



BOARD OF DIRECTORS MEETING AGENDA
THURSDAY, JUNE 13, 2019 | 7PM
CITY OF SUNNYVALE | WEST CONFERENCE ROOM
456 WEST OLIVE AVENUE | SUNNYVALE, CA 94024

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

1. Welcome and Roll Call (*Cappello*) 7:00 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
 - e. Consideration of request to cosponsor symposium on electrification with Silicon Valley Joint Venture. There is no cost to the organization, CASCC brands and disseminates information.
3. Committee Reports and Presentations:
 - a. Silicon Valley Clean Energy (*Girish Balachandran, SVCE & John Supp, SVCE*) 7:05 PM
Update on Building Electrification and Electric Vehicle Charging Infrastructure Reach Code Initiative. Informational.
 - b. Scooters in San José (*Ryan Smith, City of San José*) Understanding impacts to cities of micro mobility. 7:20 PM
7:40 PM
 - c. Legislative Action Committee (*Abe-Koga*):
 - Report out, discussion and action on committee recommendations from 6PM LAC meeting.
 - Board discussion to provide input for a legislative meeting with Executive Board Members Klein, Sayoc, Abe-Koga with Assemblymember Chiu. 8:00 PM
 - d. RHNA Task Force Update (*Jones/Jordan*): Discussion of the most recent timeline from ABAG.
4. Public Comment 8:05 PM
5. City Manager/SCCCMA Report (*James Lindsay, City Manager, Saratoga*) 8:10 PM
6. Executive Director Report (*Andi Jordan, Executive Director*) 8:15 PM
7. Adjourn until Thursday, August 8, 2019 at 3PM, Sunnyvale City Hall. 8:20 PM



Agenda Item No: 2a-e

Meeting Date: June 13, 2019

Cities Association of Santa Clara County Agenda Report

TOPIC: Consent Agenda: March Board of Director Meeting Minutes & May General Membership Meeting Minutes

SUBJECT: APPROVAL OF THE 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
- e. Consideration of request to cosponsor symposium on electrification with Silicon Valley Joint Venture. There is no cost to the organization, CASCC brands and disseminates information.

EXECUTIVE SUMMARY:

Items b, c, d: approved by the Executive Board and are provided to the Board to keep Board apprised of the Association's business.

Item c: The CASCC acts as the fiscal agent for the SC | SC Roundtable. The Roundtable Invoices have been reviewed by the Executive Director, SC|SC Roundtable Chair Mary-Lynne Bernald, and CASCC Secretary/Treasurer Chappie Jones.

Item e: The Executive Board recommends approval of the co-sponsorship opportunity with Silicon Valley Joint Venture.

RECOMMENDATION:

Approve the Consent Agenda.

FISCAL IMPACT:

No Fiscal Impact

RECOMMENDED ACTION:

Move to approve the consent agenda consisting of

- April 2019 Board draft minutes
- Financial Reports
- SC | SC Roundtable invoices
- General Membership Meeting Budget vs. Actuals
- Symposium Sponsorship Request.

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	9,058.83	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					107.91	107.91
Membership Dinners - Cost		2,023.51				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	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									\$751.26
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	Gusto	No		CASCC	Employer Taxes	-Split-	77.00	77.00
04/24/2019	Journal Entry	Gusto	No		CASCC	Employer Taxes	-Split-	637.50	714.50
Total for Payroll Taxes									\$714.50
Payroll Wages/Salary									
04/24/2019	Journal Entry	Gusto	No		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 Group		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	
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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

CITIES ASSOCIATION OF SANTA CLARA COUNTY

BUDGET VS. ACTUALS: FY 19 (JULY 2018 - JUNE 2019) - FY19 P&L

July 2018 - June 2019

	ACTUAL	TOTAL		% OF BUDGET
		BUDGET	OVER BUDGET	
Income				
Directory Income	195.00	1,000.00	-805.00	19.50 %
Dues Income	144,886.05	144,886.00	0.05	100.00 %
Interest		500.00	-500.00	
Reimbursement	18.42		18.42	
Services	15.00		15.00	
Total Income	\$145,114.47	\$146,386.00	\$ -1,271.53	99.13 %
GROSS PROFIT	\$145,114.47	\$146,386.00	\$ -1,271.53	99.13 %
Expenses	\$119,061.70	\$135,861.00	\$ -16,799.30	87.63 %
NET OPERATING INCOME	\$26,052.77	\$10,525.00	\$15,527.77	247.53 %
Other Income	\$9,292.32	\$7,475.00	\$1,817.32	124.31 %
Other Expenses	\$14,155.95	\$18,000.00	\$ -3,844.05	78.64 %
NET OTHER INCOME	\$ -4,863.63	\$ -10,525.00	\$5,661.37	46.21 %
NET INCOME	\$21,189.14	\$0.00	\$21,189.14	0.00%

CITIES ASSOCIATION OF SANTA CLARA COUNTY

BUDGET VS. ACTUALS: FY 19 (JULY 2018 - JUNE 2019) - FY19 P&L

July 2018 - June 2019

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
Directory Income	195.00	1,000.00	-805.00	19.50 %
Dues Income	144,886.05	144,886.00	0.05	100.00 %
Interest		500.00	-500.00	
Reimbursement	18.42		18.42	
Services	15.00		15.00	
Total Income	\$145,114.47	\$146,386.00	\$ -1,271.53	99.13 %
GROSS PROFIT	\$145,114.47	\$146,386.00	\$ -1,271.53	99.13 %
Expenses				
Computer & Equipment	2,670.91		2,670.91	
Dues and Subscriptions	400.00		400.00	
Office	6.80	8,861.00	-8,854.20	0.08 %
Conferences/Director's Expenses	373.30		373.30	
Directory Production	241.00		241.00	
Hospitality	1,340.36		1,340.36	
Insurance	1,690.50		1,690.50	
Internet - Web Hosting Services	108.64		108.64	
Miscellaneous				
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	98.29		98.29	
Printing and Copying	1,241.47		1,241.47	
Software Licenses	1,165.28		1,165.28	
Supplies and Equipment	258.50		258.50	
Website Update	2,000.00		2,000.00	
Total Office	8,624.26	8,861.00	-236.74	97.33 %
Other Miscellaneous Service Cost	7.17		7.17	
Payroll Expenses		10,000.00	-10,000.00	
Professional Services		10,000.00	-10,000.00	
Accounting Services	1,791.75		1,791.75	
Employee Expenses				
Payroll Service Fees	589.00		589.00	
Payroll Taxes	7,243.50		7,243.50	
Payroll Wages/Salary	94,666.63	100,000.00	-5,333.37	94.67 %
Total Employee Expenses	102,499.13	100,000.00	2,499.13	102.50 %
Total Professional Services	104,290.88	110,000.00	-5,709.12	94.81 %
Programs and Initiatives	1,000.00	7,000.00	-6,000.00	14.29 %
Reimbursable Expense	122.00		122.00	
void	0.00		0.00	

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Workers Compensation	621.76		621.76	
Total Expenses	\$117,736.98	\$135,861.00	\$ -18,124.02	86.66 %
NET OPERATING INCOME	\$27,377.49	\$10,525.00	\$16,852.49	260.12 %
Other Income				
General Membership Meeting	61.11	3,250.00	-3,188.89	1.88 %
Interest Income	1,131.21		1,131.21	
Membership Dinners - Proceeds	8,100.00	4,225.00	3,875.00	191.72 %
Total Other Income	\$9,292.32	\$7,475.00	\$1,817.32	124.31 %
Other Expenses				
General Meeting - catering	1,034.11	5,000.00	-3,965.89	20.68 %
General meeting - office supplies/signage	884.15		884.15	
Membership Dinners - Cost	12,237.69	13,000.00	-762.31	94.14 %
Total Other Expenses	\$14,155.95	\$18,000.00	\$ -3,844.05	78.64 %
NET OTHER INCOME	\$ -4,863.63	\$ -10,525.00	\$5,661.37	46.21 %
NET INCOME	\$22,513.86	\$0.00	\$22,513.86	0.00%

**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>									
<i>Task #</i>	<i>Task Name/Description</i>	Senior Director III	Managing Associate III	Senior Managing Associate III	Associate II	Managing Associate II	Senior Associate II	Senior Associate I			
		\$ 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 CASCC 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 CASCC 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
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**Table 2: Santa Clara/Santa Cruz Community Roundtable
Cost Proposal: ESA Non-Labor Expenses by Task**

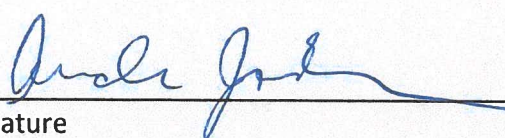
Reimbursable Costs	Total	Subtotal	Task Number
			1
Project Supplies			
Printing/Reproduction			
Document and Map Reproductions (CD + Digital Photo)			
Postage and Deliveries			
Mileage (To/From Sacramento International Airport) 1/11-1/12/19	\$2,415.70	\$2,415.70	\$2,415.70
Vehicle Rental			\$0.00
Lodging (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



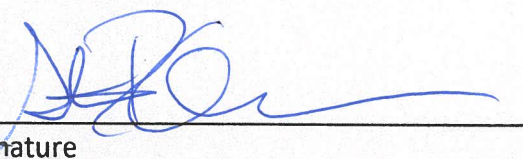
<u>Project Name</u>	<i>Facilitator & Consultant Services for the Santa Clara/Santa Cruz Counties Community Roundtable regarding Aviation & Airport Noise Management Issues</i>			
<u>Consultant</u>	<i>Environmental Science Associates</i>			
<u>Contract/ Amendment</u>	<u>Date</u>	<u>Contract/ Amendment (\$)</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



 Signature

2/9/2019

 Date

3/9/19

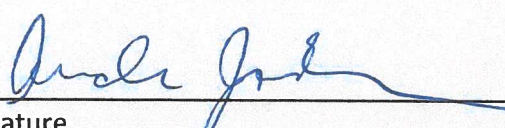
 Date:



<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

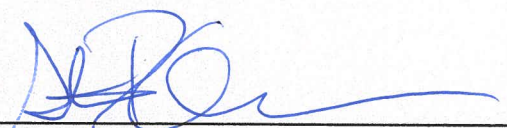
Consultant/Facilitator:
 Steven Alverson, Sr. Vice President
 Environmental Science Associations
 2600 Capitol Avenue, Suite 200
 Sacramento, CA 95816



 Signature

2/9/2019

 Date



 Signature

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
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	Current	Prior	To-Date	
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
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	Current	Prior	To-Date	
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
------	---------	---

	Current	Prior	To-Date	
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
------	---------	------------------------------

	Current	Prior	To-Date	
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
------	---------	---

	Current	Prior	To-Date	
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	
			CASCC - Facilitator/Consultant Services							
Business Reason: To attend a project meeting			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 0000007 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

	Current	Prior	Total
Billings to Date	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									
Travel: 234.00 mi @ 0.580									
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
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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		1.0 times	4,857.30	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	1.0 times		128.50	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
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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					



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

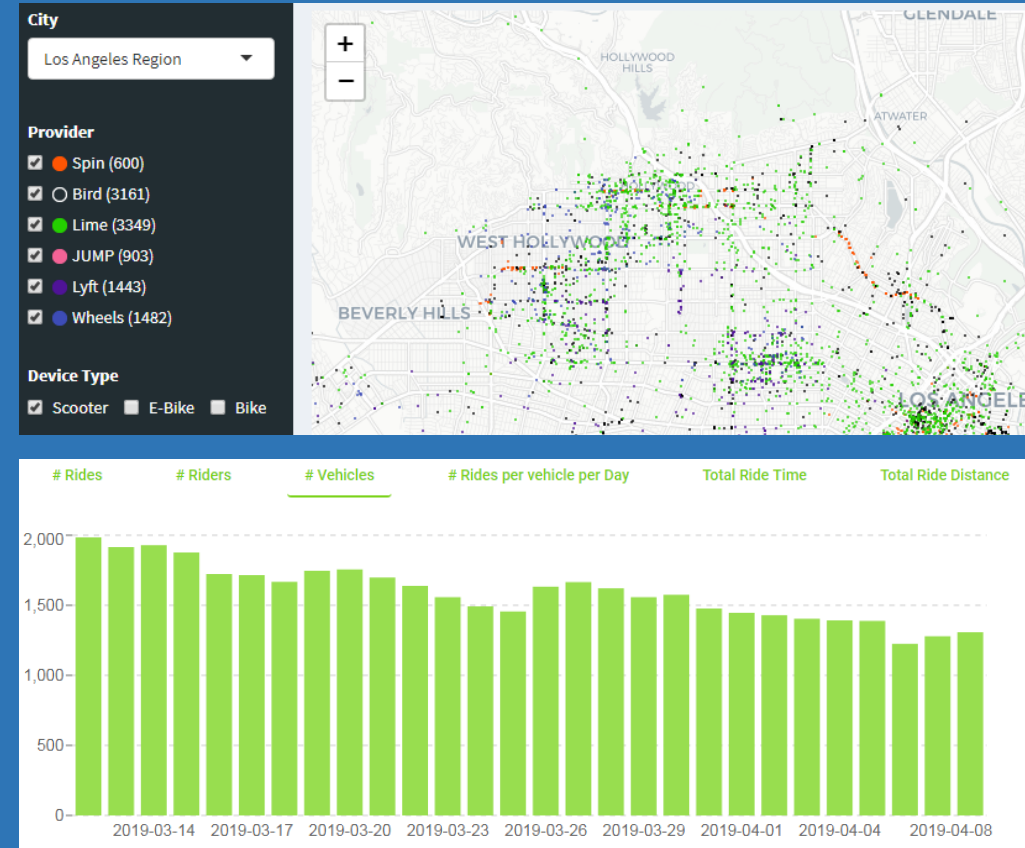
Administrative Regulations

- 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



PART 1 – GENERAL PROVISIONS

Section 1-1. Purpose and Authority

Chapter 11.92 of the San José Municipal Code (“Code”) sets forth the requirements and procedures for permits issued for the operation of Shared Micro-Mobility Device Systems in the City of San José (“City”). These regulations implement the provisions of Chapter 11.92 and are issued by the Director of Transportation (“Director”) under the authorization granted pursuant to Section 11.92.110 of the Code. These regulations are not intended to be exhaustive and may be amended at any time by the Director.

These regulations shall be referred to as the “Shared Micro-Mobility Permit Administrative Regulations.”

Section 1-2. Definitions and Construction

The definitions set forth in Chapter 11.92, and herein, shall govern the application and interpretation of these regulations. Any reference to federal, state or local statutes and ordinances includes any regulations promulgated thereunder and is deemed to include any successor or amended version of the referenced statute, ordinance or regulatory provision.

PART 2 – PERMIT PROCEDURES AND OPERATING REQUIREMENTS

Section 2-1. Permit Issuance

- 1) Permits must be renewed annually. Permits are revocable by the Director for failure to meet the requirements set forth in the Code or in the Administrative Regulations.
- 2) Programs, systems, devices, or operations that conflict with existing contracts, agreements, or other obligations of the City of San Jose will not be issued a permit.
- 3) Shared electric-assist bicycle programs will currently not be issued a permit under these regulations.

Section 2-2. Shared Micro-Mobility Device Requirements

- 1) **Device Identification** – Each Shared Micro-Mobility Device must have a unique identifying number printed on it, along with the company’s name, customer service telephone number, and website address.
- 2) **Vehicle Code Standards** – Each Shared Micro-Mobility Device must conform to the equipment, lighting, and safety standards as defined under applicable sections of the California Vehicle Code, including but not limited to the provisions in section 21223 for electric scooters.

SHARED MICRO-MOBILITY PERMIT ADMINISTRATIVE REGULATIONS

Department of Transportation
200 East Santa Clara Street, 8th Floor, San Jose, CA 95113
(408) 535-3850, bike.ped@sanjoseca.gov

- 3) **Display of Applicable Laws** – Each Shared Micro-Mobility Device must display state and local laws applicable to their use in the public right-of-way.
- 4) **Data Compliance** – Each Shared Micro-Mobility Device must comply with the Data Sharing section of these regulations.
- 5) **Speed Limit** – Operators must ensure that all electric scooters deployed can be limited to a maximum speed in areas of the City’s public right-of-way determined by the Director. In the Downtown Core, electric scooters must be capped a maximum speed limit of twelve miles-per-hour.
- 6) **Prevention of Illegal Sidewalk Use** – By June 2019, operators of electric scooters must prevent motorized use on sidewalks; satisfaction of this requirement will be determined by the Director.

Section 2-3. Program Size, Area, and Distribution

- 1) **Total Maximum Number** – The Director may set the total maximum number of Operators and Shared Micro-Mobility Devices, as needed, by amendment of the regulations.
- 2) **Minimum Number** – Each Operator must operate a minimum of 50 Shared Micro-Mobility Devices available for public use; the minimum number of Shared Micro-Mobility Devices may be amended by the Director.
- 3) **Program Area** – At any time, the Director may amend the regulations to establish program areas or boundaries where the number of Shared Micro-Mobility Devices is restricted or where separate parking requirements are established.
- 4) **Re-Balancing Requirements** – Shared Micro-Mobility Devices must be re-parked/re-distributed regularly to ensure daily compliance with the regulations.
- 5) **Obstructions** – Shared Micro-Mobility Devices in the public right-of-way that are found to create right-of-way obstructions or public nuisances are subject to removal per San Jose Municipal Code section 13.24.
- 6) **Communities of Concern** – To address equity needs, 20% of an Operator’s operations must occur in a “Community of Concern” as defined by the Metropolitan Transportation Commission.

Section 2-4. Operating Regulations

1) Shared Micro-Mobility Device Parking

- a) Shared Micro-Mobility Devices parked in the public right-of-way shall be parked upright without leaning on any object in the furnishing zone of a sidewalk, as defined in the San Jose Complete Streets Design Standards and Guidelines, in a way that complies with the Americans with Disability Act clearance standards and does not impede upon pedestrian traffic flow.
- b) Shared Micro-Mobility Devices shall not be parked in a manner that prevents access to a fire hydrant or other emergency facility, or to any under- or above-ground utility.
- c) Shared Micro-Mobility Devices shall not be parked in a manner than blocks curb ramps, public or private pathways, public or private driveways, public or private entryways and exits, handicapped parking zones, loading zones, or bus boarding zones.
- d) Shared Micro-Mobility Devices shall not be parked in a manner that restricts access, ingress, or egress to transit, including bus stops and light rail platforms, or prevents the reasonable use of bicycle racks, news racks, or public restrooms.
- e) When a sidewalk lacks a furniture zone, Shared Micro-Mobility Devices shall be parked in a way that complies with the Americans with Disability Act clearance standards and does not impede upon pedestrian traffic flow, or violate any paragraph in this section.
- f) No Shared Micro-Mobility Device may lie on its side, whether placed on its side or fallen over.
- g) Operator and/or their agents/contractors may not park Shared Micro-Mobility Devices in the landscaped areas of park strips.
- h) Operator must respond to and address requests from the City or from the public to re-park or remove Shared Micro-Mobility Devices that are parked in violation of the regulations within two hours of the request.
- i) The Director may establish designated parking zones to manage parking and distribution of Shared Micro-Mobility Devices.
- j) Operators shall not park Shared Micro-Mobility Devices within the area of any Community Special Event permitted under Chapter 13.14 of the San Jose Municipal Code.

2) Infrastructure Requirements

- a) An Operator shall be responsible for the cost and maintenance of any infrastructure required for operation of any Shared Micro-Mobility Device System. Operator shall obtain all required permits prior to installing any infrastructure.

SHARED MICRO-MOBILITY PERMIT ADMINISTRATIVE REGULATIONS

Department of Transportation
200 East Santa Clara Street, 8th Floor, San Jose, CA 95113
(408) 535-3850, bike.ped@sanjoseca.gov

- b) The regulations set forth here apply to the public rights-of-way in the City of San Jose. For locations outside the City right-of-way, Operator must obtain permission from the appropriate property owner.

3) **Customer Service**

- a) Operator shall maintain a staffed operations center within the nine-county San Francisco Bay Area.
- b) Operator shall maintain a 24-hour customer service telephone number for customers and members of the public to report safety concerns, complaints, or to ask questions. The customer service number shall be clearly displayed on all Shared Micro-Mobility Devices in service.
- c) Operator shall respond to and address requests to re-park or remove Shared Micro-Mobility Devices that are parked in violation of the regulations within two hours of the request.
- d) Within six months of permit issuance, Operator shall use English, Spanish, and Vietnamese in its customer service and low-income discount program materials, including in its website, mobile app, and phone services.

4) **Maintenance**

- a) Operator must ensure that all Shared Micro-Mobility Devices in their fleet are in good working order, are clean, and are safe to operate for a wide range of users.
- b) Operator must promptly remove Shared Micro-Mobility Devices that are not properly operating.
- c) Operator must maintain a record of all maintenance performed for each Shared Micro-Mobility Devices and make such record available to the City upon request.

5) **Education and Outreach**

- a) Operator shall educate its users on state and local laws pertaining to the use of Shared Micro-Mobility Devices.
- b) Operator shall post applicable state laws and City ordinances on each Shared Micro-Mobility Device in a clear and concise manner and indicate requirements regarding sidewalk riding, age, drivers' license, speed, and other applicable laws.
- c) Operator shall include on its website and mobile app a "Code of Conduct" that, at a minimum, encourages and promote the safe and responsible conduct of Shared Micro-Mobility Device users.

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- d) Operator shall ensure that their users comply with all state laws and local ordinances regarding parking and use of Shared Micro-Mobility Devices.
- e) During the first seven days of an Operator's deployment(s), representatives from the company must be on-hand in the deployment area to answer questions and distribute information regarding safety and proper use of Shared Micro-Mobility Devices. These activities must be coordinated with City staff. Operators are encouraged to continue this practice throughout the duration of their permitted activities.

6) Low-Income Discount

- a) Operator shall establish a low-income discount program that offers discounted memberships to individuals at or below 200% of the federal poverty level. Membership in public assistance programs such as SNAP, CalFresh, or PG&E Care may be used for discount eligibility, or some other metric consistent with this requirement and approved by the Director.
- b) The low-income discount program shall waive any applicable customer deposit fees.

7) Data Sharing

- a) Within 30 days of permit issuance, each operator must have an application program interface (API) or other automated mechanism that allows their services to be integrated into third-party mobility applications so that users can see data about and procure services through third-party Mobility-as-a-Service applications.
- b) Data for all Shared Micro-Mobility Device types must be provided to the City, and partners, in the General Bike Feed Specification (GBFS) and Mobility Data Specification (MDS) formats, or some other format as specified by the City on its website, each through an API. MDS data must be processed using the most current version of the MDS Shared Streets plugin by the Operator before it is shared with any entity, including the City. The City maintains links to the full specification of these required data formats on the City's Shared Micro-Mobility Program webpage.
- c) GBFS must be made available to the public through the Operator's website. The MDS feed must be available to City specified partners. These feeds must be consumable by third-party software.
- d) Data required beyond the GBFS and MDS specifications are:
 - 1. Number of incidences by type (complaints, requests for improperly parked Shared Micro-Mobility Devices, collisions, ~~and so on~~). Type of collision must be detailed to include location, number of parties, severity, response to collision, ~~and so on~~.
 - 2. Number of inquiries by type and method by which Operator received such inquiries
 - 3. A maintenance log, including date and type of maintenance performed
 - 4. Response time, including time of request and time of resolution



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- e) Data shall be made available to the City for the duration of the permitted program.
 - f) Operator shall comply with all state and federal laws related to personally-identifiable information including but not limited to California Civil Code Section 1798 et seq.
 - g) Non-GBFS data consumed through the API by City specified third-party software providers shall not be publicly available without consent from the Operator.

ORDINANCE NO.

**AN ORDINANCE OF THE CITY OF SAN JOSE ADDING A
NEW CHAPTER 11.92 TO TITLE 11 OF THE SAN JOSE
MUNICIPAL CODE RELATING TO THE REGULATION OF
SHARED MICRO-MOBILITY DEVICES FOR PUBLIC USE**

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF SAN JOSE:

Whereas, **WHEREAS**, pursuant to the provisions and requirements of the California Environmental Quality Act of 1970, together with related State CEQA Guidelines and Title 21 of the San José Municipal Code (collectively, "CEQA"), the Director of Planning, Building and Code Enforcement has determined that the provisions of this Ordinance do not constitute a project, under File No. PP17-008, General Procedure & Policy Making resulting in no changes to the physical environment; and

WHEREAS, the City Council of the City of San José is the decision-making body for this Ordinance; and

WHEREAS, this Council has reviewed and considered the "not a project" determination under CEQA prior to taking any approval actions on this Ordinance;

NOW THEREFORE,

A new Chapter 11.92 is added to Title 11 of the San José Municipal Code, to be numbered, entitled, and to read as follows:

**Chapter 11.92
SHARED MICRO-MOBILITY DEVICES**

11.92.010 Purpose

Consistent with the City's goals of enhancing mobility and access, easing traffic congestion, and promoting sustainability, this Chapter creates a permit program to facilitate shared micro-mobility devices offered for public use. The purpose of this permit program is to ensure the protection of public health and safety, including the safety of the public traveling by foot, bicycle, or vehicle on public sidewalks, streets, and other public rights-of-way.

11.92.020 Definitions

The definitions set forth in this Chapter shall govern the application and interpretation of this Chapter.

11.92.030 Administrative Regulations

"Administrative Regulations" shall mean the regulations adopted pursuant to Section 11.92.110.

11.92.040 Director

"Director" shall mean the Director of Transportation or designee.

11.92.050 Operator

"Operator" shall mean any person that is issued a permit under this Chapter to operate a Shared Micro-Mobility Device System in the Public Right-of-Way or in a Public Area.

11.92.060 Public Area

“Public Area” shall mean any outdoor area that is open to the public for public use, whether owned or operated by the City or a private party.

11.92.070 Public Right-of-Way

“Public Right-of-Way” shall mean any public alley, parkway, public transportation path, roadway, sidewalk, or street that is owned, granted by easement, operated, or controlled by the City.

11.92.080 Shared Micro-Mobility Device

“Shared Micro-Mobility Device” shall mean any transportation device by which a person can be propelled, moved or drawn, that is displayed, offered or placed for rent in any Public Area or Public Right-of-Way, except that a “Shared Micro-Mobility Device” does not include vehicles that are made available for rent, including, but not limited to, taxis or any other device excluded pursuant to the Administrative Regulations.

11.92.090 Shared Micro-Mobility Device System

“Shared Micro-Mobility Device System” shall mean all of the Shared Micro-Mobility Devices that an Operator offers to the public for use either to rent or for free in the Public Right-of-Way or in a Public Area.

11.92.100 Shared Micro-Mobility Operator Permit Application Procedure, Fees and Requirements

- A. The procedures set forth in Chapter 6.02 for permits and licenses shall govern the application for, investigation, approval, denial, suspension and revocation of a permit to operate a Shared Micro-Mobility Device System issued pursuant to this Chapter, except as specifically provided in this Chapter.
- B. Any person seeking to obtain a permit for the operation of a Shared Micro-Mobility System shall pay the City of San José a property repair and maintenance deposit totaling Ten Thousand Dollars (\$10,000) prior to permit issuance to ensure adequate funds are available to reimburse the City for future public property repair and maintenance costs that may be incurred, including but not limited to any costs of repairing or maintaining public property damaged by the Operator or its customers, administrative fines, removing Shared Micro-Mobility Devices improperly parked and addressing and abating any other violations.
- C. The Director may specify the information that must be provided in connection with an application and the form in which the information is to be provided. In addition to the information set forth in Chapter 6.02, the application shall contain, at a minimum, the following information:
1. The name and business address of each person or entity that: (i) has more than a ten percent (10%) equity, participation, or revenue interest in the applicant; or (ii) is a trustee, director, partner, or officer of that entity or of another entity that owns or controls the applicant, excepting persons serving in those capacities as volunteers, without compensation, for

organizations exempt from income taxes under Section 501(c)(3), (4), or (6) of the United States Internal Revenue Code;

2. The name and business address of any parent or subsidiary of the applicant, namely, any other business entity owning or controlling the applicant in whole or in part, or owned or controlled in whole or in part by the applicant, and a statement describing the nature of any such parent or subsidiary business entity;
3. Information sufficient to show that the applicant is technically and legally qualified to operate and maintain a Shared Micro-Mobility Device System;
4. A description of the proposed plan of operation, including, at a minimum, a detailed description of:
 - a. The applicant's current operations in the City and other jurisdictions;
 - b. The applicant's proposed operations in the City including the plan for balancing Shared Micro-Mobility Devices for Citywide coverage, the plan for Shared Micro-Mobility Device maintenance, levels of staff for operations and administration, and the plan for customer service;
 - c. The applicant's regulatory compliance program;
 - d. The applicant's history of and ability to comply with state and local law;

- e. The applicant's plans to implement safety programs, including, for example, a program by which the applicant will receive information about and notify users of unlawful use of a Shared Micro-Mobility Device;
 - f. The applicant's plans to educate users of Shared Micro-Mobility Devices about applicable California Vehicle Code provisions and other applicable laws and regulations;
 - g. The applicant's plan to comply with the operating requirements in the Administrative Regulations;
 - h. The applicant's plan to comply with the low-income discount and Communities of Concern requirements in the Administrative Regulations;
 - i. The applicant's plan to comply with the data sharing requirements in the Administrative Regulations;
 - j. The applicant's plans to comply with applicable federal, state, and local data privacy laws and otherwise to protect the privacy of personal information provided by users; and
 - k. Any other requirements set forth by Administrative Regulations.
- D. Notwithstanding any other requirement, the Director has the authority to deny a permit to the extent that issuing a permit would conflict with existing contractual agreements or permits issued to other Operators, lead to an overconcentration of

Shared Micro-Mobility Devices in the Public Right-of-Way, or otherwise adversely impact an existing Shared Micro-Mobility Device System.

11.92.110 Administrative Regulations

The Director shall adopt Administrative Regulations, and update as the Director determines is necessary, to implement the provisions of this Chapter, including, but not limited to, permit application procedures, permit standards and permit conditions, which may include regulations relating to lawful conduct, operating standards for public safety, data sharing, data privacy, area of the program, number of Operators, number of devices, maintenance of devices, customer service, user discounts and the timely removal of hazards.

11.92.120 Prohibited Conduct

Notwithstanding any other provision of this Code, no person shall:

- A. Display, offer or make available for rent any Shared Micro-Mobility Device within the City, unless the person has first obtained a valid permit for the operation of a Shared Micro-Mobility System;
- B. Leave a Shared Micro-Mobility Device not permitted by this Chapter in the Public Right-of-Way or in a Public Area in such a way that the device is available for rent; or
- C. Leave a Shared Micro-Mobility Device in either the Public Right-of-Way or in a Public Area in a manner that: (1) obstructs travel upon or blocks access to a Public Right-of-Way; (2) poses an immediate public safety hazard; or (3) is otherwise prohibited by applicable laws or the Administrative Regulations.

- D. No person shall fail to comply with the Administrative Regulations or any provision of this Chapter. Any violation of any Administrative Regulation or this Chapter shall constitute a violation of this Code.

11.92.130 Maximum Number of Shared Micro-Mobility Operator Permits and Shared Micro-Mobility Devices Permitted

The Director is authorized to define in the Administrative Regulations the minimum and maximum number of Shared Micro-Mobility Devices within a specified geographic area and the minimum and maximum number of total Shared Micro-Mobility Devices citywide.

11.92.140 Limitations on City Liability; Permit Conditions

To the fullest extent permitted by law, the City shall not assume any liability whatsoever with respect to having issued a permit for the operation of a Shared Micro-Mobility System or otherwise approving the operation of any Shared Micro-Mobility Device. As a condition to the issuance of any permit for the operation of a Shared Micro-Mobility System , the Operator shall be required to meet all of the following conditions:

- A. The Operator must execute an agreement or agree to permit conditions, in a form approved by the City Attorney, agreeing to indemnify, defend (at applicant's sole cost and expense), and hold harmless the City, and its officers, officials, employees, representatives, and agents from any and all claims, losses, damages, injuries, liabilities or losses which arise out of, or which are in any way related to, the City's issuance of or decision to approve a permit for the operation of a Shared Micro-Mobility System, the process used by the City in making its

decision, or the alleged violation of any federal, state or local laws by the applicant or any of its officers, managers, employees or agents.

- B. Maintain insurance at coverage limits, and with conditions thereon determined necessary and appropriate from time to time, as determined by the City's Risk Manager, and name the City as additional insured and provide the City with a certificate of insurance evidencing the required coverage and identifying the City as an additional insured. If any insurance policy issued to an Operator in order for the Operator to comply with this Subsection is cancelled for any reason, the permit issued under this Chapter is automatically suspended. In order to reinstate the permit, the Operator shall provide a new certificate of insurance meeting the requirements of this Chapter to the City.

- C. Reimburse the City for all costs and expenses, including, but not limited to, attorney fees and costs, which it may be required to pay as a result of any legal challenge related to the City's approval of or activities conducted pursuant to the Operator's permit for the operation of a Shared Micro-Mobility System. The City may, at its sole discretion, participate at its own expense in the defense of any such action, but such participation shall not relieve any of the obligations imposed hereunder.

11.92.150 Grounds for Revocation, Suspension, Reduction, or Denial

A. An Operator's permit may be revoked, suspended, or denied, by the Director based upon any of the grounds specified in Chapter 6.02 or any of the following grounds:

- 1. An applicant or Operator, including its employees, managers, officers, principals, directors, owners, contractors, representatives, or agents has:

- a. Made one or more false or misleading statements, or material omissions on the permit application, during the application process;
 - b. Failed to provide information requested or required by the City;
 - c. Operated or has proposed to operate in a manner that endangers public health or safety; or
 - d. Failed to comply with any requirement imposed by the provisions of this Code including any rule, regulation, condition or standard adopted pursuant to this Chapter, or any term or condition imposed on the permit for the operation of a Shared Micro-Mobility System, or any provision of California law.
2. Conviction of the Operator, to include any of its officers, owners or principals, of a criminal offense that is substantially related to the qualifications, functions or duties of the shared micro-mobility business or profession, including, but not limited to, any criminal conviction involving a violent or serious felony, fraud, deceit, or embezzlement.
- B. An Operator's fleet size may be temporarily, permanently or conditionally reduced by the Director for violation of any of the provisions of this Chapter or the Administrative Regulations.

11.92.160 Duration of Permits Issued

Permits issued pursuant to this Chapter shall be effective for up to one (1) year. An Operator who meets all requirements of this Chapter may apply for permit renewal.

11.92.170 Removal or Impoundment of Devices

- A. A Shared Micro-Mobility Device that is displayed, offered, or made available for rent, or abandoned, in the Public Right-of-Way or in a Public Area in violation of Section 11.92.120 shall be subject to immediate impoundment by the City or removal by the City under Chapter 13.24.
- B. The City Council may adopt impound fees as set forth in the schedule of fees and charges established by resolution of the City Council, which shall reflect the City's enforcement, investigation, storage and impound costs.
- C. No person shall retrieve any impounded Shared Micro-Mobility Device except upon demonstrating proper proof of ownership of the device and payment of applicable impound fees.

PASSED FOR PUBLICATION of title this _____ day of _____, 2018, by the following vote:

AYES:

NOES:

ABSENT:

DISQUALIFIED:

SAM LICCARDO
Mayor

ATTEST:

TONI J. TABER, CMC
City Clerk