



EXECUTIVE BOARD OF DIRECTORS MEETING AGENDA  
 FRIDAY, JUNE 5, 2020 | 3 PM  
 VIRTUAL MEETING VIA ZOOM

Livestream available here: [Youtube.com](https://www.youtube.com/channel/UCmUjDvVtWZtX5K8YvR8bZw) → [Cities Association of Santa Clara County Channel](https://www.youtube.com/channel/UCmUjDvVtWZtX5K8YvR8bZw)

**Zoom Instructions:**

[https://us02web.zoom.us/webinar/register/WN\\_syztScSqRtCxEfaiaAES7A](https://us02web.zoom.us/webinar/register/WN_syztScSqRtCxEfaiaAES7A)

An email address and a name is required to register. Your email address will not be disclosed to the public. After registering, you will receive a confirmation email with instructions on how to connect to the meeting.

*Please note: Executive Board Members will receive specific login instructions.*

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 received after registering for the meeting.

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 prior by Thursday, June 4, 2020 by 3 PM.

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

- |  |         |
|--|---------|
| 1. Welcome and Roll Call (Mayor Larry Klein, Sunnyvale)  | 3 PM    |
| 2. Consent Agenda -action:   | 3:05 PM |
| <ul style="list-style-type: none"> <li>• Executive Board Meeting Minutes May 8, 2020</li> <li>• Financial Reports – May 2020</li> <li>• SCSC Roundtable – Environmental Science Associates April 2020 invoice <i>April invoice: \$11,782.50</i><br/><i>Spent to date 66,084.17 of \$125,000.00 for 6-month contract</i></li> </ul> |         |
| 3. SCSC Roundtable: discussion of budgetary impacts from Covid-19 on membership and operating budget, and the role of the Cities Association as a fiscal agent -information/ action (SCSC Roundtable Chair Vice Mayor Bernald, Jordan)   | 3:10 PM |
| 4. Organizational status update: discussion of what type of entity will serve the organization to enhance our ability to function: 501(C)(3), 501(C)(4), 501(C)(6) or possibly a JPA (Joint Powers Association) – information/action (Jordan, Chantene Koplav, Esq., Rolf Poprowski, EA  | 3:40 PM |
| 5. Consideration and review of administrative assistant position - information/action  | 4:00 PM |
| 6. Discussion to establish May 14 <sup>th</sup> Agenda   | 4:10 PM |
| <ul style="list-style-type: none"> <li>• Legislative Action Committee – 6PM</li> <li>• Committee Updates:           <ul style="list-style-type: none"> <li>○ Legislative Action Committee</li> <li>○ Transportation</li> </ul> </li> </ul>   |         |

- Possible items for discussion:
  - COVID 19
  - Protests, looting, curfews
  - Possible presentations: SEWA, Legislators
  - RHNA update/Plan Bay Area

5. Executive Director Report

6. Public Comment

4:40 PM

7. Until August 7, 2020

4:45 PM



EXECUTIVE BOARD OF DIRECTORS MEETING MINUTES  
FRIDAY, MAY 8, 2020 | 3 PM  
VIRTUAL MEETING VIA ZOOM

In accordance with Governor Newsom's Executive Order No-29-20,  
this meeting will be a teleconference meeting without a physical location.

*Item. 1: Welcome and Roll Call (Mayor Larry Klein, Sunnyvale)*

Present:

Mayor Larry Klein (Sunnyvale)  
Councilmember Marico Sayoc (Los Gatos)  
Councilmember Chappie Jones (San José)  
Vice Mayor Margaret Abe-Koga (Mountain View)  
Vice Mayor Neysa Fligor (Los Altos)  
Councilmember Manny Cappello (Saratoga)  
Kent Steffens, SCCCA (Sunnyvale)  
Andi Jordan, Executive Director

*Item. 2: Consent Agenda:*

- Executive Board Meeting Minutes April 3, 2020
- Executive Board Meeting Minutes April 17, 2020
- Financial Reports – April 2020
- SCSC Roundtable – Environmental Science Associates March 2020 invoice
  - \$ 14,512.65 for a total of \$ 54,301.67 for (January – June extended contract)

Motion to approve consent agenda: Abe-Koga (Mountain View)

Second: Jones (San José)

Motion passes 6-0-0-0

AYES: Klein (Sunnyvale), Sayoc (Los Gatos), Jones (San José), Abe-Koga (Mountain View), Fligor (Los Altos), Cappello (Saratoga)

NOS: 0

ABSTENTIONS: 0

ABSENT: 0

*Item 3: Discussion of actions concerning Covid-19 including*

- letter to Santa Clara County Board of Supervisors
- testing
- tracing
- telecommuting
- resolution to reaffirm "equitable communities" resolution
- Executive Director activities related to COVID 19
- Silicon Valley Strong

*Item 4: Organizational status – Consideration of retaining an attorney on contract for \$200/hour not to exceed \$5000 to complete the IRS documents with the accountant.*

Motion to approve retain an attorney on contract for \$200/hour not to exceed \$5000 to complete the IRS Documents: Sayoc (Los Gatos)

Second: Jones (San José)

Motion passes 6-0-0-0

AYES: Klein (Sunnyvale), Sayoc (Los Gatos), Jones (San José), Abe-Koga (Mountain View), Fligor (Los Altos), Cappello (Saratoga)

NOS: 0

ABSTENTIONS: 0

ABSENT: 0

Item 5: SCSC Roundtable: contract with attorney to create a best practice guide for the SCSC Roundtable. Recommend not to exceed \$5000 of SCSC Roundtable funds.

Motion to contract with attorney to create a best practice guide for the SCSC Roundtable.

Recommend not to exceed \$5000 of SCSC Roundtable funds: Abe-Koga (Mountain View)

Second: Sayoc (Los Gatos)

Motion passes 6-0-0-0

AYES: Klein (Sunnyvale), Sayoc (Los Gatos), Jones (San José), Abe-Koga (Mountain View), Fligor (Los Altos), Cappello (Saratoga)

NOS: 0

ABSTENTIONS: 0

ABSENT: 0

Item 6: May 14<sup>th</sup> Board Agenda Setting:

- Legislative Action Committee – 6PM
- City Selection Committee – 6:45 (LAFCO, EOAC – North County, ALUC)
- Committee Updates: Legislative Action Committee, Transportation
- Possible items for discussion:
  - COVID 19 (45 minutes - resolutions, update from County)
- RHNA update/Plan Bay Area

Item 5: Executive Director's Report – no action taken

Item 6: Public Comment – no public comment received.

Item 7: Meeting adjourned approximately 4:30 PM.

Respectfully submitted,  
Andi Jordan  
Executive Director

# Management Report

CITIES ASSOCIATION OF SANTA CLARA COUNTY

For the period ended May 31, 2020



Prepared by

**BestBooks4U Bookkeeping & QuickBooks Consulting**

Prepared on

**June 2, 2020**

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# Profit and Loss

July 2019 - May 2020

	<b>Total</b>
<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	33.00
6122 Merchant QB Payment Fees	298.52
<b>Total 6120 Bank Service Charges</b>	<b>331.52</b>
6125 Directory Production	317.00
6150 Office	
6151 Conferences/Director's Expenses	148.55
6180 Insurance	1,610.82
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	1,615.69
6665 Printing and Copying	744.68
6670 Recognition	392.95
<b>Total 6150 Office</b>	<b>4,891.00</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>225,201.52</b>
6153 Contractors	16,650.00
<b>MEETINGS</b>	
6400 General Meeting - catering	300.00
6410 General meeting - office supplies/signage	1,251.72
<b>Total MEETINGS</b>	<b>1,551.72</b>
<b>PAYROLL</b>	
6565 Payroll Service Fees	501.00
6568 Workers Compensation	573.44

	<b>Total</b>
6575 Payroll Wages/Salary	95,833.33
6580 Payroll Taxes	7,548.26
<b>Total PAYROLL</b>	<b>104,456.03</b>
<b>Total Expenses</b>	<b>347,859.27</b>
<b>NET OPERATING INCOME</b>	<b>-22,570.13</b>
<b>OTHER INCOME</b>	
7010 Interest Income	2,218.19
7020 Membership Dinners - Proceeds	6,911.41
<b>Total Other Income</b>	<b>9,129.60</b>
<b>OTHER EXPENSES</b>	
6675 Membership Dinners - Cost	7,388.96
<b>Total Other Expenses</b>	<b>7,388.96</b>
<b>NET OTHER INCOME</b>	<b>1,740.64</b>
<b>NET INCOME</b>	<b>\$ -20,829.49</b>



# Balance Sheet

As of May 31, 2020

	Total
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
1001 Checking - Union Bank	136,165.51
<b>Total Bank Accounts</b>	<b>136,165.51</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>259,940.93</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>\$260,217.75</b>
<b>LIABILITIES AND EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2000 Accounts Payable	8,325.00
<b>Total Accounts Payable</b>	<b>8,325.00</b>
<b>Credit Cards</b>	
2200 First National Bank of Omaha	189.65
<b>Total Credit Cards</b>	<b>189.65</b>
<b>Total Current Liabilities</b>	<b>8,514.65</b>
<b>Total Liabilities</b>	<b>8,514.65</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	-20,829.49
<b>Total Equity</b>	<b>251,703.10</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$260,217.75</b>

# Statement of Cash Flows

July 2019 - May 2020

	<b>Total</b>
<b>OPERATING ACTIVITIES</b>	
Net Income	-20,829.49
Adjustments to reconcile Net Income to Net Cash provided by operations:	
1300 LAIF Funds	-2,218.19
2000 Accounts Payable	8,325.00
2200 First National Bank of Omaha	-244.03
<b>Total Adjustments to reconcile Net Income to Net Cash provided by operations:</b>	<b>5,862.78</b>
<b>Net cash provided by operating activities</b>	<b>-14,966.71</b>
<b>NET CASH INCREASE FOR PERIOD</b>	<b>-14,966.71</b>
Cash at beginning of period	151,132.22
<b>CASH AT END OF PERIOD</b>	<b>\$136,165.51</b>

# Monthly Summary Expenses by VENDOR

May 2020

	<b>Total</b>
Adobe	14.99
Andi Jordan	8,750.00
AP Intego	49.88
Baird + Driskell Community Planning	8,325.00
Great American Insurance Group	150.17
Gusto	720.38
Intuit	46.00
Union Bank	3.00
Zoom.us	61.66
<b>TOTAL</b>	<b>\$18,121.08</b>

# Transaction Detail by Account

May 2020

Date	Transaction Type	Num	Adj	Name	Class	Memo/Description	Split	Amount	Balance
<b>1001 Checking - Union Bank</b>									
05/04/2020	Expense		No	Gusto			6565 PAYROLL:Payroll Service Fees	-51.00	-51.00
05/05/2020	Expense		No	Great American Insurance Group			6180 EXPENSES:Office:Insurance	-150.17	-201.17
05/11/2020	Expense		No	AP Intego			6568 PAYROLL:Workers Compensation	-49.88	-251.05
05/26/2020	Journal Entry	Gusto	No			Debit tax	-Split-	-3,553.76	-3,804.81
05/26/2020	Transfer		No				2200 First National Bank of Omaha	-143.74	-3,948.55
05/26/2020	Payment		No	City of Cupertino			1200 Accounts Receivable	3,333.33	-615.22
05/26/2020	Journal Entry	Gusto	No			Debit net pay	-Split-	-5,865.62	-6,480.84
05/29/2020	Expense		No	Union Bank			6120 EXPENSES:Bank Service Charges	-3.00	-6,483.84
<b>Total for 1001 Checking - Union Bank</b>								<b>\$ -6,483.84</b>	
<b>1200 Accounts Receivable</b>									
05/26/2020	Payment		No	City of Cupertino			1001 Checking - Union Bank	-3,333.33	-3,333.33
<b>Total for 1200 Accounts Receivable</b>								<b>\$ -3,333.33</b>	
<b>2000 Accounts Payable</b>									
05/05/2020	Bill	1135	No	Baird + Driskell Community Planning			6153 Contractors	8,325.00	8,325.00
<b>Total for 2000 Accounts Payable</b>								<b>\$8,325.00</b>	
<b>2200 First National Bank of Omaha</b>									
05/06/2020	Expense		No	Zoom.us			6620 EXPENSES:Office:Software Licenses	6.67	6.67

Date	Transaction Type	Num	Adj	Name	Class	Memo/Description	Split	Amount	Balance
05/13/2020	Expense		No	Zoom.us			6620 EXPENSES:Office:Software Licenses	54.99	61.66
05/18/2020	Expense		No	Adobe			6620 EXPENSES:Office:Software Licenses	14.99	76.65
05/18/2020	Expense		No	Intuit			6620 EXPENSES:Office:Software Licenses	25.00	101.65
05/18/2020	Expense		No	Intuit			6620 EXPENSES:Office:Software Licenses	21.00	122.65
05/26/2020	Transfer		No				1001 Checking - Union Bank	-143.74	-21.09
<b>Total for 2200 First National Bank of Omaha</b>								<b>\$ -21.09</b>	
<b>6000 EXPENSES</b>									
<b>6120 Bank Service Charges</b>									
05/29/2020	Expense		No	Union Bank		CHECK IMAGE FEE CHECK IMAGE FEE	1001 Checking - Union Bank	3.00	3.00
<b>Total for 6120 Bank Service Charges</b>								<b>\$3.00</b>	
<b>6150 Office</b>									
<b>6180 Insurance</b>									
05/05/2020	Expense		No	Great American Insurance Group		GreatAmer - Grea VENDOR PMT PPD *****1696	1001 Checking - Union Bank	150.17	150.17
<b>Total for 6180 Insurance</b>								<b>\$150.17</b>	
<b>6620 Software Licenses</b>									
05/06/2020	Expense		No	Zoom.us	CASCC	ZOOM.US - 8887999666, CA	2200 First National Bank of Omaha	6.67	6.67
05/13/2020	Expense		No	Zoom.us	CASCC	ZOOM.US - 8887999666, CA	2200 First National Bank of Omaha	54.99	61.66

Date	Transaction Type	Num	Adj	Name	Class	Memo/Description	Split	Amount	Balance
05/18/2020	Expense		No	Intuit	CASCC	INT*QuickBooks Online - 800-446-8848, CA	2200 First National Bank of Omaha	25.00	86.66
05/18/2020	Expense		No	Intuit	CASCC	INT*QuickBooks Online - 800-446-8848, CA	2200 First National Bank of Omaha	21.00	107.66
05/18/2020	Expense		No	Adobe	CASCC	ADOBE ACROBAT PRO - 4085366000, CA	2200 First National Bank of Omaha	14.99	122.65
<b>Total for 6620 Software Licenses</b>								<b>\$122.65</b>	
<b>Total for 6150 Office</b>								<b>\$272.82</b>	
<b>Total for 6000 EXPENSES</b>								<b>\$275.82</b>	
<b>6153 Contractors</b>									
05/05/2020	Bill	1135	No	Baird + Driskell Community Planning		Major tasks: Complete Covid work. Survey jurisdictions on priorities. Start in- terviews. Do kickoff meeting. Summary of meeting. Research on jobs housing balance. Weekly check in calls.Start workplan.	2000 Accounts Payable	8,325.00	8,325.00
<b>Total for 6153 Contractors</b>								<b>\$8,325.00</b>	
<b>PAYROLL</b>									
<b>6565 Payroll Service Fees</b>									
05/04/2020	Expense		No	Gusto	CASCC	GUSTO FEE 629046 CCD 6semjog2h3q	1001 Checking - Union Bank	51.00	51.00
<b>Total for 6565 Payroll Service Fees</b>								<b>\$51.00</b>	
<b>6568 Workers Compensation</b>									
05/11/2020	Expense		No	AP Intego	CASCC	APIntego ACHTRANS CCD 610 APIntego ACHTRANS CCD 61088696	1001 Checking - Union Bank	49.88	49.88
<b>Total for 6568 Workers Compensation</b>								<b>\$49.88</b>	

Date	Transaction Type	Num	Adj	Name	Class	Memo/Description	Split	Amount	Balance
<b>6575 Payroll Wages/Salary</b>									
05/26/2020	Journal Entry	Gusto	No			Regular Wages	-Split-	8,750.00	8,750.00
<b>Total for 6575 Payroll Wages/Salary</b>								<b>\$8,750.00</b>	
<b>6580 Payroll Taxes</b>									
05/26/2020	Journal Entry	Gusto	No			Employer Taxes	-Split-	669.38	669.38
<b>Total for 6580 Payroll Taxes</b>								<b>\$669.38</b>	
<b>Total for PAYROLL</b>								<b>\$9,520.26</b>	

Marylynnne Bernald  
5/13 ✓



**Environmental Science Associates**  
550 Kearny Street, Suite 800  
San Francisco, CA 94108  
(415) 896-5900

**INVOICE**

Andi Jordan  
Executive Director  
Cities Association of Santa Clara County  
PO Box 3144  
Los Altos, CA 94024

May 12, 2020  
Invoice No: 154595  
Project Manager: Steven Alverson

Project D201801353.01 SCSC Roundtable Facilitation  
**Professional Services from April 1, 2020 to April 30, 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	1.00	300.00	300.00
Senior Associate I Wasserman, Evan	15.00	150.00	2,250.00
Totals	16.00		2,550.00
<b>Total Labor</b>			<b>2,550.00</b>
<b>Subtotal this Subtask:</b>			<b>\$2,550.00</b>

Subtask 0000012 1.2 Attend, Facilitate, and Interact with Roundtable Members

**Professional Personnel**

	Hours	Rate	Amount
Senior Director III Alverson, Steven	2.00	300.00	600.00
Totals	2.00		600.00
<b>Total Labor</b>			<b>600.00</b>
<b>Subtotal this Subtask:</b>			<b>\$600.00</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	3.00	150.00	450.00
Totals	4.00		750.00
<b>Total Labor</b>			<b>750.00</b>
<b>Subtotal this Subtask:</b>			<b>\$750.00</b>
<b>TOTAL THIS TASK:</b>			<b>\$3,900.00</b>

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

PAYMENT DUE UPON RECEIPT



Mary Lynne Bernald  
5113 ✓



Environmental Science Associates  
550 Kearny Street, Suite 800  
San Francisco, CA 94108  
(415) 896-5000

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 Wesserman, Evan	22.00	150.00	3,300.00
<b>Totals</b>	<b>29.00</b>		<b>5,400.00</b>
<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 Wesserman, Evan	17.00	150.00	2,550.00
<b>Totals</b>	<b>22.50</b>		<b>4,200.00</b>
<b>Total Labor</b>			<b>4,200.00</b>
<b>Subtotal this Subtask:</b>			<b>\$4,200.00</b>

**TOTAL THIS TASK: \$9,600.00**

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

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