



BOARD OF DIRECTORS MEETING AGENDA
THURSDAY, AUGUST 8, 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. June 2019 Board of Directors Minutes
 - b. Financial report: June 2019
 - c. SC|SC Roundtable Invoices:
May 2019: \$25,724.21
June 2019: \$32,297.50
3. Committee Reports and Presentations:
 - a. Senator Bob Wieckowski 7:05 PM
 - b. Legislative Action Committee (*Abe-Koga*): 7:50 PM
 - Report out, discussion and action on committee recommendations from 6PM LAC meeting.
 - c. SC | SC Roundtable Update (*Bernald*): report on formation of roundtable. (information) 8:10 PM
 - d. RHNA Task Force Update (*Jones/Jordan*): report on progress of formation documents. 8:20 PM
 - e. BAAQMD Report: (*Sinks/Kniss*) report from City Selection Committee Appointees. 8:30 PM
4. Discussion of attendance as member representative and alternates to Cities Association, City Selection Committee, Legislative Action Committee. (*Jordan*) 8:40 PM
5. Public Comment for members of the public for items not on the Agenda. 8:45 PM
6. City Manager/SCCCMA Report (*James Lindsay, City Manager, Saratoga*): update from Santa Clara County City Managers Association.
7. Executive Director Report (*Jordan*)
8. Joys and Challenges: opportunity for members of the Board to share what is happening in their community. 8:50 PM
9. Adjourn until Thursday, September 12, 2019 at 7PM, Sunnyvale City Hall. 9:00 PM



Agenda Item No: 2a-b-c

Meeting Date: August 8, 2019

Cities Association of Santa Clara County Agenda Report

TOPIC: Consent Agenda: June Board Meeting Minutes & Acceptance of June Financials

SUBJECT: APPROVAL OF THE CONSENT AGENDA:

- a. June 2019 Executive Board draft minutes
- b. Financial reports: June 2019
- c. SC|SC Roundtable Invoices:
 - May 2019: \$25,724.21
 - June 2019: \$32,297.50

EXECUTIVE SUMMARY:

Items a,b,c: requesting approval by the Board. Secretary Treasurer Chappie Jones has already reviewed and the Executive Board has approved.

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

RECOMMENDATION:

Approve the Consent Agenda.

FISCAL IMPACT:

No Fiscal Impact

RECOMMENDED ACTION:

Move to approve the consent agenda consisting of

- June 2019 Board draft minutes
- June Financial Reports (Management Report and 2018-2019 budget)
- SC | SC Roundtable invoices
 - May 2019: \$25,724.21
 - June 2019: \$32,297.50



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

Item 1. Mayor and Board President Manny Cappello called the meeting to order at 7PM.

Present at the meeting:

Campbell	Paul Resnikoff
Cupertino	Lian Chao
Gilroy	absent
Los Altos	Lynette Lee Eng
Los Altos Hills	Michelle Wu
Los Gatos	Marico Sayoc
Milpitas	Rich Tran
Monte Sereno	Rowena Turner
Morgan Hill	absent
Mountain View	Lisa Matichak
Palo Alto	Liz Kniss
San José	Chappie Jones
Santa Clara	Debi Davis
Saratoga	Manny Cappello
Sunnyvale	Larry Klein
Executive Director	Andi Jordan
SCCCMA	James Lindsay

Also present:

Vice Mayor Margaret Abe-Koga, LAC Chair, Mountain View
Kara Gross, Joint Venture Silicon Valley
Girish Balachandran, SVCE
John Supp, SVCE
Ryan Smith, City of San José

Item. 2 Consideration of approval of consent agenda. Mayor Cappello removed letter “2e” from the consent agenda. Item 2-e is the 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.

Vice Mayor Chappie Jones (San José) motioned, second by Mayor Lee-Eng (Los Altos), to approve consent items:

- 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

Motion approved unanimously: Ayes: 13; Nays: 0; Abstentions: 0; Absent: 2

AYES: 13 - Resnikoff (Campbell), Chao (Cupertino), Lee-Eng(Los Altos), Wu (Los Altos Hills), Sayoc (Los Gatos), Montano (Milpitas), Turner (Monte Sereno), Matchak (Mountain View), Kniss (Palo Alto), Jones (San José), Davis (Santa Clara), Cappello (Saratoga), Klein (Sunnyvale)

NAYES: 0 -

ABSTENTIONS: 0

ABSENT: 2 - Velasco (Gilroy), Constantine (Morgan Hill)

Item 2-e. Consideration of request to cosponsor symposium on electrification with Silicon Valley Joint Venture. There is no cost to the organization, CASC brands and disseminates information.

Motion by Mayor Klein, second by Mayor Lee-Eng. Motion passes unanimously.

Ayes: 13; Nays: 0; Abstentions: 0; Absent: 2

AYES: 13 - Resnikoff (Campbell), Chao (Cupertino), Lee-Eng(Los Altos), Wu (Los Altos Hills), Sayoc (Los Gatos), Montano (Milpitas), Turner (Monte Sereno), Matchak (Mountain View), Kniss (Palo Alto), Jones (San José), Davis (Santa Clara), Cappello (Saratoga), Klein (Sunnyvale)

NAYES: 0 -

ABSTENTIONS: 0

ABSENT: 2 - Velasco (Gilroy), Constantine (Morgan Hill)

Item 3. Committee Reports and Presentations:

- a. Silicon Valley Clean Energy, *Garish Balachandran, SVCE & John Supp, SVCE*, provided an update on Building Electrification and Electric Vehicle Charging Infrastructure Reach Code Initiative. Informational only.
- b. Scooters in San José: Understanding the impacts to cities micro mobility presentation by Ryan Smith – presentation was informational only.
- c. Legislative Action Committee: Chair Margaret Abe-Koga provided an update of action taken at the April and May 2019 Legislative Action Committee Meeting.

Councilmember Paul Resnikoff motioned, second by Mayor Larry Klein to adopt the Legislative Action Committee members actions:

AB 291 – Emergency Preparedness: watch

AB 836 - Clean Air Centers Pilot Program: Support

AB 1487 - Regional Housing Enterprise: OPPOSE

AB 11 - RDA replacement: Support with amendments (include MTC staff recommendations, understanding that Schools aren't shortchanged & not lose any funding)

SB 50/SB 4 - Oppose

AB 1485 - neutral

AB 1279 - High resource area: Oppose

SB 6/AB 1486 database of developable land – neutral



SB 13 - ADUs: WATCH (bill is heavy handed with compliance and reporting to attorney general)

AB 516- Towing bill - oppose

A substitute motion was made by Vice Mayor Liang Chao (Cupertino), seconded by Mayor Lynette Lee-Eng (Los Altos), to **approve the Legislative Action Committee Report and remove from consideration AB 1485 and AB 836.**

Motion passes: Ayes: 11; Nays: 2; Abstentions: 0; Absent: 2

AYES: 11 - Resnikoff (Campbell), Chao (Cupertino), Lee-Eng(Los Altos), Wu (Los Altos Hills), Montano (Milpitas), Turner (Monte Sereno), Matichak (Mountain View), Kniss (Palo Alto), Jones (San José), Davis (Santa Clara), Klein (Sunnyvale)

NAYES: 2- Sayoc (Los Gatos), Cappello (Saratoga)

ABSTENTIONS: 0

ABSENT: 2 - Velasco (Gilroy), Constantine (Morgan Hill)

Mayor Larry Klein (Sunnyvale) motioned, seconded by Councilmember Davis, to **support AB 836.** Motion passes. Ayes: 13; Nays: 0; Abstentions: 0; Absent: 2

AYES: 13 - Resnikoff (Campbell), Chao (Cupertino), Lee-Eng(Los Altos), Wu (Los Altos Hills), Sayoc (Los Gatos), Montano (Milpitas), Turner (Monte Sereno), Matichak (Mountain View), Kniss (Palo Alto), Jones (San José), Davis (Santa Clara), Cappello (Saratoga), Klein (Sunnyvale)

NAYES: 0 -

ABSTENTIONS: 0

ABSENT: 2 - Velasco (Gilroy), Constantine (Morgan Hill)

Mayor Manny Cappello motioned, second by Councilmember Liz Kniss to support AB 1485 with amendments.

Substitute motion by Vice Mayor Chao, second by Mayor Lee-Eng to take no position on AB 1485. Motion passes. Ayes: 8; Nays: 5; Abstentions: 0; Absent: 2

AYES: 13 - Chao (Cupertino), Lee-Eng(Los Altos), Wu (Los Altos Hills), Sayoc (Los Gatos), Montano (Milpitas), Turner (Monte Sereno), Matichak (Mountain View), Davis (Santa Clara),

NAYES: 5 - Resnikoff (Campbell), Kniss (Palo Alto), Cappello (Saratoga), Jones (San José), Klein (Sunnyvale)

ABSTENTIONS: 0

ABSENT: 2 - Velasco (Gilroy), Constantine (Morgan Hill)

3d. Vice Mayor Jones (San José) provided an update on the RHNA Subregion formation efforts and will bring proposal to Board in August 2019.

4. One member of the public provided comment.

5. James Lindsay, City Manager of Saratoga, and SCCMA representative gave an update on the recent joint city managers meeting of San Mateo and Santa Clara Counties.
6. Andi Jordan provided the Executive Director Report.
7. Meeting adjourned at 8:40 PM.

Respectfully submitted,
Andi Jordan
Executive Director

Minutes approved on DATE

Motion
Second

AYES:
NAYES:
ABSTENTIONS:
ABSENT:

DRAFT

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	
Total Income	\$145,081.05	\$146,386.00	\$ -1,304.95	99.11 %
GROSS PROFIT	\$145,081.05	\$146,386.00	\$ -1,304.95	99.11 %
Expenses				
Office	6.80	8,861.00	-8,854.20	0.08 %
Professional Services		10,000.00	-10,000.00	
Employee Expenses		10,000.00	-10,000.00	
Payroll Wages/Salary	102,999.96	100,000.00	2,999.96	103.00 %
Total Employee Expenses	102,999.96	110,000.00	-7,000.04	93.64 %
Total Professional Services	102,999.96	120,000.00	-17,000.04	85.83 %
Programs and Initiatives	1,000.00	7,000.00	-6,000.00	14.29 %
Total Expenses	\$104,006.76	\$135,861.00	\$ -31,854.24	76.55 %
NET OPERATING INCOME	\$41,074.29	\$10,525.00	\$30,549.29	390.25 %
Other Income				
General Membership Meeting	61.11	3,250.00	-3,188.89	1.88 %
Membership Dinners - Proceeds	8,100.00	4,225.00	3,875.00	191.72 %
Total Other Income	\$8,161.11	\$7,475.00	\$686.11	109.18 %
Other Expenses				
General Meeting - catering	1,034.11	5,000.00	-3,965.89	20.68 %
Membership Dinners - Cost	12,237.69	13,000.00	-762.31	94.14 %
Total Other Expenses	\$13,271.80	\$18,000.00	\$ -4,728.20	73.73 %
NET OTHER INCOME	\$ -5,110.69	\$ -10,525.00	\$5,414.31	48.56 %
NET INCOME	\$35,963.60	\$0.00	\$35,963.60	0.00%

Management Report

CITIES ASSOCIATION OF SANTA CLARA COUNTY
For the period ended June 30, 2019



Prepared by

BestBooks4U Bookkeeping & QuickBooks Consulting

Prepared on

July 1, 2019

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Profit and Loss

July 2018 - June 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	1,480.59
Insurance	1,690.50
Internet - Web Hosting Services	128.81
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	1,345.52
Software Licenses	1,287.76
Supplies and Equipment	269.39
Website Update	2,000.00
Total Office	9,022.08
Other Miscellaneous Service Cost	7.17
Professional Services	
Accounting Services	2,110.50
Attorney Services	1,300.00
Employee Expenses	
Payroll Service Fees	589.00
Payroll Taxes	7,881.00
Payroll Wages/Salary	102,999.96
Total Employee Expenses	111,469.96
Total Professional Services	114,880.46
Programs and Initiatives	1,000.00
Reimbursable Expense	122.00
Uncategorized Expense	3.00

	Total
Workers Compensation	684.02
Total Expenses	128,789.64
NET OPERATING INCOME	266,324.84
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	884.15
Membership Dinners - Cost	12,237.69
Roundtable consultant and technical services	48,429.71
Total Other Expenses	62,585.66
NET OTHER INCOME	-53,293.34
NET INCOME	\$213,031.50

Balance Sheet

As of June 30, 2019

	Total
ASSETS	
Current Assets	
Bank Accounts	
Checking - Union Bank	151,132.22
Total Bank Accounts	151,132.22
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	271,938.31
Fixed Assets	
Accumulated Depreciation	-1,926.59
Machinery and Equipment	2,203.41
Total Fixed Assets	276.82
TOTAL ASSETS	\$272,215.13
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
First National Bank of Omaha	433.68
Total Credit Cards	433.68
Total Current Liabilities	433.68
Total Liabilities	433.68
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	213,031.50
Total Equity	271,781.45
TOTAL LIABILITIES AND EQUITY	\$272,215.13

Statement of Cash Flows

July 2018 - June 2019

	Total
OPERATING ACTIVITIES	
Net Income	213,031.50
Adjustments to reconcile Net Income to Net Cash provided by operations:	
LAIF Funds	-63,131.21
First National Bank of Omaha	1,228.16
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	-61,903.05
Net cash provided by operating activities	151,128.45
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	151,128.45
Cash at beginning of period	3.77
CASH AT END OF PERIOD	\$151,132.22

PL Fiscal YTD by month

July 2018 - June 2019

	Jul 2018	Aug 2018	Sep 2018	Oct 2018	Nov 2018	Dec 2018	Jan 2019	Feb 2019	Mar 2019	Apr 2019	May 2019	Jun 2019	Total
INCOME													
Directory Income		15.00	150.00	30.00									195.00
Dues Income	144,886.05			18.42									144,886.05
Reimbursement							210,107.22		39,882.79				250,000.01
Roundtable Income											15.00		15.00
Services													
Total Income	144,886.05	15.00	150.00	48.42	0.00	0.00	210,107.22	0.00	39,882.79	0.00	15.00	0.00	385,114.48
GROSS PROFIT	144,886.05	15.00	150.00	48.42	0.00	0.00	210,107.22	0.00	39,882.79	0.00	15.00	0.00	385,114.48
EXPENSES													
Computer & Equipment						400.00		2,670.91					2,670.91
Dues and Subscriptions													400.00
Office		6.80											6.80
Conferences/Directors Expenses					40.00		55.00	175.00	103.30				373.30
Directory Production						200.00			41.00				241.00
Hospitality							260.25	126.25	220.03	162.18		140.23	1,480.59
Insurance	138.42		151.23	124.00	145.19						144.33		1,690.50
Internet - Web Hosting Services		138.42	138.41	138.41	138.41				427.00	144.36			1,281.61
Miscellaneous		21.57	59.94		21.57			21.57	-20.01	4.00		20.17	128.61
Bank Services Charges	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	43.00
Merchant/CB 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	3.00	3.00	44.12
Total Miscellaneous	3.00	3.00	3.00	3.00	3.00	3.00	4.12	3.00	3.00	3.00	3.00	3.00	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	106.67	76.94	140.28	107.65	184.12	147.79	233.04	35.86	104.05	1,345.52
Software Licenses	71.49	87.49	87.49	87.49	107.49	107.49	107.49	122.48	128.46	122.48	135.43	122.48	1,287.76
Supplies and Equipment		5.98				246.54					5.98	10.89	289.39
Website Update	212.91	822.60	542.54	1,000.00	1,000.00	888.72	594.51	642.42	1,050.57	751.28	934.60	542.15	9,022.08
Other Miscellaneous Service Cost		4.60									2.57		7.17
Professional Services													0.00
Accounting Services	556.25	66.75				255.00	170.00		403.75	191.25	148.75	318.75	2,110.50
Attorney Services						650.00			650.00				1,300.00
Employee Expenses													0.00
Payroll Services Fees	88.00	45.00	45.00	45.00	45.00	51.00	45.00	45.00	45.00	45.00	45.00	45.00	589.00
Payroll Taxes	637.50	637.50	637.50	637.49	637.51	637.50	791.50	637.50	637.50	714.50	637.50	637.50	7,861.00
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	8,333.33	8,333.33	102,999.86
Total Employee Expenses	9,058.83	9,015.83	9,015.83	9,015.82	12,015.84	9,021.83	9,168.83	9,015.83	9,015.83	9,022.83	9,015.83	9,015.83	111,488.98
Total Professional Expenses	9,015.08	9,062.89	9,015.83	9,015.82	12,015.94	9,022.83	9,339.83	9,015.83	10,069.29	9,294.06	9,164.29	1,000.00	114,890.46
Programs and Initiatives						122.00							122.00
Reimbursable Expense												3.00	3.00
Uncategorised Expense													
Workers Compensation		61.42	62.26	62.26	62.26	62.26	62.26	62.26	62.26	62.26	62.26	62.26	684.02
Total Expenses	9,827.89	9,686.60	9,626.23	10,268.28	13,610.70	11,246.61	9,698.60	12,281.42	11,182.41	10,827.60	9,594.01	10,841.89	128,799.64
NET OPERATING INCOME	135,058.06	-9,651.60	-9,475.23	-10,546.86	-13,610.70	-11,246.61	200,170.62	-12,281.42	28,710.38	-10,827.60	-9,549.01	-10,841.89	285,324.84
OTHER INCOME													
General Membership Meeting											61.11		61.11
Interest Income							823.55						1,191.21
Membership Dinners - Proceeds			307.66			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	0.00	9,262.92
NET OTHER INCOME	\$135,058.06	\$-11,676.11	\$-9,167.57	\$-10,546.86	\$-14,306.66	\$-15,046.61	\$200,994.17	\$-12,281.42	\$28,710.38	\$-10,827.60	\$-9,549.01	\$-10,841.89	\$210,031.50
NET INCOME	\$135,058.06	\$-11,676.11	\$-9,167.57	\$-10,546.86	\$-14,306.66	\$-15,046.61	\$200,994.17	\$-12,281.42	\$28,710.38	\$-10,827.60	\$-9,549.01	\$-10,841.89	\$210,031.50
General Meeting - catering											1,034.11		1,034.11
General meeting - office supplies/signage										107.91	776.24		884.15
Membership Dinners - Cost		2,023.51			715.98	9,488.20							12,237.69
Roundtable consultant and technical services												36,837.74	48,429.71
Total Other Expenses	0.00	2,023.51	0.00	0.00	715.98	9,488.20	0.00	0.00	0.00	11,791.97	1,810.35	36,837.74	82,595.66
NET OTHER INCOME	0.00	-2,023.51	307.66	0.00	-715.98	-4,296.20	823.55	0.00	0.00	-11,899.88	1,180.78	-36,837.74	-65,293.34
NET INCOME	\$135,058.06	\$-11,676.11	\$-9,167.57	\$-10,546.86	\$-14,306.66	\$-15,046.61	\$200,994.17	\$-12,281.42	\$28,710.38	\$-10,827.60	\$-9,549.01	\$-10,841.89	\$210,031.50

Monthly Summary Expenses by VENDOR

June 2019

	Total
Adobe	14.99
AP Intego	62.26
Bestbooks4U	318.75
Caviar	120.06
Environmental Science Associates	36,637.74
FedEx Office	104.05
Great American Insurance Group	144.33
Gusto	45.00
Intuit	80.00
Lucky	20.17
Microsoft	12.50
Silicon Valley Leadership Group	1,000.00
Target	10.89
www.1and1.com	20.17
Zoom.us	14.99
Not Specified	8,973.83
TOTAL	\$47,579.73

Transaction Detail by Account

June 2019

Date	Transaction Type	Num	Adj	Name	Class	Memo/Description	Split	Amount	Balance
Checking - Union Bank									
06/03/2019	Expense		No	Great American Insurance Group		GreatAmer - Grea VENDOR P GreatAmer - Grea VENDOR PMT PPD *****3704	Office:Insurance	-144.33	-144.33
06/04/2019	Expense		No	Gusto		GUSTO FEE 758360 CCD 6sem GUSTO FEE 758360 CCD 6semjnitdors	Professional Services:Employee Expenses:Payroll Service Fees	-45.00	-189.33
06/05/2019	Expense		No	Environmental Science Associates		March 1-March 31 - Invoice 145506	Roundtable consultant and technical services	-14,414.44	-14,603.77
06/05/2019	Expense		No	Environmental Science Associates		April 1 - April 30, 2019	Roundtable consultant and technical services	-22,223.30	-36,827.07
06/10/2019	Expense		No	AP Intego		APIntego ACHTRANS CCD 427 APIntego ACHTRANS CCD 42777410	Workers Compensation	-62.26	-36,889.33
06/11/2019	Payment		No	City of Santa Cruz		check number 236767	Accounts Receivable	18,432.49	-18,456.84
06/12/2019	Check	2796	No	Silicon Valley Leadership Group		Check #2796	Programs and Initiatives	-1,000.00	-19,456.84
06/13/2019	Expense		No	Bestbooks4U		ADELE LEVIN T/A SALE CCD	Professional Services:Accounting Services	-318.75	-19,775.59
06/24/2019	Journal Entry		No	Gusto		Debit met pay	-Split-	-5,610.75	-25,386.34
06/24/2019	Journal Entry		No	Gusto		Debit tax	-Split-	-3,360.08	-28,746.42
06/25/2019	Transfer		No			1ST NATL BK OMAH ONLINE P 1ST NATL BK OMAH ONLINE PMT CCD CC0005054938	First National Bank of Omaha	-1,376.66	-30,123.08
06/27/2019	Payment		No	Santa Clara County Fire			Accounts Receivable	15.00	-30,108.08
06/28/2019	Expense		No			CHECK IMAGE FEE	Uncategorized Expense	-3.00	-30,111.08
Total for Checking - Union Bank								\$ -30,111.08	
Accounts Receivable									
06/11/2019	Payment		No	City of Santa Cruz			Checking - Union Bank	-18,432.49	-18,432.49
06/27/2019	Payment		No	Santa Clara County Fire			Checking - Union Bank	-15.00	-18,447.49
Total for Accounts Receivable								\$ -18,447.49	
First National Bank of Omaha									
06/07/2019	Expense		No	FedEx Office		Exec meeting	Office:Printing and Copying	24.72	24.72
06/10/2019	Expense		No	www.1and1.com		WWW.1AND1.COM - 6105601589, PA	Office:Internet - Web Hosting Services	20.17	44.89
06/13/2019	Expense		No	FedEx Office			Office:Printing and Copying	79.33	124.22
06/13/2019	Expense		No	Lucky		Lac Csc Bod	Office:Hospitality	20.17	144.39
06/13/2019	Expense		No	Caviar		June LAC/CSC/BOARD meetings	Office:Hospitality	120.06	264.45
06/17/2019	Expense		No	Zoom.us		ZOOM.US - 888799666, CA	Office:Software Licenses	14.99	279.44
06/17/2019	Expense		No	Intuit		Intuit *QuickBooks - 800-446-8848, CA	Office:Software Licenses	20.00	299.44
06/17/2019	Expense		No	Adobe		ADOBE *ACROBAT PRO - 8008336887, CA	Office:Software Licenses	14.99	314.43
06/18/2019	Expense		No	Intuit		Intuit *QuickBooks - 800-446-8848, CA	Office:Software Licenses	60.00	374.43

Date	Transaction Type	Num	Adj	Name	Class	Memo/Description	Split	Amount	Balance
06/20/2019	Expense		No	Microsoft		MSFT * E01008GPA1 - MSBILL.INFO, WA	Office:Software Licenses	12.50	386.93
06/25/2019	Transfer		No			1ST NATL BK OMAH ONLINE P 1ST NATL BK OMAH ONLINE PMT CDD CC0005054938	Checking - Union Bank	-1,376.66	-989.73
06/25/2019	Expense	stationary	No	Target		Blank flat cards and envelopes for thank you cards and notes	Office:Supplies and Equipment	10.89	-978.84
Total for First National Bank of Omaha									\$ -978.84
Office									
Hospitality									
06/13/2019	Expense		No	Caviar	CASCC	Slice of NY delivery for LAC/CSC/Board meeting	First National Bank of Omaha	120.06	120.06
06/13/2019	Expense		No	Lucky	CASCC		First National Bank of Omaha	20.17	140.23
Total for Hospitality									\$140.23
Insurance									
06/03/2019	Expense		No	Great American Insurance Group	CASCC	GreatAmer - Grea VENDOR P GreatAmer - Grea VENDOR PMT PPD *****3704	Checking - Union Bank	144.33	144.33
Total for Insurance									\$144.33
Internet - Web Hosting Services									
06/10/2019	Expense		No	www.land1.com	Roundtable	WWW.LAND1.COM - 6105601589, PA	First National Bank of Omaha	20.17	20.17
Total for Internet - Web Hosting Services									\$20.17
Printing and Copying									
06/07/2019	Expense	exec meeting	No	FedEx Office	CASCC	Exec meeting	First National Bank of Omaha	24.72	24.72
06/13/2019	Expense	lac csc board	No	FedEx Office	CASCC	Lac Csc Board	First National Bank of Omaha	79.33	104.05
Total for Printing and Copying									\$104.05
Software Licenses									
06/17/2019	Expense		No	Zoom.us	CASCC	ZOOM.US - 8887999666, CA	First National Bank of Omaha	14.99	14.99
06/17/2019	Expense		No	Adobe	CASCC	ADOBE *ACROBAT PRO - 8008336687, CA	First National Bank of Omaha	14.99	29.98
06/17/2019	Expense		No	Intuit	CASCC	Intuit *QuickBooks - 800-446-8848, CA	First National Bank of Omaha	20.00	49.98
06/18/2019	Expense		No	Intuit	CASCC	Intuit *QuickBooks - 800-446-8848, CA	First National Bank of Omaha	60.00	109.98
06/20/2019	Expense		No	Microsoft	CASCC	MSFT * E01008GPA1 - MSBILL.INFO, WA	First National Bank of Omaha	12.50	122.48
Total for Software Licenses									\$122.48
Supplies and Equipment									
06/25/2019	Expense	stationary	No	Target	CASCC	Blank flat cards and envelopes for thank you cards and notes	First National Bank of Omaha	10.89	10.89
Total for Supplies and Equipment									\$10.89

Date	Transaction Type	Num	Adj	Name	Class	Memo/Description	Split	Amount	Balance
Total for Office									
Professional Services									
Accounting Services									
06/13/2019	Expense		No	Bestbooks4U	CASCC	ADELE LEVIN T/A SALE CCD	Checking - Union Bank	318.75	318.75
Total for Accounting Services									
Employee Expenses									
Payroll Service Fees									
06/04/2019	Expense		No	Gusto	CASCC	GUSTO FEE 758360 CCD 6sem GUSTO FEE 758360 CCD 6semjndors	Checking - Union Bank	45.00	45.00
Total for Payroll Service Fees									
Payroll Taxes									
06/24/2019	Journal Entry	Gusto	No			Employer Taxes	-Split-	637.50	637.50
Total for Payroll Taxes									
Payroll Wages/Salary									
06/24/2019	Journal Entry	Gusto	No			Regular Wages	-Split-	8,333.33	8,333.33
Total for Payroll Wages/Salary									
Total for Employee Expenses									
Total for Professional Services									
Programs and Initiatives									
06/12/2019	Check	2796	No	Silicon Valley Leadership Group	CASCC	Check #2796	Checking - Union Bank	1,000.00	1,000.00
Total for Programs and Initiatives									
Uncategorized Expense									
06/28/2019	Expense		No			CHECK IMAGE FEE	Checking - Union Bank	3.00	3.00
Total for Uncategorized Expense									
Workers Compensation									
06/10/2019	Expense		No	AP Intego	CASCC	APIntego ACHTRANS CCD 427 APIntego ACHTRANS CCD 42777410	Checking - Union Bank	62.26	62.26
Total for Workers Compensation									
Roundtable consultant and technical services									
06/05/2019	Expense		No	Environmental Science Associates	Roundtable	CASCC - Facilitator/Consultant Services for Santa Clara/Santa Cruz Community Roundtable	Checking - Union Bank	22,223.30	22,223.30
06/05/2019	Expense		No	Environmental Science Associates	Roundtable	CASCC Facilitator/consultant Services for Santa Clara/Santa Cruz Community Roundtable	Checking - Union Bank	14,414.44	36,637.74
Total for Roundtable consultant and technical services									

ADJ Profit and Loss by Class

July 2018 - June 2019

	CASCC	Roundtable	Not Specified	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	0.00	395,114.48
GROSS PROFIT				
	145,114.47	250,000.01	0.00	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	373.30			373.30
Directory Production	241.00			241.00
Hospitality				
Insurance	1,308.54	172.05		1,480.59
Internet - Web Hosting Services	1,690.50			1,690.50
Miscellaneous	103.08	25.73		128.81
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	1,032.13	313.39		1,345.52
Software Licenses	1,281.78	5.98		1,287.76
Supplies and Equipment	269.39			269.39
Website Update	2,000.00			2,000.00
Total Office	8,495.28	526.80		9,022.08
Other Miscellaneous Service Cost	7.17			7.17

	CASCC	Roundtable	Not Specified	TOTAL
Professional Services				0.00
Accounting Services	2,110.50			2,110.50
Attorney Services		1,300.00		1,300.00
Employee Expenses				0.00
Payroll Service Fees	589.00			589.00
Payroll Taxes	7,243.50		637.50	7,881.00
Payroll Wages/Salary	94,666.63		8,333.33	102,999.96
Total Employee Expenses	102,499.13		8,970.83	111,469.96
Total Professional Services	104,609.63	1,300.00	8,970.83	114,880.46
Programs and Initiatives	1,000.00			1,000.00
Reimbursable Expense	122.00			122.00
Uncategorized Expense			3.00	3.00
Workers Compensation	684.02			684.02
Total Expenses	117,989.01	1,826.80	8,973.83	128,789.64
NET OPERATING INCOME	27,125.46	248,173.21	-8,973.83	266,324.84
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	0.00	9,292.32
OTHER EXPENSES				
General Meeting - catering	1,034.11			1,034.11
General meeting - office supplies/signage	884.15			884.15
Membership Dinners - Cost	12,237.69			12,237.69
Roundtable consultant and technical services		48,429.71		48,429.71
Total Other Expenses	14,155.95	48,429.71	0.00	62,585.66
NET OTHER INCOME	-4,863.63	-48,429.71	0.00	-53,293.34
NET INCOME	\$22,261.83	\$199,743.50	\$ -8,973.83	\$213,031.50



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

June 11, 2019
 Invoice No: 146479
 Project Manager: Steven Alverson

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

Professional Services from May 1, 2019 to May 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	33.00	300.00	9,900.00	
Managing Associate III				
Jones, Christian	1.00	205.00	205.00	
Sequeira, Christopher	1.00	205.00	205.00	
Senior Associate I				
Wasserman, Evan	26.00	150.00	3,900.00	
Totals	61.00		14,210.00	
Total Labor				14,210.00
				Subtotal this Subtask: \$14,210.00

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	7.50	300.00	2,250.00	
Senior Associate I				
Wasserman, Evan	10.00	150.00	1,500.00	
Totals	17.50		3,750.00	
Total Labor				3,750.00
				Subtotal this Subtask: \$3,750.00

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	1.00	300.00	300.00	
Senior Associate I				
Wasserman, Evan	9.00	150.00	1,350.00	

PAYMENT DUE UPON RECEIPT

Project	D181353.00	CASCC - Facilitator/Consultant Services	Invoice	146479
---------	------------	-----------------------------------------	---------	--------

Project Technician I

Russell, Julie	2.00	85.00	170.00
Totals	12.00		1,820.00

Total Labor **1,820.00**

Subtotal this Subtask: \$1,820.00

TOTAL THIS TASK: \$19,780.00

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	15.00	300.00	4,500.00
Totals	15.00		4,500.00

Total Labor **4,500.00**

Billing Limits	Current	Prior	To-Date
Total Billings	4,500.00	1,555.00	6,055.00
Limit			50,620.00
Remaining			44,565.00

TOTAL THIS TASK: \$4,500.00

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

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**

Billing Limits	Current	Prior	To-Date
Total Billings	900.00	205.00	1,105.00
Limit			7,200.00
Remaining			6,095.00

TOTAL THIS TASK: \$900.00

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		
------	---------	-------------------------------------------------------------------------------------	--	--

Billing Limits		Current	Prior	To-Date
Total Billings		0.00	2,700.00	2,700.00
Limit				10,820.00
Remaining				8,120.00
TOTAL THIS TASK:				0.00

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

Reimbursable Expenses				
Travel - Transportation				43.00
Travel - Lodging				424.80
Travel - Meals				34.00
Travel - Mileage				27.61
Total Reimbursables			1.0 times	529.41
				529.41

In-House Reimbursable Billing				
Printing 8.5x11 b/w				
ARC_PRINTING BW 8.5X11		36.0 Pages @ 0.10		3.60
Printing 8.5x11 color				
ARC_PRINTING COLOR 8.5X11		28.0 Pages @ 0.40		11.20
Total In-House Reimbursables			1.0 times	14.80
				14.80

Billing Limits		Current	Prior	To-Date
Total Billings		544.21	6,567.21	7,111.42
Limit				16,161.70
Remaining				9,050.28
TOTAL THIS TASK:				\$544.21

TOTAL INVOICE AMOUNT \$25,724.21

Outstanding Invoices			
Number	Date	Balance	
145506	5/7/2019	14,414.44	
145595	5/10/2019	22,223.30	
Total		36,637.74	

	Current	Prior	Total
Billings to Date	25,724.21	48,429.71	74,153.92

Remit to:

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

TIN #: 94-1698350

Environmental Science AssociatesExpense Report for Invoice #000000146479 Dated 6/11/2019

Date	Person	Category	Description	Amount
05/21/2019	Alverson, Steven	Parking/Toll/Cab/Rail (Ferry)		\$38.00
	Business Reason: Parking at the hotel in San Jose.			
05/21/2019	Alverson, Steven	Travel/Other (including non-rental gas)		\$2.00
	Business Reason: Tip for the maids. \$2.00 cash.			
05/21/2019	Alverson, Steven	Lodging		\$424.80
	Business Reason: Hotel Room in San Jose the night before the SCSC Roundtable meeting. I was in Redwood City earlier in the day on 5/21 and it did not make sense to drive back to Sacramento and return the next morning for the Roundtable meeting, so I stayed in San Jose.			
05/21/2019	Alverson, Steven	Meals (Travel)		\$24.88
	Business Reason: Dinner the night before the SCSC Roundtable meeting. Drove to San Jose after meetings in Redwood City on 5/21/19. Half of the bill is Alverson's.			
05/21/2019	Alverson, Steven	Mileage (2019 Rate @.580)	Travel: 23.15 mi @ 0.580	\$13.43
	Business Reason: Drove to San Jose from Redwood City for the May 22nd SCSC meeting in Santa Clara. I was in Redwood City for another project on 5/21 and drove to San Jose rather than driving back to Sacramento.			
	Travel To/From: Redwood City to San Jose			
05/22/2019	Alverson, Steven	Travel/Other (including non-rental gas)		\$3.00
	Business Reason: Tip for the hotel parking valet. Cash \$3.00.			
05/22/2019	Alverson, Steven	Meals (Travel)		\$9.12
	Business Reason: Eat lunch prior to the SCSC Roundtable meeting.			
05/22/2019	Alverson, Steven	Mileage (2019 Rate @.580)	Travel: 24.45 mi @ 0.580	\$14.18
	Business Reason: Drive from San Jose to Redwood City where I had been the previous day for another project. The Redwood City to Sacramento portion of the trip was billed to another client.			
	Travel To/From: San Jose to Redwood City			
Total				\$529.41

Environmental Science AssociatesExpense Report for Invoice #000000146479 Dated 6/11/2019

Category Summary

Lodging	\$424.80
Meals (Travel)	\$34.00
Mileage (2019 Rate @.580)	\$27.61
Parking/Toll/Cab/Rail (Ferry)	\$38.00
Travel/Other (including non-rental gas)	\$5.00

5-21-19
 May 2019 SC SC Roundtable
 Meeting

Dinner
 Alverson Task
 \$181353.00 1.2

Nemea Greek Taverna

Server: Chad 05/21/2019
 29/1 8:43 PM
 Guests: 2
 #30005

Flight of Greek Whites (2 @16.00)	32.00
Biftekia	13.00
Octapodi	18.00
Melitzanosalata	9.00
Subtotal	72.00
Tax	6.58
Total	78.58

Two Dinners!
 Alverson
 half of Bill
 \$44.99

Balance Due 78.58

**** Suggested Tip **** 11.00
 (15%)=10.80
 (18%)=12.96
 (20%)=14.40

89.58

 THANK YOU!

Alverson
 Breakdown

Food \$ 24.88

Wine \$ 19.91 ← Do not Bill Client

Total \$44.79

Mileage Redwood
 City* to San Jose

23.15 miles @ \$.58 =

\$ 13.43

* Mileage is from Redwood City to San Jose because I was in Redwood City for another project. I stayed at the San Jose Hilton to attend the SCSC Roundtable meeting on May 22, 2019.

5-22-19
May 2019 SCSC Roundtable Meeting

Lunch D181353
Alverson Task

Peet's Coffee & Tea 1.2
2002 El Camino Real Suite
408-831-7517

Host: Isaac 05/22/2019
Term#33176 11:49 AM
30176

WB Chic Chorizo Flatbread 4.65
S PCH Organic MintMelange 2.55

Subtotal 7.20
Tax 0.42

Ordered Total 7.62

MID: 12345
RRN: 036888

SALE

XXXXXXXXXXXX6042
CHASE VISA Entry Method: Chip
05/22/2019 11:48:45
INVOICE: 030303

Purchase: \$7.62
Tip: \$1.50

Total: USD\$ 9.12

APPROVED 07059D
CHASE VISA
AID: A0000000031010
TVR: 0080008000
TSI: E800

Tip 1.50
Total 9.12

SIGNATURE : _____

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--- Check Closed ---

Mileage - San Jose to
Redwood City*
24.45 miles @ \$.58 =
\$14.18

* Mileage is from
San Jose to Redwood
City because I was
in Redwood City for
another Project



HILTON SAN JOSE
 300 ALMADEN BLVD
 SAN JOSE, CA 95110
 United States of America
 TELEPHONE 408-287-2100 • FAX 408-947-4489
 Reservations
 www.hilton.com or 1 800 HILTONS

ALVERSON, STEVEN R.
 4944 PUMA WAY
 CARMICHAEL CA 95608
 UNITED STATES OF AMERICA

Room No: 1007/K1K
 Arrival Date: 5/21/2019 6:33:00 PM
 Departure Date: 5/22/2019 11:23:00 AM
 Adult/Child: 1/0
 Cashier ID: YOLI
 Room Rate: 370.00
 AL:
 HH # 877021796 SILVER
 VAT #
 Folio No/Che 1080333 A

Confirmation Number: 3117305503

HILTON SAN JOSE 5/22/2019 11:22:00 AM

DATE	DESCRIPTION	ID	REF NO	CHARGES	CREDIT	BALANCE
5/21/2019	VALET PARKING 486?	FVILLA	4591671	\$38.00	← Hotel Parking	
5/21/2019	GUEST ROOM	FVILLA	4591672	\$370.00		
5/21/2019	RM - CITY ROOM TAX	FVILLA	4591672	\$37.00		
5/21/2019	RM-CCFD TAX	FVILLA	4591672	\$14.80		Room - \$424.80
5/21/2019	RM. CTTC	FVILLA	4591672	\$0.50		
5/21/2019	RM - HBID ASSESSMENT	FVILLA	4591672	\$2.50		
5/22/2019	VS *6042	YOLI	4592327			(\$462.80)
BALANCE						\$0.00

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I AGREE THAT MY LIABILITY FOR THIS BILL IS NOT WAIVED AND I AGREE TO BE HELD PERSONALLY LIABLE IN THE EVENT THAT THE INDICATED PERSON, COMPANY, TRAVEL AGENT OR ASSOCIATION FAILS TO PAY FOR THE FULL AMOUNT OF THE CHARGES.

CREDIT CARD DETAIL

APPR CODE	07749D	MERCHANT ID	2477
CARD NUMBER	VS *6042	EXP DATE	03/20
TRANSACTION ID	4592327	TRANS TYPE	Sale

YOUR TRIP TO:



Middlefield Rd & Veterans Blvd

1 HR 24 MIN | 47.6 MI

IRS Reimbursement: \$27.63

Trip time based on traffic conditions as of 8:21 AM on May 29, 2019. Current Traffic: Heavy



Print a full health report of your car with HUM vehicle diagnostics **(800) 906-2501**

May 22, 2019 SCSC Roundtable Meeting Mileage From Previous Day's Location

Middlefield Rd & Veterans Blvd



1. Start out going **east** on Veterans Blvd toward Jefferson Ave.

Then 1.29 miles 1.29 total miles



2. Stay **straight** to go onto US-101 S/CA-84 E. Continue to follow US-101 S.

Then 17.50 miles 18.80 total miles



3. Merge onto Guadalupe Pkwy/CA-87 S via EXIT 390.

Then 3.60 miles 22.39 total miles



4. Take the **Park Avenue** exit, EXIT 6A, toward **San Carlos St/CA-82.**

Then 0.22 miles 22.62 total miles



5. Turn **left** onto Park Ave.

Then 0.22 miles 22.84 total miles



6. Turn **right** onto S Almaden Blvd. *S Almaden Blvd is 0.1 miles past Woz Way.*

Then 0.23 miles 23.07 total miles



7. Make a U-turn onto S Almaden Blvd.

If you reach Woz Way you've gone about 0.1 miles too far.

Then 0.08 miles

23.15 total miles



8. 300 S ALMADEN BLVD is on the **right**.

If you reach W San Carlos St you've gone a little too far.



300 S Almaden Blvd, San Jose, CA 95110-2703

This leg of your trip is:

24 minutes · 23.15 miles

Start of next leg of route



9. Start out going northwest on S Almaden Blvd toward W San Carlos St/CA-82.

Then 0.42 miles

23.56 total miles



10. Turn left onto W Santa Clara St.

W Santa Clara St is just past Post St.

If you are on Notre Dame Ave and reach Carlisle St you've gone a little too far.

Then 0.46 miles

24.02 total miles



11. W Santa Clara St becomes CA-82.

Then 3.57 miles

27.59 total miles



12. Turn right onto Monroe St.

Monroe St is just past Jackson St.

If you reach Lincoln St you've gone about 0.2 miles too far.

Then 0.20 miles

27.79 total miles



13. Take the 3rd left onto Warburton Ave.

Warburton Ave is just past Reeve St.

If you reach Reed St you've gone a little too far.

Then 0.15 miles

27.94 total miles



14. 1500 WARBURTON AVE is on the **left**.

Your destination is just past Fillmore St.

If you reach Lincoln St you've gone a little too far.



1500 Warburton Ave, Santa Clara, CA 95050-3713

This leg of your trip is:

10 minutes · 4.79 miles

----- Start of next leg of route -----



15. Start out going **east** on Warburton Ave toward Fillmore St.

----- Then 0.15 miles ----- 28.08 total miles



16. Turn **left** onto Monroe St.

Monroe St is just past Fillmore St.

If you reach Jackson St you've gone a little too far.

----- Then 0.99 miles ----- 29.08 total miles



17. Turn **right** onto San Tomas Expy/County Hwy-G4. Continue to follow County Hwy-G4.

County Hwy-G4 is 0.1 miles past Los Padres Blvd.

If you reach Roosevelt Cir you've gone about 0.1 miles too far.

----- Then 1.35 miles ----- 30.43 total miles



18. Merge onto US-101 N toward **San Francisco**.

----- Then 15.80 miles ----- 46.23 total miles



19. Merge onto Woodside Rd/CA-84 W via EXIT 408.

----- Then 0.51 miles ----- 46.73 total miles



20. Turn **right** onto Veterans Blvd.

If you reach Broadway St you've gone a little too far.

----- Then 0.90 miles ----- 47.63 total miles



21. Turn left onto Middlefield Rd.

Middlefield Rd is 0.1 miles past Main St.

If you reach Brewster Ave you've gone a little too far.

Then 0.01 miles

47.64 total miles



**22. Middlefield Rd & Veterans Blvd, MIDDLEFIELD RD
& VETERANS BLVD.**

If you reach Bradford St you've gone about 0.1 miles too far.



Middlefield Rd & Veterans Blvd

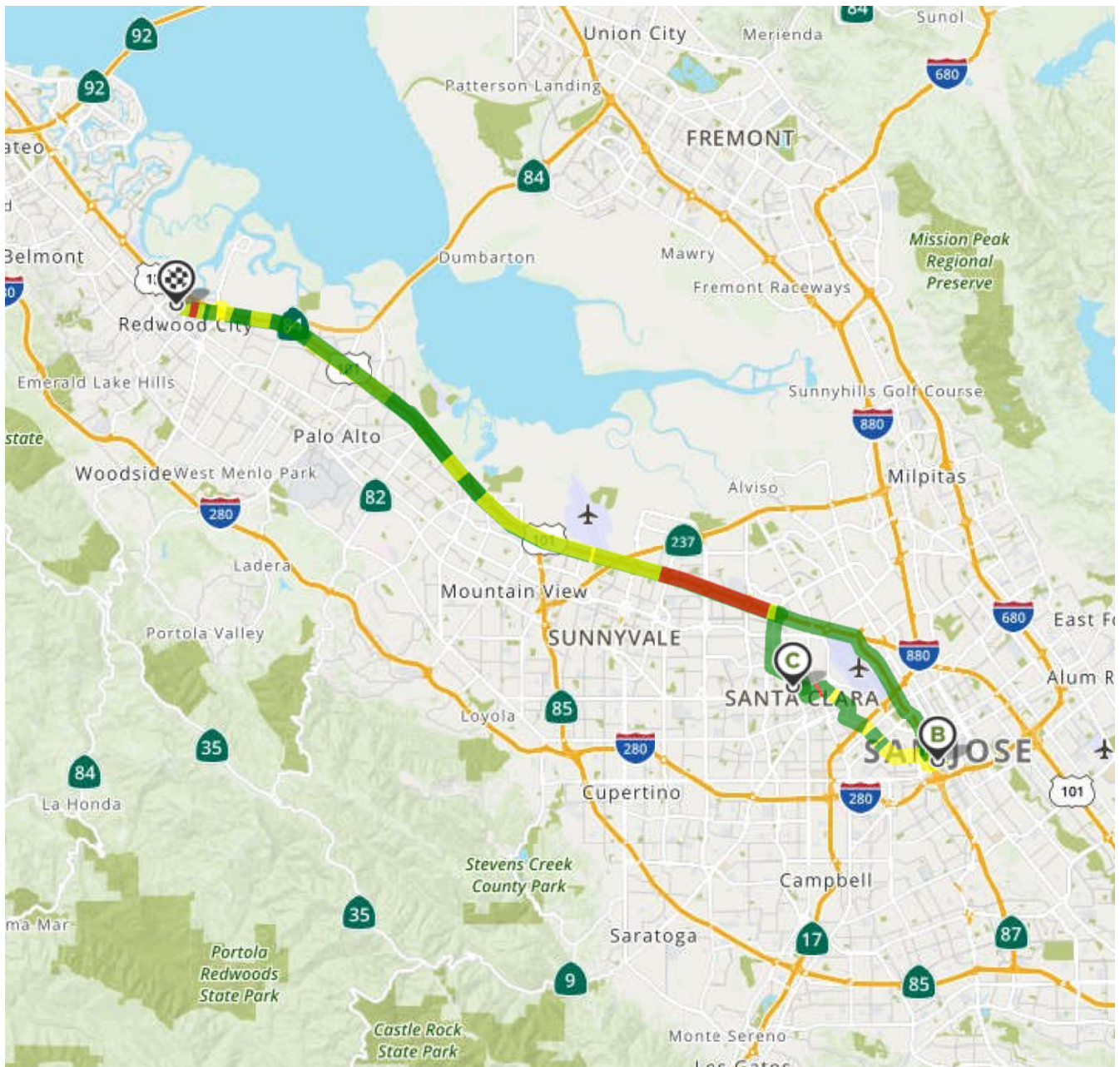
This leg of your trip is:

23 minutes · 19.71 miles



Save to My Maps

Use of directions and maps is subject to our [Terms of Use](#). We don't guarantee accuracy, route conditions or usability. You assume all risk of use.



Environmental Science Associates

Unit Detail for Invoice 000000146479 Dated 6/11/2019

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

Category	Date	Description	Calculation	Amount
Printing 8.5x11 b/w	05/24/2019	ARC_PRINTING BW 8.5X11	36.0 Pages @ 0.10	\$3.60
Printing 8.5x11 color	05/24/2019	ARC_PRINTING COLOR 8.5X11	28.0 Pages @ 0.40	\$11.20
Total				\$14.80

Category Summary

Printing 8.5x11 b/w	\$3.60
Printing 8.5x11 color	\$11.20
Total	\$14.80

7/24/19

MarykymcBernald
Audi Jorale

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

Project Manager: Steven Alverson

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

Professional Services from June 1, 2019 to June 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	52.50	300.00	15,750.00	
Senior Associate I Wasserman, Evan	36.00	150.00	5,400.00	
Totals	88.50		21,150.00	
Total Labor				21,150.00
Subtotal this Subtask:				\$21,150.00

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	12.00	300.00	3,600.00	
Senior Associate I Wasserman, Evan	12.00	150.00	1,800.00	
Totals	24.00		5,400.00	
Total Labor				5,400.00
Subtotal this Subtask:				\$5,400.00

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	
Senior Associate I Wasserman, Evan	10.00	150.00	1,500.00	
Totals	13.00		2,400.00	
Total Labor				2,400.00
Subtotal this Subtask:				\$2,400.00



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

July 10, 2019
 Invoice No: 147278
 Project Manager: Steven Alverson

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

Professional Services from June 1, 2019 to June 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	52.50	300.00	15,750.00	
Senior Associate I				
Wasserman, Evan	36.00	150.00	5,400.00	
Totals	88.50		21,150.00	
Total Labor				21,150.00
				Subtotal this Subtask: \$21,150.00

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	12.00	300.00	3,600.00	
Senior Associate I				
Wasserman, Evan	12.00	150.00	1,800.00	
Totals	24.00		5,400.00	
Total Labor				5,400.00
				Subtotal this Subtask: \$5,400.00

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	
Senior Associate I				
Wasserman, Evan	10.00	150.00	1,500.00	
Totals	13.00		2,400.00	
Total Labor				2,400.00
				Subtotal this Subtask: \$2,400.00

PAYMENT DUE UPON RECEIPT

TOTAL THIS TASK: \$28,950.00

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

Billing Limits	Current	Prior	To-Date
Total Billings	0.00	6,055.00	6,055.00
Limit			50,620.00
Remaining			44,565.00

TOTAL THIS TASK: 0.00

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

Professional Personnel

	Hours	Rate	Amount
Senior Director III			
Alverson, Steven	7.00	300.00	2,100.00
Totals	7.00		2,100.00
Total Labor			2,100.00

Billing Limits	Current	Prior	To-Date
Total Billings	2,100.00	1,105.00	3,205.00
Limit			7,200.00
Remaining			3,995.00

TOTAL THIS TASK: \$2,100.00

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	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	2,700.00	3,600.00	
Limit			10,820.00	
Remaining			7,220.00	
TOTAL THIS TASK:				\$900.00

Task 0000ODC Other Direct Cost

Reimbursable Expenses

Travel - Transportation			37.00	
Total Reimbursables		1.0 times	37.00	37.00

In-House Reimbursable Billing

Printing 8.5x11 b/w				
ARC_PRINTING BW 8.5X11	730.0 Pages @ 0.10		73.00	
ARC_PRINTING BW 8.5X11	19.0 Pages @ 0.10		1.90	
Printing 8.5x11 color				
ARC_PRINTING COLOR 8.5X11	589.0 Pages @ 0.40		235.60	
Total In-House Reimbursables		1.0 times	310.50	310.50

	Current	Prior	To-Date	
Billing Limits				
Total Billings	347.50	7,111.42	7,458.92	
Limit			16,161.70	
Remaining			8,702.78	
TOTAL THIS TASK:				\$347.50

TOTAL INVOICE AMOUNT \$32,297.50

Outstanding Invoices

Number	Date	Balance
146479	6/11/2019	25,724.21
Total		25,724.21

	Current	Prior	Total
Billings to Date	32,297.50	74,153.92	106,451.42

Remit to:

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

TIN #: 94-1698350

Environmental Science AssociatesExpense Report for Invoice #000000147278 Dated 7/10/2019

Date	Person	Category	Description	Amount
05/22/2019	Wasserman, Evan	Parking/Toll/Cab/Rail (Ferry)		\$37.00
	Business Reason: Travel to Santa Clara by Amtrak Train - Capitol Corridor			
Total				\$37.00

Category Summary

Parking/Toll/Cab/Rail (Ferry) \$37.00



PRESENT THIS DOCUMENT FOR BOARDING

RESERVATION NUMBER 944721

RES# 944721-15MAY19

SAC



SCC

One-Way

SACRAMENTO, CA

SANTA CLARA-UNIVERSITY,

MAY 22, 2019

TRAIN	CAPITOL CORRIDOR	SACRAMENTO - SANTA CLARA	DEPARTS	ARRIVES (Wed May 22)
527	May 22, 2019	(TRANSIT CENTER) 1 Unreserved Coach Seat	7:05 AM	9:54 AM

PASSENGERS (1)

WASSERMAN, EVAN ADULT

AMTRAK GUEST REWARDS

No member number provided. Join at Amtrak.com

Proper identification is required for all passengers. This document is valid for only passengers listed. See www.amtrak.com/ID for details.

IMPORTANT INFORMATION

• NOT VALID ON RESERVED COACH TRAINS

- At Sacramento Valley Station there is a 1200-foot walk from the station building to the train platforms. Passengers are encouraged to be ready to proceed from the station to the platform not less than ten minutes prior to train departure time.
- eTickets for **Unreserved Coach services** are valid within the limits of the city-pair paid for and within one year of purchase, unless otherwise restricted by any special or promotional fare paid. Seats may not be available and you may have to stand.
- When should you arrive at the station? Check the recommended arrival times for your departure station at Amtrak.com/stations. Allow additional time if you require ticketing/baggage services or boarding assistance, or if you are boarding at a Canadian station.
- Tickets are non-transferable. They are valid only for the personal use of the passenger(s) named on the ticket.
- For *Capitol Corridor* travel information please visit capitolcorridor.org, or call 1-877-974-3322 (TDD 1-510-839-2220).
- Your printed eTicket travel document shows the services you booked. If you change your booking but do not reprint the document, it will not reflect your current itinerary. You may obtain an updated copy of your eTicket at Amtrak.com. At some stations, a gate agent may need to view your eTicket prior to boarding (learn more at Amtrak.com/boarding).
- Changes to your itinerary may affect your fare. Refund and exchange restrictions and penalties for failure to cancel unwanted travel may apply. For more information please visit Amtrak.com/changes.
- Carry-on baggage is limited to 2 personal items, 14x11x7" / 25lbs per item, and 2 bags, 28x22x14" / 50lbs per bag, per passenger. **You may be charged a baggage fee or denied boarding if your items exceed these limitations.** See the baggage policy at Amtrak.com/baggage.
- Check the departure board or ask a uniformed Amtrak employee to find out where to board your train.
- **If You See Something Say Something! Contact Amtrak Police at 1-800-331-0008 or Text to APD11 (27311).**

Susan Luong

From: Evan Wasserman
Sent: Tuesday, June 11, 2019 12:29 PM
To: Susan Luong
Subject: Fwd: Amtrak: eTicket and Receipt for Your 05/22/2019 Trip - EVAN WASSERMAN
Attachments: Wasserman Evan 201905151404550225.pdf; ATT00001.htm

Hi Susan,

I apologize, I thought I had attached the receipt/ticket to the expense report. Will this forwarded email/attachment work for what you need?

Evan Wasserman

ewasserman@esassoc.com

530-588-6599

Begin forwarded message:

From: etickets@amtrak.com
Date: May 15, 2019 at 2:04:55 PM EDT
To: EWASSERMAN@ESASSOC.COM, EWASSERMAN@ESASSOC.COM
Subject: Amtrak: eTicket and Receipt for Your 05/22/2019 Trip - EVAN WASSERMAN

SALES RECEIPT



Purchased: 05/15/2019 11:04 AM PT Thank you for your purchase.

1. Retain this receipt for your records.
2. Print the attached eTicket and carry during your trip.

Merchant ID 006361 Massachusetts Ave NW Washington, DC 20001800-USA-RAIL Amtrak.com

Reservation Number - 944721 SACRAMENTO, CA - SANTA CLARA-UNIVERSITY, CA (One-Way) MAY 15, 2019

Billing Information

EVAN D WASSERMAN 4541 8TH AVENUE SACRAMENTO, CA 95820

Visa ending in 0272 (Purchase) Authorization Code 09285B

Total \$37.00

Purchase Summary - Ticket Number 1350636069203

Train 527: SACRAMENTO, CA - SANTA CLARA (TRANSIT CENTER), CA Depart 7:05 AM, Wednesday, May 22, 2019

1 UNRESERVED COACH SEAT

\$37.00

Ticket Terms & Conditions NOT VALID ON RESERVED COACH TRAINS

Subtotal
\$37.00
Total Charged by Amtrak
\$37.00
Passengers
Evan Wasserman
Important Information

- Tickets are non-transferable.
- Changes to your itinerary may affect your fare. Refund and exchange restrictions and penalties for failure to cancel unwanted travel may apply. If your travel plans change, contact us before departure to change your reservation. If you do not board your train, your entire reservation from that point will be canceled. If you board a different train without notifying us, you will have to pay for it separately; the conductor cannot apply the money paid for your prior reservation. For more information please visit [Amtrak.com/changes](https://www.amtrak.com/changes).
- Summary of Terms and Conditions: Ticket valid for carriage or refund (subject to the refund rules of the fare purchased) for twelve months after day of issue unless otherwise specified. Amtrak tickets may only be sold or issued by Amtrak or an authorized travel agent/tour operator. Tickets sold or issued by an unauthorized third party will be voided by Amtrak. This ticket is a contract of carriage which includes specific terms and conditions and a binding arbitration agreement between Amtrak and the ticket holder. The terms and conditions and arbitration agreement are available at [Amtrak.com/terms-and-conditions.html](https://www.amtrak.com/terms-and-conditions.html). Tickets sold for non-Amtrak service are subject to the tariffs of the providing carrier.
- Questions? Contact us online at [Amtrak.com/contact](https://www.amtrak.com/contact) or call 1-800-USA-RAIL (1-800-872-7245) or for text telephone (TTY) 1-800-523-6590.

Environmental Science Associates

Unit Detail for Invoice 000000147278 Dated 7/10/2019

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

Category	Date	Description	Calculation	Amount
Printing 8.5x11 b/w	06/28/2019	ARC_PRINTING BW 8.5X11	730.0 Pages @ 0.10	\$73.00
Printing 8.5x11 color	06/28/2019	ARC_PRINTING COLOR 8.5X11	589.0 Pages @ 0.40	\$235.60
Printing 8.5x11 b/w	06/28/2019	ARC_PRINTING BW 8.5X11	19.0 Pages @ 0.10	\$1.90
Total				\$310.50

Category Summary

Printing 8.5x11 b/w	\$74.90
Printing 8.5x11 color	\$235.60
Total	\$310.50



Agenda Item No: 3a

Meeting Date: August 8, 2019

Cities Association of Santa Clara County Agenda Report

TOPIC: Senator Bob Wieckowski

SUBJECT: LEGISLATIVE DISCUSSION

ATTACHMENTS: Bio, list of bills Senator Wieckowski authored, latest bill analysis of SB 13

Senator Bob Wieckowski - Senate District 10

Biography

Senator Bob Wieckowski was re-elected to a second term on Nov. 6, 2018 and represents the 10th Senate District in the California State Legislature. The district stretches from southern Alameda County into Santa Clara County and shares the member's focus on job creation, clean technologies, protecting our environment and reducing unnecessary regulations.

Mr. Wieckowski chairs the Budget and Fiscal Review Subcommittee 2 on Resources, Environmental Protection, Energy and Transportation. He is also a member of the Senate committees on Appropriation; Budget and Fiscal Review; Environmental Quality; Housing; Judiciary; and Transportation. He is the past chair of the Energy and Environment Committee of the Council of State Governments West and was the first Californian to chair the committee.

Senator Wieckowski's district is home to some of the state's leading clean tech companies. Whether it's solar panels, electric vehicles or other breakthrough industries, the 10th Senate District is a major contributor to California's clean economy. The Senator is a state leader in advocating for climate adaptation programs and has participated on numerous regional, state and international panels focusing on climate change.

A strong voice in the Legislature for consumers and low-income earners, he received the "Champion of Justice" Award from the East Bay Community Law Center for fighting against abusive debt collectors and oppressive wage garnishments. Statewide organizations have selected him Legislator of the Year and the California Judges Association gave him its "Scales of Justice Award" for his steadfast support for increased court funding. Tech America also named him "Legislator of the Year."

Senator Wieckowski works with state departments and local officials to improve services, increase funding and to provide new opportunities to meet local challenges. He facilitated the sale of state surplus property to Santa Clara Unified School District to construct a new school campus and provide additional park space, held discussions with state officials to help open a new local library, and he passed legislation to modify the terms of another property sale to increase access to affordable housing.

As a passionate advocate for his community, he has served on numerous boards and commissions, and previously served as Vice Mayor of the City of Fremont.

Mr. Wieckowski is a bankruptcy attorney. He has helped hundreds of families and seniors persevere through economic hardship, keep their homes and live with dignity. He received his B.A. from the University of California and his J.D. from Santa Clara University Law School.

Senator Wieckowski lives in Fremont with his wife, Sue.

Date of Hearing: July 10, 2019

ASSEMBLY COMMITTEE ON LOCAL GOVERNMENT
Cecilia Aguiar-Curry, Chair
SB 13 (Wieckowski) – As Amended July 1, 2019

SENATE VOTE: 34-2

SUBJECT: Accessory dwelling units.

SUMMARY: Makes a number of changes to accessory dwelling unit (ADU) law. Specifically, **this bill:**

- 1) Requires the Department of Housing and Community Development (HCD) to notify the city, county, or city and county, and allows HCD to also notify the office of the Attorney General that the city, county, or city and county if that city or county has taken an action in violation of ADU law.
- 2) Defines the following terms:
 - a) “Accessory structure” as a structure that is accessory and incidental to a dwelling located on the same lot;
 - b) “Efficiency unit” as it is defined in Section 17958.1 of the Health and Safety Code;
 - c) “Public transit” as a location, including, but not limited to, a bus stop or train station, where the public may access buses, trains, subways, and other forms of transportation that charge set fares, run on fixed routes, and are available to the public.
- 3) Prohibits a local agency from requiring the replacement of off-street parking spaces when a garage, carport, or covered parking structure is demolished in conjunction with an ADU or is converted to an ADU.
- 4) Expands the area in which an ADU can be built to include attached garages, storage areas, and accessory structures.
- 5) Specifies that ADUs are not required to provide fire sprinklers if they are not required for the primary residence.
- 6) Reduces the application approval timeframe to 60 days for an ADU and stipulates that if a local agency has not acted upon the completed application within 60 days, the application shall be deemed approved.
- 7) Prohibits a local agency from establishing a maximum square footage requirement less than 850 square feet for an ADU or less than 1,000 square feet for an ADU that provides more than one bedroom.
- 8) Specifies that a local agency shall not impose parking standards for an ADU if the ADU is located within a *traversable distance* of ½ mile of public transit.

- 9) Prohibits a local agency from requiring owner occupancy for either the primary unit or the ADU. Prohibits a local agency from requiring owner occupancy as a condition for issuing a building permit for an ADU. Specifies that an agreement with a local agency to maintain owner occupancy as a condition of issuance of a building permit for an ADU shall be void and unenforceable.
- 10) Prohibits a local agency, special district, or water corporation from imposing any impact fee (except any connection fee or capacity charge) on the development of an ADU if that fee, in the aggregate, exceeds the following:
 - a) An ADU less than 750 square feet will be charged zero impact fees; and,
 - b) An ADU 750 square feet or more shall be charged 25% of the impact fees otherwise charged for a new single-family unit on the same lot.
- 11) Revises the basis for how a connection fee or capacity charge can be charged in proportion to the burden to the proposed ADU using either square footage or the number of its drainage fixture unit values, as defined in the Uniform Plumbing Code adopted and published by the International Association of Plumbing and Mechanical Officials, as specified.
- 12) Allows HCD, after an ordinance is adopted, to submit written findings to the local agency as to whether the ordinance complies with current law, as follows:
 - a) Requires, if HCD finds that the ordinance is out of compliance, HCD to notify the local agency and may notify the office of the Attorney General that the local agency is in violation of state law; and,
 - b) Requires the local agency to consider findings made by HCD. Allows the local agency to either change the ordinance to comply with ADU law or include findings in its resolution adopting the ordinance that explain the reasons the local agency believes the ordinance complies despite HCD's findings.
- 13) Allows HCD to review, adopt, amend, or repeal guidelines to implement uniform standards or criteria that supplement or clarify the terms, references, and standards in ADU law.
- 14) Allows a local agency to count an ADU for the purposes of identifying adequate sites for its housing element, subject to authorization by HCD and compliance with Planning and Zoning law.
- 15) Requires a local agency, upon request of the owner of an ADU built before January 1, 2020, to delay enforcement of an ADU building standard, subject to 16), below.
- 16) Establishes an amnesty program for ADUs built before January 1, 2020, as follows:
 - a) Requires an enforcement agency, until January 1, 2030, that issues an owner of an ADU a notice to correct a building standard, to include a statement that the owner of the unit has a right to request a delay in enforcement;
 - b) Allows the owner of an ADU that receives a notice to correct violations or abate nuisances to submit an application to the enforcement agency requesting the enforcement

be delayed for five years on the basis that correcting the violation is not necessary to protect health and safety;

- c) Requires the enforcement agency to grant an application, until January 1, 2035, if it determines that correcting the violation is not necessary to protect health and safety. Requires the enforcement agency to consult with the entity responsible for enforcement of building standards and other regulations of the State Fire Marshal, as specified;
- d) Prohibits the enforcement agency from approving any applications on or after January 1, 2030. Specifies that any delay approved by the enforcement agency before January 1, 2030, shall be valid for the full term of the delay that was initially approved; and,
- e) Sunsets these provisions as of January 1, 2035.

EXISTING LAW:

- 1) Allows a local agency, by ordinance, to provide for the creation of ADUs in areas zoned to allow single-family or multifamily use. Provides that the ordinance shall do all of the following:
 - a) Designate areas where ADUs may be permitted. Specifies that the designation of areas may be based on criteria that may include, but are not limited to, the adequacy of water and sewer services and the impact of ADUs on traffic flow and public safety;
 - b) Impose standards on ADUs that include, but are not limited to, parking, height, setback, lot coverage, landscape, architectural review, maximum size of a unit, and standards that prevent adverse impacts on any real property that is listed in the California Register of Historic Places. Allows a local agency to reduce or eliminate parking requirements for any ADU located within its jurisdiction;
 - c) Provide that ADUs do not exceed the allowable density for the lot upon which the ADU is located, and that ADUs are a residential use that is consistent with the existing general plan and zoning designation for the lot;
 - d) Require the ADUs to comply with all of the following:
 - i) The unit may be rented separate from the primary residence, but may not be sold or otherwise conveyed separate from the primary residence;
 - ii) The lot is zoned to allow single-family or multifamily use and includes a proposal for existing single-family dwelling;
 - iii) The ADU is either attached or located within the living area of the proposed or existing primary dwelling or detached from the proposed or existing primary dwelling and located on the same lot as the proposed or existing primary dwelling;
 - iv) The total area of floorspace of an ADU shall not exceed 50% of the proposed or existing primary dwelling living area or 1,200 square feet;
 - v) The total area of floorspace for a detached ADU shall not exceed 1,200 square feet;

- vi) No passageway shall be required in conjunction with the construction of an ADU;
 - vii) No setback shall be required for an existing garage that is converted to an ADU or to a portion of an ADU, and a setback of no more than five feet from the side and rear lot lines shall be required for an ADU that is constructed above a garage;
 - viii) Local building code requirements that apply to detached dwellings, as appropriate;
 - ix) Approval by the local health officer where a private sewage disposal system is being used, if required;
 - x) Parking requirements for ADUs shall not exceed one parking space per unit or per bedroom, whichever is less. Spaces may be provided as tandem parking on a driveway. Provides that offstreet parking shall be permitted in setback areas in locations determined by the local agency or through tandem parking, unless specific findings are made that parking in setback areas or tandem parking is not feasible, as specified; and,
 - xi) When a garage, carport, or covered parking structure is demolished in conjunction with the construction of an ADU or converted to an ADU, and the local agency requires that those offstreet parking spaces be replaced, the replacement spaces may be located in any configuration on the same lot as the ADU, including, but not limited to, covered spaces, uncovered spaces, or tandem spaces, or by the use of mechanical automobile lifts, as specified.
- 2) Requires, when a local agency that has not adopted an ordinance governing ADUs receives an application for a permit to create an ADU, the local agency to approve or disapprove the application ministerially without discretionary review 120 days after receiving the application.
- 3) Requires a local agency to establish minimum and maximum unit size requirements for both attached and detached ADUs. Provides that no minimum or maximum size for an ADU, or size based upon a percentage of the proposed or existing primary dwelling, shall be established by ordinance for either attached or detached dwellings that does not permit at least an efficiency unit to be constructed in compliance with local development standards. ADUs shall not be required to provide fire sprinklers if they are not required for the primary residence.
- 4) Prohibits, notwithstanding any other law, a local agency, whether or not it has adopted an ADU ordinance, from imposing parking standards for an ADU in the following instances:
- a) The ADU is located within ½ mile of public transit;
 - b) The ADU is located within an architecturally and historically significant historic district;
 - c) The ADU is part of the proposed or existing primary residence or an accessory structure;
 - d) When on-street parking permits are required but not offered to the occupant of the ADU;
or,

- e) When there is a car share vehicle located within one block of the ADU.
- 5) Requires a local agency to ministerially approve an application for a building permit to create within a zone for single-family use one ADU unit per single-family lot if the unit is contained within the existing space of a single-family residence or accessory structure, including, but not limited to, a studio, pool house, or other similar structure, has independent exterior access from the existing residence, and the side and rear setbacks are sufficient for fire safety. Specifies that ADUs shall not be required to provide fire sprinklers if they are not required for the primary residence. Allows a city to require owner occupancy for either the primary or the ADU created through this process.
- 6) Provides for fees charged for the construction of ADUs, in accordance with specified provisions of existing law.

FISCAL EFFECT: This bill is keyed fiscal and contains a state-mandated local program.

COMMENTS:

- 1) **Background.** ADUs are additional living quarters that are independent of the primary dwelling unit on the same lot. ADUs are either attached or detached to the primary dwelling unit, and provide complete independent living facilities for one or more persons, including separate access from the property's primary unit. This includes permanent provisions for living, sleeping, eating, cooking, and sanitation.

ADUs have been identified as an important piece of the solution to California's housing crisis. According to the Turner Center for Housing Innovation at UC Berkeley, the average cost to build an ADU is relatively inexpensive at \$156,000 (based on Turner Center's report from December 2017). Because of their size and lower cost to construct, the Turner Center found that 58% of ADUs are rented out at below market rate.

Over the past few years, the Legislature has passed a number of bills to ease zoning restrictions and expedite approval processes at the local level, which has contributed to the increased supply of ADUs throughout the state. For example, in the City of Los Angeles, since 2017 a total of 9,247 applications have been received for ADUs. This represents an approximately 30-fold increase as compared to the citywide average in the many years well before the state law changed. Similarly, the City of Santa Rosa received 118 applications for ADUs in 2018, compared to 54 total from the years 2008-2016.

- 2) **Bill Summary.** This bill makes a number of changes to ADU law. In addition to some more minor provisions, this bill:
 - a) Eliminates the ability of a local agency to impose owner occupancy requirements on either the main house or the ADU, and also provides that an agreement with a local agency to maintain owner occupancy as a condition of issuance of a building permit shall be void and unenforceable;
 - b) Eliminates impact fees, in the aggregate, for an ADU less than 750 square feet, and reduces the impact fees for an ADU larger than 750 square feet to 25% of the impact fees otherwise charged for a new single-family dwelling on the same lot;

- c) Requires HCD to notify the city and/or county and allows HCD to also notify the office of the Attorney General that the city and/or county if HCD finds that the housing element or an amendment to this element, or any action or failure to act as prescribed, does not substantially comply with ADU law; and,
- d) Requires a local agency, upon request of the owner of an ADU, to delay enforcement of an ADU building standard for a specified amount of time.

This bill is author-sponsored.

- 3) **Author's Statement.** According to the author, "California is in a severe housing crisis. The largest driver for this crisis is a lack of supply. One significant step to increase the supply of affordable housing is to build more ADUs. ADUs are inherently affordable: they cost less to build than a regular unit, are financed and managed by a homeowner, and require no public subsidy. Under existing law, any property owner has the ability to construct an ADU on their property should they meet certain zoning and building requirements. However, a significant number of homeowners interested in building ADUs on their property are prevented from constructing these units due to prohibitively high impact fees and other barriers. SB 13 takes into consideration that the impact of an ADU on a neighborhood's infrastructure and services is inherently different from the impact created by single family homes or multifamily buildings. SB 13 also addresses other barriers such as lowering the application approval time to 60 days, creating an avenue to get unpermitted ADUs up to code, and enhancing an enforcement mechanism that would allow the California Department of Housing and Community Development to ensure local agencies are following the law on ADUs. SB 13 is an important step in resolving the housing crisis by reducing excessive impact fees and other barriers for ADUs and allowing Californians to build affordable housing in their backyards."
- 4) **Policy Considerations.** The Committee may wish to consider the following:

- a) **Owner-Occupancy Requirements.** State law allows local jurisdictions to create their own ADU ordinances subject to certain requirements, or if no local ordinance exists, approval of ADUs are subject to state statute. Existing law allows a city to require owner occupancy for either the primary or the ADU created through this process. The local agency may even require that the applicant for the ADU permit be an owner-occupant. This requirement pre-dates 2016's SB 1069 (Wieckowski) and AB 2299 (Bloom), the bills considered largely responsible for the sizable growth in ADU applications in the past two years.

Proponents for retaining a local agency's ability to impose owner-occupancy have articulated that this regulation helps ensure oversight of the ADU and increases the potential for it to be rented out affordably to family and friends. They have also cited concern that removing owner occupancy would lead to more speculative development of ADUs by large corporations.

Opponents of the owner-occupancy requirements have conveyed that ADUs should not be treated as a separate class from other forms of housing, for which such requirements do not exist. They argue that there is little to no evidence that these requirements have indeed reduced ADU rents or that this has led to an increase in home speculation. Finally, they site the negative implications of the owner-occupancy requirement, which includes the increased difficulty in transacting sales involving properties with ADUs, as

the uniqueness of this requirement in the housing market creates onerous terms. They also cite concerns that, were the owner to move out, the ADU would be required to be demolished.

SB 13 removes the ability of a local agency to impose owner-occupancy requirements, and makes void and unenforceable an agreement with a local agency to maintain owner occupancy, if it is a condition of issuance of a building permit for an ADU. The Committee may wish to consider whether it is prudent to undo owner occupancy restrictions retroactively, and how that might work with deed-restricted properties in which the owner-occupancy restrictions were recorded as part of the title.

- b) **Impact Fees.** Local governments can charge impact fees to a development to mitigate the impact of new development on local infrastructure, such as sewers, roads, parks, and schools. The Mitigation Fee Act, passed in 1989, requires cities to identify the purpose of a fee, the use of the fee, and show that there is a “reasonable” nexus between the fee amount and the impact of the project. Local agencies also charge fees to fund open space and parks, school fees, water and sewer fees, and project-specific fees through negotiated development agreements. The passage of Proposition 13 and the loss of property tax revenues have fueled cities’ dependence on fees to fund infrastructure and services.

For several reasons, the impact fees on new ADUs vary greatly by local jurisdiction. While the demands for infrastructure from new development are often similar, nexus studies are often art as much as science, and can reach very different conclusions about the infrastructure burden of new development. Additionally, many local governments do not charge fees based on the nexus (which sets the upper bound of what is legally allowed), but on the ability of a development to pay, which will reflect both the varying market conditions between jurisdictions and the local appetite to facilitate new development. Finally, a new ADU likely will be subject to fees from multiple different sources, including special districts, schools, and the city or county. Fees from these different sources are often calculated in isolation and by different government entities. This can result in ADU fees from multiple sources that are individually economically feasible, but cumulatively prohibitive.

This bill would eliminate impact fees for ADUs of less than 750 square feet. ADUs that are 750 square feet or larger would be charged 25% of impact fees for new single-family dwellings. This change would have the benefit of making it less expensive and therefore easier to build ADUs. However, there would be commensurate strain to local infrastructure, creating concerns about safety, and reduction of quality of life. This policy would also penalize local agencies that “right-size” their impact fees based on actual costs, ability-to-pay, and unit size. In addition, this bill does not differentiate between impact fees charged by cities and counties and special districts that must pass through unmet costs to ratepayers. As a result, it incentivizes jurisdictions and special districts to raise their fees and rates for all housing units to compensate.

This bill also does not distinguish that some impact fees are charged on a per unit basis, whereas some are charged per square feet. Where impact fees are charged on a per unit basis, there is strong justification for reducing the fees for ADUs, which are substantially smaller than typical homes. However, when fees are charged on a per square foot basis,

the smaller size of the ADUs itself brings down the cost of fees (for example, a 500 square foot ADU would pay 25% of the fees of a 2,000 square foot single-family home).

The challenge of determining the “appropriate” amount of impact fees has been the source of much discussion in the Legislature in the last several years. To help understand the current landscape of fees and provide recommendations for policy changes, AB 879 (Grayson, 2017) directed HCD to complete a study to evaluate the reasonableness of local fees charged to new developments, including findings and recommendations regarding potential amendments to the Mitigation Fee Act to substantially reduce fees for residential development. This study was to be completed by June 30, 2019.

- 5) **City of Santa Rosa.** The author uses the City of Santa Rosa as an example of a jurisdiction that has successfully lowered ADU fees and has based some of the bill’s contents on policies adopted by Santa Rosa.

The City proactively reduced development impact fees, including both capital facilities fees and parks fees. For units up to 750 square feet, no impact fees are assessed. For up to 950 square feet, the impact fees are 25%, and for up to 1200 square feet, the impact fees are 50%.

The City also specifies that no new or separate utility connection, or related connection fee or capacity charge will be required for ADUs that are internal conversions of existing space within a single-family residence or an accessory structure, or new ADUs (detached or attached) that are 750 square feet or smaller.

Santa Rosa requires either the main residence on the site or the ADU to be occupied by the property owner. Prior to occupancy of an ADU or JADU, the property owner is required to file with the County Recorder a deed restriction which addresses owner occupancy of one of the units on site. In lieu of the owner-occupancy restriction, the property owner may execute an affordability contract with the City’s Department of Housing and Community Services, requiring the rental of one of the units on the property to low income households at restricted rents.

- 6) **Committee Amendments.** The Committee may wish to consider the following amendments:

- a) **Alignment of Owner Occupancy Provisions with AB 881 (Bloom).** To be consistent with the policy adopted in AB 881, the Committee may wish to consider placing a five-year sunset on SB 13’s provisions, from January 1, 2020, to January 1, 2025, and to also delete the language that provides that an agreement on owner occupancy shall be void and unenforceable, if it was a condition of issuance of a building permit.
- b) **Impact Fees.** The Committee may wish to make the following changes to provisions of SB 13 dealing with impact fees:
- i) Retain the provisions prohibiting any impact fees to be charged for ADUs under 750 square feet and strike the provisions related to impact fees being charged at 25% for anything over 750 square feet; and,
- ii) Insert language giving direction to local agencies that for any impact fees charged for an ADU above 750 square feet, that those fees must be charged proportionately in relation to the square footage of the primary dwelling unit.

7) **Related Legislation.** There are several other ADU bills pending in the current session:

AB 68 (Ting) would make several changes to further reduce barriers to production of ADUs. It would expand the definition of owner-occupancy to include members of trusts as well as units owned by a non-profit and deed restricted for affordability. It would increase enforcement capacity against local jurisdictions regarding their ADU ordinances.

AB 881 (Bloom) would make several changes to further reduce barriers to production of ADUs. It would remove the ability for local jurisdictions to impose owner occupancy requirements for ADUs for a period of five years.

AB 671 (Friedman) would require a city or county's housing element to include a plan that incentivizes and promotes the creation of affordable ADUs

8) **Prior Legislation:**

SB 831 (Wieckowski, 2018) would have made a number of changes to ADU law. This bill failed passage in the Assembly Local Government Committee.

AB 2890 (Ting, 2018) would have made a number of changes to ADU law. After being approved in Senate policy committees, the bill was referred to Senate Rules Committee, where it was held.

SB 1069 (Wieckowski), Chapter 720, Statutes of 2016, made several changes to reduce the barriers to the development of ADUs and expanded capacity for their development, including changes to parking, fees, fire requirements, and process.

AB 2299 (Bloom), Chapter 735, Statutes of 2016, required a local government to ministerially approve ADUs if the unit complies with certain parking requirements, the maximum allowable size of an attached ADU, and setback requirements.

8) **Arguments in Support.** According to the California Chamber of Commerce, “Constructing ADUs is the only widely supported approach to expeditiously bringing thousands of low-cost housing units on the market. ADUs provide lower cost and low-carbon footprint homes in existing neighborhoods consistent with architectural traditions. Studies demonstrate that ADUs cost less to build and rent for less than new market rate housing, making ADUs affordable by design. ADUs are great for low- and middle-income renters, small families, and align with California climate change goals by lowering greenhouse gas emissions through smaller footprint housing units and reduced single occupancy vehicle miles traveled.”

9) **Arguments in Opposition.** In their joint letter, the Fire Districts Association of California, the California Fire Chiefs Association, and the California Special District Association argue, “Special districts provide millions of Californians with essential local services, such as fire protection, parks and recreation, flood control, libraries, and more...Given that revenue for local governments is tightly restricted by the California Constitution, fees are one of the few ways that special districts can offset for the indirect costs of growth. It is irresponsible to promote growth with no plan to address the impact of that growth or mechanism to fund the needs of the new residents. If legislation succeeds in spurring development of ADUs by

prohibiting fees, the families inhabiting the new ADUs and their neighbors would suffer from inadequate public safety, parks, and other fundamental services. We would be trading one crisis for another.”

10) **Double-Referral.** This bill was heard in the Housing and Community Development Committee on June 19, 2019, and passed with a 6-0 vote.

REGISTERED SUPPORT / OPPOSITION:

Support

ADU Task Force East Bay
Association of Bay Area Governments (ABAG) (if amended)
Bay Area Council
Bay Area Regional Health Inequities Initiative (BARHII)
California Apartment Association
California Association of Realtors
California Building Industry Association (CBIA)
California Building Officials (CalBO) (if amended)
California Chamber of Commerce
California Forward Action Fund
California State Retirees (CSR)
California YIMBY
Casita Coalition
Conservation Corps of Long Beach (CCLB)
Eden Housing
LA-Más
Los Angeles Business Council (LABC)
Los Angeles Conservation Corps (LACC)
Maxable Space, LLC
Metropolitan Transportation Commission (MTC) (if amended)
Non-Profit Housing Association of Northern California (NPH)
Oakland Chamber of Commerce
PrefabADU
San Francisco Housing Action Coalition
San Jose Conservation Corps & Charter School
Santa Cruz YIMBY
South Bay YIMBY
Southern California Mountains Foundation
Southern California Rental Housing Association
SPUR (SAN Francisco Bay Area Planning and Urban Research Association)
SV @ Home
Terner Center for Housing Innovation at the University of California, Berkeley
The Norris Group
United Dwelling
Urban Conservation Corps of the Inland Empire

Opposition

American Planning Association, California Chapter (unless amended)
Auburn Area Recreation and Park District (ARD)
California Fire Chiefs Association
California Special Districts Association (CSDA)
California State Association of Counties (CSAC) (unless amended)
Cities of: Anaheim, Beaumont, Burbank (unless amended), Camarillo, Chino Hills, Cupertino,
Downey (unless amended), El Segundo, Garden Grove, Los Alamitos (unless amended),
Morgan Hill (unless amended), Rancho Cucamonga (unless amended), San Dimas, San
Marcos, Santa Clarita, Thousand Oaks, Torrance (unless amended), Vista (unless amended)
Coalinga-Huron Recreation and Park District
Cosumnes Community Services District
Discovery Bay Community Services District
East Contra Costa Fire Protection District
Fire Districts Association of California
Georgetown Divide Recreation District
Hayward Area Recreation and Park District
League of California Cities (unless amended)
McKinleyville Community Services District
Meeks Bay Fire Protection District
Menlo Park Fire Protection District
Oceano Community Services District
San Ramon Valley Fire Protection District
Santa Maria Public Airport District
Santa Margarita Water District
Solano County Board of Supervisors
Templeton Community Services District
Urban Counties of California (UCC) (unless amended)
Ventura Council of Governments

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Bills authored in 2019 by Senator Wieckowski

Measure	Subject	Author	Status
SB-13	Accessory dwelling units.	Wieckowski	Assembly - Second Reading
SB-168	Climate change: Chief Climate Resilience Officer.	Wieckowski	Assembly - Appropriations
SB-187	Rosenthal Fair Debt Collection Practices Act.	Wieckowski	Assembly - Third Reading
SB-213	Litter: receptacles.	Wieckowski	Senate - Rules
SB-246	Oil and gas severance tax.	Wieckowski	Senate - Pending Referral
SB-267	Driver's licenses: United States Foreign Service.	Wieckowski	Assembly - Appropriations
SB-303	Guardians and conservators: compensation: residence of conservatee.	Wieckowski	Assembly - Third Reading
SB-323	Common interest developments: elections.	Wieckowski	Assembly - Second Reading
SB-372	Single-use plastic products: extended producer responsibility.	Wieckowski	Senate - Rules
SB-430	Public employees' retirement benefits: judges.	Wieckowski	Assembly - Public Employment and Retirement
SB-477	Personal income taxes: credit: deduction: qualified education loan.	Wieckowski	Assembly - Revenue and Taxation
SB-518	Civil actions: settlement offers.	Wieckowski	Assembly - Appropriations
SB-585	Education governance: school district reorganization: unified school districts: report.	Wieckowski	Senate - Appropriations
SB-616	Enforcement of money judgments: exemptions.	Wieckowski	Assembly - Appropriations
SB-680	Names.	Wieckowski	Assembly - Inactive
SB-707	Arbitration agreements: enforcement.	Wieckowski	Assembly - Third Reading
SB-750	Debt collection agencies: licensure and regulation.	Wieckowski	Senate - Banking and Financial Institutions
SR-47		Wieckowski	Senate - Passed



Agenda Item No: 4

Meeting Date: August 8, 2019

Cities Association of Santa Clara County Agenda Report

TOPIC: Alternates to Cities Association Meetings

SUBJECT: Who may attend as alternates to Cities Association of Santa Clara County meeting?

EXECUTIVE SUMMARY: Annually, our member cities appoint members to the Board of Directors, Legislative Action Committee, Cities Selection Committee. In recent years, in the spirit of collaboration and inclusiveness, the organization has been accommodating and allowing a city's seat to be filled by a councilmember that is not appointed to the alternate position but available to attend.

*Cities Selection Committee is mandated by state law and the attending voting delegate must be approved by the Mayor. If the attendee is not the alternate, communication must be received by the Mayor or staff indicating the attendee is an appointed delegate.

THE BY-LAWS

BOARD MEMBERS:

Section 1. Selection and Tenure. The Board of Directors of this Association shall be composed of a representative from each member city, selected by and from the legislative body thereof. Each Board member shall hold office at the pleasure of his or her City's legislative body, and selection shall be made in such manner as the respective legislative bodies of member Cities may themselves determine.

Section 2. Alternates. The legislative body of a member City may, in its discretion, select from among its members an alternate to represent that City on the Board of Directors and vote in the absence of the member from that City.

LEGISLATIVE ACTION COMMITTEE: There shall be a Legislative Action Committee of this Association, which shall have the membership and purpose as follows. The membership of the Legislative Action Committee shall consist of one representative from each City in the County. The representative shall be a City Council Member or the Mayor. Each City shall also appoint an alternate to serve on the Committee in the absence of the representative. The alternate may be a City Council Member or the Mayor. Each City, represented by either the representative or the alternate, shall have one vote.

CITY SELECTION COMMITTEE: The City Selection Committee shall be a Standing Committee of this Association, and shall have the membership and purposes set forth in Government Code sections 50270-50279.4 and which shall be governed by the requirements of such sections. The membership of the City Selection Committee shall consist of the Mayor or

Mayor's designee of each City in the County, whether or not any such City is a member of the Section.

ACTION:

The Executive Board and Executive Director of the Association will ensure bylaws and state law are being followed. If changes are desired by the Board, bylaws will need to be changed.

FISCAL IMPACT:

N/A