

- BOARD OF DIRECTORS MEETING AGENDA  
THURSDAY, MAY 14, 2020 | 7 PM  
VIRTUAL MEETING VIA ZOOM

- Letter to Santa Clara County Board of Supervisors (Kniss)
- Testing
- Contact Tracing
- Silicon Valley Strong (Jones)
- Cities' activities
- Executive Director activities related to COVID 19

- |     |   |         |
|-----|---|---------|
| 6.  | Public Comment on items not on the agenda | 8:40 PM |
| 7.  | SCCCMA Report (Kent Steffens, Sunnyvale)  | 8:45 PM |
| 8.  | Executive Director Report (Jordan)        |         |
| 9.  | Joys & Challenges                         | 8:50 PM |
| 10. | Adjourn until Thursday, June 11, 2020     | 9 PM    |



## BOARD OF DIRECTORS MEETING MINUTES

APRIL 9, 2020 | 7:00 PM

This meeting was held via zoom.

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In accordance with Governor Newsom's Executive Order No-29-20, this meeting will be a teleconference meeting without a physical location. Public may join via zoom or by dialing the above number. Public will be allowed to give testimony on each topic and also on those items not on the agenda. Public is encouraged to send written comments to [executive\\_director@citiesassociation.org](mailto:executive_director@citiesassociation.org) prior by Thursday, April 2, 2020 by 5 PM.

### 1. Welcome and Roll Call (Mayor Larry Klein)

Campbell	absent
Cupertino	Mayor Steven Scharff
Gilroy	Councilmember Marie Blankley
Los Altos	Mayor Jan Pepper
Los Altos Hills	absent
Los Gatos	Councilmember Marico Sayoc
Milpitas	Councilmember Carmen Montano
Monte Sereno	Councilmember Rowena Turner
Morgan Hill	Mayor Rich Constantine
Mountain View	Mayor Margaret Abe-Koga
Palo Alto	Councilmember Liz Kniss
San José	Vice Mayor Chappie Jones
Santa Clara	Councilmember Debi Davis
Saratoga	Vice Mayor Mary-Lynne Bernald
Sunnyvale	Mayor Larry Klein

#### Also Present:

Kent Steffens, Sunnyvale/SCCCMA  
Andi Jordan, Executive Director  
Steve Preminger, Santa Clara County  
Vice Mayor Neysa Fligor, Los Altos  
Councilmember Manny Cappello, Saratoga  
Vice Mayor Liz Gibbons, Campbell  
Rachael Gibson, Valley Water  
Domingo Candeles, Valley Water  
Nicholas Kuwada, Santa Clara County

### 2. Consent agenda

- Board of Directors Meeting Minutes: February 13, 2020
- March Financials
- SCSC Roundtable Invoice January 2020 of \$21,634.41

- SCSC Roundtable Invoice February 2020 of 18,154.61  
Total for 39,789.02 of 125,000 budget/6-month budget.

MOTION by Councilmember Liz Kniss (Palo Alto)  
SECOND by Mayor Rich Constantine (Morgan Hill)  
Motion passes: 13-0-0-2

AYES: 13 Scharf (Cupertino), Blankley (Gilroy), Fligor (Los Altos), Sayoc (Los Gatos), Montano (Milpitas), Turner (Monte Sereno), Constantine (Morgan Hill), Abe-Koga (Mountain View), Kniss (Palo Alto), Jones (San José), Davis (Santa Clara), Bernald (Saratoga), Klein (Sunnyvale)  
NAYES: 0  
ABSTENTIONS: 0  
ABSENT: Resnikoff (Campbell), Wu (Los Altos Hills)

3. Consider support for AB 3005: Expedited Dam Safety for Silicon Valley Act. (Domingo Candeles, Rachael Gibson – Valley Water)

Motion to support AB 3005: Expedited Dam Safety for Silicon Valley Act by Councilmember Liz Kniss (Palo Alto)  
SECOND by Vice Mayor Chappie Jones (San José)  
Motion passes: 13-0-0-2

AYES: 13 Scharf (Cupertino), Blankley (Gilroy), Fligor (Los Altos), Sayoc (Los Gatos), Montano (Milpitas), Turner (Monte Sereno), Constantine (Morgan Hill), Abe-Koga (Mountain View), Kniss (Palo Alto), Jones (San José), Davis (Santa Clara), Bernald (Saratoga), Klein (Sunnyvale)  
NAYES: 0  
ABSTENTIONS: 0  
ABSENT: Resnikoff (Campbell), Wu (Los Altos Hills)

4. RHNA Methodology Update (Vice Mayor Fligor) –no action taken.
5. Census 2020 Update by Santa Clara County (Monica Tong, Nicholas Kuwada)- no action taken.
6. Planning Collaborative Update (Vice Mayor Jones & Andi Jordan) – no action taken.
7. Discussion and proposed adoption of FY 2021 Budget and membership dues adoption

Motion to approve budget as presented  
Dues remain flat (same as last year) attached and include  
SECOND by Vice Mayor Chappie Jones (San José)  
Motion passes: 13-0-0-2

AYES: 13 Scharf (Cupertino), Blankley (Gilroy), Fligor (Los Altos), Sayoc (Los Gatos), Montano (Milpitas), Turner (Monte Sereno), Constantine (Morgan Hill), Abe-Koga (Mountain View), Kniss (Palo Alto), Jones (San José), Davis (Santa Clara), Bernald (Saratoga), Klein (Sunnyvale)  
NAYES: 0

ABSTENTIONS: 0

ABSENT: Resnikoff (Campbell), Wu (Los Altos Hills)

8. Joys and Challenges – opportunity for members to discuss happenings in their jurisdictions – no action taken.
9. SCCCMA Report (Kent Steffens, Sunnyvale) - no action taken.
10. Executive Director Report (Jordan) - no action taken.
11. Public Comment - no action taken.
12. Adjourn until Thursday, May 14, 2020.

**Respectfully submitted,**  
**Andi Jordan**  
**Executive Director**

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**Approved by the Board of Directors on DATE**

MOTION to approve by  
Second by

AYES:

NAYES:

ABSTENTION:

ABSENT:

# Management Report

CITIES ASSOCIATION OF SANTA CLARA COUNTY

For the period ended April 30, 2020



Prepared by

**BestBooks4U Bookkeeping & QuickBooks Consulting**

Prepared on

**May 5, 2020**

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# Profit and Loss

July 2019 - April 2020

	Total
<b>INCOME</b>	
4000 INCOME	
4010 Membership Dues	150,290.19
4020 Roundtable Income	124,999.00
4040 Planning Collaborative	49,999.95
<b>Total 4000 INCOME</b>	<b>325,289.14</b>
<b>Total Income</b>	<b>325,289.14</b>
<b>GROSS PROFIT</b>	<b>325,289.14</b>
<b>EXPENSES</b>	
6000 EXPENSES	
6120 Bank Service Charges	30.00
6122 Merchant QB Payment Fees	298.52
<b>Total 6120 Bank Service Charges</b>	<b>328.52</b>
6125 Directory Production	317.00
6150 Office	
6151 Conferences/Director's Expenses	148.55
6180 Insurance	1,460.65
6550 Supplies and Equipment	125.10
6610 Postage and Delivery	9.17
6611 Post Office Box	150.00
6615 Office/General Administrative Expenses	94.04
6620 Software Licenses	1,493.04
6665 Printing and Copying	744.68
6670 Recognition	392.95
<b>Total 6150 Office</b>	<b>4,618.18</b>
6160 Dues & Subscriptions	225.00
6162 Hospitality	838.30
6190 Website SOS	600.00
6300 Legal & Professional Fees	
6310 Accounting Services	2,531.25
6320 Attorney Services	1,443.00
<b>Total 6300 Legal &amp; Professional Fees</b>	<b>3,974.25</b>
6350 Roundtable consultant and technical services	214,024.45
<b>Total 6000 EXPENSES</b>	<b>224,925.70</b>
MEETINGS	
6400 General Meeting - catering	300.00
6410 General meeting - office supplies/signage	1,251.72
<b>Total MEETINGS</b>	<b>1,551.72</b>
PAYROLL	
6565 Payroll Service Fees	450.00
6568 Workers Compensation	523.56
6575 Payroll Wages/Salary	95,408.33



	Total
6580 Payroll Taxes	6,878.88
<b>Total PAYROLL</b>	<b>103,260.77</b>
<b>Total Expenses</b>	<b>329,738.19</b>
NET OPERATING INCOME	-4,449.05
OTHER INCOME	
7010 Interest Income	2,218.19
7020 Membership Dinners - Proceeds	6,911.41
<b>Total Other Income</b>	<b>9,129.60</b>
OTHER EXPENSES	
6675 Membership Dinners - Cost	7,388.96
<b>Total Other Expenses</b>	<b>7,388.96</b>
NET OTHER INCOME	1,740.64
NET INCOME	\$ -2,708.41

# Balance Sheet

As of April 30, 2020

		Total
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Bank Accounts</b>		
1001 Checking - Union Bank		142,649.35
<b>Total Bank Accounts</b>		<b>142,649.35</b>
<b>Accounts Receivable</b>		
1200 Accounts Receivable		3,333.33
<b>Total Accounts Receivable</b>		<b>3,333.33</b>
<b>Other Current Assets</b>		
1300 LAIF Funds		122,730.82
1310 Venue Prepaid Deposit		1,000.00
1395 Accrued Interest		44.60
<b>Total Other Current Assets</b>		<b>123,775.42</b>
<b>Total Current Assets</b>		<b>269,758.10</b>
<b>Fixed Assets</b>		
1500 Machinery and Equipment		2,203.41
1700 Accumulated Depreciation		-1,926.59
<b>Total Fixed Assets</b>		<b>276.82</b>
<b>TOTAL ASSETS</b>		<b>\$270,034.92</b>
<b>LIABILITIES AND EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
<b>Credit Cards</b>		
2200 First National Bank of Omaha		210.74
<b>Total Credit Cards</b>		<b>210.74</b>
<b>Total Current Liabilities</b>		<b>210.74</b>
<b>Total Liabilities</b>		<b>210.74</b>
<b>Equity</b>		
1110 Unrestricted Fund Balance		235,237.50
3000 Opening Bal Equity		-34.00
3010 Reserves		0.00
3013 Reserve for New Equip.		2,329.09
3014 Reserve for Operations		35,000.00
<b>Total 3010 Reserves</b>		<b>37,329.09</b>
Net Income		-2,708.41
<b>Total Equity</b>		<b>269,824.18</b>
<b>TOTAL LIABILITIES AND EQUITY</b>		<b>\$270,034.92</b>

# Statement of Cash Flows

July 2019 - April 2020

	Total
<b>OPERATING ACTIVITIES</b>	
Net Income	-2,708.41
Adjustments to reconcile Net Income to Net Cash provided by operations:	
1200 Accounts Receivable	-3,333.33
1300 LAIF Funds	-2,218.19
2200 First National Bank of Omaha	-222.94
<b>Total Adjustments to reconcile Net Income to Net Cash provided by operations:</b>	<b>-5,774.46</b>
<b>Net cash provided by operating activities</b>	<b>-8,482.87</b>
<b>NET CASH INCREASE FOR PERIOD</b>	<b>-8,482.87</b>
Cash at beginning of period	151,132.22
<b>CASH AT END OF PERIOD</b>	<b>\$142,649.35</b>

# Monthly Summary Expenses by VENDOR

April 2020

	Total
Adobe	14.99
Andi Jordan	8,750.00
AP Intego	49.88
Baird + Driskell Community Planning	8,325.00
Best Books 4 U	202.50
Environmental Science Associates	39,789.02
Great American Insurance Group	150.17
Gusto	700.37
Intuit	41.26
Microsoft	12.50
Union Bank	3.00
USPS	67.00
www.1and1.com	20.00
Zoom.us	54.99
<b>TOTAL</b>	<b>\$58,180.68</b>

Transaction Detail by Account

April 2020

Date	Transaction Type	Num	Adj	Name	Class	Memo/Description	Split	Amount	Balance
1001 Checking - Union Bank									
04/02/2020	Expense		No	Great American Insurance Grouop			6180 EXPENSES:Office:Insurance	-150.17	-150.17
04/02/2020	Expense		No	Gusto			6565 PAYROLL:Payroll Service Fees	-45.00	-195.17
04/06/2020	Journal Entry	Gusto	No			Debit tax	-Split-	14.00	-181.17
04/06/2020	Expense		No	AP Intego			6568 PAYROLL:Workers Compensation	-49.88	-231.05
04/10/2020	Check	bill pay	No	Environmental Science Associates		paid with bill pay	6350 EXPENSES:Roundtable consultant and technical services	-18,154.61	-18,385.66
						January Roundtable paid via bill pay, approved by EBOD on April 3, BOD on April 9, 2020. Approved by MLB/MAK (ok via email)			
04/10/2020	Check	bill pay	No	Environmental Science Associates			6350 EXPENSES:Roundtable consultant and technical services	-21,634.41	-40,020.07
04/20/2020	Payment	PC - check #141530	No	Laurel Prevetti		check number 141530	1200 Accounts Receivable	3,333.33	-36,686.74
04/20/2020	Payment	PC - check # 216524	No	Dan Rich		PC - check # 216524	1200 Accounts Receivable	3,333.33	-33,353.41
04/20/2020	Expense	bookkeeping	No	Best Books 4 U			6310 EXPENSES:Legal & Professional Fees:Accounting Services	-202.50	-33,555.91
04/20/2020	Payment	PC - check #18810	No	City of Monte Sereno		check #18810	1200 Accounts Receivable	3,333.33	-30,222.58
04/22/2020	Journal Entry	Gusto	No			Contractor Payment to Baird + Driskell Community Planning	-Split-	-8,325.00	-38,547.58
04/22/2020	Transfer		No				2200 First National Bank of Omaha	-294.44	-38,842.02
04/24/2020	Journal Entry	Gusto	No			Debit tax	-Split-	-3,553.74	-42,395.76
04/24/2020	Journal Entry	Gusto	No			Debit net pay	-Split-	-5,865.63	-48,261.39
04/30/2020	Expense		No	Union Bank			6120 EXPENSES:Bank Service Charges	-3.00	-48,264.39
Total for 1001 Checking - Union Bank								\$ -48,264.39	
1200 Accounts Receivable									
04/20/2020	Payment	PC - check # 216524	No	Dan Rich			1001 Checking - Union Bank	-3,333.33	-3,333.33
04/20/2020	Payment	PC - check #18810	No	City of Monte Sereno			1001 Checking - Union Bank	-3,333.33	-6,666.66
04/20/2020	Payment	PC - check #141530	No	Laurel Prevetti			1001 Checking - Union Bank	-3,333.33	-9,999.99
Total for 1200 Accounts Receivable								\$ -9,999.99	
2200 First National Bank of Omaha									
04/01/2020	Expense		No	Zoom.us		zoom webinar	6620 EXPENSES:Office:Software Licenses	40.00	40.00
04/08/2020	Expense		No	www.1and1.com			6620 EXPENSES:Office:Software Licenses	20.00	60.00
04/13/2020	Expense		No	Zoom.us		zoom basic account	6620 EXPENSES:Office:Software Licenses	14.99	74.99
04/16/2020	Expense		No	Intuit			6620 EXPENSES:Office:Software Licenses	25.00	99.99

Date	Transaction Type	Num	Adj	Name	Class	Memo/Description	Split	Amount	Balance
04/16/2020	Expense		No	Adobe			6620 EXPENSES:Office:Software Licenses	14.99	114.98
04/16/2020	Credit Card Credit		No	Intuit			6620 EXPENSES:Office:Software Licenses	-4.74	110.24
04/20/2020	Expense		No	Intuit			6620 EXPENSES:Office:Software Licenses	21.00	131.24
04/20/2020	Expense		No	Microsoft			6620 EXPENSES:Office:Software Licenses	12.50	143.74
04/22/2020	Transfer		No				1001 Checking - Union Bank	-294.44	-150.70
04/27/2020	Expense		No	USPS			6611 EXPENSES:Office:Post Office Box	67.00	-83.70
Total for 2200 First National Bank of Omaha								\$ -83.70	
6000 EXPENSES									
6120 Bank Service Charges									
04/30/2020	Expense		No	Union Bank		CHECK IMAGE FEE	1001 Checking - Union Bank	3.00	3.00
Total for 6120 Bank Service Charges								\$3.00	
6150 Office									
6180 Insurance									
04/02/2020	Expense		No	Great American Insurance Grouop		GreatAmer - Grea VENDOR P GreatAmer - Grea VENDOR PMT PPD *****4223	1001 Checking - Union Bank	150.17	150.17
Total for 6180 Insurance								\$150.17	
6611 Post Office Box									
04/27/2020	Expense		No	USPS	CASCC	USPS PO BOXES ONLINE - 800-782-6724, DC	2200 First National Bank of Omaha	67.00	67.00
Total for 6611 Post Office Box								\$67.00	
6620 Software Licenses									
04/01/2020	Expense		No	Zoom.us	CASCC	zoom webinar	2200 First National Bank of Omaha	40.00	40.00
04/08/2020	Expense		No	www.1and1.com		WWW.1AND1.COM - 6105601589, PA	2200 First National Bank of Omaha	20.00	60.00
04/13/2020	Expense		No	Zoom.us	CASCC	zoom basic account	2200 First National Bank of Omaha	14.99	74.99
04/16/2020	Expense		No	Intuit	CASCC	Intuit *QuickBooks - 800-446-8848, CA	2200 First National Bank of Omaha	25.00	99.99
04/16/2020	Credit Card Credit		No	Intuit		Intuit *QuickBooks - 800-446-8848, CA	2200 First National Bank of Omaha	-4.74	95.25
04/16/2020	Expense		No	Adobe	CASCC	ADOBE ACROBAT PRO - 4085366000, CA	2200 First National Bank of Omaha	14.99	110.24
04/20/2020	Expense		No	Intuit	CASCC	Intuit *QuickBooks - 800-446-8848, CA	2200 First National Bank of Omaha	21.00	131.24
04/20/2020	Expense		No	Microsoft	CASCC	MSFT * E0100ASR3M - MSBILL.INFO, WA	2200 First National Bank of Omaha	12.50	143.74
Total for 6620 Software Licenses								\$143.74	
Total for 6150 Office								\$360.91	
6300 Legal & Professional Fees									

Date	Transaction Type	Num	Adj	Name	Class	Memo/Description	Split	Amount	Balance
<b>6310 Accounting Services</b>									
04/20/2020	Expense	bookkeeping	No	Best Books 4 U		monthly bookkeeping	1001 Checking - Union Bank	202.50	202.50
<b>Total for 6310 Accounting Services</b>								<b>\$202.50</b>	
<b>Total for 6300 Legal &amp; Professional Fees</b>								<b>\$202.50</b>	
<b>6350 Roundtable consultant and technical services</b>									
04/10/2020	Check	bill pay	No	Environmental Science Associates	Roundtable	invoice 153323	1001 Checking - Union Bank	18,154.61	18,154.61
04/10/2020	Check	bill pay	No	Environmental Science Associates	Roundtable	invoice 153026	1001 Checking - Union Bank	21,634.41	39,789.02
<b>Total for 6350 Roundtable consultant and technical services</b>								<b>\$39,789.02</b>	
<b>Total for 6000 EXPENSES</b>								<b>\$40,355.43</b>	
<b>PAYROLL</b>									
<b>6565 Payroll Service Fees</b>									
04/02/2020	Expense		No	Gusto	CASCC	GUSTO FEE 520362 CCD 6sem GUSTO FEE 520362 CCD 6semjodee3b	1001 Checking - Union Bank	45.00	45.00
<b>Total for 6565 Payroll Service Fees</b>								<b>\$45.00</b>	
<b>6568 Workers Compensation</b>									
04/06/2020	Expense		No	AP Intego	CASCC	APIntego ACHTRANS CCD 595 APIntego ACHTRANS CCD 59578324	1001 Checking - Union Bank	49.88	49.88
<b>Total for 6568 Workers Compensation</b>								<b>\$49.88</b>	
<b>6575 Payroll Wages/Salary</b>									
04/22/2020	Journal Entry	Gusto	No			Contractor Payment for Baird + Driskell Community Planning	-Split-	8,325.00	8,325.00
04/24/2020	Journal Entry	Gusto	No		CASCC	Regular Wages	-Split-	8,750.00	17,075.00
<b>Total for 6575 Payroll Wages/Salary</b>								<b>\$17,075.00</b>	
<b>6580 Payroll Taxes</b>									
04/06/2020	Journal Entry	Gusto	No			Employer Taxes	-Split-	-14.00	-14.00
04/24/2020	Journal Entry	Gusto	No		CASCC	Employer Taxes	-Split-	669.37	655.37
<b>Total for 6580 Payroll Taxes</b>								<b>\$655.37</b>	
<b>Total for PAYROLL</b>								<b>\$17,825.25</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

April 17, 2020  
Invoice No: 153973  
Project Manager: Steven Alverson

Project D201801353.01 SCSC Roundtable Facilitation

**Professional Services from March 1, 2020 to March 31, 2020**

Task 0000001 Facilitate Regular Roundtable Meetings

Subtask 0000011 1.1 Prepare for up to 8 Roundtable Meetings

**Professional Personnel**

	Hours	Rate	Amount
Senior Director III			
Alverson, Steven	7.00	300.00	2,100.00
Senior Associate I			
Wasserman, Evan	22.00	150.00	3,300.00
Totals	29.00		5,400.00
<b>Total Labor</b>			<b>5,400.00</b>
<b>Subtotal this Subtask:</b>			<b>\$5,400.00</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	5.50	300.00	1,650.00
Senior Associate I			
Wasserman, Evan	17.00	150.00	2,550.00
Totals	22.50		4,200.00
<b>Total Labor</b>			<b>4,200.00</b>
<b>Subtotal this Subtask:</b>			<b>\$4,200.00</b>
<b>TOTAL THIS TASK:</b>			<b>\$9,600.00</b>

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

Billing Limits	Current	Prior	To-Date
Total Billings	0.00	0.00	0.00
Limit			2,550.00
Remaining			2,550.00
<b>TOTAL THIS TASK:</b>			<b>0.00</b>

Task 0000003 Provide Support for Work Not Currently Before the Roundtable

PAYMENT DUE UPON RECEIPT



Project	D201801353.01	SCSC Roundtable Facilitation	Invoice	153973
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# Professional Personnel

	Hours	Rate	Amount	
Senior Director III				
Alverson, Steven	7.50	300.00	2,250.00	
Totals	7.50		2,250.00	
<b>Total Labor</b>				<b>2,250.00</b>

Billing Limits	Current	Prior	To-Date	
Total Billings	2,250.00	1,950.00	4,200.00	
Limit			25,310.00	
Remaining			21,110.00	
<b>TOTAL THIS TASK:</b>				<b>\$2,250.00</b>

Task	0000004	Follow Up with FAA and SFO on the Select Committee Recommendations		
Billing Limits	Current	Prior	To-Date	
Total Billings	0.00	0.00	0.00	
Limit			3,600.00	
Remaining			3,600.00	
<b>TOTAL THIS TASK:</b>				<b>0.00</b>

Task	0000005	Follow Up with FAA and SJC on the Southflow Recommendations		
Billing Limits	Current	Prior	To-Date	
Total Billings	0.00	0.00	0.00	
Limit			3,600.00	
Remaining			3,600.00	
<b>TOTAL THIS TASK:</b>				<b>0.00</b>

Task	0000006	Develop an FAA Advocacy Plan		
Billing Limits	Current	Prior	To-Date	
Total Billings	0.00	0.00	0.00	
Limit			10,800.00	
Remaining			10,800.00	
<b>TOTAL THIS TASK:</b>				<b>0.00</b>

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

	Hours	Rate	Amount	
Senior Director III				
Alverson, Steven	4.00	300.00	1,200.00	
Senior Associate I				
Wasserman, Evan	7.00	150.00	1,050.00	
Totals	11.00		2,250.00	
<b>Total Labor</b>				<b>2,250.00</b>

Billing Limits	Current	Prior	To-Date	
Total Billings	2,250.00	5,550.00	7,800.00	
Limit			9,410.00	
Remaining			1,610.00	
<b>TOTAL THIS TASK:</b>				<b>\$2,250.00</b>

Task	0000ODC	Other Direct Cost		
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Project	D201801353.01	SCSC Roundtable Facilitation	Invoice	153973
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#### Reimbursable Expenses

Travel - Transportation			6.00	
Travel - Meals			34.07	
Travel - Mileage			138.58	
<b>Total Reimbursables</b>	<b>1.0 times</b>		<b>178.65</b>	<b>178.65</b>

#### In-House Reimbursable Billing

Printing 8.5x11 b/w				
ARC Printing_BW 8.5X11	1,736.0 Pages @ 0.10		173.60	
Printing 8.5x11 color				
ARC Printing_COLOR 8.5X11	151.0 Pages @ 0.40		60.40	
<b>Total In-House Reimbursables</b>	<b>1.0 times</b>		<b>234.00</b>	<b>234.00</b>

#### Billing Limits

	Current	Prior	To-Date
Total Billings	412.65	3,082.77	3,495.42
Limit			8,080.85
Remaining			4,585.43

**TOTAL THIS TASK: \$412.65**

**TOTAL INVOICE AMOUNT \$14,512.65**

#### Outstanding Invoices

Number	Date	Balance
153026	3/9/2020	21,634.41
153323	3/20/2020	18,154.61
<b>Total</b>		<b>39,789.02</b>

	Current	Prior	Total
<b>Billings to Date</b>	<b>14,512.65</b>	<b>39,789.02</b>	<b>54,301.67</b>

Remit to:

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

TIN #: 94-1698350

# Billing Backup

Friday, April 17, 2020

Environmental Science Associates

Invoice 153973 Dated 4/17/2020

12:21:42 PM

Project	D201801353.01	SCSC Roundtable Facilitation
Task	0000001	Facilitate Regular Roundtable Meetings
Subtask	0000011	1.1 Prepare for up to 8 Roundtable Meetings

## Professional Personnel

		Hours	Rate	Amount
Senior Director III				
Senior Director III				
1 - Alverson, Steven	3/6/2020	2.00	300.00	600.00
Prep for the April 2020 RT Meeting				
1 - Alverson, Steven	3/13/2020	1.00	300.00	300.00
Tracking the Potential COVID-19 Meeting Impacts				
1 - Alverson, Steven	3/16/2020	1.00	300.00	300.00
April 22, 2020 Meeting COVID-19 Issues				
1 - Alverson, Steven	3/17/2020	1.00	300.00	300.00
Coordinate on the COVID-19 Meeting Cancellation				
1 - Alverson, Steven	3/18/2020	1.00	300.00	300.00
Discussion Possible April 22 Meeting Alternatives				
1 - Alverson, Steven	3/23/2020	1.00	300.00	300.00
Investigate Holding Virtual Roundtable Meetings				
Senior Associate I				
Senior Associate I				
7 - Wasserman, Evan	3/2/2020	.50	150.00	75.00
.5 for communications regarding correspondence				
7 - Wasserman, Evan	3/4/2020	1.50	150.00	225.00
1.5 for correspondence tracking				
7 - Wasserman, Evan	3/5/2020	1.50	150.00	225.00
1.5 hrs for Work Plan priorities				
7 - Wasserman, Evan	3/6/2020	4.00	150.00	600.00
2 hrs for correspondence tracking; 1 hr for meeting/run through of work tasks; 1 hr for document development for letter to FAA				
7 - Wasserman, Evan	3/9/2020	1.00	150.00	150.00
1 hr for correspondence tracking relating to future meetings and work plan priorities				
7 - Wasserman, Evan	3/11/2020	2.00	150.00	300.00
2 hrs for correspondence tracking relating to future meetings and work plan priorities				
7 - Wasserman, Evan	3/13/2020	.50	150.00	75.00
.5 hr for correspondence tracking relating to future meetings and sending out ANR				
7 - Wasserman, Evan	3/16/2020	1.00	150.00	150.00
1 hr for work on the prioritization summary table				
7 - Wasserman, Evan	3/19/2020	2.00	150.00	300.00
2 hrs for work on the prioritization summary table and letter to SFO				
7 - Wasserman, Evan	3/20/2020	1.00	150.00	150.00
1 hr for work on the prioritization summary table and letter to SFO				
7 - Wasserman, Evan	3/23/2020	3.00	150.00	450.00
3 hrs for research into virtual meeting possibilities and communication with team				
7 - Wasserman, Evan	3/26/2020	1.00	150.00	150.00
1 hr for communications/drafting response to public letter				
7 - Wasserman, Evan	3/27/2020	1.00	150.00	150.00
1 hr for drafting response to public letter				

Project	D201801353.01	SCSC Roundtable Facilitation	Invoice	153973
7 - Wasserman, Evan	3/30/2020	1.50	150.00	225.00
1.5 hr for communications and correspondence tracking				
7 - Wasserman, Evan	3/31/2020	.50	150.00	75.00
.5 hr for correspondence tracking				
Totals		29.00		5,400.00
<b>Total Labor</b>				<b>5,400.00</b>
<b>Subtotal this Subtask:</b>				<b>\$5,400.00</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					
Senior Director III					
1 - Alverson, Steven	3/18/2020	2.00	300.00	600.00	
Review the 2/26 meeting Recap and Related Items					
1 - Alverson, Steven	3/19/2020	1.50	300.00	450.00	
Review the 2/26 meeting Recap and Related Items					
1 - Alverson, Steven	3/20/2020	2.00	300.00	600.00	
Palo Alto Support Letter					
Senior Associate I					
Senior Associate I					
7 - Wasserman, Evan	3/2/2020	2.00	150.00	300.00	
2 hrs for meeting recap					
7 - Wasserman, Evan	3/4/2020	2.00	150.00	300.00	
2 hrs for meeting recap					
7 - Wasserman, Evan	3/5/2020	1.50	150.00	225.00	
1.5 hrs for meeting recap					
7 - Wasserman, Evan	3/10/2020	2.00	150.00	300.00	
2 hrs for meeting recap review and video review					
7 - Wasserman, Evan	3/12/2020	1.50	150.00	225.00	
1.5 hrs for meeting recap review and video review					
7 - Wasserman, Evan	3/13/2020	3.00	150.00	450.00	
3 hrs for meeting recap review and video review					
7 - Wasserman, Evan	3/19/2020	1.00	150.00	150.00	
1 hr for meeting recap edits					
7 - Wasserman, Evan	3/20/2020	1.00	150.00	150.00	
1 hr for meeting recap posting					
7 - Wasserman, Evan	3/23/2020	1.00	150.00	150.00	
1 hr for correspondence tracking; posting correspondence to website, and review of website abilities for potential virtual meetings					
7 - Wasserman, Evan	3/26/2020	1.00	150.00	150.00	
1 hr for correspondence tracking and posting article to website					
7 - Wasserman, Evan	3/27/2020	1.00	150.00	150.00	
1 hr for correspondence tracking, postign to website, and sending out ANR.					
Totals		22.50		4,200.00	
<b>Total Labor</b>					<b>4,200.00</b>
<b>Subtotal this Subtask:</b>				<b>\$4,200.00</b>	
<b>TOTAL THIS TASK:</b>				<b>\$9,600.00</b>	

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Task            0000003            Provide Support for Work Not Currently Before the Roundtable

Project	D201801353.01	SCSC Roundtable Facilitation	Invoice	153973
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#### Professional Personnel

		Hours	Rate	Amount	
Senior Director III					
Senior Director III					
1 - Alverson, Steven	3/3/2020	1.00	300.00	300.00	
Email to B. Ganoung Re: SUNNE ONE					
1 - Alverson, Steven	3/4/2020	.50	300.00	150.00	
Phone call with B. Ganoung on SUNNE One					
1 - Alverson, Steven	3/5/2020	1.00	300.00	300.00	
Respond to Emails					
1 - Alverson, Steven	3/6/2020	1.00	300.00	300.00	
Lydia Kou's FAA Questions					
1 - Alverson, Steven	3/25/2020	.50	300.00	150.00	
Tom Anderson Letter Coordination					
1 - Alverson, Steven	3/26/2020	1.50	300.00	450.00	
Review/Rewrite Anderson Letter					
1 - Alverson, Steven	3/31/2020	2.00	300.00	600.00	
SST NPRM Analysis					
Totals		7.50		2,250.00	
<b>Total Labor</b>					<b>2,250.00</b>
<b>TOTAL THIS TASK:</b>					<b>\$2,250.00</b>

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

		Hours	Rate	Amount	
Senior Director III					
Senior Director III					
1 - Alverson, Steven	3/9/2020	1.00	300.00	300.00	
Website Update for COVID-19					
1 - Alverson, Steven	3/16/2020	1.00	300.00	300.00	
Website Articles & Updates					
1 - Alverson, Steven	3/19/2020	1.00	300.00	300.00	
Articles for the SCSC RT Website					
1 - Alverson, Steven	3/31/2020	1.00	300.00	300.00	
Articles for the Website					
Senior Associate I					
Senior Associate I					
7 - Wasserman, Evan	3/9/2020	2.00	150.00	300.00	
2 hrs for SCSC Roundtable website updates					
7 - Wasserman, Evan	3/16/2020	1.00	150.00	150.00	
1 hr for updates to the website for the public health announcements					
7 - Wasserman, Evan	3/17/2020	1.00	150.00	150.00	
1 hr for updates to the website for the public health announcements and meeting cancellations					
7 - Wasserman, Evan	3/19/2020	1.00	150.00	150.00	
1 hr for article posting					
7 - Wasserman, Evan	3/20/2020	1.00	150.00	150.00	
1 hr for article posting and ANR email/communications					
7 - Wasserman, Evan	3/30/2020	.50	150.00	75.00	
.5 hr for posting articles to website					
7 - Wasserman, Evan	3/31/2020	.50	150.00	75.00	
.5 hr for posting articles to website					
Totals		11.00		2,250.00	
<b>Total Labor</b>					<b>2,250.00</b>

Project	D201801353.01	SCSC Roundtable Facilitation	Invoice	153973
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**TOTAL THIS TASK: \$2,250.00**

Task 0000ODC Other Direct Cost

**Reimbursable Expenses**

Travel - Transportation				
EX 000000052190	2/26/2020	Alverson, Steven / Bridge Toll	6.00	
Travel - Meals				
EX 000000052190	2/26/2020	Alverson, Steven / Eat Dinner	34.07	
Travel - Mileage				
EX 000000052190	2/26/2020	Alverson, Steven / Drive to Santa Clara Round Trip	138.58	
<b>Total Reimbursables</b>		<b>1.0 times</b>	<b>178.65</b>	<b>178.65</b>

**In-House Reimbursable Billing**

Printing 8.5x11 b/w				
ARC Printing_BW 8.5X11		1,736.0 Pages @ 0.10	173.60	
Printing 8.5x11 color				
ARC Printing_COLOR 8.5X11		151.0 Pages @ 0.40	60.40	
<b>Total In-House Reimbursables</b>		<b>1.0 times</b>	<b>234.00</b>	<b>234.00</b>

**TOTAL THIS TASK: \$412.65**

**Total this Project \$14,512.65**

**Total this Report \$14,512.65**

**Environmental Science Associates**

Expense Report for Invoice #000000153973 Dated 4/17/2020

Date	Person	Category	Description	Amount
02/26/2020	Alverson, Steven	Parking/Toll/Cab/Rail (Ferry)		\$6.00
Business Reason: Carquinez Bridge Toll				
02/26/2020	Alverson, Steven	Meals (Travel)		\$34.07
Business Reason: Evan Wassermnsn and Steve Alverson - Eat Dinner After the SCSC Roundtable Meeting				
02/26/2020	Alverson, Steven	Mileage (2020 Rate @.575)	Travel: 241.00 mi @ 0.575	\$138.58
Business Reason: Drive to Santa Clara Round Trip		Travel To/From: Sacramento to Santa Clara Round Trip		
Total				\$178.65

**Category Summary**

Meals (Travel)	\$34.07
Mileage (2020 Rate @.575)	\$138.58
Parking/Toll/Cab/Rail (Ferry)	\$6.00



2/26/20  
SC SC Roundtable  
meeting  
ODCS

Mileage Sacramento to Santa  
Clara Round Trip  
241 mile @ \$.575 = \$138.58

**THE SUB HUB**

495 EL CAMINO REAL 111  
SANTA CLARA, CA 95050  
4089852253

<https://www.eatsubhub.com>

**Online Order Pick Up**

Cashier: Laxman A.  
26-Feb-2020 4:48:47P

Transaction 011510

Alverson  
Wasserman  
Dinner

1 Spartan Tikka Bowl \$9.95  
Brown Rice \$0.00  
Chicken \$0.00

1 Mango \$4.99  
1 SF Teriyaki Bowl \$9.95  
Brown Rice \$0.00  
Chicken \$0.00

1 Fountain Drinks \$2.29

**Subtotal** \$27.18  
**Tax** \$2.45

**Total** \$29.63  
**Tip** \$4.44

CREDIT CARD AUTH \$34.07  
VISA 6042

26-Feb-2020 4:50:32P

\$34.07 | Method: EMV

VISA CREDIT XXXXXXXXXXXXX6042

STEVEN ALVERSON

Ref #: 005800615360 | Auth #: 00966D

MID: \*\*\*\*\*2997

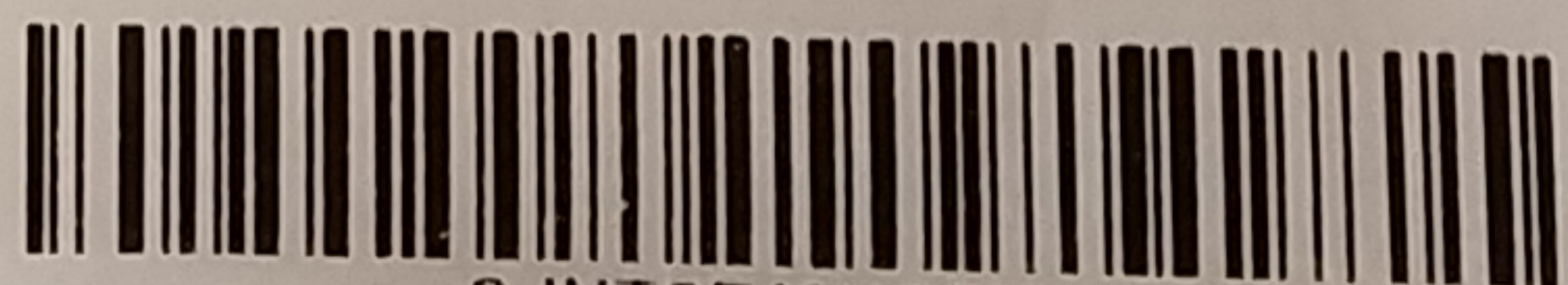
AID: A0000000031010

AthNtwkNm: VISA

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9JNT9FJ6XGRNG

Order WQ4RNSWG4X666

Clover Privacy Policy  
<https://clover.com/privacy>





Account #140703373

## TRANSACTION VIEW

Generated 3/9/2020 10:18

POSTED DATE	TRANSACTION DATE	TRANSACTION TIME	TOLL TAG # / PLATE #	EXIT PLAZA	EXIT LANE	ENTRY DATE/TIME	ENTRY PLAZA	ENTRY LANE	DEBIT (-)	CREDIT (+)	BALANCE
02/27/2020	02/26/2020	09:59:05 PM	01462340543	Carquinez Bridge	02	-	-	-	\$6.00		\$12.00

## YOUR TRIP TO:

2600 Capitol Ave



**3 HR 49 MIN | 241 MI** 

**IRS Reimbursement: \$139.49**



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

February 26, 2020 SCSC Roundtable Meeting - Round Trip Mileage



2600 Capitol Ave, Sacramento, CA 95816-5905



**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 **San Francisco/Placerville**.

*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 41.15 miles 47.55 total miles



**6. Merge** onto I-680 S via EXIT 40 toward **San**  
**Jose/Benicia**.

Then 58.21 miles 105.76 total miles



7. Take the **Mission Blvd W** exit, EXIT 12, toward **I-880/Northwestern Polytechnic University/Warm Springs District**.

Then 0.47 miles ----- 106.24 total miles



8. Merge onto Mission Blvd/CA-262.

Then 0.62 miles ----- 106.86 total miles



9. Merge onto I-880 S toward **San Jose**.

Then 10.68 miles ----- 117.53 total miles



10. Merge onto CA-82 via EXIT 2 toward **Santa Clara**.

Then 2.08 miles ----- 119.62 total miles



11. Turn **right** onto Monroe St.

*Monroe St is just past Jackson St.*

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

Then 0.20 miles ----- 119.82 total miles



12. Take the 3rd **left** onto Warburton Ave.

*Warburton Ave is just past Reeve St.*

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

Then 0.14 miles ----- 119.96 total miles



13. 1500 Warburton Ave is on the **left**.

*Your destination is just past Fillmore St.*

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



1500 Warburton Ave, Santa Clara, CA 95050-3713

This leg of your trip is:

**1 hour 58 minutes • 119.96 miles**

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



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

Then 0.14 miles ----- 120.11 total miles



**15. Turn right** onto Monroe St.

*Monroe St is just past Fillmore St.*

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

----- Then 0.21 miles ----- 120.32 total miles



**16. Turn left** onto El Camino Real/CA-82. Continue to follow CA-82.

*CA-82 is just past El Camino Real.*

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

----- Then 1.47 miles ----- 121.79 total miles



**17. Stay straight** to go onto The Alameda/CA-82.

----- Then 0.48 miles ----- 122.26 total miles



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

----- Then 10.22 miles ----- 132.49 total miles



**19. Merge** onto Mission Blvd/CA-262 via EXIT 12A toward **I-680/Sacramento**.

----- Then 1.50 miles ----- 133.99 total miles



**20. Merge** onto I-680 N toward **Sacramento** (Portions toll).

----- Then 58.10 miles ----- 192.08 total miles



**21. Merge** onto I-80 E via EXIT 71A toward **Sacramento**.

----- Then 41.44 miles ----- 233.52 total miles



**22. 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 ----- 238.81 total miles



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

----- Then 1.08 miles ----- 239.90 total miles



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

----- Then 0.24 miles ----- 240.13 total miles



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

Then 0.08 miles

240.22 total miles



**26.** 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 0.29 miles

240.50 total miles



**27.** 2600 Capitol Ave, Sacramento, CA 95816-5905,

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, Sacramento, CA 95816-5905

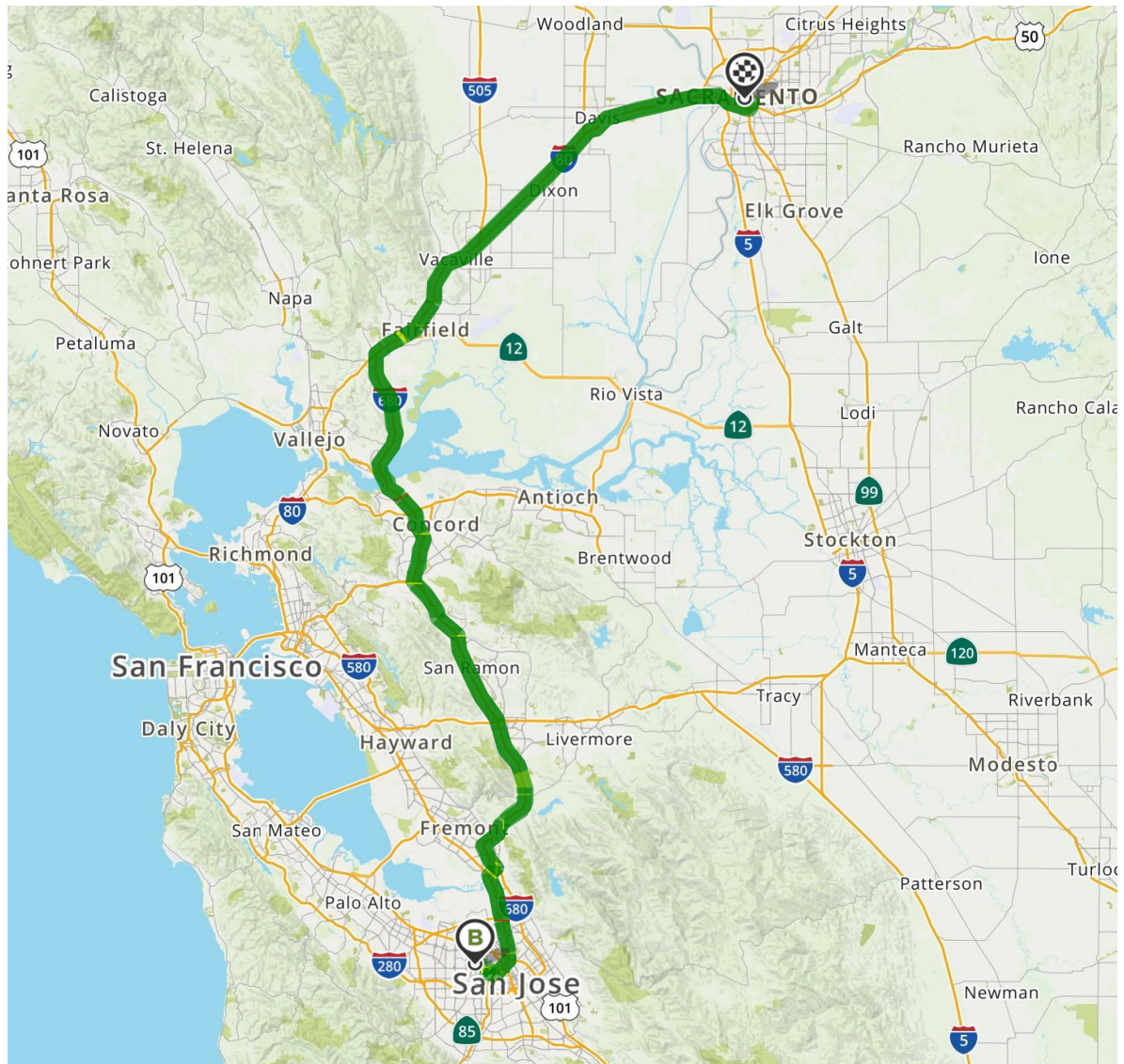
This leg of your trip is:

**1 hour 59 minutes • 120.54 miles**



Save to My Maps

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# Environmental Science Associates

Unit Detail for Invoice 000000153973 Dated 4/17/2020

Project: D201801353.01-SCSC Roundtable Facilitation

Category	Date	Description	Calculation	Amount
Printing 8.5x11 b/w	03/27/2020	ARC Printing_BW 8.5X11	1,736.0 Pages @ 0.10	\$173.60
Printing 8.5x11 color	03/27/2020	ARC Printing_COLOR 8.5X11	151.0 Pages @ 0.40	\$60.40
Total				\$234.00

Category Summary	
Printing 8.5x11 b/w	\$173.60
Printing 8.5x11 color	\$60.40
Total	\$234.00

**Item number 4**

Adopt Resolution denouncing xenophobia and anti-Asian sentiment due to the COVID19 pandemic and affirming the Cities Association of Santa Clara County support of and commitment to the well-being and safety of Asian American communities. (action)

**REASONS FOR RECOMMENDATION**

Incidents of discrimination, hate crimes, and microaggressions against Asian Americans of all ethnicities are on the rise throughout the country as they are being blamed for the COVID-19 virus.

The volume of incoming hate incident reports is dangerous and makes it evident that we must be proactive in curtailing racial discrimination and harassment during this pandemic.

The County of Santa Clara is one of the first minority-majority counties in the nation, and as such, Asians have been the largest racial group since 2014. Currently, Asians make up nearly 38 percent of the county's population<sup>[1]</sup>.

It is important for the County and cities to take leadership and stand in solidarity with the Asian American communities to send a message that we care about them, and want them to report incidents so that we can take steps to prevent and stop discriminatory and hateful behavior. The Resolution will also encourage victims and bystanders to speak out to stop this climate of hate that has been permeating the country. We must remember that we can only overcome this pandemic by standing united, not divided.

**BACKGROUND**

On March 19, San Francisco State University's Asian American Studies Department, Chinese for Affirmative Action (CAA), and the Asian Pacific Planning and Policy Council (A3PCON) launched an online reporting center to collect and track incidents of anti-Asian American and Pacific Islander hate violence, harassment, discrimination, shunning, and child bullying in California and nationwide so that victims can share their stories.

Since then, there have been more than 100 cases reported daily, with 5.5 percent of reported cases from limited English speakers. The report also revealed that Asian Americans of different ethnicities are being racially profiled; 61 percent of respondents are non-Chinese.<sup>[2]</sup>

Examples of reported incidents include<sup>[3]</sup> <sup>[4]</sup>:

- "As an Asian I asked my boss if she wanted to eat at Din Tai Fung. She proceeded to say "NO! I don't want corona virus"-- San Jose
- In early March, an Asian man was sprayed with an air freshener on a New York subway.
- Propaganda with a fake seal of the World Health Organization tells Los Angeles residents to avoid Asian American businesses because of a coronavirus outbreak.
- In Philadelphia, Asian Americans have been regularly facing verbal and non-verbal forms of street harassment since as early as February.

Additionally, CAA reported that advocates found 300 news articles nationwide reporting attacks against Asian Americans during a roughly two-week period ending March 7. Many agencies know hate incidents



are happening anecdotally and are making efforts to encourage victims to file official reports, even if they're anonymous.<sup>[5]</sup>

Since the December 2019 outbreak of the COVID-19 virus in Wuhan, China, the infection has grown to more than 600,000 confirmed cases and more than 29,000 deaths worldwide as of March 29, 2020.<sup>[6]</sup> The World Health Organization has cautioned against using geographic descriptors because it leads to ethnic discrimination.

At multiple White House press conferences in March, President Trump referred to the COVID-19 virus as the "Chinese virus," a term that has been widely denounced by advocacy groups and Asian American organizations for provoking racism and retaliation against Asian Americans.

---

[1] US Census Bureau. <https://www.census.gov/quickfacts/santaclaracountycalifornia>. Date accessed 03.29.20

[2] "In Stop AAPI Hate's First Week, Asian Americans Report Over 650 Incidents of Verbal Harassment, Shunning and Physical Assault." Chinese for Affirmative Action. <https://caasf.org/press-release/in-stop-aapi-hates-first-week-asian-americans-report-over-650-incidents-of-verbal-harassment-shunning-and-physical-assault/>. Date accessed 03.29.20

[3] "Coronavirus discrimination: Victims share stories of hate crimes after 650+ incidents reported." ABC7News. <https://abc7news.com/6054466/> Date accessed 03.29.20

[4] Southern Poverty Law Center. <https://www.splcenter.org/news/2020/03/20/splc-responds-trumps-racist-and-xenophobic-attacks-asians>. Date accessed 03.29.20

[5] "Coronavirus discrimination: Victims share stories of hate crimes after 650+ incidents reported." ABC7News. <https://abc7news.com/6054466/> Date accessed 03.29.20

[6] "Coronavirus disease 2019 Situation Report," reported 03.29.20. World Health Organization. [https://www.who.int/docs/default-source/coronaviruse/situation-reports/20200329-sitrep-69-covid-19.pdf?sfvrsn=8d6620fa\\_2](https://www.who.int/docs/default-source/coronaviruse/situation-reports/20200329-sitrep-69-covid-19.pdf?sfvrsn=8d6620fa_2). Date accessed 03.29.20



*Resolution No 2020-002*

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*A RESOLUTION OF THE CITIES ASSOCIATION OF SANTA CLARA  
COUNTY DENOUNCING XENOPHOBIA AND ANTI-ASIAN SENTIMENT  
ARISING DUE TO FEARS OF THE COVID-19 PANDEMIC AND AFFIRMING  
ITS COMMITMENT TO THE WELL-BEING AND SAFETY OF ASIAN-  
PACIFIC AMERICAN COMMUNITIES*

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**WHEREAS**, Asian-Pacific American communities are suffering acts of discrimination, hate crimes, and microaggressions due to fears of and misinformation related to COVID-19; and

**WHEREAS**, such anti-Asian rhetoric and sentiment is inaccurate and stigmatizing, tends to incite fear and xenophobia, and put the lives of Asian-Pacific Americans at risk; and

**WHEREAS**, since the December 2019 outbreak of the COVID-19 virus in Wuhan, China, the infection has grown to more than three million confirmed cases and more than 200,000 confirmed deaths worldwide, and in the United States, over one million cases have been reported as of May 3, 2020; and

**WHEREAS**, scientists have confirmed that the COVID-19 disease does not respect borders and is not caused by ethnicity, and the World Health Organization has cautioned against using geographic descriptors because they can fuel ethnic discrimination; and

**WHEREAS**, as the COVID-19 virus has spread, numerous Asian-Pacific Americans have reported experiencing microaggressions, racial profiling, hate incidents, and, in some cases, hate violence; and

**WHEREAS**, in an effort to quantify and combat hate crimes targeting Asian-Pacific Americans stemming from people's reaction to the COVID-19 pandemic, the Asian Pacific Policy and Planning Council (A3PCON) and Chinese for Affirmative Action (CAA) established an online reporting center where people can fill out a form (available in different languages, including English, traditional Chinese, simplified Chinese, and Korean) to report the location and type of discrimination experienced and other details; and

**WHEREAS**, A3PCON and CAA plan to use the information reported to create targeted education and media campaigns, provide resources to those affected, and advocate for policies to curb racial targeting; and

**WHEREAS**, in Santa Clara County, one of the first minority-majority counties in the nation, Asians have been the largest racial group since 2014, and currently, Asians make up nearly 38 percent of the county's population; and

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Cities Association of Santa Clara County that the Board of Directors denounces xenophobia and anti-Asian sentiment. The Cities

Association of Santa Clara County joins cities, counties, and states across the country in affirming its commitment to the safety and well-being of Asian-Pacific Americans and in combating hate crimes targeting Asian-Pacific Americans. The Cities Association of Santa Clara County remains committed to protecting residents and victims of hate.

Approved by the Board of Directors on May 14, 2020

AYES:

NOES:

ABSTENTION:

ABSENT:

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President Larry Klein

Attest: Andi Jordan, Executive Directo

**Item number 5**

Discussion of actions concerning Covid-19 including

- Letter to Santa Clara County Board of Supervisors (Kniss) - attached
- Testing
- Contact Tracing
- Silicon Valley Strong (Jones)
- Cities' activities
- Executive Director activities related to COVID 19



P.O. Box 3144  
Los Altos, CA 94024  
<https://citiesassociation.org>  
408-766-9534

April 29, 2020

Board of Supervisors  
Santa Clara County  
70 West Hedding Street  
San Jose, CA 95110

Dr. Jeff Smith  
County Executive Officer  
Santa Clara County  
70 West Hedding Street  
San Jose, CA 95110

Dr. Sara Cody  
Public Health Director  
Santa Clara County Public Health  
976 Lenzen Avenue  
San Jose, CA 95126

RE: Covid-19 Testing

Dear Board of Supervisors, Dr. Smith, and Dr. Cody:

We write with gratitude and appreciation for your swift action and response to COVID-19, which has undoubtedly saved thousands of lives.

As the County navigates the next phases, we respectfully request accelerated action to ramp up testing, a critical pre-requisite for economic re-opening. We believe that we can work together to support your important work and leadership in this regard. Specifically, we seek that the County:

- Identify a clear goal or threshold—in unambiguous, quantitative terms—for testing frequency sufficient to safely re-open schools and most businesses in our County.
- Make a comprehensive list of testing sites available to the public, including a description of the specific tests offered;
- Identify the specific needs with regard to identification of testing sites, so that cities might help.
- Identify the number of persons sufficient to deploy ample contact-tracing teams for a safe re-opening of the economy.
- Specify whether it needs cities to assist in lending their staff or identifying unemployed residents able to undergo training to support testing or contact tracing activities, and the number of persons needed for those tasks.

The Governor's Covid-19 Testing Task Force is asking for partnership and more testing sites for our communities but have not yet offered specific details. We encourage you to consider forming a Santa

Clara County Covid-19 Testing Task Force. Without dramatic scaling of testing from the current levels of approximately 600 tests per day to several thousand tests per day, we cannot reopen our county.

Although the County is best positioned to lead, we stand ready to contribute.

Our best regards,



Mayor Larry Klein  
City of Sunnyvale



Mayor Lisa Gillmor  
City of Santa Clara



Mayor Adrian Fine  
City of Palo Alto



Mayor Rich Constantine  
City of Morgan Hill



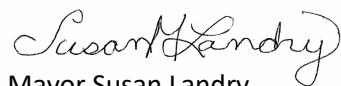
Mayor Rich Tran  
City of Milpitas



Mayor Michelle Wu  
Town of Los Altos Hills



Mayor Roland Velasco  
City of Gilroy



Mayor Susan Landry  
City of Campbell



Mayor Howard Miller  
City of Saratoga



Mayor Sam Liccardo  
City of San José



Mayor Margaret Abe-Koga  
City of Mountain View



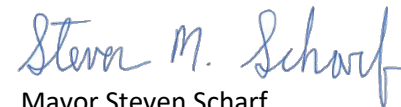
Mayor Liz Lawler  
City of Monte Sereno



Mayor Marcia Jensen  
Town of Los Gatos



Mayor Jan Pepper  
City of Los Altos



Mayor Steven Scharf  
City of Cupertino



Councilmember Liz Kniss  
City of Palo Alto