



**Executive Board  
Meeting Agenda**

**Virtual Meeting via Zoom**

**Friday January 8, 2021 | 3:00pm  
or immediately following closed session**

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.*

<b>1.</b>	<b>WELCOME AND ROLL CALL (Sayoc)</b>	
<b>2.</b>	<b>CONSENT AGENDA</b>	<b>Attachments</b>
	Approval of items 2a through 2d.	<a href="#">Report</a>
2a.	Approval of minutes from November 6, 2020 Executive Board meeting	
2b.	Approval of November Financial Report	<a href="#">Report</a>
2c.	Approval of Environmental Science Associates Invoice from the Santa Clara Santa Cruz Roundtable: October 2020 for \$21,192.50 with total billing to date \$60,250.00 November 2020 for \$11,317.50 with total billing to date \$71,567.50	<a href="#">Oct Invoice</a> <a href="#">Nov Invoice</a>
2d.	Consideration and approval of 2021 calendar	<a href="#">Draft Calendar</a>
<b>3.</b>	<b>Consideration and approval of recommendations for 2021 priority issue areas (action)</b>	
	<ul style="list-style-type: none"> <li>• COVID-19 recovery and business retainment</li> <li>• Transportation (VTA)</li> <li>• Racial Justice</li> <li>• Other Items</li> </ul>	<a href="#">Report</a>
<b>4.</b>	<b>Santa Cruz Santa Clara Roundtable Ad Hoc Committee Report (Sayoc/Jones)</b>	<b>Attachments</b>
	Update on becoming an independent organization or finding a new fiscal agent.	<a href="#">Report</a>

<p><b>5. Develop plan for appointment and recruitment of Cities Selection Committee Appointees.</b></p>	
<p>Follow-up conversation from previous City Selection Committee requested by Vice Mayor Gibbons and Vice Mayor Jones.</p>	<p><a href="#">Report</a></p>
<p><b>6. Establish Board of Directors Meeting Agenda</b></p>	<p><b>Attachments</b></p>
<p>CSC Meeting 6 PM          Board Meeting at 7 PM</p> <ol style="list-style-type: none"> <li>1. Consent</li> <li>2. Priority setting for Board of Directors Meeting</li> <li>3. VTA letter regarding 10-year budget forecast if needed</li> <li>4. Appointment and Recruitment Development Plan/Strategy for Cities Selection Committee Appointments.</li> <li>5. Consideration of the SCSC Roundtable Ad Hoc Committee Report on becoming an independent organization or finding a new fiscal agent.</li> <li>6. Update on Organizational status</li> <li>7. Discussion and consideration of future presentations:             <ul style="list-style-type: none"> <li>- BCDC (November)</li> <li>- Citizens Climate Lobby (CCL)</li> <li>- Silicon Valley Clean Energy (SVCE)</li> <li>- Ahmad Thomas, SVLG</li> <li>- Silicon Valley Recovery</li> <li>- City Selection Committee Appointments</li> <li>- Other</li> </ul> </li> </ol>	<p><a href="#">CCL Request</a>  <a href="#">SVCE Request</a></p>
<p><b>7. Executive Director Report (Jordan)</b></p>	
<p><b>8. PUBLIC COMMENT</b></p>	
<p><b>9. ADJOURNMENT</b></p>	



Agenda Item No: Item 2: consent  
agenda  
Meeting Date: January 8, 2021

## Cities Association of Santa Clara County Agenda Report

Consent Agenda

Prepared by: Andi Jordan  
Executive Director

**TOPIC:** Consent Agenda

**SUBJECT:** APPROVE THE CONSENT AGENDA

**EXECUTIVE SUMMARY:** *(if applicable)*

**RECOMMENDATION:**

Approve the consent agenda.

**BACKGROUND:**

NA

**FISCAL IMPACT:**

3d & 3e are budgeted in the SCSC Roundtable Budget which was approved by the SCSC Roundtable.

**OPTIONS:**

The Executive Board has the following options to consider on this matter:

1. Approve the consent agenda
2. Remove items to discuss.
3. Direct staff to return with more information.
4. Take no action.

**RECOMMENDED ACTION:**

Motion to approve the consent agenda consisting of

Executive Board Minutes from November 2020,

Financial reports: November, December 2020,

SCSC Roundtable Environmental Science Associates Invoice –

- a) October 2020 for \$21,192.50 with total billing to date \$60,250.00
- b) November 2020 for \$11,317.50 with total billing to date \$71,567.50

**ATTACHMENTS:**

- a) Board Minutes

- b) Financials
- c) SCSC RT Invoices
- d) Environmental Science Associates Invoice – October 2020 for \$21,192.50 with total billing to date \$60,250.00
- e) Environmental Science Associates Invoice - November 2020 for \$11,317.50 with total billing to date \$71,567.50
- f) proposed 2021 calendar

# Management Report

CITIES ASSOCIATION OF SANTA CLARA COUNTY

For the period ended November 30, 2020



Prepared by

**BestBooks4U Bookkeeping & QuickBooks Consulting**

Prepared on

**December 2, 2020**

# Table of Contents

---

Profit and Loss .....3

Balance Sheet.....4

Statement of Cash Flows.....5

Monthly Summary Expenses by VENDOR.....6

Transaction Detail by Account.....7

Profit and Loss by Class .....12

# Profit and Loss

July - November, 2020

	<b>Total</b>
<b>INCOME</b>	
4000 INCOME	
4010 Membership Dues	309,957.07
4020 Roundtable Income	187,597.78
4060 LAIF INCOME	450.07
<b>Total 4000 INCOME</b>	<b>498,004.92</b>
<b>Total Income</b>	<b>498,004.92</b>
<b>GROSS PROFIT</b>	<b>498,004.92</b>
<b>EXPENSES</b>	
6000 GENERAL OFFICE	
6120 Bank Service Charges	15.00
6180 Insurance	750.83
6220 Dues and Subscriptions	400.00
6350 Roundtable consultant and technical services	56,472.50
6550 Supplies and Equipment	2,199.25
6610 Postage and Delivery	136.50
6620 Software Licenses	1,003.55
<b>Total 6000 GENERAL OFFICE</b>	<b>60,977.63</b>
6700 Reimbursable Expense	437.50
EVENT EXPENSES	
6400 General Meeting - catering	1,748.00
<b>Total EVENT EXPENSES</b>	<b>1,748.00</b>
Office	
6880 Telephone	40.30
<b>Total Office</b>	<b>40.30</b>
OFFICE PERSONNEL_CONSULTANTS	
6153 Contractors	24,975.00
6300 Legal & Professional Fees	5,700.00
6310 Accounting Services	7,836.25
6320 Attorney Services	4,962.50
<b>Total 6300 Legal &amp; Professional Fees</b>	<b>18,498.75</b>
6565 Payroll Service Fees	297.00
6568 Workers Compensation	310.82
6575 Payroll Wages/Salary	51,364.03
6580 Payroll Taxes	4,064.18
<b>Total OFFICE PERSONNEL_CONSULTANTS</b>	<b>99,509.78</b>
<b>Total Expenses</b>	<b>162,713.21</b>
<b>NET OPERATING INCOME</b>	<b>335,291.71</b>
<b>NET INCOME</b>	<b>\$335,291.71</b>



# Balance Sheet

As of November 30, 2020

	Total
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
1001 Checking - Union Bank	193,453.69
<b>Total Bank Accounts</b>	<b>193,453.69</b>
<b>Accounts Receivable</b>	
1200 Accounts Receivable	198,964.29
<b>Total Accounts Receivable</b>	<b>198,964.29</b>
<b>Other Current Assets</b>	
1300 LAIF Funds	123,798.57
1310 Venue Prepaid Deposit	1,000.00
1395 Accrued Interest	44.60
<b>Total Other Current Assets</b>	<b>124,843.17</b>
<b>Total Current Assets</b>	<b>517,261.15</b>
<b>Fixed Assets</b>	
1500 Machinery and Equipment	2,203.41
1700 Accumulated Depreciation	-1,926.59
<b>Total Fixed Assets</b>	<b>276.82</b>
<b>TOTAL ASSETS</b>	<b>\$517,537.97</b>
<b>LIABILITIES AND EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2000 Accounts Payable	17,637.50
<b>Total Accounts Payable</b>	<b>17,637.50</b>
<b>Credit Cards</b>	
2200 First National Bank of Omaha	321.23
<b>Total Credit Cards</b>	<b>321.23</b>
<b>Total Current Liabilities</b>	<b>17,958.73</b>
<b>Total Liabilities</b>	<b>17,958.73</b>
<b>Equity</b>	
1110 Unrestricted Fund Balance	129,319.61
3000 Opening Bal Equity	-34.00
3010 Reserves	0.00
3013 Reserve for New Equip.	1.92
3014 Reserve for Operations	35,000.00
<b>Total 3010 Reserves</b>	<b>35,001.92</b>
Net Income	335,291.71
<b>Total Equity</b>	<b>499,579.24</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$517,537.97</b>

# Statement of Cash Flows

July - November, 2020

	<b>Total</b>
<b>OPERATING ACTIVITIES</b>	
Net Income	335,291.71
Adjustments to reconcile Net Income to Net Cash provided by operations:	
1200 Accounts Receivable	-198,964.29
1300 LAIF Funds	-450.07
2000 Accounts Payable	-20,170.00
2200 First National Bank of Omaha	-939.92
<b>Total Adjustments to reconcile Net Income to Net Cash provided by operations:</b>	<b>-220,524.28</b>
<b>Net cash provided by operating activities</b>	<b>114,767.43</b>
<b>FINANCING ACTIVITIES</b>	
3013 Reserves:Reserve for New Equip.	-2,327.17
<b>Net cash provided by financing activities</b>	<b>-2,327.17</b>
<b>NET CASH INCREASE FOR PERIOD</b>	<b>112,440.26</b>
Cash at beginning of period	81,013.43
<b>CASH AT END OF PERIOD</b>	<b>\$193,453.69</b>

# Monthly Summary Expenses by VENDOR

November 2020

	<b>Total</b>
Adobe	33.98
Andi Jordan	9,187.50
AP Intego	81.56
Bestbooks4U	332.50
Great American Insurance Group	150.16
Gusto	986.88
Haute Cuisine	1,748.00
Intuit	95.00
Koplow Law Offices	1,362.00
Kristen Leung	1,944.51
Microsoft	25.00
Union Bank	3.00
Zoom.us	100.25
<b>TOTAL</b>	<b>\$16,050.34</b>

# Transaction Detail by Account

November 2020

Date	Transaction Type	Num	Adj	Name	Class	Memo/Description	Split	Amount	Balance
<b>1001 Checking - Union Bank</b>									
11/02/2020	Expense		No	AP Intego			6568 OFFICE PERSONNEL_CONSULTANTS:Workers Compensation	-21.23	-21.23
11/03/2020	Expense		No	Gusto			6565 OFFICE PERSONNEL_CONSULTANTS:Payroll Service Fees	-75.00	-96.23
11/03/2020	Expense		No	Great American Insurance Group			6180 GENERAL OFFICE:Insurance	-150.16	-246.39
11/06/2020	Deposit		No	City of Gilroy			1499 Undeposited Funds	10,856.89	10,610.50
11/09/2020	Journal Entry	Gusto	No			Debit tax	-Split-	-87.31	10,523.19
11/09/2020	Expense		No	AP Intego			6568 OFFICE PERSONNEL_CONSULTANTS:Workers Compensation	-26.44	10,496.75
11/09/2020	Journal Entry	Gusto	No			Debit net pay	-Split-	-411.07	10,085.68
11/10/2020	Journal Entry	Gusto	No			Debit net pay	-Split-	-3,786.06	6,299.62
11/10/2020	Journal Entry	Gusto	No			Debit tax	-Split-	-2,094.39	4,205.23
11/16/2020	Expense		No	AP Intego			6568 OFFICE PERSONNEL_CONSULTANTS:Workers Compensation	-2.59	4,202.64
11/16/2020	Expense		No	Bestbooks4U			6310 OFFICE PERSONNEL_CONSULTANTS:Legal & Professional Fees:Accounting Services	-332.50	3,870.14
11/20/2020	Bill Payment (Check)		No	Koplow Law Offices			2000 Accounts Payable	-1,362.00	2,508.14
11/23/2020	Credit Card Payment		No				2200 First National Bank of Omaha	-257.18	2,250.96
11/24/2020	Expense		No	AP Intego			6568 OFFICE PERSONNEL_CONSULTANTS:Workers Compensation	-31.30	2,219.66
11/25/2020	Journal Entry	Gusto	No			Debit tax	-Split-	-2,032.94	186.72
11/25/2020	Journal Entry	Gusto	No			Debit net pay	-Split-	-3,632.12	-3,445.40
11/30/2020	Expense		No	Union Bank			6120 GENERAL OFFICE:Bank Service Charges	-3.00	-3,448.40
11/30/2020	Bill Payment (Check)		No	Environmental Science Associates			2000 Accounts Payable	-6,350.00	-9,798.40
<b>Total for 1001 Checking - Union Bank</b>								<b>\$ -9,798.40</b>	
<b>1200 Accounts Receivable</b>									
11/01/2020	Invoice	1131	No	Christina Turner		Invoice for Planning Collaborative	4010 INCOME:Membership Dues	8,500.00	8,500.00
11/01/2020	Invoice	1123	No	Campbell - City of			4010 INCOME:Membership Dues	8,500.00	17,000.00
11/01/2020	Invoice	1124	No	City of Cupertino		invoice for planning collaborative	4010 INCOME:Membership Dues	10,000.00	27,000.00
11/01/2020	Invoice	1125	No	City of Gilroy		planning collaborative Invoice	4010 INCOME:Membership Dues	8,500.00	35,500.00
11/01/2020	Invoice	1126	No	City of Los Altos, CA		planning collaborative invoice	4010 INCOME:Membership Dues	8,500.00	44,000.00
11/01/2020	Invoice	1128	No	Los Gatos Town		Planning collaborative invoice	4010 INCOME:Membership Dues	8,500.00	52,500.00

Date	Transaction Type	Num	Adj	Name	Class	Memo/Description	Split	Amount	Balance
11/01/2020	Invoice	1136	No	Kent Steffens		PC Invoice	4010 INCOME:Membership Dues	14,500.00	67,000.00
11/01/2020	Invoice	1135	No	Saratoga		PC Invoice	4010 INCOME:Membership Dues	8,500.00	75,500.00
11/01/2020	Invoice	1133	No	Santa Clara		Invoice for Planning Collaborative	4010 INCOME:Membership Dues	13,500.00	89,000.00
11/01/2020	Invoice	1127	No	Los Altos Hills		planning collaborative invoice	4010 INCOME:Membership Dues	6,500.00	95,500.00
11/01/2020	Invoice	1134	No	Santa Clara County		Planning Collaborative Invoice	4010 INCOME:Membership Dues	10,000.00	105,500.00
11/01/2020	Invoice	1132	No	City of Palo Alto		Invoice for Planning Collaborative	4010 INCOME:Membership Dues	10,000.00	115,500.00
11/01/2020	Invoice	1130	No	Monte Sereno		Invoice for Planning Collaborative	4010 INCOME:Membership Dues	6,500.00	122,000.00
11/01/2020	Invoice	1129	No	Milpitas		Planning collaborative invoice	4010 INCOME:Membership Dues	10,000.00	132,000.00
11/02/2020	Invoice	1122	No	City of San Jose			4010 INCOME:Membership Dues	18,000.00	150,000.00
11/02/2020	Invoice	1121	No	Mountain View			4010 INCOME:Membership Dues	10,000.00	160,000.00
11/06/2020	Payment	Gilroy dues	No	City of Gilroy			1499 Undeposited Funds	-10,856.89	149,143.11
<b>Total for 1200 Accounts Receivable</b>								<b>\$149,143.11</b>	
<b>1499 Undeposited Funds</b>									
11/06/2020	Payment	Gilroy dues	No	City of Gilroy		Wells Fargo Check 196524 mobile deposit - confirmation 3200013936200	1200 Accounts Receivable	10,856.89	10,856.89
11/06/2020	Deposit		No	City of Gilroy		Wells Fargo Check 196524 mobile deposit - confirmation 3200013936200	1001 Checking - Union Bank	-10,856.89	0.00
<b>Total for 1499 Undeposited Funds</b>								<b>\$0.00</b>	
<b>2000 Accounts Payable</b>									
11/01/2020	Bill		No	Koplow Law Offices			6320 OFFICE PERSONNEL_CONSULTANTS:Legal & Professional Fees:Attorney Services	1,362.00	1,362.00
11/20/2020	Bill Payment (Check)		No	Koplow Law Offices			1001 Checking - Union Bank	-1,362.00	0.00
11/20/2020	Bill		No	Haute Cuisine			6400 EVENT EXPENSES:General Meeting - catering	1,748.00	1,748.00
11/30/2020	Bill Payment (Check)		No	Environmental Science Associates			1001 Checking - Union Bank	-6,350.00	-4,602.00
<b>Total for 2000 Accounts Payable</b>								<b>\$ -4,602.00</b>	
<b>2200 First National Bank of Omaha</b>									
11/03/2020	Expense		No	Adobe			6620 GENERAL OFFICE:Software Licenses	33.98	33.98
11/12/2020	Expense		No	Zoom.us			6620 GENERAL OFFICE:Software Licenses	56.75	90.73
11/17/2020	Expense		No	Intuit			6620 GENERAL OFFICE:Software Licenses	25.00	115.73
11/18/2020	Expense		No	Zoom.us			6620 GENERAL OFFICE:Software Licenses	31.64	147.37
11/18/2020	Expense		No	Zoom.us			6620 GENERAL OFFICE:Software Licenses	11.86	159.23
11/18/2020	Expense		No	Intuit			6620 GENERAL OFFICE:Software Licenses	70.00	229.23

Date	Transaction Type	Num	Adj	Name	Class	Memo/Description	Split	Amount	Balance
11/23/2020	Expense		No	Microsoft			6620 GENERAL OFFICE:Software Licenses	25.00	254.23
11/23/2020	Credit Card Payment		No				1001 Checking - Union Bank	-257.18	-2.95
<b>Total for 2200 First National Bank of Omaha</b>								<b>\$ -2.95</b>	
<b>4000 INCOME</b>									
<b>4010 Membership Dues</b>									
11/01/2020	Invoice	1136	No	Kent Steffens	PC	planning collaborative	1200 Accounts Receivable	14,500.00	14,500.00
11/01/2020	Invoice	1135	No	Saratoga	PC	planning collaborative	1200 Accounts Receivable	8,500.00	23,000.00
11/01/2020	Invoice	1133	No	Santa Clara	PC	planning collaborative	1200 Accounts Receivable	13,500.00	36,500.00
11/01/2020	Invoice	1127	No	Los Altos Hills	PC	planning collaborative	1200 Accounts Receivable	6,500.00	43,000.00
11/01/2020	Invoice	1131	No	Christina Turner	PC	planning collaborative	1200 Accounts Receivable	8,500.00	51,500.00
11/01/2020	Invoice	1134	No	Santa Clara County	PC	planning collaborative	1200 Accounts Receivable	10,000.00	61,500.00
11/01/2020	Invoice	1132	No	City of Palo Alto	PC	Planning Collaborative	1200 Accounts Receivable	10,000.00	71,500.00
11/01/2020	Invoice	1130	No	Monte Sereno	PC	Planning Collaborative	1200 Accounts Receivable	6,500.00	78,000.00
11/01/2020	Invoice	1129	No	Milpitas	PC	planning collaborative	1200 Accounts Receivable	10,000.00	88,000.00
11/01/2020	Invoice	1128	No	Los Gatos Town	PC	planning collaborative	1200 Accounts Receivable	8,500.00	96,500.00
11/01/2020	Invoice	1126	No	City of Los Altos, CA	PC	planning collaborative	1200 Accounts Receivable	8,500.00	105,000.00
11/01/2020	Invoice	1125	No	City of Gilroy	PC	Planning Collaborative	1200 Accounts Receivable	8,500.00	113,500.00
11/01/2020	Invoice	1124	No	City of Cupertino	PC	Planning Collaboratiave	1200 Accounts Receivable	10,000.00	123,500.00
11/01/2020	Invoice	1123	No	Campbell - City of	PC	Planning Collaborative	1200 Accounts Receivable	8,500.00	132,000.00
11/02/2020	Invoice	1121	No	Mountain View	PC	Planning Collaborative - FY 21	1200 Accounts Receivable	10,000.00	142,000.00
11/02/2020	Invoice	1122	No	City of San Jose	PC	Planning Collaborative FY 2021	1200 Accounts Receivable	18,000.00	160,000.00
<b>Total for 4010 Membership Dues</b>								<b>\$160,000.00</b>	
<b>Total for 4000 INCOME</b>								<b>\$160,000.00</b>	
<b>6000 GENERAL OFFICE</b>									
<b>6120 Bank Service Charges</b>									
11/30/2020	Expense		No	Union Bank	CASCC	CHECK IMAGE FEE	1001 Checking - Union Bank	3.00	3.00
<b>Total for 6120 Bank Service Charges</b>								<b>\$3.00</b>	
<b>6180 Insurance</b>									
11/03/2020	Expense		No	Great American Insurance Group	CASCC	GreatAmer - Grea VENDOR PMT PPD *****3354	1001 Checking - Union Bank	150.16	150.16
<b>Total for 6180 Insurance</b>								<b>\$150.16</b>	
<b>6620 Software Licenses</b>									
11/03/2020	Expense		No	Adobe	CASCC	ADOBE ACROPRO SUBS - 8004438158, CA	2200 First National Bank of Omaha	33.98	33.98
11/12/2020	Expense		No	Zoom.us	CASCC	ZOOM.US - 8887999666, CA	2200 First National Bank of Omaha	56.75	90.73

Date	Transaction Type	Num	Adj	Name	Class	Memo/Description	Split	Amount	Balance
11/17/2020	Expense		No	Intuit	CASCC	INT*QuickBooks Online - 800-446-8848, CA	2200 First National Bank of Omaha	25.00	115.73
11/18/2020	Expense		No	Zoom.us	CASCC	ZOOM.US - 8887999666, CA	2200 First National Bank of Omaha	31.64	147.37
11/18/2020	Expense		No	Intuit	CASCC	INT*QuickBooks Online - 800-446-8848, CA	2200 First National Bank of Omaha	70.00	217.37
11/18/2020	Expense		No	Zoom.us	CASCC	ZOOM.US - 8887999666, CA	2200 First National Bank of Omaha	11.86	229.23
11/23/2020	Expense		No	Microsoft	CASCC	MSFT * E0100CPG5S - 8006427676, WA	2200 First National Bank of Omaha	25.00	254.23
<b>Total for 6620 Software Licenses</b>								<b>\$254.23</b>	
<b>Total for 6000 GENERAL OFFICE</b>								<b>\$407.39</b>	
<b>EVENT EXPENSES</b>									
<b>6400 General Meeting - catering</b>									
11/20/2020	Bill		No	Haute Cuisine	CASCC	haute cuisine	2000 Accounts Payable	1,748.00	1,748.00
<b>Total for 6400 General Meeting - catering</b>								<b>\$1,748.00</b>	
<b>Total for EVENT EXPENSES</b>								<b>\$1,748.00</b>	
<b>OFFICE PERSONNEL_CONSULTANTS</b>									
<b>6300 Legal &amp; Professional Fees</b>									
<b>6310 Accounting Services</b>									
11/16/2020	Expense		No	Bestbooks4U	CASCC	ADELE LEVIN T/A SALE CCD	1001 Checking - Union Bank	332.50	332.50
<b>Total for 6310 Accounting Services</b>								<b>\$332.50</b>	
<b>6320 Attorney Services</b>									
11/01/2020	Bill		No	Koplow Law Offices	Roundtable	the law offices of chantene koplow	2000 Accounts Payable	1,362.00	1,362.00
<b>Total for 6320 Attorney Services</b>								<b>\$1,362.00</b>	
<b>Total for 6300 Legal &amp; Professional Fees</b>								<b>\$1,694.50</b>	
<b>6565 Payroll Service Fees</b>									
11/03/2020	Expense		No	Gusto	CASCC	GUSTO FEE 001463 CCD 6semjp1jmbi	1001 Checking - Union Bank	75.00	75.00
<b>Total for 6565 Payroll Service Fees</b>								<b>\$75.00</b>	
<b>6568 Workers Compensation</b>									
11/02/2020	Expense		No	AP Intego	CASCC	APIntego ACHTRANS CCD 68685342	1001 Checking - Union Bank	21.23	21.23
11/09/2020	Expense		No	AP Intego	CASCC	APIntego ACHTRANS CCD 69043066	1001 Checking - Union Bank	26.44	47.67
11/16/2020	Expense		No	AP Intego	CASCC	APIntego ACHTRANS CCD 69347300	1001 Checking - Union Bank	2.59	50.26
11/24/2020	Expense		No	AP Intego	CASCC	APIntego ACHTRANS CCD 69670846	1001 Checking - Union Bank	31.30	81.56
<b>Total for 6568 Workers Compensation</b>								<b>\$81.56</b>	
<b>6575 Payroll Wages/Salary</b>									
11/09/2020	Journal Entry	Gusto	No		CASCC	Regular Wages	-Split-	450.00	450.00

Date	Transaction Type	Num	Adj	Name	Class	Memo/Description	Split	Amount	Balance
11/10/2020	Journal Entry	Gusto	No		CASCC	Regular Wages	-Split-	844.50	1,294.50
11/10/2020	Journal Entry	Gusto	No		CASCC	Regular Wages	-Split-	4,593.75	5,888.25
11/25/2020	Journal Entry	Gusto	No		CASCC	Regular Wages	-Split-	4,593.75	10,482.00
11/25/2020	Journal Entry	Gusto	No		CASCC	Debit tax	-Split-	650.01	11,132.01
<b>Total for 6575 Payroll Wages/Salary</b>								<b>\$11,132.01</b>	
<b>6580 Payroll Taxes</b>									
11/09/2020	Journal Entry	Gusto	No		CASCC	Employer Taxes	-Split-	48.38	48.38
11/10/2020	Journal Entry	Gusto	No		CASCC	Employer Taxes	-Split-	442.20	490.58
11/25/2020	Journal Entry	Gusto	No		CASCC	Employer Taxes	-Split-	421.30	911.88
<b>Total for 6580 Payroll Taxes</b>								<b>\$911.88</b>	
<b>Total for OFFICE PERSONNEL_CONSULTANTS</b>								<b>\$13,894.95</b>	



# Profit and Loss by Class

July - November, 2020

	CASCC	PC	Roundtable	TOTAL
<b>INCOME</b>				
4000 INCOME				0.00
4010 Membership Dues	149,957.07	160,000.00		309,957.07
4020 Roundtable Income			187,597.78	187,597.78
4060 LAIF INCOME	450.07			450.07
<b>Total 4000 INCOME</b>	<b>150,407.14</b>	<b>160,000.00</b>	<b>187,597.78</b>	<b>498,004.92</b>
<b>Total Income</b>	<b>150,407.14</b>	<b>160,000.00</b>	<b>187,597.78</b>	<b>498,004.92</b>
<b>GROSS PROFIT</b>				
	<b>150,407.14</b>	<b>160,000.00</b>	<b>187,597.78</b>	<b>498,004.92</b>
<b>EXPENSES</b>				
6000 GENERAL OFFICE				0.00
6120 Bank Service Charges	15.00			15.00
6180 Insurance	750.83			750.83
6220 Dues and Subscriptions	400.00			400.00
6350 Roundtable consultant and technical services			56,472.50	56,472.50
6550 Supplies and Equipment	2,199.25			2,199.25
6610 Postage and Delivery	136.50			136.50
6620 Software Licenses	1,003.55			1,003.55
<b>Total 6000 GENERAL OFFICE</b>	<b>4,505.13</b>		<b>56,472.50</b>	<b>60,977.63</b>
6700 Reimbursable Expense	437.50			437.50
EVENT EXPENSES				0.00
6400 General Meeting - catering	1,748.00			1,748.00
<b>Total EVENT EXPENSES</b>	<b>1,748.00</b>			<b>1,748.00</b>
Office				0.00
6880 Telephone	40.30			40.30
<b>Total Office</b>	<b>40.30</b>			<b>40.30</b>
OFFICE PERSONNEL_CONSULTANTS				0.00
6153 Contractors		24,975.00		24,975.00
6300 Legal & Professional Fees	5,700.00			5,700.00
6310 Accounting Services	7,836.25			7,836.25
6320 Attorney Services	1,202.00		3,760.50	4,962.50

	CASCC	PC	Roundtable	TOTAL
<b>Total 6300 Legal &amp; Professional Fees</b>	<b>14,738.25</b>		<b>3,760.50</b>	<b>18,498.75</b>
6565 Payroll Service Fees	297.00			297.00
6568 Workers Compensation	310.82			310.82
6575 Payroll Wages/Salary	51,364.03			51,364.03
6580 Payroll Taxes	4,064.18			4,064.18
<b>Total OFFICE PERSONNEL_CONSULTANTS</b>	<b>70,774.28</b>	<b>24,975.00</b>	<b>3,760.50</b>	<b>99,509.78</b>
<b>Total Expenses</b>	<b>77,505.21</b>	<b>24,975.00</b>	<b>60,233.00</b>	<b>162,713.21</b>
NET OPERATING INCOME	72,901.93	135,025.00	127,364.78	335,291.71
NET INCOME	\$72,901.93	\$135,025.00	\$127,364.78	\$335,291.71



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

**INVOICE**

Manly Lytle Bernard (Dec 25, 2020 21:59 PST)

Dec 25, 2020

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

November 10, 2020  
 Invoice No: 159095  
 Project Manager: Steven Alverson

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

**Professional Services from October 1, 2020 to October 31, 2020**

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

**Professional Personnel**

	Hours	Rate	Amount	
Senior Director III				
Alverson, Steven	17.75	300.00	5,325.00	
Managing Associate III				
Sequeira, Christopher	14.75	205.00	3,023.75	
Senior Associate I				
Wasserman, Evan	27.00	150.00	4,050.00	
Associate I				
Weiman, Phoebe	17.00	105.00	1,785.00	
Totals	76.50		14,183.75	
<b>Total Labor</b>				<b>14,183.75</b>

<b>Billing Limits</b>	<b>Current</b>	<b>Prior</b>	<b>To-Date</b>
Total Billings	14,183.75	15,712.50	29,896.25
Limit			90,000.00
Remaining			60,103.75

**TOTAL THIS TASK: \$14,183.75**

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	
<b>Total Labor</b>				<b>450.00</b>

<b>Billing Limits</b>	<b>Current</b>	<b>Prior</b>	<b>To-Date</b>
Total Billings	450.00	1,125.00	1,575.00
Limit			6,000.00
Remaining			4,425.00

**TOTAL THIS TASK: \$450.00**

Task 0000003 Support Work Plan Assignments

**Professional Personnel**

	Hours	Rate	Amount
Senior Director III Alverson, Steven	1.75	300.00	525.00
Managing Associate III Jones, Christian	.75	205.00	153.75
Senior Associate I Wasserman, Evan	23.00	150.00	3,450.00
Associate I Weiman, Phoebe	16.00	105.00	1,680.00
Totals	41.50		5,808.75
<b>Total Labor</b>			<b>5,808.75</b>

	Current	Prior	To-Date
<b>Billing Limits</b>			
Total Billings	5,808.75	14,441.25	20,250.00
Limit			45,000.00
Remaining			24,750.00
<b>TOTAL THIS TASK:</b>			<b>\$5,808.75</b>

Task	0000004	Respond to Inquiries
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	Current	Prior	To-Date
<b>Billing Limits</b>			
Total Billings	0.00	2,591.25	2,591.25
Limit			13,000.00
Remaining			10,408.75
<b>TOTAL THIS TASK:</b>			<b>0.00</b>

Task	0000005	Prepare/Post Website Content
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**Professional Personnel**

	Hours	Rate	Amount
Senior Director III Alverson, Steven	2.50	300.00	750.00
Totals	2.50		750.00
<b>Total Labor</b>			<b>750.00</b>

	Current	Prior	To-Date
<b>Billing Limits</b>			
Total Billings	750.00	3,487.50	4,237.50
Limit			18,000.00
Remaining			13,762.50
<b>TOTAL THIS TASK:</b>			<b>\$750.00</b>

Task	0000006	Other Direct Costs(ANR, Website Support, Letter Tracker)
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	Current	Prior	To-Date
<b>Billing Limits</b>			
Total Billings	0.00	1,700.00	1,700.00
Limit			8,000.00
Remaining			6,300.00
<b>TOTAL THIS TASK:</b>			<b>0.00</b>

**TOTAL INVOICE AMOUNT: \$21,192.50**

**Outstanding Invoices**

<b>Number</b>	<b>Date</b>	<b>Balance</b>
158284	10/9/2020	6,350.00
<b>Total</b>		<b>6,350.00</b>

<b>Billings to Date</b>	<b>Current</b>	<b>Prior</b>	<b>Total</b>
	<b>21,192.50</b>	<b>39,057.50</b>	<b>60,250.00</b>

Remit to:

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

TIN #: 94-1698350

# Billing Backup

Tuesday, November 10, 2020

Environmental Science Associates

Invoice 159095 Dated 11/10/2020

4:02:54 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 10/5/2020 Prep for Oct 28, 2020 Meeting		3.00	300.00	900.00
358	Alverson, Steven 10/6/2020 Prep for Oct 28, 2020 Meeting		1.00	300.00	300.00
358	Alverson, Steven 10/19/2020 Review Dispersion PPT for 10/28 meeting		1.00	300.00	300.00
358	Alverson, Steven 10/20/2020 Prep for the 10/28 meeting		2.00	300.00	600.00
358	Alverson, Steven 10/21/2020 Prep for the 10/28 meeting		1.25	300.00	375.00
358	Alverson, Steven 10/22/2020 Prep for the 10/28 meeting		2.50	300.00	750.00
358	Alverson, Steven 10/27/2020 Prep for the October 28, 2020 Roundtable Meeting		2.00	300.00	600.00
358	Alverson, Steven 10/28/2020 October 28 Roundtable Meeting with Prep and Follow-up		5.00	300.00	1,500.00
	Managing Associate III				
10935	Sequeira, Christopher 10/5/2020 Discuss Dispersion 101 presentation		.50	205.00	102.50
10935	Sequeira, Christopher 10/19/2020 Dispersion 101 presentation		6.50	205.00	1,332.50
10935	Sequeira, Christopher 10/20/2020 Dispersion 101 presentation		3.25	205.00	666.25
10935	Sequeira, Christopher 10/21/2020 Dispersion 101 presentation		.75	205.00	153.75
10935	Sequeira, Christopher 10/23/2020 Roundtable packet review and prep		1.25	205.00	256.25
10935	Sequeira, Christopher 10/28/2020 Roundtable presentation and prep		2.50	205.00	512.50
	Senior Associate I				
11165	Wasserman, Evan 10/19/2020 1 hr for 10/28 meeting planning/logistics		1.00	150.00	150.00
11165	Wasserman, Evan 10/20/2020 1.5 hr for preparing agenda materials		1.50	150.00	225.00
11165	Wasserman, Evan 10/21/2020 2.5 hrs for preparing agenda materials		2.50	150.00	375.00
11165	Wasserman, Evan 10/22/2020 2 hrs for preparing agenda materials		2.00	150.00	300.00
11165	Wasserman, Evan 10/23/2020 2 hrs for preparing agenda materials; and 1 hr for sending notifications to members, alternates, and interested parties regarding agenda packet posting and zoom webinar details		3.00	150.00	450.00
11165	Wasserman, Evan 10/26/2020 3.5 hrs for preparing agenda packet, making edits, and communication with members/interested parties		3.50	150.00	525.00

Project	D201801353.02	SCSC Roundtable Facilitation-FY 2020-20			Invoice	159095
11165	Wasserman, Evan	10/27/2020	4.00	150.00	600.00	
	4 hrs for preparing the agenda packet, making edits, and communication with members/interested parties					
11165	Wasserman, Evan	10/28/2020	7.00	150.00	1,050.00	
	3.5 hrs for SCSC Roundtable meeting time; 1 hr for meeting prep/logistics support setting up Zoom; 2 hrs for prep with edits/posting/sending the agenda/correspondence prior to meeting; .5 hr for follow-up with meeting notes/communication with ESA team					
11165	Wasserman, Evan	10/29/2020	1.00	150.00	150.00	
	1 hr for review of meeting notes and video for list of questions asked of Chris S. during the meeting					
11165	Wasserman, Evan	10/30/2020	1.50	150.00	225.00	
	1 hr for review of meeting notes and video for list of questions asked of Chris S. during the meeting; .5 hr for Call with Steve A, Chris S. and Chris Jones on meeting follow-up;					
Associate I						
11307	Weiman, Phoebe	10/28/2020	5.00	105.00	525.00	
	Roundtable meeting and notes					
11307	Weiman, Phoebe	10/29/2020	6.00	105.00	630.00	
	Roundtable meeting and notes					
11307	Weiman, Phoebe	10/30/2020	6.00	105.00	630.00	
	Roundtable meeting and notes					
Totals			76.50		14,183.75	
<b>Total Labor</b>						<b>14,183.75</b>
					<b>TOTAL THIS TASK:</b>	<b>\$14,183.75</b>

Task 0000002 Roundtable Meeting Planning						
<b>Professional Personnel</b>						
			<b>Hours</b>	<b>Rate</b>	<b>Amount</b>	
Senior Director III						
358	Alverson, Steven	10/21/2020	1.00	300.00	300.00	
	10/21/20 Planning Meeting for the 10/28 RT Meeting					
Senior Associate I						
11165	Wasserman, Evan	10/21/2020	1.00	150.00	150.00	
	1 hr for SCSC Roundtable planning meeting with the team					
Totals			2.00		450.00	
<b>Total Labor</b>						<b>450.00</b>
					<b>TOTAL THIS TASK:</b>	<b>\$450.00</b>

Task 0000003 Support Work Plan Assignments						
<b>Professional Personnel</b>						
			<b>Hours</b>	<b>Rate</b>	<b>Amount</b>	
Senior Director III						
358	Alverson, Steven	10/1/2020	1.00	300.00	300.00	
	FAA Reauthorization Matrix					
358	Alverson, Steven	10/2/2020	.75	300.00	225.00	
	IFP Gateway Memo					
Managing Associate III						
10452	Jones, Christian	10/15/2020	.75	205.00	153.75	
	IFP gateway memo update					

Project	D201801353.02	SCSC Roundtable Facilitation-FY 2020-20	Invoice	159095		
Senior Associate I						
11165	Wasserman, Evan	10/1/2020	1.00	150.00	150.00	1 hr for review of and communication with Pheobe regarding assistance on updating FAA Reauthorization tracking sheet
11165	Wasserman, Evan	10/7/2020	2.00	150.00	300.00	2 hrs for correspondence tracking
11165	Wasserman, Evan	10/8/2020	2.00	150.00	300.00	2 hrs for correspondence tracking
11165	Wasserman, Evan	10/9/2020	2.00	150.00	300.00	1.75 hrs for communications regarding FAA Reauthorization Matrix and updates to spreadsheet; .25 hr for posting article
11165	Wasserman, Evan	10/12/2020	1.00	150.00	150.00	1 hr for correspondence tracking
11165	Wasserman, Evan	10/14/2020	2.00	150.00	300.00	2 hrs for correspondence tracking/compiling
11165	Wasserman, Evan	10/16/2020	2.00	150.00	300.00	1.75 hrs for correspondence tracking and compiling; .25 hr for sending out ANR
11165	Wasserman, Evan	10/19/2020	1.00	150.00	150.00	1 hr for correspondence tracking
11165	Wasserman, Evan	10/20/2020	1.00	150.00	150.00	1 hr for correspondence tracking
11165	Wasserman, Evan	10/21/2020	2.00	150.00	300.00	1 hr for correspondence tracking; 1hr for FAA Reauthorization Matrix updates
11165	Wasserman, Evan	10/22/2020	2.00	150.00	300.00	1hr for correspondence tracking; and 1hr for FAA Reauthorization Matrix updates
11165	Wasserman, Evan	10/23/2020	3.00	150.00	450.00	1.5 hrs for correspondence tracking; 1 hr for FAA Reauthorization Matrix updates; .5 hr for IFP Gateway review/update
11165	Wasserman, Evan	10/27/2020	1.50	150.00	225.00	1.5 hr for reviewing, updating, and posting FAA 2018 Reauthorization status tracking matrix to website
11165	Wasserman, Evan	10/29/2020	.25	150.00	37.50	.25 hr for sending prior week ANR to members/alternates
11165	Wasserman, Evan	10/30/2020	.25	150.00	37.50	.25 hr for sending ANR to members/alternates
Associate I						
11307	Weiman, Phoebe	10/5/2020	1.00	105.00	105.00	Research
11307	Weiman, Phoebe	10/6/2020	2.00	105.00	210.00	Research
11307	Weiman, Phoebe	10/9/2020	3.00	105.00	315.00	researching the 2018 FAA Reauthorization Act
11307	Weiman, Phoebe	10/13/2020	1.00	105.00	105.00	Research for the 2019 FAA reauthorization act
11307	Weiman, Phoebe	10/20/2020	4.00	105.00	420.00	FAA 2018 Reauthorization research
11307	Weiman, Phoebe	10/21/2020	3.00	105.00	315.00	FAA 2018 Reauthorization research
11307	Weiman, Phoebe	10/27/2020	2.00	105.00	210.00	roundtable
Totals			41.50		5,808.75	
<b>Total Labor</b>						<b>5,808.75</b>
					<b>TOTAL THIS TASK:</b>	<b>\$5,808.75</b>



Task	0000005	Prepare/Post Website Content
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**Professional Personnel**

			<b>Hours</b>	<b>Rate</b>	<b>Amount</b>	
	Senior Director III					
358	Alverson, Steven	10/2/2020	.50	300.00	150.00	
	Research/Select Article for Posting					
358	Alverson, Steven	10/8/2020	.50	300.00	150.00	
	Content Review					
358	Alverson, Steven	10/9/2020	.50	300.00	150.00	
	Article for Posting					
358	Alverson, Steven	10/28/2020	1.00	300.00	300.00	
	FAA Letter/Chapman Email					
	Totals		2.50		750.00	
	<b>Total Labor</b>					<b>750.00</b>
				<b>TOTAL THIS TASK:</b>		<b>\$750.00</b>
				<b>Total this Project</b>		<b>\$21,192.50</b>
				<b>Total this Report</b>		<b>\$21,192.50</b>

# 2020-10 SCSC Roundtable Invoice 0159095

Final Audit Report

2020-12-26

Created:	2020-12-22
By:	Andi Jordan (andi@citiesassociation.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAA9JMPu-OikKm35W_2LXV6I8h_3clYuGVJ

## "2020-10 SCSC Roundtable Invoice 0159095" History

-  Document created by Andi Jordan (andi@citiesassociation.org)  
2020-12-22 - 6:40:13 PM GMT - IP address: 73.231.1.219
-  Document emailed to Mary-Lynne Bernald (mlbernal@saratoga.ca.us) for signature  
2020-12-22 - 6:40:49 PM GMT
-  Email viewed by Mary-Lynne Bernald (mlbernal@saratoga.ca.us)  
2020-12-22 - 6:43:29 PM GMT - IP address: 76.21.93.7
-  Document e-signed by Mary-Lynne Bernald (mlbernal@saratoga.ca.us)  
Signature Date: 2020-12-26 - 5:59:44 AM GMT - Time Source: server- IP address: 76.21.93.7
-  Agreement completed.  
2020-12-26 - 5:59:44 AM GMT



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

**INVOICE**

Mary-Lynne Bernold (Dec 25, 2020 22:02 PST)

Dec 25, 2020

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

December 22, 2020  
 Invoice No: 160343  
 Project Manager: Evan Wasserman

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

**Professional Services from November 1, 2020 to November 30, 2020**

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

**Professional Personnel**

	Hours	Rate	Amount	
Senior Director III				
Alverson, Steven	4.00	300.00	1,200.00	
Managing Associate III				
Sequeira, Christopher	2.25	205.00	461.25	
Senior Associate I				
Wasserman, Evan	14.00	150.00	2,100.00	
Totals	20.25		3,761.25	
<b>Total Labor</b>				<b>3,761.25</b>

<b>Billing Limits</b>	<b>Current</b>	<b>Prior</b>	<b>To-Date</b>
Total Billings	3,761.25	29,896.25	33,657.50
Limit			90,000.00
Remaining			56,342.50

**TOTAL THIS TASK: \$3,761.25**

Task 0000002 Roundtable Meeting Planning

**Professional Personnel**

	Hours	Rate	Amount	
Managing Associate III				
Sequeira, Christopher	.75	205.00	153.75	
Senior Associate I				
Wasserman, Evan	1.00	150.00	150.00	
Totals	1.75		303.75	
<b>Total Labor</b>				<b>303.75</b>

<b>Billing Limits</b>	<b>Current</b>	<b>Prior</b>	<b>To-Date</b>
Total Billings	303.75	1,575.00	1,878.75
Limit			6,000.00
Remaining			4,121.25

**TOTAL THIS TASK: \$303.75**

Task 0000003 Support Work Plan Assignments

**Professional Personnel**

	Hours	Rate	Amount
Senior Director III			
Alverson, Steven	1.00	300.00	300.00
Managing Associate III			
Jones, Christian	.50	205.00	102.50
Sequeira, Christopher	4.00	205.00	820.00
Senior Associate I			
Wasserman, Evan	32.50	150.00	4,875.00
Associate I			
Weiman, Phoebe	11.00	105.00	1,155.00
Totals	49.00		7,252.50
<b>Total Labor</b>			<b>7,252.50</b>

	Current	Prior	To-Date
<b>Billing Limits</b>			
Total Billings	7,252.50	20,250.00	27,502.50
Limit			45,000.00
Remaining			17,497.50
<b>TOTAL THIS TASK:</b>			<b>\$7,252.50</b>

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Task	0000004	Respond to Inquiries
<b>Billing Limits</b>		
Total Billings	0.00	2,591.25
Limit		13,000.00
Remaining		10,408.75
<b>TOTAL THIS TASK:</b>		<b>0.00</b>

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Task	0000005	Prepare/Post Website Content
<b>Billing Limits</b>		
Total Billings	0.00	4,237.50
Limit		18,000.00
Remaining		13,762.50
<b>TOTAL THIS TASK:</b>		<b>0.00</b>

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Task	0000006	Other Direct Costs(ANR, Website Support, Letter Tracker)
<b>Billing Limits</b>		
Total Billings	0.00	1,700.00
Limit		8,000.00
Remaining		6,300.00
<b>TOTAL THIS TASK:</b>		<b>0.00</b>

**TOTAL INVOICE AMOUNT: \$11,317.50**

**Outstanding Invoices**

Number	Date	Balance
159095	11/10/2020	21,192.50
<b>Total</b>		<b>21,192.50</b>

	Current	Prior	Total
<b>Billings to Date</b>	<b>11,317.50</b>	<b>60,250.00</b>	<b>71,567.50</b>

Remit to:

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

TIN #: 94-1698350

# Billing Backup

Tuesday, December 22, 2020

Environmental Science Associates

Invoice 160343 Dated 12/22/2020

9:06:48 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	11/3/2020	1.00	300.00	300.00
	Follow-up to the October 28 Meeting				
358	Alverson, Steven	11/6/2020	.50	300.00	150.00
	Follow-up to the October 28 Meeting				
358	Alverson, Steven	11/9/2020	1.00	300.00	300.00
	QA/QC Meeting Recap & Action List				
358	Alverson, Steven	11/17/2020	1.00	300.00	300.00
	Meeting with Evan & Chris plus Prep				
358	Alverson, Steven	11/19/2020	.50	300.00	150.00
	Following up on the 11/18 Planning Meeting				
	Managing Associate III				
10935	Sequeira, Christopher	11/6/2020	.50	205.00	102.50
	Discuss Roundtable budget and planning				
10935	Sequeira, Christopher	11/12/2020	.25	205.00	51.25
	Review Roundtable meeting recap				
10935	Sequeira, Christopher	11/13/2020	.25	205.00	51.25
	SC Roundtable status emails				
10935	Sequeira, Christopher	11/16/2020	.50	205.00	102.50
	Roundtable task discussion				
10935	Sequeira, Christopher	11/17/2020	.75	205.00	153.75
	Roundtable meeting prep				
	Senior Associate I				
11165	Wasserman, Evan	11/2/2020	2.00	150.00	300.00
	2 hrs for drafting meeting notes based on recording				
11165	Wasserman, Evan	11/3/2020	1.00	150.00	150.00
	1 hr for drafting meeting notes based on recording				
11165	Wasserman, Evan	11/5/2020	2.00	150.00	300.00
	2 hrs for review and drafting of meeting recap based on first draft and recording				
11165	Wasserman, Evan	11/6/2020	3.00	150.00	450.00
	2.5 hrs for review and drafting of meeting recap based on first draft and recording; .5 hr for meeting and review of SCSC Roundtable budget tracking spreadsheet				
11165	Wasserman, Evan	11/9/2020	2.00	150.00	300.00
	2 hrs for review of meeting recap				
11165	Wasserman, Evan	11/11/2020	2.00	150.00	300.00
	2 hrs for review/edits to meeting recap and communication regarding further review by Steve/Chris				
11165	Wasserman, Evan	11/12/2020	1.50	150.00	225.00
	1.5 hr for review/edits to meeting recap, action tracking sheet update, and sending communications regarding action list from meeting				
11165	Wasserman, Evan	11/13/2020	.50	150.00	75.00
	.5 hr regarding meetign recap review and posting				
	Totals		20.25		3,761.25
	<b>Total Labor</b>				<b>3,761.25</b>
				<b>TOTAL THIS TASK:</b>	<b>\$3,761.25</b>

Task 0000002 Roundtable Meeting Planning

**Professional Personnel**

			Hours	Rate	Amount
Managing Associate III					
10935	Sequeira, Christopher	11/18/2020	.75	205.00	153.75
Roundtable Meeting planning discussion and notes					
Senior Associate I					
11165	Wasserman, Evan	11/16/2020	.50	150.00	75.00
.5 hr for meeting with Chris S regarding roles and prep for check-in meeting					
11165	Wasserman, Evan	11/18/2020	.50	150.00	75.00
.5 hr for planning meeting with team					
Totals			1.75		303.75
<b>Total Labor</b>					<b>303.75</b>

**TOTAL THIS TASK: \$303.75**

Task 0000003 Support Work Plan Assignments

**Professional Personnel**

			Hours	Rate	Amount
Senior Director III					
358	Alverson, Steven	11/20/2020	1.00	300.00	300.00
QA/QC Response to 10/28/20 RT Public Comments on Dispersion					
Managing Associate III					
10452	Jones, Christian	11/19/2020	.25	205.00	51.25
Follow up on IFP gateway questions on SJC RNP IAPs					
10452	Jones, Christian	11/20/2020	.25	205.00	51.25
Follow up on IFP gateway questions on SJC RNP IAPs					
10935	Sequeira, Christopher	11/20/2020	2.50	205.00	512.50
Respond to public inquiries regarding flight track dispersion					
10935	Sequeira, Christopher	11/23/2020	1.00	205.00	205.00
Review dispersion responses					
10935	Sequeira, Christopher	11/24/2020	.50	205.00	102.50
Email to FAA					
Senior Associate I					
11165	Wasserman, Evan	11/2/2020	2.00	150.00	300.00
2 hrs for correspondence tracking					
11165	Wasserman, Evan	11/4/2020	2.00	150.00	300.00
2 hrs for correspondence tracking					
11165	Wasserman, Evan	11/6/2020	.50	150.00	75.00
.5 for correspondence tracking and sending out ANR					
11165	Wasserman, Evan	11/9/2020	1.00	150.00	150.00
1 hr for correspondence tracking					
11165	Wasserman, Evan	11/11/2020	1.00	150.00	150.00
1 hr for correspondence tracking					
11165	Wasserman, Evan	11/13/2020	1.00	150.00	150.00
1 hr for sending out ANR and correspondence tracking					
11165	Wasserman, Evan	11/16/2020	3.50	150.00	525.00
2.5 hrs for summary regarding work/handoff; and 1 hr for correspondence tracking					
11165	Wasserman, Evan	11/17/2020	3.00	150.00	450.00
2 hrs for summary regarding work/handoff; .5 hr for meeting on outstanding tasks; .5 hr for follow-up on tasks					

Project	D201801353.02	SCSC Roundtable Facilitation-FY 2020-20	Invoice	160343		
11165	Wasserman, Evan	11/18/2020	3.00	150.00	450.00	
	2 hrs for review of PIRAT letter/edits, and BDEGA letter; 1 hr for correspondence tracking					
11165	Wasserman, Evan	11/19/2020	1.50	150.00	225.00	
	1 hr for review of PIRAT letter/edits, and BDEGA letter .5 hr for communication with Chris J about IFP Gateway question					
11165	Wasserman, Evan	11/20/2020	4.00	150.00	600.00	
	3hrs for review, communications/sending PIRAT letter/edits, and BDEGA letter; 1 hr for correspondence tracking					
11165	Wasserman, Evan	11/23/2020	3.00	150.00	450.00	
	3 hrs for communications and drafting letters/responses for posting and sending ANR.					
11165	Wasserman, Evan	11/24/2020	4.00	150.00	600.00	
	4 hrs for drafting and communications regarding the sending of letters/responses and posting					
11165	Wasserman, Evan	11/30/2020	3.00	150.00	450.00	
	.25 hr for sending out ANR; 1.75 for communications regarding GBAS and SFO Roundtable meeting and providing links to GBAS materials for SCSC RT members viewing; 1 hr for searching/viewing/gathering links to provide to RT members.					
	Associate I					
11307	Weiman, Phoebe	11/2/2020	5.00	105.00	525.00	
	Roundtable meeting notes.					
11307	Weiman, Phoebe	11/3/2020	4.00	105.00	420.00	
	Roundtable meeting notes and action items					
11307	Weiman, Phoebe	11/9/2020	1.00	105.00	105.00	
	Meeting Minutes					
11307	Weiman, Phoebe	11/12/2020	1.00	105.00	105.00	
	Meeting Minutes review					
	Totals		49.00		7,252.50	
	<b>Total Labor</b>					<b>7,252.50</b>
			<b>TOTAL THIS TASK:</b>			<b>\$7,252.50</b>
			<b>Total this Project</b>			<b>\$11,317.50</b>
			<b>Total this Report</b>			<b>\$11,317.50</b>



# 2020-11 SCSC Roundtable Invoice 0160343

Final Audit Report

2020-12-26

Created:	2020-12-22
By:	Andi Jordan (andi@citiesassociation.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAPuBt1dBY53YqfmQqMeXZWk3GVFBtwH8

## "2020-11 SCSC Roundtable Invoice 0160343" History

-  Document created by Andi Jordan (andi@citiesassociation.org)  
2020-12-22 - 6:43:22 PM GMT - IP address: 73.231.1.219
-  Document emailed to Mary-Lynne Bernald (mlbernal@saratoga.ca.us) for signature  
2020-12-22 - 6:43:47 PM GMT
-  Email viewed by Mary-Lynne Bernald (mlbernal@saratoga.ca.us)  
2020-12-26 - 6:01:27 AM GMT - IP address: 76.21.93.7
-  Document e-signed by Mary-Lynne Bernald (mlbernal@saratoga.ca.us)  
Signature Date: 2020-12-26 - 6:02:59 AM GMT - Time Source: server- IP address: 76.21.93.7
-  Agreement completed.  
2020-12-26 - 6:02:59 AM GMT

## Cities Association of Santa Clara County – 2021 meeting Calendar

Executive Board: 3-4:30 PM	Board of Directors: 7-9 PM	General Membership: 6-9 PM	Cities Selection Committee	Legislative Action Committee
January 8, 2021	January 14, 2021	--	January 14, 2021	January 14, 2021
February 5, 2021	February 11, 2021	--	tbd	tbd
March 5, 2021	March 11, 2021	--	tbd	tbd
April 2, 2021	April 8, 2021	--	tentative	tbd
May 7, 2021	No Board Meeting	May 13, 2021	tbd	tbd
June 4, 2021	June 10, 2021	--	tbd	tbd
No meeting	No meeting	No meeting	No meeting	No meeting
August 6, 2021	August 12, 2021	--	tbd	tbd
September 3, 2021**	September 9, 2021	--	tbd	tbd
October 8, 2021	October 14, 2021	--	tbd	tbd
November 5, 2021	November 11, 2021	--	tbd	tbd
December 3, 2021	No meeting	December 9, 2021	tbd	tbd

**Executive Board of Directors:** 2021 members are Hon. Marico Sayoc, Hon. Chappie Jones, Hon. Margaret Abe-Koga, Hon. Neysa Fligor, Hon. Rich Constantine, Hon. Larry Klein; Ex-Officios: Laurel Prevetti (SCCMA) Andi Jordan (Executive Director)

**Cities Selection Committee:** Mayor or Mayor's designee (per state law). Meets as needed, prior to the Board of Directors meeting. May meet for 10 minutes or an hour depending on number of appointments and interest received.

**Legislative Action Committee:** per CASC by-laws, standing committee. Each city has one representative appointed by cities established appointment process. Meets as needed prior to the Board of Directors meeting. Chair Rich Constantine (Morgan Hill) elected by Board.

An example of the meeting schedule for a typical Thursday night:

- 6PM Legislative Action Committee
- 6:40 Cities Selection Committee
- 7-9PM Board of Directors Meeting

Conflicts:

Executive Board: Sept. 3 is Labor Day Weekend

League of California Cities Annual Conference: September 22 - 24, 2021 (Sacramento)



**Agenda Item No: Item 3**

**Meeting Date: January 8, 2020**

## **Cities Association of Santa Clara County Agenda Report**

### **Board of Directors Priorities 2021**

**Prepared by: Andi Jordan  
Executive Director**

**TOPIC:** Cities Association Priorities for 2021

**SUBJECT:** CONSIDER AND ADOPT PRIORITIES FOR CALENDAR YEAR 2021

#### **EXECUTIVE SUMMARY:**

On a typical year, the Board of Directors would engage in a brainstorming session regarding priorities for the Board of Directors. This is not a typical year as the world continues to react and respond to Covid-19. As we enter a new phase with vaccine distribution, our cities must continue to collaborate with the County. Our focus will also move to business resiliency and retention.

There is no rule book or gameplan for the tumultuous times, and we need to remain nimble to collaborate.

#### **RECOMMENDATION:**

President Marico Sayoc and Executive Director Jordan recommend focusing on

- Covid-19
- Racial Justice
- Transportation

In addition, the Cities Association continues its work with the Planning Collaborative, SCSC Roundtable (fiscal agency), and work toward revising the organizational status.

2020 priorities included:

- Affordable housing
  - ADUs
  - Homelessness
  - Planning Collaborative
- Transportation
  - CalTrains- Electrification
  - Not Faster but Fairer
  - Bike & Ped –
  - Alternate Transit
  - VTA
- Public Safety

Cities Association of Santa Clara County

Item 4 – Board Priorities

January 8, 2021

Page 2 of 2

- Reliable Grid
- Minimum Wage Parity

**OPTIONS:**

The President and Executive Director are asking for consensus to recommend to the Board of Directors.

1. Approve proposed items and recommend to the Board of Directors.
2. Adopt with modifications.
3. Direct staff to return with more information.
4. Take no action.

**RECOMMENDED ACTION:**

President Sayoc and Jordan recommend moving COVID-19, transportation, Racial Justice.

**ATTACHMENTS:**

1. 2020 Draft Year in Review

# Plan for SCSC Roundtable – Relationship with Cities Association Santa Clara County (CASCC)

## **Problem Statement:**

- CASCC wishes to reduce the amount of time allocated providing services to the Roundtable
- CASCC needs to minimize any liability in overseeing the Roundtable
- Roundtable would like to exercise more independence and oversight in the definition and management of its contractors
- New structure will meet all legal requirements

## **Summary of Recommendations:**

There are several tactical areas that need to be planned for to address the “Problem Statement” listed above.

- 1. Program Coordinator Support**  
The Roundtable will contract for Program Coordinator Services from somewhere other than CASCC
- 2. Legal Counsel**  
The Roundtable will contract for Legal Counsel
- 3. Fiscal Agent**  
Continue to use CASCC as the Fiscal Agent
- 4. Background comments to CASCC**  
CASCC staff (and Executive Board) will not need to respond to feedback from Roundtable members, the public, or Congressional Offices
- 5. Transition Plan**  
Gain approval from CASCC and the Roundtable to move forward with this plan. Define and implement contracts by the end of Q1 2021.

## **These recommendations achieve the goals:**

- CASCC will reduce the amount of time spent supporting the Roundtable
- Legal oversight will reduce liability exposure
- A clearly defined and fiscally responsible legal structure for the Roundtable will allow continual operations

**DRAFT**

## Details of Recommendations:

### **1. Program Coordinator Support**

The Roundtable will contract with a separate entity other than CASCC to provide Program Coordinator services. Using a different service provider will significantly reduce the time involved by CASCC Staff on Roundtable work.

The working assumption is that the Roundtable will continue to contract with ESA for these services. This is only a working assumption. The Roundtable needs to finish an updated Scope of Work (SOW), discuss with ESA, and come to contract terms.

Action - Legal Counsel, CASCC Representative, Roundtable Chair Ad Hoc and service provider would be the working group to document the roles and responsibilities for the contract.

Issue to be addressed: Funding

If we desire to change Program Coordinator resources before July 2021, then we must negotiate a new contract. Most Roundtable funds are already committed to the ESA and Legal Counsel contracts. There is a small “reserve fund” in the Roundtable budget.

The Roundtable will need authorization to reallocate some or all of these “reserves” to contract for these new services for the rest of this budget year or renegotiate the Scope of Work (SOW) in the current contract with ESA.

As we plan the budget for next fiscal year, we will consider this as an additional requirement when defining the budget and working within the revenue we collect from participating cities.

### **2. Legal Counsel**

The Roundtable understands the requirement of CASCC that if they are our Fiscal Agent, the Roundtable will maintain Legal Counsel and require their attendance at our meetings. The Roundtable will contract for these services. Roundtable must maintain these services to be under the CASCC. The role of the Legal Counsel will be very similar to the role of the City Attorney for all of our Cities.

The Roundtable will be responsible for contracting this service. The contract will need to include a function to periodically report to the CASCC Executive Committee about the Roundtable’s compliance with requirements. (This will require a matrix management of the Legal Counsel by both the Roundtable and CASCC). The contract will specify the requirement to report any non-conformance to the CASCC Executive Board. One of the Legal Counsel roles is to act as the liaison that will ensure Roundtable is conforming to the CASCC governing rules and prevent liability to the CASCC.

**DRAFT**

Action - Legal Counsel, CASCC Representative and the Roundtable Chair would be the working group to document the roles and responsibilities of the different parties for final approval by the CASCC Board and Roundtable.

### **3. Fiscal Agent**

All other Roundtables in the United States are sponsored by Airports which serve as the Fiscal Agent. CASCC has served as the SCSC Roundtable's Fiscal Agent primarily due to San Jose Airport's lack of engagement or support of the Roundtable. The Roundtable Ad Hoc has evaluated the options for using a different Fiscal Agent than CASCC. We have determined there are no other fiscally viable options.

We will need to clearly define what the role of Fiscal Agent means and does not mean. Specially, the Roundtable is looking for overall sponsorship and budgetary oversight. This means CASCC Staff will not need to be involved day-to-day activities, running of meetings or responding to requests from members of the public. CASCC contact should only be with Legal Counsel, Roundtable Chair, and contracting agencies for administrative functions.

As fiscal agent, CASCC would be limited to the following services:

- Annual collection of dues from member cities after a budget is adopted by the Roundtable Board. Questions about the budget and coordination with member cities would be the responsibility of the Roundtable.
- Pay approved consultant invoices. Consultant invoices would be reviewed and approved by the Roundtable Chair and provided to CASCC in writing. Consultant questions or billing issues would be referred to the Roundtable for resolution.
- Include Roundtable activity in the CASCC periodic financial audit. The Roundtable would be responsible for following all audit recommendations.

The Roundtable understands that CASCC is changing its organizational structure. And that new structure will allow the Roundtable to operate under this new structure, assuming the Roundtable is able to reduce the time commitment from CASCC staff and abides by any legal requirements.

Action - Legal Counsel, CASCC Representative and Executive Board, and the Roundtable Chair and Ad Hoc Committee would be the working group to document the roles and responsibilities of the different parties for final approval by the CASCC Board and the Roundtable.

### **4. Background comments to CASCC**

The Roundtable Ad Hoc Committee has received feedback that there is a concern by CASCC, that they have received too many contacts from Roundtable Members, members of the public, and contacts from Congressional Offices.

**DRAFT**

With the new structure defined above, CASCC will redirect any contact from these entities to either: Legal Counsel, Roundtable Chair, or Roundtable Program Coordinator. Obviously, any items related to the Fiscal Agent responsibility would continue to be addressed by the appropriate CASCC Staff.

Responsibilities of the Program Coordinator would include:

- Preparation of Roundtable meeting agendas and minutes
- Roundtable meeting notices and virtual hosting or securing conference rooms
- Routine coordination and communications with Roundtable members, stakeholders and member city staff

NOTE: bullet points may need further reflection/definition.

At this point, ESA provides the meeting agendas and minutes, meeting notices and virtual hosting but has NOT secured conference rooms. ESA provides updates to the website and responds to requests for technical information. CASCC staff [Andi] has coordinated and communicated with city and county member staff. (This will be the future Program Coordinator's responsibility.)

Action - Clearly communicate to all parties the appropriate parties to contact. Make sure CASCC knows to whom to refer people, if they are incorrectly contacted.

## 5. Transition Plan

Obviously, this plan represents a course correction during this fiscal year for the Roundtable and CASCC. Any change of this magnitude requires planning and coordination.

The Roundtable and its Ad Hoc committee will assist as much as possible with this transition. But, we need to be realistic and acknowledge there will be some time required by CASCC staff to assist with this transition.

This plan will also require more work from the Legal Counsel than was originally anticipated and will most likely require contract and budget modifications.

High-Level Steps:

- Approval by CASCC
- Approval by Roundtable
- Contract/MOU for Fiscal Agent
- New Legal Counsel Contract
- Contract for Program Coordinator
  - Developing a scope of services and budget
- Communication with member cities
- Completion of a transition to new model

**DRAFT**



## Appendix A

### Efforts made to identify a new Fiscal Agent/Sponsor/Legal Status

- **2019 Met with SJC Airport Director John Aitken, Matt Kazmierzak, Vice Mayor Chappie Jones, San Jose Council Member Raul Peralez**

**Request:**

Airport sponsorship; City of San Jose participation

**Result:**

Refusal of SJC to sponsor;  
Refusal of SJ City Council to join the SCSC RT unless given proportional representation based on population.

- **7/15/2020 Teleconference with County Supervisor Joe Simitian and Aide Kris Zanardi**

**Request:**

Possible County Sponsorship,  
Legal Representation and/or  
Roundtable Coordinator job share

**Result:**

No ability to sponsor;  
Possible Legal Representation – still pursuing;  
Part time county employee (required to pay benefits and CalPERS) too costly

- **7/16/2020 Teleconference with FAA Favi Garcia and Tamara Swann**

**Request:**

Confirm that the FAA will still recognize the legitimacy of the SCSC Roundtable with the departure of the Santa Cruz County entities;  
Inquire the status of all other US Roundtables;  
Inquire if there are other known options for setting up the SCSC RT

**Result:**

As long as members of the SFO and SJC airport staff attend our meetings, the FAA will recognize our standing;  
All other US Roundtables and Noise Forums are sponsored by Community Service Airports;

**DRAFT**

FAA does not get involved in the formation of Roundtables and knows of no other status other than being sponsored by airports

- **7/24/2020 Zoom meeting with Cupertino City Manager Deb Fang**

**Request:**

What are possible alternatives to being under the umbrella of CASCC:

- JPA
- Joint Venture Silicon Valley
- Individual City acting as a fiscal agent for the RT

**Result:**

- JPA is too structured enough to meet the needs of a Roundtable due to State mandates and the fluid nature of the RT membership;
- It is not in the wheelhouse of JVSV;
- Having a single City serve as the fiscal agent would create an optics problem because of the differing needs of the individual Cities.

**Preferred status: remain with CASCC**

**Other discussion:**

Given the community and member participants make-up, the SCSC RT should seek out its own legal counsel but not required at every meeting.

- **8/24/2020 Teleconference with County Legal Counsel Chris Cheleden and Steve Mitra**

**Request:**

Is it possible for the County to represent the SCSC RT;  
What is the rate schedule?

**Result:**

County Legal Counsel does represent various agencies e.g. Fire Districts, the Library District, and other Public Agencies

Experienced in Municipal Law

- Would need to have well defined parameters/ create a firewall
- Would contract separately with the RT, if approved by County Counsel James Williams
- Rate Schedule
  - Attorney rate: \$264/hour
  - Paralegal rate: \$116/hour

**9/14/2020 onward Follow up email requests** for aid in setting up a possible 501 C"?" that could meet the needs of the RT

**DRAFT**

- **9/25 Telephone Conversation with CPA Paul Resnikoff regarding a 501 C6**

**Request:**

General information regarding setting up the correct type of 501 C  
Process to procure one

**Result:**

Timeline is a long one – could be up to a year

- File with IRS – possibly online: receive letter of determination
  - Attorney required to re do By Laws, look into reorganizing as an association
- Cost could range between \$5000-10,000: would include substantial attorney fees

- **10/23 Emailed Letter to Kara Gross of Joint Venture Silicon Valley**

**Request:**

Hope of scheduling a time to talk about how Joint Venture Silicon Valley serves as an umbrella organization/fiscal agent for other local nonprofit groups and whether there might be a fit for the Santa Clara/Santa Cruz Counties/Airport Community Roundtable under your umbrella.

**Result:**

Pending

**DRAFT**

## Joint Venture Silicon Valley

In today's fast-moving global economy, Silicon Valley more than ever faces mounting challenges to preserve its standing as the world's best region for innovation and entrepreneurship. To meet and act on those challenges, Joint Venture provides a neutral forum for collaborative regional thinking and leadership from both the public and private sectors.

Joint Venture builds the framework for regional thought, analysis and action by assembling Silicon Valley's leaders in business, government, academia, labor and the nonprofit sector to assess our challenges, reach consensus on the best strategies for response and work on solutions together. That's the Joint Venture way.

Our beginnings go back to 1993, when the semiconductor industry found itself facing competitive challenges from other rising tech regions in the U.S. and abroad for the first time. The concern was that Silicon Valley was falling behind and needed better ways to change, adapt and reinvent itself to compete. The region needed to be as creative in the civic realm as it had been in the entrepreneurial world.

Joint Venture was born in that environment, as an experiment in regional thought and action on issues that do not respect city limits, county borders or state lines: economic development, infrastructure, transportation, communications, education, health care, disaster planning, climate change and more.

Early skeptics doubted the notion that otherwise provincial and disparate interests could convene for a common purpose. Some still do, but the greater goal has largely prevailed. Competitive regions were largely domestic at first, but today span oceans to encompass Shanghai, Beijing, India, Ireland, Eastern Europe, South Asia and beyond.

You and your organization can join with hundreds of leaders working in teams on our current initiatives in such areas as climate prosperity, economic development, and wireless communications. Please take time to visit our initiative pages and contact us to become involved in our work.

### **How we use initiatives to accomplish our work**

Joint Venture is often referred to as a "think tank," a common term for a body of experts providing advice and ideas on specific political or economic problems. At Joint Venture, we prefer the term "think and do tank." Along with providing data and guidance on our region's economic and community challenges, we take action on the most pressing issues by launching initiatives. For each initiative we create a plan, form a working group or task force led by board and community champions who convene to assess the need, and then carry out the necessary activities toward a solution.

## The lifecycle of an initiative

All Joint Venture initiatives begin with a specific mission and identifiable goals and then are carried out to their logical conclusion. Successful initiatives culminate with their goals achieved. Others, after incubation by Joint Venture, ultimately transfer to partner organizations for long-term administration. Still others cannot reach the desired outcome due to a variety of circumstances. In all cases, we analyze the steps taken, the data collected, the accomplishments and the shortcomings, and then report the results of completed initiatives to our board and to the community.

Notes from the 10/26/2020 Meeting between Russ Hancock and MLB

SCSC RT would sever ties with CASCC

JVSV would become the Fiscal Agent and oversee our program.

They would hire a program manager who then would become part of their Administrative Staff.

They would provide the infrastructure and the office.

The program manager would hire an attorney.

For these services, JVSV would take 15% off the top when they come in the door; the rest would be allocated to the Roundtable.

Our Roundtable work would become JVSV Projects. They would convene Public Meetings.

Russ Hancock believes this venture has “opportunity to enlarge their economic development base.” He mention that SJC Airport Aviation Director John Aitken’s already serves on their Board.

Pros: SCSC RT could remain viable

Cons: We would become an Initiative; the reason for our being set up as elected officials responsible to our constituencies would be lost.

## Appendix B

### Draft Roundtable Program Coordinator Job Description

The Santa Clara Santa Cruz Roundtable is an organization established in 2018 to address community concerns related to noise from aircraft operating to and from, but not limited to, San Francisco International Airport (SFO) and San Jose International Airport (SJC). This voluntary committee of local elected and appointed officials provides a permanent venue for public officials, airport management, FAA staff, and airline representatives to address issues regarding aircraft noise, with public input.

The Roundtable's mission is to address community noise concerns and make recommendations to the Regional Airports and FAA on noise-related issues.

The purpose of the SCSC RT is to continue to foster and enhance a cooperative relationship in order to develop, evaluate, and implement reasonable and feasible policies, procedures, and mitigation actions that will further reduce the impacts of aircraft noise in neighborhoods and communities in Santa Clara and Santa Cruz Counties.

At this point, due to financial constraints, Santa Cruz County, the City of Santa Cruz, the City of Capitola, and the City of Monte Sereno have had to withdraw their membership.

Current Membership consists of the cities of Cupertino, Los Altos, Los Altos Hills, Mountain View, Palo Alto, Santa Clara, Saratoga, Sunnyvale, and the County of Santa Clara.

As a result of reduced funding, the Roundtable has authorized no more than a total of twelve meetings for this fiscal year in its FY 2020/2021 Scope of Work. The full body Roundtable will meet quarterly, while the two standing Subcommittees may fill the remaining eight slots.

The Roundtable Program Coordinator will help plan, organize, and stage the Roundtable's and the Roundtable's Subcommittee meetings and will coordinate the work of an aviation noise-mitigation technical consultant. Responsibilities will include: preparation and management of the Roundtable's work plan and annual budget; regular interaction with Roundtable members, the FAA, and the public; planning and conducting Roundtable and subcommittee meetings, including coordination of meeting times and locations; and contract management overseeing and coordinating with the expert technical consultant supporting the Roundtable's work and in general.

This is a half-time permanent position.

**DRAFT**

## IDEAL CANDIDATE

The ideal candidate is a team player and an independently motivated individual with knowledge and experience in airport operations. The ideal candidate is also an excellent communicator (both verbally and in writing), can develop consensus, and can successfully work with a diverse community. Additionally, the ideal candidate can manage and prioritize multiple tasks in a timely manner and can provide information to other members of the staff, elected officials, aviation consultants, and the public.

The successful candidate will emphasize coordination and communication, and continually look for innovative and creative process improvements that generate more consistent and transparent outcomes. The position requires an ability to work independently with limited supervision and an ability to work from home.

## QUALIFICATIONS

Education and Experience: Any combination of education and experience that would likely provide the required knowledge and skills and abilities is qualifying. A typical way to qualify is possession of a bachelor's degree and three years of professional experience.

### Knowledge of:

1. Organization of local government and concepts of public administration including familiarity with codes, ordinances, and laws, including the Brown Act and Public Records Act.
2. Modern office practices, i.e., Zoom, Word Press, Office, etc.
3. Research and sources of data

### Skill/Ability to:

1. Work cooperatively and effectively with the public and co-workers and work well individually and as a member of a professional and technical team
2. Produce comprehensive, clear, and concise memos, letters, and staff reports which are accurately research, focused on essential information, reflect an appropriate level of analysis, and demonstrate objectivity
3. Make concise and understandable presentations, manage related discussions, facilitate decision-making, summarize and respond to comments effectively
4. Explain policy and procedures to the public and staff
5. Facilitate problem resolution
6. Operate and retrieve information using a computer
7. Adapt to changing situations even under pressure
8. Conduct research and analysis

**DRAFT**



Agenda Item No: Item 5

Meeting Date: January 8, 2021

## Cities Association of Santa Clara County Agenda Report

### City Selection Committee Appointments & Recruitment

Prepared by: Andi Jordan  
Executive Director

**TOPIC:** Appointment and recruitment development plan/strategy for Cities Selection Committee Appointments. This is a follow up conversation from previous City Selection Committee

**SUBJECT:** APPOINTMENT AND RECRUITMENT DEVELOPMENT STRATEGY

#### EXECUTIVE SUMMARY: (if applicable)

At the August and November City Selection Committee Meetings, members discussed being more strategic in appointing members to regional bodies. At the October 2020 Board of Directors meeting, the Board reaffirmed a longstanding policy of appointing current City Councilmembers to regional appointments.

#### RECOMMENDATION:

Describe what action(s) staff recommends the City Council take at the meeting (open a public hearing, take public comment, adopt a resolution, approve, authorize etc.)

#### BACKGROUND:

At the August 13, 2020 City Selection Committee Meeting, members present discussed being more strategic in appointments to benefit the region. The motion and approved minutes state that the motion was specific to ABAG only, and requested *asked Appointees Clark, Gibbons, Sinks to help identify replacements for Clark and Sinks after the November.*

August 13, 2020 minutes:

*Motion by Sayoc to appoint Councilmember Chris Clark (Mountain View) & Vice Mayor Liz Gibbons (Campbell) as representatives to ABAG Executive Board, and Councilmember Rod Sinks (Cupertino) as Alternate. Motion also asked Clark, Gibbons, Sinks to help identify replacements for Clark and Sinks after the November.  
Second by Bernald*

*Motion passes 11-0-0-4*

*AYES - 11 - Gibbons, (Campbell), Scharf (Cupertino), Pepper (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 - 4 Blankley (Gilroy), Wu (Los Altos Hills), Turner (Monte Sereno), Jones (San José)*

Additionally, while there was an understood policy regarding appointments, the written policy had not been identified or located until October 2020. At the October 2020 Board of Directors meeting, the Board of Directors reaffirmed the policy that elected officials must serve in appointed regional positions.

With the adoption of the Joint Powers Authority, these policies may be revisited.

This item was requested by an Executive Board Member. The Executive Board may discuss and recommend if further action discussion by the Board of Directors is warranted.

**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.

**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.

<b>name of organization:</b> Silicon Valley Clean Energy	
<b>Name of Contact Person:</b> Girish Balachandran	
<b>Phone:</b> (408) 721-5301 x1005	
<b>Email:</b> Girish@svcleanenergy.org	
<b>Presenters:</b> Girish Balachandran	

**request (what will be presented?):**

SVCE has set aside \$4.7M in resiliency grants for our member agencies. We would like to present details on this program to your members to ensure city leaders are aware of the program.

**relevance to the cities association:**

This funding is set aside specifically for the thirteen jurisdictions in our service territory Campbell, Cupertino, Gilroy, Los Altos, Los Altos Hills, Los Gatos, Milpitas, Monte Sereno, Morgan Hill, Mountain View, Saratoga, Sunnyvale and Unincorporated Santa Clara County. The twelve cities are members of the Cities Association.

**what action is requested of the cities ASSOCIATION?**

No requested action.

**materials to be sent to support presentation:**

PowerPoint presentation.



REQUEST TO PRESENT TO THE BOARD OF DIRECTORS  
Return to [executive\\_director@citiesassociation.org](mailto:executive_director@citiesassociation.org) at least 2 weeks prior to the Board Meeting for consideration.

**NAME OF ORGANIZATION:** CITIZENS' CLIMATE LOBBY (CCL)

**Name of Contact Person:** Karl Danz

**Phone:** (650) 704-4546

**Email:** [karl.w.danz@gmail.com](mailto:karl.w.danz@gmail.com)

**Presenters:** Karl Danz, Diana Russell, Rahul Patel, David Cain, Angelo De Giuli

**REQUEST (WHAT WILL BE PRESENTED?):**

We will provide background on the growing support for carbon pricing as an important part of the solution to the climate crisis, and in particular the approach referred to as Carbon Fee & Dividend (CF&D). Much of this growing level of support is manifesting as endorsements from local governments.

We will:

- Briefly describe how CF&D works
- Provide an overview of H.R.763, current federal legislation that would implement a high-impact CF&D solution
- Describe why we feel 2021 holds much promise for getting the bill enacted

**RELEVANCE TO THE CITIES ASSOCIATION:**

The Cities Association can play a big role in helping to get this important bill enacted. CCL has been advocating for this legislation for ten years. One of the major factors in actually getting a bill introduced in 2018 was the large body of support from mayors, city councils, boards of supervisors, etc. Sitting down with a member of Congress and showing them a long list of municipal support in their district has a big impact. An endorsement from the Cities Association would carry a lot of weight on its own, and would also help with securing endorsements from member cities.

The Cities Association has already shown itself to be a strong influencer of action on climate change solutions, including the important work to bring Silicon Valley Clean Energy to fruition.



## **WHAT ACTION IS REQUESTED OF THE CITIES ASSOCIATION?**

We are requesting that the Cities Association:

- Endorse H.R.763 - The Energy Innovation and Carbon Dividend Act
- Provide CCL an opportunity to inform the 15 member cities about H.R.763

## **MATERIALS TO BE SENT TO SUPPORT PRESENTATION:**

We will send the materials we plan to present, in advance of the meeting. In addition, the following information can help attendees learn more in advance of the meeting:

<https://citizensclimatelobby.org/about-ccl/>

<https://energyinnovationact.org/>

<https://energyinnovationact.org/all-supporters/?opentype=local-governments>

<https://www.congress.gov/bill/116th-congress/house-bill/763/cosponsors?searchResultViewType=expanded&pageSort=lastToFirst>

<https://www.mercurynews.com/2020/12/22/opinion-climate-change-is-a-winning-issue-lets-work-together-to-solve-it/>

Statement from Silicon Valley Leadership Group:

The Silicon Valley Leadership Group supports a price on carbon. Our position on H.R. 763 is support in principle. In particular, we look forward to working with the authors to specify how they will work with California and other jurisdictions with existing carbon pricing regimes to implement a coherent carbon pricing system, and identify suitable funding streams, or suitable 'off-ramps' for existing CA state programs dependent on cap and trade revenue.