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|--|---------|
| 4. SCCMA Report (Kent Steffens, City Manager, Sunnyvale) | 8:55 PM |
| 5. Executive Director Report (Andi Jordan) | |
| 6. Public Comment | 8:55 PM |
| 7. Adjourn until August 13, 2020 | 9:00 PM |



BOARD OF DIRECTORS MEETING MINUTES
THURSDAY, MAY 14, 2020 – 7 PM
VIRTUAL MEETING VIA [ZOOM](#).

Item. 1: Cities Association President, Sunnyvale Mayor Larry Klein opened the meeting at 7:25PM

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

Also present:
Kent Steffens, SCCMA, City of Sunnyvale
Andi Jordan, Executive Director
Councilmember Lisa Matichak, Mountain View
Councilmember Liz Gibbons, Campbell
Councilmember Manny Cappello, Saratoga
Councilmember Chris Clark, Mountain View
Vice Mayor Neysa Fligor, Los Altos
Other members of the public

Item 2. Consent Agenda:

- Board Meeting Minutes April 9, 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)
- *CASCC Approval to contract with attorney to complete work on organizational status, \$200/hour, not to exceed \$5000).

- *SCSC Roundtable: Approval to contract with attorney to create Brown Act
- Best Practices guide (\$200/hour, not to exceed \$5000)
**reviewed and approved by Executive Board at May 8, 2020 meeting*

*Motion to approve: Sayoc (Los Gatos)
Second: Bernald (Saratoga)*

Motion approved 14-0-0-1

AYES: 14 Gibbons, (Campbell), Scharf (Cupertino), Fligor (Los Altos), Wu (Los Altos Hills), Sayoc (Los Gatos), Montano (Milpitas), Turner (Monte Sereno), Abe-Koga (Mountain View), Constantine (Morgan Hill), Kniss (Palo Alto), Jones (San José), Davis (Santa Clara), Bernald (Saratoga), Klein (Sunnyvale)

NOS: 0

ABSTENTIONS: 0

ABSENT: 1 Blankley (Gilroy)

Item 3. Committee & Appointee Reports:

Legislative Action Committee (Fligor)
Transportation Committee (Abe-Koga)
ABAG - Plan Bay Area (Gibbons/Clark)

*Motion to approve Legislative Action Committee Recommendations: **Housing Policy Priorities***

Second:

15-0-0-0

AYES: 15 Gibbons, (Campbell), Scharf (Cupertino), Blankley (Gilroy), Fligor (Los Altos), Wu (Los Altos Hills), Sayoc (Los Gatos), Montano (Milpitas), Turner (Monte Sereno), Abe-Koga (Mountain View), Constantine (Morgan Hill), Kniss (Palo Alto), Jones (San José), Davis (Santa Clara), Bernald (Saratoga), Klein (Sunnyvale)

NOS: 0

ABSTENTIONS: 0

ABSENT: 0

*Motion to approve Legislative Action Committee Recommendations: **Oppose AB 1279***

Second:

13-0-3-0

AYES: 13 Gibbons, (Campbell), Scharf (Cupertino), Blankley (Gilroy), Fligor (Los Altos), Wu (Los Altos Hills), Sayoc (Los Gatos), Montano (Milpitas), Turner (Monte Sereno), Abe-Koga (Mountain View), Constantine (Morgan Hill), Davis (Santa Clara), Bernald (Saratoga), Klein (Sunnyvale)

NOS: 0

ABSTENTIONS: 2 Kniss (Palo Alto), Jones (San José)

ABSENT: 0

Item 4. *Adopt Resolution denouncing xenophobia and anti-Asian sentiment due to the COVID-19 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)*

*Motion to approve the resolution: Davis (Santa Clara)
Second: Bernald (Saratoga)*

Motion passes unanimously: 15-0-0-0

AYES: 15 Gibbons, (Campbell), Scharf (Cupertino), Blankley (Gilroy), Fligor (Los Altos), Wu (Los Altos Hills), Sayoc (Los Gatos), Montano (Milpitas), Turner (Monte Sereno), Abe-Koga (Mountain View), Constantine (Morgan Hill), Kniss (Palo Alto), Jones (San José), Davis (Santa Clara), Bernald (Saratoga), Klein (Sunnyvale)

NOS: 0

ABSTENTIONS: 0

ABSENT: 0

Item 5. Discussion of actions concerning Covid-19 including – no action taken

Item. 6 Public comment: No public comment was received.

Item 7. SCCMA Report. No action taken

Item 8. Executive Director Report. No action taken.

Item 9. Joys & Challenges. No action taken.

Item 10. Adjourned at 9PM until June 11, 2020.

Respectfully submitted,
Andi Jordan
Executive Director

DATE Approved:

Motion
Second

AYES
NOS
ABSTENTIONS
ABSENT

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

	Total
INCOME	
4000 INCOME	
4010 Membership Dues	150,290.19
4020 Roundtable Income	124,999.00
4040 Planning Collaborative	49,999.95
Total 4000 INCOME	325,289.14
Total Income	325,289.14
GROSS PROFIT	
	325,289.14
EXPENSES	
6000 EXPENSES	
6120 Bank Service Charges	33.00
6122 Merchant QB Payment Fees	298.52
Total 6120 Bank Service Charges	331.52
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
Total 6150 Office	4,891.00
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
Total 6300 Legal & Professional Fees	3,974.25
6350 Roundtable consultant and technical services	214,024.45
Total 6000 EXPENSES	225,201.52
6153 Contractors	16,650.00
MEETINGS	
6400 General Meeting - catering	300.00
6410 General meeting - office supplies/signage	1,251.72
Total MEETINGS	1,551.72
PAYROLL	
6565 Payroll Service Fees	501.00
6568 Workers Compensation	573.44

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

Balance Sheet

As of May 31, 2020

	Total
ASSETS	
Current Assets	
Bank Accounts	
1001 Checking - Union Bank	136,165.51
Total Bank Accounts	136,165.51
Other Current Assets	
1300 LAIF Funds	122,730.82
1310 Venue Prepaid Deposit	1,000.00
1395 Accrued Interest	44.60
Total Other Current Assets	123,775.42
Total Current Assets	259,940.93
Fixed Assets	
1500 Machinery and Equipment	2,203.41
1700 Accumulated Depreciation	-1,926.59
Total Fixed Assets	276.82
TOTAL ASSETS	\$260,217.75
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	8,325.00
Total Accounts Payable	8,325.00
Credit Cards	
2200 First National Bank of Omaha	189.65
Total Credit Cards	189.65
Total Current Liabilities	8,514.65
Total Liabilities	8,514.65
Equity	
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
Total 3010 Reserves	37,329.09
Net Income	-20,829.49
Total Equity	251,703.10
TOTAL LIABILITIES AND EQUITY	\$260,217.75

Statement of Cash Flows

July 2019 - May 2020

	Total
OPERATING ACTIVITIES	
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
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	5,862.78
Net cash provided by operating activities	-14,966.71
NET CASH INCREASE FOR PERIOD	-14,966.71
Cash at beginning of period	151,132.22
CASH AT END OF PERIOD	\$136,165.51

Monthly Summary Expenses by VENDOR

May 2020

	Total
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
TOTAL	\$18,121.08

Transaction Detail by Account

May 2020

Date	Transaction Type	Num	Adj	Name	Class	Memo/Description	Split	Amount	Balance
1001 Checking - Union Bank									
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
Total for 1001 Checking - Union Bank								\$ -6,483.84	
1200 Accounts Receivable									
05/26/2020	Payment		No	City of Cupertino			1001 Checking - Union Bank	-3,333.33	-3,333.33
Total for 1200 Accounts Receivable								\$ -3,333.33	
2000 Accounts Payable									
05/05/2020	Bill	1135	No	Baird + Driskell Community Planning			6153 Contractors	8,325.00	8,325.00
Total for 2000 Accounts Payable								\$8,325.00	
2200 First National Bank of Omaha									
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
Total for 2200 First National Bank of Omaha								\$ -21.09	
6000 EXPENSES									
6120 Bank Service Charges									
05/29/2020	Expense		No	Union Bank		CHECK IMAGE FEE CHECK IMAGE FEE	1001 Checking - Union Bank	3.00	3.00
Total for 6120 Bank Service Charges								\$3.00	
6150 Office									
6180 Insurance									
05/05/2020	Expense		No	Great American Insurance Group		GreatAmer - Grea VENDOR PMT PPD *****1696	1001 Checking - Union Bank	150.17	150.17
Total for 6180 Insurance								\$150.17	
6620 Software Licenses									
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
Total for 6620 Software Licenses								\$122.65	
Total for 6150 Office								\$272.82	
Total for 6000 EXPENSES								\$275.82	
6153 Contractors									
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
Total for 6153 Contractors								\$8,325.00	
PAYROLL									
6565 Payroll Service Fees									
05/04/2020	Expense		No	Gusto	CASCC	GUSTO FEE 629046 CCD 6semjog2h3q	1001 Checking - Union Bank	51.00	51.00
Total for 6565 Payroll Service Fees								\$51.00	
6568 Workers Compensation									
05/11/2020	Expense		No	AP Intego	CASCC	APIntego ACHTRANS CCD 610 APIntego ACHTRANS CCD 61088696	1001 Checking - Union Bank	49.88	49.88
Total for 6568 Workers Compensation								\$49.88	

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

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	
Total Labor				2,550.00
			Subtotal this Subtask:	\$2,550.00

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	
Total Labor				600.00
			Subtotal this Subtask:	\$600.00

Subtask 0000013 1.3 Prepare Up To 17 Meeting Recaps and Lists of Action Items/Actions Taken
Professional Personnel

	Hours	Rate	Amount	
Senior Director III Alverson, Steven	1.00	300.00	300.00	
Senior Associate I Wasserman, Evan	3.00	150.00	450.00	
Totals	4.00		750.00	
Total Labor				750.00
			Subtotal this Subtask:	\$750.00
			TOTAL THIS TASK:	\$3,900.00

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

PAYMENT DUE UPON RECEIPT

Mary Lynne Bernald
5/13 ✓



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
Totals	29.00		5,400.00
Total Labor			5,400.00
Subtotal this Subtask:			\$5,400.00

Subtask 0000013 1.3 Prepare Up To 17 Meeting Recaps and Lists of Action Items/Actions Taken

Professional Personnel

	Hours	Rate	Amount
Senior Director III Alverson, Steven	5.50	300.00	1,650.00
Senior Associate I Wesserman, Evan	17.00	150.00	2,550.00
Totals	22.50		4,200.00
Total Labor			4,200.00
Subtotal this Subtask:			\$4,200.00

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
TOTAL THIS TASK:			0.00

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
Totals	7.50		2,250.00
Total Labor			2,250.00
Subtotal this Subtask:			\$2,250.00

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
TOTAL THIS TASK:			\$2,250.00

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
TOTAL THIS TASK:			0.00

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

Billing Limits

	Current	Prior	To-Date
Total Billings	0.00	0.00	0.00
Limit			3,600.00
Remaining			3,600.00
TOTAL THIS TASK:			0.00

Task 0000006 Develop an FAA Advocacy Plan