



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

1. Executive Director Performance Review Pursuant to Government Code Section 54957(b) and 54957.6 3 PM

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

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

1. Welcome and Roll Call 3:15 PM
2. Consideration of approval of consent agenda:
  - a. March 2019 Board of Directors Minutes
  - b. Financial reports: February and March 2019
3. Old Business:
  - a. Report of action from Closed Session Meeting of March 8, 2019 for the Executive Director Performance Review Pursuant to Government Code Section 54957(b) and 54957.6 3:20 PM
  - b. Discussion and consideration of committee presentation dates
  - c. Discussion and consideration of Housing Policy Statement and next steps if any
  - d. Discussion and consideration of the May General Membership Meeting details including budget, panelists
4. New Business:
  - a. Discussion and consideration of the FY 2019-2020 Budget
5. Agenda Setting for Board of Directors Meeting/Committee Reports to Board:
  - a. Senator Jim Beall
  - b. Previous requests:
    - i. Silicon Valley Housing Trust
    - ii. Rapid Response Network
  - c. Legislative Action Committee
    - i. Possible action and consideration of support or opposition to bills
  - d. Consideration of other topics for April meeting

- |  |         |
|--|---------|
| 6. Public Comment  | 4 PM    |
| 7. Executive Director Report                                     | 4:15 PM |
| 8. Adjourn until Friday, May 3, 2019 at 3PM, Saratoga City Hall. | 4:30 PM |



EXECUTIVE BOARD OF DIRECTORS MEETING MINUTES  
FRIDAY, MARCH 8, 2019  
CITY OF SARATOGA | 13777 FRUITVALE | SARATOGA 95070

President Manny Cappello (Saratoga) called the meeting to order at 3:19 PM.  
In attendance: Margaret Abe-Koga (Mountain View), Marico Sayoc (Los Gatos), Rod Sinks (Cupertino), James Lindsay (SCCCMA/Saratoga), Andi Jordan, Executive Director.

1. February 2019 Board of Directors Minutes approved
  - Motion: Marico Sayoc
  - 2<sup>nd</sup>: Rod Sinks
  - Ayes: 4 - Cappello, Sinks, Sayoc, Abe-Koga
  - Nos: 0
  - Abstentions: 0
  - Absent: Jones, Klein
2. Old Business:
  - a. Board of Directors reviewed assignments to committees.
  - b. The Executive Board reviewed the Housing Policy Statement in preparation for the Legislative Action Committee Meeting.
3. By unanimous consensus, the March 14 Board meeting agenda was established:
  - a. Senator Jerry Hill
  - b. MTC Executives Therese McMillan (Executive Director) &/or Brad Paul (Deputy Executive Director for Local Government Services)
  - c. Legislative Action Committee
    - i. Housing Policy Statement
  - d. Previous requests will be considered as webinars.
    - i. Silicon Valley Housing Trust Request
    - ii. Rapid Response Network

EXECUTIVE BOARD OF DIRECTORS CLOSED SESSION MEETING MINUTES  
CLOSED SESSION AGENDA  
FRIDAY, MARCH 8, 2019 | 3PM  
CITY OF SARATOGA | 13777 FRUITVALE | SARATOGA 95070

1. Executive Director Performance Review Pursuant to Government Code Section 54957(b) and 54957.6

Manny Cappello reported out that the Executive Board agreed to convert the Executive Director's contract to an evergreen contract, provide severance clause, and conduct a compensation review if possible.

The meeting was adjourned at 5PM.

Respectfully submitted,

Andi Jordan  
Executive Director

---

**Minutes Approved Friday, April 5, 2019**

AYES -  
NAYES -  
ABSTENTIONS -  
ABSENT -

---

DRAFT

# Management Report

CITIES ASSOCIATION OF SANTA CLARA COUNTY

For the period ended February 28, 2019



Prepared by

**BestBooks4U Bookkeeping & QuickBooks Consulting**

Prepared on

**April 1, 2019**

# Table of Contents

---

Profit and Loss Feb 2019.....3

Balance Sheet.....4

Statement of Cash Flows.....5

Feb 2019 Profit and Loss by month.....6

Feb 2019 Transaction Detail by Account.....8

Feb 2019 Expenses by Vendor Summary.....12

# Profit and Loss Feb 2019

February 2019

	<b>Total</b>
<b>INCOME</b>	
<b>Total Income</b>	
<b>GROSS PROFIT</b>	<b>0.00</b>
<b>EXPENSES</b>	
Computer & Equipment	2,670.91
Office	
Conferences/Director's Expenses	175.00
Hospitality	126.25
Internet - Web Hosting Services	21.57
Miscellaneous	
Bank Service Charges	3.00
<b>Total Miscellaneous</b>	<b>3.00</b>
Printing and Copying	194.12
Software Licenses	122.48
<b>Total Office</b>	<b>642.42</b>
Professional Services	
Employee Expenses	
Payroll Service Fees	45.00
Payroll Taxes	637.50
Payroll Wages/Salary	8,333.33
<b>Total Employee Expenses</b>	<b>9,015.83</b>
<b>Total Professional Services</b>	<b>9,015.83</b>
Workers Compensation	62.26
<b>Total Expenses</b>	<b>12,391.42</b>
<b>NET OPERATING INCOME</b>	<b>-12,391.42</b>
<b>NET INCOME</b>	<b>\$ -12,391.42</b>

# Balance Sheet

As of February 28, 2019

	<b>Total</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
Checking - Union Bank	119,529.81
Reimbursable Payments	-2,670.91
<b>Total Bank Accounts</b>	<b>116,858.90</b>
<b>Accounts Receivable</b>	
Accounts Receivable	83,744.14
<b>Total Accounts Receivable</b>	<b>83,744.14</b>
<b>Other Current Assets</b>	
Accrued Interest	44.60
LAIF Funds	119,761.49
Undeposited Funds	39,892.79
Venue Deposit	1,000.00
<b>Total Other Current Assets</b>	<b>160,698.88</b>
<b>Total Current Assets</b>	<b>361,301.92</b>
<b>Fixed Assets</b>	
Accumulated Depreciation	-1,926.59
Machinery and Equipment	2,203.41
<b>Total Fixed Assets</b>	<b>276.82</b>
<b>TOTAL ASSETS</b>	<b>\$361,578.74</b>
<b>LIABILITIES AND EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Credit Cards</b>	
First National Bank of Omaha	639.42
<b>Total Credit Cards</b>	<b>639.42</b>
<b>Total Current Liabilities</b>	<b>639.42</b>
<b>Total Liabilities</b>	<b>639.42</b>
<b>Equity</b>	
Opening Bal Equity	-34.00
Reserves	0.00
Reserve for New Equip.	2,329.09
Reserve for Operations	35,000.00
<b>Total Reserves</b>	<b>37,329.09</b>
Unrestricted Fund Balance	21,454.86
Net Income	302,189.37
<b>Total Equity</b>	<b>360,939.32</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$361,578.74</b>



# Statement of Cash Flows

February 2019

	<b>Total</b>
<b>OPERATING ACTIVITIES</b>	
Net Income	-12,391.42
Adjustments to reconcile Net Income to Net Cash provided by operations:	
Accounts Receivable	126,366.77
First National Bank of Omaha	109.03
<b>Total Adjustments to reconcile Net Income to Net Cash provided by operations:</b>	<b>126,475.80</b>
<b>Net cash provided by operating activities</b>	<b>114,084.38</b>
<b>FINANCING ACTIVITIES</b>	
Reserves:Reserve for New Equip.	-2,670.91
Unrestricted Fund Balance	2,670.91
<b>Net cash provided by financing activities</b>	<b>0.00</b>
<b>NET CASH INCREASE FOR PERIOD</b>	<b>114,084.38</b>
Cash at beginning of period	42,667.31
<b>CASH AT END OF PERIOD</b>	<b>\$156,751.69</b>

# Feb 2019 Profit and Loss by month

July 2018 - February 2019

	Jul 2018	Aug 2018	Sep 2018	Oct 2018	Nov 2018	Dec 2018	Jan 2019	Feb 2019	Total
<b>INCOME</b>									
Directory Income		15.00	150.00	30.00					195.00
Dues Income	144,886.05								144,886.05
Reimbursement				18.42					18.42
Roundtable Income							250,000.01		250,000.01
<b>Total Income</b>	<b>144,886.05</b>	<b>15.00</b>	<b>150.00</b>	<b>48.42</b>	<b>0.00</b>	<b>0.00</b>	<b>250,000.01</b>	<b>0.00</b>	<b>395,099.48</b>
<b>GROSS PROFIT</b>									
	<b>144,886.05</b>	<b>15.00</b>	<b>150.00</b>	<b>48.42</b>	<b>0.00</b>	<b>0.00</b>	<b>250,000.01</b>	<b>0.00</b>	<b>395,099.48</b>
<b>EXPENSES</b>									
Computer & Equipment								2,670.91	2,670.91
Dues and Subscriptions						400.00			400.00
Office		6.80							6.80
Conferences/Director's Expenses					40.00		55.00	175.00	270.00
Directory Production						200.00			200.00
Hospitality		151.23	151.23	124.00	145.19		260.25	126.25	958.15
Insurance	138.42	138.42	138.41	138.41	138.41	138.41			830.48
Internet - Web Hosting Services		21.57	59.94		21.57			21.57	124.65
Miscellaneous									0.00
Bank Service Charges	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	24.00
Merchant QB Payment Fees							1.12		1.12
<b>Total Bank Service Charges</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>4.12</b>	<b>3.00</b>	<b>25.12</b>
<b>Total Miscellaneous</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>4.12</b>	<b>3.00</b>	<b>25.12</b>
Post Office Box				56.00					56.00
Postage and Delivery		7.21	7.25	1.63					16.09
Printing and Copying		100.90	95.22	109.67	76.94	140.28	107.65	194.12	824.78
Software Licenses	71.49	87.49	87.49	87.49	107.49	107.49	107.49	122.48	778.91
Supplies and Equipment		5.98				246.54			252.52
Website Update				1,000.00	1,000.00				2,000.00
<b>Total Office</b>	<b>212.91</b>	<b>522.60</b>	<b>542.54</b>	<b>1,520.20</b>	<b>1,532.60</b>	<b>835.72</b>	<b>534.51</b>	<b>642.42</b>	<b>6,343.50</b>
Other Miscellaneous Service Cost			4.60						4.60
Professional Services									0.00
Accounting Services						255.00	170.00		425.00
Consultants	556.25	66.75				650.00			1,273.00
Employee Expenses									0.00
Payroll Service Fees	88.00	45.00	45.00	45.00	45.00	51.00	45.00	45.00	409.00
Payroll Taxes	637.50	637.50	637.50	637.49	637.51	637.50	791.50	637.50	5,254.00
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	69,666.64
<b>Total Employee Expenses</b>	<b>9,058.83</b>	<b>9,015.83</b>	<b>9,015.83</b>	<b>9,015.82</b>	<b>12,015.84</b>	<b>9,021.83</b>	<b>9,169.83</b>	<b>9,015.83</b>	<b>75,329.64</b>
<b>Total Professional Services</b>	<b>9,615.08</b>	<b>9,082.58</b>	<b>9,015.83</b>	<b>9,015.82</b>	<b>12,015.84</b>	<b>9,926.83</b>	<b>9,339.83</b>	<b>9,015.83</b>	<b>77,027.64</b>
Reimbursable Expense						122.00			122.00
Workers Compensation		61.42	62.26	62.26	62.26	62.26	62.26	62.26	434.98
<b>Total Expenses</b>	<b>9,827.99</b>	<b>9,666.60</b>	<b>9,625.23</b>	<b>10,598.28</b>	<b>13,610.70</b>	<b>11,346.81</b>	<b>9,936.60</b>	<b>12,391.42</b>	<b>87,003.63</b>
<b>NET OPERATING INCOME</b>	<b>135,058.06</b>	<b>-9,651.60</b>	<b>-9,475.23</b>	<b>-10,549.86</b>	<b>-13,610.70</b>	<b>-11,346.81</b>	<b>240,063.41</b>	<b>-12,391.42</b>	<b>308,095.85</b>
<b>OTHER INCOME</b>									
Interest Income			307.66				823.55		1,131.21
Membership Dinners - Proceeds						5,200.00			5,200.00

	Jul 2018	Aug 2018	Sep 2018	Oct 2018	Nov 2018	Dec 2018	Jan 2019	Feb 2019	Total
<b>Total Other Income</b>	0.00	0.00	307.66	0.00	0.00	5,200.00	823.55	0.00	6,331.21
<b>OTHER EXPENSES</b>									
Membership Dinners - Cost		2,023.51			715.98	9,498.20			12,237.69
<b>Total Other Expenses</b>	0.00	2,023.51	0.00	0.00	715.98	9,498.20	0.00	0.00	12,237.69
<b>NET OTHER INCOME</b>	0.00	-2,023.51	307.66	0.00	-715.98	-4,298.20	823.55	0.00	-5,906.48
<b>NET INCOME</b>	\$135,058.06	\$ -11,675.11	\$ -9,167.57	\$ -10,549.86	\$ -14,326.68	\$ -15,645.01	\$240,886.96	\$ -12,391.42	\$302,189.37

# Feb 2019 Transaction Detail by Account

February 2019

Date	Transaction Type	Num	Adj	Name	Class	Memo/Description	Split	Amount	Balance
<b>Checking - Union Bank</b>									
02/04/2019	Expense		No	Gusto		GUSTO FEE 059041 CCD 6sem GUSTO FEE 059041 CCD 6semjndoej4	Professional Services:Employee Expenses:Payroll Service Fees	-45.00	-45.00
02/11/2019	Deposit		No	Chris Jordan			Undeposited Funds	8,909.68	8,864.68
02/11/2019	Expense		No	AP Intego		APIntegoInsuranc ACHTRANS APIntegoInsuranc ACHTRANS CCD 36717692	Workers Compensation	-62.26	8,802.42
02/13/2019	Deposit		No	James Lindsay		Roundtable	Undeposited Funds	9,201.79	18,004.21
02/15/2019	Payment		No	Santa Clara County			Accounts Receivable	27,661.34	45,665.55
02/22/2019	Journal Entry	Gusto	No			Debit net pay	-Split-	-5,610.75	40,054.80
02/22/2019	Journal Entry	Gusto	No			Debit tax	-Split-	-3,360.08	36,694.72
02/22/2019	Transfer		No			ONLINE PAYMENT THANK YOU	First National Bank of Omaha	-530.39	36,164.33
02/25/2019	Deposit		No				-Split-	40,701.17	76,865.50
02/28/2019	Expense		No	Union Bank		CHECK IMAGE FEE	Office:Miscellaneous:Bank Service Charges	-3.00	76,862.50
<b>Total for Checking - Union Bank</b>								<b>\$76,862.50</b>	
<b>Reimbursable Payments</b>									
02/14/2019	Expense		No			Andi Jordan paid with personal credit card as apple does not accept check and business credit card limit is too low.	Computer & Equipment	-2,670.91	-2,670.91
<b>Total for Reimbursable Payments</b>								<b>\$ -2,670.91</b>	
<b>Accounts Receivable</b>									
02/11/2019	Payment	#157865	No	Chris Jordan			Undeposited Funds	-8,909.68	-8,909.68
02/13/2019	Payment	137889	No	James Lindsay			Undeposited Funds	-9,201.79	-18,111.47
02/15/2019	Payment		No	Santa Clara County			Checking - Union Bank	-27,661.34	-45,772.81
02/25/2019	Payment	719250	No	City of Cupertino			Undeposited Funds	-17,926.99	-63,699.80
02/25/2019	Payment	#00208262	No	Carlos Palacios			Undeposited Funds	-39,892.79	-103,592.59
02/25/2019	Payment	22774.18	No	Dan Rich			Undeposited Funds	-22,774.18	-126,366.77
<b>Total for Accounts Receivable</b>								<b>\$ -126,366.77</b>	
<b>Undeposited Funds</b>									
02/11/2019	Payment	#157865	No	Chris Jordan			Accounts Receivable	8,909.68	8,909.68
02/11/2019	Deposit		No	Chris Jordan		Roundtable	Checking - Union Bank	-8,909.68	0.00
02/13/2019	Payment	137889	No	James Lindsay			Accounts Receivable	9,201.79	9,201.79
02/13/2019	Deposit		No	James Lindsay		Roundtable	Checking - Union Bank	-9,201.79	0.00
02/25/2019	Payment	22774.18	No	Dan Rich			Accounts Receivable	22,774.18	22,774.18
02/25/2019	Deposit		No			Cupertino Roundtable Funding 2019	Checking - Union Bank	-17,926.99	4,847.19

Date	Transaction Type	Num	Adj	Name	Class	Memo/Description	Split	Amount	Balance
02/25/2019	Deposit		No			Mountain View Roundtable funding 2019	Checking - Union Bank	-22,774.18	-17,926.99
02/25/2019	Payment	#00208262	No	Carlos Palacios			Accounts Receivable	39,892.79	21,965.80
02/25/2019	Payment	719250	No	City of Cupertino			Accounts Receivable	17,926.99	39,892.79

**Total for Undeposited Funds**

**\$39,892.79**

**First National Bank of Omaha**

02/05/2019	Expense		No	Joint Venture Silicon Valley Network		EB 2019 STATE OF THE - 8014137200, CA	Office:Conferences/Director's Expenses	175.00	175.00
02/06/2019	Expense		No	FedEx Office		Sccma meeting	Office:Printing and Copying	15.59	190.59
02/08/2019	Expense		No	FedEx Office		Exec meeting	Office:Printing and Copying	28.90	219.49
02/08/2019	Expense		No	www.1and1.com		WWW.1AND1.COM - 6105601589, PA	Office:Internet - Web Hosting Services	21.57	241.06
02/14/2019	Expense		No	FedEx Office			Office:Printing and Copying	43.22	284.28
02/14/2019	Expense		No	A Slice Of New York			Office:Hospitality	103.00	387.28
02/14/2019	Expense		No	Safeway			Office:Hospitality	23.25	410.53
02/14/2019	Expense		No	FedEx Office			Office:Printing and Copying	14.92	425.45
02/15/2019	Expense		No			ZOOM.US - 8887999666, CA - for LAC and Board meetings	Office:Software Licenses	14.99	440.44
02/19/2019	Expense		No	Intuit		INTUIT *QB ONLINE - 800-286-6800, CA	Office:Software Licenses	20.00	460.44
02/19/2019	Expense		No	Intuit		INTUIT *QB ONLINE - 800-286-6800, CA	Office:Software Licenses	60.00	520.44
02/19/2019	Expense		No	Adobe		ADOBE *ACROBAT PRO - 8008336687, CA	Office:Software Licenses	14.99	535.43
02/20/2019	Expense		No	Microsoft		MSFT * E01007LMR8 - 8006427676, WA	Office:Software Licenses	12.50	547.93
02/22/2019	Transfer		No			ONLINE PAYMENT THANK YOU	Checking - Union Bank	-530.39	17.54
02/28/2019	Expense		No	FedEx Office		FEDEXOFFICE 00051474 - CUPERTINO, CA	Office:Printing and Copying	0.42	17.96
02/28/2019	Expense		No	FedEx Office		FEDEXOFFICE 00051474 - CUPERTINO, CA	Office:Printing and Copying	78.64	96.60
02/28/2019	Expense		No	FedEx Office		FEDEXOFFICE 00051474 - CUPERTINO, CA	Office:Printing and Copying	4.25	100.85
02/28/2019	Expense		No	FedEx Office		FEDEXOFFICE 00051474 - CUPERTINO, CA	Office:Printing and Copying	8.18	109.03

**Total for First National Bank of Omaha**

**\$109.03**

**Reserves**

**Reserve for New Equip.**

02/14/2019	Journal Entry	computer purchase	No			New computer. Adjustment of reserve account	-Split-	-2,670.91	-2,670.91
------------	---------------	-------------------	----	--	--	---	---------	-----------	-----------

**Total for Reserve for New Equip.**

**\$ -2,670.91**

**Total for Reserves**

**\$ -2,670.91**

**Unrestricted Fund Balance**

02/14/2019	Journal Entry	computer purchase	No			New computer. Adjustment of reserve account	-Split-	2,670.91	2,670.91
------------	---------------	-------------------	----	--	--	---	---------	----------	----------

Date	Transaction Type	Num	Adj	Name	Class	Memo/Description	Split	Amount	Balance
<b>Total for Unrestricted Fund Balance</b>								<b>\$2,670.91</b>	
<b>Computer &amp; Equipment</b>									
02/14/2019	Expense		No		CASCC	new computer	Reimbursable Payments	2,670.91	2,670.91
<b>Total for Computer &amp; Equipment</b>								<b>\$2,670.91</b>	
<b>Office</b>									
<b>Conferences/Director's Expenses</b>									
02/05/2019	Expense		No	Joint Venture Silicon Valley Network		EB 2019 STATE OF THE - 8014137200, CA	First National Bank of Omaha	175.00	175.00
<b>Total for Conferences/Director's Expenses</b>								<b>\$175.00</b>	
<b>Hospitality</b>									
02/14/2019	Expense		No	Safeway	CASCC	Lac bod feb 2019	First National Bank of Omaha	23.25	23.25
02/14/2019	Expense		No	A Slice Of New York	CASCC	Lac/board meeting feb 2019	First National Bank of Omaha	103.00	126.25
<b>Total for Hospitality</b>								<b>\$126.25</b>	
<b>Internet - Web Hosting Services</b>									
02/08/2019	Expense		No	www.1and1.com		WWW.1AND1.COM - 6105601589, PA	First National Bank of Omaha	21.57	21.57
<b>Total for Internet - Web Hosting Services</b>								<b>\$21.57</b>	
<b>Miscellaneous</b>									
<b>Bank Service Charges</b>									
02/28/2019	Expense		No	Union Bank		CHECK IMAGE FEE	Checking - Union Bank	3.00	3.00
<b>Total for Bank Service Charges</b>								<b>\$3.00</b>	
<b>Total for Miscellaneous</b>								<b>\$3.00</b>	
<b>Printing and Copying</b>									
02/06/2019	Expense		No	FedEx Office			First National Bank of Omaha	15.59	15.59
02/08/2019	Expense		No	FedEx Office	CASCC	Executive board	First National Bank of Omaha	28.90	44.49
02/14/2019	Expense		No	FedEx Office	CASCC	Tent cards	First National Bank of Omaha	14.92	59.41
02/14/2019	Expense		No	FedEx Office		Lac and bod	First National Bank of Omaha	43.22	102.63
02/28/2019	Expense		No	FedEx Office	CASCC	FEDEXOFFICE 00051474 - CUPERTINO, CA	First National Bank of Omaha	8.18	110.81
02/28/2019	Expense		No	FedEx Office	CASCC	FEDEXOFFICE 00051474 - CUPERTINO, CA	First National Bank of Omaha	4.25	115.06
02/28/2019	Expense		No	FedEx Office	CASCC	FEDEXOFFICE 00051474 - CUPERTINO, CA	First National Bank of Omaha	0.42	115.48
02/28/2019	Expense		No	FedEx Office	CASCC	FEDEXOFFICE 00051474 - CUPERTINO, CA	First National Bank of Omaha	78.64	194.12
<b>Total for Printing and Copying</b>								<b>\$194.12</b>	
<b>Software Licenses</b>									

Date	Transaction Type	Num	Adj	Name	Class	Memo/Description	Split	Amount	Balance
02/15/2019	Expense		No		CASCC	ZOOM.US - 8887999666, CA - for LAC and Board meetings	First National Bank of Omaha	14.99	14.99
02/19/2019	Expense		No	Intuit	CASCC	INTUIT *QB ONLINE - 800-286-6800, CA	First National Bank of Omaha	60.00	74.99
02/19/2019	Expense		No	Adobe	CASCC	ADOBE *ACROBAT PRO - 8008336687, CA	First National Bank of Omaha	14.99	89.98
02/19/2019	Expense		No	Intuit	CASCC	INTUIT *QB ONLINE - 800-286-6800, CA	First National Bank of Omaha	20.00	109.98
02/20/2019	Expense		No	Microsoft	CASCC	MSFT * E01007LMR8 - 8006427676, WA	First National Bank of Omaha	12.50	122.48
<b>Total for Software Licenses</b>								<b>\$122.48</b>	
<b>Total for Office</b>								<b>\$642.42</b>	
<b>Professional Services</b>									
<b>Employee Expenses</b>									
<b>Payroll Service Fees</b>									
02/04/2019	Expense		No	Gusto		GUSTO FEE 059041 CCD 6sem GUSTO FEE 059041 CCD 6semjndoej4	Checking - Union Bank	45.00	45.00
<b>Total for Payroll Service Fees</b>								<b>\$45.00</b>	
<b>Payroll Taxes</b>									
02/22/2019	Journal Entry	Gusto	No			Employer Taxes	-Split-	637.50	637.50
<b>Total for Payroll Taxes</b>								<b>\$637.50</b>	
<b>Payroll Wages/Salary</b>									
02/22/2019	Journal Entry	Gusto	No			Regular Wages	-Split-	8,333.33	8,333.33
<b>Total for Payroll Wages/Salary</b>								<b>\$8,333.33</b>	
<b>Total for Employee Expenses</b>								<b>\$9,015.83</b>	
<b>Total for Professional Services</b>								<b>\$9,015.83</b>	
<b>Workers Compensation</b>									
02/11/2019	Expense		No	AP Intego		APIntegoInsuranc ACHTRANS APIntegoInsuranc ACHTRANS CCD 36717692	Checking - Union Bank	62.26	62.26
<b>Total for Workers Compensation</b>								<b>\$62.26</b>	

# Feb 2019 Expenses by Vendor Summary

February 2019

	<b>Total</b>
A Slice Of New York	103.00
Adobe	14.99
AP Intego	62.26
FedEx Office	194.12
Gusto	45.00
Intuit	80.00
Joint Venture Silicon Valley Network	175.00
Microsoft	12.50
Safeway	23.25
Union Bank	3.00
www.1and1.com	21.57
Not Specified	11,656.73
<b>TOTAL</b>	<b>\$12,391.42</b>



# Management Report

CITIES ASSOCIATION OF SANTA CLARA COUNTY  
For the period ended March 31, 2019



Prepared by

**BestBooks4U Bookkeeping & QuickBooks Consulting**

Prepared on

**April 1, 2019**

# Table of Contents

---

Profit and Loss .....3

Balance Sheet.....5

Statement of Cash Flows.....6

PL Fiscal YTD by month .....7

Monthly Summary Expenses .....9

Transaction Detail by Account.....10

# Profit and Loss

July 2018 - March 2019

	<b>Total</b>
<b>INCOME</b>	
Directory Income	195.00
Dues Income	144,886.05
Reimbursement	18.42
Roundtable Income	250,000.01
<b>Total Income</b>	<b>395,099.48</b>
<b>GROSS PROFIT</b>	
	<b>395,099.48</b>
<b>EXPENSES</b>	
Attorney Services	650.00
Computer & Equipment	2,670.91
Dues and Subscriptions	400.00
Office	6.80
Conferences/Director's Expenses	373.30
Directory Production	241.00
Hospitality	1,178.18
Insurance	1,257.48
Internet - Web Hosting Services	126.21
Miscellaneous	
Bank Service Charges	27.00
Merchant QB Payment Fees	1.12
<b>Total Bank Service Charges</b>	<b>28.12</b>
<b>Total Miscellaneous</b>	<b>28.12</b>
Post Office Box	56.00
Postage and Delivery	16.09
Printing and Copying	972.57
Software Licenses	907.37
Supplies and Equipment	252.52
Website Update	2,000.00
<b>Total Office</b>	<b>7,415.64</b>
Other Miscellaneous Service Cost	4.60
Professional Services	
Accounting Services	828.75
Consultants	1,273.00
Employee Expenses	
Payroll Service Fees	454.00
Payroll Taxes	5,891.50
Payroll Wages/Salary	77,999.97
<b>Total Employee Expenses</b>	<b>84,345.47</b>
<b>Total Professional Services</b>	<b>86,447.22</b>
Reimbursable Expense	122.00
Uncategorized Expense	-21.57
Workers Compensation	497.24

	<b>Total</b>
<b>Total Expenses</b>	<b>98,186.04</b>
<b>NET OPERATING INCOME</b>	<b>296,913.44</b>
<b>OTHER INCOME</b>	
Interest Income	1,131.21
Membership Dinners - Proceeds	5,200.00
<b>Total Other Income</b>	<b>6,331.21</b>
<b>OTHER EXPENSES</b>	
Membership Dinners - Cost	12,237.69
<b>Total Other Expenses</b>	<b>12,237.69</b>
<b>NET OTHER INCOME</b>	<b>-5,906.48</b>
<b>NET INCOME</b>	<b>\$291,006.96</b>

# Balance Sheet

As of March 31, 2019

	<b>Total</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
Checking - Union Bank	151,257.83
<b>Total Bank Accounts</b>	<b>151,257.83</b>
<b>Accounts Receivable</b>	
Accounts Receivable	38,235.44
<b>Total Accounts Receivable</b>	<b>38,235.44</b>
<b>Other Current Assets</b>	
Accrued Interest	44.60
LAIF Funds	119,761.49
Undeposited Funds	39,892.79
Venue Deposit	1,000.00
<b>Total Other Current Assets</b>	<b>160,698.88</b>
<b>Total Current Assets</b>	<b>350,192.15</b>
<b>Fixed Assets</b>	
Accumulated Depreciation	-1,926.59
Machinery and Equipment	2,203.41
<b>Total Fixed Assets</b>	<b>276.82</b>
<b>TOTAL ASSETS</b>	<b>\$350,468.97</b>
<b>LIABILITIES AND EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Credit Cards</b>	
First National Bank of Omaha	712.06
<b>Total Credit Cards</b>	<b>712.06</b>
<b>Total Current Liabilities</b>	<b>712.06</b>
<b>Total Liabilities</b>	<b>712.06</b>
<b>Equity</b>	
Opening Bal Equity	-34.00
Reserves	0.00
Reserve for New Equip.	2,329.09
Reserve for Operations	35,000.00
<b>Total Reserves</b>	<b>37,329.09</b>
Unrestricted Fund Balance	21,454.86
Net Income	291,006.96
<b>Total Equity</b>	<b>349,756.91</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$350,468.97</b>

# Statement of Cash Flows

July 2018 - March 2019

	<b>Total</b>
<b>OPERATING ACTIVITIES</b>	
Net Income	291,006.96
Adjustments to reconcile Net Income to Net Cash provided by operations:	
Accounts Receivable	-38,235.44
LAIF Funds	-63,131.21
First National Bank of Omaha	1,506.54
<b>Total Adjustments to reconcile Net Income to Net Cash provided by operations:</b>	<b>-99,860.11</b>
<b>Net cash provided by operating activities</b>	<b>191,146.85</b>
<b>FINANCING ACTIVITIES</b>	
Reserves:Reserve for New Equip.	-2,670.91
Unrestricted Fund Balance	2,670.91
<b>Net cash provided by financing activities</b>	<b>0.00</b>
<b>NET CASH INCREASE FOR PERIOD</b>	<b>191,146.85</b>
Cash at beginning of period	3.77
<b>CASH AT END OF PERIOD</b>	<b>\$191,150.62</b>

# PL Fiscal YTD by month

July 2018 - March 2019

	Jul 2018	Aug 2018	Sep 2018	Oct 2018	Nov 2018	Dec 2018	Jan 2019	Feb 2019	Mar 2019	Total
<b>INCOME</b>										
Directory Income		15.00	150.00	30.00						195.00
Dues Income	144,886.05									144,886.05
Reimbursement				18.42						18.42
Roundtable Income							250,000.01			250,000.01
<b>Total Income</b>	<b>144,886.05</b>	<b>15.00</b>	<b>150.00</b>	<b>48.42</b>	<b>0.00</b>	<b>0.00</b>	<b>250,000.01</b>	<b>0.00</b>	<b>0.00</b>	<b>395,099.48</b>
<b>GROSS PROFIT</b>										
	<b>144,886.05</b>	<b>15.00</b>	<b>150.00</b>	<b>48.42</b>	<b>0.00</b>	<b>0.00</b>	<b>250,000.01</b>	<b>0.00</b>	<b>0.00</b>	<b>395,099.48</b>
<b>EXPENSES</b>										
Attorney Services									650.00	650.00
Computer & Equipment								2,670.91		2,670.91
Dues and Subscriptions						400.00				400.00
Office		6.80								6.80
Conferences/Director's Expenses					40.00		55.00	175.00	103.30	373.30
Directory Production						200.00			41.00	241.00
Hospitality		151.23	151.23	124.00	145.19		260.25	126.25	220.03	1,178.18
Insurance	138.42	138.42	138.41	138.41	138.41	138.41			427.00	1,257.48
Internet - Web Hosting Services		21.57	59.94		21.57			21.57	1.56	126.21
Miscellaneous										0.00
Bank Service Charges	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	27.00
Merchant QB Payment Fees							1.12			1.12
<b>Total Bank Service Charges</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>4.12</b>	<b>3.00</b>	<b>3.00</b>	<b>28.12</b>
<b>Total Miscellaneous</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>4.12</b>	<b>3.00</b>	<b>3.00</b>	<b>28.12</b>
Post Office Box				56.00						56.00
Postage and Delivery		7.21	7.25	1.63						16.09
Printing and Copying		100.90	95.22	109.67	76.94	140.28	107.65	194.12	147.79	972.57
Software Licenses	71.49	87.49	87.49	87.49	107.49	107.49	107.49	122.48	128.46	907.37
Supplies and Equipment		5.98				246.54				252.52
Website Update				1,000.00	1,000.00					2,000.00
<b>Total Office</b>	<b>212.91</b>	<b>522.60</b>	<b>542.54</b>	<b>1,520.20</b>	<b>1,532.60</b>	<b>835.72</b>	<b>534.51</b>	<b>642.42</b>	<b>1,072.14</b>	<b>7,415.64</b>
Other Miscellaneous Service Cost			4.60							4.60
Professional Services										0.00
Accounting Services						255.00	170.00		403.75	828.75
Consultants	556.25	66.75				650.00				1,273.00
Employee Expenses										0.00
Payroll Service Fees	88.00	45.00	45.00	45.00	45.00	51.00	45.00	45.00	45.00	454.00
Payroll Taxes	637.50	637.50	637.50	637.49	637.51	637.50	791.50	637.50	637.50	5,891.50
Payroll Wages/Salary	8,333.33	8,333.33	8,333.33	8,333.33	11,333.33	8,333.33	8,333.33	8,333.33	8,333.33	77,999.97
<b>Total Employee Expenses</b>	<b>9,058.83</b>	<b>9,015.83</b>	<b>9,015.83</b>	<b>9,015.82</b>	<b>12,015.84</b>	<b>9,021.83</b>	<b>9,169.83</b>	<b>9,015.83</b>	<b>9,015.83</b>	<b>84,345.47</b>
<b>Total Professional Services</b>	<b>9,615.08</b>	<b>9,082.58</b>	<b>9,015.83</b>	<b>9,015.82</b>	<b>12,015.84</b>	<b>9,926.83</b>	<b>9,339.83</b>	<b>9,015.83</b>	<b>9,419.58</b>	<b>86,447.22</b>
Reimbursable Expense						122.00				122.00
Uncategorized Expense									-21.57	-21.57
Workers Compensation		61.42	62.26	62.26	62.26	62.26	62.26	62.26	62.26	497.24
<b>Total Expenses</b>	<b>9,827.99</b>	<b>9,666.60</b>	<b>9,625.23</b>	<b>10,598.28</b>	<b>13,610.70</b>	<b>11,346.81</b>	<b>9,936.60</b>	<b>12,391.42</b>	<b>11,182.41</b>	<b>98,186.04</b>
<b>NET OPERATING INCOME</b>	<b>135,058.06</b>	<b>-9,651.60</b>	<b>-9,475.23</b>	<b>-10,549.86</b>	<b>-13,610.70</b>	<b>-11,346.81</b>	<b>240,063.41</b>	<b>-12,391.42</b>	<b>-11,182.41</b>	<b>296,913.44</b>
<b>OTHER INCOME</b>										

	Jul 2018	Aug 2018	Sep 2018	Oct 2018	Nov 2018	Dec 2018	Jan 2019	Feb 2019	Mar 2019	Total
Interest Income			307.66				823.55			1,131.21
Membership Dinners - Proceeds						5,200.00				5,200.00
<b>Total Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>307.66</b>	<b>0.00</b>	<b>0.00</b>	<b>5,200.00</b>	<b>823.55</b>	<b>0.00</b>	<b>0.00</b>	<b>6,331.21</b>
<b>OTHER EXPENSES</b>										
Membership Dinners - Cost		2,023.51			715.98	9,498.20				12,237.69
<b>Total Other Expenses</b>	<b>0.00</b>	<b>2,023.51</b>	<b>0.00</b>	<b>0.00</b>	<b>715.98</b>	<b>9,498.20</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>12,237.69</b>
<b>NET OTHER INCOME</b>	<b>0.00</b>	<b>-2,023.51</b>	<b>307.66</b>	<b>0.00</b>	<b>-715.98</b>	<b>-4,298.20</b>	<b>823.55</b>	<b>0.00</b>	<b>0.00</b>	<b>-5,906.48</b>
<b>NET INCOME</b>	<b>\$135,058.06</b>	<b>\$ -11,675.11</b>	<b>\$ -9,167.57</b>	<b>\$ -10,549.86</b>	<b>\$ -14,326.68</b>	<b>\$ -15,645.01</b>	<b>\$240,886.96</b>	<b>\$ -12,391.42</b>	<b>\$ -11,182.41</b>	<b>\$291,006.96</b>



# Monthly Summary Expenses

March 2019

	<b>Total</b>
A Slice Of New York	151.00
Adobe	14.99
AP Intego	62.26
Bestbooks4U	403.75
Directory Spot	41.00
FedEx Office	147.79
Great American Insurance Group	427.00
Gusto	45.00
Intuit	80.00
LCC Peninsula Division	55.00
Libow & Willman Municipal Law	650.00
Lucky	18.73
Microsoft	12.50
Starbucks	50.30
Union Bank	3.00
www.1and1.com	-20.01
Not Specified	9,040.10
<b>TOTAL</b>	<b>\$11,182.41</b>

# Transaction Detail by Account

March 2019

Date	Transaction Type	Num	Adj	Name	Class	Memo/Description	Split	Amount	Balance
<b>Checking - Union Bank</b>									
03/04/2019	Expense		No	Bestbooks4U		ADELE LEVIN T/A SALE CCD	Professional Services:Accounting Services	-191.25	-191.25
03/04/2019	Expense		No	Gusto		GUSTO FEE 195767 CCD 6sem GUSTO FEE 195767 CCD 6semjnfepki	Professional Services:Employee Expenses:Payroll Service Fees	-45.00	-236.25
03/04/2019	Expense		No	Great American Insurance Group		GreatAmer - Grea VENDOR P GreatAmer - Grea VENDOR PMT PPD *****4189	Office:Insurance	-427.00	-663.25
03/06/2019	Check	2789	No	Andi Jordan			Reimbursable Payments	-2,670.91	-3,334.16
03/06/2019	Deposit		No	Kent Steffens			Undeposited Funds	43,072.80	39,738.64
03/11/2019	Expense		No	AP Intego		APIntegoInsuranc ACHTRANS APIntegoInsuranc ACHTRANS CCD 38210058	Workers Compensation	-62.26	39,676.38
03/12/2019	Expense	invoice 1334	No	Bestbooks4U			Professional Services:Accounting Services	-212.50	39,463.88
03/12/2019	Expense	legal fees/roundtable	No	Libow & Willman Municipal Law			Attorney Servicesey	-650.00	38,813.88
03/22/2019	Transfer		No			ONLINE PAYMENT THANK YOU	First National Bank of Omaha	-547.93	38,265.95
03/25/2019	Journal Entry	Gusto	No			Debit tax	-Split-	-3,360.08	34,905.87
03/25/2019	Journal Entry	Gusto	No			Debit net pay	-Split-	-5,610.75	29,295.12
03/25/2019	Deposit		No	Carl Cahill			Undeposited Funds	2,435.90	31,731.02
03/29/2019	Expense		No	Union Bank		CHECK IMAGE FEE	Office:Miscellaneous:Bank Service Charges	-3.00	31,728.02
<b>Total for Checking - Union Bank</b>								<b>\$31,728.02</b>	
<b>Reimbursable Payments</b>									
03/06/2019	Check	2789	No	Andi Jordan	CASCC	reimbursement for computer purchase	Checking - Union Bank	2,670.91	2,670.91
<b>Total for Reimbursable Payments</b>								<b>\$2,670.91</b>	
<b>Accounts Receivable</b>									
03/06/2019	Payment	check #100311355	No	Kent Steffens			Undeposited Funds	-43,072.80	-43,072.80
03/25/2019	Payment	#15313	No	Carl Cahill			Undeposited Funds	-2,435.90	-45,508.70
<b>Total for Accounts Receivable</b>								<b>\$ -45,508.70</b>	
<b>Undeposited Funds</b>									
03/06/2019	Deposit		No	Kent Steffens		Roundtable	Checking - Union Bank	-43,072.80	-43,072.80
03/06/2019	Payment	check #100311355	No	Kent Steffens			Accounts Receivable	43,072.80	0.00
03/25/2019	Deposit		No	Carl Cahill		SCSC roundtable - #15313	Checking - Union Bank	-2,435.90	-2,435.90
03/25/2019	Payment	#15313	No	Carl Cahill			Accounts Receivable	2,435.90	0.00
<b>Total for Undeposited Funds</b>								<b>\$0.00</b>	
<b>First National Bank of Omaha</b>									

Date	Transaction Type	Num	Adj	Name	Class	Memo/Description	Split	Amount	Balance
03/01/2019	Expense		No	Starbucks		STARBUCKS STORE 00631 - CUPERTINO, CA	Office:Hospitality	50.30	50.30
03/04/2019	Expense		No	Directory Spot		INT*IN *DIRECTORYSPOT - 815-6305434, IL	Office:Directory Production	41.00	91.30
03/08/2019	Expense	exec mtg copies	No	FedEx Office		Exec meeting copies	Office:Printing and Copying	19.27	110.57
03/11/2019	Expense		No	www.1and1.com		WWW.1AND1.COM - 6105601589, PA	Office:Internet - Web Hosting Services	1.56	112.13
03/11/2019	Credit Card Credit		No	www.1and1.com		WWW.1AND1.COM - 6105601589, PA	Uncategorized Expense	-21.57	90.56
03/12/2019	Expense		No			EB INVESTOR BRIEFING - 8014137200, CA	Office:Conferences/Director's Expenses	48.30	138.86
03/13/2019	Expense		No	LCC Peninsula Division		PAYPAL *LCCPENINSUL - 4029357733, CA	Office:Conferences/Director's Expenses	55.00	193.86
03/14/2019	Expense		No	FedEx Office		FEDEXOFFICE 00051474 - CUPERTINO, CA	Office:Printing and Copying	17.01	210.87
03/14/2019	Expense	LAC/BOD	No	FedEx Office		LAC/BOD March 2019	Office:Printing and Copying	48.17	259.04
03/14/2019	Expense	LAC and BOD meeting	No	A Slice Of New York		LAC and BOD meeting	Office:Hospitality	151.00	410.04
03/18/2019	Expense		No	Intuit		INTUIT *QB ONLINE - 800-286-6800, CA	Office:Software Licenses	20.00	430.04
03/18/2019	Expense		No			NOUNPROJECT.COM - 8778877815, CA	Office:Software Licenses	2.99	433.03
03/18/2019	Expense		No			NOUNPROJECT.COM - 8778877815, CA	Office:Software Licenses	2.99	436.02
03/18/2019	Expense		No			ZOOM.US - 8887999666, CA	Office:Software Licenses	14.99	451.01
03/18/2019	Expense		No	Adobe		ADOBE *ACROBAT PRO - 8008336687, CA	Office:Software Licenses	14.99	466.00
03/18/2019	Expense		No	Lucky		LUCKY #723 LOS ALTOS - LOS ALTOS, CA	Office:Hospitality	18.73	484.73
03/19/2019	Expense		No	Intuit		INTUIT *QB ONLINE - 800-286-6800, CA	Office:Software Licenses	60.00	544.73
03/22/2019	Transfer		No			ONLINE PAYMENT THANK YOU	Checking - Union Bank	-547.93	-3.20
03/22/2019	Expense		No	Microsoft		MSFT * E01007SPP8 - MSBILL.INFO, WA	Office:Software Licenses	12.50	9.30
03/28/2019	Expense		No	FedEx Office		FEDEXOFFICE 00051474 - CUPERTINO, CA	Office:Printing and Copying	63.34	72.64
<b>Total for First National Bank of Omaha</b>								<b>\$72.64</b>	
<b>Attorney Servicesey</b>									
03/12/2019	Expense	legal fees/roundtable	No	Libow & Willman Municipal Law		Roundtable - Professional Services Agreement	Checking - Union Bank	650.00	650.00
<b>Total for Attorney Servicesey</b>								<b>\$650.00</b>	
<b>Office</b>									
<b>Conferences/Director's Expenses</b>									
03/12/2019	Expense		No		CASCC	EB INVESTOR BRIEFING - 8014137200, CA	First National Bank of Omaha	48.30	48.30
03/13/2019	Expense		No	LCC Peninsula Division	CASCC	PAYPAL *LCCPENINSUL - 4029357733, CA	First National Bank of Omaha	55.00	103.30

Date	Transaction Type	Num	Adj	Name	Class	Memo/Description	Split	Amount	Balance
<b>Total for Conferences/Director's Expenses</b>								<b>\$103.30</b>	
<b>Directory Production</b>									
03/04/2019	Expense		No	Directory Spot	CASCC	INT*IN *DIRECTORYSPOT - 815-6305434, IL	First National Bank of Omaha	41.00	41.00
<b>Total for Directory Production</b>								<b>\$41.00</b>	
<b>Hospitality</b>									
03/01/2019	Expense		No	Starbucks		STARBUCKS STORE 00631 - CUPERTINO, CA	First National Bank of Omaha	50.30	50.30
03/14/2019	Expense	LAC and BOD meeting	No	A Slice Of New York	CASCC	\$15. Tip	First National Bank of Omaha	151.00	201.30
03/18/2019	Expense		No	Lucky	CASCC	LUCKY #723 LOS ALTOS - LOS ALTOS, CA	First National Bank of Omaha	18.73	220.03
<b>Total for Hospitality</b>								<b>\$220.03</b>	
<b>Insurance</b>									
03/04/2019	Expense		No	Great American Insurance Group		GreatAmer - Grea VENDOR P GreatAmer - Grea VENDOR PMT PPD *****4189	Checking - Union Bank	427.00	427.00
<b>Total for Insurance</b>								<b>\$427.00</b>	
<b>Internet - Web Hosting Services</b>									
03/11/2019	Expense		No	www.1and1.com	Roundtable	WWW.1AND1.COM - 6105601589, PA	First National Bank of Omaha	1.56	1.56
<b>Total for Internet - Web Hosting Services</b>								<b>\$1.56</b>	
<b>Miscellaneous</b>									
<b>Bank Service Charges</b>									
03/29/2019	Expense		No	Union Bank		CHECK IMAGE FEE	Checking - Union Bank	3.00	3.00
<b>Total for Bank Service Charges</b>								<b>\$3.00</b>	
<b>Total for Miscellaneous</b>								<b>\$3.00</b>	
<b>Printing and Copying</b>									
03/08/2019	Expense	exec mtg copies	No	FedEx Office	CASCC		First National Bank of Omaha	19.27	19.27
03/14/2019	Expense	LAC/BOD	No	FedEx Office	CASCC		First National Bank of Omaha	48.17	67.44
03/14/2019	Expense		No	FedEx Office	CASCC	FEDEXOFFICE 00051474 - CUPERTINO, CA	First National Bank of Omaha	17.01	84.45
03/28/2019	Expense		No	FedEx Office	CASCC	FEDEXOFFICE 00051474 - CUPERTINO, CA	First National Bank of Omaha	63.34	147.79
<b>Total for Printing and Copying</b>								<b>\$147.79</b>	
<b>Software Licenses</b>									
03/18/2019	Expense		No	Intuit	CASCC	INTUIT *QB ONLINE - 800-286-6800, CA	First National Bank of Omaha	20.00	20.00
03/18/2019	Expense		No		Roundtable	NOUNPROJECT.COM - 8778877815, CA	First National Bank of Omaha	2.99	22.99

Date	Transaction Type	Num	Adj	Name	Class	Memo/Description	Split	Amount	Balance
03/18/2019	Expense		No		Roundtable	NOUNPROJECT.COM - 8778877815, CA	First National Bank of Omaha	2.99	25.98
03/18/2019	Expense		No			ZOOM.US - 8887999666, CA	First National Bank of Omaha	14.99	40.97
03/18/2019	Expense		No	Adobe	CASCC	ADOBE *ACROBAT PRO - 8008336687, CA	First National Bank of Omaha	14.99	55.96
03/19/2019	Expense		No	Intuit	CASCC	INTUIT *QB ONLINE - 800-286-6800, CA	First National Bank of Omaha	60.00	115.96
03/22/2019	Expense		No	Microsoft	CASCC	MSFT * E01007SPP8 - MSBILL.INFO, WA	First National Bank of Omaha	12.50	128.46
<b>Total for Software Licenses</b>								<b>\$128.46</b>	
<b>Total for Office</b>								<b>\$1,072.14</b>	
<b>Professional Services</b>									
<b>Accounting Services</b>									
03/04/2019	Expense		No	Bestbooks4U	CASCC	ADELE LEVIN T/A SALE CCD	Checking - Union Bank	191.25	191.25
03/12/2019	Expense	invoice 1334	No	Bestbooks4U	CASCC	February reconcillations	Checking - Union Bank	212.50	403.75
<b>Total for Accounting Services</b>								<b>\$403.75</b>	
<b>Employee Expenses</b>									
<b>Payroll Service Fees</b>									
03/04/2019	Expense		No	Gusto		GUSTO FEE 195767 CCD 6sem GUSTO FEE 195767 CCD 6semjnfepki	Checking - Union Bank	45.00	45.00
<b>Total for Payroll Service Fees</b>								<b>\$45.00</b>	
<b>Payroll Taxes</b>									
03/25/2019	Journal Entry	Gusto	No			Employer Taxes	-Split-	637.50	637.50
<b>Total for Payroll Taxes</b>								<b>\$637.50</b>	
<b>Payroll Wages/Salary</b>									
03/25/2019	Journal Entry	Gusto	No			Regular Wages	-Split-	8,333.33	8,333.33
<b>Total for Payroll Wages/Salary</b>								<b>\$8,333.33</b>	
<b>Total for Employee Expenses</b>								<b>\$9,015.83</b>	
<b>Total for Professional Services</b>								<b>\$9,419.58</b>	
<b>Uncategorized Expense</b>									
03/11/2019	Credit Card Credit		No	www.1and1.com	CASCC	WWW.1AND1.COM - 6105601589, PA	First National Bank of Omaha	-21.57	-21.57
<b>Total for Uncategorized Expense</b>								<b>\$ -21.57</b>	
<b>Workers Compensation</b>									
03/11/2019	Expense		No	AP Intego		APIntegoInsuranc ACHTRANS APIntegoInsuranc ACHTRANS CCD 38210058	Checking - Union Bank	62.26	62.26
<b>Total for Workers Compensation</b>								<b>\$62.26</b>	





## Cities Association of Santa Clara County: Position Paper on Housing

The Cities Association of Santa Clara County (CASCC) is an association of the fifteen cities of the county that works collectively to discuss and find solutions on issues at a regional level.

CASCC recognizes the need for increased housing opportunities, especially for people earning below the area median income. We fully **endorse** local and regional efforts to encourage the production of more housing, preserve and increase subsidized below market rate housing at moderate- and below-income levels, and provide benefits to minimize the impact for current residents in rapidly changing neighborhoods.

The CASA Compact is a high-level document with only limited detail. Small and medium sized cities were not well represented in it's creation yet represent 66% of the Bay Area population. CASCC wants to ensure that their member cities' voices are heard as the details of legislation are being crafted. CASCC further encourages MTC, ABAG and the State Legislature collaborate with all cities on the ideas contained within the CASA Compact so that we can collectively formulate workable solutions to address the Bay Area's housing needs. It is the consensus of the CASCC that:

**We support** legislation that will provide voters statewide with the opportunity to apply a 55 percent threshold for revenue generating ballot measures for investments in affordable housing and housing production.

**We support** legislation that will return e-commerce/internet sales tax revenue to the point of sale – not the point of distribution as currently mandated – to provide cities that have a significant residential base with a commensurate fiscal stimulus for new housing.

**We support** Governor Newsom's investments proposed in the state budget that will benefit California cities including a substantial increase in state funding for affordable and workforce housing and to address the growing homelessness crisis in our state.

**We support** incentives for the production of new accessory dwelling units to streamline the entitlement of those ADU's.

**We support** removing barriers to planning complete communities, ensuring that adequate resources are available for new schools and parks to serve our growing population.

**We support** additional transportation investments to expand the Bay Area transit network that provide connections from job centers to existing housing as well as planned future housing.

**We support** establishing tenant protections as cities deem appropriate for their residents.

**We support** maintaining local control of the entitlement process. We urge the State to recognize that cities control entitlements, while developers build. Cities should therefore primarily be measured by entitlements when calculating RHNA attainment, and not penalized when funding is inadequate to build affordable housing.

**We support** ABAG, an elected body, to serve as the governance structure that administer new affordable housing funds and monitor housing production rather than establishing yet another agency to take on that role.

**We oppose** a one-size-fits-all approach to housing densities and land-use decision-making.

**We oppose** any diversion of existing revenue sources from cities.

**Cities in Santa Clara County are actively addressing the housing shortage.**

- All 15 cities have State-approved plans for new housing growth.
- Permits for 30,000 new residential homes have been approved since 2015 which represents over 50% of the state's housing goal for Santa Clara County of 58,836 new homes by 2023.
- Over 6,000 new residential units were approved in Santa Clara County in 2018.
- Santa Clara County voters increased local taxes to support \$950 million in affordable housing funds. As of 2018, \$234 million has been invested for 1,437 new multi-family units and 484 rehabilitated units.
- The Cities Association of Santa Clara County is leading the effort to form a 2023-2031 RHNA Sub-Region within the County.

---

**About us:** The Cities Association of Santa Clara County is an association of the fifteen cities of the county and the elected representatives of more than 1.9 million Bay-Area residents. Since 1990, the city representatives have been gathering to discuss and find consensus and solutions for regional issues. The cities of our association are diverse and include cities of a few thousand people and a city of a million people.



Cities Association of Santa Clara County – 2019 Priorities  
Committee Assignments

Topic	Interested members	Target date
Housing		
<ul style="list-style-type: none"> <li>• RHNA</li> </ul>	<p>Chappie Jones (San Jose) Roland Velasco (Gilroy) Curtis Rogers (Monte Sereno) Carmen Montano (Milpitis) Liz Kniss (Palo Alto) County</p> <p>Staff: Andi Jordan Laurel Prevetti Leslie Little Raania Mohsen (City of San José) (Terry Blount, CM/Planner – Monte Sereno) County planning dept.</p>	
<ul style="list-style-type: none"> <li>• CASA Compact = Legislative</li> </ul>	<p>Lisa Matichak (Mountain View) Carmen Montano (Milpitis) Lydia Kou (Palo Alto)</p>	
<ul style="list-style-type: none"> <li>• ADUs</li> </ul>	<p>Rod Sinks (Cupertino) Jan Pepper (Los Altos) Carmen Montano (Milpitis) Lydia Kou (Palo Alto)</p>	
Transportation	<p>Rod Sinks (Cupertino) Lisa Matichak (Mountain View) Paul Resnikoff (Campbell) Carmen Montano (Milpitis) Michelle Wu (Los Altos Hills)</p>	
<ul style="list-style-type: none"> <li>• Roundtable</li> </ul>	Quarterly or semi-annual Board update?	
Fire Suppression	<p>Margaret Abe-Koga (Mountain View) Javed Ellahie (Monte Sereno)</p>	