

Per the Bylaws, the Board may authorize the President to appoint a new member to the Executive Board following the resignation of an Executive Board member.

Question: Shall the president be authorized to appoint an individual to replace the departing Executive Board Member?

- 6. Organization Status (Koplow/Jordan) Consideration of changing the Cities Association Status. action 8:20 PM

- Question: Shall the Cities Association become a JPA or 501c4?

- 7. Covid-19 Updates – as time allows information

- 8. SCCCMA Report (Kent Steffens, City Manager, Sunnyvale) information 8:45 PM

- 9. Executive Director Report (Andi Jordan) information
 - Audit
 - Planning Collaborative Update
 - SCSC Roundtable Update

- 10. Public Comment 8:55 PM

- 11. Adjourn until September 10, 2020 9:00 PM



BOARD OF DIRECTORS MEETING MINUTES
THURSDAY, JUNE 11, 2020 | 7 PM
VIRTUAL MEETING VIA ZOOM

1. Welcome and Roll Call (Mayor Larry Klein, President). Those present at the meeting:

Campbell	Councilmember Paul Resnikoff
Cupertino	Mayor Steven Scharf
Gilroy	Councilmember Cat Tucker
Los Altos	Mayor Jan Pepper
Los Altos Hills	Mayor Michelle Wu
Los Gatos	Councilmember Marico Sayoc
Milpitas	Councilmember Carmen Montano
Monte Sereno	absent
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 Kathy Watanabe
Saratoga	Councilmember Mary-Lynne Bernald
Sunnyvale	Councilmember Larry Klein

Also present:

Kent Steffens, SCCMA, City of Sunnyvale

Andi Jordan, Executive Director

Councilmember Manny Cappello, Saratoga

Vice Mayor Neysa Fligor, Los Altos

Raania Mohsen, Office of Vice Mayor Jones, San José

Members of SEWA International: Pranjali Dani, Lead Bay area Team

Guru Prasad, Sewa International Bay Area Chapter Coordinator, and Sandeep Khadkekar, Vice President of Marketing & Fund Development

Other members of the public

2. Consent Agenda - action:

- Board Meeting Minutes May 14, 2020
- Financial Reports – May 2020 *
- SCSC Roundtable – Environmental Science Associates April 2020 invoice

*April invoice: \$11,782.50**

Spent to date 66,084.17 of \$125,000.00 for 6-month contract

**reviewed by Secretary-Treasurer, and approved by Executive Board*

Motion: Abe-Koga (Mountain View)
Second: Jones (San José)

Motion approved 14-0-0-1

AYES: 14 Resnikoff (Campbell), Scharf (Cupertino), Tucker (Gilroy), Pepper (Los Altos), Wu (Los Altos Hills), Sayoc (Los Gatos), Montano (Milpitas), Abe-Koga (Mountain View), Constantine (Morgan Hill), Kniss (Palo Alto), Jones (San José), Watanabe (Santa Clara), Bernald (Saratoga), Klein (Sunnyvale)

NOS: 0

ABSTENTIONS: 0

ABSENT: 1 Turner (Monte Sereno)

3. Community/Invited Presentations:

- SEWA International (a Hindu faith-based, humanitarian, nonprofit service organization) will present community efforts during the pandemic and how they may serve each community.

No action taken.

4. Committee/Standing reports:

- Transportation Committee (Vice Mayor Margaret Abe-Koga, Chair) - no action taken.
- Legislative Action Committee (Vice Mayor Neysa Fligor, Chair)

Motion to Support SB 795*

Motion: Kniss (Palo Alto)

Second: Bernald (Saratoga)

Motion approved 14-0-0-1

AYES: 14 Resnikoff (Campbell), Scharf (Cupertino), Tucker (Gilroy), Pepper (Los Altos), Wu (Los Altos Hills), Sayoc (Los Gatos), Montano (Milpitas), Abe-Koga (Mountain View), Constantine (Morgan Hill), Kniss (Palo Alto), Jones (San José), Watanabe (Santa Clara), Bernald (Saratoga), Klein (Sunnyvale)

NOS: 0

ABSTENTIONS: 0

ABSENT: 1 Turner (Monte Sereno)

Motion to Oppose SB 1431, Oppose SB 1120, Oppose SB 902*

Motion: Kniss (Palo Alto)

Second: Bernald (Saratoga)

Motion approved 13-0-1-1

AYES: 14 Resnikoff (Campbell), Scharf (Cupertino), Tucker (Gilroy), Pepper (Los Altos), Wu (Los Altos Hills), Sayoc (Los Gatos), Montano (Milpitas), Abe-Koga (Mountain View), Constantine (Morgan Hill), Kniss (Palo Alto), Watanabe (Santa Clara), Bernald (Saratoga), Klein (Sunnyvale)

NOS: 0

ABSTENTIONS: 1 Jones (San José)

ABSENT: 1 Turner (Monte Sereno)

**actually one motion separated to reflect votes*

- ABAG General Assembly recap – no action

5. Pandemic: Contact Tracing, Testing, other updates regarding city operations. (Klein)
No action taken

6. Discussion regarding recent community actions and requests of social justice reform. (Klein)

Vice Mayor Jones (San José) introduced a resolution in support of Black Lives Matters.

Motion to Support Resolution - *Black Lives Matter*: Constantine (Morgan Hill)

Second: Kniss (Palo Alto)

Motion approved 13-0-1-1

Motion approved 13-0-1-1

AYES: 13 Resnikoff (Campbell), Scharf (Cupertino), Tucker (Gilroy), Pepper (Los Altos), Wu (Los Altos Hills), Sayoc (Los Gatos), Montano (Milpitas), Abe-Koga (Mountain View), Constantine (Morgan Hill), Kniss (Palo Alto), Jones (San José), Watanabe (Santa Clara), Bernald (Saratoga), Klein (Sunnyvale)

NOS: 0

ABSTENTIONS: 1 Montano (Milpitas)

ABSENT: 1 Turner (Monte Sereno)

4. SCCMA Report (Kent Steffens, City Manager, Sunnyvale)

No action taken.

5. Executive Director Report (Andi Jordan)

No action taken.

6. Public Comment

No public comment received.

7. Adjourn until August 13, 2020

Respectfully Submitted,
Andi Jordan
Executive Director

Approved on DATE

Motion:

Second:

AYES:

NOS:

ABSTENTIONS:

ABSENT:

CITIES ASSOCIATION OF SANTA CLARA COUNTY

BUDGET VS. ACTUALS: FY 2020 CASCC (COPY) - FY21 P&L CLASSES

July 2019 - June 2020

	CASCC				PC				ROUNDTABLE				TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income																
4000 INCOME													\$0.00	\$0.00	\$0.00	0.00%
4010 Membership Dues	150,290.19		150,290.19										\$150,290.19	\$0.00	\$150,290.19	0.00%
4020 Roundtable Income									249,999.00		249,999.00		\$249,999.00	\$0.00	\$249,999.00	0.00%
4030 Directory Income	15.00		15.00										\$15.00	\$0.00	\$15.00	0.00%
4040 Planning Collaborative					53,333.28		53,333.28						\$53,333.28	\$0.00	\$53,333.28	0.00%
4050 Membership Dinners - Proceeds	6,911.41		6,911.41										\$6,911.41	\$0.00	\$6,911.41	0.00%
4060 LAIF INCOME	2,835.87		2,835.87										\$2,835.87	\$0.00	\$2,835.87	0.00%
Total 4000 INCOME	160,052.47		160,052.47		53,333.28		53,333.28		249,999.00		249,999.00		\$463,384.75	\$0.00	\$463,384.75	0.00%
Total Income	\$160,052.47	\$0.00	\$160,052.47	0.00%	\$53,333.28	\$0.00	\$53,333.28	0.00%	\$249,999.00	\$0.00	\$249,999.00	0.00%	\$463,384.75	\$0.00	\$463,384.75	0.00%
GROSS PROFIT	\$160,052.47	\$0.00	\$160,052.47	0.00%	\$53,333.28	\$0.00	\$53,333.28	0.00%	\$249,999.00	\$0.00	\$249,999.00	0.00%	\$463,384.75	\$0.00	\$463,384.75	0.00%
Expenses																
6000 GENERAL OFFICE													\$0.00	\$0.00	\$0.00	0.00%
6120 Bank Service Charges	36.00		36.00										\$36.00	\$0.00	\$36.00	0.00%
6122 Merchant QB Payment Fees	299.21		299.21										\$299.21	\$0.00	\$299.21	0.00%
Total 6120 Bank Service Charges	335.21		335.21										\$335.21	\$0.00	\$335.21	0.00%
6125 Directory Production	317.00		317.00										\$317.00	\$0.00	\$317.00	0.00%
6151 Conferences/Director's Expenses	148.55		148.55										\$148.55	\$0.00	\$148.55	0.00%
6160 Dues & Subscriptions	225.00		225.00										\$225.00	\$0.00	\$225.00	0.00%
6162 Hospitality	838.30		838.30										\$838.30	\$0.00	\$838.30	0.00%
6180 Insurance	1,760.99		1,760.99										\$1,760.99	\$0.00	\$1,760.99	0.00%
6190 Website SOS	600.00		600.00										\$600.00	\$0.00	\$600.00	0.00%
6350 Roundtable consultant and technical services									223,705.39		223,705.39		\$223,705.39	\$0.00	\$223,705.39	0.00%
6370 Programs and Initiatives	1,100.00		1,100.00										\$1,100.00	\$0.00	\$1,100.00	0.00%
6550 Supplies and Equipment	125.10		125.10										\$125.10	\$0.00	\$125.10	0.00%
6610 Postage and Delivery	9.17		9.17										\$9.17	\$0.00	\$9.17	0.00%
6611 Post Office Box	150.00		150.00										\$150.00	\$0.00	\$150.00	0.00%
6615 Office/General Administrative Expenses	94.04		94.04										\$94.04	\$0.00	\$94.04	0.00%
6620 Software Licenses	1,776.84		1,776.84										\$1,776.84	\$0.00	\$1,776.84	0.00%
6665 Printing and Copying	700.17		700.17						44.51		44.51		\$744.68	\$0.00	\$744.68	0.00%
6670 Recognition	392.95		392.95										\$392.95	\$0.00	\$392.95	0.00%
Total 6000 GENERAL OFFICE	8,573.32		8,573.32						223,749.90		223,749.90		\$232,323.22	\$0.00	\$232,323.22	0.00%
EVENT EXPENSES																
6400 General Meeting - catering	300.00		300.00										\$300.00	\$0.00	\$300.00	0.00%
6410 General meeting - office supplies/signage	1,251.72		1,251.72										\$1,251.72	\$0.00	\$1,251.72	0.00%
6675 Membership Dinners - Cost	7,388.96		7,388.96										\$7,388.96	\$0.00	\$7,388.96	0.00%
Total EVENT EXPENSES	8,940.68		8,940.68										\$8,940.68	\$0.00	\$8,940.68	0.00%
OFFICE PERSONNEL_CONSULTANTS																
6153 Contractors					24,975.00		24,975.00						\$24,975.00	\$0.00	\$24,975.00	0.00%
6300 Legal & Professional Fees									5,000.00		5,000.00		\$5,000.00	\$0.00	\$5,000.00	0.00%
6310 Accounting Services	3,003.75		3,003.75										\$3,003.75	\$0.00	\$3,003.75	0.00%
6320 Attorney Services									1,443.00		1,443.00		\$1,443.00	\$0.00	\$1,443.00	0.00%
Total 6300 Legal & Professional Fees	3,003.75		3,003.75						6,443.00		6,443.00		\$9,446.75	\$0.00	\$9,446.75	0.00%
6565 Payroll Service Fees	546.00		546.00										\$546.00	\$0.00	\$546.00	0.00%
6568 Workers Compensation	623.32		623.32										\$623.32	\$0.00	\$623.32	0.00%
6575 Payroll Wages/Salary	104,583.33		104,583.33										\$104,583.33	\$0.00	\$104,583.33	0.00%
6580 Payroll Taxes	8,217.63		8,217.63										\$8,217.63	\$0.00	\$8,217.63	0.00%
Total OFFICE PERSONNEL_CONSULTANTS	116,974.03		116,974.03		24,975.00		24,975.00		6,443.00		6,443.00		\$148,392.03	\$0.00	\$148,392.03	0.00%
Total Expenses	\$134,488.03	\$0.00	\$134,488.03	0.00%	\$24,975.00	\$0.00	\$24,975.00	0.00%	\$230,192.90	\$0.00	\$230,192.90	0.00%	\$389,655.93	\$0.00	\$389,655.93	0.00%
NET OPERATING INCOME	\$25,564.44	\$0.00	\$25,564.44	0.00%	\$28,358.28	\$0.00	\$28,358.28	0.00%	\$19,806.10	\$0.00	\$19,806.10	0.00%	\$73,728.82	\$0.00	\$73,728.82	0.00%
NET INCOME	\$25,564.44	\$0.00	\$25,564.44	0.00%	\$28,358.28	\$0.00	\$28,358.28	0.00%	\$19,806.10	\$0.00	\$19,806.10	0.00%	\$73,728.82	\$0.00	\$73,728.82	0.00%

Management Report

CITIES ASSOCIATION OF SANTA CLARA COUNTY

For the period ended June 30, 2020



Prepared by

BestBooks4U Bookkeeping & QuickBooks Consulting

Prepared on

August 11, 2020

Table of Contents

Profit and Loss3

Balance Sheet.....5

Statement of Cash Flows.....6

Monthly Summary Expenses by VENDOR.....7

Transaction Detail by Account.....8

Profit and Loss by Class13

Profit and Loss

July 2019 - June 2020

	Total
INCOME	
4000 INCOME	
4010 Membership Dues	150,290.19
4020 Roundtable Income	249,999.00
4030 Directory Income	15.00
4040 Planning Collaborative	53,333.28
4050 Membership Dinners - Proceeds	6,911.41
4060 LAIF INCOME	2,835.87
Total 4000 INCOME	463,384.75
Total Income	463,384.75
GROSS PROFIT	
	463,384.75
EXPENSES	
6000 GENERAL OFFICE	
6120 Bank Service Charges	36.00
6122 Merchant QB Payment Fees	299.21
Total 6120 Bank Service Charges	335.21
6125 Directory Production	317.00
6151 Conferences/Director's Expenses	148.55
6160 Dues & Subscriptions	225.00
6162 Hospitality	838.30
6180 Insurance	1,760.99
6190 Website SOS	600.00
6350 Roundtable consultant and technical services	223,705.39
6370 Programs and Initiatives	1,100.00
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	1,776.84
6665 Printing and Copying	744.68
6670 Recognition	392.95
Total 6000 GENERAL OFFICE	232,323.22
EVENT EXPENSES	
6400 General Meeting - catering	300.00
6410 General meeting - office supplies/signage	1,251.72
6675 Membership Dinners - Cost	7,388.96
Total EVENT EXPENSES	8,940.68
OFFICE PERSONNEL_CONSULTANTS	
6153 Contractors	24,975.00
6300 Legal & Professional Fees	5,000.00
6310 Accounting Services	3,003.75
6320 Attorney Services	1,443.00

	Total
Total 6300 Legal & Professional Fees	9,446.75
6565 Payroll Service Fees	546.00
6568 Workers Compensation	623.32
6575 Payroll Wages/Salary	104,583.33
6580 Payroll Taxes	8,217.63
Total OFFICE PERSONNEL_CONSULTANTS	148,392.03
Total Expenses	389,655.93
NET OPERATING INCOME	73,728.82
NET INCOME	\$73,728.82

Balance Sheet

As of June 30, 2020

	Total
ASSETS	
Current Assets	
Bank Accounts	
1001 Checking - Union Bank	81,238.43
Total Bank Accounts	81,238.43
Other Current Assets	
1300 LAIF Funds	123,348.50
1310 Venue Prepaid Deposit	1,000.00
1395 Accrued Interest	44.60
Total Other Current Assets	124,393.10
Total Current Assets	205,631.53
Fixed Assets	
1500 Machinery and Equipment	2,203.41
1700 Accumulated Depreciation	-1,926.59
Total Fixed Assets	276.82
TOTAL ASSETS	\$205,908.35
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	41,407.50
Total Accounts Payable	41,407.50
Credit Cards	
2200 First National Bank of Omaha	1,261.15
Total Credit Cards	1,261.15
Total Current Liabilities	42,668.65
Total Liabilities	42,668.65
Equity	
1110 Unrestricted Fund Balance	52,215.79
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	73,728.82
Total Equity	163,239.70
TOTAL LIABILITIES AND EQUITY	\$205,908.35

Statement of Cash Flows

July 2019 - June 2020

	Total
OPERATING ACTIVITIES	
Net Income	73,728.82
Adjustments to reconcile Net Income to Net Cash provided by operations:	
1300 LAIF Funds	-2,835.87
2000 Accounts Payable	-16,614.21
2200 First National Bank of Omaha	827.47
Deferred Revenue	-125,000.00
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	-143,622.61
Net cash provided by operating activities	-69,893.79
NET CASH INCREASE FOR PERIOD	-69,893.79
Cash at beginning of period	151,132.22
CASH AT END OF PERIOD	\$81,238.43

Monthly Summary Expenses by VENDOR

July 2020

	Total
Adobe	14.99
Andi Jordan	8,750.00
AP Intego	49.88
Baird + Driskell Community Planning	8,325.00
Bestbooks4U	380.00
Costco	54.75
Great American Insurance Group	150.17
Gusto	726.38
Intuit	95.00
Microsoft	12.50
Office Depot new printer + toner + supplies	1,380.28
SCC Managers' Association	400.00
Union Bank	3.00
Zoom.us	54.99
TOTAL	\$20,396.94

Transaction Detail by Account

July 2020

Date	Transaction Type	Num	Adj	Name	Class	Memo/Description	Split	Amount	Balance
1001 Checking - Union Bank									
07/02/2020	Expense		No	Gusto			6565 OFFICE PERSONNEL_CONSULTANTS:Payroll Service Fees	-57.00	-57.00
07/06/2020	Expense		No	AP Intego			6568 OFFICE PERSONNEL_CONSULTANTS:Workers Compensation	-49.88	-106.88
07/06/2020	Expense		No	Great American Insurance Group		D&O insurance	6180 GENERAL OFFICE:Insurance	-150.17	-257.05
07/10/2020	Expense		No	SCC Managers' Association		SCCCMA yearly dues	6220 GENERAL OFFICE:Dues and Subscriptions	-400.00	-657.05
07/17/2020	Payment	UB #100326143	No	Kent Steffens		Sunnyvale RT dues UB #100326143	1200 Accounts Receivable	43,072.80	42,415.75
07/17/2020	Payment	Wells Fargo #18932	No	City of Monte Sereno		Monte Sereno CASCC dues - Wells Fargo #18932	1200 Accounts Receivable	6,523.13	48,938.88
07/17/2020	Payment	Wells Fargo #17499	No	Carl Cahill		Town of Los Altos Hills CASCC Dues	1200 Accounts Receivable	6,523.13	55,462.01
07/17/2020	Payment	Wells Fargo #621533	No	Christina Turner		Morgan Hill CASCC dues - Wells Fargo 621533	1200 Accounts Receivable	8,697.51	64,159.52
07/17/2020	Payment	Wells Fargo #725953	No	City of Cupertino		Wells Fargo Check #725953	1200 Accounts Receivable	28,783.88	92,943.40
07/20/2020	Expense		No	Bestbooks4U		bookkeeper	6310 OFFICE PERSONNEL_CONSULTANTS:Legal & Professional Fees:Accounting Services	-380.00	92,563.40
07/22/2020	Transfer		No				2200 First National Bank of Omaha	-1,261.15	91,302.25
07/22/2020	Expense	2843	No	Costco			6610 GENERAL OFFICE:Postage and Delivery	-54.75	91,247.50
07/27/2020	Journal Entry	Gusto	No			Debit net pay	-Split-	-5,865.62	85,381.88
07/27/2020	Journal Entry	Gusto	No			Debit tax	-Split-	-3,553.76	81,828.12
07/28/2020	Bill Payment (Check)		No	Baird + Driskell Community Planning		Planning Collaborative consultant	2000 Accounts Payable	-8,325.00	73,503.12
07/31/2020	Expense		No	Union Bank		bank fee	6120 GENERAL OFFICE:Bank Service Charges	-3.00	73,500.12
Total for 1001 Checking - Union Bank								\$73,500.12	
1200 Accounts Receivable									
07/01/2020	Invoice	1109	No	James Lindsay			4010 INCOME:Membership Dues	8,697.51	8,697.51
07/01/2020	Invoice	1108	No	Deanna Santana			4010 INCOME:Membership Dues	13,046.27	21,743.78
07/01/2020	Invoice	1107	No	Dave Sykes		Attached is your FY 21 Cities Association of Santa Clara County Membership Dues.	4010 INCOME:Membership Dues	13,046.27	34,790.05
07/01/2020	Invoice	1106	No	Ed Shikada, City Manager		Hi all - Please disregard the first statement. The attached is Membership Dues for 2020-2021.	4010 INCOME:Membership Dues	10,856.89	45,646.94
07/01/2020	Invoice	1104	No	Christina Turner			4010 INCOME:Membership Dues	8,697.51	54,344.45
07/01/2020	Invoice	1101	No	Laurel Prevetti			4010 INCOME:Membership Dues	8,697.51	63,041.96
07/01/2020	Invoice	1097	No	City of Cupertino		Attached is your FY 21 Cities Association of Santa Clara County Membership Dues.	4010 INCOME:Membership Dues	10,856.89	73,898.85

Date	Transaction Type	Num	Adj	Name	Class	Memo/Description	Split	Amount	Balance
07/01/2020	Invoice	1096	No	Brian Loventhal		Attached is your FY 21 Cities Association of Santa Clara County Membership Dues.	4010 INCOME:Membership Dues	8,697.51	82,596.36
07/01/2020	Invoice	1110	No	Kent Steffens			4010 INCOME:Membership Dues	13,046.27	95,642.63
07/01/2020	Invoice	1111	No	City of Cupertino		Attached is the FY 2021 SC/SC Roundtable Invoice	4020 INCOME:Roundtable Income	17,926.99	113,569.62
07/01/2020	Invoice	1112	No	Kimbra McCarthy, City Manager		Attached is the membership funding formula and dues for FY 2021.	4020 INCOME:Roundtable Income	22,774.18	136,343.80
07/01/2020	Invoice	1113	No	Ed Shikada, City Manager		Attached is the membership funding formula and dues for FY 2021.	4020 INCOME:Roundtable Income	19,802.95	156,146.75
07/01/2020	Invoice	1114	No	Deanna Santana		Attached is the membership funding formula and dues for FY 2021.	4020 INCOME:Roundtable Income	35,812.15	191,958.90
07/01/2020	Invoice	1115	No	James Lindsay		Attached is the membership funding formula and dues for FY 2021.	4020 INCOME:Roundtable Income	9,201.79	201,160.69
07/01/2020	Invoice	1116	No	Kent Steffens		Attached is the membership funding formula and dues for FY 2021.	4020 INCOME:Roundtable Income	43,072.80	244,233.49
07/01/2020	Invoice	1117	No	Santa Clara County		Attached is your invoice for FY 2021 SCSC Roundtable Membership Dues.	4020 INCOME:Roundtable Income	27,661.34	271,894.83
07/01/2020	Invoice	1120	No	City of Monte Sereno		Voided - SCSC Roundtable FY 2021 Membership Dues Schedule and W9 attached	4020 INCOME:Roundtable Income	0.00	271,894.83
07/01/2020	Invoice	1099	No	Chris Jordan, City Manager			4010 INCOME:Membership Dues	8,697.51	280,592.34
07/01/2020	Invoice	1103	No	City of Monte Sereno			4010 INCOME:Membership Dues	6,523.13	287,115.47
07/01/2020	Invoice	1098	No	City of Gilroy		Attached is your FY 21 Cities Association of Santa Clara County Membership Dues.	4010 INCOME:Membership Dues	10,856.89	297,972.36
07/01/2020	Invoice	1100	No	Carl Cahill			4010 INCOME:Membership Dues	6,523.13	304,495.49
07/01/2020	Invoice	1105	No	Kimbra McCarthy, City Manager			4010 INCOME:Membership Dues	10,856.89	315,352.38
07/01/2020	Invoice	1118	No	Chris Jordan, City Manager		Attached are the FY 2021 SCSC Roundtable Membership Dues	4020 INCOME:Roundtable Income	8,909.68	324,262.06
07/01/2020	Invoice	1119	No	Carl Cahill		SCSC Roundtable FY 2021 Membership dues and W9 are attached	4020 INCOME:Roundtable Income	2,435.90	326,697.96
07/01/2020	Invoice	1102	No	City of Milpitas			4010 INCOME:Membership Dues	10,856.89	337,554.85
07/17/2020	Payment	UB #100326143	No	Kent Steffens			1001 Checking - Union Bank	-43,072.80	294,482.05
07/17/2020	Payment	Wells Fargo #18932	No	City of Monte Sereno			1001 Checking - Union Bank	-6,523.13	287,958.92
07/17/2020	Payment	Wells Fargo #17499	No	Carl Cahill			1001 Checking - Union Bank	-6,523.13	281,435.79
07/17/2020	Payment	Wells Fargo #621533	No	Christina Turner			1001 Checking - Union Bank	-8,697.51	272,738.28
07/17/2020	Payment	Wells Fargo #725953	No	City of Cupertino			1001 Checking - Union Bank	-28,783.88	243,954.40
Total for 1200 Accounts Receivable								\$243,954.40	
2000 Accounts Payable									
07/06/2020	Bill		No	Baird + Driskell Community Planning			6153 OFFICE PERSONNEL_CONSULTANTS:Contractors	8,325.00	8,325.00
07/28/2020	Bill Payment (Check)		No	Baird + Driskell Community Planning			1001 Checking - Union Bank	-8,325.00	0.00

Date	Transaction Type	Num	Adj	Name	Class	Memo/Description	Split	Amount	Balance
Total for 2000 Accounts Payable								\$0.00	
2200 First National Bank of Omaha									
07/13/2020	Expense		No	Zoom.us			6620 GENERAL OFFICE:Software Licenses	54.99	54.99
07/16/2020	Expense		No	Adobe			6620 GENERAL OFFICE:Software Licenses	14.99	69.98
07/17/2020	Expense		No	Intuit			6620 GENERAL OFFICE:Software Licenses	25.00	94.98
07/20/2020	Expense		No	Intuit			6620 GENERAL OFFICE:Software Licenses	70.00	164.98
07/20/2020	Expense		No	Microsoft			6620 GENERAL OFFICE:Software Licenses	12.50	177.48
07/22/2020	Transfer		No				1001 Checking - Union Bank	-1,261.15	-1,083.67
07/23/2020	Expense		No	Office Depot			6550 GENERAL OFFICE:Supplies and Equipment	1,380.28	296.61
Total for 2200 First National Bank of Omaha								\$296.61	
4000 INCOME									
4010 Membership Dues									
07/01/2020	Invoice	1102	No	City of Milpitas	CASCC	Cupertino, Gilroy, Milpitas, Mountain View, Palo Alto	1200 Accounts Receivable	10,856.89	10,856.89
07/01/2020	Invoice	1105	No	Kimbra McCarthy, City Manager	CASCC	Cupertino, Gilroy, Milpitas, Mountain View, Palo Alto	1200 Accounts Receivable	10,856.89	21,713.78
07/01/2020	Invoice	1100	No	Carl Cahill	CASCC	Los Altos Hills, Monte Sereno	1200 Accounts Receivable	6,523.13	28,236.91
07/01/2020	Invoice	1098	No	City of Gilroy	CASCC	Cupertino, Gilroy, Milpitas, Mountain View, Palo Alto	1200 Accounts Receivable	10,856.89	39,093.80
07/01/2020	Invoice	1103	No	City of Monte Sereno	CASCC	Los Altos Hills, Monte Sereno	1200 Accounts Receivable	6,523.13	45,616.93
07/01/2020	Invoice	1099	No	Chris Jordan, City Manager	CASCC	Small Cities: Campbell, Los Altos, Los Gatos, Morgan Hill, Saratoga	1200 Accounts Receivable	8,697.51	54,314.44
07/01/2020	Invoice	1110	No	Kent Steffens	CASCC	San José, Santa Clara, Sunnyvale	1200 Accounts Receivable	13,046.27	67,360.71
07/01/2020	Invoice	1109	No	James Lindsay	CASCC	Small Cities: Campbell, Los Altos, Los Gatos, Morgan Hill, Saratoga	1200 Accounts Receivable	8,697.51	76,058.22
07/01/2020	Invoice	1108	No	Deanna Santana	CASCC	San José, Santa Clara, Sunnyvale	1200 Accounts Receivable	13,046.27	89,104.49
07/01/2020	Invoice	1107	No	Dave Sykes	CASCC	San José, Santa Clara, Sunnyvale	1200 Accounts Receivable	13,046.27	102,150.76
07/01/2020	Invoice	1106	No	Ed Shikada, City Manager	CASCC	Cupertino, Gilroy, Milpitas, Mountain View, Palo Alto	1200 Accounts Receivable	10,856.89	113,007.65
07/01/2020	Invoice	1104	No	Christina Turner	CASCC	Small Cities: Campbell, Los Altos, Los Gatos, Morgan Hill, Saratoga	1200 Accounts Receivable	8,697.51	121,705.16
07/01/2020	Invoice	1101	No	Laurel Prevetti	CASCC	Small Cities: Campbell, Los Altos, Los Gatos, Morgan Hill, Saratoga	1200 Accounts Receivable	8,697.51	130,402.67
07/01/2020	Invoice	1097	No	City of Cupertino	CASCC	Cupertino, Gilroy, Milpitas, Mountain View, Palo Alto	1200 Accounts Receivable	10,856.89	141,259.56
07/01/2020	Invoice	1096	No	Brian Loventhal	CASCC	Small Cities: Campbell, Los Altos, Los Gatos, Morgan Hill, Saratoga	1200 Accounts Receivable	8,697.51	149,957.07
Total for 4010 Membership Dues								\$149,957.07	

Date	Transaction Type	Num	Adj	Name	Class	Memo/Description	Split	Amount	Balance
4020 Roundtable Income									
07/01/2020	Invoice	1119	No	Carl Cahill	Roundtable	FY 2021 Membership Dues	1200 Accounts Receivable	2,435.90	2,435.90
07/01/2020	Invoice	1118	No	Chris Jordan, City Manager	Roundtable	FY 2021 Membership Dues	1200 Accounts Receivable	8,909.68	11,345.58
07/01/2020	Invoice	1111	No	City of Cupertino	Roundtable	FY 2021	1200 Accounts Receivable	17,926.99	29,272.57
07/01/2020	Invoice	1112	No	Kimbra McCarthy, City Manager	Roundtable	FY 2021 membership dues	1200 Accounts Receivable	22,774.18	52,046.75
07/01/2020	Invoice	1113	No	Ed Shikada, City Manager	Roundtable	FY 2021 Membership Dues	1200 Accounts Receivable	19,802.95	71,849.70
07/01/2020	Invoice	1114	No	Deanna Santana	Roundtable	FY 2021 Membership Dues	1200 Accounts Receivable	35,812.15	107,661.85
07/01/2020	Invoice	1115	No	James Lindsay	Roundtable	FY 2021 Membership Dues	1200 Accounts Receivable	9,201.79	116,863.64
07/01/2020	Invoice	1116	No	Kent Steffens	Roundtable	FY 2021 Membership Dues	1200 Accounts Receivable	43,072.80	159,936.44
07/01/2020	Invoice	1117	No	Santa Clara County	Roundtable	FY 2021 Membership Dues	1200 Accounts Receivable	27,661.34	187,597.78
07/01/2020	Invoice	1120	No	City of Monte Sereno	Roundtable	FY 2021 Membership Dues	1200 Accounts Receivable	0.00	187,597.78
Total for 4020 Roundtable Income								\$187,597.78	
Total for 4000 INCOME								\$337,554.85	
6000 GENERAL OFFICE									
6120 Bank Service Charges									
07/31/2020	Expense		No	Union Bank	CASCC	bank fee	1001 Checking - Union Bank	3.00	3.00
Total for 6120 Bank Service Charges								\$3.00	
6180 Insurance									
07/06/2020	Expense		No	Great American Insurance Group	CASCC	D&O insurance	1001 Checking - Union Bank	150.17	150.17
Total for 6180 Insurance								\$150.17	
6220 Dues and Subscriptions									
07/10/2020	Expense		No	SCC Managers' Association	CASCC	SCCCMA yearly dues	1001 Checking - Union Bank	400.00	400.00
Total for 6220 Dues and Subscriptions								\$400.00	
6550 Supplies and Equipment									
07/23/2020	Expense		No	Office Depot	CASCC	OFFICE DEPOT #869 - MOUNTAINVIEW, CA	2200 First National Bank of Omaha	1,380.28	1,380.28
Total for 6550 Supplies and Equipment								\$1,380.28	
6610 Postage and Delivery									
07/22/2020	Expense	2843	No	Costco	CASCC	stamps	1001 Checking - Union Bank	54.75	54.75
Total for 6610 Postage and Delivery								\$54.75	
6620 Software Licenses									
07/13/2020	Expense		No	Zoom.us	CASCC	ZOOM.US - 8887999666, CA	2200 First National Bank of Omaha	54.99	54.99
07/16/2020	Expense		No	Adobe	CASCC	ADOBE ACROBAT PRO - 4085366000, CA	2200 First National Bank of Omaha	14.99	69.98

Date	Transaction Type	Num	Adj	Name	Class	Memo/Description	Split	Amount	Balance
07/17/2020	Expense		No	Intuit	CASCC	INT*QuickBooks Online - 800-446-8848, CA	2200 First National Bank of Omaha	25.00	94.98
07/20/2020	Expense		No	Microsoft	CASCC	MSFT * E0100BL981 - MSBILL.INFO, WA	2200 First National Bank of Omaha	12.50	107.48
07/20/2020	Expense		No	Intuit	CASCC	INT*QuickBooks Online - 800-446-8848, CA	2200 First National Bank of Omaha	70.00	177.48
Total for 6620 Software Licenses								\$177.48	
Total for 6000 GENERAL OFFICE								\$2,165.68	
OFFICE PERSONNEL_CONSULTANTS									
6153 Contractors									
07/06/2020	Bill		No	Baird + Driskell Community Planning	PC	Major tasks: Work on summary of RHNA 6 Methodology committee. Method- ology committee debrief. Call with Neysa. Call with Rob. . Weekly check in calls.Start workplan.	2000 Accounts Payable	8,325.00	8,325.00
Total for 6153 Contractors								\$8,325.00	
6300 Legal & Professional Fees									
6310 Accounting Services									
07/20/2020	Expense		No	Bestbooks4U	CASCC	bookkeeper	1001 Checking - Union Bank	380.00	380.00
Total for 6310 Accounting Services								\$380.00	
Total for 6300 Legal & Professional Fees								\$380.00	
6565 Payroll Service Fees									
07/02/2020	Expense		No	Gusto	CASCC	GUSTO FEE 956047 CCD 6sem GUSTO FEE 956047 CCD 6semj06su7	1001 Checking - Union Bank	57.00	57.00
Total for 6565 Payroll Service Fees								\$57.00	
6568 Workers Compensation									
07/06/2020	Expense		No	AP Intego	CASCC	APIntego ACHTRANS CCD 634 APIntego ACHTRANS CCD 63446260	1001 Checking - Union Bank	49.88	49.88
Total for 6568 Workers Compensation								\$49.88	
6575 Payroll Wages/Salary									
07/27/2020	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									
07/27/2020	Journal Entry	Gusto	No			Employer Taxes	-Split-	669.38	669.38
Total for 6580 Payroll Taxes								\$669.38	
Total for OFFICE PERSONNEL_CONSULTANTS								\$18,231.26	

Profit and Loss by Class

July 2019 - June 2020

	CASCC	PC	Roundtable	TOTAL
INCOME				
4000 INCOME				0.00
4010 Membership Dues	150,290.19			150,290.19
4020 Roundtable Income			249,999.00	249,999.00
4030 Directory Income	15.00			15.00
4040 Planning Collaborative		53,333.28		53,333.28
4050 Membership Dinners - Proceeds	6,911.41			6,911.41
4060 LAIF INCOME	2,835.87			2,835.87
Total 4000 INCOME	160,052.47	53,333.28	249,999.00	463,384.75
Total Income	160,052.47	53,333.28	249,999.00	463,384.75
GROSS PROFIT				
	160,052.47	53,333.28	249,999.00	463,384.75
EXPENSES				
6000 GENERAL OFFICE				0.00
6120 Bank Service Charges	36.00			36.00
6122 Merchant QB Payment Fees	299.21			299.21
Total 6120 Bank Service Charges	335.21			335.21
6125 Directory Production	317.00			317.00
6151 Conferences/Director's Expenses	148.55			148.55
6160 Dues & Subscriptions	225.00			225.00
6162 Hospitality	838.30			838.30
6180 Insurance	1,760.99			1,760.99
6190 Website SOS	600.00			600.00
6350 Roundtable consultant and technical services			223,705.39	223,705.39
6370 Programs and Initiatives	1,100.00			1,100.00
6550 Supplies and Equipment	125.10			125.10
6610 Postage and Delivery	9.17			9.17
6611 Post Office Box	150.00			150.00
6615 Office/General Administrative Expenses	94.04			94.04
6620 Software Licenses	1,776.84			1,776.84
6665 Printing and Copying	700.17		44.51	744.68

	CASCC	PC	Roundtable	TOTAL
6670 Recognition	392.95			392.95
Total 6000 GENERAL OFFICE	8,573.32		223,749.90	232,323.22
EVENT EXPENSES				0.00
6400 General Meeting - catering	300.00			300.00
6410 General meeting - office supplies/signage	1,251.72			1,251.72
6675 Membership Dinners - Cost	7,388.96			7,388.96
Total EVENT EXPENSES	8,940.68			8,940.68
OFFICE PERSONNEL_CONSULTANTS				0.00
6153 Contractors		24,975.00		24,975.00
6300 Legal & Professional Fees			5,000.00	5,000.00
6310 Accounting Services	3,003.75			3,003.75
6320 Attorney Services			1,443.00	1,443.00
Total 6300 Legal & Professional Fees	3,003.75		6,443.00	9,446.75
6565 Payroll Service Fees	546.00			546.00
6568 Workers Compensation	623.32			623.32
6575 Payroll Wages/Salary	104,583.33			104,583.33
6580 Payroll Taxes	8,217.63			8,217.63
Total OFFICE PERSONNEL_CONSULTANTS	116,974.03	24,975.00	6,443.00	148,392.03
Total Expenses	134,488.03	24,975.00	230,192.90	389,655.93
NET OPERATING INCOME	25,564.44	28,358.28	19,806.10	73,728.82
NET INCOME	\$25,564.44	\$28,358.28	\$19,806.10	\$73,728.82

Marylynn Bernald
6/12/2020



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

June 9, 2020
Invoice No: 155379
Project Manager: Steven Alverson

Project D201801353.01 SCSC Roundtable Facilitation
Professional Services from May 1, 2020 to May 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	17.50	300.00	5,250.00	
Senior Associate I Wasserman, Evan	32.00	150.00	4,800.00	
Totals	49.50		10,050.00	
Total Labor				10,050.00
			Subtotal this Subtask:	\$10,050.00

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

Professional Personnel

	Hours	Rate	Amount	
Senior Director III Alverson, Steven	4.00	300.00	1,200.00	
Director III Mains, Spencer	6.50	240.00	1,560.00	
Senior Associate I Wasserman, Evan	8.50	150.00	1,275.00	
Totals	19.00		4,035.00	
Total Labor				4,035.00
			Subtotal this Subtask:	\$4,035.00

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	8.00	300.00	2,400.00	
Senior Associate I Wasserman, Evan	12.00	150.00	1,800.00	
Totals	20.00		4,200.00	
Total Labor				4,200.00
			Subtotal this Subtask:	\$4,200.00

PAYMENT DUE UPON RECEIPT

TOTAL THIS TASK: \$18,285.00

Task 0000002 Assist CASCC 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

Professional Personnel

	Hours	Rate	Amount
Senior Director III Alverson, Steven	10.50	300.00	3,150.00
Managing Associate III Jones, Christian	1.50	205.00	307.50
Totals	12.00		3,457.50
Total Labor			3,457.50

Billing Limits	Current	Prior	To-Date
Total Billings	3,457.50	9,907.50	13,365.00
Limit			25,310.00
Remaining			11,945.00
TOTAL THIS TASK:			\$3,457.50

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

Billing Limits	Current	Prior	To-Date
Total Billings	0.00	0.00	0.00
Limit			10,800.00
Remaining			10,800.00
TOTAL THIS TASK:			0.00

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

Professional Personnel

	Hours	Rate	Amount	
Senior Director III				
Alverson, Steven	1.50	300.00	450.00	
Senior Associate I				
Wasserman, Evan	12.00	150.00	1,800.00	
Totals	13.50		2,250.00	
Total Labor				2,250.00
			TOTAL THIS TASK:	\$2,250.00

Task	0000ODC	Other Direct Cost	Current	Prior	To-Date	
Billing Limits						
Total Billings			0.00	3,495.42	3,495.42	
Limit					8,080.85	
Remaining					4,585.43	
						TOTAL THIS TASK: 0.00
						TOTAL INVOICE AMOUNT \$23,992.50

Outstanding Invoices

Number	Date	Balance
153973	4/17/2020	14,512.65
154595	5/12/2020	11,782.50
Total		26,295.15

	Current	Prior	Total
Billings to Date	23,992.50	66,084.17	90,076.67

Remit to:

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

TIN #: 94-1698350

Billing Backup

Tuesday, June 9, 2020

Environmental Science Associates

Invoice 155379 Dated 6/9/2020

11:02:51 AM

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	5/12/2020	1.00	300.00
Prep for the May 27, 2020 Virtual Meeting			
1 - Alverson, Steven	5/13/2020	2.00	300.00
Conf Call on May 27, 2020 Meeting and Related Prep			
1 - Alverson, Steven	5/14/2020	2.00	300.00
Prep for the May 27, 2020 Virtual Meeting			
1 - Alverson, Steven	5/15/2020	1.00	300.00
Prep for the May 27, 2020 Virtual Meeting			
1 - Alverson, Steven	5/19/2020	1.50	300.00
QA/QC Leg Comm Meeting Recap			
1 - Alverson, Steven	5/20/2020	1.00	300.00
Monthly Check-in Meeting			
1 - Alverson, Steven	5/21/2020	2.00	300.00
Prep for May 27 Meeting			
1 - Alverson, Steven	5/22/2020	3.00	300.00
Prep for May 27 Meeting			
1 - Alverson, Steven	5/26/2020	2.00	300.00
Prep for May 27 Meeting			
1 - Alverson, Steven	5/27/2020	2.00	300.00
Last-Minute Meeting Prep			
Senior Associate I			
Senior Associate I			
7 - Wasserman, Evan	5/5/2020	1.00	150.00
1 hr for agenda/meeting prep and correspondence tracking			
7 - Wasserman, Evan	5/8/2020	4.00	150.00
4 hrs for agenda/meeting prep and correspondence tracking			
7 - Wasserman, Evan	5/11/2020	1.00	150.00
1.5 hrs for drafting correspondence and tracking;			
7 - Wasserman, Evan	5/12/2020	3.00	150.00
3 hrs for drafting agenda, Work Plan priorities review, correspondence tracking, and formatting letter from Leg Com.			
7 - Wasserman, Evan	5/13/2020	3.00	150.00
1.5 hrs for updating agenda; 1.5 hr for team meeting and meeting prep regarding Work Plan priorities;			
7 - Wasserman, Evan	5/14/2020	1.50	150.00
1.5 hrs for legislation review document, meeting video review, and organizing Zoom webinar			
7 - Wasserman, Evan	5/15/2020	4.00	150.00
4 hrs for legislation review document and organizing Zoom webinar; sending out ANR, and posting articles			
7 - Wasserman, Evan	5/20/2020	4.00	150.00
1 hr for meeting; 3 hrs for updates to agenda and materials for agenda/meeting, including updates for Work Plan Priorities summary			

Project	D201801353.01	SCSC Roundtable Facilitation	Invoice	155379
7 - Wasserman, Evan	5/21/2020	3.00	150.00	450.00
3 hrs for correspondence tracking, compiling agenda packet, correspondence, updates to amaterials for agenda/meeting				
7 - Wasserman, Evan	5/22/2020	2.50	150.00	375.00
2.5 hrs for correspondence tracking, compiling agenda packet, correspondence, updates to amaterials for agenda/meeting				
7 - Wasserman, Evan	5/26/2020	4.00	150.00	600.00
4 hrs for correspondence tracking, agenda materials prep, and time for virtual meeting practice call.				
7 - Wasserman, Evan	5/27/2020	1.00	150.00	150.00
1 hr for correspondence tracking, communications, agenda materials drafting/prep				
Totals		49.50		10,050.00
Total Labor				10,050.00
Subtotal this Subtask:				\$10,050.00

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

Professional Personnel

		Hours	Rate	Amount
Senior Director III				
Senior Director III				
1 - Alverson, Steven	5/27/2020	4.00	300.00	1,200.00
May 27 Roundtable Meeting				
Director III				
Director III				
39 - Mains, Spencer	5/26/2020	2.00	240.00	480.00
production set up and coordination for virtual roundtable meeting.				
39 - Mains, Spencer	5/27/2020	4.00	240.00	960.00
production support for virtual roundtable meeting				
39 - Mains, Spencer	5/28/2020	.50	240.00	120.00
production follow up with ESA team, report production.				
Senior Associate I				
Senior Associate I				
7 - Wasserman, Evan	5/18/2020	1.50	150.00	225.00
1.5 hrs for reviewing video, Christina's notes, and drafting meeting recap				
7 - Wasserman, Evan	5/19/2020	2.50	150.00	375.00
2.5 hrs for reviewing video, Christina's notes, and drafting meeting recap				
7 - Wasserman, Evan	5/22/2020	.50	150.00	75.00
.5 hr for updating meeting recap				
7 - Wasserman, Evan	5/27/2020	4.00	150.00	600.00
4 hrs for SCSC Roundtable virtual meeting time May 27, 2020				
Totals		19.00		4,035.00
Total Labor				4,035.00
Subtotal this Subtask:				\$4,035.00

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	5/21/2020	1.00	300.00	300.00
Leg Comm Mtg. Recap				
1 - Alverson, Steven	5/22/2020	1.00	300.00	300.00
Leg Comm Mtg. Recap				

Project	D201801353.01	SCSC Roundtable Facilitation	Invoice	155379	
1 - Alverson, Steven		5/28/2020	4.00	300.00	1,200.00
Meeting Follow-up					
1 - Alverson, Steven		5/29/2020	2.00	300.00	600.00
Meeting Follow-up					
Senior Associate I					
Senior Associate I					
7 - Wasserman, Evan		5/18/2020	.50	150.00	75.00
.5 hr for posting, communciations, virtual meeting set-up, and updates with website					
7 - Wasserman, Evan		5/19/2020	.50	150.00	75.00
.5 hr for posting, communciations, virtual meeting set-up, and updates with website					
7 - Wasserman, Evan		5/20/2020	1.00	150.00	150.00
1 hr for communciations with IT/practice meeting, and virtual meeting set-up.					
7 - Wasserman, Evan		5/21/2020	1.00	150.00	150.00
1 hr for communciations with IT, and virtual meeting set-up.					
7 - Wasserman, Evan		5/22/2020	3.00	150.00	450.00
3 hrs for posting meeting agenda, noticing, communications, social media, and virtual meeting set-up/communications					
7 - Wasserman, Evan		5/28/2020	3.00	150.00	450.00
2 hrs for meeting recap and drafting of action item summary. 1 hr for debrief meeting.					
7 - Wasserman, Evan		5/29/2020	3.00	150.00	450.00
2 hrs for meeting recap and drafting of action item summary. 1 hr for follow up on Leg Com letter.					
Totals			20.00		4,200.00
Total Labor					4,200.00
				Subtotal this Subtask:	\$4,200.00
				TOTAL THIS TASK:	\$18,285.00

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	5/5/2020	2.00	300.00	600.00
Review the Draft SST NPRM Comment Letter				
1 - Alverson, Steven	5/6/2020	.50	300.00	150.00
Revise Draft SST Comment Letter				
1 - Alverson, Steven	5/7/2020	1.00	300.00	300.00
Committee Support				
1 - Alverson, Steven	5/8/2020	1.00	300.00	300.00
Committee Support				
1 - Alverson, Steven	5/11/2020	1.50	300.00	450.00
Greg Hyver Email/Brief Chat with Andi Jordan re: Committees				
1 - Alverson, Steven	5/12/2020	2.00	300.00	600.00
Mr. Hyver Email Response				
1 - Alverson, Steven	5/13/2020	1.00	300.00	300.00
IFP Gateway Memo				
1 - Alverson, Steven	5/18/2020	.50	300.00	150.00
Respond to Email Requests				
1 - Alverson, Steven	5/26/2020	1.00	300.00	300.00
Respond to Emails				

Project	D201801353.01	SCSC Roundtable Facilitation	Invoice	155379
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Managing Associate III				
Managing Associate III				
25 - Jones, Christian	5/13/2020	1.50	205.00	307.50
IFP memo prep				
Totals		12.00		3,457.50
Total Labor				3,457.50
TOTAL THIS TASK:				\$3,457.50

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

Professional Personnel

		Hours	Rate	Amount
Senior Director III				
Senior Director III				
1 - Alverson, Steven	5/14/2020	.50	300.00	150.00
Articles for the RT Website				
1 - Alverson, Steven	5/15/2020	.50	300.00	150.00
Articles for the RT Website				
1 - Alverson, Steven	5/18/2020	.50	300.00	150.00
Articles for Posting				
Senior Associate I				
Senior Associate I				
7 - Wasserman, Evan	5/1/2020	.50	150.00	75.00
.5 hr for web posting				
7 - Wasserman, Evan	5/4/2020	1.00	150.00	150.00
1 hr for website posting and communications				
7 - Wasserman, Evan	5/6/2020	.50	150.00	75.00
.5 hr for website posting and communications				
7 - Wasserman, Evan	5/7/2020	.50	150.00	75.00
.5 hr for website posting and communications				
7 - Wasserman, Evan	5/8/2020	1.00	150.00	150.00
1 hr for website posting and communications				
7 - Wasserman, Evan	5/11/2020	.50	150.00	75.00
.5 hr for posting article to website				
7 - Wasserman, Evan	5/13/2020	2.00	150.00	300.00
2 hrs for posting notifications to website/correspondence about meeting, and working through live stream set-up				
7 - Wasserman, Evan	5/14/2020	1.00	150.00	150.00
1 hr for posting IFP Gateway memo and posting article				
7 - Wasserman, Evan	5/26/2020	2.00	150.00	300.00
2 hrs for posting on website, and notifications, Zoom meeting set-up and facilitation for practice call				
7 - Wasserman, Evan	5/27/2020	1.00	150.00	150.00
2 hrs for posting on website, notifications, Zoom meeting set-up and facilitation for meeting				
7 - Wasserman, Evan	5/28/2020	1.00	150.00	150.00
1 hr for posting on website, Zoom meeting video recording set-up and review				
7 - Wasserman, Evan	5/29/2020	1.00	150.00	150.00
1 hr for posting on website, Zoom meeting video recording posting and review for actions				
Totals		13.50		2,250.00
Total Labor				2,250.00
TOTAL THIS TASK:				\$2,250.00

Project	D201801353.01	SCSC Roundtable Facilitation	Invoice	155379
			Total this Project	\$23,992.50
			Total this Report	\$23,992.50



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

INVOICE

7/15 ✓
 Marylynn
 Bernard

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

July 13, 2020
 Invoice No: 156185
 Project Manager: Steven Alverson

Project D201801353.01 SCSC Roundtable Facilitation

Professional Services from June 1, 2020 to June 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	5.25	300.00	1,575.00	
Senior Associate I Wasserman, Evan	30.50	150.00	4,575.00	
Totals	35.75		6,150.00	
Total Labor				6,150.00
			Subtotal this Subtask:	\$6,150.00

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

Professional Personnel

	Hours	Rate	Amount	
Senior Director III Alverson, Steven	4.50	300.00	1,350.00	
Director III Mains, Spencer	1.00	240.00	240.00	
Senior Associate I Wasserman, Evan	4.50	150.00	675.00	
Totals	10.00		2,265.00	
Total Labor				2,265.00
			Subtotal this Subtask:	\$2,265.00

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	13.75	300.00	4,125.00	
Senior Associate I Wasserman, Evan	8.50	150.00	1,275.00	
Totals	22.25		5,400.00	
Total Labor				5,400.00
			Subtotal this Subtask:	\$5,400.00

PAYMENT DUE UPON RECEIPT

TOTAL THIS TASK: \$13,815.00

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

Professional Personnel

	Hours	Rate	Amount
Senior Director III			
Alverson, Steven	3.25	300.00	975.00
Totals	3.25		975.00
Total Labor			975.00

Billing Limits	Current	Prior	To-Date
Total Billings	975.00	0.00	975.00
Limit			2,550.00
Remaining			1,575.00
TOTAL THIS TASK:			\$975.00

Task 0000003 Provide Support for Work Not Currently Before the Roundtable

Professional Personnel

	Hours	Rate	Amount
Senior Director III			
Alverson, Steven	3.50	300.00	1,050.00
Totals	3.50		1,050.00
Total Labor			1,050.00

Billing Limits	Current	Prior	To-Date
Total Billings	1,050.00	13,365.00	14,415.00
Limit			25,310.00
Remaining			10,895.00
TOTAL THIS TASK:			\$1,050.00

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

Billing Limits

	Current	Prior	To-Date
Total Billings	0.00	0.00	0.00
Limit			10,800.00
Remaining			10,800.00
TOTAL THIS TASK:			0.00

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

Professional Personnel

	Hours	Rate	Amount
Senior Director III Alverson, Steven	1.25	300.00	375.00
Senior Associate I Wasserman, Evan	8.00	150.00	1,200.00
Totals	9.25		1,575.00
Total Labor			1,575.00
TOTAL THIS TASK:			\$1,575.00

Task	0000ODC	Other Direct Cost	Current	Prior	To-Date
Billing Limits					
Total Billings			0.00	3,495.42	3,495.42
Limit					8,080.85
Remaining					4,585.43
TOTAL THIS TASK:					0.00
TOTAL INVOICE AMOUNT:					\$17,415.00

Outstanding Invoices

Number	Date	Balance
155379	6/9/2020	23,992.50
Total		23,992.50

Billings to Date	Current	Prior	Total
	17,415.00	90,076.67	107,491.67

Remit to:
 E S A
 P.O. Box 92170
 Elk Grove, IL 60009
 TIN #: 94-1698350

Billing Backup

Monday, July 13, 2020

Environmental Science Associates

Invoice 156185 Dated 7/13/2020

4:44:58 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	6/3/2020	1.00	300.00
Leg. Committee Meeting Prep			
1 - Alverson, Steven	6/9/2020	1.00	300.00
Prep for the 6/10/2020 Leg Comm Meeting			
1 - Alverson, Steven	6/10/2020	1.00	300.00
Prep for the 6/10/2020 Leg Comm Meeting			
1 - Alverson, Steven	6/11/2020	.25	300.00
Prep for June 17, 2020 TWG Meeting			
1 - Alverson, Steven	6/12/2020	.50	300.00
Prep for June 17, 2020 TWG Meeting			
1 - Alverson, Steven	6/15/2020	.50	300.00
Prep for June 17 TWG meeting			
1 - Alverson, Steven	6/22/2020	1.00	300.00
Conf Call to Prep for the July 22, 2020 RT Meeting			
Senior Associate I			
Senior Associate I			
7 - Wasserman, Evan	6/1/2020	1.00	150.00
1 hr for correspondence and tracking regarding sending Congressional Staff notification about an SCSC Roundtable letter being submitted to FAA on SST.			
7 - Wasserman, Evan	6/2/2020	1.00	150.00
1 hr for communications regarding Leg Comm meeting and review of materials for agenda			
7 - Wasserman, Evan	6/3/2020	3.00	150.00
3 hrs for correspondence/communications regarding Leg Comm meeting and debrief on last SCSC Roundtable meeting with the team for what can be done better in the future. Review of what should be included on action list from last meeting, and discuss Leg Comm role/process.			
7 - Wasserman, Evan	6/4/2020	2.00	150.00
2 hrs for review and edits to list of what is required for Brown Act Meeting and time spent discussing/compiling agenda packet and Leg Comm meeting logistics			
7 - Wasserman, Evan	6/5/2020	2.00	150.00
2 hrs for compiling agenda packet for Leg Comm meeting and logistics, notification, and communications regarding ANR.			
7 - Wasserman, Evan	6/8/2020	1.00	150.00
1 hr for correspondence tracking and responding to public in prep for Leg Comm meeting			
7 - Wasserman, Evan	6/9/2020	1.00	150.00
1 hr for correspondence tracking and responding to public in prep for LegComm meeting			
7 - Wasserman, Evan	6/10/2020	1.00	150.00
1 hr for prep and communications for Leg Comm meeting			
7 - Wasserman, Evan	6/12/2020	1.50	150.00
1.5 hr for agenda development; correspondence tracking; agenda notifications; communications regarding letter to congressional staff; sending out ANR			

Project	D201801353.01	SCSC Roundtable Facilitation	Invoice	156185
7 - Wasserman, Evan	6/15/2020	.50 150.00	75.00	
.5 hr for comment tracker discussion and response to member comments for schedule of TWG, and public comments from gmail				
7 - Wasserman, Evan	6/16/2020	.50 150.00	75.00	
.5 hr for review of scope and communications regarding TWG meeting setup/Ring Central and communications with public				
7 - Wasserman, Evan	6/17/2020	1.00 150.00	150.00	
1 hr for meeting prep and communications regarding TWG meeting setup/Ring Central				
7 - Wasserman, Evan	6/19/2020	1.00 150.00	150.00	
.5 hr for correspondence tracking and communications for ANR				
7 - Wasserman, Evan	6/22/2020	3.00 150.00	450.00	
3 hrs for check-in meeting with team (MLB, Andi, Steve, Kris), communications, potential agenda item list development.				
7 - Wasserman, Evan	6/23/2020	2.00 150.00	300.00	
2 hrs for correspondence tracking and agenda development based on feedback from meeting				
7 - Wasserman, Evan	6/25/2020	4.00 150.00	600.00	
4 hrs for agenda development based on feedback from meeting and communications notifications for letter recall (letter to congressional staff)				
7 - Wasserman, Evan	6/29/2020	.50 150.00	75.00	
.5 hr for correspondence tracking				
7 - Wasserman, Evan	6/30/2020	4.50 150.00	675.00	
4.5 hrs for correspondence tracking and update to FAA Status tracking matrix				
Totals		35.75	6,150.00	
Total Labor				6,150.00
			Subtotal this Subtask:	\$6,150.00

Subtask	0000012	1.2 Attend, Facilitate, and Interact with Roundtable Members	Hours	Rate	Amount
Professional Personnel					
Senior Director III					
Senior Director III					
1 - Alverson, Steven	6/10/2020	Attend/Facilitate 6/10/20 Leg Comm	2.00	300.00	600.00
1 - Alverson, Steven	6/17/2020	Attend/Participate in the 6/17/20 TWG Meeting	2.50	300.00	750.00
Director III					
Director III					
39 - Mains, Spencer	6/1/2020	presentation follow up and debriefing materials	1.00	240.00	240.00
Senior Associate I					
Senior Associate I					
7 - Wasserman, Evan	6/10/2020	2 hrs for LegComm meeting time	2.00	150.00	300.00
7 - Wasserman, Evan	6/17/2020	2.5 hrs for TWG meeting	2.50	150.00	375.00
Totals			10.00		2,265.00
Total Labor					2,265.00
			Subtotal this Subtask:		\$2,265.00

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

			Hours	Rate	Amount
Senior Director III					
Senior Director III					
1 - Alverson, Steven	6/1/2020	1.00	300.00	300.00	
	Follow-up to the May 27, 2020 RT Meeting				
1 - Alverson, Steven	6/2/2020	.50	300.00	150.00	
	Follow-up to the May 27, 2020 RT Meeting				
1 - Alverson, Steven	6/3/2020	1.00	300.00	300.00	
	Conf Call with AJ & MLB Re: 5/27/20 Meeting				
1 - Alverson, Steven	6/4/2020	2.00	300.00	600.00	
	Follow-up to the May 27, 2020 RT Meeting				
1 - Alverson, Steven	6/5/2020	4.00	300.00	1,200.00	
	Prep for the 6/10/20 Leg Comm Meeting				
1 - Alverson, Steven	6/11/2020	.50	300.00	150.00	
	Leg Committee QSC Letter Review				
1 - Alverson, Steven	6/12/2020	.50	300.00	150.00	
	Leg Committee QSC Letter Review				
1 - Alverson, Steven	6/16/2020	.50	300.00	150.00	
	Follow-up to May 27 Leg Committee Meeting				
1 - Alverson, Steven	6/19/2020	1.00	300.00	300.00	
	Review/Edit the Leg Comm & Full RT Meeting Recaps				
1 - Alverson, Steven	6/23/2020	1.00	300.00	300.00	
	Letter to RA Girvin from MLB				
1 - Alverson, Steven	6/24/2020	1.00	300.00	300.00	
	Leg Committee Letter Recall				
1 - Alverson, Steven	6/24/2020	.25	300.00	75.00	
	Letter to RA Girvin from MLB				
1 - Alverson, Steven	6/25/2020	.50	300.00	150.00	
	Leg Committee Letter Recall				
Senior Associate I					
Senior Associate I					
7 - Wasserman, Evan	6/2/2020	1.00	150.00	150.00	
	1 hr for review/edits to list of actions from last SCSC Roundtable meeting for submittal to the full Roundtable for review.				
7 - Wasserman, Evan	6/11/2020	2.00	150.00	300.00	
	2 hrs for LegComm meeting recap and May 27 meeting recap				
7 - Wasserman, Evan	6/17/2020	1.00	150.00	150.00	
	1 hr for communications regarding prior meeting recaps, and drafting meeting recap of TWG				
7 - Wasserman, Evan	6/18/2020	.50	150.00	75.00	
	.5 hr for drafting meeting recap of TWG without video recording				
7 - Wasserman, Evan	6/19/2020	1.00	150.00	150.00	
	1 hr for drafting meeting recap of TWG prior to getting video recording; and communications regarding recaps				
7 - Wasserman, Evan	6/22/2020	1.00	150.00	150.00	
	1 hr for updated recaps and review of recaps actions reference				
7 - Wasserman, Evan	6/26/2020	2.00	150.00	300.00	
	2 hrs for uploading meeting recap video to post to website, and TWG meeting recap.				
	Totals	22.25		5,400.00	
	Total Labor				5,400.00
			Subtotal this Subtask:		\$5,400.00
			TOTAL THIS TASK:		\$13,815.00

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

Professional Personnel

			Hours	Rate	Amount
Senior Director III					
Senior Director III					
1 - Alverson, Steven	6/22/2020		3.25	300.00	975.00
	FY2020-2021 Scope & Budget				
	Totals		3.25		975.00
	Total Labor				975.00

TOTAL THIS TASK: \$975.00

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	6/1/2020		1.00	300.00	300.00
	Finalize SST Comment Letter and Submit to the FAA				
1 - Alverson, Steven	6/2/2020		.50	300.00	150.00
	Distribute SST Comment Letter to Congressionals				
1 - Alverson, Steven	6/2/2020		.50	300.00	150.00
	Standing Committee Meeting Email to MLB				
1 - Alverson, Steven	6/8/2020		1.00	300.00	300.00
	Emails and Phone Calls with MLB				
1 - Alverson, Steven	6/30/2020		.50	300.00	150.00
	Meet with Andi & Mary-Lynne to Discuss FY2020-2021 Scope & Budget				
	Totals		3.50		1,050.00
	Total Labor				1,050.00

TOTAL THIS TASK: \$1,050.00

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

Professional Personnel

			Hours	Rate	Amount
Senior Director III					
Senior Director III					
1 - Alverson, Steven	6/3/2020		.50	300.00	150.00
	Articles for Posting				
1 - Alverson, Steven	6/9/2020		.50	300.00	150.00
	Website Review/Updates				
1 - Alverson, Steven	6/11/2020		.25	300.00	75.00
	X-59 Article for Posting				
Senior Associate I					
Senior Associate I					
7 - Wasserman, Evan	6/5/2020		2.00	150.00	300.00
	2 hrs for posting articles, and agenda packet for Leg Comm meeting on website and social media for notification				
7 - Wasserman, Evan	6/12/2020		1.50	150.00	225.00

Project	D201801353.01	SCSC Roundtable Facilitation	Invoice	156185
		1.5 hrs for web posting, agenda posting, and social media notifications		
7 - Wasserman, Evan	6/16/2020	.50 150.00	75.00	
		.5 hr for article posting and updates to website for agenda packets seperate from agendas		
7 - Wasserman, Evan	6/17/2020	.50 150.00	75.00	
		.5 hr for article posting and communications regarding video recording of meeting		
7 - Wasserman, Evan	6/18/2020	.50 150.00	75.00	
		.5 hr for article posting		
7 - Wasserman, Evan	6/22/2020	1.00 150.00	150.00	
		1 hr for updated posting to website for FAA response letter and communications		
7 - Wasserman, Evan	6/24/2020	1.00 150.00	150.00	
		1 hr for posting to website and communications		
7 - Wasserman, Evan	6/29/2020	.50 150.00	75.00	
		.5 hr for posting articles		
7 - Wasserman, Evan	6/30/2020	.50 150.00	75.00	
		.5 hr for posting articles		
		Totals	9.25	1,575.00
		Total Labor		1,575.00
			TOTAL THIS TASK:	\$1,575.00
			Total this Project	\$17,415.00
			Total this Report	\$17,415.00

BAAQMD's [Cut the Commute Pledge](https://www.sparetheair.org/reduce-your-impact/cut-the-commute/take-the-pledge)

<https://www.sparetheair.org/reduce-your-impact/cut-the-commute/take-the-pledge>

The Cut the Commute Pledge offers an opportunity for representatives of Bay Area companies and organizations to pledge to provide remote work options for their employees.

The shelter-in-place orders issued to protect the public from the spread of COVID-19 necessitated a major shift in how Bay Area employers operate, and many employees quickly made the adjustment to remote work.

As shelter-in-place orders are eased or lifted, let's rethink how we conduct business and consider the substantial benefits remote work can bring to us all:

- Cleaner air and reduced climate impacts
- Reduced traffic congestion
- Saves money and time spent in traffic
- Improved employee recruitment, retention, and productivity
- Money saved on commercial real estate and parking facilities
- Enhanced employee work-life balance
- Resiliency - provides a blueprint to continue business during a crisis

The benefits of remote work are numerous. All that is needed now is leadership, vision, and commitment.

Are you ready to step forward and adopt an innovative remote work policy after the shelter-in-place? By signing this pledge, your company or organization commits to extending remote work options by at least 25 percent (or 1-2 days a week) for employees whose work requirements allow for that flexibility, though you can pledge more! For those employees that don't have that flexibility, your company or organization will encourage alternatives to driving alone.

Help improve air quality and quality of life for all Bay Area residents!

View the Air District's [Remote Work Policy Clearinghouse](#) web page for a complete remote work toolkit, featuring resources and guidance, model teleworking agreements, and information on equity considerations and ergonomics.

Signatures to date:

- Bay Area Air Quality Management District
- Bay Planning Coalition
- Espressive Inc.
- Porter Family Vineyards

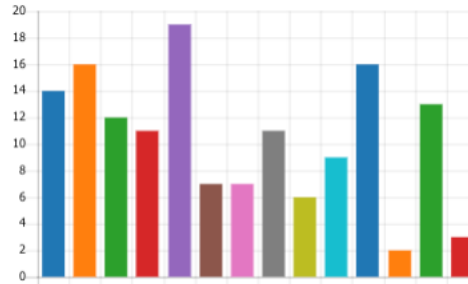
Recommended motion: support the "Cut the Commute Pledge and ask all member jurisdictions to support the pledge.

Agenda item 4
 Racial Injustice Survey
 Page 1 of 2

1. What can the Cities Association explore or contribute to the racial injustice conversation (multiple answers allowed):

[More Details](#)

● Town Hall Meetings or Webin...	14
● Equity lense in all that the CAS...	16
● Housing discrimination	12
● Production of BMR	11
● Funding for mental health	19
● Police reform	7
● Government reform to allow f...	7
● Hiring practices to hire more p...	11
● Working with schools	6
● Advocacy: supporting legislati...	9
● implicit bias training	16
● Bookclub or work with Silicon ...	2
● Explore working with Local & ...	13
● Other	3



Other suggestions:

- Information sharing – what are other cities doing?
- Discussion about the various ways cities use citizen boards to work with Police Departments - i.e. advisory boards, task forces, oversight boards. It's not a one size fits all approach.
- Develop a list of uniform racial equity policy recommendations for all of the members cities to adopt.
- Some of my answers fall under the definition of what GARE covers
- Institute procurement processes that allow local, women, people of color and LGBTQ businesses to be recruited to bid on construction as well as professional, goods and services contracts.
- GARE
- Partner with a university or research organization to publish an annual Santa Clara County racial disparity index that explores outcomes by race for income, employment (and organization/company diversity by title), housing, health and education. The index should also tie current statistics to historically redlined neighborhoods in Santa Clara County.
- All the listed ideas are positive for improving the racial injustice. Which ones are the most appropriate for Cities Asso? Cities Asso needs to decide.

Who Responded:

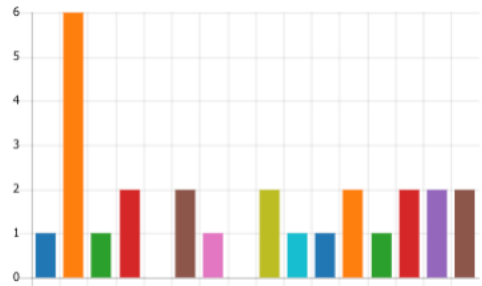
● I'm an elected official	9
● I'm staff	17

Agenda item 4
 Racial Injustice Survey
 Page 2 of 2

5. Which jurisdiction do you represent?

[More Details](#)

● Campbell	1
● Cupertino	6
● Gilroy	1
● Los Altos	2
● Los Altos Hills	0
● Los Gatos	2
● Milpitas	1
● Monte Sereno	0
● Morgan Hill	2
● Mountain View	1
● Palo Alto	1
● San Jose	2
● Santa Clara	1
● Saratoga	2
● Sunnyvale	2
● Santa Clara County	2



What is GARE? The Government Alliance on Race and Equity is a national network of government working to achieve racial equity and advance opportunities for all.

For the Board: Would the Board of Directors like to take more action or establish an ad hoc committee to explore more outcomes?

Agenda Item 5
Executive Board Member Resignation

Past President Manny Cappello recently resigned as Councilmember from Saratoga City Council. Cappello was the Past President of the Cities Association and a member of the Executive Board. Membership is granted to an elected official because of a city's membership. Therefore, a seat is vacant on the Executive Board.

Article II – Membership

Section 1. Membership. Each City in Santa Clara County which is a member of the League of California Cities and which has paid in full the Section dues required under Article VII of these Bylaws shall be a member of the Association.

Article IV – Officers.

Section 1. Officers Designated. The following officers of this Association shall be elected by the Board of Directors: President, First Vice President, Second Vice President and Secretary/Treasurer. Officers shall be selected from Council Members and Mayors of Member Cities.

Article Vi – Committees:

Section 1. Standing Committees:

Executive Board. The Executive Board shall act to accomplish, administer and facilitate the goals and the purposes of the Association at the direction of the Board of Directors. The Executive Board shall consist of the officers of this Association; the Immediate Past President, if still a Cities Association member; the Chair of the Legislative Action Committee; and a Director at Large who may be appointed if the Immediate Past President is no longer a Cities Association member. The Director at Large shall be a Cities Association member appointed by the President upon approval of the Board. The Vice Chair of the Legislative Action Committee shall be appointed to serve on the Executive Board in the absence of the Chair of the Legislative Action Committee.

Policy question for the Board:

Shall the president be authorized to appoint an individual to replace the departing Executive Board Member?

Agenda Item 6.
Organizational Status

This information will be presented to you at the meeting by Chantene Koplow, Legal Counsel.