-6768696 - 8778877815, CA | Office:Software Licenses | 12.95 | 1,085.80 |
| 05/20/2019 | Expense | | No | Microsoft | | Microsoft*Office 365 - msbill.info, WA | Office:Software Licenses | 12.50 | 1,098.30 |
| 05/20/2019 | Expense | | No | Intuit | | Intuit *QuickBooks - 800-446-8848, CA | Office:Software Licenses | 60.00 | 1,158.30 |
| 05/22/2019 | Expense | may 2019 roundtable | No | FedEx Office | | | Office:Printing and Copying | 35.86 | 1,194.16 |
| 05/23/2019 | Transfer | | No | | | 1ST NATL BK OMAH ONLINE P 1ST NATL BK OMAH ONLINE PMT CCD CC0004997010 | Checking - Union Bank | -495.79 | 698.37 |

| Date | Transaction Type | Num | Adj | Name | Class | Memo/Description | Split | Amount | Balance |
|---|------------------|---------------------|-----|--------------------------------|------------|---|------------------------------|-----------------|---------|
| Total for First National Bank of Omaha | | | | | | | | \$698.37 | |
| Services | | | | | | | | | |
| 05/23/2019 | Invoice | 1043 | No | Santa Clara County Fire | CASCC | | Accounts Receivable | 15.00 | 15.00 |
| Total for Services | | | | | | | | \$15.00 | |
| Office | | | | | | | | | |
| Insurance | | | | | | | | | |
| 05/02/2019 | Expense | | No | Great American Insurance Group | CASCC | GreatAmer - Grea VENDOR P GreatAmer - Grea VENDOR PMT PPD *****1522 | Checking - Union Bank | 144.33 | 144.33 |
| Total for Insurance | | | | | | | | \$144.33 | |
| Miscellaneous | | | | | | | | | |
| Bank Service Charges | | | | | | | | | |
| 05/01/2019 | Expense | | No | Union Bank | CASCC | FEE FOR PURCHASE OF CASHI FEE FOR PURCHASE OF CASHIER CHECKS | Checking - Union Bank | 10.00 | 10.00 |
| 05/31/2019 | Expense | | No | Union Bank | CASCC | CHECK IMAGE FEE | Checking - Union Bank | 3.00 | 13.00 |
| Total for Bank Service Charges | | | | | | | | \$13.00 | |
| Total for Miscellaneous | | | | | | | | \$13.00 | |
| Printing and Copying | | | | | | | | | |
| 05/22/2019 | Expense | may 2019 roundtable | No | FedEx Office | Roundtable | May Roundtable mtg | First National Bank of Omaha | 35.86 | 35.86 |
| Total for Printing and Copying | | | | | | | | \$35.86 | |
| Software Licenses | | | | | | | | | |
| 05/16/2019 | Expense | | No | Adobe | CASCC | ADOBE *ACROBAT PRO - 8008336687, CA | First National Bank of Omaha | 14.99 | 14.99 |
| 05/16/2019 | Expense | | No | Intuit | CASCC | Intuit *QuickBooks - 800-446-8848, CA | First National Bank of Omaha | 20.00 | 34.99 |
| 05/16/2019 | Expense | | No | Zoom.us | CASCC | ZOOM.US - 8887999666, CA | First National Bank of Omaha | 14.99 | 49.98 |
| 05/17/2019 | Expense | | No | Canva | CASCC | CANVA* 02326-6768696 - 8778877815, CA | First National Bank of Omaha | 12.95 | 62.93 |
| 05/20/2019 | Expense | | No | Microsoft | CASCC | Microsoft*Office 365 - msbill.info, WA | First National Bank of Omaha | 12.50 | 75.43 |
| 05/20/2019 | Expense | | No | Intuit | CASCC | Intuit *QuickBooks - 800-446-8848, CA | First National Bank of Omaha | 60.00 | 135.43 |
| Total for Software Licenses | | | | | | | | \$135.43 | |
| Supplies and Equipment | | | | | | | | | |
| 05/15/2019 | Expense | paper | No | FedEx Office | CASCC | Paper | First National Bank of Omaha | 5.98 | 5.98 |
| Total for Supplies and Equipment | | | | | | | | \$5.98 | |
| Total for Office | | | | | | | | \$334.60 | |
| Other Miscellaneous Service Cost | | | | | | | | | |

| Date | Transaction Type | Num | Adj | Name | Class | Memo/Description | Split | Amount | Balance |
|---|--------------------|--------------|-----|-------------------|-------|--|------------------------------|-------------------|----------|
| 05/14/2019 | Deposit | | No | | CASCC | System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily. | Checking - Union Bank | 2.57 | 2.57 |
| Total for Other Miscellaneous Service Cost | | | | | | | | \$2.57 | |
| Professional Services | | | | | | | | | |
| Accounting Services | | | | | | | | | |
| 05/07/2019 | Expense | | No | Best Books 4 U | CASCC | INT*IN *ADELE LEVIN T/ - 408-6942613, CA | First National Bank of Omaha | 148.75 | 148.75 |
| Total for Accounting Services | | | | | | | | \$148.75 | |
| Employee Expenses | | | | | | | | | |
| Payroll Service Fees | | | | | | | | | |
| 05/02/2019 | Expense | | No | Gusto | CASCC | GUSTO FEE 533604 CCD 6sem GUSTO FEE 533604 CCD 6semjnja8do | Checking - Union Bank | 45.00 | 45.00 |
| Total for Payroll Service Fees | | | | | | | | \$45.00 | |
| Payroll Taxes | | | | | | | | | |
| 05/28/2019 | Journal Entry | Gusto | No | | CASCC | Employer Taxes | -Split- | 637.50 | 637.50 |
| Total for Payroll Taxes | | | | | | | | \$637.50 | |
| Payroll Wages/Salary | | | | | | | | | |
| 05/28/2019 | Journal Entry | Gusto | No | | CASCC | Regular Wages | -Split- | 8,333.33 | 8,333.33 |
| Total for Payroll Wages/Salary | | | | | | | | \$8,333.33 | |
| Total for Employee Expenses | | | | | | | | \$9,015.83 | |
| Total for Professional Services | | | | | | | | \$9,164.58 | |
| Uncategorized Expense | | | | | | | | | |
| 05/07/2019 | Credit Card Credit | | No | Amazon | CASCC | AMZN Mktp US - Amzn.com/bill, WA | First National Bank of Omaha | -34.95 | -34.95 |
| Total for Uncategorized Expense | | | | | | | | \$ -34.95 | |
| Workers Compensation | | | | | | | | | |
| 05/06/2019 | Expense | | No | AP Intego | CASCC | APIntego ACHTRANS CCD 410 APIntego ACHTRANS CCD 41006286 | Checking - Union Bank | 62.26 | 62.26 |
| Total for Workers Compensation | | | | | | | | \$62.26 | |
| General Membership Meeting | | | | | | | | | |
| 05/02/2019 | Expense | centerpieces | No | Amazon | CASCC | centerpieces | First National Bank of Omaha | -34.95 | -34.95 |
| 05/09/2019 | Expense | | No | OTC Brands | CASCC | OTC BRANDS, INC. - OMAHA, NE | First National Bank of Omaha | -63.94 | -98.89 |
| 05/13/2019 | Invoice | 1042 | No | Evelyn Chua | CASCC | Evelyn Chua - ticket | Accounts Receivable | 80.00 | -18.89 |
| 05/13/2019 | Invoice | 1041 | No | City of Cupertino | CASCC | Vice Mayor Liang Chao - attended, no reservation | Accounts Receivable | 80.00 | 61.11 |
| Total for General Membership Meeting | | | | | | | | \$61.11 | |

| Date | Transaction Type | Num | Adj | Name | Class | Memo/Description | Split | Amount | Balance |
|--|--------------------|--------------------|-----|------------------|-------|--|------------------------------|-------------------|----------|
| Membership Dinners - Proceeds | | | | | | | | | |
| 05/16/2019 | Deposit | | No | Eventbrite | CASCC | Eventbrite INC. EDI PYMNT Eventbrite INC. EDI PYMNTS CCD 3-8222916 | Checking - Union Bank | 2,900.00 | 2,900.00 |
| Total for Membership Dinners - Proceeds | | | | | | | | \$2,900.00 | |
| General Meeting - catering | | | | | | | | | |
| 05/01/2019 | Check | liquor license | No | ABC | CASCC | Liquor license - for general membership meeting | Checking - Union Bank | 50.00 | 50.00 |
| 05/07/2019 | Credit Card Credit | | No | Amazon | CASCC | AMZN Mktp US - Amzn.com/bill, WA | First National Bank of Omaha | -6.99 | 43.01 |
| 05/09/2019 | Check | | No | Costco | CASCC | | Checking - Union Bank | 539.10 | 582.11 |
| 05/16/2019 | Check | | No | WM Cafe | CASCC | Gratuity. West valley college paid for remainder of bill including food, plates, utensils, servers | Checking - Union Bank | 452.00 | 1,034.11 |
| Total for General Meeting - catering | | | | | | | | \$1,034.11 | |
| General meeting - office supplies/signage | | | | | | | | | |
| 05/01/2019 | Expense | | No | Amazon | CASCC | AMZN Mktp US*MZ96C2IB1 - Amzn.com/bill, WA | First National Bank of Omaha | 6.99 | 6.99 |
| 05/02/2019 | Expense | sharpies | No | Amazon | CASCC | sharpies | First National Bank of Omaha | 27.48 | 34.47 |
| 05/02/2019 | Expense | easels | No | Amazon | CASCC | easels | First National Bank of Omaha | 119.85 | 154.32 |
| 05/06/2019 | Expense | | No | CPH & Associates | CASCC | CPH INSURANCE - 8008751911, IL | First National Bank of Omaha | 176.00 | 330.32 |
| 05/08/2019 | Expense | gen membership mtg | No | FedEx Office | CASCC | General men meeting | First National Bank of Omaha | 234.81 | 565.13 |
| 05/09/2019 | Expense | | No | FedEx Office | CASCC | | First National Bank of Omaha | 27.36 | 592.49 |
| 05/09/2019 | Expense | | No | Office Depot | CASCC | Gen membership meeting | First National Bank of Omaha | 197.19 | 789.68 |
| 05/09/2019 | Expense | | No | FedEx Office | CASCC | | First National Bank of Omaha | 11.03 | 800.71 |
| 05/10/2019 | Expense | | No | Simple booth | CASCC | | First National Bank of Omaha | 29.00 | 829.71 |
| 05/10/2019 | Expense | | No | Lucky | CASCC | General membership meeting directional signage | First National Bank of Omaha | 17.35 | 847.06 |
| 05/16/2019 | Credit Card Credit | | No | Office Depot | CASCC | OFFICE DEPOT #869 - MOUNTAINVIEW, CA | First National Bank of Omaha | -35.87 | 811.19 |
| Total for General meeting - office supplies/signage | | | | | | | | \$811.19 | |

ADJ Profit and Loss by Class

July 2018 - May 2019

| | CASCC | Roundtable | TOTAL |
|------------------------------------|-------------------|-------------------|-------------------|
| INCOME | | | |
| Directory Income | 195.00 | | 195.00 |
| Dues Income | 144,886.05 | | 144,886.05 |
| Reimbursement | 18.42 | | 18.42 |
| Roundtable Income | | 250,000.01 | 250,000.01 |
| Services | 15.00 | | 15.00 |
| Total Income | 145,114.47 | 250,000.01 | 395,114.48 |
| GROSS PROFIT | 145,114.47 | 250,000.01 | 395,114.48 |
| EXPENSES | | | |
| Computer & Equipment | 2,670.91 | | 2,670.91 |
| Dues and Subscriptions | 400.00 | | 400.00 |
| Office | 6.80 | | 6.80 |
| Conferences/Director's Expenses | 373.30 | | 373.30 |
| Directory Production | 241.00 | | 241.00 |
| Hospitality | 1,168.31 | 172.05 | 1,340.36 |
| Insurance | 1,546.17 | | 1,546.17 |
| Internet - Web Hosting Services | 124.65 | 5.56 | 130.21 |
| Miscellaneous | | | 0.00 |
| Bank Service Charges | 43.00 | | 43.00 |
| Merchant QB Payment Fees | 1.12 | | 1.12 |
| Total Bank Service Charges | 44.12 | | 44.12 |
| Total Miscellaneous | 44.12 | | 44.12 |
| Post Office Box | 56.00 | | 56.00 |
| Postage and Delivery | 88.64 | 9.65 | 98.29 |
| Printing and Copying | 928.08 | 313.39 | 1,241.47 |
| Software Licenses | 1,159.30 | 5.98 | 1,165.28 |
| Supplies and Equipment | 258.50 | | 258.50 |
| Website Update | 2,000.00 | | 2,000.00 |
| Total Office | 7,994.87 | 506.63 | 8,501.50 |
| Other Miscellaneous Service Cost | 7.17 | | 7.17 |
| Professional Services | | | 0.00 |
| Accounting Services | 1,168.75 | | 1,168.75 |
| Attorney Services | | 650.00 | 650.00 |
| Consultants | 623.00 | 650.00 | 1,273.00 |
| Employee Expenses | | | 0.00 |
| Payroll Service Fees | 544.00 | | 544.00 |
| Payroll Taxes | 7,243.50 | | 7,243.50 |
| Payroll Wages/Salary | 94,666.63 | | 94,666.63 |
| Total Employee Expenses | 102,454.13 | | 102,454.13 |
| Total Professional Services | 104,245.88 | 1,300.00 | 105,545.88 |
| Reimbursable Expense | 122.00 | | 122.00 |
| Uncategorized Expense | -56.52 | | -56.52 |

| | CASCC | Roundtable | TOTAL |
|--|--------------------|---------------------|---------------------|
| Workers Compensation | 621.76 | | 621.76 |
| Total Expenses | 116,006.07 | 1,806.63 | 117,812.70 |
| NET OPERATING INCOME | 29,108.40 | 248,193.38 | 277,301.78 |
| OTHER INCOME | | | |
| General Membership Meeting | 61.11 | | 61.11 |
| Interest Income | 1,131.21 | | 1,131.21 |
| Membership Dinners - Proceeds | 8,100.00 | | 8,100.00 |
| Total Other Income | 9,292.32 | 0.00 | 9,292.32 |
| OTHER EXPENSES | | | |
| General Meeting - catering | 1,034.11 | | 1,034.11 |
| General meeting - office supplies/signage | 919.10 | | 919.10 |
| Membership Dinners - Cost | 12,237.69 | | 12,237.69 |
| Roundtable consultant and technical services | | 11,791.97 | 11,791.97 |
| Total Other Expenses | 14,190.90 | 11,791.97 | 25,982.87 |
| NET OTHER INCOME | -4,898.58 | -11,791.97 | -16,690.55 |
| NET INCOME | \$24,209.82 | \$236,401.41 | \$260,611.23 |

**Table 1: Santa Clara/Santa Cruz Community Roundtable
ESA Labor Detail and Expense Summary**



| | | <i>Employee Names</i> | | | | | | | <i>Subtotal</i> | <i>Total Hours</i> | <i>Labor Price</i> |
|--------------------------|--|-----------------------|------------------------|-------------------------------|------------------------|-------------------------|-------------------------|--------------------|-----------------|--------------------|--------------------|
| | | Steve Alverson | Chris Sequeira | Chris Jones | Jessica O'Dell | Web Development Manager | Senior Graphic Designer | Web Developer | | | |
| <i>Labor Category</i> | | Senior Director III | Managing Associate III | Senior Managing Associate III | Associate II | Managing Associate II | Senior Associate II | Senior Associate I | <i>Subtotal</i> | <i>Total Hours</i> | <i>Labor Price</i> |
| | | Facilitator | Backup Facilitator | Technical Support | Administrative Support | | | | | | |
| Task # | Task Name/Description | \$ 300 | \$ 195 | \$ 205 | \$ 105 | \$ 190 | \$ 160 | \$ 150 | | | |
| 1.0 | Facilitate Regular Roundtable Meetings | | | | | | | | \$ - | - | \$ - |
| 1.1 | Prepare For Up To 17 Roundtable Meetings | 102 | 17 | 16 | | | | | \$ 37,195 | 135.00 | \$ 37,195 |
| 1.2 | Attend, Facilitate, and Interact with CASC staff/ Roundtable Members at Up To 17 Roundtable Meetings | 136 | | | 136 | | | | \$ 55,080 | 272.00 | \$ 55,080 |
| 1.3 | Prepare Up To 17 Meeting Recaps and Lists of Action Items/Actions Taken | 51 | | | 102 | | | | \$ 26,010 | 153.00 | \$ 26,010 |
| 2.0 | Assist CASC in Improving Roundtable Participation, Meeting Format, and Composition | 17 | | | | | | | \$ 5,100 | 17.00 | \$ 5,100 |
| 3.0 | Provide Support for Work Not Currently Before the Roundtable | 40 | 80 | 100 | 24 | | | | \$ 50,620 | 244.00 | \$ 50,620 |
| 4.0 | Follow Up with FAA and SFO on the Select Committee Recommendations | 24 | | | | | | | \$ 7,200 | 24.00 | \$ 7,200 |
| 5.0 | Follow Up with FAA and SJC on the Southflow Recommendations | 24 | | | | | | | \$ 7,200 | 24.00 | \$ 7,200 |
| 6.0 | Develop an FAA Advocacy Plan | 40 | 24 | 24 | | | | | \$ 21,600 | 88.00 | \$ 21,600 |
| 7.0 | Prepare and Maintain the Santa Clara/Santa Cruz Community Roundtable Public Website | 24 | 12 | | | 4 | 12 | 44 | \$ 18,820 | 96.00 | \$ 18,820 |
| | | | | | | | | | \$ - | - | \$ - |
| | | | | | | | | | \$ - | - | \$ - |
| | | | | | | | | | \$ - | - | \$ - |
| Total Hours | | 458 | 133 | 140 | 262 | 4 | 12 | 44 | 1053 | 1,053 | |
| Total Labor Costs | | \$ 137,400.00 | \$ 25,935.00 | \$ 28,700.00 | \$ 27,510.00 | \$ 760.00 | \$ 1,920.00 | \$ 6,600.00 | \$ 228,825.00 | | \$ 228,825.00 |

| | | |
|--|----|-------------------|
| ESA Labor Cost | \$ | 228,825.00 |
| ESA Non-Labor Expenses | | |
| Reimbursable Expenses | \$ | 8,161.70 |
| ESA Equipment Usage | \$ | - |
| Subtotal ESA Non-Labor Expenses | \$ | 8,161.70 |
| Subconsultant Costs | \$ | - |

| | |
|----------------------|----------------------|
| PROJECT TOTAL | \$ 236,986.70 |
|----------------------|----------------------|



**Table 2: Santa Clara/Santa Cruz Community Roundtable
Cost Proposal: ESA Non-Labor Expenses by Task**

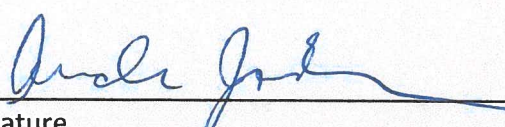
| Reimbursable Costs | Total | Subtotal | Task Number |
|---|-------------------|-------------------|-------------------|
| | | | 1 |
| Project Supplies | | | |
| Printing/Reproduction | | | |
| Document and Map Reproductions (CD + Digital Photo) | | | |
| Postage and Deliveries | | | |
| Mileage (To/From Sacramento International Airport) 1/11-1/12/19 | \$2,415.70 | \$2,415.70 | \$2,415.70 |
| Vehicle Rental | | | \$0.00 |
| Lodging (GSA Rate 17 nights @\$239/night excluding taxes) | \$4,063.00 | \$4,063.00 | \$4,063.00 |
| Meals & Incidental Expenses (GSA Rate: 34 days @ \$49.50/day) | \$1,683.00 | \$1,683.00 | \$1,683.00 |
| | | | |
| | | | |
| | | | |
| Total Reimbursable Costs (for all tasks) | \$8,161.70 | \$8,161.70 | \$8,161.70 |



| | | | | |
|---|--|---------------------------------|-----------------|---|
| <u>Project Name</u> | <i>Facilitator & Consultant Services for the Santa Clara/Santa Cruz Counties Community Roundtable regarding Aviation & Airport Noise Management Issues</i> | | | |
| <u>Consultant</u> | <i>Environmental Science Associates</i> | | | |
| | | | | |
| <u>Contract/ Amendment</u> | <u>Date</u> | <u>Contract/ Amendment (\$)</u> | <u>Exhibits</u> | <u>Content</u> |
| Original Contract | 2/14/2019 | | | Scope of Services & Fee Schedule |
| Amendment No. 1 | 3/9/2019 | \$220,825.00 | | <i>Revised Consultant's Total Compensation – shall not exceed</i> |
| Amendment No. 2 | 3/9/2019 | \$ 16,161.70 | | <i>Revised Consultants reimbursable costs – shall not exceed</i> |
| | | | | |
| | | | | |
| <u>Contract/ Amendment Amount to Date</u> | | <i>\$ 8,000.00</i> | | Change of 8,000.00 to line items only, total contract (shall not exceed) remains \$236,986.70 |

Association:
 Andi Jordan Executive Director
 Cities Association of Santa Clara County
 PO Box 3144
 Los Altos, CA. 94024
 Email: andi@citiesassociation.org

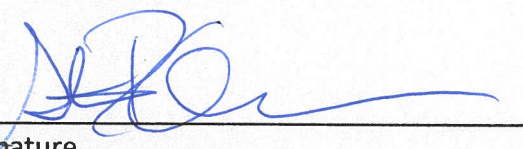
Consultant/Facilitator:
 Steven Alverson, Sr. Vice President
 Environmental Science Associations
 2600 Capitol Avenue, Suite 200
 Sacramento, CA 95816



 Signature

2/9/2019

 Date



 Signature

3/9/19

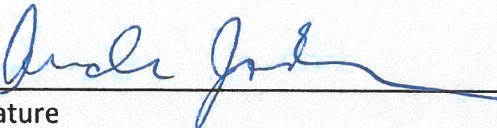
 Date:



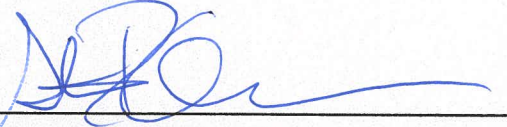
| | | | | |
|---|--|---------------------------------|-----------------|---|
| <u>Project Name</u> | <i>Facilitator & Consultant Services for the Santa Clara/Santa Cruz Counties Community Roundtable regarding Aviation & Airport Noise Management Issues</i> | | | |
| <u>Consultant</u> | <i>Environmental Science Associates</i> | | | |
| | | | | |
| <u>Contract/ Amendment</u> | <u>Date</u> | <u>Contract/ Amendment (\$)</u> | <u>Exhibits</u> | <u>Content</u> |
| Original Contract | 2/14/2019 | | | Scope of Services & Fee Schedule |
| Amendment No. 1 | 3/9/2019 | \$220,825.00 | | <i>Revised Consultant's Total Compensation – shall not exceed</i> |
| Amendment No. 2 | 3/9/2019 | \$ 16,161.70 | | <i>Revised Consultants reimbursable costs – shall not exceed</i> |
| | | | | |
| | | | | |
| <u>Contract/ Amendment Amount to Date</u> | | <i>\$ 8,000.00</i> | | Change of 8,000.00 to line items only, total contract (shall not exceed) remains \$236,986.70 |

Association:
 Andi Jordan Executive Director
 Cities Association of Santa Clara County
 PO Box 3144
 Los Altos, CA. 94024
 Email: andi@citiesassociation.org

Consultant/Facilitator:
 Steven Alverson, Sr. Vice President
 Environmental Science Associations
 2600 Capitol Avenue, Suite 200
 Sacramento, CA 95816



 Signature



 Signature

2/9/2019

 Date

3/9/19

 Date:



Environmental Science Associates
 550 Kearny Street, Suite 800
 San Francisco, CA 94108
 (415) 896-5900

INVOICE

Andi Jordan
 Executive Director
 Cities Association of Santa Clara County
 PO Box 3144
 Los Altos, CA 94024

April 2, 2019
 Invoice No: 144678
 Project Manager: Steven Alverson

Project D181353.00 CASCC - Facilitator/Consultant Services for Santa Clara/Santa Cruz
 Community Roundtable

Professional Services from February 1, 2019 to February 28, 2019

Task 0000001 Facilitate Regular Roundtable Meetings

Subtask 0000011 1.1 Prepare For Up To 17 Roundtable Meetings

Professional Personnel

| | Hours | Rate | Amount | |
|---|-------|--------|----------|-----------------|
| Senior Director III Alverson, Steven | 16.00 | 300.00 | 4,800.00 | |
| Senior Managing Associate III Jones, Christian | 3.25 | 205.00 | 666.25 | |
| Managing Associate III Sequeira, Christopher | 7.75 | 195.00 | 1,511.25 | |
| Totals | 27.00 | | 6,977.50 | |
| Total Labor | | | | 6,977.50 |

Subtotal this Subtask: \$6,977.50

Subtask 0000012 1.2 Attend, Facilitate, and Interact with CASCC staff/ Roundtable Members at Up To
 17 Roundtable Meetings

Professional Personnel

| | Hours | Rate | Amount | |
|---|-------|--------|----------|-----------------|
| Senior Director III Alverson, Steven | 4.00 | 300.00 | 1,200.00 | |
| Senior Managing Associate III Jones, Christian | 4.00 | 205.00 | 820.00 | |
| Managing Associate III Sequeira, Christopher | 4.00 | 195.00 | 780.00 | |
| Totals | 12.00 | | 2,800.00 | |
| Total Labor | | | | 2,800.00 |

Subtotal this Subtask: \$2,800.00

TOTAL THIS TASK: \$9,777.50

Task 0000002 Assist CASCC in Improving Roundtable Participation, Meeting Format, and
 Composition

Professional Personnel

| | Hours | Rate | Amount | |
|---------------------|-------|--------|--------|---------------|
| Senior Director III | | | | |
| Alverson, Steven | 3.00 | 300.00 | 900.00 | |
| Totals | 3.00 | | 900.00 | |
| Total Labor | | | | 900.00 |

| | Current | Prior | To-Date | |
|-------------------------|---------|-------|----------|-----------------|
| Billing Limits | | | | |
| Total Billings | 900.00 | 0.00 | 900.00 | |
| Limit | | | 5,100.00 | |
| Remaining | | | 4,200.00 | |
| TOTAL THIS TASK: | | | | \$900.00 |

| | | | | |
|-------------------------|---------|--|-----------|-------------|
| Task | 0000003 | Provide Support for Work Not Currently Before the Roundtable | | |
| Billing Limits | | | | |
| Total Billings | 0.00 | 0.00 | 0.00 | |
| Limit | | | 50,620.00 | |
| Remaining | | | 50,620.00 | |
| TOTAL THIS TASK: | | | | 0.00 |

| | | | | |
|-------------------------|---------|--|----------|-------------|
| Task | 0000004 | Follow Up with FAA and SFO on the Select Committee Recommendations | | |
| Billing Limits | | | | |
| Total Billings | 0.00 | 0.00 | 0.00 | |
| Limit | | | 7,200.00 | |
| Remaining | | | 7,200.00 | |
| TOTAL THIS TASK: | | | | 0.00 |

| | | | | |
|-------------------------|---------|---|----------|-------------|
| Task | 0000005 | Follow Up with FAA and SJC on the Southflow Recommendations | | |
| Billing Limits | | | | |
| Total Billings | 0.00 | 0.00 | 0.00 | |
| Limit | | | 7,200.00 | |
| Remaining | | | 7,200.00 | |
| TOTAL THIS TASK: | | | | 0.00 |

| | | | | |
|-------------------------|---------|------------------------------|-----------|-------------|
| Task | 0000006 | Develop an FAA Advocacy Plan | | |
| Billing Limits | | | | |
| Total Billings | 0.00 | 0.00 | 0.00 | |
| Limit | | | 21,600.00 | |
| Remaining | | | 21,600.00 | |
| TOTAL THIS TASK: | | | | 0.00 |

| | | | | |
|-------------------------|---------|---|-----------|-------------|
| Task | 0000007 | Prepare and Maintain the Santa Clara/Santa Cruz Community Roundtable Public Website | | |
| Billing Limits | | | | |
| Total Billings | 0.00 | 0.00 | 0.00 | |
| Limit | | | 10,820.00 | |
| Remaining | | | 10,820.00 | |
| TOTAL THIS TASK: | | | | 0.00 |

| | | | |
|------|---------|-------------------|--|
| Task | 0000ODC | Other Direct Cost | |
|------|---------|-------------------|--|

Reimbursable Expenses

| | | | | |
|----------------------------|--|------------------|-----------------|-----------------|
| Travel - Transportation | | | 519.21 | |
| Travel - Lodging | | | 485.32 | |
| Travel - Meals | | | 9.02 | |
| Travel - Mileage | | | 100.92 | |
| Total Reimbursables | | 1.0 times | 1,114.47 | 1,114.47 |

Billing Limits

| | Current | Prior | To-Date | |
|----------------|----------------|--------------|----------------|--|
| Total Billings | 1,114.47 | 0.00 | 1,114.47 | |
| Limit | | | 16,161.70 | |
| Remaining | | | 15,047.23 | |

TOTAL THIS TASK: \$1,114.47

TOTAL INVOICE AMOUNT \$11,791.97

| | Current | Prior | Total |
|-------------------------|------------------|--------------|------------------|
| Billings to Date | 11,791.97 | 0.00 | 11,791.97 |

Remit to:

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

TIN #: 94-1698350

Detailed Expense Report

Tuesday, April 2, 2019
2:31:30 PM

Environmental Science Associates

Employee 10452 Jones, Christian P. H.

Signed Electronically by: Jones, Christian P. H. 3/1/2019 6:03:41 PM


Posted

Approved Electronically by: Alverson, Steven R. 3/4/2019 10:27:59 AM

Organization NC01:01

Expense Report: South_Bay-Sta_Cruz_Roundtable_Mtg_190227

Report Date: 3/1/2019

| Line | Date | Category | Description | Project | Task | Subtask | Bill | Account | Amount |
|--|-----------|---------------------------|-----------------------------------|---|---------|--|-------------------------------------|---|---------------------------|
| 1 | 2/27/2019 | Mileage (2019 Rate @.580) | Drive to and From Project Meeting | D181353.00 | 0000ODC | | <input checked="" type="checkbox"/> | 5600-07  | 100.92 |
| Business Reason: To attend a project meeting | | | | CASCC - Facilitator/Consultant Services | | Travel From/To: 705 Bernadette Place, Isleton, CA/ 77 West Hedding St, San Jose, CA/ 705 Bernadette Place, Isleton, CA | | | Travel: 174.00 mi @ 0.580 |
| | | | | | | | | Total Expenses | 100.92 |
| | | | | | | | | Total Due | 100.92 |



Environmental Science Associates
 550 Kearny Street, Suite 800
 San Francisco, CA 94108
 (415) 896-5900

INVOICE

Andi Jordan
 Executive Director
 Cities Association of Santa Clara County
 PO Box 3144
 Los Altos, CA 94024

May 7, 2019
 Invoice No: 145506
 Project Manager: Steven Alverson

Project D181353.00 CASCC - Facilitator/Consultant Services for Santa Clara/Santa Cruz
 Community Roundtable

Professional Services from March 1, 2019 to March 31, 2019

Task 0000001 Facilitate Regular Roundtable Meetings

Subtask 0000011 1.1 Prepare For Up To 17 Roundtable Meetings

Professional Personnel

| | Hours | Rate | Amount | |
|---|-------|--------|----------|--|
| Senior Director III Alverson, Steven | 17.00 | 300.00 | 5,100.00 | |
| Project Technician I Russell, Julie | 5.00 | 85.00 | 425.00 | |
| Totals | 22.00 | | 5,525.00 | |
| Total Labor | | | | 5,525.00 |
| | | | | Subtotal this Subtask: \$5,525.00 |

Subtask 0000012 1.2 Attend, Facilitate, and Interact with CASCC staff/ Roundtable Members at Up To 17 Roundtable Meetings

Professional Personnel

| | Hours | Rate | Amount | |
|---|-------|--------|----------|--|
| Senior Director III Alverson, Steven | 5.00 | 300.00 | 1,500.00 | |
| Project Technician I Russell, Julie | 7.00 | 85.00 | 595.00 | |
| Totals | 12.00 | | 2,095.00 | |
| Total Labor | | | | 2,095.00 |
| | | | | Subtotal this Subtask: \$2,095.00 |

Subtask 0000013 1.3 Prepare Up To 17 Meeting Recaps and Lists of Action Items/Actions Taken

Professional Personnel

| | Hours | Rate | Amount | |
|---|-------|--------|----------|-----------------|
| Senior Director III Alverson, Steven | 3.00 | 300.00 | 900.00 | |
| Managing Associate III Sequeira, Christopher | 4.50 | 205.00 | 922.50 | |
| Project Technician I Russell, Julie | 10.00 | 85.00 | 850.00 | |
| Totals | 17.50 | | 2,672.50 | |
| Total Labor | | | | 2,672.50 |

PAYMENT DUE UPON RECEIPT

Subtotal this Subtask: \$2,672.50

TOTAL THIS TASK: \$10,292.50

Task 0000002 Assist CASCC in Improving Roundtable Participation, Meeting Format, and Composition

Professional Personnel

| | Hours | Rate | Amount |
|---|-------|--------|---------------|
| Senior Director III Alverson, Steven | 1.00 | 300.00 | 300.00 |
| Totals | 1.00 | | 300.00 |
| Total Labor | | | 300.00 |

| Billing Limits | Current | Prior | To-Date |
|-----------------------|----------------|--------------|----------------------------------|
| Total Billings | 300.00 | 900.00 | 1,200.00 |
| Limit | | | 5,100.00 |
| Remaining | | | 3,900.00 |
| | | | TOTAL THIS TASK: \$300.00 |

Task 0000003 Provide Support for Work Not Currently Before the Roundtable

Professional Personnel

| | Hours | Rate | Amount |
|---|-------|--------|---------------|
| Senior Director III Alverson, Steven | 2.50 | 300.00 | 750.00 |
| Managing Associate III Sequeira, Christopher | 1.00 | 205.00 | 205.00 |
| Totals | 3.50 | | 955.00 |
| Total Labor | | | 955.00 |

| Billing Limits | Current | Prior | To-Date |
|-----------------------|----------------|--------------|----------------------------------|
| Total Billings | 955.00 | 0.00 | 955.00 |
| Limit | | | 50,620.00 |
| Remaining | | | 49,665.00 |
| | | | TOTAL THIS TASK: \$955.00 |

Task 0000004 Follow Up with FAA and SFO on the Select Committee Recommendations

| Billing Limits | Current | Prior | To-Date |
|-----------------------|----------------|--------------|------------------------------|
| Total Billings | 0.00 | 0.00 | 0.00 |
| Limit | | | 7,200.00 |
| Remaining | | | 7,200.00 |
| | | | TOTAL THIS TASK: 0.00 |

Task 0000005 Follow Up with FAA and SJC on the Southflow Recommendations

| Billing Limits | Current | Prior | To-Date |
|-----------------------|----------------|--------------|------------------------------|
| Total Billings | 0.00 | 0.00 | 0.00 |
| Limit | | | 7,200.00 |
| Remaining | | | 7,200.00 |
| | | | TOTAL THIS TASK: 0.00 |

Task 0000006 Develop an FAA Advocacy Plan

| Billing Limits | Current | Prior | To-Date | |
|-------------------------|---------|-------|-----------|-------------|
| Total Billings | 0.00 | 0.00 | 0.00 | |
| Limit | | | 21,600.00 | |
| Remaining | | | 21,600.00 | |
| TOTAL THIS TASK: | | | | 0.00 |

Task 000007 Prepare and Maintain the Santa Clara/Santa Cruz Community Roundtable Public Website

| Professional Personnel | Hours | Rate | Amount | |
|------------------------|-------|--------|----------|-----------------|
| Senior Director III | | | | |
| Alverson, Steven | 8.00 | 300.00 | 2,400.00 | |
| Totals | 8.00 | | 2,400.00 | |
| Total Labor | | | | 2,400.00 |

| Billing Limits | Current | Prior | To-Date | |
|-------------------------|----------|-------|-----------|-------------------|
| Total Billings | 2,400.00 | 0.00 | 2,400.00 | |
| Limit | | | 10,820.00 | |
| Remaining | | | 8,420.00 | |
| TOTAL THIS TASK: | | | | \$2,400.00 |

Task 0000ODC Other Direct Cost

| Reimbursable Expenses | | | | |
|----------------------------|--|------------------|---------------|---------------|
| Travel - Transportation | | | 36.00 | |
| Travel - Meals | | | 101.68 | |
| Travel - Mileage | | | 317.86 | |
| Total Reimbursables | | 1.0 times | 455.54 | 455.54 |

| In-House Reimbursable Billing | | | | |
|-------------------------------------|-------------------|--|--------------|--------------|
| Printing 8.5x11 b/w | | | | |
| ARC PRINTING BW 8.5X219 | 30.0 Pages @ 0.10 | | 3.00 | |
| Printing 8.5x11 color | | | | |
| ARC PRINTING BW 8.5X220 | 21.0 Pages @ 0.40 | | 8.40 | |
| Total In-House Reimbursables | 1.0 times | | 11.40 | 11.40 |

| Billing Limits | Current | Prior | To-Date | |
|-------------------------|---------|----------|-----------|-----------------|
| Total Billings | 466.94 | 1,114.47 | 1,581.41 | |
| Limit | | | 16,161.70 | |
| Remaining | | | 14,580.29 | |
| TOTAL THIS TASK: | | | | \$466.94 |

TOTAL INVOICE AMOUNT: \$14,414.44

| Billings to Date | Current | Prior | Total |
|------------------|-----------|-----------|-----------|
| | 14,414.44 | 11,791.97 | 26,206.41 |

Remit to:

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

TIN #: 94-1698350

Detailed Expense Report

Tuesday, May 7, 2019
2:24:56 PM

Environmental Science Associates

Employee 358 Alverson, Steven R.

Signed Electronically by: Alverson, Steven R. 3/18/2019 11:12:25 AM

Posted

Approved Electronically by: Boxer, Brian D. 3/24/2019 1:49:27 PM

Organization NC01:01

Expense Report: 2/27/19 SCSC Roundtable Meeting

Report Date: 3/18/2019

| Line | Date | Category | Description | Project | Task | Subtask | Bill | Account | Amount |
|--|-----------|--------------------------------|------------------------------|------------|---------|---------|-------------------------------------|---------|--------|
| 1 | 2/27/2019 | Mileage (2019 Rate @.580) | Drive to San Jose Round Trip | D181353.00 | 0000001 | 0000012 | <input checked="" type="checkbox"/> | 5600-07 | 110.20 |
| CASCC - Facilitator/Consultant Services Business Reason: Drive to San Jose Round Trip to attend/Facilitate the Santa Clara Santa Cruz Roundtable meeting. | | | | | | | | | |
| Travel From/To: ESA's Sacramento Office to San Jose - Roundtrip Travel: 190.00 mi @ 0.580 | | | | | | | | | |
| 2 | 2/27/2019 | Parking/Toll/Ca b/Rail (Ferry) | Bridge Toll | D181353.00 | 0000001 | 0000012 | <input checked="" type="checkbox"/> | 5600-05 | 6.00 |
| CASCC - Facilitator/Consultant Services Business Reason: Benicia Bridge Toll | | | | | | | | | |
| 3 | 2/27/2019 | Parking/Toll/Ca b/Rail (Ferry) | Parking | D181353.00 | 0000001 | 0000012 | <input checked="" type="checkbox"/> | 5600-05 | 15.00 |
| CASCC - Facilitator/Consultant Services Business Reason: Parking at the Government Center | | | | | | | | | |
| 4 | 2/27/2019 | Meals (Employee) | Dinner - Sequeira | D181353.00 | 0000001 | 0000012 | <input checked="" type="checkbox"/> | 5600-10 | 31.12 |
| CASCC - Facilitator/Consultant Services Business Reason: Eat dinner after the Roundtable meeting. | | | | | | | | | |
| Each Person: Chris Sequeira | | | | | | | | | |
| 5 | 2/27/2019 | Meals (Employee) | Dinner - Alverson | D181353.00 | 0000001 | 0000012 | <input checked="" type="checkbox"/> | 5600-10 | 34.21 |
| CASCC - Facilitator/Consultant Services Business Reason: Eat dinner after the Roundtable meeting. | | | | | | | | | |
| Each Person: Steve Alverson | | | | | | | | | |

Detailed Expense Report

Tuesday, May 7, 2019
2:27:08 PM

Environmental Science Associates

Employee 358 Alverson, Steven R.

Signed Electronically by: Alverson, Steven R. 3/29/2019 4:33:24 PM

Posted

Approved Electronically by: Boxer, Brian D. 4/1/2019 8:55:05 AM

Organization NC01:01

Expense Report: March 27, 2019 SCSC Roundtable Meeting

Report Date: 3/29/2019

| Line | Date | Category | Description | Project | Task | Subtask | Bill | Account | Amount |
|--|-----------|---|--------------------------------|------------|---------|---------|-------------------------------------|---------|---------------|
| 1 | 3/27/2019 | Meals (Travel) | Dinner - Alverson | D181353.00 | 0000001 | 0000012 | <input checked="" type="checkbox"/> | 5600-03 | 24.00 |
| CASCC - Facilitator/Consultant Services | | | | | | | | | |
| Business Reason: Eat dinner after the Roundtable meeting before driving back to Sacramento. | | | | | | | | | |
| 2 | 3/27/2019 | Parking/Toll/Carb/Rail (Ferry) | Toll | D181353.00 | 0000001 | 0000012 | <input checked="" type="checkbox"/> | 5600-05 | 6.00 |
| CASCC - Facilitator/Consultant Services | | | | | | | | | |
| Business Reason: Benicia Bridge Toll | | | | | | | | | |
| 3 | 3/27/2019 | Travel/Other (including non-rental gas) | Cash Tip for Valet Parking | D181353.00 | 0000001 | 0000012 | <input checked="" type="checkbox"/> | 5600-06 | 3.00 |
| CASCC - Facilitator/Consultant Services | | | | | | | | | |
| Business Reason: Cash tip to the valet parking attendant at the Santa Clara County Government Center (\$3) | | | | | | | | | |
| 4 | 3/27/2019 | Mileage (2019 Rate @.580) | Drive to San Jose - Round Trip | D181353.00 | 0000001 | 0000012 | <input checked="" type="checkbox"/> | 5600-07 | 135.72 |
| CASCC - Facilitator/Consultant Services | | | | | | | | | |
| Business Reason: Drive to San Jose to facilitate the March 27, 2019 SCSC Roundtable meeting. | | | | | | | | | |
| Travel From/To: ESA Sacramento Office to Santa Clara Government Center - Round Trip | | | | | | | | | |
| Total Expenses | | | | | | | | | 168.72 |
| Total Due | | | | | | | | | 168.72 |

Detailed Expense Report

Tuesday, May 7, 2019
2:43:34 PM

Environmental Science Associates

Employee 11324 Russell, Julie N

Signed Electronically by: Russell, Julie N 3/28/2019 11:15:58 AM

Posted

Approved Electronically by: Billela, Joseph Martin 4/1/2019 7:04:38 AM

Organization NC01:81

Expense Report: SCSC Roundtable Personal Expenses

Report Date: 3/28/2019

| Line | Date | Category | Description | Project | Task | Subtask | Bill | Account | Amount |
|--|-----------|-------------------------------|-----------------------------|------------|---------|---------|-------------------------------------|---------|--------|
| 1 | 3/27/2019 | Parking/Toll/Car/Rail (Ferry) | bridge toll | D181353.00 | 0000001 | 0000012 | <input checked="" type="checkbox"/> | 5600-05 | 6.00 |
| CASCC - Facilitator/Consultant Services | | | | | | | | | |
| Business Reason: bridge toll on my way to meeting | | | | | | | | | |
| 2 | 3/27/2019 | Meals (Travel) | lunch | D181353.00 | 0000001 | 0000011 | <input checked="" type="checkbox"/> | 5600-03 | 12.35 |
| CASCC - Facilitator/Consultant Services | | | | | | | | | |
| Business Reason: lunch while at meeting | | | | | | | | | |
| 3 | 3/27/2019 | Mileage (2019 Rate @.580) | driving to and from meeting | D181353.00 | 0000001 | 0000011 | <input checked="" type="checkbox"/> | 5600-07 | 71.94 |
| CASCC - Facilitator/Consultant Services | | | | | | | | | |
| Business Reason: driving to and from meeting | | | | | | | | | |
| Travel From/To: Office to meeting RT Travel: 124.03 mi @ 0.580 | | | | | | | | | |



Environmental Science Associates
 550 Kearny Street, Suite 800
 San Francisco, CA 94108
 (415) 896-5900

INVOICE

Andi Jordan
 Executive Director
 Cities Association of Santa Clara County
 PO Box 3144
 Los Altos, CA 94024

May 10, 2019
 Invoice No: 145595
 Project Manager: Steven Alverson

Project D181353.00 CASCC - Facilitator/Consultant Services for Santa Clara/Santa Cruz
 Community Roundtable

Professional Services from April 1, 2019 to April 30, 2019

Task 0000001 Facilitate Regular Roundtable Meetings

Subtask 0000011 1.1 Prepare For Up To 17 Roundtable Meetings

Professional Personnel

| | Hours | Rate | Amount | |
|------------------------|-------|--------|----------|--|
| Senior Director III | | | | |
| Alverson, Steven | 21.00 | 300.00 | 6,300.00 | |
| Managing Associate III | | | | |
| Jones, Christian | 2.00 | 205.00 | 410.00 | |
| Sequeira, Christopher | 13.50 | 205.00 | 2,767.50 | |
| Project Technician I | | | | |
| Russell, Julie | 5.00 | 85.00 | 425.00 | |
| Totals | 41.50 | | 9,902.50 | |
| Total Labor | | | | 9,902.50 |
| | | | | Subtotal this Subtask: \$9,902.50 |

Subtask 0000012 1.2 Attend, Facilitate, and Interact with CASCC staff/ Roundtable Members at Up To 17 Roundtable Meetings

Professional Personnel

| | Hours | Rate | Amount | |
|----------------------|-------|--------|----------|--|
| Senior Director III | | | | |
| Alverson, Steven | 4.00 | 300.00 | 1,200.00 | |
| Project Technician I | | | | |
| Russell, Julie | 9.00 | 85.00 | 765.00 | |
| Totals | 13.00 | | 1,965.00 | |
| Total Labor | | | | 1,965.00 |
| | | | | Subtotal this Subtask: \$1,965.00 |

Subtask 0000013 1.3 Prepare Up To 17 Meeting Recaps and Lists of Action Items/Actions Taken

Professional Personnel

| | Hours | Rate | Amount | |
|------------------------|-------|--------|----------|--|
| Senior Director III | | | | |
| Alverson, Steven | 11.00 | 300.00 | 3,300.00 | |
| Project Technician III | | | | |
| Laxamana, Lisa | .25 | 120.00 | 30.00 | |

| | | | | |
|---------|------------|---|---------|--------|
| Project | D181353.00 | CASCC - Facilitator/Consultant Services | Invoice | 145595 |
|---------|------------|---|---------|--------|

Project Technician I

| | | | |
|----------------|-------|-------|----------|
| Russell, Julie | 11.00 | 85.00 | 935.00 |
| Totals | 22.25 | | 4,265.00 |

Total Labor **4,265.00**

Subtotal this Subtask: \$4,265.00

TOTAL THIS TASK: \$16,132.50

Task 0000002 Assist CASCC in Improving Roundtable Participation, Meeting Format, and Composition

| | | | |
|-----------------------|----------------|--------------|----------------|
| Billing Limits | Current | Prior | To-Date |
| Total Billings | 0.00 | 1,200.00 | 1,200.00 |
| Limit | | | 5,100.00 |
| Remaining | | | 3,900.00 |

TOTAL THIS TASK: 0.00

Task 0000003 Provide Support for Work Not Currently Before the Roundtable

Professional Personnel

| | | | |
|---------------------|--------------|-------------|---------------|
| | Hours | Rate | Amount |
| Senior Director III | | | |
| Alverson, Steven | 2.00 | 300.00 | 600.00 |
| Totals | 2.00 | | 600.00 |

Total Labor **600.00**

| | | | |
|-----------------------|----------------|--------------|----------------|
| Billing Limits | Current | Prior | To-Date |
| Total Billings | 600.00 | 955.00 | 1,555.00 |
| Limit | | | 50,620.00 |
| Remaining | | | 49,065.00 |

TOTAL THIS TASK: \$600.00

Task 0000004 Follow Up with FAA and SFO on the Select Committee Recommendations

Professional Personnel

| | | | |
|------------------------|--------------|-------------|---------------|
| | Hours | Rate | Amount |
| Managing Associate III | | | |
| Sequeira, Christopher | 1.00 | 205.00 | 205.00 |
| Totals | 1.00 | | 205.00 |

Total Labor **205.00**

| | | | |
|-----------------------|----------------|--------------|----------------|
| Billing Limits | Current | Prior | To-Date |
| Total Billings | 205.00 | 0.00 | 205.00 |
| Limit | | | 7,200.00 |
| Remaining | | | 6,995.00 |

TOTAL THIS TASK: \$205.00

Task 0000005 Follow Up with FAA and SJC on the Southflow Recommendations

| | | | |
|-----------------------|----------------|--------------|----------------|
| Billing Limits | Current | Prior | To-Date |
| Total Billings | 0.00 | 0.00 | 0.00 |
| Limit | | | 7,200.00 |
| Remaining | | | 7,200.00 |

TOTAL THIS TASK: 0.00

Task 0000006 Develop an FAA Advocacy Plan

| Billing Limits | | Current | Prior | To-Date |
|-------------------------|--|----------------|--------------|----------------|
| Total Billings | | 0.00 | 0.00 | 0.00 |
| Limit | | | | 21,600.00 |
| Remaining | | | | 21,600.00 |
| TOTAL THIS TASK: | | | | 0.00 |

Task 000007 Prepare and Maintain the Santa Clara/Santa Cruz Community Roundtable Public Website

| Professional Personnel | | Hours | Rate | Amount |
|-------------------------------|--|--------------|-------------|---------------|
| Senior Director III | | | | |
| Alverson, Steven | | 1.00 | 300.00 | 300.00 |
| Totals | | 1.00 | | 300.00 |
| Total Labor | | | | 300.00 |

| Billing Limits | | Current | Prior | To-Date |
|-------------------------|--|----------------|--------------|-----------------|
| Total Billings | | 300.00 | 2,400.00 | 2,700.00 |
| Limit | | | | 10,820.00 |
| Remaining | | | | 8,120.00 |
| TOTAL THIS TASK: | | | | \$300.00 |

Task 0000ODC Other Direct Cost

| Reimbursable Expenses | | | | |
|------------------------------|--|--|--|------------------|
| Travel - Transportation | | | | 6.00 |
| Travel - Meals | | | | 30.03 |
| Travel - Mileage | | | | 221.27 |
| Project Materials | | | | 4,600.00 |
| Total Reimbursables | | | | 4,857.30 |
| | | | | 1.0 times |
| | | | | 4,857.30 |

| In-House Reimbursable Billing | | | | |
|--------------------------------------|--|--------------------|--|------------------|
| Printing 8.5x11 b/w | | | | |
| ARC_PRINTING BW 8.5X11 | | 29.0 Pages @ 0.10 | | 2.90 |
| Printing 8.5x11 color | | | | |
| ARC_PRINTING COLOR 8.5X11 | | 314.0 Pages @ 0.40 | | 125.60 |
| Total In-House Reimbursables | | | | 128.50 |
| | | | | 1.0 times |
| | | | | 128.50 |

| Billing Limits | | Current | Prior | To-Date |
|-------------------------|--|----------------|--------------|-------------------|
| Total Billings | | 4,985.80 | 1,581.41 | 6,567.21 |
| Limit | | | | 16,161.70 |
| Remaining | | | | 9,594.49 |
| TOTAL THIS TASK: | | | | \$4,985.80 |

TOTAL INVOICE AMOUNT: \$22,223.30

| Outstanding Invoices | | |
|-----------------------------|----------|------------------|
| Number | Date | Balance |
| 145506 | 5/7/2019 | 14,414.44 |
| Total | | 14,414.44 |

| | Current | Prior | Total |
|-------------------------|------------------|------------------|------------------|
| Billings to Date | 22,223.30 | 26,206.41 | 48,429.71 |

| | | | | |
|---------|------------|---|---------|--------|
| Project | D181353.00 | CASCC - Facilitator/Consultant Services | Invoice | 145595 |
|---------|------------|---|---------|--------|

Remit to:

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

TIN #: 94-1698350

Environmental Science AssociatesExpense Report for Invoice #000000145595 Dated 5/10/2019

| Date | Person | Category | Description | Amount |
|--------------|---|-----------------|-----------------------------------|-----------------|
| 04/24/2019 | Russell, Julie | | Bridge Toll | \$6.00 |
| 04/24/2019 | Russell, Julie | | Lunch | \$16.26 |
| 04/24/2019 | Alverson, Steven | Meals (Travel) | | \$13.77 |
| | Business Reason: Eat dinner on the way back to Sacramento after the Roundtable meeting. | | | |
| 04/24/2019 | Alverson, Steven | | Drive to Santa Clara - Round Trip | \$139.49 |
| 04/24/2019 | Russell, Julie | | Map Mileage | \$77.72 |
| 04/24/2019 | Russell, Julie | | Actual Mileage | \$4.06 |
| Total | | | | \$257.30 |

Category Summary

| | |
|----------------|----------|
| <OTHER> | \$243.53 |
| Meals (Travel) | \$13.77 |

Environmental Science Associates

Unit Detail for Invoice 000000145595 Dated 5/10/2019

Project: D181353.00-CASCC - Facilitator/Consultant Services

| Category | Date | Description | Calculation | Amount |
|-----------------------|------------|---------------------------|--------------------|-----------------|
| Printing 8.5x11 b/w | 04/26/2019 | ARC_PRINTING BW 8.5X11 | 29.0 Pages @ 0.10 | \$2.90 |
| Printing 8.5x11 color | 04/26/2019 | ARC_PRINTING COLOR 8.5X11 | 314.0 Pages @ 0.40 | \$125.60 |
| Total | | | | \$128.50 |

Category Summary

| | |
|-----------------------|-----------------|
| Printing 8.5x11 b/w | \$2.90 |
| Printing 8.5x11 color | \$125.60 |
| Total | \$128.50 |

2019 May/General Membership Meeting Budget

| | each | qty | extended | APPROVED BY BOARD | ACTUAL | |
|---|------------|-----|-------------|-------------------|-------------|-----------------------------|
| Expenses | | | | | | |
| Venue | | 0 | | \$ - | \$ 3,480.00 | paid by West Valley College |
| Catered Food - appetizers & dinner buffet | \$ 20 | 94 | \$ 1,880 | \$ 3,000.00 | | |
| appetizer | \$ 500 | 1 | \$ 500 | \$ 500.00 | | |
| rental items (service, linens, stage) | \$ 1,500 | 1 | 821 | \$ 821.00 | | |
| delivery/ pick up - Unica | \$ 285 | 1 | | | | |
| Bartender/service | \$ 150 | 4 | \$ 360 | \$ 360.00 | | |
| 8 Centerpieces and 2 Display | \$ 20 | 10 | \$ 200 | \$ 200.00 | \$ 177.00 | \$ 177.00 |
| PA System w 3-4 Mics | \$ - | 0 | | | | |
| Supplies (notecards or pens/pencils) | | | \$ 100 | \$ 100.00 | | |
| Hosted bar wine/beer | \$ 1,000 | | \$ 1,000 | \$ 1,000.00 | \$ 539.00 | \$ 539.00 |
| insurance | | | | \$ 200.00 | \$ 177.00 | \$ 177.00 |
| contingency (what did we forget?) | | | \$ 800 | \$ 800.00 | \$ 874.75 | \$ 874.75 |
| logo | | | | \$ 200.00 | | |
| CONTRIBUTION TO STUDENT FUND/TSHIRTS | \$ 300 | | \$ 300 | \$ 1,000.00 | \$ 300.00 | \$ 300.00 |
| ABC license fee | | | \$ 50 | \$ 30.00 | \$ 50.00 | \$ 50.00 |
| Total Expenses | | | \$ 6,011 | \$ 8,211.00 | | |
| TAX - 9% | | | \$ 540.99 | \$ 738.98 | | |
| gratuuity 18% | | | \$ 1,081.98 | \$ 1,477.98 | \$ 452.00 | \$ 452.00 |
| Total Expenses | | | \$ 7,634 | \$10,428.00 | \$ 6,049.75 | \$ 2,569.75 |
| Cost per attendee | | | \$ 81.21 | \$ 69.52 | \$ 54.02 | |
| Revenue | | | | | | |
| Members | \$ 80 | 36 | \$ 2,880 | \$ 5,250.00 | \$ 2,880.00 | \$ 2,880.00 |
| Non-Members (13@\$100) | \$ 100 | 1 | \$ 100 | \$ 1,300.00 | \$ 100.00 | \$ 100.00 |
| Speakers (7*\$0)/students | \$ - | 75 | \$ 6,091 | \$ (487.00) | | |
| West Valley College contribution | | | \$ 5,000 | \$ 5,000.00 | \$ 3,479.50 | |
| Total | | 112 | \$ 1,889 | \$11,063.00 | \$ 6,459.50 | \$ 2,980.00 |
| Cities Association Cost | \$2,569.75 | | | | | |
| Cities Association Revenue | \$2,980.00 | | | | | |
| NET | \$410.25 | | | | | |

Legislative Action Committee adopted positions (May 9, 2019)/not ratified by Board of Directors:

- ACA 1 – reconsidered – oppose
- AB 291 – Emergency Preparedness: watch
- AB 836 – Clean Air Centers Pilot Program: Support
- AB 1487 – Regional Housing Enterprise: OPPOSE
- AB 11 – RDA replacement: Support with amendments (include MTC staff recommendations, understanding that Schools aren't shortchanged & not lose any funding)
- SB 50/SB 4 – Oppose
- AB 1279 – High resource area: Oppose
- AB 1485 – Streamlining: support with amendments
- SB 6/AB 1486 database of developable land – neutral
- SB 13 – ADUs: WATCH (bill is heavy handed with compliance and reporting to attorney general)



New Energy Choices for Silicon Valley



1020 Enterprise Way, Building B, Sunnyvale
Wednesday, September 17, 2014
10 AM-3 PM

Agenda

9:30-10 AM Registration

10 AM Welcome

Bill Mitchel, Microsoft

10:05 Objectives

Ann Hancock, Business for Clean Energy

Kara Gross, Joint Venture Silicon Valley

Steve Tate, Chair, Cities Association of Santa Clara County, and Mayor of Morgan Hill

10:20 Consumer Choice in Energy

Joe Como, Director, Office of the Ratepayer Advocate, California Public Utilities Commission

10:35 Community Choice Energy Programs in Operation

Geof Syphers, CEO, Sonoma Clean Power

Jamie Tuckey, Communications Director, MCE Clean Energy

11:05 Pursuing Choice

Barbara Hale, Assistant General Manager, Power, San Francisco Public Utilities Commission

11:15 Implementing Choice - A Regulatory Perspective

William Maguire, Regulatory Analyst, California Public Utilities Commission

11:25 Updates from Local Agencies

Melody Tovar, Regulatory Programs Division Manager, City of Sunnyvale

Kerrie Romanow, Director of Environmental Services, City of San Jose

Frank Maitski, Deputy Operating Officer, Santa Clara Valley Water District

11:35 Q&A

Lunch & Roundtable Discussions

12:00 PM Introduction of Elected Officials

Steve Tate, Chair, Cities Association of Santa Clara County, and Mayor of Morgan Hill

Host City Welcome

Jim Griffith, Mayor of Sunnyvale

Lessons Learned in the Implementation of Community Choice Energy Programs

1:00 Top 5 recommendations for starting a Community Choice Energy Program

Geof Syphers, CEO, Sonoma Clean Power

1:20 Top 5 things elected leaders need to know when starting a Community Choice Energy Program

Shawn Marshall, Former Mill Valley City Councilmember & LEAN Executive Director

1:40 Water Agency's role in starting Community Choice and Lessons Learned

Cordel Stillman, Deputy Chief Engineer, Sonoma County Water Agency

2:00 Top governance issues and risk concerns emerging CCA's must address

Steve Shupe, Deputy County Counsel, County of Sonoma

2:20 Q&A

Jeff Byron, Co-chair, Cleantech Open - Moderator

2:45 Wrap

Jeff Byron

3:00 PM Adjourn



REQUEST TO PRESENT TO THE BOARD OF DIRECTORS
Return to executive_director@citiesassociation.org at least 2 weeks prior to the Board Meeting for consideration.

NAME OF ORGANIZATION: SILICON VALLEY CLEAN ENERGY

Name of Contact Person: Kara Gross, Joint Venture
Phone: 408-204-1464
Email: gross@jointventure.org
Presenters: Girish Balachandran, SVCE
John Supp, SVCE

REQUEST (WHAT WILL BE PRESENTED?):

Building Electrification and Electric Vehicle Charging Infrastructure Reach Code Initiative:

- Reach Code proposal being released on May 29
- Electric Vehicle Charging Infrastructure proposal being released on June 6
- SVCE will provide details on requirements and possible incentives
- Timeline for local action
- Information about upcoming activities

RELEVANCE TO THE CITIES ASSOCIATION:

At least 7 cities in the County have submitted letters of intent to bring forward the reach codes as part of their city's building code adoption process in 2019.

WHAT ACTION IS REQUESTED OF THE CITIES ASSOCIATION?

Informational only.

MATERIALS TO BE SENT TO SUPPORT PRESENTATION:

One-pager on code proposal and PPT.

Scooters in San Jose



Background

- Initial deployment in February 2018
- Approximately 2,000 scooters daily in 2018
- Four companies – Lime, BIRD, Skip, Wind
- No permit program or regulations in place at time of deployment
- City of San Jose decided not to stop operations and to work with community and partners to develop regulations
- Estimated 1.8 million trips in 2018



Regulation Development

- Coordinate with public safety
- Engage with scooter companies
- On-going conversation with the public
- Coordinate with City Councilmembers
- Talk with other stakeholders, including Downtown Association and San Jose State
- Learn from others – cities and national organizations



What We Learned

- Scooters are incredibly popular
- Vast majority of the public and stakeholders do not want a ban, even those with concerns
- Many see scooters as a potential transportation option and as a first/last mile transit connection
- Parking and sidewalk riding remain major concerns
- Sidewalk riding survey:
 - Half of trips occur in the street when a bike lane is present
 - Most trips occur on sidewalk when there's no bike lane
- Parking survey – 93% of parked scooters not causing access/obstruction issues



Regulations

- Permit required for operations
- Operators are required to carry insurance and indemnify the City
- Fees required for operations
- Citation process created for operators
- New FTE position created to manage permit program
- “Administrative Regulations” established to regulate operations
- Data required for management
- Technology required to prevent sidewalk use

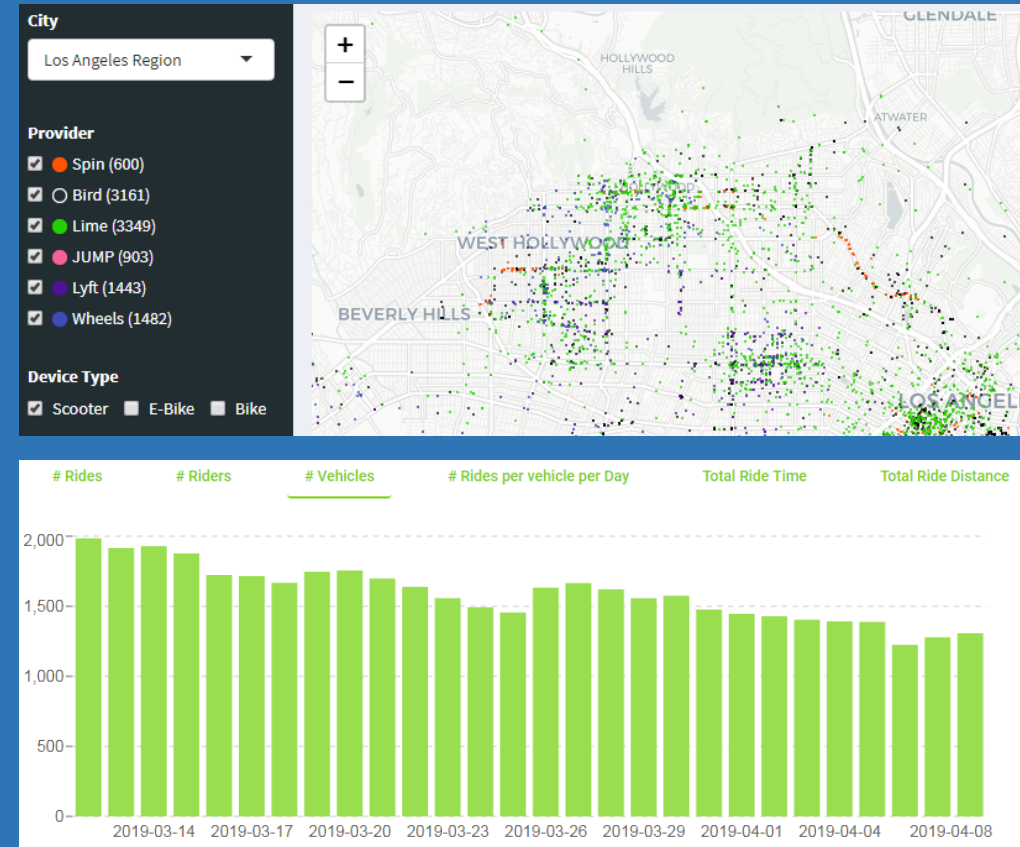
Administrative Regulations

- DOT Director has authority to amend regulations as needed
- Parking and maintenance requirements
- Education and community outreach
- Customer service, response time, and multiple-language requirement
- Number of devices and program area
- Type of device – permit required for scooters and similar devices
- Income-based discount
- Data sharing and reporting
- Operators subject to citations for violating any of these



Program Monitoring

- New staff
- Data sharing third-party data service
- Citations and other remedies for code violations
- Staff will coordinate with companies, residents, public safety, Council Offices, and other stakeholders



Location data from Los Angeles Area; Active scooters by day in San Jose.

Program Fees

- Annual fees charged to recover City's costs to manage the program
 - FTE staffing
 - Data services/monitoring software
- Fees charged to operator
 - Application Fee - \$2,500 per permit
 - Operating Fee - \$124 per device
 - Additional devices pro-rated to end of permit term
- City anticipates minimum of \$117,530 in first year of program
- Fees will be re-evaluated annually to ensure the City is only recovering its costs, based on the estimated number of operators and devices

Sidewalk Riding Technology

- By July 1st, 2019, all scooters must be equipped with technology that prohibits their use on sidewalks
- Focus on Downtown and other areas with high pedestrian activity
- City and companies currently coordinating this effort



Next Steps

- Hire new staff – April 2019
- Issue permits – April 2019
- Procure data services – April/May -2019
- Sidewalk tech requirement – July 2019
- Administer program and make amendments as necessary
- Report back to Transportation and Environment Committee

Scooters in San Jose - Questions

