



EXECUTIVE BOARD OF DIRECTORS MEETING AGENDA – REVISED as of February 4, 2020

February 7, 2020 | 5 PM

CITY OF SUNNYVALE | WEST CONFERENCE ROOM

456 WEST OLIVE | SUNNYVALE, CA 94088

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

1. Welcome and Roll Call (Klein) 5:00 PM
2. Consideration of approval of consent agenda:
  - a. January 2020 Executive Board of Directors Minutes
  - b. December 2019 Financial Reports
  - c. SCSC Roundtable | ESA Invoice:
    - o December 2019: \$15,654.22  
Billing to date \$222,665.14 of total \$236,986.70
3. Santa Clara County Supervisor Joe Simitian – conversation regarding upcoming collaborative efforts and opportunities: 5:05 PM
  - a. Distracted Driving
  - b. Keep It Clean
4. Old Business:
  - a. Discussion of the Board of Directors priority setting and establishing committees (Klein) 5:25 PM
  - b. Planning collaborative update: including consideration and approval of contract with Baird & Driscoll not to exceed \$50,000. (Jordan) 5:40 PM
5. New Business:
  - a. Cities Association of Santa Clara County 30<sup>th</sup> Anniversary 5:45 PM
  - b. Annual General Membership Event 5:55 PM
  - c. Request from Los Altos Hills to review dues schedule. Los Altos Hills request lowering the dues for Los Altos Hills and pay per capita basis with one vote.
5. Discussion and Agenda Setting for Board of Directors Meeting/Committee Reports to Board: 6:15 PM
  - a. Legislative Action Committee Agenda (meeting start time at 6PM)
  - b. City Selection Committee Agenda (meeting start time at 6:45 PM)
  - c. Goal Setting & Committee Appointments
  - d. Committee Reports (if needed)
    - Legislative Action Committee Update (Transportation, guiding principles)
    - Planning Collaborative
    - SCSC Roundtable
  - e. Request to present:
    - SCC Supervisor Joe Simitian (Distracted Driving, Keep It Clean)
    - Valley Water – water ordinances

- Santa Clara County Office of Supportive Housing
  - VTA – follow up requested by Board at the November meeting
  - SVLG – update on FASTER or bridge measure.
- f. Other items of interest
- RHNA Methodology Update
  - ABAG General Membership meeting

6. Public Comment 6:25 PM
7. Executive Director Report
8. Adjourn until Friday, March 6, 2020 at 3PM, Sunnyvale City Hall, West Conference Room. 6:30 PM



EXECUTIVE BOARD OF DIRECTORS MEETING AGENDA  
JANUARY 3, 2020 | 3PM  
CITY OF SUNNYVALE | WEST CONFERENCE ROOM  
456 WEST OLIVE | SUNNYVALE, CA 94088

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

1. President/Mayor Larry Klein called the meeting to order at 3:08 PM.

Present:

President/Mayor Larry Klein (Sunnyvale)

1<sup>st</sup> Vice President/Councilmember Marico Sayoc (Los Gatos)

2<sup>nd</sup> Vice President/Vice Mayor Chappie Jones (San José)

Secretary-Treasurer/Vice Mayor Margaret Abe-Koga (Mountain View)

Past President/Councilmember Manny Cappello (Saratoga)

Ex Officios: SCCMA Kent Steffens (Sunnyvale)

Executive Director Andi Jordan

2. Consideration of approval of consent agenda:

- a. November 2019 Executive Board of Directors Minutes

- b. ESA Invoice:

- o October 2019: \$19,591.82

- o November 2019: \$7,364.53

Billing to date \$207,010.92 of total \$236,986.70

- c. November Financial Reports

Motion by Sayoc (Los Gatos) to approve consent agenda and financial reports:

Second by Cappello (Saratoga)

Motion approved unanimously.

AYES: Sayoc, Cappello, Klein, Jones, Abe-Koga,

NOS: 0

ABSTENTIONS: 0

ABSENT: Fligor

3. Old Business:

- a. Discussion and Recap of December 2019 General Membership Event – no action

- b. Planning collaborative update

By unanimous consensus the Executive Board agreed for Jordan to present a short update to the Board and also agreed to send a letter to ABAG General Assembly in support of AB 101 funds to be used for efforts of planning collaboratives.

AYES: Sayoc, Cappello, Klein, Jones, Abe-Koga,

NOS: 0

ABSTENTIONS: 0

ABSENT: Fligor

- c. Discussion to retain an attorney to review bylaws and MOU of the SCSC Roundtable.  
Motion by Klein, second by Cappello, to approve contracting with an attorney not to exceed \$5000.00 and utilize funds from Roundtable. Agendize this on consent agenda for Board of Directors with note that Executive Board approves.

Motion: Klein (Sunnyvale)  
Second: Cappello (Saratoga)

AYES: Sayoc, Cappello, Klein, Jones, Abe-Koga,  
NOS: 0  
ABSTENTIONS: 0  
ABSENT: Fligor

4. New Business:

- a. Consideration of request from Silicon Valley Leadership Group to partner in the 2020 Regional Economic Forum for a cost of \$1100.  
Motion approved unanimously.  
Motion: Jones (San José)  
Second: Cappello (Saratoga)

AYES: Sayoc, Cappello, Klein, Jones, Abe-Koga,  
NOS: 0  
ABSTENTIONS: 0  
ABSENT: Fligor

- b. Review Transportation Guiding Principles Draft from city manager working group  
No action taken.  
c. Discussion of goal setting process for Cities Association Board of Directors meeting.  
No action taken.

5. Discussion and Agenda Setting for Board of Directors Meeting/Committee Reports to Board:  
By unanimous consensus, the Executive Board agreed to the following agendas:

- a. Legislative Action Committee Agenda:
- Transportation guiding principles
  - Guiding principles
  - Housing guiding principles
  - Meetings or breakfasts with legislators
- b. City Selection Committee Agenda (meeting start time at 6:40 PM)
- c. Goal Setting
- d. Committee Reports (if needed)
- Legislative Action Committee Update (Transportation, guiding principles)
- e. Presentation
- Valley Water
  - Seamless Transportation

AYES: Sayoc, Cappello, Klein, Jones, Abe-Koga,  
NOS: 0  
ABSTENTIONS: 0  
ABSENT: Fligor

6. Public Comment – no public comment was received.
7. Executive Director Report – no action was taken.
8. Adjourn at 4:30 PM until Friday, February 7, 2020 at 3PM, Sunnyvale City Hall, West Conference Room.

Respectfully submitted,  
Andi Jordan  
Executive Director

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Approved on DATE

MOTION  
SECOND

AYES:  
NOS:  
ABSTENTIONS:  
ABSENT:

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# Management Report

CITIES ASSOCIATION OF SANTA CLARA COUNTY

For the period ended January 31, 2020



Prepared by

**BestBooks4U Bookkeeping & QuickBooks Consulting**

Prepared on

**February 3, 2020**

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# Profit and Loss

July 2019 - January 2020

	<b>Total</b>
<b>INCOME</b>	
Dues Income	39,138.81
Roundtable Income	104,539.00
Services	131,611.38
<b>Total Income</b>	<b>275,289.19</b>
<b>GROSS PROFIT</b>	
	<b>275,289.19</b>
<b>EXPENSES</b>	
Dues and Subscriptions	225.00
Office	
Conferences/Director's Expenses	148.55
Directory Production	317.00
Hospitality	674.51
Insurance	865.98
Miscellaneous	
Bank Service Charges	21.00
<b>Total Miscellaneous</b>	<b>21.00</b>
Post Office Box	83.00
Postage and Delivery	9.17
Printing and Copying	648.38
Recognition	392.95
Software Licenses	917.38
Supplies and Equipment	38.14
<b>Total Office</b>	<b>4,116.06</b>
Office/General Administrative Expenses	94.04
Other Miscellaneous Service Cost	298.52
Professional Services	
Accounting Services	1,190.00
Employee Expenses	
Payroll Service Fees	315.00
Payroll Taxes	4,884.76
Payroll Wages/Salary	60,833.33
<b>Total Employee Expenses</b>	<b>66,033.09</b>
<b>Total Professional Services</b>	<b>67,223.09</b>
Website SOS	600.00
Workers Compensation	373.92
<b>Total Expenses</b>	<b>72,930.63</b>
<b>NET OPERATING INCOME</b>	<b>202,358.56</b>
<b>OTHER INCOME</b>	
Interest Income	2,218.19
Membership Dinners - Proceeds	6,911.41
<b>Total Other Income</b>	<b>9,129.60</b>
<b>OTHER EXPENSES</b>	



	<b>Total</b>
General Meeting - catering	300.00
General meeting - office supplies/signage	990.25
Membership Dinners - Cost	1,925.23
Roundtable consultant and technical services	164,044.94
<b>Total Other Expenses</b>	<b>167,260.42</b>
<b>NET OTHER INCOME</b>	<b>-158,130.82</b>
<b>NET INCOME</b>	<b>\$44,227.74</b>

# Balance Sheet

As of January 31, 2020

	Total
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
Checking - Union Bank	193,310.29
<b>Total Bank Accounts</b>	<b>193,310.29</b>
<b>Other Current Assets</b>	
Accrued Interest	44.60
LAIF Funds	122,730.82
Venue Deposit	1,000.00
<b>Total Other Current Assets</b>	<b>123,775.42</b>
<b>Total Current Assets</b>	<b>317,085.71</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>\$317,362.53</b>
<b>LIABILITIES AND EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Credit Cards</b>	
First National Bank of Omaha	602.20
<b>Total Credit Cards</b>	<b>602.20</b>
<b>Total Current Liabilities</b>	<b>602.20</b>
<b>Total Liabilities</b>	<b>602.20</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	235,237.50
Net Income	44,227.74
<b>Total Equity</b>	<b>316,760.33</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$317,362.53</b>

# Statement of Cash Flows

July 2019 - January 2020

	<b>Total</b>
<b>OPERATING ACTIVITIES</b>	
Net Income	44,227.74
Adjustments to reconcile Net Income to Net Cash provided by operations:	
LAIF Funds	-2,218.19
First National Bank of Omaha	168.52
<b>Total Adjustments to reconcile Net Income to Net Cash provided by operations:</b>	<b>-2,049.67</b>
<b>Net cash provided by operating activities</b>	<b>42,178.07</b>
<b>NET CASH INCREASE FOR PERIOD</b>	<b>42,178.07</b>
Cash at beginning of period	151,132.22
<b>CASH AT END OF PERIOD</b>	<b>\$193,310.29</b>

# Monthly Summary Expenses by VENDOR

January 2020

	detail of expenditure	Total
A Slice Of New York	hospitality - BOD meeting	138.00
Adobe	software	14.99
AP Intego	workmen's compensation	49.88
Best Books 4 U	bookkeeping	318.75
Environmental Science Associates	SCSC Roundtable	26,956.35
FedEx Office	Printing	160.48
Gusto	Payroll company	45.00
Intuit	software	95.00
LCC Peninsula Division	luncheon	55.00
Lucky	hospitality	4.08
Microsoft	software	12.50
Saratoga Federated Church	software	50.00
Silicon Valley Housing Trust	parking for DEC event	53.55
Union Bank	bank fee	3.00
Zoom.us	software	14.99
Not Specified	Payroll	9,703.99
<b>TOTAL</b>		<b>\$37,675.56</b>

# Transaction Detail by Account

January 2020

Date	Transaction Type	Num	Adj	Name	Class	Memo/Description	Split	Amount	Balance
<b>Checking - Union Bank</b>									
01/02/2020	Expense		No	Best Books 4 U		monthly bookkeeping for	Professional Services:Accounting Services	-170.00	-170.00
01/03/2020	Expense		No	Gusto			Professional Services:Employee Expenses:Payroll Service Fees	-45.00	-215.00
01/06/2020	Expense		No	AP Intego			Workers Compensation	-49.88	-264.88
01/13/2020	Check		No	Environmental Science Associates		October 2019 - reviewed by Andi, MLB, MAK	Roundtable consultant and technical services	-19,591.82	-19,856.70
01/13/2020	Check	2829	No	Environmental Science Associates		November 2019 - reviewed by Andi, MAK, MLB	Roundtable consultant and technical services	-7,364.53	-27,221.23
01/14/2020	Deposit	75013236	No	Cindy Chavez		December General Membership Dinner	Membership Dinners - Proceeds	75.00	-27,146.23
01/17/2020	Expense		No	Best Books 4 U			Professional Services:Accounting Services	-148.75	-27,294.98
01/21/2020	Check	2833	No	Saratoga Federated Church		General Membership dinner - (parking donation)	Membership Dinners - Cost	-50.00	-27,344.98
01/23/2020	Transfer		No				First National Bank of Omaha	-553.67	-27,898.65
01/27/2020	Journal Entry	Gusto	No			Debit tax	-Split-	-3,784.76	-31,683.41
01/27/2020	Journal Entry	Gusto	No			Debit net pay	-Split-	-5,865.62	-37,549.03
01/31/2020	Expense		No	Union Bank			Office:Miscellaneous:Bank Service Charges	-3.00	-37,552.03
<b>Total for Checking - Union Bank</b>								<b>\$ -37,552.03</b>	
<b>LAIF Funds</b>									
01/15/2020	Deposit		No	LAIF			Interest Income	701.03	701.03
<b>Total for LAIF Funds</b>								<b>\$701.03</b>	
<b>First National Bank of Omaha</b>									
01/03/2020	Expense	Exec board copies	No			Exec BOD	Office:Printing and Copying	20.50	20.50
01/03/2020	Expense	copies - exec board	No	FedEx Office		copies	Office:Printing and Copying	47.60	68.10
01/09/2020	Expense	copies	No	FedEx Office			Office:Printing and Copying	35.20	103.30
01/09/2020	Expense		No	A Slice Of New York			Office:Hospitality	138.00	241.30
01/09/2020	Expense	copies BOD/LAC/CSC	No			copies 1/9 BOD, LAC, CSC	Office:Printing and Copying	33.11	274.41
01/09/2020	Expense	copies BOD/LAC/CSC	No	FedEx Office		copies	Office:Printing and Copying	77.68	352.09
01/13/2020	Expense		No	Zoom.us			Office:Software Licenses	14.99	367.08
01/13/2020	Expense		No	Lucky			Office:Hospitality	4.08	371.16
01/16/2020	Expense		No	Adobe			Office:Software Licenses	14.99	386.15
01/16/2020	Expense		No	LCC Peninsula Division			Office:Conferences/Director's Expenses	55.00	441.15
01/16/2020	Expense		No	Intuit			Office:Software Licenses	25.00	466.15
01/17/2020	Expense		No	Silicon Valley Housing Trust		Housing Trust investor briefing	Office:Conferences/Director's Expenses	53.55	519.70

Date	Transaction Type	Num	Adj	Name	Class	Memo/Description	Split	Amount	Balance
01/21/2020	Expense		No	Intuit			Office:Software Licenses	70.00	589.70
01/21/2020	Expense		No	Microsoft			Office:Software Licenses	12.50	602.20
01/23/2020	Transfer		No				Checking - Union Bank	-553.67	48.53
<b>Total for First National Bank of Omaha</b>								<b>\$48.53</b>	
<b>Office</b>									
<b>Conferences/Director's Expenses</b>									
01/16/2020	Expense		No	LCC Peninsula Division	CASCC	PAYPAL *LCCPENINSUL - 4029357733, CA	First National Bank of Omaha	55.00	55.00
01/17/2020	Expense		No	Silicon Valley Housing Trust	CASCC	Housing Trust investor briefing	First National Bank of Omaha	53.55	108.55
<b>Total for Conferences/Director's Expenses</b>								<b>\$108.55</b>	
<b>Hospitality</b>									
01/09/2020	Expense		No	A Slice Of New York			First National Bank of Omaha	138.00	138.00
01/13/2020	Expense		No	Lucky	CASCC	LUCKY #723 LOS ALTOS - LOS ALTOS, CA	First National Bank of Omaha	4.08	142.08
<b>Total for Hospitality</b>								<b>\$142.08</b>	
<b>Miscellaneous</b>									
<b>Bank Service Charges</b>									
01/31/2020	Expense		No	Union Bank	CASCC	CHECK IMAGE FEE 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>									
01/03/2020	Expense	copies - exec board	No	FedEx Office	CASCC	Fedex Office	First National Bank of Omaha	47.60	47.60
01/03/2020	Expense	Exec board copies	No		CASCC	Fedex Office	First National Bank of Omaha	20.50	68.10
01/09/2020	Expense	copies BOD/LAC/CSC	No	FedEx Office	CASCC	Fedex Office	First National Bank of Omaha	77.68	145.78
01/09/2020	Expense	copies BOD/LAC/CSC	No		CASCC	Fedex Office	First National Bank of Omaha	33.11	178.89
01/09/2020	Expense	copies	No	FedEx Office	CASCC	Fedex Office	First National Bank of Omaha	35.20	214.09
<b>Total for Printing and Copying</b>								<b>\$214.09</b>	
<b>Software Licenses</b>									
01/13/2020	Expense		No	Zoom.us	CASCC	ZOOM.US - 8887999666, CA	First National Bank of Omaha	14.99	14.99
01/16/2020	Expense		No	Intuit	CASCC	Intuit *QuickBooks - 800-446-8848, CA	First National Bank of Omaha	25.00	39.99
01/16/2020	Expense		No	Adobe	CASCC	ADOBE ACROBAT PRO - 8008336687, CA	First National Bank of Omaha	14.99	54.98
01/21/2020	Expense		No	Microsoft	CASCC	MSFT * E0100A2B1P - MSBILL.INFO, WA	First National Bank of Omaha	12.50	67.48
01/21/2020	Expense		No	Intuit	CASCC	Intuit *QuickBooks - 800-446-8848, CA	First National Bank of Omaha	70.00	137.48
<b>Total for Software Licenses</b>								<b>\$137.48</b>	

Date	Transaction Type	Num	Adj	Name	Class	Memo/Description	Split	Amount	Balance
<b>Total for Office</b>								<b>\$605.20</b>	
<b>Professional Services</b>									
<b>Accounting Services</b>									
01/02/2020	Expense		No	Best Books 4 U	CASCC	bookkeeping	Checking - Union Bank	170.00	170.00
01/17/2020	Expense		No	Best Books 4 U	CASCC	ADELE LEVIN T/A SALE WEB ADELE LEVIN T/A SALE WEB	Checking - Union Bank	148.75	318.75
<b>Total for Accounting Services</b>								<b>\$318.75</b>	
<b>Employee Expenses</b>									
<b>Payroll Service Fees</b>									
01/03/2020	Expense		No	Gusto	CASCC	GUSTO FEE 119175 CCD 6sem GUSTO FEE 119175 CCD 6semjo5k7nr	Checking - Union Bank	45.00	45.00
<b>Total for Payroll Service Fees</b>								<b>\$45.00</b>	
<b>Payroll Taxes</b>									
01/27/2020	Journal Entry	Gusto	No			Employer Taxes	-Split-	900.38	900.38
<b>Total for Payroll Taxes</b>								<b>\$900.38</b>	
<b>Payroll Wages/Salary</b>									
01/27/2020	Journal Entry	Gusto	No			Regular Wages	-Split-	8,750.00	8,750.00
<b>Total for Payroll Wages/Salary</b>								<b>\$8,750.00</b>	
<b>Total for Employee Expenses</b>								<b>\$9,695.38</b>	
<b>Total for Professional Services</b>								<b>\$10,014.13</b>	
<b>Workers Compensation</b>									
01/06/2020	Expense		No	AP Intego	CASCC	APIntego ACHTRANS CCD 537 APIntego ACHTRANS CCD 53786992	Checking - Union Bank	49.88	49.88
<b>Total for Workers Compensation</b>								<b>\$49.88</b>	
<b>Interest Income</b>									
01/15/2020	Deposit		No	LAIF	CASCC		LAIF Funds	701.03	701.03
<b>Total for Interest Income</b>								<b>\$701.03</b>	
<b>Membership Dinners - Proceeds</b>									
01/14/2020	Deposit	75013236	No	Cindy Chavez	CASCC	December General Membership Dinner	Checking - Union Bank	75.00	75.00
<b>Total for Membership Dinners - Proceeds</b>								<b>\$75.00</b>	
<b>Membership Dinners - Cost</b>									
01/21/2020	Check	2833	No	Saratoga Federated Church	CASCC	General Membership dinner - (parking donation)	Checking - Union Bank	50.00	50.00
<b>Total for Membership Dinners - Cost</b>								<b>\$50.00</b>	

Date	Transaction Type	Num	Adj	Name	Class	Memo/Description	Split	Amount	Balance
<b>Roundtable consultant and technical services</b>									
01/13/2020	Check	2829	No	Environmental Science Associates	Roundtable	November 2019	Checking - Union Bank	7,364.53	7,364.53
01/13/2020	Check		No	Environmental Science Associates	Roundtable	October 2019	Checking - Union Bank	19,591.82	26,956.35
<b>Total for Roundtable consultant and technical services</b>								<b>\$26,956.35</b>	



# CITIES ASSOCIATION OF SANTA CLARA COUNTY

## ADJ PROFIT AND LOSS BY CLASS

July 2019 - January 2020

	CASCC	ROUNDTABLE	NOT SPECIFIED	TOTAL
<b>Income</b>				
INCOME				\$0.00
Dues Income	39,138.81			\$39,138.81
Membership Dues	111,151.38			\$111,151.38
Roundtable Income		124,485.00		\$124,485.00
<b>Total INCOME</b>	<b>150,290.19</b>	<b>124,485.00</b>		<b>\$274,775.19</b>
<b>Total Income</b>	<b>\$150,290.19</b>	<b>\$124,485.00</b>	<b>\$0.00</b>	<b>\$274,775.19</b>
<b>GROSS PROFIT</b>	<b>\$150,290.19</b>	<b>\$124,485.00</b>	<b>\$0.00</b>	<b>\$274,775.19</b>
<b>Expenses</b>				
Dues and Subscriptions	225.00			\$225.00
Office				\$0.00
Conferences/Director's Expenses	148.55			\$148.55
Directory Production	317.00			\$317.00
Hospitality	674.51			\$674.51
Insurance	865.98			\$865.98
Miscellaneous				\$0.00
Bank Service Charges	21.00			\$21.00
<b>Total Miscellaneous</b>	<b>21.00</b>			<b>\$21.00</b>
Post Office Box	83.00			\$83.00
Postage and Delivery	9.17			\$9.17
Printing and Copying	603.87	44.51		\$648.38
Recognition	392.95			\$392.95
Software Licenses	917.38			\$917.38
Supplies and Equipment	38.14			\$38.14
<b>Total Office</b>	<b>4,071.55</b>	<b>44.51</b>		<b>\$4,116.06</b>
Office/General Administrative Expenses	94.04			\$94.04
Other Miscellaneous Service Cost	0.69	297.83		\$298.52
Professional Services				\$0.00
Accounting Services	1,190.00			\$1,190.00
Employee Expenses				\$0.00
Payroll Service Fees	315.00			\$315.00
Payroll Taxes	4,884.76			\$4,884.76
Payroll Wages/Salary	60,833.33			\$60,833.33
<b>Total Employee Expenses</b>	<b>66,033.09</b>			<b>\$66,033.09</b>
<b>Total Professional Services</b>	<b>67,223.09</b>			<b>\$67,223.09</b>
void			0.00	\$0.00
Website SOS	600.00			\$600.00
Workers Compensation	373.92			\$373.92
<b>Total Expenses</b>	<b>\$72,588.29</b>	<b>\$342.34</b>	<b>\$0.00</b>	<b>\$72,930.63</b>
<b>NET OPERATING INCOME</b>	<b>\$77,701.90</b>	<b>\$124,142.66</b>	<b>\$0.00</b>	<b>\$201,844.56</b>
<b>Other Income</b>				
Interest Income	2,218.19			\$2,218.19

	CASCC	ROUNDTABLE	NOT SPECIFIED	TOTAL
Membership Dinners - Proceeds	6,911.41			\$6,911.41
<b>Total Other Income</b>	<b>\$9,129.60</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$9,129.60</b>
Other Expenses				
General Meeting - catering	300.00			\$300.00
General meeting - office supplies/signage	990.25			\$990.25
Membership Dinners - Cost	7,388.96			\$7,388.96
Roundtable consultant and technical services		158,581.21		\$158,581.21
<b>Total Other Expenses</b>	<b>\$8,679.21</b>	<b>\$158,581.21</b>	<b>\$0.00</b>	<b>\$167,260.42</b>
NET OTHER INCOME	<b>\$450.39</b>	<b>\$ -158,581.21</b>	<b>\$0.00</b>	<b>\$ -158,130.82</b>
NET INCOME	<b>\$78,152.29</b>	<b>\$ -34,438.55</b>	<b>\$0.00</b>	<b>\$43,713.74</b>



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

January 24, 2020  
 Invoice No: 151970  
 Project Manager: Steven Alverson

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

**Professional Services from December 1, 2019 to December 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	9.00	300.00	2,700.00	
Senior Associate I				
Wasserman, Evan	31.00	150.00	4,650.00	
Totals	40.00		7,350.00	
<b>Total Labor</b>				<b>7,350.00</b>
				<b>Subtotal this Subtask: \$7,350.00</b>

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	10.00	300.00	3,000.00	
Senior Associate I				
Wasserman, Evan	10.00	150.00	1,500.00	
Totals	20.00		4,500.00	
<b>Total Labor</b>				<b>4,500.00</b>
				<b>Subtotal this Subtask: \$4,500.00</b>

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	9.50	150.00	1,425.00	
Totals	10.50		1,725.00	
<b>Total Labor</b>				<b>1,725.00</b>

PAYMENT DUE UPON RECEIPT

**In-House Reimbursable Billing**

Printing 8.5x11 b/w

ARC_PRINTING BW 8.5X11	20.0 Pages @ 0.10	2.00	
<b>Total In-House Reimbursables</b>	<b>1.0 times</b>	<b>2.00</b>	<b>2.00</b>
<b>Subtotal this Subtask:</b>			<b>\$1,727.00</b>
<b>TOTAL THIS TASK:</b>			<b>\$13,577.00</b>

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

<b>Billing Limits</b>	<b>Current</b>	<b>Prior</b>	<b>To-Date</b>
Total Billings	0.00	2,100.00	2,100.00
Limit			5,100.00
Remaining			3,000.00
<b>TOTAL THIS TASK:</b>			<b>0.00</b>

Task 0000003 Provide Support for Work Not Currently Before the Roundtable

**Professional Personnel**

	Hours	Rate	Amount
Senior Director III			
Alverson, Steven	4.50	300.00	1,350.00
Totals	4.50		1,350.00
<b>Total Labor</b>			<b>1,350.00</b>

<b>Billing Limits</b>	<b>Current</b>	<b>Prior</b>	<b>To-Date</b>
Total Billings	1,350.00	7,712.50	9,062.50
Limit			50,620.00
Remaining			41,557.50
<b>TOTAL THIS TASK:</b>			<b>\$1,350.00</b>

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

<b>Billing Limits</b>	<b>Current</b>	<b>Prior</b>	<b>To-Date</b>
Total Billings	0.00	3,205.00	3,205.00
Limit			7,200.00
Remaining			3,995.00
<b>TOTAL THIS TASK:</b>			<b>0.00</b>

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

<b>Billing Limits</b>	<b>Current</b>	<b>Prior</b>	<b>To-Date</b>
Total Billings	0.00	0.00	0.00
Limit			7,200.00
Remaining			7,200.00
<b>TOTAL THIS TASK:</b>			<b>0.00</b>

Task 0000006 Develop an FAA Advocacy Plan

<b>Billing Limits</b>	<b>Current</b>	<b>Prior</b>	<b>To-Date</b>
Total Billings	0.00	0.00	0.00
Limit			21,600.00
Remaining			21,600.00
<b>TOTAL THIS TASK:</b>			<b>0.00</b>

Task 0000007 Prepare and Maintain the Santa Clara/Santa Cruz Community Roundtable Public Website

**Professional Personnel**

	Hours	Rate	Amount	
Senior Director III				
Alverson, Steven	1.00	300.00	300.00	
Totals	1.00		300.00	
<b>Total Labor</b>				<b>300.00</b>

Billing Limits	Current	Prior	To-Date	
Total Billings	300.00	4,500.00	4,800.00	
Limit			10,820.00	
Remaining			6,020.00	
			<b>TOTAL THIS TASK:</b>	<b>\$300.00</b>

Task 0000ODC Other Direct Cost

**Reimbursable Expenses**

Travel - Transportation			12.00	
Travel - Mileage			152.82	
<b>Total Reimbursables</b>		<b>1.0 times</b>	<b>164.82</b>	<b>164.82</b>

**In-House Reimbursable Billing**

Printing 8.5x11 b/w				
ARC_PRINTING BW 8.5X11	1,216.0 Pages @ 0.10		121.60	
Printing 8.5x11 color				
ARC_PRINTING COLOR 8.5X11	352.0 Pages @ 0.40		140.80	
<b>Total In-House Reimbursables</b>		<b>1.0 times</b>	<b>262.40</b>	<b>262.40</b>

Billing Limits	Current	Prior	To-Date	
Total Billings	427.22	10,065.92	10,493.14	
Limit			16,161.70	
Remaining			5,668.56	
			<b>TOTAL THIS TASK:</b>	<b>\$427.22</b>

**TOTAL INVOICE AMOUNT \$15,654.22**

Billings to Date	Current	Prior	Total
	15,654.22	207,010.92	222,665.14

Remit to:

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

TIN #: 94-1698350

# Billing Backup

Friday, January 24, 2020

Environmental Science Associates

Invoice 151970 Dated 1/24/2020

9:48:56 AM

Project	D181353.00	CASCC - Facilitator/Consultant Services for Santa Clara/Santa Cruz Community Roundtable
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Task	0000001	Facilitate Regular Roundtable Meetings
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Subtask	0000011	1.1 Prepare For Up To 17 Roundtable Meetings
---------	---------	--

**Professional Personnel**

	Hours	Rate	Amount
Senior Director III			
Senior Director III			
1 - Alverson, Steven	12/9/2019	2.00	300.00
SCSC RT Checkin Meeting			600.00
1 - Alverson, Steven	12/12/2019	1.00	300.00
Revise Draft Strategic Plan and Work Plan			300.00
1 - Alverson, Steven	12/13/2019	4.00	300.00
Prep for the 12/19 RT Meeting			1,200.00
1 - Alverson, Steven	12/16/2019	2.00	300.00
Prepare for 12/19/19 SCSC RT Meeting			600.00
Senior Associate I			
Senior Associate I			
7 - Wasserman, Evan	12/2/2019	.50	150.00
.5 hr for correspondence tracking			75.00
7 - Wasserman, Evan	12/5/2019	.50	150.00
.5 hr for correspondence tracking			75.00
7 - Wasserman, Evan	12/6/2019	.50	150.00
.5 hr for correspondence tracking and sending out ANR			75.00
7 - Wasserman, Evan	12/9/2019	2.00	150.00
2 hrs for phone call meeting and discussion with PM about tasks and agenda			300.00
7 - Wasserman, Evan	12/10/2019	2.00	150.00
2 hrs for edits to agenda document, and review of Work Plan			300.00
7 - Wasserman, Evan	12/11/2019	4.00	150.00
4 hrs for communication, review, edits to strategic plan, work plan, and drafting agenda			600.00
7 - Wasserman, Evan	12/12/2019	2.00	150.00
2 hrs for communication, review, edits to strategic plan, work plan, and drafting agenda			300.00
7 - Wasserman, Evan	12/13/2019	6.00	150.00
6 hrs for communication, review, edits to strategic plan, work plan, and drafting agenda			900.00
7 - Wasserman, Evan	12/16/2019	6.00	150.00
6 hrs for Work Plan/Strategic Plan edits, and compiling agenda packet			900.00
7 - Wasserman, Evan	12/17/2019	1.00	150.00
1 hr for communciation/compiling packet			150.00
7 - Wasserman, Evan	12/18/2019	5.50	150.00
5.5 hrs for Work Plan/Strategic Plan edits, and compiling agenda packet			825.00
7 - Wasserman, Evan	12/31/2019	1.00	150.00
1 hr for review of the Strategic Plan document for edit consolidation			150.00
Totals	40.00		7,350.00
<b>Total Labor</b>			<b>7,350.00</b>
<b>Subtotal this Subtask:</b>			<b>\$7,350.00</b>

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					
Senior Director III					
1 - Alverson, Steven	12/19/2019		10.00	300.00	3,000.00
Drive to, Attend, Facilitate, the SCSC RT Meeting					
Senior Associate I					
Senior Associate I					
7 - Wasserman, Evan	12/19/2019		10.00	150.00	1,500.00
10 hrs for travel/attendance at the SCSC Roundtable meeting					
Totals			20.00		4,500.00
<b>Total Labor</b>					<b>4,500.00</b>

**Subtotal this Subtask: \$4,500.00**

-----  
 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					
Senior Director III					
1 - Alverson, Steven	12/20/2019		1.00	300.00	300.00
RT Meeting Follow-up					
Senior Associate I					
Senior Associate I					
7 - Wasserman, Evan	12/20/2019		3.50	150.00	525.00
1.5 hrs for meetign recap edits and review; 1.5 edits for edits to video/audio to attempt upload; .5 for posting articles to website					
7 - Wasserman, Evan	12/23/2019		2.00	150.00	300.00
2 hrs for drafting meeting recap and working to upload video/audio of the 12-19-19 meeting					
7 - Wasserman, Evan	12/24/2019		2.00	150.00	300.00
2 hrs for review of the Work Plan for edits made during the 12-19-19 meeting and uploading just the audio of the 12-19-19 meeting					
7 - Wasserman, Evan	12/31/2019		2.00	150.00	300.00
2 hrs for review and edits to the meeting recap, and review of audio recording for edits to the Strategic Plan					
Totals			10.50		1,725.00
<b>Total Labor</b>					<b>1,725.00</b>

**In-House Reimbursable Billing**

Printing 8.5x11 b/w					
ARC_PRINTING BW 8.5X11			20.0 Pages @ 0.10		2.00
<b>Total In-House Reimbursables</b>			<b>1.0 times</b>		<b>2.00</b>

**Subtotal this Subtask: \$1,727.00**

**TOTAL THIS TASK: \$13,577.00**

-----  
 Task               0000003           Provide Support for Work Not Currently Before the Roundtable

**Professional Personnel**

			Hours	Rate	Amount
Senior Director III					
Senior Director III					
1 - Alverson, Steven	12/12/2019		1.00	300.00	300.00

Project	D181353.00	CASCC - Facilitator/Consultant Services	Invoice	151970
		Revise Draft Strategic Plan and Work Plan		
1 - Alverson, Steven		12/12/2019	1.00	300.00
		SUNNE ONE Letter to Raquel Girvin		300.00
1 - Alverson, Steven		12/13/2019	2.00	300.00
		Revise Draft Strategic Plan and Work Plan		600.00
1 - Alverson, Steven		12/31/2019	.50	300.00
		Assist with Email Responses		150.00
		Totals	4.50	1,350.00
		<b>Total Labor</b>		<b>1,350.00</b>
<b>TOTAL THIS TASK:</b>				<b>\$1,350.00</b>

---

Task	0000007	Prepare and Maintain the Santa Clara/Santa Cruz Community Roundtable Public Website	Hours	Rate	Amount
<b>Professional Personnel</b>					
		Senior Director III			
		Senior Director III			
1 - Alverson, Steven		12/31/2019	1.00	300.00	300.00
		SCSC Website Articles			
		Totals	1.00		300.00
		<b>Total Labor</b>			<b>300.00</b>
<b>TOTAL THIS TASK:</b>					<b>\$300.00</b>

---

Task	0000ODC	Other Direct Cost	Hours	Rate	Amount
<b>Reimbursable Expenses</b>					
		Travel - Transportation			
EX 000000050956	12/19/2019	Alverson, Steven / Bridge Tolls			12.00
		Travel - Mileage			
EX 000000050956	12/19/2019	Alverson, Steven / Round Trip Mileage to Saratoga			152.82
		<b>Total Reimbursables</b>	<b>1.0 times</b>		<b>164.82</b>
					<b>164.82</b>
<b>In-House Reimbursable Billing</b>					
		Printing 8.5x11 b/w			
		ARC_PRINTING BW 8.5X11	1,216.0 Pages @ 0.10		121.60
		Printing 8.5x11 color			
		ARC_PRINTING COLOR 8.5X11	352.0 Pages @ 0.40		140.80
		<b>Total In-House Reimbursables</b>	<b>1.0 times</b>		<b>262.40</b>
					<b>262.40</b>
<b>TOTAL THIS TASK:</b>					<b>\$427.22</b>
<b>Total this Project</b>					<b>\$15,654.22</b>
<b>Total this Report</b>					<b>\$15,654.22</b>



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**Environmental Science Associates**Expense Report for Invoice #000000151970 Dated 1/24/2020

---

<b>Date</b>	<b>Person</b>	<b>Category</b>	<b>Description</b>	<b>Amount</b>
12/19/2019	Alverson, Steven	Parking/Toll/Cab/Rail (Ferry)		\$12.00
Business Reason: Bridge Toll going to and from Saratoga				
12/19/2019	Alverson, Steven	Mileage (2019 Rate @.580)	Travel: 263.49 mi @ 0.580	\$152.82
Business Reason: Drive to the December 19th SCSC Roundtable meeting in Saratoga to facilitate the meeting.				
			Travel To/From: ESA's Sacramento Office to Saratoga Community Center - Roundtrip	
<b>Total</b>				<b>\$164.82</b>

---

**Category Summary**

Mileage (2019 Rate @.580)	\$152.82
Parking/Toll/Cab/Rail (Ferry)	\$12.00

YOUR TRIP TO:



2600 Capitol Ave

4 HR 28 MIN | 263 MI

IRS Reimbursement: \$152.82



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

SCSC Roundtable Meeting in Saratoga, CA

2600 Capitol Ave



1. Start out going **east** on Capitol Ave toward 27th St.

----- Then 0.21 miles ----- 0.21 total miles



2. Turn **right** onto 29th St.

*29th St is just past 28th St.*

*If you reach 30th St you've gone a little too far.*

----- Then 0.08 miles ----- 0.29 total miles



3. Merge onto Capital City Fwy/I-80 Bus W via the ramp on the **left** toward **Placerville/San Francisco**.

*If you reach N Street O Street Aly you've gone a little too far.*

----- Then 0.41 miles ----- 0.70 total miles



4. Merge onto Capital City Fwy/I-80 Bus W/US-50 W via EXIT 6B toward **I-5/San Francisco**.

----- Then 5.70 miles ----- 6.40 total miles



5. Capital City Fwy/I-80 Bus W/US-50 W becomes **I-80** W.

----- Then 65.11 miles ----- 71.51 total miles



**6. I-80 W.**



37.943399, -122.323881

This leg of your trip is:

**1 hour 9 minutes · 71.51 miles**

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



**7. Start out going west on I-80 W.**

----- Then 7.98 miles ----- 79.49 total miles



**8. Keep left to take I-580 E via EXIT 8B toward Downtown Oakland/I-880/Alameda/Hayward/Stockton/San Jose.**

----- Then 1.51 miles ----- 81.00 total miles



**9. Merge onto I-980 W via EXIT 19C.**

----- Then 2.17 miles ----- 83.17 total miles



**10. Merge onto I-880 S via EXIT 1A on the left toward San Jose.**

----- Then 21.17 miles ----- 104.34 total miles



**11. Merge onto CA-84 W via EXIT 21 toward Dumbarton Br (Portions toll).**

----- Then 8.68 miles ----- 113.02 total miles



**12. BAYFRONT EXPY.**

*Your destination is 0.3 miles past Hacker Way.*

*If you reach Facebook Way you've gone about 0.5 miles too far.*



37.482148, -122.150223

This leg of your trip is:

**42 minutes · 41.52 miles**

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



**13.** Start out going **west** on Bayfront Expy/CA-84 toward Willow Rd.

----- Then 0.01 miles ----- 113.03 total miles



**14.** Turn **left** onto Willow Rd/CA-114.

*If you reach Facebook Way you've gone about 0.5 miles too far.*

----- Then 0.99 miles ----- 114.03 total miles



**15.** Merge onto US-101 S.

----- Then 6.09 miles ----- 120.12 total miles



**16.** Merge onto CA-85 S via EXIT 398B toward **Cupertino/Santa Cruz.**

----- Then 10.19 miles ----- 130.31 total miles



**17.** Take the **Saratoga Ave** exit, EXIT 14.

----- Then 0.28 miles ----- 130.59 total miles



**18.** Turn **right** onto Saratoga Ave.

*If you reach CA-85 S you've gone about 0.2 miles too far.*

----- Then 0.51 miles ----- 131.10 total miles



**19.** Turn **left** onto Fruitvale Ave.

*If you reach Crestbrook Dr you've gone about 0.1 miles too far.*

----- Then 0.32 miles ----- 131.42 total miles



**20.** Turn **right** onto Allendale Ave.

*Allendale Ave is 0.3 miles past Saratoga Ave.*

*If you reach Montauk Dr you've gone about 0.1 miles too far.*

----- Then 0.04 miles ----- 131.47 total miles



**21.** 1965 ALLENDALE AVE is on the **right**.

*If you reach the end of Allendale Ave you've gone about 0.1 miles too far.*



19655 Allendale Ave

This leg of your trip is:

**20 minutes • 18.44 miles**

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



**22.** Start out going **east** on Allendale Ave toward Fruitvale Ave.

----- Then 0.06 miles ----- 131.52 total miles



**23.** Turn **left** onto Fruitvale Ave.

*If you reach Yerba Santa Ct you've gone a little too far.*

----- Then 0.31 miles ----- 131.83 total miles



**24.** Turn **right** onto Saratoga Ave.

----- Then 0.56 miles ----- 132.40 total miles



**25.** Turn **left** to take the **CA-85 N** ramp.

*0.2 miles past Dagmar Dr.*

*If you reach Bellgrove Cir you've gone a little too far.*

----- Then 0.01 miles ----- 132.41 total miles



**26.** Merge onto CA-85 N.

----- Then 9.94 miles ----- 142.36 total miles



**27.** Merge onto US-101 N via EXIT 24B toward **San Francisco**.

----- Then 6.31 miles ----- 148.66 total miles



**28.** Take the **Willow Rd West** exit, EXIT 404B.

----- Then 0.27 miles ----- 148.93 total miles



**29.** Turn **slight right** onto Willow Rd/CA-114.

----- Then 0.85 miles ----- 149.78 total miles



**30. Take CA-84 E.**

*CA-84 E is 0.1 miles past Hamilton Ave.*

Then 8.28 miles ..... 158.06 total miles



**31. Take Decoto Rd toward I-880 N/Oakland.**

Then 0.27 miles ..... 158.32 total miles



**32. Merge onto I-880 N toward Oakland.**

Then 21.56 miles ..... 179.89 total miles



**33. Merge onto I-980 E via EXIT 42A toward Walnut Creek/CA-24.**

Then 1.48 miles ..... 181.37 total miles



**34. Merge onto I-580 W via EXIT 2A toward San Francisco.**

Then 2.07 miles ..... 183.44 total miles



**35. I-80 E.**



37.830673, -122.293359

This leg of your trip is:

**53 minutes • 51.97 miles**

Start of next leg of route .....



**36. Start out going east on I-80 E/I-580 W.**

Then 3.83 miles ..... 187.28 total miles



**37. Keep left to take I-80 E toward Sacramento/Vallejo (Portions toll).**

Then 69.22 miles ..... 256.50 total miles



**38. Keep left to take Capital City Fwy/I-80 Bus E/US-50 E via EXIT 82 toward South Lake Tahoe/Sacramento.**

Then 5.29 miles ..... 261.79 total miles



**39.** Merge onto Capital City Fwy/I-80 Bus E via EXIT 6A toward **Reno**.

Then 1.08 miles ----- 262.87 total miles



**40.** Take the **N Street** exit, EXIT 7A.

Then 0.24 miles ----- 263.11 total miles



**41.** Turn **slight left** onto 30th St.

Then 0.08 miles ----- 263.19 total miles



**42.** Take the 1st **left** onto Capitol Ave.

*Capitol Ave is just past Capitol Avenue N Street Aly.*

*If you reach L Street Capitol Avenue Aly you've gone a little too far.*

Then 0.28 miles ----- 263.48 total miles



**43.** 2600 CAPITOL AVE is on the **left**.

*Your destination is just past 27th St.*

*If you reach 26th St you've gone a little too far.*



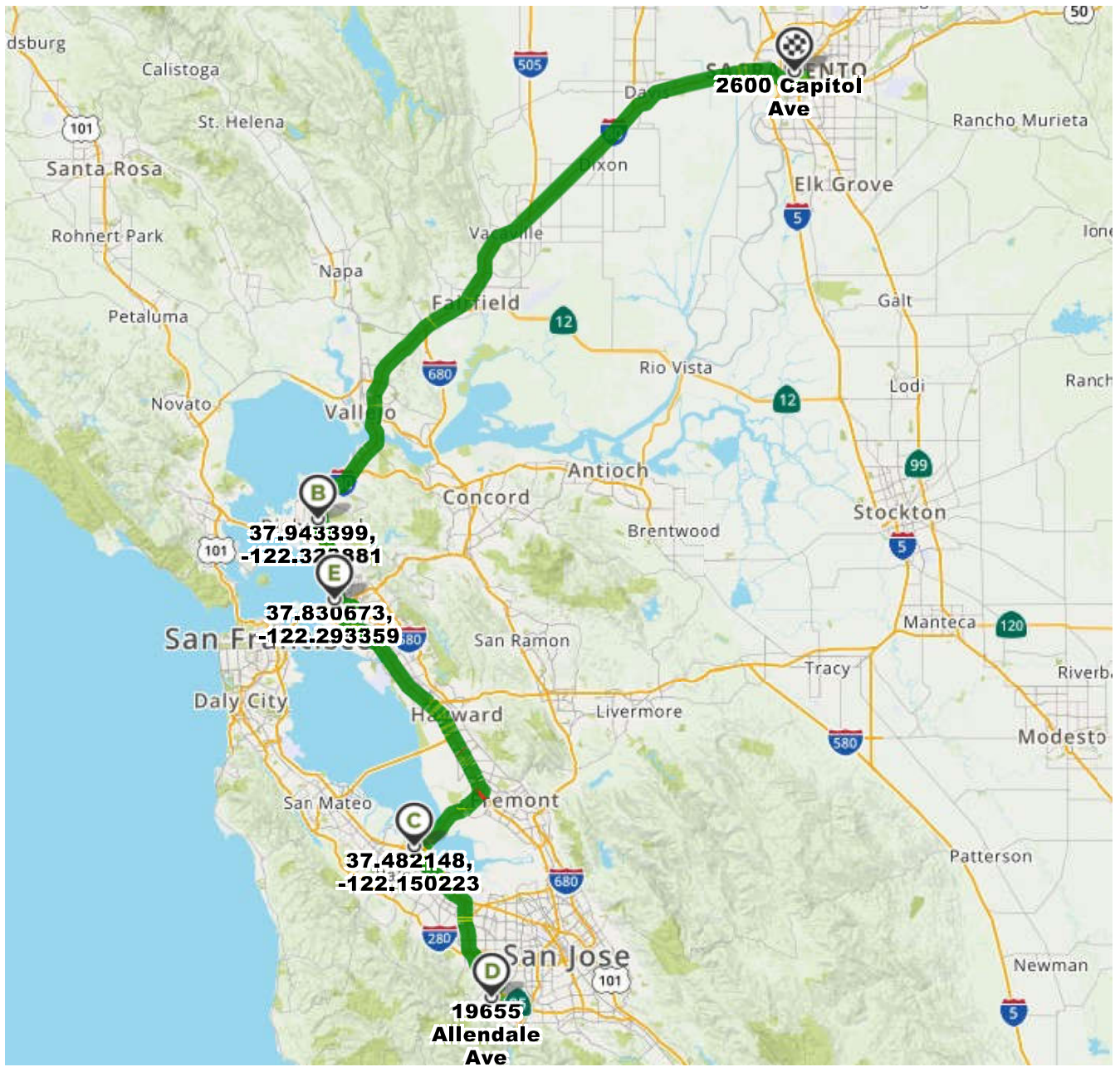
2600 Capitol Ave

This leg of your trip is:

**1 hour 18 minutes · 80.03 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.







Account #140703373

### TRANSACTION VIEW

Generated 12/31/2019 10:41

POSTED DATE	TRANSACTION DATE	TRANSACTION TIME	TOLL TAG # / PLATE #	EXIT PLAZA	EXIT LANE	ENTRY DATE/TIME	ENTRY PLAZA	ENTRY LANE	DEBIT (-)	CREDIT (+)	BALANCE
12/20/2019	12/19/2019	08 13 15 PM	01462340543	Carquinez Bridge	02				\$6 00		\$15 00
12/19/2019	12/19/2019	11 07 18 AM	01462340543	Dumbarton Bridge	05				\$6 00		\$21 00

# Environmental Science Associates

Unit Detail for Invoice 000000151970 Dated 1/24/2020

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

Category	Date	Description	Calculation	Amount
Printing 8.5x11 b/w	12/27/2019	ARC_PRINTING BW 8.5X11	1,216.0 Pages @ 0.10	\$121.60
Printing 8.5x11 b/w	12/27/2019	ARC_PRINTING BW 8.5X11	20.0 Pages @ 0.10	\$2.00
Printing 8.5x11 color	12/27/2019	ARC_PRINTING COLOR 8.5X11	352.0 Pages @ 0.40	\$140.80
<b>Total</b>				<b>\$264.40</b>

## Category Summary

Printing 8.5x11 b/w	\$123.60
Printing 8.5x11 color	\$140.80
<b>Total</b>	<b>\$264.40</b>



## 2020 Policy Priorities

Topic	Interested members	Target Date
Transportation (total of 9)		
<ul style="list-style-type: none"> <li>• Not Faster but Fairer – 1</li> </ul>		
<ul style="list-style-type: none"> <li>• Bike &amp; Ped – 1</li> </ul>		
<ul style="list-style-type: none"> <li>• CalTrains- Electrification-5</li> </ul>		
<ul style="list-style-type: none"> <li>• Alternate Transit</li> </ul>		
<ul style="list-style-type: none"> <li>• VTA – 1</li> </ul>		
<ul style="list-style-type: none"> <li>• EV Charging Stations- 1</li> </ul>		
Housing -> Planning Collaborative 1		
<ul style="list-style-type: none"> <li>• AB 1487 - 1</li> </ul>		
<ul style="list-style-type: none"> <li>• Homelessness – 4</li> </ul>		
<ul style="list-style-type: none"> <li>• ADUs – 4</li> </ul>		
PG&E		
Fire Suppression – 2		
Reliable Grid – 2 (total of 7)		
<ul style="list-style-type: none"> <li>• Alternative Power-Solar</li> </ul>		
<ul style="list-style-type: none"> <li>• Disaster Prep for shutoffs – 7</li> </ul>		
Split Rolls – 1		
Health & Safety (total 2)- 1		
<ul style="list-style-type: none"> <li>• Gun Safety – 3</li> </ul>		
<ul style="list-style-type: none"> <li>• Anti-Vaping</li> </ul>		
Regional Minimum Wage (Parity)- 6		
5 G – 2		
Ambulance – 0		
Sustainability – 1		
Public Safety – 5		
Recycling/Waste Management – 2		
SCSC Roundtable – 2		
Decarbonization - 2		

**Subject:** Annual membership fee for Cities Association  
**Date:** Thursday, January 30, 2020 at 3:22:33 PM Pacific Standard Time  
**From:** Michelle Wu  
**To:** Andi Jordan  
**Attachments:** League of California Cities.pdf

Hi Andi,

Attached is the invoice from League of California Cities. This invoice is much more transparent than the Cities Association annual invoice. The League of California Cities invoices cities for membership dues in proportion to population. The League membership dues for the Town are lower than Cities Association dues (\$5,111 versus \$6,523.13). Page 2 shows the billing formula. The League states their 2020 Strategic Priorities right on the invoice. They also have a mission statement. On Page 3 they even provide a customized high level return on investment report. The League provides the Town with far more benefit than the Cities Association in terms of municipal official training, policy analysis and legislative advocacy.

Would the Cities Association be able to provide a more detailed transparent invoice and develop a memberships dues structure that is more proportional in terms of population and benefits received by each Agency?

The amount of money right now is relatively small but if the Cities Association is to become more effective in carrying out its somewhat ambiguous and duplicative mission, it is probably going to need to grow its budget and dues revenue to hire some staff including a policy analyst or two and maybe some admin support staffing. It's better to address the rate structure now while the Cities Association is still small.

Best regards,

- Michelle Wu

**Subject:** Invoice 1057 from CITIES ASSOCIATION OF SANTA CLARA COUNTY  
**Date:** Friday, June 28, 2019 at 10:08:36 AM Pacific Daylight Time  
**From:** CITIES ASSOCIATION OF SANTA CLARA COUNTY  
**To:** ccahill@losaltoshills.ca.gov  
**CC:** Andi Jordan, dpadovan@losaltoshills.ca.gov  
**Attachments:** fy\_2019\_2020\_approved\_dues\_final.pdf,  
Invoice\_1057\_from\_CITIES\_ASSOCIATION\_OF\_SANTA\_CLARA\_COUNTY.pdf,  
fy\_2019\_2020\_approved\_budget.pdf



## CITIES ASSOCIATION OF SANTA CLARA COUNTY

Dear Carl Cahill,

Attached is the invoice for the Board approved 2019-2020 Membership Dues and Budget for your review.

Dues included a increase based on CPI-w.

We look forward to our continued collaboration.

Best,

Cities Association of Santa Clara County

INVOICE 1057

**DUE 07/31/2019**

**\$6,523.13**

**Review and pay**

Powered by QuickBooks

CITIES ASSOCIATION OF SANTA CLARA COUNTY

P.O. Box 3144 Los Altos, CA 94024 US

408-766-9534

andi@citiesassociation.org

www.citiesassociation.org

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# INVOICE

RECEIVED



JAN 28 2020  
1400 K Street, 4th Floor  
Sacramento, California 95811  
Phone: 916.658.8200; Fax: 916.658.8240  
www.cacities.org  
TOWN OF LOS ALTOS HILLS

To: City Manager  
City of Los Altos Hills  
26379 Fremont Road  
Los Altos Hills, CA 94022

Invoice: 628281

Terms: Feb. 28, 2020

<u>Date</u>	<u>Description</u>	<u>Amount</u>
January 1, 2020	Membership dues for calendar year 2020	\$5,111.00
	Optional litigation surcharge	\$0.00
	<b>Total Amount</b>	<b>\$5,111.00</b>
	City of Los Altos Hills	
	Official Population: 8,785	

## 2020 Strategic Priorities

- Improve the supply and affordability of housing
- Advocate for increased funding and resources to prevent homelessness and assist individuals experiencing homelessness
- Address fiscal sustainability
- Strengthen community and disaster preparedness, public safety, and resiliency
- Address public safety concerns of California cities

*Our mission is to expand and protect local control for cities through education and advocacy to enhance the quality of life for all Californians.*

League Membership - Your Best Investment

[www.cacities.org](http://www.cacities.org)

Please make checks payable to  
**LEAGUE OF CALIFORNIA CITIES**  
and mail to the Sacramento address above.

## INVOICE APPROVAL

Vendor ID: LCC-SACRAMENTO  
Account #: 061-1480-6302  
Project #: \_\_\_\_\_  
Sign: [Signature] Date: 1/13/20

## League of California Cities 2020 Dues Schedule

For cities having a population of:			2020		2020 Dues
			2019 Dues	Increase	2020 Dues
1	to	500	\$78	\$3	\$81
501	to	600	208	6	214
601	to	700	414	13	427
701	to	800	454	13	467
801	to	900	544	16	560
901	to	1,000	637	20	657
1,001	to	1,250	796	24	820
1,251	to	1,500	956	29	985
1,501	to	1,750	1,115	33	1,148
1,751	to	2,000	1,275	38	1,313
2,001	to	2,250	1,434	43	1,477
2,251	to	2,500	1,595	48	1,643
2,501	to	2,750	1,752	53	1,805
2,751	to	3,000	1,912	58	1,970
3,001	to	4,000	2,550	76	2,626
4,001	to	5,000	3,186	96	3,282
5,001	to	7,500	4,300	129	4,429
7,501	to	10,000	4,962	149	5,111
10,001	to	15,000	5,990	180	6,170
15,001	to	20,000	6,898	207	7,105
20,001	to	25,000	8,637	259	8,896
25,001	to	30,000	10,370	312	10,682
30,001	to	40,000	12,766	383	13,149
40,001	to	50,000	15,531	466	15,997
50,001	to	60,000	17,890	537	18,427
60,001	to	70,000	19,662	590	20,252
70,001	to	80,000	20,654	620	21,274
80,001	to	90,000	22,016	660	22,676
90,001	to	100,000	24,117	724	24,841
100,001	to	125,000	27,507	825	28,332
125,001	to	150,000	30,278	909	31,187
150,001	to	200,000	34,412	1,032	35,444
200,001	to	500,000	36,135	1,084	37,219
			<i>Plus</i> 1,724	52	1,776
			<i>per each full 10,000 of population over 200,001</i>		
500,001	to	640,000	87,712	2,631	90,343
			<i>Plus</i> 1,594	47	1,641
			<i>per each full 10,000 of population over 500,001</i>		
Over		640,000	109,292	3,278	112,570

A bylaws provision states that no city's dues may increase by more than \$5,000.



LEAGUE OF CALIFORNIA CITIES

**LEAGUE MEMBERSHIP -- A GREAT INVESTMENT**

Customized Return on Investment Report  
December 2019

	FY2013-14	FY2014-15	FY2015-16	FY2016-17	FY2017-18	FY2018-19	FY2019-20	Total
<b>LOS ALTOS HILLS</b>								
LOS ALTOS HILLS's Dues	4,562	4,562	4,653	4,746	4,841	4,962	5,111	33,437
VLF/PropertyTax Swap <sup>(1)</sup>	418,740	452,012	477,421	500,905	541,080	585,996	629,386	3,605,539
HUTA and Prop. 42 protected by Prop. 22 <sup>(2)</sup>	204,762	257,634	191,453	174,787	184,104	178,231	178,231	1,369,202
SB89 VLF Shift	-41,112	-45,328	-49,319	-52,278	-55,415	-57,958	-57,958	-359,368
Police Grants - Supplemental Budget				8,341				8,341
Pre-2004 Mandate Claims payment								0
SB1 Transportation Funds - Local Streets and Roads					60,078	145,187	150,476	355,741
Total Return	582,390	664,318	619,555	631,754	729,847	851,456	900,136	4,979,455
Rate of Return	128:1	146:1	133:1	133:1	151:1	172:1	176:1	149:1

1. Net gain in revenues by virtue of the VLF/Property Tax Swap. Growth in PropTax in Lieu of VLF versus estimated growth in VLF had it remained.

2. Prop. 22 ended the Legislature's ability to borrow or delay HUTA and Prop. 42 gas tax funds.

~ ~ ~ ~ ~

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for cities through education and advocacy  
to enhance the quality of life for all Californians.*

**CITIES ASSOCIATION OF SANTA CLARA COUNTY**

P.O. Box 3144  
 Los Altos, CA 94024 US  
 408-766-9534  
 andi@citiesassociation.org  
 www.citiesassociation.org

**Invoice**



**BILL TO**  
 Carl Cahill  
 Los Altos Hills  
 26379 Fremont Road  
 Los Altos Hills, CA 94022

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
1057	07/01/2019	\$6,523.13	07/31/2019	Net 30	

ACTIVITY	QTY	RATE	AMOUNT
<b>very small city:2019-2020 Membership Dues</b>	1	6,523.13	6,523.13

Attached is the Board approved 2019-2020 Membership Dues and Budget for your review.  
 Dues included a increase based on CPI-w.

**BALANCE DUE**

**\$6,523.13**

# Cities Association of Santa Clara County 2019-2020 Budget

REVENUE:	2018-2019	2017-2018		proposed 2019-2020	Notes
		Actual (through June 4)	2018-2019 Actual (through March 31, 2019)		
Dues	144,886	87,868	144,886	\$149,957.01	CPI-W increase, for 2019 3.5% i
Non-dues (directories)	1000	915	300	\$500.00	
LAIIF interest	500	500		\$500.00	
Event Tickets (~65 people x 2 events)	7,475	7250	5200+	\$10,400.00	
<b>Revenue Totals</b>	<b>153,861</b>			<b>\$161,357.01</b>	
<b>GENERAL EXPENSES:</b>					
Office Expenses (insurance, printing, meeting supplies, office supplies, ED expenses, software, website update, recognition, PO Box, postage, etc)	8861.09	7165.73	12000	11570	adding storage or scanning of documents
Priorities for Board Directed Projects (intern for legislative activities, project)	7,000	1,000		5000	
<b>Office: Personnel</b>					
ED compensation	100,000	70,000	100,000	105,000	
Payroll expenses	10,000	7,000	10,000	10500	
Consultant (legal or other consultant to complete organizational status, legal)	10,000	1068.75	3,000	4000	
Event Expenses					
Membership Dinner - DECEMBER	13,000	14,000	12,769	14,000	
Membership Meeting - SPRING	5,000	4500	6500	11,000	
<b>Expense Totals</b>	<b>153,861</b>			<b>161070</b>	
projected reserves starting balance	40,283		37,500	37,500	cash for reserves

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**\$6,523.13**

Cities Association of Santa Clara County Approved Dues: 2018-2019

	Portion	Cities	2017-2018 Dues	2017-2018 Income	approved 2018 - 2019 revenue	2018-2019 Approved Dues Each City	2019-2020 Proposed Dues	2019-2020 Proposed Revenue
Large Cities	26.10%	(3) San Jose, Santa Clara, Sunnyvale	\$ 7,641	\$ 22,923	\$ 37,815.27	\$ 12,605.09	\$13,046.27	\$39,138.80
Medium Cities	36.20%	(5) Cupertino, Gilroy, Milpitas, Mountain View, Palo Alto	\$ 6,367	\$ 31,836	\$ 52,448.76	\$ 10,489.75	\$10,856.89	\$54,284.47
Small Cities	29.00%	(5) Campbell, Los Altos, Los Gatos, Morgan Hill, Saratoga	\$ 5,094	\$ 25,468	\$ 42,016.97	\$ 8,403.39	\$8,697.51	\$43,487.56
Very Small Cities	8.70%	(2) Los Altos Hills, Monte Sereno	\$ 3,820	\$ 7,640	\$ 12,605.09	\$ 6,302.54	\$6,523.13	\$13,046.27
Total Dues Income				\$ 87,866	\$ 144,886.09			149957.103

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projected reserves starting balance	40,283		37,500	37,500	cash for reserves





**REQUEST TO PRESENT TO THE BOARD OF DIRECTORS**

Return to [executive\\_director@citiesassociation.org](mailto:executive_director@citiesassociation.org) at least 2 weeks prior to the Board Meeting for consideration.

**NAME OF ORGANIZATION: COUNTY OF SANTA CLARA OFFICE OF SUPPORTIVE HOUSING**

**Name of Contact Person:**

**Kathryn Kaminski**

**Phone: 408-278-6425**

**Email:**

**[Kathryn.kaminski@hhs.sccgov.org](mailto:Kathryn.kaminski@hhs.sccgov.org)**

**Presenters: Kathryn Kaminski,**

**Hilary Armstrong, SCC CEO**

**Ray Bramson, Destination: Home**

**REQUEST (WHAT WILL BE PRESENTED?): THE SANTA CLARA COUNTY CONTINUUM OF CARE IS IN THE PROCESS OF UPDATING THE COMMUNITY PLAN TO END HOMELESSNESS. THE LAST PLAN WAS ADOPTED IN 2015 AND WE WILL PROVIDE AN UPDATE ON THE PROGRESS OVER THE PAST FIVE YEARS. THE PRESENTERS WILL ALSO PROVIDE AN UPDATE ON THE PROCESS TO DEVELOP THE 2020 COMMUNITY PLAN, AN OVERVIEW OF THE FRAMEWORK AND STRATEGIES IN THE PLAN, AND DISCUSS NEXT STEPS.**

**RELEVANCE TO THE CITIES ASSOCIATION: CITIES ARE PARTNERS IN THE COMMUNITY EFFORTS TO END HOMELESSNESS AND THE PLAN REFLECTS STRATEGIES LOCAL JURISDICTIONS CAN ADOPT TO FURTHER LOCAL EFFORTS. AFTER THE PLAN IS ADOPTED, THE CONTINUUM OF CARE WILL ASK CITIES TO ENDORSE IT.**

**WHAT ACTION IS REQUESTED OF THE CITIES ASSOCIATION? PROVIDE FEEDBACK ON THE FRAMEWORK AND DRAFT STRATEGIES OF THE PLAN.**

**MATERIALS TO BE SENT TO SUPPORT PRESENTATION:** We will provide a handout that includes an overview of the process to date, the framework of the plan, and draft strategies. We will also send slides for the brief presentation.



**REQUEST TO PRESENT TO THE BOARD OF DIRECTORS**

Return to [executive\\_director@citiesassociation.org](mailto:executive_director@citiesassociation.org) at least 2 weeks prior to the Board Meeting for consideration.

**NAME OF ORGANIZATION:**

Silicon Valley Leadership Group

**Name of Contact Person:** Megan White

**Phone:** 408-501-7864

**Email:** [mwhite@svlg.org](mailto:mwhite@svlg.org)

**Presenters:** Carl Guardino (maybe with Jason Baker)

**REQUEST (WHAT WILL BE PRESENTED?):**

Update on FASTER Bay Area 9-County transportation initiative, as well as potential 3-county Caltrain/Dumbarton crossing initiative

**RELEVANCE TO THE CITIES ASSOCIATION:**

Cities involved in 9-county transportation measure.

**WHAT ACTION IS REQUESTED OF THE CITIES ASSOCIATION?**

None

**MATERIALS TO BE SENT TO SUPPORT PRESENTATION:**

PPT slides



## REQUEST TO PRESENT TO THE BOARD OF DIRECTORS

Return to [executive\\_director@citiesassociation.org](mailto:executive_director@citiesassociation.org) at least 2 weeks prior to the Board Meeting for consideration.

### NAME OF ORGANIZATION:

**Contact Person:** Brian Pascal

**Phone:** 408.299.5050

**Email:** [brian.pascal@bos.sccgov.org](mailto:brian.pascal@bos.sccgov.org)

**Presenters:**

- Supervisor Joe Simitian at the February 7 Executive Board meeting.
- Staff from the office of Supervisor Joe Simitian at the February 14 Cities Association meeting (due to a scheduling conflict, the Supervisor cannot attend but has requested that staff present in his stead).

### REQUEST (WHAT WILL BE PRESENTED?):

- Present information on Santa Clara County's Distracted Driving Awareness Month Initiatives for April 2020.
- Discuss potential opportunities for the cities to partner with the County for Distracted Driving Awareness Month, including passing resolutions, outreach, traffic enforcement, and other programs.
- Present information about Santa Clara County's campaign for May 2020 "Keep it Clean Santa Clara County," an initiative relating to cleaning up trash on public highways, expressways, and city streets.
- Discuss potential opportunities for the cities to partner with the County for "Keep It Clean" including trash cleanup projects, outreach, and other programs

### RELEVANCE TO THE CITIES ASSOCIATION:

Distracted Driving Awareness Month and "Keep It Clean Santa Clara County" are both County-wide initiatives that could benefit greatly from collaboration with the cities.

### WHAT ACTION IS REQUESTED OF THE CITIES ASSOCIATION?

- Consider ways in which the cities could support Distracted Driving Awareness Month and "Keep It Clean Santa Clara County," both on their own and in collaboration with the Santa Clara County administration.
- Discuss both operational and outreach opportunities relating to these initiatives.

### MATERIALS TO BE SENT TO SUPPORT PRESENTATION:

- None