



Executive Board Meeting Agenda

May 7, 2021 3:00 PM / Virtual Meeting via Zoom

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

Board Members

Mayor Marico Sayoc	Town of Los Gatos	<i>President</i>
Vice Mayor Chappie Jones	City of San Jose	<i>1st Vice President</i>
Councilmember Margaret Abe-Koga	City of Mountain View	<i>2nd Vice President</i>
Mayor Neysa Fligor	City of Los Altos	<i>Secretary-Treasurer</i>
Mayor Rich Constantine	City of Morgan Hill	<i>Legislative Action Committee Chair</i>
Mayor Larry Klein	City of Sunnyvale	<i>Past President</i>
Town Manager Laurel Prevetti,	Town of Los Gatos	<i>SCCCMA Representative (Ex-Officio)</i>
Andi Jordan		<i>Executive Director (Ex-Officio)</i>

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

WELCOME AND ROLL CALL – (Sayoc, 3:00 PM)	
1.	CONSENT AGENDA
1a.	Approval of April Executive Board of Directors Meeting Minutes Attachment: Minutes
1b.	Approval of Environmental Science Associates invoice \$150.00 for a total billing to date of \$105,421.25 Attachment: Management Report (also for 1b-c), Invoice
1c.	Approval of invoices for Legal Counsel, Katherine Wellman February invoice: \$7475.00 March invoice: \$3700.00 April Invoice: \$3125.00 Attachment: Invoices
1d.	Approval of Kramer Investigations Invoice March invoice: \$2650.00 Attachment: Invoice
2.	Racial Justice Committee (Jones, Fligor, Constantine, Sayoc, Abe-Koga, Klein)
	<ul style="list-style-type: none"> • Update and request for direction regarding public safety and housing policy • Update from participants on the County's Task Force on Hate Crimes • Receive update on May General Membership Meeting "Let's Talk About Race"
3.	Committee Updates and/or Discussion
	<ul style="list-style-type: none"> • Legislative Action Committee (Constantine) • Transportation (Abe-Koga) • Housing (Klein)
4.	Santa Clara County City Managers Association (SCCMA) Update (Prevetti)
5.	Executive Director Update (Jordan)
PUBLIC COMMENT	
ADJOURNMENT	

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
 - Emails will be forwarded to the Executive 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. Notification at least three business days prior to the meeting will allow us to best meet your needs.



Executive Board
Meeting Minutes

**Virtual Meeting via Zoom
April 2, 2021 | 3:00 pm**

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

1. Welcome and Roll Call – (Sayoc, 3 PM)	
<p><i>Members In Attendance:</i></p> <ul style="list-style-type: none"> • Marico Sayoc, President • Chappie Jones, 1st Vice President – 3:35pm • Margaret Abe-Koga, 2nd Vice President – 3:17pm • Neysa Fligor, Secretary-Treasurer • Rich Constantine, Legislative Action Committee Chair • Larry Klein, Former President <p><i>Others In Attendance:</i></p> <ul style="list-style-type: none"> • Andi Jordan, Executive Director • Laurel Prevetti, Los Gatos Town Manager and SCCMA Representative • Audin Leung, Board Clerk • Hung Wei, Cupertino City Councilmember 	
2. Consent Agenda	
2a.	Approval of minutes from March 5, 2021
2b.	Approval of SCSC Roundtable Invoice for \$600.00 for a YTD total of 105,271.25
<p>Motion to approve consent agenda by Constantine. Seconded by Klein. Motion adopted 4-0-0-2.</p> <p>AYES (4) Sayoc, Klein, Fligor, Constantine NAYES (0) ABSTENSIONS (0) ABSENCES (2) Abe-Koga, Jones</p>	
3. FY 2022 Budget – Discussion and Recommendation to Board of Directors	
<p>Motion by Fligor to keep revenue dues as is: \$13,046.27 for large cities, \$10,856.89 for medium cities, \$8,697.51 for small cities, and \$6,523.13 for very small cities. Seconded by Constantine.</p>	

Motion adopted 6-0-0-0.

Motion by Klein to increase the legal fees as discussed and decrease the amount of reserves for the upcoming year. Make minor changes to equipment budget as shown in attached proposal. Seconded by Fligor.

Motion adopted 6-0-0-0.

4. May General Membership Meeting

Proposed topics:

- COVID-19 Resiliency & Recovery by National Economic Education Delegation (recommended by SCCMA)
- Bystander Training

Discussion of whether to include a food and beverage option recommendation to the Board of Directors.

Attachment: [Sample Presentation by National Economic Education Delegation](#)

Motion by Constantine to focus the May General Membership meeting on the topic of Race and Equity, with specific action items at the end of the meeting, possible breakout rooms, and leeway for the Executive Director to make other plans as deemed fit for the occasion. Seconded by Fligor.

Motion adopted 6-0-0-0.

5. Establish Board of Directors Meeting Agenda for April 8, 2021

Proposed agenda:

- Consent (minutes)
- Committee Reports
 - Legislative Action Committee
 - Other committees

<ul style="list-style-type: none"> • Presentation from Ahmad Thomas, CEO of Silicon Valley Leadership Group (invited) • Bystander Training (invited for April or May) • Santa Clara/Santa Cruz Roundtable Update • Budget – FY 2022 (Fligor/Jordan) • Other • <p>Motion by Fligor to adopt proposed agenda with amendment of removing Bystander Training and Santa Clara/Santa Cruz Roundtable Update. Seconded by Constantine. Motion adopted 6-0-0-0.</p>
<p>6. Public Comment</p>
<p>No public comment was received.</p>
<p>7. SCCMA Update (Prevetti)</p>
<p>8. Executive Director Update (Jordan)</p>
<ul style="list-style-type: none"> • Organizational status update • May General Membership Meeting
<p>9. Adjournment (Sayoc)</p>

Respectfully submitted,



Audin Leung

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
REVENUE:							
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		
LAIIF interest	500		500	3,000	2,000	2,000	2,000
Event Tickets (~65 people x 2 events)	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
GENERAL EXPENSES:							
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
accountant/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
EVENT EXPENSES:							
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

Management Report

CITIES ASSOCIATION OF SANTA CLARA COUNTY

For the period ended April 30, 2021



Prepared by

BestBooks4U Bookkeeping & QuickBooks Consulting

Prepared on

May 6, 2021

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Profit and Loss by Class

July 2020 - April 2021

	CASCC	PC	Roundtable	TOTAL
INCOME				
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
Total 4000 INCOME	150,407.14	160,000.00	187,597.78	498,004.92
4999 Uncategorized Income	25.00			25.00
Total Income	150,432.14	160,000.00	187,597.78	498,029.92
GROSS PROFIT	150,432.14	160,000.00	187,597.78	498,029.92
EXPENSES				
6000 GENERAL OFFICE				0.00
6112 Advertising/Promotional				0.00
6115 Website Update	20.00			20.00
Total 6112 Advertising/Promotional	20.00			20.00
6120 Bank Service Charges	30.00			30.00
6125 Directory Production	333.00			333.00
6180 Insurance	2,160.10			2,160.10
6190 Website SOS	600.00			600.00
6220 Dues and Subscriptions	400.00			400.00
6350 Roundtable consultant and technical services			215,366.25	215,366.25
6550 Supplies and Equipment	2,199.25			2,199.25
6610 Postage and Delivery	136.50			136.50
6611 Post Office Box	81.00			81.00
6615 Office/General Administrative Expenses	489.35			489.35
6620 Software Licenses	2,405.70			2,405.70
6665 Printing and Copying	113.52			113.52
6670 Recognition	586.35			586.35
Total 6000 GENERAL OFFICE	9,554.77		215,366.25	224,921.02
6700 Reimbursable Expense	437.50			437.50
EVENT EXPENSES				0.00

	CASCC	PC	Roundtable	TOTAL
6400 General Meeting - catering	2,068.00			2,068.00
Total EVENT EXPENSES	2,068.00			2,068.00
Office				0.00
6880 Telephone	196.80			196.80
Total Office	196.80			196.80
OFFICE PERSONNEL_CONSULTANTS				0.00
6153 Contractors		102,120.00		102,120.00
6300 Legal & Professional Fees	7,650.00		700.00	8,350.00
6310 Accounting Services	9,719.00			9,719.00
6320 Attorney Services	27,540.50		2,758.00	30,298.50
Total 6300 Legal & Professional Fees	44,909.50		3,458.00	48,367.50
6565 Payroll Service Fees	660.00			660.00
6568 Workers Compensation	612.37			612.37
6575 Payroll Wages/Salary	103,340.02			103,340.02
6580 Payroll Taxes	8,420.96			8,420.96
Total OFFICE PERSONNEL_CONSULTANTS	157,942.85	102,120.00	3,458.00	263,520.85
Total Expenses	170,199.92	102,120.00	218,824.25	491,144.17
NET OPERATING INCOME	-19,767.78	57,880.00	-31,226.47	6,885.75
NET INCOME	\$ -19,767.78	\$57,880.00	\$ -31,226.47	\$6,885.75

Balance Sheet

As of April 30, 2021

	Total
ASSETS	
Current Assets	
Bank Accounts	
1001 Checking - Union Bank	173,156.90
Total Bank Accounts	173,156.90
Other Current Assets	
1300 LAIF Funds	123,798.57
1310 Venue Prepaid Deposit	1,000.00
1395 Accrued Interest	44.60
Total Other Current Assets	124,843.17
Total Current Assets	298,000.07
Fixed Assets	
1500 Machinery and Equipment	2,203.41
1700 Accumulated Depreciation	-1,926.59
Total Fixed Assets	276.82
TOTAL ASSETS	\$298,276.89
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	126,423.50
Total Accounts Payable	126,423.50
Credit Cards	
2200 First National Bank of Omaha	466.11
FNBO_2nd	214.00
Total Credit Cards	680.11
Total Current Liabilities	127,103.61
Total Liabilities	127,103.61
Equity	
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
Total 3010 Reserves	35,001.92
Net Income	6,885.75
Total Equity	171,173.28
TOTAL LIABILITIES AND EQUITY	\$298,276.89

Statement of Cash Flows

July 2020 - April 2021

	Total
OPERATING ACTIVITIES	
Net Income	6,885.75
Adjustments to reconcile Net Income to Net Cash provided by operations:	
1300 LAIF Funds	-450.07
2000 Accounts Payable	88,616.00
2200 First National Bank of Omaha	-795.04
FNBO_2nd	214.00
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	87,584.89
Net cash provided by operating activities	94,470.64
FINANCING ACTIVITIES	
3013 Reserves:Reserve for New Equip.	-2,327.17
Net cash provided by financing activities	-2,327.17
NET CASH INCREASE FOR PERIOD	92,143.47
Cash at beginning of period	81,013.43
CASH AT END OF PERIOD	\$173,156.90

Monthly Reports:Monthly Summary VENDOR Expenses

April 2021

	Total
Adobe	33.98
Aiden - Kristen Leung	2,053.88
Andi Jordan	13,781.25
AP Intego	60.66
Baird + Driskell Community Planning	77,145.00
Bestbooks4U	275.00
Canva	12.95
Directory Spot	33.00
Great American Insurance Group	150.17
Gusto	795.75
Intuit	95.00
Katherine Wellman Attorney	3,125.00
Kramer Workplace Investigations	2,650.00
Microsoft	25.00
Office Depot	21.38
Peninsula Storage Center	107.00
Union Bank	3.00
USPS	81.00
Verizon	30.30
www.1and1.com	20.00
Zoom.us	113.50
TOTAL	\$100,612.82

Monthly Reports:MONTHLY Transaction Detail by Account

April 2021

Date	Transaction Type	Num	Adj	Name	Class	Memo/Description	Split	Amount	Balance
1001 Checking - Union Bank									
04/02/2021	Expense		No	Great American Insurance Group			6180 GENERAL OFFICE:Insurance	-150.17	-150.17
04/02/2021	Expense		No	Gusto			6565 OFFICE PERSONNEL_CONSULTANTS:Payroll Service Fees	-63.00	-213.17
04/06/2021	Journal Entry	Gusto	No			Debit tax	-Split-	20.41	-192.76
04/07/2021	Bill Payment (Check)		No	Environmental Science Associates			2000 Accounts Payable	-11,391.25	-11,584.01
04/07/2021	Journal Entry	Gusto	No			Debit tax	-Split-	-1,937.91	-13,521.92
04/07/2021	Journal Entry	Gusto	No			Debit net pay	-Split-	-3,276.99	-16,798.91
04/12/2021	Expense		No	Baird + Driskell Community Planning			6153 OFFICE PERSONNEL_CONSULTANTS:Contractors	-50,320.00	-67,118.91
04/13/2021	Journal Entry	Gusto	No			Debit tax	-Split-	-2,184.45	-69,303.36
04/13/2021	Journal Entry	Gusto	No			Debit net pay	-Split-	-3,986.18	-73,289.54
04/15/2021	Expense		No	Baird + Driskell Community Planning			6153 OFFICE PERSONNEL_CONSULTANTS:Contractors	-26,825.00	-100,114.54
04/19/2021	Expense		No	AP Intego			6568 OFFICE PERSONNEL_CONSULTANTS:Workers Compensation	-27.84	-100,142.38
04/22/2021	Deposit		No	Mountain View			1499 Undeposited Funds	10,000.00	-90,142.38
04/22/2021	Credit Card Payment		No	First National Bank Omaha			FNBO_2nd	-107.00	-90,249.38
04/22/2021	Credit Card Payment		No	First National Bank Omaha			2200 First National Bank of Omaha	-310.73	-90,560.11
04/26/2021	Expense		No	AP Intego			6568 OFFICE PERSONNEL_CONSULTANTS:Workers Compensation	-32.82	-90,592.93
04/27/2021	Expense		No	Bestbooks4U			6310 OFFICE PERSONNEL_CONSULTANTS:Legal & Professional Fees:Accounting Services	-275.00	-90,867.93
04/28/2021	Journal Entry	Gusto	No			Debit tax	-Split-	-1,935.77	-92,803.70
04/28/2021	Journal Entry	Gusto	No			Debit net pay	-Split-	-3,266.99	-96,070.69
04/30/2021	Expense		No	Union Bank			6120 GENERAL OFFICE:Bank Service Charges	-3.00	-96,073.69
Total for 1001 Checking - Union Bank								\$ -96,073.69	
1200 Accounts Receivable									
04/22/2021	Payment	PC - #0222383 mt view	No	Mountain View			1499 Undeposited Funds	-10,000.00	-10,000.00
Total for 1200 Accounts Receivable								\$ -10,000.00	
1499 Undeposited Funds									
04/22/2021	Payment	PC - #0222383 mt view	No	Mountain View		PC - mt view - Bank of America #00222382	1200 Accounts Receivable	10,000.00	10,000.00
04/22/2021	Deposit		No	Mountain View		PC - mt view - Bank of America #00222382	1001 Checking - Union Bank	-10,000.00	0.00

Date	Transaction Type	Num	Adj	Name	Class	Memo/Description	Split	Amount	Balance
Total for 1499 Undeposited Funds								\$0.00	
2000 Accounts Payable									
04/05/2021	Bill	485	No	Kramer Workplace Investigations			6300 OFFICE PERSONNEL_CONSULTANTS:Legal & Professional Fees	2,650.00	2,650.00
04/07/2021	Bill Payment (Check)		No	Environmental Science Associates			1001 Checking - Union Bank	-11,391.25	-8,741.25
04/30/2021	Bill		No	Katherine Wellman Attorney			6320 OFFICE PERSONNEL_CONSULTANTS:Legal & Professional Fees:Attorney Services	3,125.00	-5,616.25
Total for 2000 Accounts Payable								\$ -5,616.25	
2200 First National Bank of Omaha									
04/05/2021	Expense		No	Adobe			6620 GENERAL OFFICE:Software Licenses	33.98	33.98
04/12/2021	Expense		No	Verizon			6880 Office:Telephone	30.30	64.28
04/12/2021	Expense		No	Zoom.us			6620 GENERAL OFFICE:Software Licenses	113.50	177.78
04/14/2021	Expense		No	www.1and1.com			6115 GENERAL OFFICE:Advertising/Promotional:Website Update	20.00	197.78
04/16/2021	Expense		No	USPS			6611 GENERAL OFFICE:Post Office Box	81.00	278.78
04/19/2021	Expense		No	Canva			6620 GENERAL OFFICE:Software Licenses	12.95	291.73
04/19/2021	Expense		No	Intuit			6620 GENERAL OFFICE:Software Licenses	70.00	361.73
04/19/2021	Expense		No	Intuit			6620 GENERAL OFFICE:Software Licenses	25.00	386.73
04/20/2021	Expense		No	Microsoft			6620 GENERAL OFFICE:Software Licenses	25.00	411.73
04/22/2021	Credit Card Payment		No	First National Bank Omaha			1001 Checking - Union Bank	-310.73	101.00
04/27/2021	Expense		No	Directory Spot			6125 GENERAL OFFICE:Directory Production	33.00	134.00
04/30/2021	Expense		No	Office Depot			6615 GENERAL OFFICE:Office/General Administrative Expenses	21.38	155.38
Total for 2200 First National Bank of Omaha								\$155.38	
FNBO_2nd									
04/22/2021	Credit Card Payment		No	First National Bank Omaha			1001 Checking - Union Bank	-107.00	-107.00
04/30/2021	Expense		No	Peninsula Storage Center			6615 GENERAL OFFICE:Office/General Administrative Expenses	107.00	0.00
Total for FNBO_2nd								\$0.00	
6000 GENERAL OFFICE									
6112 Advertising/Promotional									
6115 Website Update									
04/14/2021	Expense		No	www.1and1.com	CASCC	WWW.1AND1.COM - 6105601589, PA	2200 First National Bank of Omaha	20.00	20.00

Date	Transaction Type	Num	Adj	Name	Class	Memo/Description	Split	Amount	Balance
Total for 6115 Website Update								\$20.00	
Total for 6112 Advertising/Promotional								\$20.00	
6120 Bank Service Charges									
04/30/2021	Expense		No	Union Bank	CASCC	CHECK IMAGE FEE CHECK IMAGE FEE	1001 Checking - Union Bank	3.00	3.00
Total for 6120 Bank Service Charges								\$3.00	
6125 Directory Production									
04/27/2021	Expense		No	Directory Spot	CASCC	IN *DIRECTORYSPOT - 815-6305434, IL	2200 First National Bank of Omaha	33.00	33.00
Total for 6125 Directory Production								\$33.00	
6180 Insurance									
04/02/2021	Expense		No	Great American Insurance Group	CASCC	GreatAmer - Grea VENDOR P GreatAmer - Grea VENDOR PMT PPD *****9554	1001 Checking - Union Bank	150.17	150.17
Total for 6180 Insurance								\$150.17	
6611 Post Office Box									
04/16/2021	Expense		No	USPS	CASCC	ps	2200 First National Bank of Omaha	81.00	81.00
Total for 6611 Post Office Box								\$81.00	
6615 Office/General Administrative Expenses									
04/30/2021	Expense		No	Office Depot	CASCC	OFFICE DEPOT #869 - MOUNTAINVIEW, CA	2200 First National Bank of Omaha	21.38	21.38
04/30/2021	Expense		No	Peninsula Storage Center	CASCC	PENINSULA STORAGE II - 866- 8414886, CA	FNBO_2nd	107.00	128.38
Total for 6615 Office/General Administrative Expenses								\$128.38	
6620 Software Licenses									
04/05/2021	Expense		No	Adobe	CASCC	ADOBE ACROPRO SUBS - 8004438158, CA	2200 First National Bank of Omaha	33.98	33.98
04/12/2021	Expense		No	Zoom.us	CASCC	ZOOM.US 888-799-9666 - SAN JOSE, CA	2200 First National Bank of Omaha	113.50	147.48
04/19/2021	Expense		No	Canva	CASCC	CANVA* 03028-18782927 - 8778877815, DE	2200 First National Bank of Omaha	12.95	160.43
04/19/2021	Expense		No	Intuit	CASCC	INT*QuickBooks Online - 800-446- 8848, CA	2200 First National Bank of Omaha	70.00	230.43
04/19/2021	Expense		No	Intuit	CASCC	INT*QuickBooks Online - 800-446- 8848, CA	2200 First National Bank of Omaha	25.00	255.43
04/20/2021	Expense		No	Microsoft	CASCC	MSFT * E0100E7QRF - MSBILL.INFO, WA	2200 First National Bank of Omaha	25.00	280.43
Total for 6620 Software Licenses								\$280.43	
Total for 6000 GENERAL OFFICE								\$695.98	
Office									

Date	Transaction Type	Num	Adj	Name	Class	Memo/Description	Split	Amount	Balance
6880 Telephone									
04/12/2021	Expense		No	Verizon	CASCC	VZWLSS*PRPAY AUTOPAY - 888-294-6804, FL	2200 First National Bank of Omaha	30.30	30.30
Total for 6880 Telephone								\$30.30	
Total for Office								\$30.30	
OFFICE PERSONNEL_CONSULTANTS									
6153 Contractors									
04/12/2021	Expense		No	Baird + Driskell Community Planning	PC	GUSTO CND 776090 CCD 6sem GUSTO CND 776090 CCD 6semjpl3hds	1001 Checking - Union Bank	50,320.00	50,320.00
04/15/2021	Expense		No	Baird + Driskell Community Planning	PC	GUSTO CND 830774 CCD 6sem GUSTO CND 830774 CCD 6semjplp2gv	1001 Checking - Union Bank	26,825.00	77,145.00
Total for 6153 Contractors								\$77,145.00	
6300 Legal & Professional Fees									
04/05/2021	Bill	485	No	Kramer Workplace Investigations	CASCC		2000 Accounts Payable	2,650.00	2,650.00
Total for 6300 Legal & Professional Fees								\$2,650.00	
6310 Accounting Services									
04/27/2021	Expense		No	Bestbooks4U	CASCC	ADELE LEVIN T/A SALE CCD ADELE LEVIN T/A SALE CCD	1001 Checking - Union Bank	275.00	275.00
Total for 6310 Accounting Services								\$275.00	
6320 Attorney Services									
04/30/2021	Bill		No	Katherine Wellman Attorney	CASCC		2000 Accounts Payable	3,125.00	3,125.00
Total for 6320 Attorney Services								\$3,125.00	
Total for 6300 Legal & Professional Fees with subs								\$6,050.00	
6565 Payroll Service Fees									
04/02/2021	Expense		No	Gusto	CASCC	GUSTO FEE 655015 CCD 6sem GUSTO FEE 655015 CCD 6semjplq4fm	1001 Checking - Union Bank	63.00	63.00
Total for 6565 Payroll Service Fees								\$63.00	
6568 Workers Compensation									
04/19/2021	Expense		No	AP Intego	CASCC	APIntego ACHTRANS CCD 768 APIntego ACHTRANS CCD 76898877	1001 Checking - Union Bank	27.84	27.84
04/26/2021	Expense		No	AP Intego	CASCC	APIntego ACHTRANS CCD 771 APIntego ACHTRANS CCD 77174797	1001 Checking - Union Bank	32.82	60.66
Total for 6568 Workers Compensation								\$60.66	
6575 Payroll Wages/Salary									
04/07/2021	Journal Entry	Gusto	No		CASCC	Regular Wages	-Split-	243.99	243.99

Date	Transaction Type	Num	Adj	Name	Class	Memo/Description	Split	Amount	Balance
04/07/2021	Journal Entry	Gusto	No		CASCC	Regular Wages	-Split-	4,593.75	4,837.74
04/13/2021	Journal Entry	Gusto	No		CASCC	Regular Wages	-Split-	1,108.50	5,946.24
04/13/2021	Journal Entry	Gusto	No		CASCC	Regular Wages	-Split-	4,593.75	10,539.99
04/28/2021	Journal Entry	Gusto	No		CASCC	Regular Wages	-Split-	2,685.58	13,225.57
04/28/2021	Journal Entry	Gusto	No		CASCC	Sick Pay	-Split-	1,908.17	15,133.74
04/28/2021	Journal Entry	Gusto	No		CASCC	Regular Wates	-Split-	233.01	15,366.75
Total for 6575 Payroll Wages/Salary								\$15,366.75	
6580 Payroll Taxes									
04/06/2021	Journal Entry	Gusto	No		CASCC	Employer Taxes	-Split-	-20.41	-20.41
04/07/2021	Journal Entry	Gusto	No		CASCC	Employer Taxes	-Split-	377.16	356.75
04/13/2021	Journal Entry	Gusto	No		CASCC	Employer Taxes	-Split-	468.38	825.13
04/28/2021	Journal Entry	Gusto	No		CASCC	Employer Taxes	-Split-	376.00	1,201.13
Total for 6580 Payroll Taxes								\$1,201.13	
Total for OFFICE PERSONNEL_CONSULTANTS								\$99,886.54	

Profit and Loss by Class % Change

July 2020 - April 2021

	CASCC			PC			Roundtable			TOTAL		
	Jul 2020 - Apr 2021	Jul 2019 - Apr 2020 (PY)	% Change	Jul 2020 - Apr 2021	Jul 2019 - Apr 2020 (PY)	% Change	Jul 2020 - Apr 2021	Jul 2019 - Apr 2020 (PY)	% Change	Jul 2020 - Apr 2021	Jul 2019 - Apr 2020 (PY)	% Change
INCOME												
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	2,835.87	-84.13 %							450.07	2,835.87	-84.13 %
Total 4000 INCOME	150,407.14	160,037.47	-6.02 %	160,000.00	49,999.95	220.00 %	187,597.78	124,999.00	50.08 %	498,004.92	335,036.42	48.64 %
4999 Uncategorized Income	25.00									25.00	0.00	0.00%
Total Income	150,432.14	160,037.47	-6.00 %	160,000.00	49,999.95	220.00 %	187,597.78	124,999.00	50.08 %	498,029.92	335,036.42	48.65 %
GROSS PROFIT												
150,432.14												
160,037.47												
-6.00 %												
160,000.00												
49,999.95												
220.00 %												
187,597.78												
124,999.00												
50.08 %												
498,029.92												
335,036.42												
48.65 %												
EXPENSES												
6000 GENERAL OFFICE										0.00	0.00	0.00%
6112 Advertising/Promotional										0.00	0.00	0.00%
6115 Website Update	20.00									20.00	0.00	0.00%
Total 6112 Advertising/Promotional	20.00									20.00	0.00	0.00%
6120 Bank Service Charges	30.00	30.00	0.00 %							30.00	30.00	0.00 %
6122 Merchant QB Payment Fees		298.52	-100.00 %							0.00	298.52	-100.00 %
Total 6120 Bank Service Charges	30.00	328.52	-90.87 %							30.00	328.52	-90.87 %
6125 Directory Production	333.00	317.00	5.05 %							333.00	317.00	5.05 %
6151 Conferences/Director's Expenses		148.55	-100.00 %							0.00	148.55	-100.00 %
6160 Dues & Subscriptions		450.00	-100.00 %							0.00	450.00	-100.00 %
6162 Hospitality		838.30	-100.00 %							0.00	838.30	-100.00 %
6180 Insurance	2,160.10	1,460.65	47.89 %							2,160.10	1,460.65	47.89 %
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							215,366.25	156,002.74	38.05 %	215,366.25	156,002.74	38.05 %
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	81.00	150.00	-46.00 %							81.00	150.00	-46.00 %
6615 Office/General Administrative Expenses	489.35	94.04	420.36 %							489.35	94.04	420.36 %
6620 Software Licenses	2,405.70	1,493.04	61.13 %							2,405.70	1,493.04	61.13 %
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 %
Total 6000 GENERAL OFFICE	9,554.77	7,107.49	34.43 %				215,366.25	156,047.25	38.01 %	224,921.02	163,154.74	37.86 %
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 %
Total EVENT EXPENSES	2,068.00	8,940.68	-76.87 %							2,068.00	8,940.68	-76.87 %
Office										0.00	0.00	0.00%

	CASCC			PC			Roundtable			TOTAL		
	Jul 2020 - Apr 2021	Jul 2019 - Apr 2020 (PY)	% Change	Jul 2020 - Apr 2021	Jul 2019 - Apr 2020 (PY)	% Change	Jul 2020 - Apr 2021	Jul 2019 - Apr 2020 (PY)	% Change	Jul 2020 - Apr 2021	Jul 2019 - Apr 2020 (PY)	% Change
6880 Telephone	196.80									196.80	0.00	0.00%
Total Office	196.80									196.80	0.00	0.00%
OFFICE PERSONNEL_CONSULTANTS										0.00	0.00	0.00%
						1,126.67 %						1,126.67 %
6153 Contractors				102,120.00	8,325.00	%				102,120.00	8,325.00	%
6300 Legal & Professional Fees	7,650.00						700.00			8,350.00	0.00	0.00%
6310 Accounting Services	9,719.00	2,531.25	283.96 %							9,719.00	2,531.25	283.96 %
6320 Attorney Services	27,540.50						2,758.00	1,443.00	91.13 %	30,298.50	1,443.00	%
Total 6300 Legal & Professional Fees	44,909.50	2,531.25	1,674.20 %				3,458.00	1,443.00	139.64 %	48,367.50	3,974.25	%
6565 Payroll Service Fees	660.00	450.00	46.67 %							660.00	450.00	46.67 %
6568 Workers Compensation	612.37	523.56	16.96 %							612.37	523.56	16.96 %
6575 Payroll Wages/Salary	103,340.02	87,083.33	18.67 %							103,340.02	87,083.33	18.67 %
6580 Payroll Taxes	8,420.96	6,878.88	22.42 %							8,420.96	6,878.88	22.42 %
Total OFFICE PERSONNEL_CONSULTANTS	157,942.85	97,467.02	62.05 %	102,120.00	8,325.00	1,126.67 %	3,458.00	1,443.00	139.64 %	263,520.85	107,235.02	145.74 %
Total Expenses	170,199.92	113,515.19	49.94 %	102,120.00	8,325.00	1,126.67 %	218,824.25	157,490.25	38.94 %	491,144.17	279,330.44	75.83 %
NET OPERATING INCOME	-19,767.78	46,522.28	-142.49 %	57,880.00	41,674.95	38.88 %	-31,226.47	-32,491.25	3.89 %	6,885.75	55,705.98	-87.64 %
NET INCOME	\$ -19,767.78	\$46,522.28	-142.49 %	\$57,880.00	\$41,674.95	38.88 %	\$ -31,226.47	\$ -32,491.25	3.89 %	\$6,885.75	\$55,705.98	-87.64 %



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

INVOICE

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

April 9, 2021
 Invoice No: 162918
 Project Manager: Christopher Sequeira

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

Professional Services from March 1, 2021 to March 31, 2021

Task	0000001	Prepare for, facilitate, and Follow-up 12 Meetings			
Billing Limits			Current	Prior	To-Date
Total Billings			0.00	48,288.75	48,288.75
Limit					90,000.00
Remaining					41,711.25
TOTAL THIS TASK:					0.00

Task	0000002	Roundtable Meeting Planning			
Professional Personnel					
			Hours	Rate	Amount
Senior Director III					
Alverson, Steven			.50	300.00	150.00
Totals			.50		150.00
Total Labor					150.00
Billing Limits			Current	Prior	To-Date
Total Billings			150.00	5,160.00	5,310.00
Limit					6,000.00
Remaining					690.00
TOTAL THIS TASK:					\$150.00

Task	0000003	Support Work Plan Assignments			
Billing Limits			Current	Prior	To-Date
Total Billings			0.00	41,606.25	41,606.25
Limit					45,000.00
Remaining					3,393.75
TOTAL THIS TASK:					0.00

Task	0000004	Respond to Inquiries			
Billing Limits			Current	Prior	To-Date
Total Billings			0.00	3,303.75	3,303.75
Limit					13,000.00
Remaining					9,696.25
TOTAL THIS TASK:					0.00

Task	0000005	Prepare/Post Website Content			
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PAYMENT DUE UPON RECEIPT

Billing Limits	Current	Prior	To-Date
Total Billings	0.00	4,612.50	4,612.50
Limit			18,000.00
Remaining			13,387.50
TOTAL THIS TASK:			0.00

Task	0000006	Other Direct Costs(ANR, Website Support, Letter Tracker)		
Billing Limits	Current	Prior	To-Date	
Total Billings	0.00	2,300.00	2,300.00	
Limit			8,000.00	
Remaining			5,700.00	
TOTAL THIS TASK:			0.00	
TOTAL INVOICE AMOUNT			\$150.00	

Outstanding Invoices

Number	Date	Balance
162698	3/25/2021	600.00
Total		600.00

	Current	Prior	Total
Billings to Date	150.00	105,271.25	105,421.25

Remit to:

E S A
P.O. Box 7209
Carol Stream, IL 60197-7209

TIN #: 94-1698350

Billing Backup

Friday, April 9, 2021

Environmental Science Associates

Invoice 162918 Dated 4/9/2021

11:04:10 AM

Project	D201801353.02	SCSC Roundtable Facilitation-FY 2020-2021
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Task	0000002	Roundtable Meeting Planning
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Professional Personnel

			Hours	Rate	Amount
358	Senior Director III Alverson, Steven	3/31/2021	.50	300.00	150.00
	To prepare for a 4/1/21 call with Andi Jordan, reviewed emails and participated in a Teams meeting with Mike Arnold, Chris Sequeira, and Phoebe Weiman regarding the SCSC Roundtable restart.				
	Totals		.50		150.00
	Total Labor				150.00

TOTAL THIS TASK: \$150.00

Total this Project \$150.00

Total this Report \$150.00

**BILLABLE HOURS
FEBRUARY 2021
for
CITIES ASSOCIATION OF SANTA CLARA COUNTY**

Date	Description	Hours
2/1-2/3/21	Emails, phone calls & texts w/Executive Director re need for legal services; explanation of current situation & pending issues. Reviewed CASCC website, videos of prior meetings; Agreed to provide temporary legal services and requested specific documentation from Executive Director. <i>(No charge for this time)</i>	(1.8 hrs.)
2/4/21	Began reviewing agenda, documentation, bylaws, prior meeting agendas & minutes; Memos & letters; potential Brown Act issues; Zoom meeting w/President & Executive Director; follow-up emails; Began preparation for meeting	3.5 hrs.
2/5/21	Text messages w/Executive Director & President requesting additional documents & information; continued preparing for meeting - telephone call w/Executive Director; For additional facts & documents; sat with Executive Board in closed and open sessions; Continued discussion w/Executive Director after meeting ended; text messages w/Executive Director re Saturday Call agenda; Scheduled meeting to discuss agenda and Board closed session issues	4.2 hrs.
2/6/21	Reviewed Brown Act for closed session agenda items & other Brown Act issues	.4 hrs.
2/8/21	Zoom meeting w/President Sayoc & CM Prevetti to discuss recommended items for Closed session; Gave Executive Director language for agenda items; Emails w/ Executive Director & President Sayoc re agenda issues; Began reviewing documents re issues for closed session; reviewed posted agendas	3.5 hrs.
2/9/21	Continued reviewing and analyzing documents; emails & calls to Andi for additional info and documents; researched issues	2.8 hrs.
2/10/21	Reviewed & modified script for President Sayoc for closed session; Calls & emails w/Executive Director & President Sayoc; requests for documents; began preparing presentations	4.1 hrs.
2/11/21	Preparation for Closed & Open Session meeting items; Meeting w/President Sayoc to Review agenda items; Sat with and advised Board in Closed session and Regular public meeting of the Board	7.5 hrs.
2/12/21	Telephone call w/Andi re board & RT issues; Telephone call & emails w/insurance agt	.5 hrs.

2/15-17/21	Email w/Andi re Saturday County call; Call w/Andi re Brown Act issues; Emailed Executive Closed Session item language to Audin; Phone call from Insurance Rep Regarding coverage; Received and reviewed letter re Insurance and forwarded to Board President.	.5 hrs.
2/19/21	Email from Andi re RT citizen complaint	.1 hr.
2/22/21	Emails w/Audin & Andi re special session agenda items	.2 hrs.
2/23/21	Made changes to open session language & emailed to Audin; reviewed LCW contract & made notes for revisions to lower costs; zoom meeting w/Marico & Laurel to discuss closed session item; zoom meeting w/LCW attorney to discuss closed session item issues; made red-lined changes To LCW agreement; left voice mail message for Palo Alto City Attorney Molly Stump.	1.7 hrs.
2/24/21	Sent red-lined changes to Marico & Laurel, made one final change and sent to LCW; Requested info on Ins. Policies; sat and advised Executive Board in special Meeting; emails w/LCW & staff on closed session on March 5 th .	.6 hrs.
2/25/21	Call to Andi re agenda issue; Emails to Andi, Audin, Marico & Laurel re combining closed and open agendas; Email re update on CA Stump contact;	.2 hrs.
2/27/21	Email from Andi re Saturday quorum issue	.1 hr.

TOTAL HOURS CHARGED FOR LEGAL SERVICES: 29.9hrs.

PAYMENT DUE FOR LEGAL SERVICES: \$250 x 29.9 hrs. = \$7475.00

TOTAL PAYMENT DUE: \$7475.00

**BILLABLE HOURS
MARCH 2021
for
CITIES ASSOCIATION OF SANTA CLARA COUNTY**

Date	Description	Hours
3/1/21	Email to LCW inquiry re investigator; Call w/Andi re agenda; Emails re RT emails w/consultant; phone call w/Andi	.2 hrs.
3/3-4/21	Telephone call w/Laurel re investigation concerns; Email from LCW Re investigator from Kramer Workplace; Email to LCW re Friday meeting; Email from Marico re pre-meeting w/LCW	.5 hrs.
3/5/21	Drafted memo re issues to discuss with LCW emailed to parties; Zoom meeting at 2:00 LCW, Marico & Laurel; Meeting w/Executive Board (closed & open sessions); Call to Marico; Email from LCW re interview times; Call w/Andi re investigation; Call w/Chantene re investigation and plans to discuss CASCC business	4.1 hrs.
3/7-8/21	Emails w/Andi & Audin re LAC & board agenda; made modifications to both agendas; Emails & call w/Marico & Laurel Call w/Marico re investigation/RT issues; Phone call w/Andi re investigation; Email w/LCW re interview times	.9 hrs.
3/11-13/21	Redlined changes to Agreement with Kramer Workplace; reviewed insurance certif. Emails w/Kramer Workplace re changes & finalizing agreement; phone call w/ Executive Director re agenda, procedures & next steps; prepared for and sat with Board of Director's meeting; debrief after meeting and discussion regarding Organization status documents and committee meeting; Email re review of retention of documents policy; Email req. review of amendment to Planning MOU, requested MOU; Emails & calls w/LCW re interview times; Message from Andi re County Saturday calls	3 hrs.
3/15/21	Email from Molly Stump; text message & telephone call from Andi re County calls Change from County Board of Supervisors – need for me to talk to James Williams County Counsel; sent COI to Andi from Kramer Workplace	.3 hrs.
3/16/21	Reviewed MOU Amendment Regional Countywide Planning Collaborative and made Suggested changes	.2 hrs.
3/17/21	Reviewed emails re Roberts Rules of Order; Reviewed retention schedule; began reviewing JPA documents	.3 hrs.
3/18/21	Call to Chantene Koplow re CASCC & RT legal issues <i>(no charge for this time)</i>	(1 hr.)
3/21/21	Reviewed documentation and began redrafting RT letter	1 hr.

3/22/21	Continued getting information and drafting RT letter; calls w/Andi for facts Final review and modifications based on new facts; Zoom call w/Chappie and Raania	2.5 hrs.
3/23/21	Telephone calls w/Andi, Marico & Lauren re RT issues	.9 hr.
3/30/21	Email from Andi, sent draft email re Brown Act issues; Reviewed contract For legal services, email to Chappie & Marico to get it in Word	.4 hr.
3/31/21	Amended consent item on agenda for Executive Board; Redlined legal contract for Logan & Powell and sent it to Raania	.5 hr.

TOTAL HOURS CHARGED FOR LEGAL SERVICES: 14.8 hrs.

PAYMENT DUE FOR LEGAL SERVICES: \$250 x 14.8 hrs. = \$3700.00

TOTAL PAYMENT DUE: \$3700.00

**BILLABLE HOURS
APRIL 2021
for
CITIES ASSOCIATION OF SANTA CLARA COUNTY**

Date	Description	Hours
4/2/21	Executive Board Meeting	1.5 hrs.
4/7/21	Reviewed Attorney bills; Researched law & Reviewed JPA material	1.5 hrs.
4/8/21	Continued reviewing JPA material, attended JPA subcommittee meeting; Transportation Subcommittee meeting; Board of Directors meeting; Discussion of issues after meeting w/Executive Director	5 hrs.
4/12-13/21	Emails w/Marico re inquiry regarding investigation and responses; Responded To email from Mary-Lynne Bernald	.4 hrs.
4/14-15/21	Emails w/Mary-Lynne Bernald & Marico responding to requests for additional Information	.4 hrs.
4/20/21	Email & telephone call w/Executive Director re COG alternative; reviewed agreement From Western Riverside COG and researched information on CALCOG & other Sources	.6 hrs.
4/21/21	Continued researching COG & JPA formations; Began summarizing GC provisions Required for JPA agreements requested by committee member	2 hrs.
4/27/21	Telephone call w/Andi re JPA issues, contacting COG executive director to discuss Jurisdictional issues & get copies of agreements	.1 hr.
4/28-29/21	Continued summarizing Joint Exercise of Powers Law for use by committee	1 hr.

TOTAL HOURS CHARGED FOR LEGAL SERVICES: 12.5 hrs.

PAYMENT DUE FOR LEGAL SERVICES: \$250 x 12.5 hrs. = \$3125.00

TOTAL PAYMENT DUE: **\$3125.00**



Date: 04/05/2021
Due On: 05/05/2021

Kramer Workplace Investigations

PO Box 266
Danville, California 94526

Cities Association of Santa Clara County
Attn: Marico Sayoc, President
PO Box 3144
Los Altos, CA 94024

Personnel Investigation

Date	Attorney	Notes	Quantity	Rate	Total
03/09/2021	KS	T/C with attorney	0.20	\$250.00	\$50.00
03/09/2021	KS	Email to/from witness	0.10	\$250.00	\$25.00
03/09/2021	KS	Email to/from attorney	0.10	\$250.00	\$25.00
03/12/2021	KS	Prep for & attend witness interviews	2.50	\$250.00	\$625.00
03/16/2021	KS	Prep for & attend witness interviews	4.40	\$250.00	\$1,100.00
03/17/2021	KS	Email to/from witness	0.10	\$250.00	\$25.00
03/18/2021	KS	Email to/from witness	0.10	\$250.00	\$25.00
03/18/2021	KS	Prep outline of allegations	0.50	\$250.00	\$125.00
03/22/2021	KS	Email to/from witness	0.30	\$250.00	\$75.00
03/23/2021	KS	Email to/from witness	0.10	\$250.00	\$25.00
03/24/2021	KS	Attend witness interview	1.10	\$250.00	\$275.00
03/29/2021	KS	Email to/from attorney	0.10	\$250.00	\$25.00
03/29/2021	KS	Update outline of allegations	0.20	\$250.00	\$50.00
03/30/2021	KS	T/C with attorney	0.20	\$250.00	\$50.00
03/30/2021	KS	Revisions to outline of allegations	0.40	\$250.00	\$100.00
03/31/2021	KS	Email to/from attorney	0.20	\$250.00	\$50.00
				Total	\$2,650.00

Please make all amounts payable to: Kramer Workplace Investigations

Please pay within 30 days.