



Board of Directors  
Meeting Agenda

April 8, 2021 | 7:00 PM  
Virtual Meeting via Zoom

Chair: Hon. Marico Sayoc, Los Gatos

|                 |   |
|-----------------|---|
| Campbell        | Hon. Anne Bybee / Alternate: Hon. Susan Landry          |
| Cupertino       | Hon. Liang Chao / Alternate: Hon. Kitty Moore           |
| Gilroy          | Hon. Marie Blankley / Alternate: Hon. Peter Leroé-Muñoz |
| Los Altos       | Hon. Neysa Fligor / Alternate: Hon. Anita Enander       |
| Los Altos Hills | Hon. Stanley Mok / Alternate: Hon. Lisa Schmidt         |
| Los Gatos       | Hon. Marico Sayoc / Alternate: Hon. Rob Rennie          |
| Milpitas        | Hon. Carmen Montaña / Alternate: Hon. Evelyn Chua       |
| Monte Sereno    | Hon. Rowena Turner / Alternate: Hon. Liz Lawler         |
| Morgan Hill     | Hon. Rich Constantine / Alternate: Hon. John McKay      |
| Mountain View   | Hon. Margaret Abe-Koga / Alternate: Hon. Ellen Kamei    |
| Palo Alto       | Hon. Tom DuBois / Alternate: Hon. Eric Filseth          |
| San Jose        | Hon. Chappie Jones / Alternate: Hon. Matt Mahon         |
| Santa Clara     | Hon. Kathy Watanabe / Alternate: Hon. Anthony Becker    |
| Saratoga        | Hon. Yan Zhao / Alternate: Hon. Tina Walia              |
| Sunnyvale       | Hon. Larry Klein / Alternate: Hon. Mason Fong           |

Register for Zoom webinar [\[HERE\]](#) Meeting also livestreamed on YouTube [\[LINK\]](#)

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>WELCOME AND ROLL CALL – (Sayoc, 7pm)</b> |  |
| <b>1.</b>                                   | <b>CONSENT AGENDA</b>  |
| 1a.   | Approval of Board minutes from March 11, 2021<br><i>Attachment:</i> <a href="#">Minutes</a>  |
| 1b.   | Receive CASCC March Financials<br><i>Attachment:</i> <a href="#">Management Report</a>   |
| 1c.   | Information: Executive Board authorized Board President to approve and execute a legal counsel engagement agreement with Kirsten Powell in substantially the same form as attached for one SCSC Roundtable meeting.<br><i>Attachment:</i> <a href="#">Attorney-Client Fee Contract</a>   |
| <b>2.</b>                                   | <b>Presentation from Ahmad Thomas, CEO of Silicon Valley Leadership Group</b>  |
|   | <i>Attachment:</i> <a href="#">Ahmad Thomas Biography</a>  |
| <b>3.</b>                                   | <b>Committee Reports</b>   |
|   | <ul style="list-style-type: none"><li>• Legislative Action Committee</li><li>• Racial Justice Committee</li><li>• Other committees</li></ul>   |
| <b>4.</b>                                   | <b>Budget – FY 2022 (Fligor/Jordan)</b>  |
|   | <p>Consideration of adoption of the preliminary or final FY 2022 budget per Article VII of the Association’s Bylaws:</p> <p><i>“On or before April 15 of each calendar year, the Board of Directors shall approve a preliminary budget for the Association for the fiscal year commencing with July 1 of the same calendar year. The Board of Directors shall adopt a final budget no later than June 15 of each year. A copy of the preliminary budget when approved and a copy of the final budget when adopted shall be transmitted to each Member City.”</i></p> <p><i>Attachments:</i> <a href="#">Staff Report</a></p> |

|   |                            |
|---|----------------------------|
| <a href="#">CASCC Dues</a><br><a href="#">FY 2022 Budget Proposal</a> |                            |
| <b>5.</b>   | <b>Joys and Challenges</b> |
| Discussion of joys and challenges in our cities' governance.          |                            |
| <b>PUBLIC COMMENT</b>   |                            |
| <b>ADJOURNMENT</b>  |                            |

**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 [audin@citiesassociation.org](mailto:audin@citiesassociation.org)
  - Emails will be forwarded to the Board of Directors
  - **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:
  - 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](mailto:audin@citiesassociation.org). Notification at least three business days prior to the meeting will allow us to best meet your needs.



Board of Directors  
Meeting Minutes

**March 11, 2021 | 7:00 PM\***  
**Virtual Meeting via Zoom**

*\* or immediately following adjournment of Legislative  
Action Committee Meeting*

Meeting recording available on YouTube [\[LINK\]](#)

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

## WELCOME AND ROLL CALL

### Members in attendance:

| City            | Member                                | Present? |
|-----------------|---------------------------------------|----------|
| Campbell        | Bybee                                 | Y        |
| Cupertino       | Chao                                  | Y        |
| Gilroy          | Blankley                              | Y        |
| Los Altos       | Fligor ( <i>Secretary/Treasurer</i> ) | Y        |
| Los Altos Hills | Mok                                   | Y        |
| Los Gatos       | Sayoc ( <i>President</i> )            | Y        |
| Milpitas        | Montano                               | Y        |
| Monte Sereno    | Turner                                | Y        |
| Morgan Hill     | Constantine ( <i>LAC Chair</i> )      | Y        |
| Mountain View   | Abe-Koga ( <i>2<sup>nd</sup> VP</i> ) | Y        |
| Palo Alto       | DuBois                                | Y        |
| San Jose        | Jones ( <i>1<sup>st</sup> VP</i> )    | Y        |
| Santa Clara     | Watanabe                              | Y        |
| Saratoga        | Zhao                                  | Y        |
| Sunnyvale       | Klein ( <i>Former President</i> )     | Y        |

### Others in attendance:

- Jeff Rosen, Santa Clara County District Attorney
- Assemblymember Evan Low, 28<sup>th</sup> Assembly District
- Noni Ramos, CEO, Housing Trust
- Andi Jordan, Executive Director
- Laurel Prevetti, Los Gatos Town Manager
- Steve Preminger, SCC
- Liz Gibbons, Campbell Councilmember
- Kat Wellman, Legal Counsel
- Audin Leung, Clerk of the Board
- Eric Filseth, Palo Alto Councilmember
- Matthew Hudes, Los Gatos Councilmember
- Patrick Ahren, Office of Assemblymember Evan Low

- Anita Enander, Los Altos Councilmember
- Anthony Becker, Santa Clara Councilmember, District 6
- Hung Wei, Cupertino Councilmember
- Tina Walia, Vice Mayor of Saratoga
- Ivan Williams, SCC Emergency Area Operational Council

|           |  |                                   |
|-----------|--|-----------------------------------|
| <b>1.</b> | <b>CONSENT AGENDA</b>  | <b>Attachments:</b>               |
|           | Motion to approve by Constantine. Seconded by Klein.<br>Motion adopted 15-0-0-0.   |                                   |
| 1a.       | Approval of minutes from February 11, 2021 meeting   | <a href="#">Draft Minutes</a>     |
| 1b.       | Approval of February Financials  | <a href="#">Financials</a>        |
| 1c.       | Approval of Santa Clara/Santa Cruz Roundtable January Invoice #161816 (\$12,085.00 for total year-to-date of \$105,365.00)<br><br>Note: ESA withdrew the January invoice approved at the February 2021 meeting as there was a billing error. This is the new January 2021 invoice number 161816, which replaces invoice number 161400-R. Invoice approved by SCSC Roundtable Chair Bernald and Executive Director. | <a href="#">ESA Invoice</a>       |
| 1d.       | 2021 Committee assignments (information)   | <a href="#">Draft Assignments</a> |
| <b>2.</b> | <b>COMMUNITY PRESENTATION: Housing Trust</b>   |                                   |
|           | Welcoming Housing Trust's new CEO, Noni Ramos<br><i>Attachment:</i> <a href="#">Noni Ramos Bio</a>   |                                   |
| <b>3.</b> | <b>DISCUSSION, COMMUNITY PRESENTATION:<br/>Hate Crimes Against the Asian American and Pacific Islander Community</b>   |                                   |
|           | Presentations from Santa Clara County District Attorney Jeff Rosen, Assemblymember Evan Low (AD 28) and CEO Ahmad Thomas (Silicon Valley Leadership Group) regarding latest efforts in response to hate crimes against the AAPI Community. Discussion pertinent to the Board's racial justice policy priority.   |                                   |

**4. CONSIDERATION OF BOARD RESOLUTION:**

**Solidarity with the Asian American and Pacific Islander Community**

Motion to approve proposed resolution by Jones. Seconded by Abe-Koga.  
Motion adopted 12-1-2-0.

AYES (12)

Bybee, Blankley, Fligor, Mok, Sayoc, Constantine, Abe-Koga, DuBois, Jones, Watanabe, Zhao, Klein

NAYES (1)

Chao

ABSTENSIONS (2)

Montano, Turner

ABSENCES (0)

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Resolution would call on all constituents and leaders to:

- Join in condemning racist attacks against Asian American in all forms
- Renew their commitment to speaking out against such attacks
- Defend and protect those targeted
- Seek out and punish those who commit hate crimes against AAPI members of our community

*Attachment:* [Draft AAPI Resolution](#)

**5. CONSIDERATION OF BOARD RESOLUTION: Women's History Month**

Motion to approve proposed resolution by Montano. Seconded by Fligor.  
Motion adopted 15-0-0-0.

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Potential resolution recognizing this month of March as Women's History Month, celebrating the contributions of women leaders in the County, and encouraging the fifteen cities of the County to join in this recognition and celebration.

Attachment: [Draft Women's History Month Resolution](#)

**6. COMMITTEE REPORTS**

- Consideration of recommendations from the Legislative Action Committee's March 11, 2021 meeting and potential action on state legislation as recommended.
- Other committee reports

**PUBLIC COMMENT**

**SCCMA REPORT (Prevetti)**

**EXECUTIVE DIRECTOR REPORT (Jordan)**

**ADJOURNMENT**

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Respectfully submitted,



Audin Leung, Clerk of the Board



# Management Report

CITIES ASSOCIATION OF SANTA CLARA COUNTY

For the period ended March 31, 2021



Prepared by

**BestBooks4U Bookkeeping & QuickBooks Consulting**

Prepared on

**April 6, 2021**

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# Profit and Loss by Class

July 2020 - March 2021

|   | 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> |
| 4999 Uncategorized Income                         | 25.00             |                   |                   | 25.00             |
| <b>Total Income</b>                               | <b>150,432.14</b> | <b>160,000.00</b> | <b>187,597.78</b> | <b>498,029.92</b> |
| <b>GROSS PROFIT</b>                               | <b>150,432.14</b> | <b>160,000.00</b> | <b>187,597.78</b> | <b>498,029.92</b> |
| <b>EXPENSES</b>                                   |                   |                   |                   |                   |
| 6000 GENERAL OFFICE                               |                   |                   |                   | 0.00              |
| 6120 Bank Service Charges                         | 27.00             |                   |                   | 27.00             |
| 6180 Insurance                                    | 2,009.93          |                   |                   | 2,009.93          |
| 6190 Website SOS                                  | 600.00            |                   |                   | 600.00            |
| 6220 Dues and Subscriptions                       | 400.00            |                   |                   | 400.00            |
| 6350 Roundtable consultant and technical services |                   |                   | 110,695.00        | 110,695.00        |
| 6550 Supplies and Equipment                       | 2,199.25          |                   |                   | 2,199.25          |
| 6610 Postage and Delivery                         | 136.50            |                   |                   | 136.50            |
| 6615 Office/General Administrative Expenses       | 360.97            |                   |                   | 360.97            |
| 6620 Software Licenses                            | 2,425.27          |                   |                   | 2,425.27          |
| 6665 Printing and Copying                         | 113.52            |                   |                   | 113.52            |
| 6670 Recognition                                  | 586.35            |                   |                   | 586.35            |
| <b>Total 6000 GENERAL OFFICE</b>                  | <b>8,858.79</b>   |                   | <b>110,695.00</b> | <b>119,553.79</b> |
| 6700 Reimbursable Expense                         | 437.50            |                   |                   | 437.50            |
| EVENT EXPENSES                                    |                   |                   |                   | 0.00              |
| 6400 General Meeting - catering                   | 2,068.00          |                   |                   | 2,068.00          |
| <b>Total EVENT EXPENSES</b>                       | <b>2,068.00</b>   |                   |                   | <b>2,068.00</b>   |
| Office  |                   |                   |                   | 0.00              |
| 6880 Telephone                                    | 166.50            |                   |                   | 166.50            |
| <b>Total Office</b>                               | <b>166.50</b>     |                   |                   | <b>166.50</b>     |

|   | CASCC             | PC               | Roundtable        | TOTAL             |
|---|-------------------|------------------|-------------------|-------------------|
| OFFICE PERSONNEL_CONSULTANTS                    |                   |                  |                   | 0.00              |
| 6153 Contractors                                |                   | 24,975.00        |                   | 24,975.00         |
| 6300 Legal & Professional Fees                  | 5,000.00          |                  | 700.00            | 5,700.00          |
| 6310 Accounting Services                        | 9,140.00          |                  |                   | 9,140.00          |
| 6320 Attorney Services                          | 13,240.50         |                  | 2,758.00          | 15,998.50         |
| <b>Total 6300 Legal &amp; Professional Fees</b> | <b>27,380.50</b>  |                  | <b>3,458.00</b>   | <b>30,838.50</b>  |
| 6565 Payroll Service Fees                       | 597.00            |                  |                   | 597.00            |
| 6568 Workers Compensation                       | 551.71            |                  |                   | 551.71            |
| 6575 Payroll Wages/Salary                       | 87,973.27         |                  |                   | 87,973.27         |
| 6580 Payroll Taxes                              | 7,219.83          |                  |                   | 7,219.83          |
| <b>Total OFFICE PERSONNEL_CONSULTANTS</b>       | <b>123,722.31</b> | <b>24,975.00</b> | <b>3,458.00</b>   | <b>152,155.31</b> |
| <b>Total Expenses</b>                           | <b>135,253.10</b> | <b>24,975.00</b> | <b>114,153.00</b> | <b>274,381.10</b> |
| NET OPERATING INCOME                            | 15,179.04         | 135,025.00       | 73,444.78         | 223,648.82        |
| NET INCOME                                      | \$15,179.04       | \$135,025.00     | \$73,444.78       | \$223,648.82      |

# Balance Sheet

As of March 31, 2021

|                                     | Total               |
|-------------------------------------|---------------------|
| <b>ASSETS</b>                       |                     |
| <b>Current Assets</b>               |                     |
| <b>Bank Accounts</b>                |                     |
| 1001 Checking - Union Bank          | 269,230.59          |
| <b>Total Bank Accounts</b>          | <b>269,230.59</b>   |
| <b>Accounts Receivable</b>          |                     |
| 1200 Accounts Receivable            | 10,000.00           |
| <b>Total Accounts Receivable</b>    | <b>10,000.00</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>404,073.76</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>\$404,350.58</b> |
| <b>LIABILITIES AND EQUITY</b>       |                     |
| <b>Liabilities</b>                  |                     |
| <b>Current Liabilities</b>          |                     |
| <b>Accounts Payable</b>             |                     |
| 2000 Accounts Payable               | 15,889.50           |
| <b>Total Accounts Payable</b>       | <b>15,889.50</b>    |
| <b>Credit Cards</b>                 |                     |
| 2200 First National Bank of Omaha   | 310.73              |
| FNBO_2nd                            | 214.00              |
| <b>Total Credit Cards</b>           | <b>524.73</b>       |
| <b>Total Current Liabilities</b>    | <b>16,414.23</b>    |
| <b>Total Liabilities</b>            | <b>16,414.23</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                          | 223,648.82          |
| <b>Total Equity</b>                 | <b>387,936.35</b>   |
| <b>TOTAL LIABILITIES AND EQUITY</b> | <b>\$404,350.58</b> |

# Statement of Cash Flows

July 2020 - March 2021

|  | <b>Total</b>        |
|--|---------------------|
| <b>OPERATING ACTIVITIES</b>  |                     |
| Net Income   | 223,648.82          |
| Adjustments to reconcile Net Income to Net Cash provided by operations:              |                     |
| 1200 Accounts Receivable   | -10,000.00          |
| 1300 LAIF Funds  | -450.07             |
| 2000 Accounts Payable  | -21,918.00          |
| 2200 First National Bank of Omaha  | -950.42             |
| FNBO_2nd   | 214.00              |
| <b>Total Adjustments to reconcile Net Income to Net Cash provided by operations:</b> | <b>-33,104.49</b>   |
| <b>Net cash provided by operating activities</b>                                     | <b>190,544.33</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>188,217.16</b>   |
| Cash at beginning of period  | 81,013.43           |
| <b>CASH AT END OF PERIOD</b>   | <b>\$269,230.59</b> |

# Monthly Reports:Monthly Summary VENDOR Expenses

March 2021

|                                | <b>Total</b>      |
|--------------------------------|-------------------|
| Adobe                          | 33.98             |
| Aiden - Kristen Leung          | 731.49            |
| Andi Jordan                    | 4,593.75          |
| AP Intego                      | 59.07             |
| Bestbooks4U                    | 357.50            |
| Canva                          | 12.95             |
| D&O Insurance                  | 664.44            |
| Great American Insurance Group | 444.50            |
| Gusto                          | 505.06            |
| Intuit                         | 95.00             |
| Microsoft                      | 25.00             |
| Peninsula Storage Center       | 214.00            |
| Union Bank                     | 3.00              |
| Verizon                        | 30.30             |
| Zoom.us                        | 113.50            |
| <b>TOTAL</b>                   | <b>\$7,883.54</b> |

# Monthly Reports:MONTHLY Transaction Detail by Account

March 2021

| Date  | Transaction Type     | Num   | Adj | Name                                | Class | Memo/Description   | Split   | Amount            | Balance    |
|---|----------------------|-------|-----|-------------------------------------|-------|--|---------|-------------------|------------|
| <b>1001 Checking - Union Bank</b>           |                      |       |     |                                     |       |  |         |                   |            |
| 03/02/2021                                  | Expense              |       | No  | Gusto                               |       | 6565 OFFICE<br>PERSONNEL_CONSULTANTS:Payroll<br>Service Fees |         | -75.00            | -75.00     |
| 03/03/2021                                  | Payment              |       | No  | Monte Sereno                        |       | 1200 Accounts Receivable                                     |         | 6,500.00          | 6,425.00   |
| 03/05/2021                                  | Expense              |       | No  | Great American<br>Insurance Groupop |       | 6180 GENERAL OFFICE:Insurance                                |         | -444.50           | 5,980.50   |
| 03/05/2021                                  | Expense              |       | No  | D&O Insurance                       | audit | 6180 GENERAL OFFICE:Insurance                                |         | -664.44           | 5,316.06   |
| 03/09/2021                                  | Expense              |       | No  | AP Intego                           |       | 6568 OFFICE<br>PERSONNEL_CONSULTANTS:Workers<br>Compensation |         | -28.42            | 5,287.64   |
| 03/11/2021                                  | Journal Entry        | Gusto | No  |                                     |       | Debit tax  | -Split- | -2,062.59         | 3,225.05   |
| 03/11/2021                                  | Journal Entry        | Gusto | No  |                                     |       | Debit net pay  | -Split- | -3,692.71         | -467.66    |
| 03/23/2021                                  | Expense              |       | No  | AP Intego                           |       | 6568 OFFICE<br>PERSONNEL_CONSULTANTS:Workers<br>Compensation |         | -30.65            | -498.31    |
| 03/23/2021                                  | Expense              |       | No  | First National Bank<br>Omaha        |       |  | -Split- | -364.73           | -863.04    |
| 03/24/2021                                  | Payment              |       | No  | Santa Clara County                  |       | 1200 Accounts Receivable                                     |         | 10,000.00         | 9,136.96   |
| 03/24/2021                                  | Bill Payment (Check) |       | No  | Bestbooks4U                         |       | 2000 Accounts Payable  |         | -357.50           | 8,779.46   |
| 03/31/2021                                  | Expense              |       | No  | Union Bank                          |       | 6120 GENERAL OFFICE:Bank Service<br>Charges                  |         | -3.00             | 8,776.46   |
| <b>Total for 1001 Checking - Union Bank</b> |                      |       |     |                                     |       |  |         | <b>\$8,776.46</b> |            |
| <b>1200 Accounts Receivable</b>             |                      |       |     |                                     |       |  |         |                   |            |
| 03/03/2021                                  | Payment              |       | No  | Monte Sereno                        |       | 1001 Checking - Union Bank                                   |         | -6,500.00         | -6,500.00  |
| 03/24/2021                                  | Payment              |       | No  | Santa Clara County                  |       | 1001 Checking - Union Bank                                   |         | -10,000.00        | -16,500.00 |



| Date   | Transaction Type     | Num | Adj | Name                         | Class | Memo/Description  | Split   | Amount               | Balance |
|--|----------------------|-----|-----|------------------------------|-------|---|---|----------------------|---------|
| <b>Total for 1200 Accounts Receivable</b>          |                      |     |     |                              |       |   |   | <b>\$ -16,500.00</b> |         |
| <b>2000 Accounts Payable</b>                       |                      |     |     |                              |       |   |   |                      |         |
| 03/02/2021   | Bill                 |     | No  | Bestbooks4U                  |       |   | 6310 OFFICE<br>PERSONNEL_CONSULTANTS:Legal &<br>Professional Fees:Accounting Services | 357.50               | 357.50  |
| 03/24/2021   | Bill Payment (Check) |     | No  | Bestbooks4U                  |       |   | 1001 Checking - Union Bank  | -357.50              | 0.00    |
| <b>Total for 2000 Accounts Payable</b>             |                      |     |     |                              |       |   |   | <b>\$0.00</b>        |         |
| <b>2200 First National Bank of Omaha</b>           |                      |     |     |                              |       |   |   |                      |         |
| 03/03/2021   | Expense              |     | No  | Adobe                        |       |   | 6620 GENERAL OFFICE:Software<br>Licenses  | 33.98                | 33.98   |
| 03/11/2021   | Expense              |     | No  | Zoom.us                      |       |   | 6620 GENERAL OFFICE:Software<br>Licenses  | 113.50               | 147.48  |
| 03/12/2021   | Expense              |     | No  | Verizon                      |       |   | 6880 Office:Telephone   | 30.30                | 177.78  |
| 03/17/2021   | Expense              |     | No  | Intuit                       |       |   | 6620 GENERAL OFFICE:Software<br>Licenses  | 25.00                | 202.78  |
| 03/18/2021   | Expense              |     | No  | Canva                        |       |   | 6620 GENERAL OFFICE:Software<br>Licenses  | 12.95                | 215.73  |
| 03/19/2021   | Expense              |     | No  | Intuit                       |       |   | 6620 GENERAL OFFICE:Software<br>Licenses  | 70.00                | 285.73  |
| 03/22/2021   | Expense              |     | No  | Microsoft                    |       |   | 6620 GENERAL OFFICE:Software<br>Licenses  | 25.00                | 310.73  |
| 03/23/2021   | Expense              |     | No  | First National Bank<br>Omaha | CASCC | 1ST NATL BK OMAH<br>ONLINE P 1ST NATL BK<br>OMAH ONLINE PMT<br>CCD CC0006273535 | 1001 Checking - Union Bank  | -305.73              | 5.00    |
| <b>Total for 2200 First National Bank of Omaha</b> |                      |     |     |                              |       |   |   | <b>\$5.00</b>        |         |
| <b>FNBO_2nd</b>                                    |                      |     |     |                              |       |   |   |                      |         |
| 03/01/2021   | Expense              |     | No  | Peninsula Storage<br>Center  |       |   | 6615 GENERAL OFFICE:Office/General<br>Administrative Expenses                         | 107.00               | 107.00  |

| Date   | Transaction Type | Num | Adj | Name                              | Class | Memo/Description  | Split   | Amount            | Balance  |
|--|------------------|-----|-----|-----------------------------------|-------|---|---|-------------------|----------|
| 03/23/2021   | Expense          |     | No  | First National Bank<br>Omaha      | CASCC | 1ST NATL BK OMAH<br>ONLINE P 1ST NATL BK<br>OMAH ONLINE PMT<br>CCD CC0006273535 | 1001 Checking - Union Bank                                    | -59.00            | 48.00    |
| 03/31/2021   | Expense          |     | No  | Peninsula Storage<br>Center       |       |   | 6615 GENERAL OFFICE:Office/General<br>Administrative Expenses | 107.00            | 155.00   |
| <b>Total for FNBO_2nd</b>                                    |                  |     |     |                                   |       |   |   | <b>\$155.00</b>   |          |
| <b>6000 GENERAL OFFICE</b>                                   |                  |     |     |                                   |       |   |   |                   |          |
| <b>6120 Bank Service Charges</b>                             |                  |     |     |                                   |       |   |   |                   |          |
| 03/31/2021   | Expense          |     | No  | Union Bank                        | CASCC | CHECK IMAGE FEE<br>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>  |                  |     |     |                                   |       |   |   |                   |          |
| 03/05/2021   | Expense          |     | No  | D&O Insurance                     | CASCC | audit   | 1001 Checking - Union Bank                                    | 664.44            | 664.44   |
| 03/05/2021   | Expense          |     | No  | Great American<br>Insurance Group | CASCC | GreatAmer - Grea<br>VENDOR P GreatAmer -<br>Grea VENDOR PMT PPD<br>*****5329    | 1001 Checking - Union Bank                                    | 444.50            | 1,108.94 |
| <b>Total for 6180 Insurance</b>                              |                  |     |     |                                   |       |   |   | <b>\$1,108.94</b> |          |
| <b>6615 Office/General Administrative Expenses</b>           |                  |     |     |                                   |       |   |   |                   |          |
| 03/01/2021   | Expense          |     | No  | Peninsula Storage<br>Center       | CASCC | PENINSULA STORAGE II<br>- 866-8414886, CA                                       | FNBO_2nd  | 107.00            | 107.00   |
| 03/31/2021   | Expense          |     | No  | Peninsula Storage<br>Center       | CASCC | PENINSULA STORAGE II<br>- 866-8414886, CA                                       | FNBO_2nd  | 107.00            | 214.00   |
| <b>Total for 6615 Office/General Administrative Expenses</b> |                  |     |     |                                   |       |   |   | <b>\$214.00</b>   |          |
| <b>6620 Software Licenses</b>                                |                  |     |     |                                   |       |   |   |                   |          |
| 03/03/2021   | Expense          |     | No  | Adobe                             | CASCC | ADOBE ACROPRO<br>SUBS - 8004438158, CA  | 2200 First National Bank of Omaha                             | 33.98             | 33.98    |

| Date  | Transaction Type | Num | Adj | Name        | Class | Memo/Description                         | Split                             | Amount            | Balance |
|---|------------------|-----|-----|-------------|-------|--|-----------------------------------|-------------------|---------|
| 03/11/2021  | Expense          |     | No  | Zoom.us     | CASCC | ZOOM.US XXX-XXX-XXXX - XXXXXX9666, CA    | 2200 First National Bank of Omaha | 113.50            | 147.48  |
| 03/17/2021  | Expense          |     | No  | Intuit      | CASCC | INT*QuickBooks Online - 800-446-8848, CA | 2200 First National Bank of Omaha | 25.00             | 172.48  |
| 03/18/2021  | Expense          |     | No  | Canva       | CASCC | CANVA* 02997-24645768 - 8778877815, DE   | 2200 First National Bank of Omaha | 12.95             | 185.43  |
| 03/19/2021  | Expense          |     | No  | Intuit      | CASCC | INT*QuickBooks Online - 800-446-8848, CA | 2200 First National Bank of Omaha | 70.00             | 255.43  |
| 03/22/2021  | Expense          |     | No  | Microsoft   | CASCC | MICROSOFT MSBILL.INFO - MSBILL.INFO, WA  | 2200 First National Bank of Omaha | 25.00             | 280.43  |
| <b>Total for 6620 Software Licenses</b>             |                  |     |     |             |       |  |                                   | <b>\$280.43</b>   |         |
| <b>Total for 6000 GENERAL OFFICE</b>                |                  |     |     |             |       |  |                                   | <b>\$1,606.37</b> |         |
| <b>Office</b>                                       |                  |     |     |             |       |  |                                   |                   |         |
| <b>6880 Telephone</b>                               |                  |     |     |             |       |  |                                   |                   |         |
| 03/12/2021  | Expense          |     | No  | Verizon     | CASCC | VZWRLSS*PRPAY AUTOPAY - XXX-XXX-6804, FL | 2200 First National Bank of Omaha | 30.30             | 30.30   |
| <b>Total for 6880 Telephone</b>                     |                  |     |     |             |       |  |                                   | <b>\$30.30</b>    |         |
| <b>Total for Office</b>                             |                  |     |     |             |       |  |                                   | <b>\$30.30</b>    |         |
| <b>OFFICE PERSONNEL_CONSULTANTS</b>                 |                  |     |     |             |       |  |                                   |                   |         |
| <b>6300 Legal &amp; Professional Fees</b>           |                  |     |     |             |       |  |                                   |                   |         |
| <b>6310 Accounting Services</b>                     |                  |     |     |             |       |  |                                   |                   |         |
| 03/02/2021  | Bill             |     | No  | Bestbooks4U | CASCC |  | 2000 Accounts Payable             | 357.50            | 357.50  |
| <b>Total for 6310 Accounting Services</b>           |                  |     |     |             |       |  |                                   | <b>\$357.50</b>   |         |
| <b>Total for 6300 Legal &amp; Professional Fees</b> |                  |     |     |             |       |  |                                   | <b>\$357.50</b>   |         |
| <b>6565 Payroll Service Fees</b>                    |                  |     |     |             |       |  |                                   |                   |         |

| Date  | Transaction Type | Num   | Adj | Name      | Class | Memo/Description  | Split                      | Amount            | Balance  |
|---|------------------|-------|-----|-----------|-------|---|----------------------------|-------------------|----------|
| 03/02/2021                                    | Expense          |       | No  | Gusto     | CASCC | GUSTO FEE 285181<br>CCD 6sem GUSTO FEE<br>285181 CCD 6semjpfqrr   | 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>              |                  |       |     |           |       |   |                            |                   |          |
| 03/09/2021                                    | Expense          |       | No  | AP Intego | CASCC | APIntego ACHTRANS<br>CCD 749 APIntego<br>ACHTRANS CCD<br>74900588 | 1001 Checking - Union Bank | 28.42             | 28.42    |
| 03/23/2021                                    | Expense          |       | No  | AP Intego | CASCC | APIntego ACHTRANS<br>CCD 755 APIntego<br>ACHTRANS CCD<br>75566367 | 1001 Checking - Union Bank | 30.65             | 59.07    |
| <b>Total for 6568 Workers Compensation</b>    |                  |       |     |           |       |   |                            | <b>\$59.07</b>    |          |
| <b>6575 Payroll Wages/Salary</b>              |                  |       |     |           |       |   |                            |                   |          |
| 03/11/2021                                    | Journal Entry    | Gusto | No  |           | CASCC | Regular Wages   | -Split-                    | 4,593.75          | 4,593.75 |
| 03/11/2021                                    | Journal Entry    | Gusto | No  |           | CASCC | Regular Wages   | -Split-                    | 731.49            | 5,325.24 |
| <b>Total for 6575 Payroll Wages/Salary</b>    |                  |       |     |           |       |   |                            | <b>\$5,325.24</b> |          |
| <b>6580 Payroll Taxes</b>                     |                  |       |     |           |       |   |                            |                   |          |
| 03/11/2021                                    | Journal Entry    | Gusto | No  |           | CASCC | Employer Taxes  | -Split-                    | 430.06            | 430.06   |
| <b>Total for 6580 Payroll Taxes</b>           |                  |       |     |           |       |   |                            | <b>\$430.06</b>   |          |
| <b>Total for OFFICE PERSONNEL_CONSULTANTS</b> |                  |       |     |           |       |   |                            | <b>\$6,246.87</b> |          |

# Profit and Loss by Class % Change

July 2020 - March 2021

|   | CASCC               |                          |                 | PC                  |                          |                 | Roundtable          |                          |                | TOTAL               |                          |                 |
|---|---------------------|--------------------------|-----------------|---------------------|--------------------------|-----------------|---------------------|--------------------------|----------------|---------------------|--------------------------|-----------------|
|   | Jul 2020 - Mar 2021 | Jul 2019 - Mar 2020 (PY) | % Change        | Jul 2020 - Mar 2021 | Jul 2019 - Mar 2020 (PY) | % Change        | Jul 2020 - Mar 2021 | Jul 2019 - Mar 2020 (PY) | % Change       | Jul 2020 - Mar 2021 | Jul 2019 - Mar 2020 (PY) | % Change        |
| <b>INCOME</b>                                     |                     |                          |                 |                     |                          |                 |                     |                          |                |                     |                          |                 |
| 4000 INCOME                                       |                     |                          |                 |                     |                          |                 |                     |                          |                | 0.00                | 0.00                     | 0.00%           |
| 4010 Membership Dues                              | 149,957.07          | 150,290.19               | -0.22 %         | 160,000.00          |                          |                 |                     |                          |                | 309,957.07          | 150,290.19               | 106.24 %        |
| 4020 Roundtable Income                            |                     |                          |                 |                     |                          |                 | 187,597.78          | 124,999.00               | 50.08 %        | 187,597.78          | 124,999.00               | 50.08 %         |
| 4040 Planning Collaborative                       |                     |                          |                 |                     | 49,999.95                | -100.00 %       |                     |                          |                | 0.00                | 49,999.95                | -100.00 %       |
| 4050 Membership Dinners - Proceeds                |                     | 6,911.41                 | -100.00 %       |                     |                          |                 |                     |                          |                | 0.00                | 6,911.41                 | -100.00 %       |
| 4060 LAIF INCOME                                  | 450.07              | 2,218.19                 | -79.71 %        |                     |                          |                 |                     |                          |                | 450.07              | 2,218.19                 | -79.71 %        |
| <b>Total 4000 INCOME</b>                          | <b>150,407.14</b>   | <b>159,419.79</b>        | <b>-5.65 %</b>  | <b>160,000.00</b>   | <b>49,999.95</b>         | <b>220.00 %</b> | <b>187,597.78</b>   | <b>124,999.00</b>        | <b>50.08 %</b> | <b>498,004.92</b>   | <b>334,418.74</b>        | <b>48.92 %</b>  |
| 4999 Uncategorized Income                         | 25.00               |                          |                 |                     |                          |                 |                     |                          |                | 25.00               | 0.00                     | 0.00%           |
| <b>Total Income</b>                               | <b>150,432.14</b>   | <b>159,419.79</b>        | <b>-5.64 %</b>  | <b>160,000.00</b>   | <b>49,999.95</b>         | <b>220.00 %</b> | <b>187,597.78</b>   | <b>124,999.00</b>        | <b>50.08 %</b> | <b>498,029.92</b>   | <b>334,418.74</b>        | <b>48.92 %</b>  |
| <b>GROSS PROFIT</b>                               | <b>150,432.14</b>   | <b>159,419.79</b>        | <b>-5.64 %</b>  | <b>160,000.00</b>   | <b>49,999.95</b>         | <b>220.00 %</b> | <b>187,597.78</b>   | <b>124,999.00</b>        | <b>50.08 %</b> | <b>498,029.92</b>   | <b>334,418.74</b>        | <b>48.92 %</b>  |
| <b>EXPENSES</b>                                   |                     |                          |                 |                     |                          |                 |                     |                          |                |                     |                          |                 |
| 6000 GENERAL OFFICE                               |                     |                          |                 |                     |                          |                 |                     |                          |                | 0.00                | 0.00                     | 0.00%           |
| 6120 Bank Service Charges                         | 27.00               | 27.00                    | 0.00 %          |                     |                          |                 |                     |                          |                | 27.00               | 27.00                    | 0.00 %          |
| 6122 Merchant QB Payment Fees                     |                     | 298.52                   | -100.00 %       |                     |                          |                 |                     |                          |                | 0.00                | 298.52                   | -100.00 %       |
| <b>Total 6120 Bank Service Charges</b>            | <b>27.00</b>        | <b>325.52</b>            | <b>-91.71 %</b> |                     |                          |                 |                     |                          |                | <b>27.00</b>        | <b>325.52</b>            | <b>-91.71 %</b> |
| 6125 Directory Production                         |                     | 317.00                   | -100.00 %       |                     |                          |                 |                     |                          |                | 0.00                | 317.00                   | -100.00 %       |
| 6151 Conferences/Director's Expenses              |                     | 148.55                   | -100.00 %       |                     |                          |                 |                     |                          |                | 0.00                | 148.55                   | -100.00 %       |
| 6160 Dues & Subscriptions                         |                     | 225.00                   | -100.00 %       |                     |                          |                 |                     |                          |                | 0.00                | 225.00                   | -100.00 %       |
| 6162 Hospitality                                  |                     | 838.30                   | -100.00 %       |                     |                          |                 |                     |                          |                | 0.00                | 838.30                   | -100.00 %       |
| 6180 Insurance                                    | 2,009.93            | 1,310.48                 | 53.37 %         |                     |                          |                 |                     |                          |                | 2,009.93            | 1,310.48                 | 53.37 %         |
| 6190 Website SOS                                  | 600.00              | 600.00                   | 0.00 %          |                     |                          |                 |                     |                          |                | 600.00              | 600.00                   | 0.00 %          |
| 6220 Dues and Subscriptions                       | 400.00              |                          |                 |                     |                          |                 |                     |                          |                | 400.00              | 0.00                     | 0.00%           |
| 6350 Roundtable consultant and technical services |                     |                          |                 |                     |                          |                 | 110,695.00          | 116,213.72               | -4.75 %        | 110,695.00          | 116,213.72               | -4.75 %         |
| 6550 Supplies and Equipment                       | 2,199.25            | 125.10                   | 1,657.99 %      |                     |                          |                 |                     |                          |                | 2,199.25            | 125.10                   | 1,657.99 %      |
| 6610 Postage and Delivery                         | 136.50              | 9.17                     | 1,388.55 %      |                     |                          |                 |                     |                          |                | 136.50              | 9.17                     | 1,388.55 %      |
| 6611 Post Office Box                              |                     | 83.00                    | -100.00 %       |                     |                          |                 |                     |                          |                | 0.00                | 83.00                    | -100.00 %       |
| 6615 Office/General Administrative Expenses       | 360.97              | 94.04                    | 283.85 %        |                     |                          |                 |                     |                          |                | 360.97              | 94.04                    | 283.85 %        |
| 6620 Software Licenses                            | 2,425.27            | 1,349.30                 | 79.74 %         |                     |                          |                 |                     |                          |                | 2,425.27            | 1,349.30                 | 79.74 %         |
| 6665 Printing and Copying                         | 113.52              | 700.17                   | -83.79 %        |                     |                          |                 |                     | 44.51                    | -100.00 %      | 113.52              | 744.68                   | -84.76 %        |
| 6670 Recognition                                  | 586.35              | 392.95                   | 49.22 %         |                     |                          |                 |                     |                          |                | 586.35              | 392.95                   | 49.22 %         |
| <b>Total 6000 GENERAL OFFICE</b>                  | <b>8,858.79</b>     | <b>6,518.58</b>          | <b>35.90 %</b>  |                     |                          |                 | <b>110,695.00</b>   | <b>116,258.23</b>        | <b>-4.79 %</b> | <b>119,553.79</b>   | <b>122,776.81</b>        | <b>-2.63 %</b>  |
| 6700 Reimbursable Expense                         | 437.50              |                          |                 |                     |                          |                 |                     |                          |                | 437.50              | 0.00                     | 0.00%           |
| EVENT EXPENSES                                    |                     |                          |                 |                     |                          |                 |                     |                          |                | 0.00                | 0.00                     | 0.00%           |
| 6400 General Meeting - catering                   | 2,068.00            | 300.00                   | 589.33 %        |                     |                          |                 |                     |                          |                | 2,068.00            | 300.00                   | 589.33 %        |
| 6410 General meeting - office supplies/signage    |                     | 1,251.72                 | -100.00 %       |                     |                          |                 |                     |                          |                | 0.00                | 1,251.72                 | -100.00 %       |
| 6675 Membership Dinners - Cost                    |                     | 7,388.96                 | -100.00 %       |                     |                          |                 |                     |                          |                | 0.00                | 7,388.96                 | -100.00 %       |
| <b>Total EVENT EXPENSES</b>                       | <b>2,068.00</b>     | <b>8,940.68</b>          | <b>-76.87 %</b> |                     |                          |                 |                     |                          |                | <b>2,068.00</b>     | <b>8,940.68</b>          | <b>-76.87 %</b> |
| Office  |                     |                          |                 |                     |                          |                 |                     |                          |                | 0.00                | 0.00                     | 0.00%           |
| 6880 Telephone                                    | 166.50              |                          |                 |                     |                          |                 |                     |                          |                | 166.50              | 0.00                     | 0.00%           |
| <b>Total Office</b>                               | <b>166.50</b>       |                          |                 |                     |                          |                 |                     |                          |                | <b>166.50</b>       | <b>0.00</b>              | <b>0.00%</b>    |

|   | CASCC               |                          |                 | PC                  |                          |              | Roundtable          |                          |                 | TOTAL               |                          |                 |
|---|---------------------|--------------------------|-----------------|---------------------|--------------------------|--------------|---------------------|--------------------------|-----------------|---------------------|--------------------------|-----------------|
|   | Jul 2020 - Mar 2021 | Jul 2019 - Mar 2020 (PY) | % Change        | Jul 2020 - Mar 2021 | Jul 2019 - Mar 2020 (PY) | % Change     | Jul 2020 - Mar 2021 | Jul 2019 - Mar 2020 (PY) | % Change        | Jul 2020 - Mar 2021 | Jul 2019 - Mar 2020 (PY) | % Change        |
| OFFICE PERSONNEL_CONSULTANTS                    |                     |                          |                 |                     |                          |              |                     |                          |                 | 0.00                | 0.00                     | 0.00%           |
| 6153 Contractors                                |                     |                          |                 | 24,975.00           |                          |              |                     |                          |                 | 24,975.00           | 0.00                     | 0.00%           |
| 6300 Legal & Professional Fees                  | 5,000.00            |                          |                 |                     |                          |              | 700.00              |                          |                 | 5,700.00            | 0.00                     | 0.00%           |
| 6310 Accounting Services                        | 9,140.00            | 2,328.75                 | 292.49 %        |                     |                          |              |                     |                          |                 | 9,140.00            | 2,328.75                 | 292.49 %        |
| 6320 Attorney Services                          | 13,240.50           |                          |                 |                     |                          |              | 2,758.00            | 1,443.00                 | 91.13 %         | 15,998.50           | 1,443.00                 | %               |
|   |                     |                          | <b>1,075.76</b> |                     |                          |              |                     |                          |                 |                     |                          |                 |
| <b>Total 6300 Legal &amp; Professional Fees</b> | <b>27,380.50</b>    | <b>2,328.75</b>          | <b>%</b>        |                     |                          |              | <b>3,458.00</b>     | <b>1,443.00</b>          | <b>139.64 %</b> | <b>30,838.50</b>    | <b>3,771.75</b>          | <b>717.62 %</b> |
| 6565 Payroll Service Fees                       | 597.00              | 405.00                   | 47.41 %         |                     |                          |              |                     |                          |                 | 597.00              | 405.00                   | 47.41 %         |
| 6568 Workers Compensation                       | 551.71              | 473.68                   | 16.47 %         |                     |                          |              |                     |                          |                 | 551.71              | 473.68                   | 16.47 %         |
| 6575 Payroll Wages/Salary                       | 87,973.27           | 78,333.33                | 12.31 %         |                     |                          |              |                     |                          |                 | 87,973.27           | 78,333.33                | 12.31 %         |
| 6580 Payroll Taxes                              | 7,219.83            | 6,223.51                 | 16.01 %         |                     |                          |              |                     |                          |                 | 7,219.83            | 6,223.51                 | 16.01 %         |
| <b>Total OFFICE PERSONNEL_CONSULTANTS</b>       | <b>123,722.31</b>   | <b>87,764.27</b>         | <b>40.97 %</b>  | <b>24,975.00</b>    |                          |              | <b>3,458.00</b>     | <b>1,443.00</b>          | <b>139.64 %</b> | <b>152,155.31</b>   | <b>89,207.27</b>         | <b>70.56 %</b>  |
| <b>Total Expenses</b>                           | <b>135,253.10</b>   | <b>103,223.53</b>        | <b>31.03 %</b>  | <b>24,975.00</b>    | <b>0.00</b>              | <b>0.00%</b> | <b>114,153.00</b>   | <b>117,701.23</b>        | <b>-3.01 %</b>  | <b>274,381.10</b>   | <b>220,924.76</b>        | <b>24.20 %</b>  |
| NET OPERATING INCOME                            | 15,179.04           | 56,196.26                | -72.99 %        | 135,025.00          | 49,999.95                | 170.05 %     | 73,444.78           | 7,297.77                 | 906.40 %        | 223,648.82          | 113,493.98               | 97.06 %         |
| NET INCOME                                      | \$15,179.04         | \$56,196.26              | -72.99 %        | \$135,025.00        | \$49,999.95              | 170.05 %     | \$73,444.78         | \$7,297.77               | 906.40 %        | \$223,648.82        | \$113,493.98             | 97.06 %         |

# Profit and Loss by Class % Change

July 2020 - March 2021

|   | CASCC               |                          |                 | PC                  |                          |                 | Roundtable          |                          |                | TOTAL               |                          |                 |
|---|---------------------|--------------------------|-----------------|---------------------|--------------------------|-----------------|---------------------|--------------------------|----------------|---------------------|--------------------------|-----------------|
|   | Jul 2020 - Mar 2021 | Jul 2019 - Mar 2020 (PY) | % Change        | Jul 2020 - Mar 2021 | Jul 2019 - Mar 2020 (PY) | % Change        | Jul 2020 - Mar 2021 | Jul 2019 - Mar 2020 (PY) | % Change       | Jul 2020 - Mar 2021 | Jul 2019 - Mar 2020 (PY) | % Change        |
| <b>INCOME</b>                                     |                     |                          |                 |                     |                          |                 |                     |                          |                |                     |                          |                 |
| 4000 INCOME                                       |                     |                          |                 |                     |                          |                 |                     |                          |                | 0.00                | 0.00                     | 0.00%           |
| 4010 Membership Dues                              | 149,957.07          | 150,290.19               | -0.22 %         | 160,000.00          |                          |                 |                     |                          |                | 309,957.07          | 150,290.19               | 106.24 %        |
| 4020 Roundtable Income                            |                     |                          |                 |                     |                          |                 | 187,597.78          | 124,999.00               | 50.08 %        | 187,597.78          | 124,999.00               | 50.08 %         |
| 4040 Planning Collaborative                       |                     |                          |                 |                     | 49,999.95                | -100.00 %       |                     |                          |                | 0.00                | 49,999.95                | -100.00 %       |
| 4050 Membership Dinners - Proceeds                |                     | 6,911.41                 | -100.00 %       |                     |                          |                 |                     |                          |                | 0.00                | 6,911.41                 | -100.00 %       |
| 4060 LAIF INCOME                                  | 450.07              | 2,218.19                 | -79.71 %        |                     |                          |                 |                     |                          |                | 450.07              | 2,218.19                 | -79.71 %        |
| <b>Total 4000 INCOME</b>                          | <b>150,407.14</b>   | <b>159,419.79</b>        | <b>-5.65 %</b>  | <b>160,000.00</b>   | <b>49,999.95</b>         | <b>220.00 %</b> | <b>187,597.78</b>   | <b>124,999.00</b>        | <b>50.08 %</b> | <b>498,004.92</b>   | <b>334,418.74</b>        | <b>48.92 %</b>  |
| 4999 Uncategorized Income                         | 25.00               |                          |                 |                     |                          |                 |                     |                          |                | 25.00               | 0.00                     | 0.00%           |
| <b>Total Income</b>                               | <b>150,432.14</b>   | <b>159,419.79</b>        | <b>-5.64 %</b>  | <b>160,000.00</b>   | <b>49,999.95</b>         | <b>220.00 %</b> | <b>187,597.78</b>   | <b>124,999.00</b>        | <b>50.08 %</b> | <b>498,029.92</b>   | <b>334,418.74</b>        | <b>48.92 %</b>  |
| <b>GROSS PROFIT</b>                               | <b>150,432.14</b>   | <b>159,419.79</b>        | <b>-5.64 %</b>  | <b>160,000.00</b>   | <b>49,999.95</b>         | <b>220.00 %</b> | <b>187,597.78</b>   | <b>124,999.00</b>        | <b>50.08 %</b> | <b>498,029.92</b>   | <b>334,418.74</b>        | <b>48.92 %</b>  |
| <b>EXPENSES</b>                                   |                     |                          |                 |                     |                          |                 |                     |                          |                |                     |                          |                 |
| 6000 GENERAL OFFICE                               |                     |                          |                 |                     |                          |                 |                     |                          |                | 0.00                | 0.00                     | 0.00%           |
| 6120 Bank Service Charges                         | 27.00               | 27.00                    | 0.00 %          |                     |                          |                 |                     |                          |                | 27.00               | 27.00                    | 0.00 %          |
| 6122 Merchant QB Payment Fees                     |                     | 298.52                   | -100.00 %       |                     |                          |                 |                     |                          |                | 0.00                | 298.52                   | -100.00 %       |
| <b>Total 6120 Bank Service Charges</b>            | <b>27.00</b>        | <b>325.52</b>            | <b>-91.71 %</b> |                     |                          |                 |                     |                          |                | <b>27.00</b>        | <b>325.52</b>            | <b>-91.71 %</b> |
| 6125 Directory Production                         |                     | 317.00                   | -100.00 %       |                     |                          |                 |                     |                          |                | 0.00                | 317.00                   | -100.00 %       |
| 6151 Conferences/Director's Expenses              |                     | 148.55                   | -100.00 %       |                     |                          |                 |                     |                          |                | 0.00                | 148.55                   | -100.00 %       |
| 6160 Dues & Subscriptions                         |                     | 225.00                   | -100.00 %       |                     |                          |                 |                     |                          |                | 0.00                | 225.00                   | -100.00 %       |
| 6162 Hospitality                                  |                     | 838.30                   | -100.00 %       |                     |                          |                 |                     |                          |                | 0.00                | 838.30                   | -100.00 %       |
| 6180 Insurance                                    | 2,009.93            | 1,310.48                 | 53.37 %         |                     |                          |                 |                     |                          |                | 2,009.93            | 1,310.48                 | 53.37 %         |
| 6190 Website SOS                                  | 600.00              | 600.00                   | 0.00 %          |                     |                          |                 |                     |                          |                | 600.00              | 600.00                   | 0.00 %          |
| 6220 Dues and Subscriptions                       | 400.00              |                          |                 |                     |                          |                 |                     |                          |                | 400.00              | 0.00                     | 0.00%           |
| 6350 Roundtable consultant and technical services |                     |                          |                 |                     |                          |                 | 110,695.00          | 116,213.72               | -4.75 %        | 110,695.00          | 116,213.72               | -4.75 %         |
| 6550 Supplies and Equipment                       | 2,199.25            | 125.10                   | 1,657.99 %      |                     |                          |                 |                     |                          |                | 2,199.25            | 125.10                   | 1,657.99 %      |
| 6610 Postage and Delivery                         | 136.50              | 9.17                     | 1,388.55 %      |                     |                          |                 |                     |                          |                | 136.50              | 9.17                     | 1,388.55 %      |
| 6611 Post Office Box                              |                     | 83.00                    | -100.00 %       |                     |                          |                 |                     |                          |                | 0.00                | 83.00                    | -100.00 %       |
| 6615 Office/General Administrative Expenses       | 360.97              | 94.04                    | 283.85 %        |                     |                          |                 |                     |                          |                | 360.97              | 94.04                    | 283.85 %        |
| 6620 Software Licenses                            | 2,425.27            | 1,349.30                 | 79.74 %         |                     |                          |                 |                     |                          |                | 2,425.27            | 1,349.30                 | 79.74 %         |
| 6665 Printing and Copying                         | 113.52              | 700.17                   | -83.79 %        |                     |                          |                 |                     | 44.51                    | -100.00 %      | 113.52              | 744.68                   | -84.76 %        |
| 6670 Recognition                                  | 586.35              | 392.95                   | 49.22 %         |                     |                          |                 |                     |                          |                | 586.35              | 392.95                   | 49.22 %         |
| <b>Total 6000 GENERAL OFFICE</b>                  | <b>8,858.79</b>     | <b>6,518.58</b>          | <b>35.90 %</b>  |                     |                          |                 | <b>110,695.00</b>   | <b>116,258.23</b>        | <b>-4.79 %</b> | <b>119,553.79</b>   | <b>122,776.81</b>        | <b>-2.63 %</b>  |
| 6700 Reimbursable Expense                         | 437.50              |                          |                 |                     |                          |                 |                     |                          |                | 437.50              | 0.00                     | 0.00%           |
| EVENT EXPENSES                                    |                     |                          |                 |                     |                          |                 |                     |                          |                | 0.00                | 0.00                     | 0.00%           |
| 6400 General Meeting - catering                   | 2,068.00            | 300.00                   | 589.33 %        |                     |                          |                 |                     |                          |                | 2,068.00            | 300.00                   | 589.33 %        |
| 6410 General meeting - office supplies/signage    |                     | 1,251.72                 | -100.00 %       |                     |                          |                 |                     |                          |                | 0.00                | 1,251.72                 | -100.00 %       |
| 6675 Membership Dinners - Cost                    |                     | 7,388.96                 | -100.00 %       |                     |                          |                 |                     |                          |                | 0.00                | 7,388.96                 | -100.00 %       |
| <b>Total EVENT EXPENSES</b>                       | <b>2,068.00</b>     | <b>8,940.68</b>          | <b>-76.87 %</b> |                     |                          |                 |                     |                          |                | <b>2,068.00</b>     | <b>8,940.68</b>          | <b>-76.87 %</b> |
| Office  |                     |                          |                 |                     |                          |                 |                     |                          |                | 0.00                | 0.00                     | 0.00%           |
| 6880 Telephone                                    | 166.50              |                          |                 |                     |                          |                 |                     |                          |                | 166.50              | 0.00                     | 0.00%           |
| <b>Total Office</b>                               | <b>166.50</b>       |                          |                 |                     |                          |                 |                     |                          |                | <b>166.50</b>       | <b>0.00</b>              | <b>0.00%</b>    |

|   | CASCC               |                          |                 | PC                  |                          |              | Roundtable          |                          |                 | TOTAL               |                          |                 |
|---|---------------------|--------------------------|-----------------|---------------------|--------------------------|--------------|---------------------|--------------------------|-----------------|---------------------|--------------------------|-----------------|
|   | Jul 2020 - Mar 2021 | Jul 2019 - Mar 2020 (PY) | % Change        | Jul 2020 - Mar 2021 | Jul 2019 - Mar 2020 (PY) | % Change     | Jul 2020 - Mar 2021 | Jul 2019 - Mar 2020 (PY) | % Change        | Jul 2020 - Mar 2021 | Jul 2019 - Mar 2020 (PY) | % Change        |
| OFFICE PERSONNEL_CONSULTANTS                    |                     |                          |                 |                     |                          |              |                     |                          |                 | 0.00                | 0.00                     | 0.00%           |
| 6153 Contractors                                |                     |                          |                 | 24,975.00           |                          |              |                     |                          |                 | 24,975.00           | 0.00                     | 0.00%           |
| 6300 Legal & Professional Fees                  | 5,000.00            |                          |                 |                     |                          |              | 700.00              |                          |                 | 5,700.00            | 0.00                     | 0.00%           |
| 6310 Accounting Services                        | 9,140.00            | 2,328.75                 | 292.49 %        |                     |                          |              |                     |                          |                 | 9,140.00            | 2,328.75                 | 292.49 %        |
| 6320 Attorney Services                          | 13,240.50           |                          |                 |                     |                          |              | 2,758.00            | 1,443.00                 | 91.13 %         | 15,998.50           | 1,443.00                 | %               |
|   |                     |                          | <b>1,075.76</b> |                     |                          |              |                     |                          |                 |                     |                          |                 |
| <b>Total 6300 Legal &amp; Professional Fees</b> | <b>27,380.50</b>    | <b>2,328.75</b>          | <b>%</b>        |                     |                          |              | <b>3,458.00</b>     | <b>1,443.00</b>          | <b>139.64 %</b> | <b>30,838.50</b>    | <b>3,771.75</b>          | <b>717.62 %</b> |
| 6565 Payroll Service Fees                       | 597.00              | 405.00                   | 47.41 %         |                     |                          |              |                     |                          |                 | 597.00              | 405.00                   | 47.41 %         |
| 6568 Workers Compensation                       | 551.71              | 473.68                   | 16.47 %         |                     |                          |              |                     |                          |                 | 551.71              | 473.68                   | 16.47 %         |
| 6575 Payroll Wages/Salary                       | 87,973.27           | 78,333.33                | 12.31 %         |                     |                          |              |                     |                          |                 | 87,973.27           | 78,333.33                | 12.31 %         |
| 6580 Payroll Taxes                              | 7,219.83            | 6,223.51                 | 16.01 %         |                     |                          |              |                     |                          |                 | 7,219.83            | 6,223.51                 | 16.01 %         |
| <b>Total OFFICE PERSONNEL_CONSULTANTS</b>       | <b>123,722.31</b>   | <b>87,764.27</b>         | <b>40.97 %</b>  | <b>24,975.00</b>    |                          |              | <b>3,458.00</b>     | <b>1,443.00</b>          | <b>139.64 %</b> | <b>152,155.31</b>   | <b>89,207.27</b>         | <b>70.56 %</b>  |
| <b>Total Expenses</b>                           | <b>135,253.10</b>   | <b>103,223.53</b>        | <b>31.03 %</b>  | <b>24,975.00</b>    | <b>0.00</b>              | <b>0.00%</b> | <b>114,153.00</b>   | <b>117,701.23</b>        | <b>-3.01 %</b>  | <b>274,381.10</b>   | <b>220,924.76</b>        | <b>24.20 %</b>  |
| NET OPERATING INCOME                            | 15,179.04           | 56,196.26                | -72.99 %        | 135,025.00          | 49,999.95                | 170.05 %     | 73,444.78           | 7,297.77                 | 906.40 %        | 223,648.82          | 113,493.98               | 97.06 %         |
| NET INCOME                                      | \$15,179.04         | \$56,196.26              | -72.99 %        | \$135,025.00        | \$49,999.95              | 170.05 %     | \$73,444.78         | \$7,297.77               | 906.40 %        | \$223,648.82        | \$113,493.98             | 97.06 %         |



**LOGAN & POWELL LLP**  
**15466 LOS GATOS BLVD., SUITE 109**  
**LOS GATOS, CA 95032**  
**(408) 402-9542**

**March 31, 2021**

**ATTORNEY-CLIENT FEE CONTRACT**

This ATTORNEY-CLIENT FEE CONTRACT ("Contract") is entered into by and between the Cities Association of Santa Clara County, referred to as "Client", and Logan & Powell LLP, hereinafter "Attorney".

1. **CONDITIONS.** This Contract will not take effect, and Attorney will have no obligation to provide legal services until Client returns a signed copy of this Contract to Attorney.

2. **SCOPE AND DUTIES.** Attorney agrees to provide legal services to assist Client with facilitating the meetings of the Santa Clara/Santa Cruz Roundtable. Client shall be truthful with Attorney, cooperate with Attorney, keep Attorney informed of developments, abide by this Contract, promptly pay Attorney's fees and keep Attorney advised of Client's address, telephone number and whereabouts.

3. **DEPOSIT.** Client shall deposit \$0.00, and shall promptly pay all invoices for services and costs as specified in Section 6. Should the scope of representation expand into litigation, Attorney reserves the right to increase the amount of the deposit. Client hereby authorizes Attorney to use deposit for costs, expenses and services rendered to or on behalf of Client. Any unused portion will be refunded to Client at the conclusion of Attorney's services.

4. **LEGAL FEES.** Client agrees to pay for legal services at the following rates:

|               |       |          |
|---------------|-------|----------|
| Partner       | \$275 | per hour |
| Sr. Associate | \$200 | per hour |

Attorney charges in minimum units of .1 hours. The rates are subject to change with 90 days written notice.

5. **COSTS AND EXPENSES.** In addition to paying legal fees, Client shall reimburse Attorney for all costs and expenses incurred by Attorney, including, but not limited to, technical consultants, process servers' fees, fees fixed by law or assessed by courts or other agencies, court reporters' fees, long distance telephone calls, messenger and other delivery fees, postage, facsimile, online computer research fees, in-office photocopying at \$.25 per copy, parking, mileage at \$.58 per mile, investigation expenses, consultants' fees, expert witnesses fees, and other similar items. Client authorizes Attorney to incur

all reasonable costs and to hire any investigators, consultants or expert witnesses reasonably necessary in Attorney's judgment.

6. PAYMENT OF FEES. Attorney shall provide Client with monthly statements for all fees and costs incurred during the preceding month. Client shall pay Attorney's services and expenses within 30 days after each statement date. Failure to pay the full amount of fees and costs within the 30 day period shall be grounds for termination of Attorney's services. A late charge in the amount of 1-1/2% per month will be applied to all amounts not paid within the 30 days.

7. LIEN. Client hereby grants Attorney a lien on any and all claims or causes of action that are the subject of Attorney's representation under this Contract. Attorney's lien will be for any sums due and owing to Attorney at the conclusion of Attorney's services. The lien will attach to any recovery Client may obtain, whether by arbitration award, judgment, settlement or otherwise.

8. DISCHARGE AND WITHDRAWAL. Client may discharge Attorney at any time. Attorney may withdraw with Client's consent or for good cause. Good cause includes Client's breach of this Contract; Client's refusal to cooperate with Attorney or to follow Attorney's advice on a material matter or any other fact or circumstance that would render Attorney's continuing representation unlawful or unethical.

9. CONCLUSION OF SERVICES. When Attorney's services conclude, all unpaid charges shall become immediately due and payable. After Attorney's services conclude, Attorney will, upon Client's request, deliver Client's file to Client along with any Client funds or property in Attorney's possession.

10. CLIENT FILES. After closing Client's legal files, Attorney will retain files per the following schedule:

- a) Non-litigation files will be kept for a period of two (2) years; and
- b) Litigation files will be kept for a period of five (5) years.

If Client desires files or wants Attorney to retain files longer than the above schedule, Client will advise Attorney, in writing, prior to the expiration of the file retention period.

11. DISCLAIMER OR GUARANTEE. Nothing in this Contract and nothing in Attorney's statements to Client are to be construed as a promise or guarantee about the outcome of Client's matter. Attorney makes no such promises or guarantees. Attorney's comments about the outcome of Client's matter are expressions of opinion only.

12. ENTIRE AGREEMENT. This Contract contains the entire understanding between the parties with respect to the subject matter. There are no representations, agreements or understandings, whether oral or written between or among the parties relating to the subject matter of this Agreement, which are not fully expressed herein.

13. EFFECTIVE DATE. This Contract will take effect when Client has performed the

conditions stated in Section 1, but its effective date will be retroactive to the date Attorney first provided services. The date at the beginning of this Contract is for reference only. Even if this Contract does not take effect, Client will be obligated to pay Attorney the reasonable value of any services Attorney may have performed for Client.

CLIENT:  
Cities Association of Santa Clara  
County

ATTORNEY:  
Logan & Powell, LLP

By: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Kirsten M. Powell, Managing Partner



# Ahmad Thomas

President & CEO



Ahmad Thomas brings nearly 18 years of experience working both in and on behalf of non-profits, governments and businesses. As incoming CEO, Thomas is charged with leading Silicon Valley Leadership Group (SVLG) in urgent action to address racial justice, equity and opportunity with its 350+ member companies in efforts that strengthen Silicon Valley and America's competitiveness, economic strength and innovation while also benefiting employees, their families, and all residents of our community.

## Biography

Thomas is focused on partnering with member company executives, elected officials, and community leaders to utilize his unique skill set and expertise across public policy, finance, and technology to create significant and lasting change in the Valley. This entails generating substantial infrastructure investments to support affordable housing, transportation, renewable energy, and education to ensure no communities in our region are left behind. Importantly, these priorities in creating a more equitable Silicon Valley dovetail with Thomas' bold vision for racial equity and social justice catalyzed by member companies acting in concert to identify, attract, and hire diverse candidates for roles from the Boardroom to the C-suite and beyond.

Prior to joining SVLG, Thomas worked as an investment banker at Barclays where he specialized in structuring and financing public infrastructure, social impact, and development projects across multiple sectors. He held a variety of important roles during his tenure, including leading Barclays' public sector coverage of social impact engagements in the 13 western U.S. states.

Thomas served as a lead banker on several innovative transactions, most notably executing the first ever Social Bonds issue for a non-profit municipal bond market. The Social Bonds were issued on behalf of HealthRIGHT 360 – a statewide non-profit healthcare organization providing care for underserved groups including homeless people, and those battling addiction. This successful transaction was recognized as the "Social Impact Bond of the Year" by Environmental Finance.

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greater economy, having served as a senior aide to U.S. Senator Dianne Feinstein in Washington, D.C. It was in that capacity where he first worked with SVLGA on a variety of economic and tax issues relevant to sustaining the competitive edge that makes Silicon Valley the world's technology capital and saw firsthand the importance of the work SVLGA does in strengthening its member cities through successful initiatives.

As the Senator's advisor on finance and economic policy, he was responsible for tax, financial services, critical infrastructure, federal budget, and other issues. There he helped to develop five bills signed into law, including legislation that reformed mortgage industry lending practices and standardized FDIC procedures on foreclosure prevention. Thomas also represented the Senator in hundreds of meetings with municipalities, elected officials, entrepreneurs, and business executives where he prioritized open communication and a solutions-oriented approach to resolving challenges.

In addition to his background in government, Thomas' public finance investment banking expertise includes lease-backed financings for counties, states, revenue backed bonds for tribal governments, community health providers and transportation authorities, and general obligation debt on behalf of community colleges and school districts.

Thomas was recognized as a 2018 "Rising Star" by The Bond Buyer, the leading municipal bond market publication. He has also received a Barclays Global Citizenship and Diversity Award for his transaction work as a deal team lead in enabling sustainable growth.

Thomas lives in Menlo Park with his wife, Dr. Reena Thomas, and two sons. Dr. Thomas is a practicing physician at Stanford Hospital; in addition to serving on the medical faculty she is the Associate Dean for Diversity in Medical Education at the Stanford University School of Medicine.

Thomas serves on the Board of Directors of HealthRIGHT 360 and volunteers time in advisory roles at several start-up companies, including a healthcare-related venture that was recently selected for Y Combinator. Thomas enjoys active outdoor pursuits and has participated in a National Outdoor Leadership School expedition, trekking across a glacier in Alaska. He is an avid football and Bay Area sports fan, wood-fired BBQ enthusiast, and dog lover.

Thomas holds a B.S. from Cornell University, Master's degree from the London School of Economics, and M.B.A. from the Wharton School of the University of Pennsylvania.

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Agenda Item No: 4

Meeting Date: April 8, 2021

## Cities Association of Santa Clara County Agenda Report

FY 2022 Budget

Prepared by: Andi Jordan  
Executive Director

**TOPIC:** Fiscal Year 2021-2022 Budget Proposal

**SUBJECT:** Consideration of Cities Association of Santa Clara County General Fund Budget

**EXECUTIVE SUMMARY:** Per the by-laws, a budget is to be proposed in April and disseminated to the cities. The budget may be adopted in April or no later than June 2021.

- The budget includes spending reserves in order to maintain dues at present level.
- Increase in legal services line item.

**RECOMMENDATION:** Approve the budget and disseminate dues to member jurisdictions per the bylaws.

### BACKGROUND:

Cities Association of Santa Clara County Bylaws state:

#### **BYLAWS: ARTICLE VII - FINANCES**

*Section 1. Budget. On or before April 15 of each calendar year, the Board of Directors shall approve a preliminary budget for the Association for the fiscal year commencing with July 1 of the same calendar year. The Board of Directors shall adopt a final budget no later than June 15 of each year. A copy of the preliminary budget when approved and a copy of the final budget when adopted shall be transmitted to each Member City.*

*Dues. Each Member City shall pay to this Association annual dues in accordance with a dues schedule adopted by the Board of Directors on or before June 15 of each year. Dues shall be for the fiscal year commencing July 1 and shall be an amount for each member City based upon the approved budget. The full amount shall be due and payable before July 1 of each year. Any City becoming a member of this Association during a fiscal year shall pay the full dues for that year prior to exercising any rights of membership. The dues schedule shall be revised every three (3) to four (4) years.*

*other source shall be deposited in a financial institution or institutions determined by the Secretary/Treasurer and disbursed only by check signed by any persons designated by the Board of*

*Directors as signers on the account including the Executive Director, the Secretary/Treasurer and the President. There shall be a Reserve of funds to cover six (6) to nine (9) months of operating expenses to ensure financial stability of the Association. The dues schedule shall be revised as such.*

*Section 4. Accounting. Every two (2) to three (3) years, an audit of the Association's finances shall be completed, and copies thereof shall be filed with the Board of Directors. Annually, a complete written account of all receipts and disbursements during the previous year, showing the opening and closing balances shall be prepared by the Secretary/Treasurer or a designee. Copies thereof shall be filed with the Board of Directors Monthly, bank and reconciliation statements shall be reviewed by the Secretary/Treasurer and initialized as such. Monthly reports of accounting and investments shall be prepared and filed with the Board of Directors by the Secretary/Treasurer or a designee.*

- Cities Association Dues in the 1989 were \$2677 per jurisdiction with a budget of \$40,000.
- Dues have remained relatively flat, and they actually were reduced at times because of the size of the reserves.
- In 2010, it was observed that Reserves had grown over the previous four fiscal years and exceeded the Cities Association Financial Policy of six to nine months of projected operating expenses.
- The 2010 Subcommittee on Use of Reserves recommended a decrease in dues by 4.77% for three fiscal years in order to attain a level of Reserves consistent with the organization's financial policy.
- FY 2013-14 marked the end of the 3-year budget with reduced dues. FY 2014-15 Budget resumed the original dues schedule, which was an increase of 4.77% of the prior year's dues schedule.
- New for FY 2014-15, the Cities Association started utilizing a virtual office as an effort to reduce expenses; office expenses were reduced by 19% from the expected budget.
- For FY 2015-16, with the continued dues schedule, it was proposed and approved to use Reserves to meet operating expenses. It is Cities Association policy to maintain a Reserves fund that covers 6 – 9 months of operating expenses (\$42,000 – \$63,000).
- For FY 2016-17, the dues were increased by 5% in order to resume operations without using increased Reserves to meet expenses. Projected Reserves at the end of the FY 2017-18-budget year is \$53,771.32.
- Prior to 2018, General Membership Meetings and dinners were funded by sponsors and donations. We are currently not able to receive sponsorships.
- Article VII, Section 2 of the Cities Association Bylaws states "the dues schedule shall be revised every three (3) to four (4) years."
- There was no increase in dues for the FY 2017-18 Proposed Budget.

- 2018-2019 The Board voted for the Executive Director a full-time position, from 30 hours to 40 hours, from \$70,000 to \$100,000.
- 2019-2020 Executive Director salary increased to \$105,000. *The Executive Director receives no benefits, no reimbursements, no stipends.*
- 2019-2020, the Board voted to increase the budget by cpi-w only for the next 3 years.
- 2020-2021 Budget included these additions:
  - Addition of Office Assistant: \$30/hr, 40 hr/ month, \$14,400/year
  - Addition of Legal Counsel: \$300/hr, 5/hr month, \$18,000/year
  - Ongoing admin cost of software, office supplies: \$1000/year
  - Computer, printer, backup hard drive, phone: \$5000
  - (would leave a \$62,592 surplus)
  - Executive Director Salary \$110,250 + \$5,000 bonus (approved fall 2020)
- 2021-2022 Budget
  - Increase in legal counsel line item
  -

**ANALYSIS:**

The General Fund Budget does not include the planning collaborative or the SCSC Roundtable. The General Fund Budget abides by the principles set forth in the bylaws.

1. Budget includes:
  - \$1200 for an Owl in light of the hybrid meetings we will need to have
  - \$7500 for Spring 2022 Membership Meeting
  - Any increases/decreases from the last Budget
2. We expect our legal fees will increase significantly so we propose increasing the legal budget from \$20K to \$50K
3. The Executive Board looked at each line item expense to see where they could cut, defer or decrease.
4. In light of the expected significant increase in legal fees and the other small budget changes, we will have a budget shortfall of \$76,000 (revenue not including reserves \$\_\_\_\_\_) and (expenses \$\_\_\_\_\_ )
  - a. Projected REVENUE: \$162,000 .
  - b. Projoected EXPENSES: \$238,000.
  - c. Projected Ending fund balance (including reserves): \$16,430.
5. The Exec. Board discussed the following potential sources to cover the budget shortfall:
  - a. Using reserves for the one time. Please note that in 2019 - 2020, the Board approved lowering reserves of 6 - 9months of the operating expenditures to 3-6 months, but was not actualized in spending.
  - b. Increase City dues
  - c. Ask cities to make a donation from their American Rescue Plan funds
6. The Executive Board voted to recommend to the Board to make a one-time transfer of \$76,000 from the reserves to address the budget shortfall expected this year due to the legal bills. This would reduce the reserves to less than 3 months of operating expenditures.
7. The Executive Board indicated that they would like to go back to the 6-9 month of reserves that was previously approved next year.



8. If the legal bills exceed the \$50K currently budgeted, we will need to come back to you to discuss other sources of funding.

**OPTIONS:**

- Approve the budget as presented as the final budget.
- Amend the budget, and approve final budget in June.
- Take no action.

**RECOMMENDED ACTION:**

The Executive Board recommends approving the FY 2021-2022 budget.

**ATTACHMENTS:**

1. [FY 2022 Budget Proposal](#)
2. [CASCC Dues](#)

**Cities Association of Santa Clara County Approved Dues: 2021-2022**

|                      | Portion | Cities  | 2017-2018<br>Dues | 2017-2018<br>Revenue | 2018-2019<br>Dues | 2018 - 2019<br>Revenue | 2019-2020<br>Dues | 2019-2020<br>Revenue | 2020-2021<br>Dues | 2020-2021<br>Revenue | 2021-2022<br>proposed dues | 2020-2021<br>proposed<br>revenue |
|----------------------|---------|---|-------------------|----------------------|-------------------|------------------------|-------------------|----------------------|-------------------|----------------------|----------------------------|----------------------------------|
| Large Cities         | 26.10%  | (3) San Jose,<br>Santa Clara,<br>Sunnyvale                            | \$ 7,641          | \$ 22,923            | 12,605.09         | 37,815.27              | \$13,046.27       | \$39,138.80          | \$13,046.27       | \$39,138.80          | \$13,046.27                | \$39,138.80                      |
| Medium<br>Cities     | 36.20%  | (5) Cupertino,<br>Gilroy,<br>Milpitas,<br>Mountain<br>View, Palo Alto | \$ 6,367          | \$ 31,836            | 10,489.75         | 52,448.76              | \$10,856.89       | \$54,284.47          | \$10,856.89       | \$54,284.47          | \$10,856.89                | \$54,284.47                      |
| Small Cities         | 29.00%  | (5) Campbell,<br>Los Altos, Los<br>Gatos, Morgan<br>Hill, Saratoga    | \$ 5,094          | \$ 25,468            | 8,403.39          | 42,016.97              | \$8,697.51        | \$43,487.56          | \$8,697.51        | \$43,487.56          | \$8,697.51                 | \$43,487.56                      |
| Very Small<br>Cities | 8.70%   | (2) Los Altos<br>Hills, Monte<br>Serenio                              | \$ 3,820          | \$ 7,640             | 6,302.54          | 12,605.09              | \$6,523.13        | \$13,046.27          | \$6,523.13        | \$13,046.27          | \$6,523.13                 | \$13,046.27                      |
| Total Dues Income    |         |   |                   | \$ 87,866            |                   | \$ 144,886.09          |                   | \$ 149,957.10        |                   | \$ 149,957.10        |                            | \$ 149,957.10                    |

## Cities Association of Santa Clara County 2020-2021 General Budget

|  | 2017-2018 Actual (through June 4) | 2018-2019 Actual (through March 31, 2019) | 2019-2020 adopted budget | 2019-2020 estimate | 2020-2021 proposed | fy 2021 estimate | fy 2022 proposed |
|--|-----------------------------------|---|--------------------------|--------------------|--------------------|------------------|------------------|
| <b>REVENUE:</b>  |                                   |   |                          |                    |                    |                  |                  |
| projected resources:   |                                   |   |                          |                    |                    |                  |                  |
| starting balance   |                                   |   |                          | 70,060             | 95,372             | 122,000          | 91,740           |
| restricted   |                                   |   |                          |                    | 31,500             |                  |                  |
| unrestricted   |                                   |   |                          |                    | 63,872             |                  |                  |
| total BFB  |                                   | 37,500                                    | 37,500                   | 70,060             | 190,744            |                  |                  |
| Dues   | 87,868                            | 144,886                                   | 149,957                  | 150,290            | 150,290            | 150,290          | 150,290          |
| Non-dues (directories)   | 915                               | 300                                       | 500                      |                    | 0                  |                  |                  |
| LAIF interest  | 500                               |   | 500                      | 3,000              | 2,000              | 2,000            | 2,000            |
| Event Tickets (~65people x 2events)  | 7,250                             | 5200+                                     | 10,400                   | 6,911              | 10,400             |                  | 10,400           |
| Revenue Totals   |                                   |   | 161,357                  | 160,201            | 162,690            |                  | 162,690          |
| Total Resources  |                                   |   | 161,357                  | 230,261            | 258,062            | 274,290          | 254,430          |
| <b>GENERAL EXPENSES:</b>   |                                   |   |                          |                    |                    |                  |                  |
| Office Expenses (insurance, printing, meeting supplies, office supplies, ED expenses, software, website update, recognition, PO Box, postage, etc) | 7,166                             | 12,000                                    | 11,570                   | 7,500              | 11,070             | 11,600           | 13,000           |
| one time equipment for new hire/   |                                   |   |                          |                    | 5,000              |                  | 1,200            |
| Priorities for Board Directed Projects (intern for legislative activities, project)  | 1,000                             |   | 5,000                    | 1,000              | 5,000              |                  | 5,000            |
| attorney   |                                   |   |                          |                    | 18,000             | 20,000           | 50,000           |
| accountantk/bookkeeper   |                                   |   |                          |                    |                    | 13,000           | 5,000            |
| Office: Personnel salaries   | 70,000                            | 100,000                                   | 105,000                  | 105,000            | 119,400            | 124,650          | 124,650          |
| Payroll expenses   | 7,000                             | 10,000                                    | 10,500                   | 10,500             | 10,500             | 11,000           | 12,650           |
| Consultant (legal or other consultant to complete organizational status, legal)  | 1,069                             | 3,000                                     | 4,000                    | 3,500              | 5,000              |                  | 5,000            |
| <b>EVENT EXPENSES:</b>   |                                   |   |                          |                    |                    |                  |                  |
| Membership Dinner - DECEMBER   | 14,000                            | 12,769                                    | 14,000                   | 7,389              | 14,000             | 2,300            | 14,000           |
| Membership Meeting - SPRING  | 4,500                             | 6,500                                     | 11,000                   | 0                  | 7,500              | 0                | 7,500            |
| Expense Totals   |                                   |   | 161,070                  | 134,889            | 195,470            | 182,550          | 238,000          |
| ending fund balance  |                                   |   |                          | 95,372             | 62,592             | 91,740           | 16,430           |