

- Legislative Action Committee: If needed, consider action by Legislative Action Committee Meeting regarding County Wide Ballot Measures Measure RR, Measure S, Measure T *action*
5. Discussion and update on ongoing projects and issues: 8:20 PM
 - Planning Collaborative – next steps in funding the collaborative *Info*
 6. Covid-19 updates or discussion if needed (Steve Preminger, Santa Clara County) 8:35 PM
 7. Public Comment on items not on the agenda 8:45 PM
 8. Santa Clara County City Managers Association update (Kent Steffens, Sunnyvale) *Info* 8:50 PM
 9. Executive Director Report (Jordan)
 - 10 Adjourn until October 8, 2020 9:00 PM

Motion to approve the consent agenda: Sayoc (Los Gatos)
Second: Abe-Koga (Mountain View)

Motion passes: 12-0-0-3

AYES - 11 – *Resnikoff, (Campbell), Scharf (Cupertino), Tucker (Gilroy), Fligor (Los Altos), Sayoc (Los Gatos), Montano (Milpitas), Abe-Koga (Mountain View), Constantine (Morgan Hill), Kniss (Palo Alto), Davis (Santa Clara), Bernald (Saratoga), Klein (Sunnyvale)*

NOS - 0

ABSTENTIONS - 0

ABSENT - 3 *Wu (Los Altos Hills), Turner (Monte Sereno), Jones (San José)*

3. Committee/Standing reports:

a) Legislative Action Committee (Vice Mayor Neysa Fligor, Chair)

Motion to approve the sending letter regarding housing: Sayoc (Los Gatos)

Second: Bernald (Saratoga)

Motion passes: 12-0-0-3

AYES - 11 – *Resnikoff, (Campbell), Scharf (Cupertino), Tucker (Gilroy), Fligor (Los Altos), Sayoc (Los Gatos), Montano (Milpitas), Abe-Koga (Mountain View), Constantine (Morgan Hill), Kniss (Palo Alto), Davis (Santa Clara), Bernald (Saratoga), Klein (Sunnyvale)*

NOS - 0

ABSTENTIONS - 0

ABSENT - 3 *Wu (Los Altos Hills), Turner (Monte Sereno), Jones (San José)*

b) Transportation Committee (Mayor Margaret Abe-Koga, Chair)

- *Funding Bay Area Transit Infrastructure with an Eye Toward Fairness, William Sundstrom, Professor of Economics, Santa Clara University*
- *Cut the Commute Pledge – Consideration of “The Cut the Commute Pledge” which offers an opportunity for representatives of Bay Area companies and organizations to pledge to provide remote work options for their employees.*

Public comment was given by David Page

Motion to Adopt and Sign the “Cut the Commute Pledge”: Sayoc (Los Gatos)

Second: Abe-Koga (Mountain View)

Motion passes: 12-0-0-3

AYES - 11 – *Resnikoff, (Campbell), Scharf (Cupertino), Tucker (Gilroy), Fligor (Los Altos), Sayoc (Los Gatos), Montano (Milpitas), Abe-Koga (Mountain View), Constantine (Morgan Hill), Kniss (Palo Alto), Davis (Santa Clara), Bernald (Saratoga), Klein (Sunnyvale)*

NOS - 0

ABSTENTIONS - 0

ABSENT - 3 *Wu (Los Altos Hills), Turner (Monte Sereno), Jones (San José)*

4. Racial Injustice Survey: report of survey and discussion of next steps. (Jordan)
What actions, if any, would the board like to consider?

Motion for Executive Board to evaluate how to incorporate Racial Justice into current priorities:
Sayoc (Los Gatos)
Second: Tucker (Gilroy)

Motion approved 12-0-0-3

AYES - 11 – Resnikoff, (Campbell), Scharf (Cupertino), Tucker (Gilroy), Fligor (Los Altos), Sayoc (Los Gatos), Montano (Milpitas), Abe-Koga (Mountain View), Constantine (Morgan Hill), Kniss (Palo Alto), Davis (Santa Clara), Bernald (Saratoga), Klein (Sunnyvale)

NOS - 0

ABSTENTIONS - 0

ABSENT - 3 Wu (Los Altos Hills), Turner (Monte Sereno), Jones (San José)

5. Executive Board Member Resignation (Jordan/Koplow)

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?

Motion for President Klein to appoint an at large member to Executive Board: Kniss (Palo Alto)
Second: Sayoc (Los Gatos)

Motion approved 12-0-0-3

AYES - 11 – Resnikoff, (Campbell), Scharf (Cupertino), Tucker (Gilroy), Fligor (Los Altos), Sayoc (Los Gatos), Montano (Milpitas), Abe-Koga (Mountain View), Constantine (Morgan Hill), Kniss (Palo Alto), Davis (Santa Clara), Bernald (Saratoga), Klein (Sunnyvale)

NOS - 0

ABSTENTIONS - 0

ABSENT - 3 Wu (Los Altos Hills), Turner (Monte Sereno), Jones (San José)

6. Organization Status (Koplow/Jordan) Consideration of changing the Cities Association Status.

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

Motion for Cities Association to form a JPA: Pepper (Los Altos)
Second: Montano (Milpitas)

Motion approved 12-0-0-3

AYES - 11 – *Resnikoff, (Campbell), Scharf (Cupertino), Tucker (Gilroy), Fligor (Los Altos), Sayoc (Los Gatos), Montano (Milpitas), Abe-Koga (Mountain View), Constantine (Morgan Hill), Kniss (Palo Alto), Davis (Santa Clara), Bernald (Saratoga), Klein (Sunnyvale)*

NOS - 0

ABSTENTIONS - 0

ABSENT - 3 *Wu (Los Altos Hills), Turner (Monte Sereno), Jones (San José)*

7. Covid-19 Updates – no discussion
8. SCCMA Report (Kent Steffens, City Manager, Sunnyvale)
9. Executive Director Report (Andi Jordan)
 - Audit
 - Planning Collaborative Update
 - SCSC Roundtable Update
10. Public Comment – there was no public comment
11. Adjourn until September 10, 2020

Respectfully submitted,
Andi Jordan
Executive Director

Approved on DATE

Motion to approve:

Second:

0-0-0-0

AYES:

NAYES:

ABSTENTIONS:

ABSENT:

Management Report

CITIES ASSOCIATION OF SANTA CLARA COUNTY
For the period ended August 31, 2020



Prepared by

BestBooks4U Bookkeeping & QuickBooks Consulting

Prepared on

September 2, 2020

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Profit and Loss by Class12

Profit and Loss

July - August, 2020

	Total
INCOME	
4000 INCOME	
4010 Membership Dues	149,957.07
4020 Roundtable Income	187,597.78
Total 4000 INCOME	337,554.85
Total Income	337,554.85
GROSS PROFIT	
	337,554.85
EXPENSES	
6000 GENERAL OFFICE	
6120 Bank Service Charges	6.00
6180 Insurance	300.34
6220 Dues and Subscriptions	400.00
6350 Roundtable consultant and technical services	123,995.42
6550 Supplies and Equipment	1,380.28
6610 Postage and Delivery	54.75
6620 Software Licenses	354.96
Total 6000 GENERAL OFFICE	126,491.75
OFFICE PERSONNEL_CONSULTANTS	
6153 Contractors	16,650.00
6300 Legal & Professional Fees	5,700.00
6310 Accounting Services	1,035.00
Total 6300 Legal & Professional Fees	6,735.00
6565 Payroll Service Fees	108.00
6568 Workers Compensation	99.76
6575 Payroll Wages/Salary	18,200.00
6580 Payroll Taxes	1,338.75
Total OFFICE PERSONNEL_CONSULTANTS	43,131.51
Total Expenses	169,623.26
NET OPERATING INCOME	167,931.59
NET INCOME	\$167,931.59

Balance Sheet

As of August 31, 2020

	Total
ASSETS	
Current Assets	
Bank Accounts	
1001 Checking - Union Bank	244,296.90
Total Bank Accounts	244,296.90
Accounts Receivable	
1200 Accounts Receivable	87,077.37
Total Accounts Receivable	87,077.37
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	455,767.37
Fixed Assets	
1500 Machinery and Equipment	2,203.41
1700 Accumulated Depreciation	-1,926.59
Total Fixed Assets	276.82
TOTAL ASSETS	\$456,044.19
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	124,695.42
Total Accounts Payable	124,695.42
Credit Cards	
2200 First National Bank of Omaha	177.48
Total Credit Cards	177.48
Total Current Liabilities	124,872.90
Total Liabilities	124,872.90
Equity	
1110 Unrestricted Fund Balance	125,944.61
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	167,931.59
Total Equity	331,171.29
TOTAL LIABILITIES AND EQUITY	\$456,044.19

Statement of Cash Flows

July - August, 2020

	Total
OPERATING ACTIVITIES	
Net Income	167,931.59
Adjustments to reconcile Net Income to Net Cash provided by operations:	
1200 Accounts Receivable	-87,077.37
2000 Accounts Payable	83,287.92
2200 First National Bank of Omaha	-1,083.67
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	-4,873.12
Net cash provided by operating activities	163,058.47
NET CASH INCREASE FOR PERIOD	163,058.47
Cash at beginning of period	81,238.43
CASH AT END OF PERIOD	\$244,296.90

Monthly Summary Expenses by VENDOR

August 2020

	Total
Adobe	14.99
Andi Jordan	8,750.00
AP Intego	49.88
Baird + Driskell Community Planning	8,325.00
Bestbooks4U	655.00
Environmental Science Associates	16,503.75
Great American Insurance Group	150.17
Gusto	720.37
Intuit	95.00
Koplow Law Offices	6,400.00
Microsoft	12.50
Union Bank	3.00
Zoom.us	54.99
TOTAL	\$41,734.65

Transaction Detail by Account

August 2020

Date	Transaction Type	Num	Adj	Name	Class	Memo/Description	Split	Amount	Balance
1001 Checking - Union Bank									
08/03/2020	Payment	BofA check 218392	No	Kimbra McCarthy, City Manager		City of Mt View CASCC dues = BofA Check # 218392	1200 Accounts Receivable	10,856.89	10,856.89
08/03/2020	Payment	Bof A check 644666	No	Deanna Santana		City of Santa Clara = CASCC dues + RT dues = Bof A check 644666 total \$48858.42	1200 Accounts Receivable	48,858.42	59,715.31
08/03/2020	Payment	Wells Fargo 5234702	No	Dave Sykes		City of San José check Wells Fargo 5234702	1200 Accounts Receivable	13,046.27	72,761.58
08/04/2020	Expense		No	Gusto			6565 OFFICE PERSONNEL_CONSULTANTS:Payroll Service Fees	-51.00	72,710.58
08/04/2020	Expense		No	Great American Insurance Group			6180 GENERAL OFFICE:Insurance	-150.17	72,560.41
08/10/2020	Expense		No	AP Intego			6568 OFFICE PERSONNEL_CONSULTANTS:Workers Compensation	-49.88	72,510.53
08/15/2020	Deposit		No				-Split-	30,441.29	102,951.82
08/17/2020	Journal Entry	Gusto	No			Contractor Payment to The Law Offices of Chantene Koplow	-Split-	-700.00	102,251.82
08/18/2020	Bill Payment (Check)	8005	No	Koplow Law Offices		via Gusto	2000 Accounts Payable	-5,000.00	97,251.82
08/19/2020	Deposit		No	Chris Jordan, City Manager			1499 Undeposited Funds	8,697.51	105,949.33
08/19/2020	Expense		No	Bestbooks4U			6310 OFFICE PERSONNEL_CONSULTANTS:Legal & Professional Fees:Accounting Services	-505.00	105,444.33
08/21/2020	Bill Payment (Check)		No	Environmental Science Associates			2000 Accounts Payable	-17,415.00	88,029.33
08/21/2020	Bill Payment (Check)		No	Environmental Science Associates			2000 Accounts Payable	-23,992.50	64,036.83
08/21/2020	Expense		No	Baird + Driskell Community Planning			6153 OFFICE PERSONNEL_CONSULTANTS:Contractors	-8,325.00	55,711.83
08/25/2020	Journal Entry	Gusto	No			Debit tax	-Split-	-3,553.74	52,158.09
08/25/2020	Deposit		No				-Split-	11,345.58	63,503.67
08/25/2020	Expense		No	Bestbooks4U			6310 OFFICE PERSONNEL_CONSULTANTS:Legal & Professional Fees:Accounting Services	-150.00	63,353.67
08/25/2020	Journal Entry	Gusto	No			Debit net pay	-Split-	-5,865.63	57,488.04
08/25/2020	Transfer		No				2200 First National Bank of Omaha	-1,557.76	55,930.28
08/31/2020	Expense		No	Union Bank			6120 GENERAL OFFICE:Bank Service Charges	-3.00	55,927.28
08/31/2020	Deposit		No				-Split-	33,631.07	89,558.35
Total for 1001 Checking - Union Bank								\$89,558.35	
1200 Accounts Receivable									
08/03/2020	Payment	Wells Fargo 5234702	No	Dave Sykes			1001 Checking - Union Bank	-13,046.27	-13,046.27
08/03/2020	Payment	BofA check 218392	No	Kimbra McCarthy, City Manager			1001 Checking - Union Bank	-10,856.89	-23,903.16
08/03/2020	Payment	Bof A check 644666	No	Deanna Santana			1001 Checking - Union Bank	-48,858.42	-72,761.58

Date	Transaction Type	Num	Adj	Name	Class	Memo/Description	Split	Amount	Balance
08/15/2020	Payment	sunnyvale 100326794	No	Kent Steffens			1499 Undeposited Funds	-13,046.27	-85,807.85
08/15/2020	Payment	Saratoga Check 141454	No	James Lindsay			1499 Undeposited Funds	-8,697.51	-94,505.36
08/15/2020	Payment	campbell #279951	No	Brian Loventhal			1499 Undeposited Funds	-8,697.51	-103,202.87
08/19/2020	Payment	Los Altos- #163340	No	Chris Jordan, City Manager			1499 Undeposited Funds	-8,697.51	-111,900.38
08/25/2020	Payment	LA - us bank 163504	No	Chris Jordan, City Manager			1499 Undeposited Funds	-8,909.68	-120,810.06
08/25/2020	Payment	LAH - #177	No	Carl Cahill			1499 Undeposited Funds	-2,435.90	-123,245.96
08/31/2020	Payment	PA - dues #3059088	No	Ed Shikada, City Manager			1499 Undeposited Funds	-10,856.89	-134,102.85
08/31/2020	Payment	MtV SCSCRT #00218910	No	Kimbra McCarthy, City Manager			1499 Undeposited Funds	-22,774.18	-156,877.03

Total for 1200 Accounts Receivable

\$ -156,877.03

1499 Undeposited Funds

08/15/2020	Payment	campbell #279951	No	Brian Loventhal		city of campbell - #279951	1200 Accounts Receivable	8,697.51	8,697.51
08/15/2020	Payment	sunnyvale 100326794	No	Kent Steffens		Sunnyvale check # 100326794	1200 Accounts Receivable	13,046.27	21,743.78
08/15/2020	Payment	Saratoga Check 141454	No	James Lindsay		City of Saratoga - check number 141454	1200 Accounts Receivable	8,697.51	30,441.29
08/15/2020	Deposit		No			Sunnyvale check # 100326794	1001 Checking - Union Bank	-13,046.27	17,395.02
08/15/2020	Deposit		No			city of campbell - #279951	1001 Checking - Union Bank	-8,697.51	8,697.51
08/15/2020	Deposit		No			City of Saratoga - check number 141454	1001 Checking - Union Bank	-8,697.51	0.00
08/19/2020	Deposit		No	Chris Jordan, City Manager		City of Los Altos CASCC Membership Dues - US Bank #163340	1001 Checking - Union Bank	-8,697.51	-8,697.51
08/19/2020	Payment	Los Altos- #163340	No	Chris Jordan, City Manager		City of Los Altos CASCC Membership Dues - US Bank #163340	1200 Accounts Receivable	8,697.51	0.00
08/25/2020	Payment	LA - us bank 163504	No	Chris Jordan, City Manager		Los Altos - SCSC Roundtable Membership US Bank check number 163504	1200 Accounts Receivable	8,909.68	8,909.68
08/25/2020	Deposit		No			Los Altos - SCSC Roundtable Membership US Bank check number 163504	1001 Checking - Union Bank	-8,909.68	0.00
08/25/2020	Deposit		No			Los Altos Hills - SCSC Roundtable Membership Wells Fargo check 17722	1001 Checking - Union Bank	-2,435.90	-2,435.90
08/25/2020	Payment	LAH - #177	No	Carl Cahill		Los Altos Hills - SCSC Roundtable Membership Wells Fargo check 17722	1200 Accounts Receivable	2,435.90	0.00
08/31/2020	Payment	MtV SCSCRT #00218910	No	Kimbra McCarthy, City Manager		SCSC RT - City of Mountain View BofA 00218910	1200 Accounts Receivable	22,774.18	22,774.18
08/31/2020	Payment	PA - dues #3059088	No	Ed Shikada, City Manager		Palo Alto - Membership Dues us bank #3059088	1200 Accounts Receivable	10,856.89	33,631.07
08/31/2020	Deposit		No			Palo Alto - Membership Dues us bank #3059088	1001 Checking - Union Bank	-10,856.89	22,774.18
08/31/2020	Deposit		No			SCSC RT - City of Mountain View BofA 00218910	1001 Checking - Union Bank	-22,774.18	0.00

Total for 1499 Undeposited Funds

\$0.00

2000 Accounts Payable

Date	Transaction Type	Num	Adj	Name	Class	Memo/Description	Split	Amount	Balance
08/03/2020	Bill	3	No	Koplow Law Offices			6300 OFFICE PERSONNEL_CONSULTANTS:Legal & Professional Fees	700.00	700.00
08/03/2020	Bill	2	No	Koplow Law Offices			6300 OFFICE PERSONNEL_CONSULTANTS:Legal & Professional Fees	5,000.00	5,700.00
08/12/2020	Bill	156877	No	Environmental Science Associates			6350 GENERAL OFFICE:Roundtable consultant and technical services	16,503.75	22,203.75
08/18/2020	Bill Payment (Check)	8005	No	Koplow Law Offices			1001 Checking - Union Bank	-5,000.00	17,203.75
08/21/2020	Bill Payment (Check)		No	Environmental Science Associates			1001 Checking - Union Bank	-17,415.00	-211.25
08/21/2020	Bill Payment (Check)		No	Environmental Science Associates			1001 Checking - Union Bank	-23,992.50	-24,203.75
Total for 2000 Accounts Payable								\$ -24,203.75	
2200 First National Bank of Omaha									
08/11/2020	Expense		No	Zoom.us			6620 GENERAL OFFICE:Software Licenses	54.99	54.99
08/17/2020	Expense		No	Adobe			6620 GENERAL OFFICE:Software Licenses	14.99	69.98
08/17/2020	Expense		No	Intuit			6620 GENERAL OFFICE:Software Licenses	25.00	94.98
08/18/2020	Expense		No	Intuit			6620 GENERAL OFFICE:Software Licenses	70.00	164.98
08/19/2020	Expense		No	Microsoft			6620 GENERAL OFFICE:Software Licenses	12.50	177.48
08/25/2020	Transfer		No				1001 Checking - Union Bank	-1,557.76	-1,380.28
Total for 2200 First National Bank of Omaha								\$ -1,380.28	
6000 GENERAL OFFICE									
6120 Bank Service Charges									
08/31/2020	Expense		No	Union Bank	CASCC	CHECK IMAGE FEE	1001 Checking - Union Bank	3.00	3.00
Total for 6120 Bank Service Charges								\$3.00	
6180 Insurance									
08/04/2020	Expense		No	Great American Insurance Group	CASCC	GreatAmer - Grea VENDOR PMT PPD *****2395	1001 Checking - Union Bank	150.17	150.17
Total for 6180 Insurance								\$150.17	
6350 Roundtable consultant and technical services									
08/12/2020	Bill	156877	No	Environmental Science Associates	Roundtable		2000 Accounts Payable	16,503.75	16,503.75
Total for 6350 Roundtable consultant and technical services								\$16,503.75	
6620 Software Licenses									
08/11/2020	Expense		No	Zoom.us	CASCC	ZOOM.US - 8887999666, CA	2200 First National Bank of Omaha	54.99	54.99
08/17/2020	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
08/17/2020	Expense		No	Intuit	CASCC	INT*QuickBooks Online - 800-446-8848, CA	2200 First National Bank of Omaha	25.00	94.98
08/18/2020	Expense		No	Intuit	CASCC	INT*QuickBooks Online - 800-446-8848, CA	2200 First National Bank of Omaha	70.00	164.98
08/19/2020	Expense		No	Microsoft	CASCC	MSFT * E0100BUUD7 - MSBILL.INFO, WA	2200 First National Bank of Omaha	12.50	177.48
Total for 6620 Software Licenses								\$177.48	
Total for 6000 GENERAL OFFICE								\$16,834.40	
OFFICE PERSONNEL_CONSULTANTS									
6153 Contractors									
08/21/2020	Expense		No	Baird + Driskell Community Planning	PC	cities association of	1001 Checking - Union Bank	8,325.00	8,325.00
Total for 6153 Contractors								\$8,325.00	
6300 Legal & Professional Fees									
08/03/2020	Bill	2	No	Koplow Law Offices	CASCC	The Law Offices of Chantene Koplow	2000 Accounts Payable	5,000.00	5,000.00
08/03/2020	Bill	3	No	Koplow Law Offices	CASCC	The Law Offices of Chantene Koplow	2000 Accounts Payable	700.00	5,700.00
Total for 6300 Legal & Professional Fees								\$5,700.00	
6310 Accounting Services									
08/19/2020	Expense		No	Bestbooks4U	CASCC	ADELE LEVIN T/A SALE CCD	1001 Checking - Union Bank	505.00	505.00
08/25/2020	Expense		No	Bestbooks4U	CASCC	ADELE LEVIN T/A SALE WEB	1001 Checking - Union Bank	150.00	655.00
Total for 6310 Accounting Services								\$655.00	
Total for 6300 Legal & Professional Fees with subs								\$6,355.00	
6565 Payroll Service Fees									
08/04/2020	Expense		No	Gusto	CASCC	GUSTO FEE 275066 CCD 6semjoob0oh	1001 Checking - Union Bank	51.00	51.00
Total for 6565 Payroll Service Fees								\$51.00	
6568 Workers Compensation									
08/10/2020	Expense		No	AP Intego	CASCC	APIntego ACHTRANS CCD 64942282	1001 Checking - Union Bank	49.88	49.88
Total for 6568 Workers Compensation								\$49.88	
6575 Payroll Wages/Salary									
08/17/2020	Journal Entry	Gusto	No		CASCC	Contractor Payment for The Law Offices of Chantene Koplow	-Split-	700.00	700.00
08/25/2020	Journal Entry	Gusto	No		CASCC	Regular Wages	-Split-	8,750.00	9,450.00
Total for 6575 Payroll Wages/Salary								\$9,450.00	
6580 Payroll Taxes									
08/25/2020	Journal Entry	Gusto	No		CASCC	Employer Taxes	-Split-	669.37	669.37

Date	Transaction Type	Num	Adj	Name	Class	Memo/Description	Split	Amount	Balance
Total for 6580 Payroll Taxes								\$669.37	
Total for OFFICE PERSONNEL_CONSULTANTS								\$24,900.25	

Profit and Loss by Class

July - August, 2020

	CASCC	PC	Roundtable	TOTAL
INCOME				
4000 INCOME				0.00
4010 Membership Dues	149,957.07			149,957.07
4020 Roundtable Income			187,597.78	187,597.78
Total 4000 INCOME	149,957.07		187,597.78	337,554.85
Total Income	149,957.07	0.00	187,597.78	337,554.85
GROSS PROFIT				
	149,957.07	0.00	187,597.78	337,554.85
EXPENSES				
6000 GENERAL OFFICE				0.00
6120 Bank Service Charges	6.00			6.00
6180 Insurance	300.34			300.34
6220 Dues and Subscriptions	400.00			400.00
6350 Roundtable consultant and technical services			123,995.42	123,995.42
6550 Supplies and Equipment	1,380.28			1,380.28
6610 Postage and Delivery	54.75			54.75
6620 Software Licenses	354.96			354.96
Total 6000 GENERAL OFFICE	2,496.33		123,995.42	126,491.75
OFFICE PERSONNEL_CONSULTANTS				0.00
6153 Contractors		16,650.00		16,650.00
6300 Legal & Professional Fees	5,700.00			5,700.00
6310 Accounting Services	1,035.00			1,035.00
Total 6300 Legal & Professional Fees	6,735.00			6,735.00
6565 Payroll Service Fees	108.00			108.00
6568 Workers Compensation	99.76			99.76
6575 Payroll Wages/Salary	18,200.00			18,200.00
6580 Payroll Taxes	1,338.75			1,338.75
Total OFFICE PERSONNEL_CONSULTANTS	26,481.51	16,650.00		43,131.51
Total Expenses	28,977.84	16,650.00	123,995.42	169,623.26
NET OPERATING INCOME	120,979.23	-16,650.00	63,602.36	167,931.59

	CASCC	PC	Roundtable	TOTAL
NET INCOME	\$120,979.23	\$ -16,650.00	\$63,602.36	\$167,931.59



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

Mary Lynn Bernald

INVOICE

✓ 8/25/2020

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

August 12, 2020
 Invoice No: 156877
 Project Manager: Steven Alverson

Project D201801353.02 SCSC Roundtable Facilitation-FY 2020-2021

Professional Services from July 1, 2020 to July 31, 2020

Task 0000001 Prepare for, facilitate, and Follow-up 12 Meetings

Professional Personnel

	Hours	Rate	Amount	
Senior Director III Alverson, Steven	17.25	300.00	5,175.00	
Senior Associate I Wasserman, Evan	40.25	150.00	6,037.50	
Totals	57.50		11,212.50	
Total Labor				11,212.50

Billing Limits	Current	Prior	To-Date
Total Billings	11,212.50	0.00	11,212.50
Limit			90,000.00
Remaining			78,787.50

TOTAL THIS TASK: \$11,212.50

Task 0000002 Roundtable Meeting Planning

Professional Personnel

	Hours	Rate	Amount	
Senior Director III Alverson, Steven	1.00	300.00	300.00	
Senior Associate I Wasserman, Evan	1.00	150.00	150.00	
Totals	2.00		450.00	
Total Labor				450.00

Billing Limits	Current	Prior	To-Date
Total Billings	450.00	0.00	450.00
Limit			6,000.00
Remaining			5,550.00

TOTAL THIS TASK: \$450.00

Task 0000003 Support Work Plan Assignments

Professional Personnel

	Hours	Rate	Amount	
Senior Director III Alverson, Steven	1.25	300.00	375.00	

PAYMENT DUE UPON RECEIPT

Project	D201801353.02	SCSC Roundtable Facilitation-FY 2020-20	Invoice	156877
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Managing Associate III				
Jones, Christian	.75	205.00	153.75	
Senior Associate I				
Wasserman, Evan	10.50	150.00	1,575.00	
Totals	12.50		2,103.75	
Total Labor				2,103.75

Billing Limits	Current	Prior	To-Date	
Total Billings	2,103.75	0.00	2,103.75	
Limit			45,000.00	
Remaining			42,896.25	
		TOTAL THIS TASK:		\$2,103.75

Task 0000004 Respond to Inquiries

Professional Personnel

	Hours	Rate	Amount	
Senior Director III				
Alverson, Steven	2.25	300.00	675.00	
Senior Associate I				
Wasserman, Evan	.75	150.00	112.50	
Totals	3.00		787.50	
Total Labor				787.50

Billing Limits	Current	Prior	To-Date	
Total Billings	787.50	0.00	787.50	
Limit			13,000.00	
Remaining			12,212.50	
		TOTAL THIS TASK:		\$787.50

Task 0000005 Prepare/Post Website Content

Professional Personnel

	Hours	Rate	Amount	
Senior Director III				
Alverson, Steven	3.00	300.00	900.00	
Senior Associate I				
Wasserman, Evan	7.00	150.00	1,050.00	
Totals	10.00		1,950.00	
Total Labor				1,950.00

Billing Limits	Current	Prior	To-Date	
Total Billings	1,950.00	0.00	1,950.00	
Limit			18,000.00	
Remaining			16,050.00	
		TOTAL THIS TASK:		\$1,950.00

Task 0000006 Other Direct Costs(ANR, Website Support, Letter Tracker)

Billing Limits	Current	Prior	To-Date	
Total Billings	0.00	0.00	0.00	
Limit			8,000.00	
Remaining			8,000.00	
		TOTAL THIS TASK:		0.00

TOTAL INVOICE AMOUNT: \$16,503.75

	Current	Prior	Total
Billings to Date	16,503.75	0.00	16,503.75

Remit to:

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

TIN #: 94-1698350

Billing Backup

Wednesday, August 12, 2020

Environmental Science Associates

Invoice 156877 Dated 8/12/2020

5:17:05 PM

Project	D201801353.02	SCSC Roundtable Facilitation-FY 2020-2021		
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Task	0000001	Prepare for, facilitate, and Follow-up 12 Meetings		
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Professional Personnel

			Hours	Rate	Amount
	Senior Director III				
358	Alverson, Steven	7/15/2020	2.00	300.00	600.00
	July 22 Agenda and TWG Meeting Recap				
358	Alverson, Steven	7/16/2020	1.00	300.00	300.00
	July 22 Agenda and TWG Meeting Recap				
358	Alverson, Steven	7/17/2020	2.00	300.00	600.00
	July 22 Agenda and FAA Coordination				
358	Alverson, Steven	7/22/2020	4.00	300.00	1,200.00
	July 22, 2020 RT Meeting				
358	Alverson, Steven	7/24/2020	2.00	300.00	600.00
	July 22, 2020 Meeting Follow-up Update Matrices				
358	Alverson, Steven	7/27/2020	3.00	300.00	900.00
	Follow-up to July 22, 2020 Regular RT Meeting				
358	Alverson, Steven	7/28/2020	.50	300.00	150.00
	Follow-up to July 22, 2020 Regular RT Meeting				
358	Alverson, Steven	7/29/2020	.25	300.00	75.00
	Next Leg. Committee Planning				
358	Alverson, Steven	7/30/2020	.50	300.00	150.00
	Follow-up to July 22, 2020 Regular RT Meeting				
358	Alverson, Steven	7/31/2020	2.00	300.00	600.00
	Review July 22, 2020 Meeting Recap				
	Senior Associate I				
11165	Wasserman, Evan	7/8/2020	1.50	150.00	225.00
	drafting TWG meeting recap				
11165	Wasserman, Evan	7/9/2020	.25	150.00	37.50
	Sending ANR				
11165	Wasserman, Evan	7/9/2020	1.50	150.00	225.00
	Drafting TWG Meeting recap				
11165	Wasserman, Evan	7/10/2020	1.00	150.00	150.00
	drafting TWG meeting recap				
11165	Wasserman, Evan	7/10/2020	.50	150.00	75.00
	.5 hr for communication to Virtual Meetings team about Zoom webinar set-up				
11165	Wasserman, Evan	7/13/2020	1.00	150.00	150.00
	1 hr for call/meeting regarding Zoom Webinar set-up with Virtual Meeting Team				
11165	Wasserman, Evan	7/13/2020	1.00	150.00	150.00
	1 hr for drafting the agenda				
11165	Wasserman, Evan	7/15/2020	2.00	150.00	300.00
	2 hrs for meeting time, drafting the agenda, and compiling the agenda packet/correspondence section/attachments				
11165	Wasserman, Evan	7/16/2020	3.00	150.00	450.00
	3 hrs for compiling the agenda packet and correspondence section/attachments				
11165	Wasserman, Evan	7/17/2020	5.00	150.00	750.00
	5 hrs for compiling the agenda packet and correspondence section/attachments				

Professional Personnel

			Hours	Rate	Amount
Senior Director III					
358	Alverson, Steven	7/17/2020	.50	300.00	150.00
	IFP Gateway Memo Review				
358	Alverson, Steven	7/29/2020	.75	300.00	225.00
	SFO RT NIITE/HUSSH TWG Presentation				
Managing Associate III					
10452	Jones, Christian	7/17/2020	.75	205.00	153.75
	IFP Gateway memo update				
Senior Associate I					
11165	Wasserman, Evan	7/1/2020	.50	150.00	75.00
	.5 hr for correspondence tracking				
11165	Wasserman, Evan	7/8/2020	1.25	150.00	187.50
	Updating FAA response tracking status matrix				
11165	Wasserman, Evan	7/8/2020	.25	150.00	37.50
	Correspondence tracking				
11165	Wasserman, Evan	7/9/2020	.25	150.00	37.50
	Corespondence tracking				
11165	Wasserman, Evan	7/9/2020	1.50	150.00	225.00
	Updating FAA response tracking status matrix				
11165	Wasserman, Evan	7/10/2020	.25	150.00	37.50
	Correspondence tracking				
11165	Wasserman, Evan	7/10/2020	1.00	150.00	150.00
	Updating FAA response tracking status matrix				
11165	Wasserman, Evan	7/18/2020	1.00	150.00	150.00
	1 hr for correspondence tracking				
11165	Wasserman, Evan	7/22/2020	1.00	150.00	150.00
	1 hr for correspondence tracking.				
11165	Wasserman, Evan	7/23/2020	.50	150.00	75.00
	correspondence tracking, including recap drafting, and updates to reference materials to be posted for the public.				
11165	Wasserman, Evan	7/24/2020	1.50	150.00	225.00
	sending out ANR, and correspondence tracking, including recap drafting, and updates to reference materials to be posted for the public.				
11165	Wasserman, Evan	7/28/2020	.50	150.00	75.00
	.5 hr for minor edits to action tracking matrix and action list prior to sending out to members				
11165	Wasserman, Evan	7/30/2020	1.00	150.00	150.00
	1 hr for sending out ANR and posting article				
	Totals		12.50		2,103.75
	Total Labor				2,103.75
				TOTAL THIS TASK:	\$2,103.75

 Task 0000004 Respond to Inquiries

Professional Personnel

			Hours	Rate	Amount
Senior Director III					
358	Alverson, Steven	7/17/2020	.50	300.00	150.00
	Hyder and Miller Email Responses				
358	Alverson, Steven	7/23/2020	1.00	300.00	300.00
	Email Reponses Landesmann & Meadows				
358	Alverson, Steven	7/24/2020	.50	300.00	150.00
	Email Reponses Yaplee & Willey				

Project	D201801353.02	SCSC Roundtable Facilitation-FY 2020-20	Invoice	156877	
358	Alverson, Steven	7/27/2020	.25	300.00	75.00
	Response to John Miller				
	Senior Associate I				
11165	Wasserman, Evan	7/10/2020	.25	150.00	37.50
	notes/communication to Mike Leech about comment tracking tool.				
11165	Wasserman, Evan	7/15/2020	.50	150.00	75.00
	.5 hr for response to public inquiries about agenda and virtual meeting registration				
	Totals		3.00		787.50
	Total Labor				787.50
TOTAL THIS TASK:					\$787.50

Task 0000005 Prepare/Post Website Content

Professional Personnel

			Hours	Rate	Amount
	Senior Director III				
358	Alverson, Steven	7/15/2020	1.00	300.00	300.00
	Articles and Letters for Website Posting				
358	Alverson, Steven	7/20/2020	.50	300.00	150.00
	Articles for Posting				
358	Alverson, Steven	7/24/2020	.50	300.00	150.00
	Website Membership Clean Up				
358	Alverson, Steven	7/30/2020	.50	300.00	150.00
	Review Articles For Posting				
358	Alverson, Steven	7/31/2020	.50	300.00	150.00
	Review Articles For Posting				
	Senior Associate I				
11165	Wasserman, Evan	7/10/2020	.50	150.00	75.00
	.5 hr for posting FAA correspondence to website				
11165	Wasserman, Evan	7/16/2020	.50	150.00	75.00
	.5 hr for article posting and materials				
11165	Wasserman, Evan	7/17/2020	2.00	150.00	300.00
	2 hrs for posting notifications about agenda being posted to website, social media, and by email. Article posting.				
11165	Wasserman, Evan	7/20/2020	.50	150.00	75.00
	.5 hr for posting articles to the website				
11165	Wasserman, Evan	7/22/2020	1.00	150.00	150.00
	1 hr for website follow up of video recap and materials to be used for reference such as the action tracker, and Questions to the FAA status tracking matrix.				
11165	Wasserman, Evan	7/23/2020	.50	150.00	75.00
	correspondence tracking, including recap drafting, and updates to reference materials to be posted for the public.				
11165	Wasserman, Evan	7/24/2020	1.00	150.00	150.00
	1 hr for working on updates to website reference materials such About page, and Members list. Also includes review of the Roundtable action tracker, and Questions to the FAA status tracking matrix for updates on the website.				
11165	Wasserman, Evan	7/28/2020	.50	150.00	75.00
	.5 hr for posting action tracking matrix to the website along with questions to the FAA status tracking matrix.				
11165	Wasserman, Evan	7/31/2020	.50	150.00	75.00
	.5 hr for postign meetign recap and posting article				
	Totals		10.00		1,950.00
	Total Labor				1,950.00

Project	D201801353.02	SCSC Roundtable Facilitation-FY 2020-20	Invoice	156877
			TOTAL THIS TASK:	\$1,950.00
			Total this Project	\$16,503.75
			Total this Report	\$16,503.75

SR 85 PAB Recommendation

Approved on August 24, 2020

Approved by SR 85 PAB on 8-24-20

Purpose and Need

To address the following:

- High levels of traffic congestion in the AM northbound and PM southbound directions on weekdays
- Cut-through traffic on city streets resulting from congestion on SR 85
- VMT from automobile use along the SR 85 corridor
- Vehicle emissions from automobile use along the SR 85 corridor
- The long commutes faced by those who cannot afford to live near their destinations that are accessed via the SR 85 corridor
- Lack of infrastructure to facilitate competitive transit performance relative to driving alone.
- To meet the requirements of Measure B language calling for a new dedicated transit lane and noise reduction on SR 85.

Dedicated Transit Lane Strategy

To encourage travel along the SR 85 corridor in a space-efficient and environmentally-friendly manner by installing a dedicated transit lane that would be limited to transit vehicles. Such a lane would ensure fast travel speeds and encourage mode shift from travel by private automobiles.

Approved by SR 85 PAB on 8-24-20

Dedicated Transit Lane Project

A new dedicated transit lane (Alternative 3-2 option 1) in the median of SR 85 in each direction between US 101 in Mountain View and SR 87 in San Jose. The project would not preclude future technology and/or public private partnerships. The existing HOV lanes would be converted to express lanes.

Approved by SR 85 PAB on 8-24-20

Dedicated Transit Lane Project (continued)

A small number of stations along the corridor to minimize stop-related delay and therefore maximize travel speed. Those stations (could include in-line, elevated or existing) may include:

- El Camino Real
- Stevens Creek Boulevard
- Saratoga Avenue or West Valley College Transit Center
- Bascom Avenue or Winchester Boulevard

The Dedicated Transit Lane could be separated via striping, physical barriers or other method

Dedicated Transit Lane Project (continued)

In addition, the project may include access ramps such as a new median direct-connector on/off ramps at Evelyn Avenue in Mountain View for expediting access to/from the Mountain View Transit Center from the dedicated transit lane.

Eligible vehicles would include public transit (whether transit agency or municipally-operated), private shuttles and vanpools with seven or more occupants. Payment of tolls by private shuttles and vanpools would be explored.

Dedicated Transit Lane Project (continued)

Envisioned beneficiaries are all SR 85 corridor users including:

- Shuttle riders, since shuttles could travel faster and more reliably in a transit lane
- Public transit riders (if a public transit service is operated on the corridor)
- Automobile drivers (who would benefit from displacing shuttles from general use and HOV lanes into the new transit lane)
- Surrounding neighborhood (due to reduced cut through traffic and safer streets)

Alternative 3-2 | Long Median Transit Lane

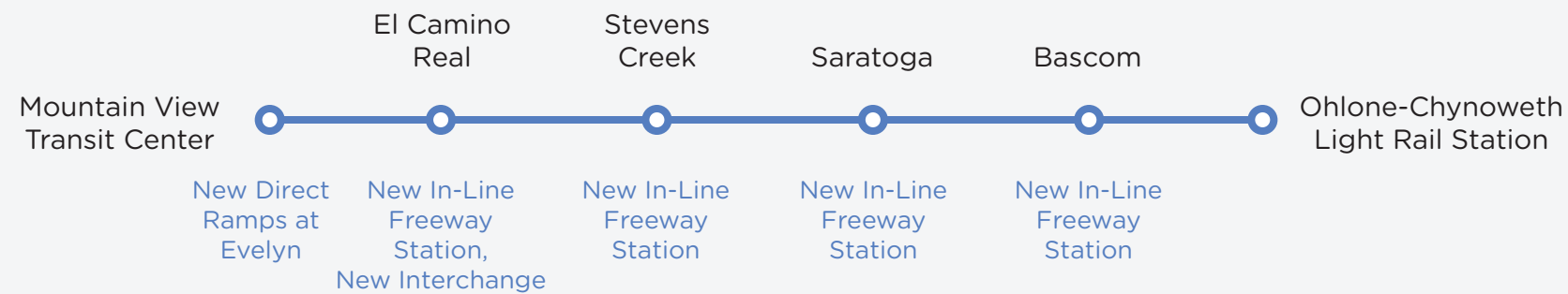
US 101 North to I-280	I-280 to SR 87	SR 87 to US 101 South
	Shoulder	
	General Use	
	General Use	
	Express Lane	
	Transit Lane	
	Transit Lane	
	Express Lane	
	General Use	
	General Use	
	Shoulder	

Routing Option 1 Project Cost	Routing Option 2 Project Cost
\$352.3M	\$352.3M

Vehicle Miles Traveled Changes

Routing Option 1		Routing Option 2	
+0.1%	+0.1%	+0.2%	+0.1%
AM VMT	PM VMT	AM VMT	PM VMT

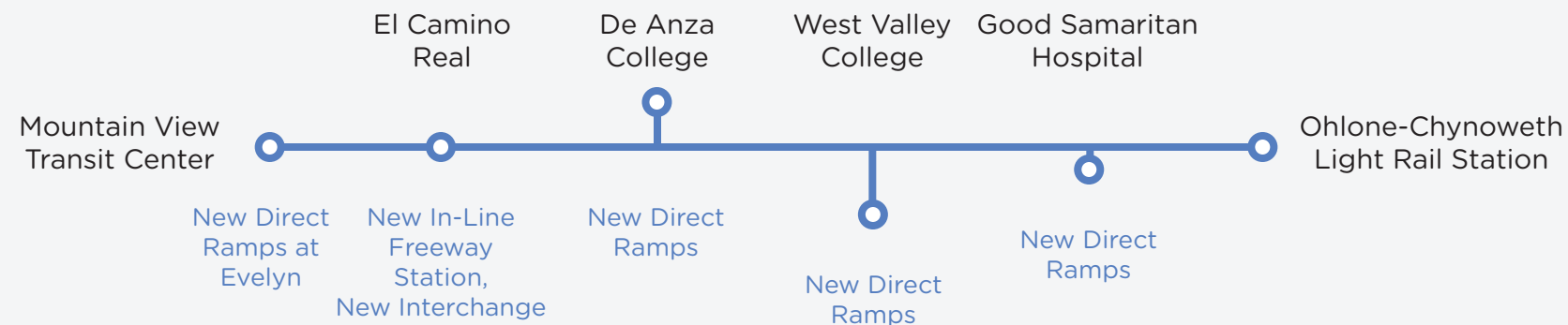
Transit Routing Option 1



Transit Ridership Projections

570	109	5.2
Daily Boardings	Daily Hours of Service	Boardings/Hour
\$40.50	6%	15.0
Subsidy/Boarding	Farebox Rate	VTA Minimum Bdge/Hour Standard

Transit Routing Option 2



Transit Ridership Projections

530	142	3.7
Daily Boardings	Daily Hours of Service	Boardings/Hour
\$43.60	5%	15.0
Subsidy/Boarding	Farebox Rate	VTA Minimum Bdgs/Hour Standard



2001 Gateway Place, Suite 101E
San Jose, California 95110
(408)501-7864 svlg.org

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President & CEO

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Western Digital Corporation
JAMES GUTIERREZ, Vice Chair
Aura
RAQUEL GONZALEZ, Treasurer
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GREG BECKER, Former Chair
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Trimble Inc.
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KIM POLESE
ClearStreet
RYAN POPPLE
Protterra
RUDY REYES
Verizon
SHARON RYAN
Bay Area News Group
TOMI RYBA
Regional Medical Center San Jose
JEFF THOMAS
Nasdaq
JED YORK
San Francisco 49ers
ERIC YUAN
Zoom
Established in 1978 by
David Packard

August 10, 2020

To: Adam Burger, VTA SR 85 Transit Study Project Manager
From: Jason Baker, VP Housing, Transportation & Community Development, Silicon Valley Leadership Group

Subject: Shuttle Ridership Data on SR 85, Potential for High Level Demand Study

Summary

To address the need to provide relief on State Route 85, the VTA State Route 85 Transitway Alternatives Analysis Report studied proposed transit solution alternatives and alignments. In response to VTA's request, the Leadership Group has obtained and aggregated data from member companies and partners that provide shuttle service along the 85 corridor. The Leadership Group hopes to continue being a constructive partner with VTA and the Cities along the 85 corridor in discussion of critical investments into transit solutions.

Background

The VTA State Route 85 Transitway Alternatives Analysis Report notes that data regarding shuttle ridership was not obtainable for study. While thorough in the analysis of the potential alignments, the report concluded that there was insufficient demand for bus ridership on SR 85. The report did not include ridership of shuttles and provided only point in time estimation of shuttle counts through Streetlight data.

To facilitate a more thorough understanding of existing conditions, the Leadership Group is responding to VTA's request to provide aggregated SR 85 shuttle ridership numbers from companies who have employees who travel on shuttles on the 85 corridor. The Leadership Group has obtained information from a number of companies, though certainly not all may have responsive information. We are happy to provide this information in response to the request, and are willing to coordinate efforts with VTA and employers to understand future transit and shuttle ridership demand that may help with the decision-making process regarding SR 85.

Data suggests that more shuttle ridership would be expected than initially presented through the transit ridership projections outlined in the SR 85 Transitway Alternatives Analysis Report. Provided below are Northbound and Southbound daily average trips from 2018 and 2019, with total daily average riders at a high of more than 5600 riders in 2019. This data would be a significant addition to the projected transit ridership on the corridor.

Data

Table 1: Aggregated Average Daily Ridership of Select Companies on SR 85

Year	NB	SB	Totals
2018	2573	2518	5091
2019	2873	2771	5644

The data presented in Table 1 is a snapshot of shuttle users pre-Covid 19, represented as average annualized daily travel. The data is likely an undercount. We reached out to member companies and received data from those who comprise a significant proportion of shuttle rider volume. We have confidence that pre-Covid 19 ridership along SR 85 is higher than the data obtained.

Table 2: Preliminary Percentage of SR 85 Northbound Shuttle Ridership by City*

City	Percentage of Total Riders
San Jose	39%
Cupertino	12%
Los Gatos	12%
Sunnyvale	17%
Mountain View	9%
Saratoga	9%
Santa Cruz/Scotts Valley	2%

*not all respondents provided locational data

Most member companies who responded to this data request provided pickup location data where shuttles currently pick up. Leadership Group staff have aggregated this data and categorized it by city as SR 85 Northbound shuttle ridership. As shown in Table 2, nearly 4 in 10 shuttles begin in San Jose. Park and Ride lots located in San Jose are utilized by companies as shuttle stops. A notable percentage of shuttles continue along the corridor, with Northbound pickups nearing 10% as far north as Mountain View.

Discussion

Shuttles originating within and traversing San Jose comprise a significant amount of shuttle volume along the corridor - as shown by the high percentage of shuttles along park and ride lots within San Jose in Table 2. This generalized location data depicts a need along the length of the 85 corridor for commuter options, especially along the segments between Ohlone-Chynoweth to Blossom Hill.

Further, discussions with member companies have borne the sentiment that SR 85 is not currently utilized as extensively for shuttle routes. Employers have pointed out that more company shuttles might use the corridor if congestion did not significantly impact travel time. Instead, member companies are currently pushed to re-route service, or reduce shuttle service and identify other solutions. New transit facilities likely would draw more usage, if travel times and reliability improve on the 85 corridor.

Recommendations

The long term health of the 85 corridor, and our regional transportation network by extension, is dependent upon a well-considered solution that prioritizes transit and shuttle users.

Implementation of a dedicated transit facility along SR 85 that could be used by shuttles would likely allow for more reliable, faster travel, suggesting a higher level of future demand may exist by both shuttle and transit riders. The Leadership Group does not have a position on any particular alternative or policy at this time, but encourages a solution that accommodates increased reliability and improved travel times for both transit and shuttles that does not result in widening for additional general purpose lanes.

The Leadership Group also recommends that both the SR 85 Policy Advisory Board and the full VTA Board consider that the utility of SR 85 transit lanes serves well beyond the defined study boundary, in the context of the regional transportation network. For example, North Bayshore in Mountain View, poised for revitalization with mixed-use developments that is inclusive of housing, retail, and commercial uses, is not currently considered within the catchment area of transit service or VTA's cost-benefit analysis. The Leadership Group recommends a high-level travel demand study to highlight to the VTA Board the critical need for transit and shuttle-supportive infrastructure in service of the communities along SR 85 and points beyond. We are happy to coordinate, with employers and municipal partners, such a study of places within reach of SR 85 that show potential for demand of high-quality transit service and usage of dedicated lanes, if called on to do so by VTA.



REQUEST TO PRESENT TO THE BOARD OF DIRECTORS

Return to executive_director@citiesassociation.org at least 2 weeks prior to the Board Meeting for consideration.

NAME OF ORGANIZATION:

DESTINATION: HOME AND THE
COUNTY OF SANTA CLARA OFFICE OF
SUPPORTIVE HOUSING

Name of Contact Person:

Jennifer Loving

Phone: 408.477.0543

Email:

Jennifer@destinationhomesv.org

Presenters:

Jennifer Loving, CEO, Destination: Home
Consuelo Hernandez, Acting Director, County Office of Supportive Housing
Kathryn Kaminsky, Acting Deputy Director, County Office of Supportive Housing

REQUEST (WHAT WILL BE PRESENTED?):

A presentation and overview of the new 2020-2025 Community Plan to End Homelessness

RELEVANCE TO THE CITIES ASSOCIATION:

The Community Plan set the vision for preventing and ending homelessness in Santa Clara County. The plan provides a framework to address the root causes of homelessness, expand the existing supportive housing system, and meet the immediate needs of those living outside. With homelessness impacting every city in the county, the plan will offer support, services, and direction for cities on how the community can work in partnership to improve the quality of life for all residents.

WHAT ACTION IS REQUESTED OF THE CITIES ASSOCIATION?

Endorsement of the new Community Plan.

MATERIALS TO BE SENT TO SUPPORT PRESENTATION:

PowerPoint Presentation – Overview of Community Plan
Community Plan to End Homelessness Report