



Executive Board

Meeting Agenda

Revised on November 3, 2020 at 9 AM

November 6, 2020 | 3PM

Virtual Meeting via Zoom

Register for Zoom webinar [\[HERE\]](#)

Meeting also livestreamed on YouTube by “Cities Association of Santa Clara County” [\[LINK\]](#)

More info on public comment and accessibility given at the end of the agenda.

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

1. WELCOME AND ROLL CALL (Klein)	
2. CONSENT AGENDA	Attachments
2a. Approval of minutes from October 2, 2020	- Minutes
2b. October Financial Report if available	- Management Report
2c. SCSC Roundtable Consultant Invoice: ESA September 2020 Invoice 157488 Dated 9/9/2020 16,203.75 Total billing to date 39,057.50 of \$180,000 total contract	- Invoice
3. Audit Report	Attachments
Receive Audit Report from Joseph Rois, Auditor, City of San José	- Audit Report - SCSC Roundtable Financials
4. Executive Director Report	- Attachments
4a. General Membership Annual Meeting: discussion and direction to staff regarding the General Membership Meeting tentatively scheduled for Thursday, December 3, 2020. Discussion to include date, budget, Cities Association Champion Award. (action)	
4b. Consideration of request from Canyon Snow to co-sponsor Mayors Forum, a monthly conversation with a Mayor. (Jordan - action)	- Communication from Canyon Snow
4c. Consideration of adoption of HR policies for the CASCC. (Koplow - action)	
4d. Planning Collaborative: Board of Directors previously approved the Scope of Work and Budget. Consideration of additions to the contract with Baird+Driskell Community Planning (Jordan - action)	- Draft contract

4d.	City Selection Committee: discussion of upcoming appointments and timeline of appointments. (info/action)	- Spreadsheet of appointments
4e.	Election results: Discussion of elections results which may affect the Cities Association of Santa Clara County.	-
5.	Committee Updates	- Attachments
5a.	Racial Justice (Jones, Fligor, Constantine) update	
5b.	Other committees if needed	
6.	Board of Directors Meeting Agenda Setting	
	<ul style="list-style-type: none"> • City Selection Committee Meeting (6PM) • Consent (minutes, financials, Planning Collaborative Contract) • Request to present/Community Conversations: <ul style="list-style-type: none"> ➤ SVLG: Ahmad Thomas ➤ SVLG: Recovery effort ➤ SF Bay Conservation and Development Commission (BCDC) • Canyon Snow Request • BAAQMD update (Sinks) • General Membership Meeting (budget, time, Cities' Champion Award) • HR policies • Audit • Other items of consideration. 	- - - - - - - - -
7.	PUBLIC COMMENT	
8.	ADJOURNMENT – 5:00 PM	

PUBLIC COMMENT

Members of the public wishing to comment on an item on the agenda may do so in the following ways:

1. Email comments to csc@citiesassociation.org.

- Emails will be forwarded to the City Selection Committee.
- **IMPORTANT:** identify the Agenda Item number in the subject line of your email. All emails received will be entered into the record for the meeting.

2. Provide oral public comments during the meeting:

Click the following link to register in advance to access the meeting via Zoom Webinar or copy and paste: bit.ly/register-CSC

- You will be asked to enter an email address and a name.
- Your email address will not be disclosed to the public. After registering, you will receive an email with instructions on how to connect to the meeting.
- When the Chair announces the item on which you wish to speak, click the “raise hand” feature in Zoom. Speakers will be notified shortly before they are called to speak.
- When called to speak, please limit your comments to the time allotted (up to 3 minutes, at the discretion of the Chair).
- Phone participants:
 - *6 - Toggle mute/unmute
 - *9 - Raise hand

ACCESSIBILITY

We strive for our meetings and materials to be accessible to all members of the public. Those requiring accommodations to participate in this meeting may contact our Office Assistant at audin@citiesassociation.org. Notification at least three business days prior to the meeting will allow us to best meet your needs.



EXECUTIVE BOARD OF DIRECTORS MEETING MINUTES
FRIDAY, OCTOBER 2, 2020 | 3:00 PM
VIRTUAL MEETING VIA ZOOM

Livestream available here: [Youtube.com → Cities Association of Santa Clara County Channel](https://www.youtube.com/channel/UC1wD5XUo8i3LkVtR9W3m84w)

In accordance with Governor Newsom's Executive Order No-29-20, this meeting will be a teleconference meeting without a physical location. Public may join via zoom or by dialing the above number received after registering for the meeting.

1. Call to order 3:00 PM

2. Roll Call

President: Mayor Larry Klein (Sunnyvale)

First Vice President: Councilmember Marico Sayoc (Los Gatos)

Second Vice President: Vice Mayor Chappie Jones (San Jose)

LAC Chair: Vice Mayor Neysa Fligor (Los Altos)

At-Large member: Mayor Rich Constantine (Morgan Hill)

Andi Jordan, Executive Director

Kent Steffens, SCCCMA/Sunnyvale City Manager

Chantene Koplow, Legal Counsel

Audin Leung, Office Assistant/Board Clerk

3. Consent Agenda:

- Minutes: September 4, 2020
- SCSC Roundtable: August 2020 \$16,203.75 for a total of \$32,707.50 YTD (contract total \$180,000.00)
- Tax Consultant Bill (Poprowski): \$5400 (Organizational status – final bill from Mr. Poprowski).

Motion to approve consent agenda by Sayoc (Los Gatos)

Second by Jones (San Jose)

Motion passes 6-0-0-0

AYES: 4

Klein (Sunnyvale)

Abe-Koga (Mountain View)

Fligor (Los Altos)

Constantine (Morgan Hill)

NAYES: 0

ABSTENSIONS: 0

ABSENCES: 0

4. Executive Directors Report:

- Planning Collaborative Budget: Consideration of agendizing the Planning Collaborative Budget on the Board Agenda (total budget \$160,000 year)
- Audit Report: Discussion of Audit if available.
- Electronic Signature Policy – discussion of adding to the board agenda
- Status of hiring office assistant
- Priorities update
- Unhoused Taskforce Update
- SCSC Roundtable Update – discussion of letter to Roundtable from CASCC President/First Vice President
- Organizational Status – update if needed
- General Membership Dinner (December) and awards
- City Selection Committee discuss which items to agendize for November

No action taken.

5. Consideration of agenda items for the Board of Directors Meeting:

- Legislative Action Committee (Measures 15, 16, 19, 21)
- Nominating Committee Announcement
- Organizational items: Electronic Signature, Audit Report, Planning Collaborative Budget
- SVLG – Ahmad Thomas (invited) meet and greet
- SVLG – Silicon Valley Recovery Roundtable (invited)
- Santa Clara County Elections Presentation
- COVID-19 items:
 - Red Tier
 - Halloween Guidance from Public Health
- Executive Director Update
- SCCMA Update

No action taken.

6. Meeting adjourned at 6:05 PM.

Respectfully submitted,
Audin Leung
Office Assistant/Board Clerk

Management Report

CITIES ASSOCIATION OF SANTA CLARA COUNTY

For the period ended October 31, 2020



Prepared by

BestBooks4U Bookkeeping & QuickBooks Consulting

Prepared on

November 3, 2020

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Profit and Loss

July - October, 2020

	Total
INCOME	
4000 INCOME	
4010 Membership Dues	149,957.07
4020 Roundtable Income	187,597.78
4060 LAIF INCOME	450.07
Total 4000 INCOME	338,004.92
Total Income	338,004.92
GROSS PROFIT	338,004.92
EXPENSES	
6000 GENERAL OFFICE	
6120 Bank Service Charges	12.00
6180 Insurance	600.67
6220 Dues and Subscriptions	400.00
6350 Roundtable consultant and technical services	50,122.50
6550 Supplies and Equipment	2,199.25
6610 Postage and Delivery	136.50
6620 Software Licenses	749.32
Total 6000 GENERAL OFFICE	54,220.24
6700 Reimbursable Expense	437.50
Office	
6880 Telephone	40.30
Total Office	40.30
OFFICE PERSONNEL_CONSULTANTS	
6153 Contractors	24,975.00
6300 Legal & Professional Fees	5,700.00
6310 Accounting Services	7,503.75
6320 Attorney Services	2,226.00
Total 6300 Legal & Professional Fees	15,429.75
6565 Payroll Service Fees	222.00
6568 Workers Compensation	229.26
6575 Payroll Wages/Salary	40,232.02
6580 Payroll Taxes	3,152.30
Total OFFICE PERSONNEL_CONSULTANTS	84,240.33
Total Expenses	138,938.37
NET OPERATING INCOME	199,066.55
NET INCOME	\$199,066.55

Balance Sheet

As of October 31, 2020

	Total
ASSETS	
Current Assets	
Bank Accounts	
1001 Checking - Union Bank	203,477.09
Total Bank Accounts	203,477.09
Accounts Receivable	
1200 Accounts Receivable	49,821.18
Total Accounts Receivable	49,821.18
Other Current Assets	
1300 LAIF Funds	123,798.57
1310 Venue Prepaid Deposit	1,000.00
1395 Accrued Interest	44.60
Total Other Current Assets	124,843.17
Total Current Assets	378,141.44
Fixed Assets	
1500 Machinery and Equipment	2,203.41
1700 Accumulated Depreciation	-1,926.59
Total Fixed Assets	276.82
TOTAL ASSETS	\$378,418.26
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	14,515.00
Total Accounts Payable	14,515.00
Credit Cards	
2200 First National Bank of Omaha	324.18
Total Credit Cards	324.18
Total Current Liabilities	14,839.18
Total Liabilities	14,839.18
Equity	
1110 Unrestricted Fund Balance	129,544.61
3000 Opening Bal Equity	-34.00
3010 Reserves	0.00
3013 Reserve for New Equip.	1.92
3014 Reserve for Operations	35,000.00
Total 3010 Reserves	35,001.92
Net Income	199,066.55
Total Equity	363,579.08
TOTAL LIABILITIES AND EQUITY	\$378,418.26

Statement of Cash Flows

July - October, 2020

	Total
OPERATING ACTIVITIES	
Net Income	199,066.55
Adjustments to reconcile Net Income to Net Cash provided by operations:	
1200 Accounts Receivable	-49,821.18
1300 LAIF Funds	-450.07
2000 Accounts Payable	-23,292.50
2200 First National Bank of Omaha	-936.97
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	-74,500.72
Net cash provided by operating activities	124,565.83
FINANCING ACTIVITIES	
3013 Reserves:Reserve for New Equip.	-2,327.17
Net cash provided by financing activities	-2,327.17
NET CASH INCREASE FOR PERIOD	122,238.66
Cash at beginning of period	81,238.43
CASH AT END OF PERIOD	\$203,477.09

Monthly Summary Expenses by VENDOR

October 2020

	Total
Acrobat	33.98
Andi Jordan	12,562.02
AP Intego	79.14
Best Buy	776.26
Bestbooks4U	522.50
EDD	105.78
Environmental Science Associates	16,203.75
Great American Insurance Group	150.16
Gusto	1,095.39
Intuit	95.00
Koplow Law Offices	774.00
Kristen Leung	720.00
Microsoft	32.91
Union Bank	3.00
USPS	74.75
Verizon	40.30
Zoom.us	54.99
TOTAL	\$33,323.93

Transaction Detail by Account

October 2020

Date	Transaction Type	Num	Adj	Name	Class	Memo/Description	Split	Amount	Balance
1001 Checking - Union Bank									
10/01/2020	Expense		No	Best Buy			6550 GENERAL OFFICE:Supplies and Equipment	-776.26	-776.26
10/01/2020	Expense		No	Koplow Law Offices			6320 OFFICE PERSONNEL_CONSULTANTS:Legal & Professional Fees:Attorney Services	-774.00	-1,550.26
10/02/2020	Expense		No	Gusto			6565 OFFICE PERSONNEL_CONSULTANTS:Payroll Service Fees	-57.00	-1,607.26
10/05/2020	Expense		No	AP Intego			6568 OFFICE PERSONNEL_CONSULTANTS:Workers Compensation	-50.36	-1,657.62
10/05/2020	Journal Entry	Gusto	No			Debit tax	-Split-	-1,710.56	-3,368.18
10/05/2020	Journal Entry	Gusto	No			Debit net pay	-Split-	-3,671.94	-7,040.12
10/06/2020	Expense		No	Great American Insurance Groupop			6180 GENERAL OFFICE:Insurance	-150.16	-7,190.28
10/13/2020	Deposit		No	Los Gatos Town			1499 Undeposited Funds	8,697.51	1,507.23
10/16/2020	Bill Payment (Check)		No	Rolf Poprowski, EA			2000 Accounts Payable	-5,400.00	-3,892.77
10/19/2020	Expense		No	Bestbooks4U			6310 OFFICE PERSONNEL_CONSULTANTS:Legal & Professional Fees:Accounting Services	-356.25	-4,249.02
10/19/2020	Expense		No	AP Intego			6568 OFFICE PERSONNEL_CONSULTANTS:Workers Compensation	-28.78	-4,277.80
10/21/2020	Journal Entry	Gusto	No			Debit net pay	-Split-	-2,114.23	-6,392.03
10/21/2020	Journal Entry	Gusto	No			Debit tax	-Split-	-1,081.10	-7,473.13
10/22/2020	Credit Card Payment		No				2200 First National Bank of Omaha	-227.19	-7,700.32
10/23/2020	Journal Entry	Gusto	No		CASCC	Debit net pay	-Split-	-629.75	-8,330.07
10/23/2020	Journal Entry	Gusto	No		CASCC	Debit tax	-Split-	-167.65	-8,497.72
10/27/2020	Payment		No	Mountain View			1200 Accounts Receivable	8,500.00	2.28
10/27/2020	Expense		No	USPS			6610 GENERAL OFFICE:Postage and Delivery	-7.75	-5.47
10/27/2020	Expense		No	Environmental Science Associates			6350 GENERAL OFFICE:Roundtable consultant and technical services	-16,203.75	-16,209.22
10/28/2020	Expense		No	EDD			6580 OFFICE PERSONNEL_CONSULTANTS:Payroll Taxes	-105.78	-16,315.00
10/28/2020	Journal Entry	Gusto	No			Debit net pay	-Split-	-3,057.76	-19,372.76
10/28/2020	Journal Entry	Gusto	No			Debit tax	-Split-	-1,887.42	-21,260.18
10/29/2020	Expense		No	Bestbooks4U			6310 OFFICE PERSONNEL_CONSULTANTS:Legal & Professional Fees:Accounting Services	-166.25	-21,426.43
10/30/2020	Expense		No	Union Bank			6120 GENERAL OFFICE:Bank Service Charges	-3.00	-21,429.43

Date	Transaction Type	Num	Adj	Name	Class	Memo/Description	Split	Amount	Balance
Total for 1001 Checking - Union Bank								\$ -21,429.43	
1200 Accounts Receivable									
10/07/2020	Payment		No	Condensed Customer (deleted)			-Split-		
10/13/2020	Payment	bank of west 142919	No	Los Gatos Town			1499 Undeposited Funds	-8,697.51	-8,697.51
10/27/2020	Payment		No	Mountain View			1001 Checking - Union Bank	-8,500.00	-17,197.51
Total for 1200 Accounts Receivable								\$ -17,197.51	
1499 Undeposited Funds									
10/13/2020	Deposit		No	Los Gatos Town		Town of Los Gatos Bank of Wet 142919 mobile deposit	1001 Checking - Union Bank	-8,697.51	-8,697.51
10/13/2020	Payment	bank of west 142919	No	Los Gatos Town		Town of Los Gatos Bank of Wet 142919 mobile deposit	1200 Accounts Receivable	8,697.51	0.00
Total for 1499 Undeposited Funds								\$0.00	
2000 Accounts Payable									
10/16/2020	Bill Payment (Check)		No	Rolf Poprowski, EA			1001 Checking - Union Bank	-5,400.00	-5,400.00
Total for 2000 Accounts Payable								\$ -5,400.00	
2200 First National Bank of Omaha									
10/05/2020	Expense		No	Acrobat			6620 GENERAL OFFICE:Software Licenses	33.98	33.98
10/13/2020	Expense		No	Zoom.us			6620 GENERAL OFFICE:Software Licenses	54.99	88.97
10/19/2020	Expense		No	Verizon			6880 Office:Telephone	40.30	129.27
10/19/2020	Expense		No	Microsoft			6620 GENERAL OFFICE:Software Licenses	32.91	162.18
10/19/2020	Expense		No	Intuit			6620 GENERAL OFFICE:Software Licenses	25.00	187.18
10/19/2020	Expense		No	Intuit			6620 GENERAL OFFICE:Software Licenses	70.00	257.18
10/22/2020	Credit Card Payment		No				1001 Checking - Union Bank	-227.19	29.99
10/26/2020	Expense		No	USPS			6610 GENERAL OFFICE:Postage and Delivery	67.00	96.99
Total for 2200 First National Bank of Omaha								\$96.99	
6000 GENERAL OFFICE									
6120 Bank Service Charges									
10/30/2020	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									
10/06/2020	Expense		No	Great American Insurance Group	CASCC	GreatAmer - Grea VENDOR PMT PPD *****9638	1001 Checking - Union Bank	150.16	150.16
Total for 6180 Insurance								\$150.16	

Date	Transaction Type	Num	Adj	Name	Class	Memo/Description	Split	Amount	Balance
6350 Roundtable consultant and technical services									
10/27/2020	Expense		No	Environmental Science Associates	Roundtable	ENVIRONMENTAL SCIENCE ASSOCI-1353 ONLINE PMT WEB DRAFT #8008	1001 Checking - Union Bank	16,203.75	16,203.75
Total for 6350 Roundtable consultant and technical services								\$16,203.75	
6550 Supplies and Equipment									
10/01/2020	Expense		No	Best Buy	CASCC	BEST BUY 760 E EL CAMINO SUNNYVALE CA	1001 Checking - Union Bank	776.26	776.26
Total for 6550 Supplies and Equipment								\$776.26	
6610 Postage and Delivery									
10/26/2020	Expense		No	USPS	CASCC	usps	2200 First National Bank of Omaha	67.00	67.00
10/27/2020	Expense		No	USPS	CASCC	USPS PO 0 1525 MIR LOS ALTOS CA	1001 Checking - Union Bank	7.75	74.75
Total for 6610 Postage and Delivery								\$74.75	
6620 Software Licenses									
10/05/2020	Expense		No	Acrobat	CASCC	ACROBAT PRO SUBS - 8004438158, CA	2200 First National Bank of Omaha	33.98	33.98
10/13/2020	Expense		No	Zoom.us	CASCC	ZOOM.US - 8887999666, CA	2200 First National Bank of Omaha	54.99	88.97
10/19/2020	Expense		No	Intuit	CASCC	INT*QuickBooks Online - 800-446-8848, CA	2200 First National Bank of Omaha	70.00	158.97
10/19/2020	Expense		No	Intuit	CASCC	INT*QuickBooks Online - 800-446-8848, CA	2200 First National Bank of Omaha	25.00	183.97
10/19/2020	Expense		No	Microsoft	CASCC	MSFT * E0100CF04P - MSBILL.INFO, WA	2200 First National Bank of Omaha	32.91	216.88
Total for 6620 Software Licenses								\$216.88	
Total for 6000 GENERAL OFFICE								\$17,424.80	
Office									
6880 Telephone									
10/19/2020	Expense		No	Verizon	CASCC	VZWLSS*PREPAID PYMNT - 888-294-6804, FL	2200 First National Bank of Omaha	40.30	40.30
Total for 6880 Telephone								\$40.30	
Total for Office								\$40.30	
OFFICE PERSONNEL_CONSULTANTS									
6300 Legal & Professional Fees									
6310 Accounting Services									
10/19/2020	Expense		No	Bestbooks4U	CASCC	ADELE LEVIN T/A SALE WEB	1001 Checking - Union Bank	356.25	356.25
10/29/2020	Expense		No	Bestbooks4U	CASCC	bestbooks4u	1001 Checking - Union Bank	166.25	522.50
Total for 6310 Accounting Services								\$522.50	

Date	Transaction Type	Num	Adj	Name	Class	Memo/Description	Split	Amount	Balance
6320 Attorney Services									
10/01/2020	Expense		No	Koplow Law Offices	Roundtable	koplow	1001 Checking - Union Bank	774.00	774.00
Total for 6320 Attorney Services								\$774.00	
Total for 6300 Legal & Professional Fees								\$1,296.50	
6565 Payroll Service Fees									
10/02/2020	Expense		No	Gusto	CASCC	GUSTO FEE 697668 CCD 6semjou7fv1	1001 Checking - Union Bank	57.00	57.00
Total for 6565 Payroll Service Fees								\$57.00	
6568 Workers Compensation									
10/05/2020	Expense		No	AP Intego	CASCC	APIntego ACHTRANS CCD 67487624	1001 Checking - Union Bank	50.36	50.36
10/19/2020	Expense		No	AP Intego	CASCC	APIntego ACHTRANS CCD 68069368	1001 Checking - Union Bank	28.78	79.14
Total for 6568 Workers Compensation								\$79.14	
6575 Payroll Wages/Salary									
10/05/2020	Journal Entry	Gusto	No		CASCC	Additional Earnings	-Split-	5,000.00	5,000.00
10/21/2020	Journal Entry	Gusto	No		CASCC	Regular Wages	-Split-	2,968.27	7,968.27
10/23/2020	Journal Entry	Gusto	No		CASCC	Regular Wages	-Split-	720.00	8,688.27
10/28/2020	Journal Entry	Gusto	No		CASCC	Regular Wages	-Split-	4,593.75	13,282.02
Total for 6575 Payroll Wages/Salary								\$13,282.02	
6580 Payroll Taxes									
10/05/2020	Journal Entry	Gusto	No		CASCC	Employer Taxes	-Split-	382.50	382.50
10/21/2020	Journal Entry	Gusto	No		CASCC	Employer Taxes	-Split-	227.06	609.56
10/23/2020	Journal Entry	Gusto	No		CASCC	Employer Taxes	-Split-	77.40	686.96
10/28/2020	Expense		No	EDD	CASCC	EMPLOYMENT DEVEL EDD EFTPMT CCD 2100932640	1001 Checking - Union Bank	105.78	792.74
10/28/2020	Journal Entry	Gusto	No		CASCC	Employer Taxes	-Split-	351.43	1,144.17
Total for 6580 Payroll Taxes								\$1,144.17	
Total for OFFICE PERSONNEL_CONSULTANTS								\$15,858.83	
Not Specified									
10/07/2020	Payment		No	Condensed Customer (deleted)		Created by QB Online to link credits to charges.	1200 Accounts Receivable		
Total for Not Specified									

Profit and Loss by Class

July - October, 2020

	CASCC	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
4060 LAIF INCOME	450.07		450.07
Total 4000 INCOME	150,407.14	187,597.78	338,004.92
Total Income	150,407.14	187,597.78	338,004.92
GROSS PROFIT	150,407.14	187,597.78	338,004.92
EXPENSES			
6000 GENERAL OFFICE			0.00
6120 Bank Service Charges	12.00		12.00
6180 Insurance	600.67		600.67
6220 Dues and Subscriptions	400.00		400.00
6350 Roundtable consultant and technical services		50,122.50	50,122.50
6550 Supplies and Equipment	2,199.25		2,199.25
6610 Postage and Delivery	136.50		136.50
6620 Software Licenses	749.32		749.32
Total 6000 GENERAL OFFICE	4,097.74	50,122.50	54,220.24
6700 Reimbursable Expense	437.50		437.50
Office			0.00
6880 Telephone	40.30		40.30
Total Office	40.30		40.30
OFFICE PERSONNEL_CONSULTANTS			0.00
6153 Contractors			0.00
6300 Legal & Professional Fees	5,700.00		5,700.00
6310 Accounting Services	7,503.75		7,503.75
6320 Attorney Services	1,202.00	1,024.00	2,226.00
Total 6300 Legal & Professional Fees	14,405.75	1,024.00	15,429.75
6565 Payroll Service Fees	222.00		222.00
6568 Workers Compensation	229.26		229.26
6575 Payroll Wages/Salary	40,232.02		40,232.02
6580 Payroll Taxes	3,152.30		3,152.30
Total OFFICE PERSONNEL_CONSULTANTS	58,241.33	1,024.00	59,265.33
Total Expenses	62,816.87	51,146.50	113,963.37
NET OPERATING INCOME	87,590.27	136,451.28	224,041.55
NET INCOME	\$87,590.27	\$136,451.28	\$224,041.55



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

September 9, 2020
 Invoice No: 157488
 Project Manager: Steven Alverson

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

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

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

Professional Personnel

	Hours	Rate	Amount	
Senior Director III				
Alverson, Steven	8.50	300.00	2,550.00	
Senior Associate I				
Wasserman, Evan	12.00	150.00	1,800.00	
Totals	20.50		4,350.00	
Total Labor				4,350.00

Billing Limits	Current	Prior	To-Date
Total Billings	4,350.00	11,212.50	15,562.50
Limit			90,000.00
Remaining			74,437.50

TOTAL THIS TASK: \$4,350.00

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	450.00	900.00
Limit			6,000.00
Remaining			5,100.00

TOTAL THIS TASK: \$450.00

Task 0000003 Support Work Plan Assignments

Professional Personnel

	Hours	Rate	Amount
Senior Director III			
Alverson, Steven	19.50	300.00	5,850.00

PAYMENT DUE UPON RECEIPT

Project	D201801353.02	SCSC Roundtable Facilitation-FY 2020-20	Invoice	157488
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Senior Associate I				
Wasserman, Evan	15.75	150.00	2,362.50	
Totals	35.25		8,212.50	
Total Labor				8,212.50
Billing Limits	Current	Prior	To-Date	
Total Billings	8,212.50	2,103.75	10,316.25	
Limit			45,000.00	
Remaining			34,683.75	
		TOTAL THIS TASK:		\$8,212.50

Task	0000004	Respond to Inquiries		
Professional Personnel				
		Hours	Rate	Amount
Senior Director III				
Alverson, Steven	4.50	300.00	1,350.00	
Managing Associate III				
Jones, Christian	.75	205.00	153.75	
Senior Associate I				
Wasserman, Evan	1.00	150.00	150.00	
Totals	6.25		1,653.75	
Total Labor				1,653.75
Billing Limits	Current	Prior	To-Date	
Total Billings	1,653.75	787.50	2,441.25	
Limit			13,000.00	
Remaining			10,558.75	
		TOTAL THIS TASK:		\$1,653.75

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	4.25	150.00	637.50	
Totals	7.25		1,537.50	
Total Labor				1,537.50
Billing Limits	Current	Prior	To-Date	
Total Billings	1,537.50	1,950.00	3,487.50	
Limit			18,000.00	
Remaining			14,512.50	
		TOTAL THIS TASK:		\$1,537.50

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		\$16,203.75

Outstanding Invoices

Number	Date	Balance
156877	8/12/2020	16,503.75
Total		16,503.75

	Current	Prior	Total
Billings to Date	16,203.75	16,503.75	32,707.50

Remit to:

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

TIN #: 94-1698350

Billing Backup

Wednesday, September 9, 2020

Environmental Science Associates

Invoice 157488 Dated 9/9/2020

11:23:11 AM

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	8/3/2020	.50	300.00	150.00	
	Catch Up on Meeting Note Filing					
358	Alverson, Steven	8/4/2020	.50	300.00	150.00	
	Review Items for Future Meetings					
358	Alverson, Steven	8/11/2020	1.00	300.00	300.00	
	Leg Committee Planning/Logistics					
358	Alverson, Steven	8/13/2020	.25	300.00	75.00	
	Leg Committee Planning/Logistics					
358	Alverson, Steven	8/14/2020	1.00	300.00	300.00	
	Aug 17, 2020 Legislative Committee Coordination					
358	Alverson, Steven	8/17/2020	2.00	300.00	600.00	
	August 17, 2020 Leg Comm Meeting					
358	Alverson, Steven	8/17/2020	.75	300.00	225.00	
	Leg Comm Meeting Prep					
358	Alverson, Steven	8/18/2020	1.00	300.00	300.00	
	Aug 17, 2020 Leg Comm Mtg Follow-up					
358	Alverson, Steven	8/19/2020	.50	300.00	150.00	
	Coordinate Schedules for the Monthly Planning Meeting					
358	Alverson, Steven	8/25/2020	1.00	300.00	300.00	
	Leg Comm Mtg Recap					
Senior Associate I						
11165	Wasserman, Evan	8/12/2020	.50	150.00	75.00	
	.5 hr for drafting agenda for Leg. Com.					
11165	Wasserman, Evan	8/14/2020	3.00	150.00	450.00	
	3 hrs for compiling Leg. Com. agenda packet and posting to website.					
11165	Wasserman, Evan	8/17/2020	1.00	150.00	150.00	
	1 hr for drafting meeting recap					
11165	Wasserman, Evan	8/17/2020	1.00	150.00	150.00	
	1 hr for posting correspondence and providing to Legislative Committee members					
11165	Wasserman, Evan	8/17/2020	2.00	150.00	300.00	
	2 hrs for Legislative Committee meeting					
11165	Wasserman, Evan	8/18/2020	1.50	150.00	225.00	
	1.5 hr for meeting recap					
11165	Wasserman, Evan	8/20/2020	1.00	150.00	150.00	
	1 hr for drafting the meeting recap					
11165	Wasserman, Evan	8/21/2020	2.00	150.00	300.00	
	2 hrs for drafting the meeting recap					
	Totals		20.50		4,350.00	
	Total Labor					4,350.00
				TOTAL THIS TASK:		\$4,350.00

Task	0000002	Roundtable Meeting Planning		
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Professional Personnel

			Hours	Rate	Amount
	Senior Director III				
358	Alverson, Steven	8/26/2020	1.00	300.00	300.00
	August 26, 2020 Planning Meeting				
	Senior Associate I				
11165	Wasserman, Evan	8/26/2020	1.00	150.00	150.00
	1 hr for meeting with Steve, Mary-Lynne, Andi, and Kris about any updates and the next meeting				
	Totals		2.00		450.00
	Total Labor				450.00
				TOTAL THIS TASK:	\$450.00

 Task 0000003 Support Work Plan Assignments

Professional Personnel

			Hours	Rate	Amount
	Senior Director III				
358	Alverson, Steven	8/4/2020	1.50	300.00	450.00
	Review/Update Status Tracking Matrices				
358	Alverson, Steven	8/5/2020	5.00	300.00	1,500.00
	Review SCSC Roundtable Action Items				
358	Alverson, Steven	8/10/2020	2.50	300.00	750.00
	Draft Letter to FAA's RA on BSR Overlay Schedule and Presentation				
358	Alverson, Steven	8/10/2020	.50	300.00	150.00
	Scope of Work Status Call w/Andi Jordan				
358	Alverson, Steven	8/11/2020	1.50	300.00	450.00
	Develop Cover Email & Send Letter to RA Girvin				
358	Alverson, Steven	8/12/2020	2.00	300.00	600.00
	Meeting Planning/Calendaring with MLB				
358	Alverson, Steven	8/12/2020	3.50	300.00	1,050.00
	Review G. Hendricks Write Up on FAA Regs				
358	Alverson, Steven	8/13/2020	.50	300.00	150.00
	Budget Review/Task Management Conf Call w/Evan				
358	Alverson, Steven	8/19/2020	1.00	300.00	300.00
	Review the Noise Metrics White Paper				
358	Alverson, Steven	8/20/2020	1.50	300.00	450.00
	Review the GAO Stage 3 Report				
	Senior Associate I				
11165	Wasserman, Evan	8/3/2020	.50	150.00	75.00
	.5hr for correspondence tracking.				
11165	Wasserman, Evan	8/4/2020	.50	150.00	75.00
	.5hr to update the Roundtable actions tracking matrix				
11165	Wasserman, Evan	8/5/2020	.50	150.00	75.00
	.5hr for review/edits to outstanding items tracking sheet and communication with Steve about edits				
11165	Wasserman, Evan	8/6/2020	.50	150.00	75.00
	.5hr for correspondence tracking.				
11165	Wasserman, Evan	8/7/2020	4.00	150.00	600.00
	3.5hrs for review/edits to outstanding items tracking sheet based on review of meeting videos, correspondence tracking sheet, and letters; .5 hrs for updating correspondence tracking sheet				
11165	Wasserman, Evan	8/10/2020	.50	150.00	75.00
	.5 hr for correspondence tracking (review of emails/organizing correspondence in folders for records); and notification about ANR				

Project	D201801353.02	SCSC Roundtable Facilitation-FY 2020-20	Invoice	157488		
11165	Wasserman, Evan	8/11/2020	.50	150.00	75.00	.5 hr for sending communication to RT and congressional staff regarding 8/11/2020 letter to FAA
11165	Wasserman, Evan	8/13/2020	1.00	150.00	150.00	1 hr for correspondence tracking (review of emails, and organizing correspondence in folders for records)
11165	Wasserman, Evan	8/18/2020	.50	150.00	75.00	.5 hr for correspondence tracking
11165	Wasserman, Evan	8/24/2020	1.00	150.00	150.00	1 hr for correspondence tracking
11165	Wasserman, Evan	8/25/2020	.50	150.00	75.00	.5 hr for finalizing meeting recap and sending for review to Committee Chairperson Matichak for review
11165	Wasserman, Evan	8/25/2020	1.00	150.00	150.00	1 hr for correspondence tracking and saving/organizing email correspondence for records
11165	Wasserman, Evan	8/26/2020	1.00	150.00	150.00	1 hr for communications and updates to the FAA Questions Tracking spreadsheet
11165	Wasserman, Evan	8/27/2020	.25	150.00	37.50	.25 hr for correspondence tracking, saving files to network/organizing for records
11165	Wasserman, Evan	8/27/2020	.50	150.00	75.00	.5 hr for edits to recap/communication
11165	Wasserman, Evan	8/28/2020	.50	150.00	75.00	.5 hr for correspondence tracking and saving/organizing email correspondence for records
11165	Wasserman, Evan	8/28/2020	.50	150.00	75.00	.5 hr for sending out ANR
11165	Wasserman, Evan	8/31/2020	2.00	150.00	300.00	2 hrs for correspondence tracking and updates to action tracking matrix
	Totals		35.25		8,212.50	
	Total Labor					8,212.50
					TOTAL THIS TASK:	\$8,212.50

Task 0000004 Respond to Inquiries

Professional Personnel

			Hours	Rate	Amount
	Senior Director III				
358	Alverson, Steven	8/6/2020	1.00	300.00	300.00
	Respond to Mark Janes' Email				
358	Alverson, Steven	8/19/2020	1.00	300.00	300.00
	Respond to Mary Jo Fremont Inquiry				
358	Alverson, Steven	8/20/2020	1.50	300.00	450.00
	Respond to Mary Jo Fremont Inquiry				
358	Alverson, Steven	8/24/2020	.50	300.00	150.00
	Marie-Jo Fremont Response				
358	Alverson, Steven	8/25/2020	.50	300.00	150.00
	J. Landesmman Leg Comm				
	Managing Associate III				
10452	Jones, Christian	8/20/2020	.75	205.00	153.75
	Sec 106 Q&A				
	Senior Associate I				
11165	Wasserman, Evan	8/6/2020	.50	150.00	75.00

Project	D201801353.02	SCSC Roundtable Facilitation-FY 2020-20	Invoice	157488	
11165	.5hr for response to Mr. Janes Wasserman, Evan	8/24/2020	.50	150.00	75.00
	.5 hr for responding to member of the public				
	Totals		6.25		1,653.75
	Total Labor				1,653.75
			TOTAL THIS TASK:		\$1,653.75

Task 0000005 Prepare/Post Website Content

Professional Personnel

			Hours	Rate	Amount
	Senior Director III				
358	Alverson, Steven	8/4/2020	1.50	300.00	450.00
	Website Clean-up & Additions				
358	Alverson, Steven	8/7/2020	.50	300.00	150.00
	Articles for Posting				
358	Alverson, Steven	8/20/2020	.50	300.00	150.00
	GAO Stage 3 Report				
358	Alverson, Steven	8/31/2020	.50	300.00	150.00
	ACRP Report on Quality of Life				
	Senior Associate I				
11165	Wasserman, Evan	8/4/2020	1.50	150.00	225.00
	1.5hrs for edits to the FAQ page on the website and for posting/reposting the action tracking matrix to the website.				
11165	Wasserman, Evan	8/10/2020	.50	150.00	75.00
	.5 hr for posting articles to the website				
11165	Wasserman, Evan	8/12/2020	.50	150.00	75.00
	.5 hr for communications about and posting dates of upcoming meetings on website				
11165	Wasserman, Evan	8/14/2020	.50	150.00	75.00
	.5 hr for sending notification about agenda packet, and posting on social media.				
11165	Wasserman, Evan	8/17/2020	.50	150.00	75.00
	.5 hr for editing/posting video recording to website from SCSC YouTube account				
11165	Wasserman, Evan	8/20/2020	.50	150.00	75.00
	.5 hr for posting GAO Stage 3 Report to website/sending notification.				
11165	Wasserman, Evan	8/27/2020	.25	150.00	37.50
	.25 hr for posting recap to website				
	Totals		7.25		1,537.50
	Total Labor				1,537.50
			TOTAL THIS TASK:		\$1,537.50
			Total this Project		\$16,203.75
			Total this Report		\$16,203.75

TO: BOARD OF DIRECTORS
CITIES ASSOCIATION OF SANTA
CLARA COUNTY

FROM: Joe Rois,
City Auditor

SUBJECT: *CITIES ASSOCIATION OF
SANTA CLARA COUNTY EXPENDITURE
REVIEW, FISCAL YEARS ENDING
JUNE 30, 2019 & 2020*

DATE: November 2, 2020

SUMMARY

The Office of the City Auditor has performed an expenditure review of the Cities Association of Santa Clara County (Association) for the fiscal years ending June 30, 2019 and 2020. We also reviewed the controls in place to protect Association assets. On a monthly basis, the Executive Director provides the Board with financial reports. However, because of transactions not being recorded in the correct accounting period, the reports have not been accurate. Adjustments have been made to account for these transactions and appear reasonable. However, they have led to sizable differences between the reports provided to the Board and the accounting records for the same reporting period.

Although there are controls in place, such as monthly account reconciliations approved by the Board Treasurer, there is room for improvement. Association assets and accounting records are currently commingled with those of the Santa Clara / Santa Cruz Roundtable (Roundtable). The Roundtable is an initiative the Association helped create and oversee but which is expected to separate from the Association within the current fiscal year. There is overlap among the members of the Association and the Roundtable, but not all members of the Association participate in the Roundtable. The Association also provides the Roundtable administrative and bookkeeping services, but these costs are currently being paid by the Association.

We had three recommendations related to recording transactions in the correct accounting period, keeping the Board apprised of accounting adjusting impacting financial reports previously provided to the them, and separating Association assets from those of the Roundtable. The Executive Director agreed with the recommendations.

BACKGROUND

The Association is a collaboration of the fifteen cities of Santa Clara County. It was formed in 1990 to improve cooperation among city governments in addressing issues of common interest. Its Board is composed of a representative from each member city.

Since the prior expenditure review in 2018, the Association has expanded its efforts to address aircraft noise mitigation and housing within the region through two new initiatives: the Santa Clara / Santa Cruz Roundtable and the Santa Clara County Planning Collaborative.

- **Santa Clara / Santa Cruz Roundtable:** In October 2018, the Association's Board of Directors helped create the Santa Clara / Santa Cruz Roundtable (Roundtable). The Roundtable is a permanent aircraft noise mitigation entity, and its members include 8 of the 15 cities that make up the Association, as well as Santa Clara County.¹ The Association also provides administration and bookkeeping services to the Roundtable. According to the Association's Executive Director, the Roundtable is expected to officially separate from the Association by the end of fiscal year 2020-21. The Roundtable has its own bylaws but has not yet been organized as a separate legal entity.
- **Santa Clara County Planning Collaborative:** The planning collaborative was launched in October 2019 and was created to help address the region's housing and homelessness challenges. Participating members include all the cities that make up Association, as well as the County of Santa Clara.

These two initiatives have resulted in a significant increase in Association assets as the membership dues and expenses of both initiatives are included in the Association's financial reports. As of June 30, 2020, financial reports showed total assets of \$206,000, increasing from \$58,000 two years earlier.

Prior Year Expenditure Reviews

The Office of the City Auditor has periodically issued expenditure reviews since 1996, the last of which was issued in August 2018 and covered the fiscal years ending June 30, 2017 and 2018.² Based on prior reviews, we have found that the Association had generally reported its expenditures accurately to its Board and had controls in place to protect Association assets. In past reports, we have made recommendations to improve controls, such as contracting a bookkeeper to help maintain accounting records and produce financial reports, adjusting accounting procedures to ensure more timely reporting of payroll expenditures and proper accounting of capital expenditures, and others.

ACCURACY OF REPORTED REVENUES AND EXPENDITURES

Because items have not been recorded in correct accounting periods, we found that the Board has not been receiving accurate financial reports. This has required adjustments being made later that have led to sizable differences between the financial records provided to the Board and those in the Association's accounting system for the same period.

For instance, the profit and loss statement provided to the Board for the fiscal year ending June 30, 2020 showed revenues of \$463,000. However, the Association's accounting system shows revenues of \$338,000 for the same period. The difference of \$125,000 was due to items being recorded in the wrong fiscal year. Later, accounting adjustments were made to correct the error, but this was after the reports had been provided to the Board. There were similar instances of this occurring in other periods that impacted financial reports provided to the

¹ Initial Roundtable members included the cities of Monte Sereno, Capitola, and Santa Cruz, as well as Santa Cruz County. These jurisdictions are no longer members of the Roundtable.

² Prior year reports can be found on the City Auditor's website at <http://www.sanjoseca.gov/audits>.

Board. In total, 8 of the 9 financial reports we reviewed contained discrepancies. The average amount of the discrepancies was \$62,000.

Although the adjustments appear reasonable, their effect on previously published financial reports had not been reported to the Board at the time of this review. We recommend that the Executive Director work with the bookkeeper to record transactions in the correct accounting period and establish a process to inform the Board when accounting adjustments materially change financial reports previously provided to them.

CONTROLS TO PROTECT ASSOCIATION ASSETS

Although the Association has controls in place to protect Association assets, there is room for improvement. Association assets and accounting records are currently commingled with those of the Roundtable. The Roundtable's bylaws require that expenses be paid from the Roundtable's fund.

A single bank account is used to manage all cash flows from the Association and Roundtable. According to the Executive Director, a separate bank account could not be opened because the Roundtable has not yet been established as a separate legal entity. Accounting records also do not fully distinguish between the assets of the Association and those of the Roundtable. Given the impending separation of the Roundtable from the Association, we recommend the Executive Director separate and reconcile the assets among the different initiatives, including establishing a separate bank account.

Currently, the Association is providing administrative services to the Roundtable. This includes preparing operating budgets, paying approved invoices, providing accounting services, and project management. The associated costs are currently being paid by the Association. Not all members of the Association are members of the Roundtable, therefore non-members are subsidizing the effort. The Executive Director estimates that approximately one-third of her time and one-third of the bookkeeper's time is spent providing these services. This could amount to \$35,000 to \$40,000 in services, based on Executive Director wages, including related fees and taxes, and bookkeeping services for the fiscal year ending June 30, 2020. If the Association remains involved in the operation after separation, the Association should negotiate cost reimbursement for providing its services.

Association Organizational Status

Currently, the Association is an unincorporated association and may have an obligation to file form 990 with the Internal Revenue Service (IRS). To date, it has not been filing that form, which potentially exposes the Association to a risk of IRS penalties. The Executive Director reports that the Association expects to reorganize as a joint powers association, and the Board has contracted a law firm to help with this matter.

CONCLUSION

Based on our review, we found that the Board has not been receiving accurate financial reports and additional controls are needed to protect Association assets. We recommend the Executive Director and the Board work together to establish additional controls to help ensure the Board is provided accurate financial reports and improve the protection Association assets.

We reviewed this memorandum with the Executive Director of the Association and thank her for her cooperation and assistance during our review.



Joe Rois
City Auditor

Audit staff: Juan Barragan
Attachments

SE

JR:lg
20-07

Appendix A

Objective, Scope, and Methodology

The mission of the City Auditor's Office is to independently assess and report on City operations and services. The audit function is an essential element of San José's public accountability, and our audits provide the City Council, City management, and the general public with independent and objective information regarding the economy, efficiency, and effectiveness of City operations and services. In accordance with the City Auditor's Fiscal Year 2020-21 Audit Work Plan, we have completed an expenditure review of the Cities Association of Santa Clara County.

We conducted this performance audit in accordance with generally accepted government auditing standards.³ Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives.

The objective of this review was to determine whether the Board of Directors has been receiving accurate financial reports and whether controls are in place to protect Association assets. To meet our audit objectives, we did the following:

- Reviewed financial reports provided to the Executive Board and compared reports to those currently available in the Association's internal accounting software, QuickBooks, for the same reporting period.
- Reviewed Association bank and Local Agency Investment Fund statements and Association-prepared bank reconciliations.
- Reconciled payroll tax reports prepared by the Association's outside payroll firms with payroll entries recorded in QuickBooks.
- Reviewed transaction detail and supporting documentation for selected asset, revenue, and expense categories.
- Reviewed reimbursements to the Executive Director.
- Reviewed user access and rights within QuickBooks.
- Reviewed whether the Board or Executive Board receive monthly financial reports.
- Reviewed the Association and Roundtable's bylaws.
- Interviewed the Association's Executive Director and Bookkeeper.

We would like to thank the Executive Director for her time and insight during the audit process.

³ A performance audit differs from a financial statement audit. As a result, we do not express an opinion on the attached unaudited financial statements.

Appendix A

CITIES ASSOCIATION OF SANTA CLARA COUNTY

BALANCE SHEET

As of June 30, 2020

	TOTAL	
	AS OF JUN 30, 2020	AS OF JUN 30, 2019 (PY)
ASSETS		
Current Assets		
Bank Accounts		
1001 Checking - Union Bank	81,238.43	151,132.22
Total Bank Accounts	\$81,238.43	\$151,132.22
Accounts Receivable		
1200 Accounts Receivable	0.00	0.00
Total Accounts Receivable	\$0.00	\$0.00
Other Current Assets		
1300 LAIF Funds	123,348.50	120,512.63
1310 Venue Prepaid Deposit	1,000.00	1,000.00
1395 Accrued Interest	44.60	44.60
1499 Undeposited Funds	0.00	0.00
Total Other Current Assets	\$124,393.10	\$121,557.23
Total Current Assets	\$205,631.53	\$272,689.45
Fixed Assets		
1500 Machinery and Equipment	2,203.41	2,203.41
1700 Accumulated Depreciation	-1,926.59	-1,926.59
Total Fixed Assets	\$276.82	\$276.82
TOTAL ASSETS	\$205,908.35	\$272,966.27

CITIES ASSOCIATION OF SANTA CLARA COUNTY

BALANCE SHEET

As of June 30, 2020

	TOTAL	
	AS OF JUN 30, 2020	AS OF JUN 30, 2019 (PY)
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2000 Accounts Payable	41,407.50	58,021.71
Total Accounts Payable	\$41,407.50	\$58,021.71
Credit Cards		
2200 First National Bank of Omaha	1,261.15	433.68
Total Credit Cards	\$1,261.15	\$433.68
Other Current Liabilities		
2100 Payroll Liabilities		
2120 FICA		
2122 Company	0.00	0.00
Total 2120 FICA	0.00	0.00
2150 SDI	0.00	0.00
2160 State Withholding	0.00	0.00
2170 Payroll Taxes Payable	0.00	0.00
Total 2100 Payroll Liabilities	0.00	0.00
Total Other Current Liabilities	\$0.00	\$0.00
Total Current Liabilities	\$42,668.65	\$58,455.39
Total Liabilities	\$42,668.65	\$58,455.39
Equity		
1110 Unrestricted Fund Balance	177,215.79	21,454.86
3000 Opening Bal Equity	-34.00	-34.00
3010 Reserves	0.00	0.00
3011 Reserve for Equip. Replacement	0.00	0.00
3013 Reserve for New Equip.	2,329.09	2,329.09
3014 Reserve for Operations	35,000.00	35,000.00
3015 Reserve for Program/Opport.	0.00	0.00
3016 Unreserved	0.00	0.00
Total 3010 Reserves	37,329.09	37,329.09
Net Income	-51,271.18	155,760.93
Total Equity	\$163,239.70	\$214,510.88
TOTAL LIABILITIES AND EQUITY	\$205,908.35	\$272,966.27

Appendix B

CITIES ASSOCIATION OF SANTA CLARA COUNTY

PROFIT AND LOSS

July 2019 - June 2020

	TOTAL	
	JUL 2019 - JUN 2020	JUL 2018 - JUN 2019 (PY)
Income		
4000 INCOME		
4010 Membership Dues	150,290.19	144,901.05
4020 Roundtable Income	124,999.00	250,000.01
4030 Directory Income	15.00	195.00
4040 Planning Collaborative	53,333.28	
4050 Membership Dinners - Proceeds	6,911.41	8,100.00
4060 LAIF INCOME	2,835.87	1,882.35
Total 4000 INCOME	338,384.75	405,078.41
Reimbursement		18.42
Total Income	\$338,384.75	\$405,096.83
GROSS PROFIT	\$338,384.75	\$405,096.83
Expenses		
6000 GENERAL OFFICE		
6112 Advertising/Promotional		
6115 Website Update		2,000.00
Total 6112 Advertising/Promotional		2,000.00
6120 Bank Service Charges	36.00	43.00
6122 Merchant QB Payment Fees	299.21	1.12
Total 6120 Bank Service Charges	335.21	44.12
6125 Directory Production	317.00	241.00
6151 Conferences/Director's Expenses	148.55	373.30
6160 Dues & Subscriptions	225.00	400.00
6162 Hospitality	838.30	1,480.59
6180 Insurance	1,760.99	1,690.50
6190 Website SOS	600.00	
6350 Roundtable consultant and technical services	223,705.39	106,451.42
6370 Programs and Initiatives	1,100.00	1,000.00
6550 Supplies and Equipment	125.10	269.39
6610 Postage and Delivery	9.17	98.29
6611 Post Office Box	150.00	56.00
6615 Office/General Administrative Expenses	94.04	
6620 Software Licenses	1,776.84	1,287.76
6665 Printing and Copying	744.68	1,345.52
6670 Recognition	392.95	
Total 6000 GENERAL OFFICE	232,323.22	116,737.89
6700 Reimbursable Expense		122.00
6999 Uncategorized Expense		3.00

CITIES ASSOCIATION OF SANTA CLARA COUNTY

PROFIT AND LOSS

July 2019 - June 2020

	TOTAL	
	JUL 2019 - JUN 2020	JUL 2018 - JUN 2019 (PY)
EVENT EXPENSES		
6400 General Meeting - catering	300.00	1,034.11
6410 General meeting - office supplies/signage	1,251.72	884.15
6675 Membership Dinners - Cost	7,388.96	12,237.69
Total EVENT EXPENSES	8,940.68	14,155.95
Office		6.80
6155 Computer & Equipment		2,670.91
Internet - Web Hosting Services (deleted)		128.81
Total Office		2,806.52
OFFICE PERSONNEL_CONSULTANTS		
6153 Contractors	24,975.00	
6300 Legal & Professional Fees	5,000.00	
6310 Accounting Services	3,003.75	2,110.50
6320 Attorney Services	1,443.00	1,300.00
Total 6300 Legal & Professional Fees	9,446.75	3,410.50
6565 Payroll Service Fees	546.00	589.00
6568 Workers Compensation	623.32	684.02
6575 Payroll Wages/Salary	104,583.33	102,999.96
6580 Payroll Taxes	8,217.63	7,881.00
Total OFFICE PERSONNEL_CONSULTANTS	148,392.03	115,564.48
Other Miscellaneous Service Cost		7.17
void (deleted-1)		0.00
Total Expenses	\$389,655.93	\$249,397.01
NET OPERATING INCOME	\$ -51,271.18	\$155,699.82
Other Income		
General Membership Meeting		61.11
Total Other Income	\$0.00	\$61.11
NET OTHER INCOME	\$0.00	\$61.11
NET INCOME	\$ -51,271.18	\$155,760.93

**CITIES ASSOCIATION OF SANTA CLARA COUNTY
Profit and Loss by Class**

September 2018 - June 2020

	Roundtable	TOTAL
Income		
4000 INCOME		0.00
4020 Roundtable Income	374,999.01	374,999.01
Total 4000 INCOME	\$ 374,999.01	\$ 374,999.01
Total Income	\$ 374,999.01	\$ 374,999.01
Gross Profit	\$ 374,999.01	\$ 374,999.01
Expenses		
6000 GENERAL OFFICE		0.00
6162 Hospitality	172.05	172.05
6350 Roundtable consultant and technical services	330,156.81	330,156.81
6610 Postage and Delivery	9.65	9.65
6620 Software Licenses	5.98	5.98
6665 Printing and Copying	357.90	357.90
Total 6000 GENERAL OFFICE	\$ 330,702.39	\$ 330,702.39
OFFICE PERSONNEL_CONSULTANTS		0.00
6300 Legal & Professional Fees	5,000.00	5,000.00
6320 Attorney Services	2,743.00	2,743.00
Total 6300 Legal & Professional Fees	\$ 7,743.00	\$ 7,743.00
Total OFFICE PERSONNEL_CONSULTANTS	\$ 7,743.00	\$ 7,743.00
Total Expenses	\$ 338,445.39	\$ 338,445.39
Net Operating Income	\$ 36,553.62	\$ 36,553.62
Net Income	\$ 36,553.62	\$ 36,553.62

Tuesday, Oct 27, 2020 12:51:36 PM GMT-7 - Accrual Basis

**CITIES ASSOCIATION OF SANTA CLARA COUNTY
Profit and Loss by Class**

July 1 - October 27, 2020

	<u>Roundtable</u>	<u>TOTAL</u>
Income		
4000 INCOME		0.00
4020 Roundtable Income	187,597.78	187,597.78
Total 4000 INCOME	\$ 187,597.78	\$ 187,597.78
Total Income	\$ 187,597.78	\$ 187,597.78
Gross Profit	\$ 187,597.78	\$ 187,597.78
Expenses		
6000 GENERAL OFFICE		0.00
6350 Roundtable consultant and technical services	33,918.75	33,918.75
Total 6000 GENERAL OFFICE	\$ 33,918.75	\$ 33,918.75
OFFICE PERSONNEL_CONSULTANTS		0.00
6300 Legal & Professional Fees		0.00
6320 Attorney Services	250.00	250.00
Total 6300 Legal & Professional Fees	\$ 250.00	\$ 250.00
Total OFFICE PERSONNEL_CONSULTANTS	\$ 250.00	\$ 250.00
Total Expenses	\$ 34,168.75	\$ 34,168.75
Net Operating Income	\$ 153,429.03	\$ 153,429.03
Net Income	\$ 153,429.03	\$ 153,429.03

Tuesday, Oct 27, 2020 12:53:25 PM GMT-7 - Accrual Basis

Column1		Column2
SCSC Roundtable FY 21 Budget		
Resources		
Member Dues	\$	187,597.78
Reserves/Carryover *estimated	\$	36,553.62
	\$	<u>224,151.40</u>
Expenditures		
ESA Contract	\$	180,000.00
legal counsel	\$	5,000.00
	\$	<u>185,000.00</u>
estiimated ending fund balance	\$	39,151.40

Budget approved by SCSC Roundtable on July 2020 meeting
Reserve carryover based on expenditure audit

NAME OF ORGANIZATION: SF BAY CONSERVATION AND DEVELOPMENT COMMISSION (BCDC)

Name of Contact Person: Jessica Fain
Phone: 401-924-1197 (cell); 415-352-3867 (office)
Email: Jessica.fain@bcdc.ca.gov
Presenters: Jessica Fain, Dana Brechwald

REQUEST (WHAT WILL BE PRESENTED?):

Bay Adapt is an initiative to establish regional agreement on the actions necessary to protect people and the natural and built environment from rising sea levels. Through this collaborative action-setting initiative, Bay Area regional, local and community leadership have drafted a Joint Platform – a set of shared actions -- that will allow the Bay Area to adapt better and adapt faster to a rising Bay. In November and December, we are reaching out to city, county and community leaders across the Bay Area to seek feedback on and gain support for the draft Joint Platform

Ideally, we would present this to the Cities Association at their November meeting (11/12).

Visit www.bayadapt.org for more info.

RELEVANCE TO THE CITIES ASSOCIATION:

Adaptation to sea level rise will primarily occur at the local level. However, local action alone will lead to insufficient outcomes both locally and regionally. The Bay Adapt Joint Platform represents a roadmap, comprised of actions, for coordinated Bay Area sea level rise adaptation. It seeks to tackle the governance, financing, planning, and legislative challenges that stand in the way of coordinated, accelerated adaptation to sea level rise both locally and regionally. If implemented, the actions that make up the Joint Platform will guide the region towards common goals, identify how to pay for adaptation, empower cities and counties to become more resilient, and reduce risks from flooding for all Bay Area residents, ecosystems, the economy, and our built environment.

WHAT ACTION IS REQUESTED OF THE CITIES ASSOCIATION?

Feedback, and, ideally, support.

MATERIALS TO BE SENT TO SUPPORT PRESENTATION:

We will be sharing the draft Joint Platform document, including an Executive Summary, in early November. We will also have a PowerPoint presentation.

Subject: Mayor of the Month idea

Date: Thursday, October 22, 2020 at 9:23:48 AM Pacific Daylight Time

From: Leslee Guardino

To: Andi Jordan

CC: Jennifer Johnson

Hi Andi, it was great to talk with you this morning! These are such crazy times, we are working to adapt to them!

We'd love to partner with the Cities Association on a "Mayor of the Month" series which will provide a forum for Mayors to meet with key businesses in their city and throughout the valley via a Zoom town hall. We've outlined the idea below:

Concept: A monthly zoom (time of day TBD, maybe noon?) featuring a different Mayor (or Vice Mayor) and including the city managers from Santa Clara County. Goal, to meet with a majority of the Mayors in SCC in the first year. The Mayors would be invited to share their goals for their city, upcoming priority items, and address key themes/areas of interest like energy efficiency, digital divide, or other timely issues.

Audience: Cities association membership, Canyon Snow clients/network, key trade association leaders and their members NAIOP, SVO, SVLG. We'd expect 20-30 executives to attend depending on the size of the city.

Format: Introduction of the Mayor by a key employer or executive in their city. Remarks by the Mayor (vision for the city); Q/A moderated by Canyon Snow and/or Cities' association leaders; closing remarks by the Mayor/Vice Mayor.

Social media: We can each promote this on our websites, Social media twitter account, FB page

Cost: none

Logistics: We can create an email template that both organizations like, perhaps a logo for the series. We can send it out to our respective mailing lists. We can work with the Cities Association to choose which cities go first and on selecting and preparing the Mayor for the event and building it around their calendar.

Best,
Leslee

City Selection Committee Appointees						
first name	last name	jurisdiction	appointment	term	expires	
Lisa	Matichak	Mountain View	ALUC	4 years	May-24	up for reelection
Glenn	Hendricks	Sunnyvale	ALUC	4 years	May-24	
Liz	Gibbons	Campbell	ABAG	2 years	June-22	
Chris	Clark	Mountain View	ABAG	2 years	June-22	term out
Rod	Sinks	Cupertino	ABAG - alternate	2 years	June-22	term out
			ABAG - alternate	2 years	June-22	
Rod	Sinks	Cupertino	BAAQMD	2 years	November-20	term out
Liz	Kniss	Palo Alto	BAAQMD	2 years	March-22	term out
Cricket	Rubino	Morgan Hill	Sourcewise	2 years	June-20	
Rich	Constantine	Morgan Hill	LAFCO		May-24	
Russell	Melton	Sunnyvale	LAFCO - Alternate		May-24	up for reelection
Jeannie	Bruins	Los Altos	MTC		February-23	term out
Larry	Klein	Sunnyvale	SCC Local Board: Cal-id/RAN	ongoing		up for mayor v. Nancy Smith
Rob	Rennie	Los Gatos	OAC: South County & West Valley Cities		September-21	
Debi	Davis	Santa Clara	OAC: Central County Cities		September-21	term out
Lydia	Kou	Palo Alto	OAC: North County Cities		December-20	up for reelection
Liz	Gibbons	Campbell	OAC-Alternate: South County & West Valley Cities		September-21	
Russell	Melton	Sunnyvale	OAC-Alternate: Central County Cities		September-21	up for reelection
vacant			OAC-Alternate: North County Cities		September-20	
Lisa	Matichak	Mountain View	SVRIA		October-21	up for reelection
Debi	Davis	Santa Clara	SVRIA - Alternate		October-21	term out
Kathy	Watanabe	Santa Clara	RWRC: Central County		July-23	up for reelection
Nancy	Smith	Sunnyvale	RWRC: Smart Station		January-22	running for mayor v larry klein
			RWRC: Member at large		January-22	vacant
Susan	Landry	Campbell	RWRC: Member at large		January-21	
Mary-Lynne	Bernald	Saratoga	RWRC: West Valley		September-22	
		Gilroy	RWRC: South County		July-23	vacant
Rod	Sinks	Cupertino	RWRC: (North County)		April-22	term out
Glenn	Hendricks	Sunnyvale	Measure A (2016 Housing Bond)	3 yrs	June-22	
Larry	Klein	Sunnyvale	Countywide Redevelopment Successor Agency	ongoing		running for mayor vs. Nancy Smith
Dave	Sykes	San José	Countywide Redevelopment Successor Agency - Alte	ongoing		
Neysa	Fligor	Los Altos	ABAG Regional Planning Committee		June-22	
Nancy	Smith	Sunnyvale	Women's Equality 2020 Leadership Council	until event		ex-officio