



# Board of Directors Meeting Agenda

June 11, 2021 7:00 PM\* / Virtual Meeting via Zoom

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*\*or immediately following adjournment of the Legislative Action Committee meeting*

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

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 Mahan
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

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

**WELCOME AND ROLL CALL – (Sayoc, 7:00PM or immediately following adjournment of  
Legislative Action Committee Meeting)**

**Closed Session**

<b>PUBLIC EMPLOYMENT</b>
Title: Legal Counsel
Pursuant to Government Code Section 54957(b)

**Open Session**

<b>1. Report out from closed session.</b>
<b>2. Consent Agenda</b>
2a. Approval of April Board of Directors Meeting Minutes <i>Attachment:</i> <a href="#">Minutes</a>
2b. Receive April financial statements ( <i>Note: reviewed by Treasurer</i> ) <i>Attachment:</i> <a href="#">Financial Management Report</a>
2c. Approval of invoices to be paid <ul style="list-style-type: none"><li>Environmental Science Associates (invoice for SCSC Roundtable for a total of \$3,067.50 for a YTD total of 108,488.75 of the not to exceed of \$180,000.00 contract)</li><li>Logan &amp; Powell (invoice for SCSC Roundtable) for \$301.50</li><li>Katherine Wellman, Special Counsel for \$1475.00</li><li>Kramer Workplace Investigations for \$1175.00</li></ul> <p>(<i>Note: Approved by Executive Board</i>) <i>Attachment:</i> <a href="#">ESA Invoice</a></p>
2d. Approval of invoice to be billed

	<ul style="list-style-type: none"><li>• SCSC Roundtable for Executive Director and Legal Counsel time, January – April 2021: total of \$13,072.55</li></ul> <p><i>(Note: Approved by Executive Board)</i></p> <p>Attachment: <a href="#">Invoice</a></p>
2e.	<p>Approval of contract modification for the SCSC Roundtable and Environmental Science Associates</p> <ul style="list-style-type: none"><li>• Extend the term of contract to 12/31/2021 with no additional funds added to the 6/30/2020 contract amounts. Expended contract as of 4/30/2021 is \$108,488.75 of \$180,000.00.</li><li>• All references to ESA “Project Manager Steve Alverson” changed to “Project Manager”.</li></ul> <p><i>(Note: Request from SCSC Roundtable)</i></p> <p>Attachment: <a href="#">Summary of proposed modifications</a></p>
2f.	<p>Adoption of the final FY 2022 budget per Article VII of the Association’s Bylaws:</p> <p>“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.”</p> <p><i>(Note: Board approved preliminary budget April 2020)</i></p> <p>Attachment: <a href="#">Staff Report</a></p>
<b>3.</b>	<b>Presentation from Santa Clara County Supervisor Mike Wasserman</b>
<b>4.</b>	<b>Planning Collaborative Update</b>
	<p>Presented by Baird + Driscoll Community Planning</p> <ul style="list-style-type: none"><li>• Update on Planning Collaborative (technical group) activity</li><li>• Discussion of Affirmatively Furthering Fair Housing</li><li>• Community Outreach Effort regarding housing</li></ul>

<b>5.</b>	<b>RHNA Appeal Process Update by Association of Bay Area Governments Executive Board Member Mayor Neysa Fligor</b>
<b>6.</b>	<b>Committee Reports</b>
6a.	<p>Racial Justice Committee</p> <ul style="list-style-type: none"><li>• Consideration of supporting housing policy proposals and endorsing public safety use of virtual reality training (details in agenda packet)</li><li>• Presentation on virtual reality training (Chief Ngo for SCC Chiefs)</li><li>• Housing Policy Proposal</li><li>• Follow up and actions from May General Membership meeting “Let’s Talk About Race”</li></ul> <p>Attachment: <a href="#">Committee Report</a></p>
6b.	<p>Legislative Action Committee</p> <p>Board to consider affirming or rejecting the Legislative Action Committee support or opposition of:</p> <ul style="list-style-type: none"><li>• Legislative positions on bills SB 9, SB 612, SB 649, and AB 1401;</li><li>• The 2021-22 State Budget Request for California Cities; and</li><li>• Consideration of working with Assemblymember Berman on modifying AB 1091</li></ul> <p>Attachment: <a href="#">Synopsis of Bills</a></p>
<b>7.</b>	<b>Santa Clara County City Managers Association (SCCCMA) Update (Prevetti)</b>
<b>8.</b>	<b>Executive Director Update (Jordan)</b>
	<ul style="list-style-type: none"><li>• Saturday Calls</li><li>• Correspondence sent: Support for SCC Innovation Project (community mobile response)</li><li>• REAP grant from Association of Bay Area Governments</li><li>• Other items</li></ul>
<b>9.</b>	<b>Joys and Challenges (Board Members)</b>

**Public Comment**

**ADJOURNMENT**

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**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

**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

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

**WELCOME AND ROLL CALL – (Sayoc, 7pm)**

**Members in attendance:**

City	Member	Present?
Campbell	Bybee	Y
Cupertino	Chao	Y
Gilroy	Blankley – Left 8:13pm	Y
Los Altos	Fligor	Y
Los Altos Hills	Mok	Y
Los Gatos	Sayoc	Y
Milpitas	Montano	Y
Monte Sereno	Turner	Y
Morgan Hill	Constantine	Y
Mountain View	Abe-Koga	Y
Palo Alto	DuBois	Y
San Jose	Jones – Joined 7:16pm	Y
Santa Clara	Watanabe	Y
Saratoga	Zhao	Y
Sunnyvale	Klein	Y

**Others in attendance:**

- Ahmad Thomas, CEO, Silicon Valley Leadership Group
- Andi Jordan, Executive Director, CASCC
- Laurel Prevetti, SCCMA Representative and Town Manager, Los Gatos
- Audin Leung, Board Clerk, CASCC
- Kat Wellman, Legal Counsel, CASCC
- Pat Burt, Councilmember, Palo Alto
- Anita Enander
- Matthew Hudes

**1. CONSENT AGENDA**

1a. Approval of Board minutes from March 11, 2021

1b. Receive CASCC March Financials

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.
	<p>Motion to approve by Klein. Seconded by Montaña.</p> <p>Motion adopted 14-0-0-1</p> <p>AYES (14) Bybee, Chao, Blankley, Fligor, Mok, Sayoc, Montaña, Turner, Constantine, Abe-Koga, Filseth, Watanabe, Zhao, Klein</p> <p>NAYES (0)</p> <p>ABSTENSIONS (0)</p> <p>ABSENCES (1) Jones</p>
2.	<b>Presentation from Ahmad Thomas, CEO of Silicon Valley Leadership Group</b>
3.	<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>
4.	<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>Motion to approve preliminary budget as proposed in packet attachment.</p> <p>Motion adopted 14-0-0-1</p> <p>AYES (14) Bybee, Chao, Fligor, Mok, Sayoc, Montaña, Turner, Constantine, Abe-Koga, Filseth, Watanabe, Zhao, Klein, Jones</p> <p>NAYES (0)</p> <p>ABSTENSIONS (0)</p>



ABSENCES (1) Blankley
<b>5. Joys and Challenges</b>
Discussion of joys and challenges in our cities' governance.
<b>PUBLIC COMMENT</b>
No public comment was received.
<b>ADJOURNMENT</b>

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Respectfully submitted,



Audin Leung  
Board Clerk

# 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**

# Table of Contents

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Profit and Loss by Class .....3

Balance Sheet.....5

Statement of Cash Flows.....6

Monthly Reports:Monthly Summary VENDOR Expenses .....7

Monthly Reports:MONTHLY Transaction Detail by Account.....8

Profit and Loss by Class % Change .....13

# Profit and Loss by Class

July 2020 - April 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
6112 Advertising/Promotional				0.00
6115 Website Update	20.00			20.00
<b>Total 6112 Advertising/Promotional</b>	<b>20.00</b>			<b>20.00</b>
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
<b>Total 6000 GENERAL OFFICE</b>	<b>9,554.77</b>		<b>215,366.25</b>	<b>224,921.02</b>
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
<b>Total EVENT EXPENSES</b>	<b>2,068.00</b>			<b>2,068.00</b>
Office				0.00
6880 Telephone	196.80			196.80
<b>Total Office</b>	<b>196.80</b>			<b>196.80</b>
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
<b>Total 6300 Legal &amp; Professional Fees</b>	<b>44,909.50</b>		<b>3,458.00</b>	<b>48,367.50</b>
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
<b>Total OFFICE PERSONNEL_CONSULTANTS</b>	<b>157,942.85</b>	<b>102,120.00</b>	<b>3,458.00</b>	<b>263,520.85</b>
<b>Total Expenses</b>	<b>170,199.92</b>	<b>102,120.00</b>	<b>218,824.25</b>	<b>491,144.17</b>
<b>NET OPERATING INCOME</b>	<b>-19,767.78</b>	<b>57,880.00</b>	<b>-31,226.47</b>	<b>6,885.75</b>
<b>NET INCOME</b>	<b>\$ -19,767.78</b>	<b>\$57,880.00</b>	<b>\$ -31,226.47</b>	<b>\$6,885.75</b>

# Balance Sheet

As of April 30, 2021

		Total
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Bank Accounts</b>		
1001 Checking - Union Bank		173,156.90
<b>Total Bank Accounts</b>		<b>173,156.90</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>298,000.07</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>\$298,276.89</b>
<b>LIABILITIES AND EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
<b>Accounts Payable</b>		
2000 Accounts Payable		126,423.50
<b>Total Accounts Payable</b>		<b>126,423.50</b>
<b>Credit Cards</b>		
2200 First National Bank of Omaha		466.11
FNBO_2nd		214.00
<b>Total Credit Cards</b>		<b>680.11</b>
<b>Total Current Liabilities</b>		<b>127,103.61</b>
<b>Total Liabilities</b>		<b>127,103.61</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		6,885.75
<b>Total Equity</b>		<b>171,173.28</b>
<b>TOTAL LIABILITIES AND EQUITY</b>		<b>\$298,276.89</b>

# Statement of Cash Flows

July 2020 - April 2021

	Total
<b>OPERATING ACTIVITIES</b>	
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
<b>Total Adjustments to reconcile Net Income to Net Cash provided by operations:</b>	<b>87,584.89</b>
<b>Net cash provided by operating activities</b>	<b>94,470.64</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>92,143.47</b>
Cash at beginning of period	81,013.43
<b>CASH AT END OF PERIOD</b>	<b>\$173,156.90</b>

# 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 Grouop	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
<b>TOTAL</b>	<b>\$100,612.82</b>



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 Grouop			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 Grouop	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
<b>6880 Telephone</b>									
04/12/2021	Expense		No	Verizon	CASCC	VZWRLSS*PRPAY AUTOPAY - 888-294-6804, 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>6153 Contractors</b>									
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
<b>Total for 6153 Contractors</b>								<b>\$77,145.00</b>	
<b>6300 Legal &amp; Professional Fees</b>									
04/05/2021	Bill	485	No	Kramer Workplace Investigations	CASCC		2000 Accounts Payable	2,650.00	2,650.00
<b>Total for 6300 Legal &amp; Professional Fees</b>								<b>\$2,650.00</b>	
<b>6310 Accounting Services</b>									
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
<b>Total for 6310 Accounting Services</b>								<b>\$275.00</b>	
<b>6320 Attorney Services</b>									
04/30/2021	Bill		No	Katherine Wellman Attorney	CASCC		2000 Accounts Payable	3,125.00	3,125.00
<b>Total for 6320 Attorney Services</b>								<b>\$3,125.00</b>	
<b>Total for 6300 Legal &amp; Professional Fees with subs</b>								<b>\$6,050.00</b>	
<b>6565 Payroll Service Fees</b>									
04/02/2021	Expense		No	Gusto	CASCC	GUSTO FEE 655015 CCD 6sem GUSTO FEE 655015 CCD 6semjpbjq4fm	1001 Checking - Union Bank	63.00	63.00
<b>Total for 6565 Payroll Service Fees</b>								<b>\$63.00</b>	
<b>6568 Workers Compensation</b>									
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
<b>Total for 6568 Workers Compensation</b>								<b>\$60.66</b>	
<b>6575 Payroll Wages/Salary</b>									
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												
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 %
			1,657.99 %									1,657.99 %
6550 Supplies and Equipment	2,199.25	125.10	1,388.55 %							2,199.25	125.10	1,388.55 %
6610 Postage and Delivery	136.50	9.17	%							136.50	9.17	%
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%
<b>Total Office</b>	<b>196.80</b>									<b>196.80</b>	<b>0.00</b>	<b>0.00%</b>
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	%
			1,674.20 %									1,117.02 %
<b>Total 6300 Legal &amp; Professional Fees</b>	<b>44,909.50</b>	<b>2,531.25</b>	<b>%</b>				<b>3,458.00</b>	<b>1,443.00</b>	<b>139.64 %</b>	<b>48,367.50</b>	<b>3,974.25</b>	<b>%</b>
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 %
						1,126.67 %						
<b>Total OFFICE PERSONNEL_CONSULTANTS</b>	<b>157,942.85</b>	<b>97,467.02</b>	<b>62.05 %</b>	<b>102,120.00</b>	<b>8,325.00</b>	<b>%</b>	<b>3,458.00</b>	<b>1,443.00</b>	<b>139.64 %</b>	<b>263,520.85</b>	<b>107,235.02</b>	<b>145.74 %</b>
						1,126.67 %						
<b>Total Expenses</b>	<b>170,199.92</b>	<b>113,515.19</b>	<b>49.94 %</b>	<b>102,120.00</b>	<b>8,325.00</b>	<b>%</b>	<b>218,824.25</b>	<b>157,490.25</b>	<b>38.94 %</b>	<b>491,144.17</b>	<b>279,330.44</b>	<b>75.83 %</b>
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

May 30, 2021  
Invoice No: 164378  
Project Manager: Evan Wasserman

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

**Professional Services from April 1, 2021 to April 30, 2021**

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

**Professional Personnel**

	Hours	Rate	Amount
Senior Director III			
Alverson, Steven	4.00	300.00	1,200.00
Associate I			
Weiman, Phoebe	7.00	105.00	735.00
Totals	11.00		1,935.00
<b>Total Labor</b>			<b>1,935.00</b>

Billing Limits	Current	Prior	To-Date
Total Billings	1,935.00	48,288.75	50,223.75
Limit			90,000.00
Remaining			39,776.25

**TOTAL THIS TASK: \$1,935.00**

Task 0000002 Roundtable Meeting Planning

**Professional Personnel**

	Hours	Rate	Amount
Managing Associate III			
Sequeira, Christopher	.50	205.00	102.50
Associate I			
Weiman, Phoebe	2.00	105.00	210.00
Totals	2.50		312.50
<b>Total Labor</b>			<b>312.50</b>

Billing Limits	Current	Prior	To-Date
Total Billings	312.50	5,310.00	5,622.50
Limit			6,000.00
Remaining			377.50

**TOTAL THIS TASK: \$312.50**

Task 0000003 Support Work Plan Assignments



# Professional Personnel

	Hours	Rate	Amount	
Managing Associate III				
Jones, Christian	4.00	205.00	820.00	
Totals	4.00		820.00	
<b>Total Labor</b>				<b>820.00</b>

Billing Limits	Current	Prior	To-Date	
Total Billings	820.00	41,606.25	42,426.25	
Limit			45,000.00	
Remaining			2,573.75	
<b>TOTAL THIS TASK:</b>				<b>\$820.00</b>

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

Task	0000005	Prepare/Post Website Content		
<b>Billing Limits</b>		<b>Current</b>	<b>Prior</b>	<b>To-Date</b>
Total Billings		0.00	4,612.50	4,612.50
Limit				18,000.00
Remaining				13,387.50
<b>TOTAL THIS TASK:</b>				<b>0.00</b>

Task	0000006	Other Direct Costs(ANR, Website Support, Letter Tracker)		
<b>Billing Limits</b>		<b>Current</b>	<b>Prior</b>	<b>To-Date</b>
Total Billings		0.00	2,300.00	2,300.00
Limit				8,000.00
Remaining				5,700.00
<b>TOTAL THIS TASK:</b>				<b>0.00</b>

**TOTAL INVOICE AMOUNT \$3,067.50**

	Current	Prior	Total
<b>Billings to Date</b>	<b>3,067.50</b>	<b>105,421.25</b>	<b>108,488.75</b>

Remit to:

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

TIN #: 94-1698350

# Billing Backup

Sunday, May 30, 2021

Environmental Science Associates

Invoice 164378 Dated 5/30/2021

3:37:58 PM

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

			Hours	Rate	Amount
Senior Director III					
358	Alverson, Steven	4/1/2021	.50	300.00	150.00
	Participated in an MS Teams meeting with Mike Arnold, Phoebe Weiman, Chris Sequeira, and Andi Jordan regarding restarting the SCSC Roundtable.				
358	Alverson, Steven	4/6/2021	1.00	300.00	300.00
	Participated in a phone call with Andi Jordan regarding scheduling a full SCSC Roundtable meeting and coordinated with ESA staff and Chair Bernald to schedule a planning meeting.				
358	Alverson, Steven	4/7/2021	1.50	300.00	450.00
	Scheduled, prepared for, and participated in the SCSC Roundtable planning meeting with Chair Bernald, Kris Zanardi, and ESA staff.				
358	Alverson, Steven	4/14/2021	.50	300.00	150.00
	Reviewed and asked Phoebe Weiman to distribute Favi Garcia's 4/14/21 email regarding FAA's planned public meeting on the status of the Select Committee recommendations.				
358	Alverson, Steven	4/20/2021	.50	300.00	150.00
	Coordinated with Phoebe Weiman on preparations related to the May full SCSC Roundtable meeting including confirming the Members and Alternates email list, posting Favi Garcia's email to the Roundtable website, and posting the May meeting date.				
Associate I					
11307	Weiman, Phoebe	4/16/2021	1.00	105.00	105.00
	Emails				
11307	Weiman, Phoebe	4/23/2021	1.00	105.00	105.00
	Emails and coordination.				
11307	Weiman, Phoebe	4/28/2021	2.00	105.00	210.00
	website updates and emails				
11307	Weiman, Phoebe	4/29/2021	2.00	105.00	210.00
	website updates and emails				
11307	Weiman, Phoebe	4/30/2021	1.00	105.00	105.00
	website updates and emails				
	Totals		11.00		1,935.00
	Total Labor				1,935.00
	TOTAL THIS TASK:				\$1,935.00

Task	0000002	Roundtable Meeting Planning
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Project	D201801353.02	SCSC Roundtable Facilitation-FY 2020-20	Invoice	164378
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**Professional Personnel**

			Hours	Rate	Amount	
	Managing Associate III					
10935	Sequeira, Christopher	4/1/2021	.50	205.00	102.50	
	Discuss Roundtable status and ESA staffing with Andi Jordan, Mike Arnold, Chris Sequeira, Steve Alverson, Phoebe Weiman					
	Associate I					
11307	Weiman, Phoebe	4/7/2021	2.00	105.00	210.00	
	SCSC Roundtable meeting planning					
	Totals		2.50		312.50	
	<b>Total Labor</b>					<b>312.50</b>
					<b>TOTAL THIS TASK:</b>	<b>\$312.50</b>

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Task 0000003 Support Work Plan Assignments

**Professional Personnel**

			Hours	Rate	Amount	
	Managing Associate III					
10452	Jones, Christian	4/22/2021	2.50	205.00	512.50	
	IFP Gateway Memo update					
10452	Jones, Christian	4/23/2021	.50	205.00	102.50	
	IFP Gateway Memo update					
10452	Jones, Christian	4/26/2021	1.00	205.00	205.00	
	IFP gateway memo prep					
	Totals		4.00		820.00	
	<b>Total Labor</b>					<b>820.00</b>
					<b>TOTAL THIS TASK:</b>	<b>\$820.00</b>
					<b>Total this Project</b>	<b>\$3,067.50</b>
					<b>Total this Report</b>	<b>\$3,067.50</b>



P.O. Box 3144  
Los Altos, CA 94024  
<https://citiesassociation.org>  
408-766-9534

**BILLABLE HOURS for SCSC Roundtable**  
**Employee – Executive Director**  
**January – April 2021**

Jan-21	\$1,847.05
Feb-21	\$ 718.15
Mar-21	\$ 842.7
Apr-21	\$ 214.65

Executive Director's cost (\$53/hour)	<b><u>\$3,622.55</u></b>
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**Contractor – Legal Counsel**  
**February – April 2021**

Feb-21	\$6,800.00
Mar-21	\$2,450.00
Apr-21	\$ 200.00

Legal Counsel's cost (\$250/hour)	<b><u>\$9,450.00</u></b>
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Executive Director	\$3,622.55
Legal Counsel	\$9,450.00

<b>Total Due to CASCC for staff time</b>	<b><u>\$13,072.55</u></b>
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**KATHARINE WELLMAN**  
**ATTORNEY AT LAW**  
2453 Harborview Drive  
San Leandro, CA 94577  
(510) 427-3173  
[katwellman@gmail.com](mailto:katwellman@gmail.com)

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

<b>Date</b>	<b>Description</b>	<b>Hours</b>
2/1-2/3/21	Emails, phone calls & texts w/Executive Director re need for legal services; explanation of current situation & pending issues. Reviewed CASC 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.

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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 <sup>th</sup> .	.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**

**February Breakdown of Cost:**

**CASCC = \$675**

**SCSC RT = \$6800**

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

<b>Date</b>	<b>Description</b>	<b>Hours</b>
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 CASC 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 CASC & RT legal issues <i>(no charge for this time)</i>	(1 hr.)
3/21/21	Reviewed documentation and began redrafting RT letter	1 hr.

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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**

**March Breakdown of Cost:**

**CASCC: \$1250**

**SCSC RT : \$2450**



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

<b>Date</b>	<b>Description</b>	<b>Hours</b>
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**

**Breakdown of Cost:**

**CASCC=\$2925**

**SCSC RT=\$200**



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 408-766-9534

**BILLABLE HOURS for SCSC Roundtable**  
**Employee – Executive Director**  
**January – April 2021**

DATE	DESCRIPTION	HOURS
19-Jan	Chappie Jones staff regarding ad hoc committee	0.1
	communicate w ESA regarding appointments and contact	
20-Jan	information	0.2
	doodle poll for ad hoc meeting and correspondence with	
	SCSC RT Ad Hoc Committee members	0.3
		0.1
3-Jan	Communicate with congressional office re: SFO	0.1
3-Jan	Communicate with SCSC RT Committee Chairs	0.5
	Communicate & prep with attorney, Marico & Chappie	
	regarding SCSC Ad Hoc Committee Proposal	0.5
4-Jan	communicate with ESA regarding code of conduct	0.1
4-Jan	request ESA to send NOISE forum info to RT	0.1
5-Jan	communicate with ProudCity, ESA about website bill.	0.1
	communicate with Ad Hoc Committee, respond to request	
4-Jan	for upcoming meeting information, audit information	0.2
5-Jan	communicate with County staff regarding ad hoc proposal	0.1
5-Jan	communicate with ESA regarding documents on website	0.2
8-Jan	process/post ESA invoice	0.2
	correspondence with the Chair regarding the approved ESA	
8-Jan	Contract	0.1
8-Jan	emails with ad hoc committee regarding link to meetings	0.1
11-Jan	check in call with Evan	0.5
11-Jan	posting SCSC RT Draft plan to agenda and website	0.2
	Communicate & prep with attorney regarding SCSC Ad Hoc	
11-Jan	Committee Proposal	0.2
12-Jan	emails regarding letter to FAA (1/12-13)	0.1
	communicate with SCSC RT member city regarding	
13-Jan	appointments	0.2

	communicate with attorney, Chappie, Larry, Marico	
22-Jan	regarding ad hoc committee	
22-Jan	communicate with member city regarding appointments	0.1
	communicate with Chair, Palo Alto rep regarding meeting	
24-Jan	details.	0.2
25-Jan	communication regarding agenda for 1/27	0.5
25-Jan	received call from SFO	0.2
26-Jan	proudcity/esa emails	0.1
	emails regarding member city's email server rejecting	
26-Jan	emails	0.3
	Communication wit President, Counsel, Larry & Chappie	
26-Jan	regarding representation withdrawing	4
	coordination and communicatoin with ESA regarding	
27-Jan	cancellation	4
	communication with CMs/County of SCSC RT members	
26-Jan	seeking Counsel.	
	communications with ESA team regarding cancelled	
29-Jan	meeting.	0.75
28-Jan	prep for closed session	8
	closed session, follow up work, coordination with President,	
29-Jan	counsel, ESA	8
	follow up and feedback to Executive Board regarding	
30-Jan	statements	0.5
1-Feb	conversations with attorneys	
	coordinating Executive Board meeting in regards to SCSC	
27-Jan	Roundtable and code of ethics	0.75
	communicate with SCCMA, follow up Chair, ESA regarding	
28-Jan	legal counsel	0.75
	communication with Larry & Chappie, legal counsel,	
21-Jan	regarding joint ad hoc committee, creating matrix,	2.5
	continued conversations and communication with legal	
31-Jan	counsel regarding HR issue	
	total	34.85

Hours:	Rate:	Total:
34.85	\$53.00	1847.05

**February 2021**  
**Employee – Executive Director**

<b>Date</b>	<b>Description</b>	<b>hours</b>
2/1/2021- 2/4/2021	communication with executive board	6
2/1/2021- 2/4/2021	hiring new counsel, bringing new counsel up to speed on issue (communication, emails)	2
2/1-2/8	communication with Chappie/Larry and ESA	1.75
5-Feb	worked with counsel regarding closed/open session for executive board meeting	1.5
4-Feb	engagement letter with Kat Wellman, legal counsel, follow up regarding bylaws, closed session, brown act for close session	0.5
12-Feb	communications - minimum of 129 emails	2
19-Feb	call with legal counsel	0.5
8-Feb	RT citizen complaint	3
2-15/2-16, 2/18	agenda posting for closed session/discussion with counsel	0.5
18-Feb	doodle organize special closed executive session	0.5
19-Feb	email and conversation with RT member jurisdiction regarding Brown Act	0.1
20-Feb	email with ESA to forward communication received to RT	0.1
21-Feb	SCSC RT autoreply email coordination with Larry/Chappie	0.4
22-Feb	communication with Chief Galea (Los Altos) regarding content and tone of email, fw to RT	0.5
22-Feb	review ESA invoice, communication with ESA regarding charges, fw for Chair signature, respond to ESA with invoice changes	0.5
24-Feb	communicate with KAT closed session agenda	0.5
23-Feb	executive board meeting to approve hiring an attorney for HR issue	0.5
	communicate with Jones staff providing distribution list of RT members	0.2
		13.55

**Hours:**  
13.55

**Rate:**  
53.00

**Total:**  
718.15

**March 2021**  
**Employee – Executive Director**

<b>Date</b>	<b>Description</b>	<b>hours</b>
1-Mar	proudcity invoice/ESA	0.1
1-Mar	communicate with ESA, Executive Board Members, about a possible meeting of the SCSC Roundtable.	1.5
2-Mar	receive signed invoice from chair, file	0.1
15-Mar	Certificate of insurance for investigation - file	0.1
18-Mar	interview (and prep for interview)	9
24-Mar	follow up interview (and prep)	2
18-Mar	communicate with counsel regarding previous RT actions	0.3
3/22/ - 3/25	review correspondence for RT with Counsel	0.4
	communication regarding Retainig Ms. Powell as legal counsel for RT, review engagement, discussion of contract, include on CASC Agenda for BOD approval	0.5
31-Mar	Brown Act issue raised by Chair to President, follow up	1
24-Mar	RT info for President, communication regarding RT pause	0.5
19-Mar	provide counsel with RT documents	0.2
2-Mar	email from ESA regarding upcoming meeting	0.2
		15.9

**Hours**  
15.9

**Rate:**  
53.00

**Total:**  
842.7

**April 2021**  
Employee: Executive Director

DATE	DESCRIPTION	HOURS
1-Apr	meeting with ESA, change in staffing at ESA, follow up with Counsel regarding special meeting.	1
2-Apr	emails regarding attorney for RT, agendizing for approval	0.2
6-Apr	emails with chappie regarding RT meeting	0.1
6-apri & 7 apri	communicate with legal firms regarding billing, add them to payroll, w9	0.75
12-Apr	email with legal	0.1
9-Apr	correspondence with city of palo alto, ESA	0.1
14-Apr	communicate with RT member jurisdiction regarding RT	0.3
14-Apr	receive call from congressional office regarding FAA meeting	0.2
28-Apr	work with ESA on website notice	0.5
9-Apr	process invoice	0.1
30-Apr	receive call, email from SJC regarding upcoming meeting	0.5
20-Apr	work with ESA to communicate with member cities regarding email distribution	0.2
		4.05

Hours:	Rate:	Total:
4.05	53.00	214.65

Jan-21	1847.05
Feb-21	718.15
Mar-21	842.7
Apr-21	<u>214.65</u>

Total Due for Executive	
Director's time	<u>3622.55</u>



Project Name	<i>Facilitator &amp; Consultant Services for the Santa Clara/Santa Cruz Counties Community Roundtable regarding Aviation &amp; Airport Noise Management Issues</i>			
Consultant	<i>Environmental Science Associates</i>			
Contract/ Amendment	Date	Contract/ Amendment (\$)	Exhibits	Content
Original Contract	2/14/2019			Scope of Services & Fee Schedule
Amendment No. 1	3/9/2019	\$220,825.00		<i>Revised Consultant's Total Compensation - shall not exceed by -\$8,000</i>
Amendment No. 2	3/9/2019	\$16,161.70		<i>Revised Consultants reimbursable costs - shall not exceed- increased by \$8,000.00</i>
Amendment No. 3-12	12/9/2019	\$ 122,493.35		Total changes to date, total contract value shall not exceed \$359,480.05
Amendment No. 13	6/30/2020	\$180,000.00	✓	2020-2021 Revised scope of work. Total shall not exceed \$180,000 for 2020-2021.
Amendment No. 14	6/30/2020	\$90,000.00		New Task 1
Amendment No. 15	6/30/2020	\$ 6,000.00		New Task 2
Amendment No. 16	6/30/2020	\$45,000.00		New Task 3
Amendment No. 17	6/30/2020	\$13,000.00		New Task 4
Amendment No. 18	6/30/2020	\$18,000.00		New Task 5
Amendment No. 19	6/30/2020	\$ 8,000.00		Direct Expenses
Amendment No. 20	6/12/2021	Change contract end date to 12/31/2021 for Tasks 1-5 and Direct Expenses.		Term of contract extended to 12/31/2021. No additional funds added to 6/30/2020 contract amounts. Expended contract as of 4/30/2021 is \$108,488.75 of \$180,000.00.
Amendment No. 21	6/12/2021	Change project manager citations in contract		All references to Project Manager Steve Alverson changed to Project Manager.

Association:  
 Andi Jordan Executive Director  
 Cities Association of Santa Clara County  
 PO Box 3144  
 Los Altos, CA. 94024  
 Email: [andi@citiesassociation.org](mailto:andi@citiesassociation.org)

Consultant:  
 Mike Arnold  
 Environmental Science Associations 2600  
 Capitol Avenue, Suite 200  
 Sacramento, CA 95816  
 Email: [marnold@esassoc.com](mailto:marnold@esassoc.com)

6-1-2021

SIGNATURE

DATE

Signature

DATE



Agenda Item No: 2f

Meeting Date: June 10, 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 which and invoice member jurisdictions per the bylaws as part of the consent agenda.

### **BACKGROUND:**

Board approved this as a preliminary budget at the April 2021 Board of Directors Meeting.

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.*

*Section 3. Funds. All funds received by the Association from the membership or any*

*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.
  - a. Projected REVENUE: \$162,000.
  - b. Projected 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 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/ <i>Priorities for Board Directed Projects (intern for legislative activities, project)</i>					5,000		1,200
attorney	1,000		5,000	1,000	5,000		5,000
accountantk/bookkeeper					18,000	20,000	50,000
Office: Personnel						13,000	5,000
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
<i>Consultant (legal or other consultant to complete organizational status, legal)</i>	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

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

	Portion	Cities	2017-2018 Dues	2017-2018 Revenue	2018-2019 Dues	2018 - 2019 Revenue	2019-2020 Dues	2019-2020 Revenue	2020-2021 Dues	2020-2021 Revenue	2021-2022 proposed dues	2020-2021 proposed revenue
Large Cities	26.10%	(3) San Jose, Santa Clara, 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 Cities	36.20%	(5) Cupertino, Gilroy, Milpitas, Mountain 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, Los Altos, Los Gatos, Morgan 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 Cities	8.70%	(2) Los Altos Hills, Monte 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



## Racial Justice Committee Report & Update to Board of Directors

### *Members:*

Vice Mayor Chappie Jones, City of San Jose, *Chair*  
Mayor Margaret Abe-Koga, City of Mountain View  
Mayor Rich Constantine, City of Morgan Hill  
Vice Mayor Neysa Fligor, City of Los Altos  
Mayor Larry Klein, City of Sunnyvale  
Mayor Marico Sayoc, Town of Los Gatos  
Steve Preminger, Santa Clara County Executive's Office

### **Background**

While simultaneously navigating the COVID-19 pandemic, the Cities Association of Santa Clara County (CASCC) formed the Racial Justice Committee in response to the murder of George Floyd and the civil unrest that followed. The events of 2020 created unprecedented health and social challenges affecting all of our communities, and disproportionately affecting those of Black people, Latinx people, Indigenous people, other people of color, immigrants, and the incarcerated.

We can no longer ignore the systems that are failing our communities of color because they are failing all of us. Despite these challenges, we recognize that the Bay Area thrives because of the inherent diversity of our communities. Rising rents and home prices affect everyone, and they have an especially hard impact on people of color due to generations of marginalization and racist policies and those who work lower-paid jobs, many of whom are being forced out of the region.

We need to act so that race no longer predicts life outcome, and we can continue to stay in this unique place we all love. As elected leaders across the County, we have a responsibility to advance opportunities for all and achieve racial equity through partnerships with others. More importantly, there is an opportunity for each of the 15 cities in Santa Clara County to have a greater impact if we take action together. In that spirit, the committee found consensus to focus on three priorities:

1. **Affordable Housing** – Policy recommendations as an effort to expand housing opportunities for underserved populations
2. **Public Safety Reform** – Rebuilding trust with the community in collaboration with the Santa Clara County Police Chiefs Association
3. **Hate Crimes Against Asian American Pacific Islander (AAPI) Community** in collaboration with the Santa Clara County Task Force on Hate Crimes

It is understood that each jurisdiction and community is unique. Some of our member cities may already have some of the proposed policies in place and some may not. Though it is not expected that all jurisdictions will support or adopt every one of the recommendations listed, they are suggested for consideration and potential action as concrete steps the region can take to further advance racial justice.

## 1. Affordable Housing Recommendations for Consideration

Historical legacies and policies have created racial inequities in housing long before COVID-19. There is an opportunity for local leaders to boldly tackle systemic racism in their housing systems and repair the harms that have resulted in racial segregation, displacement, and inequitable communities. The following potential actions are recommended as an effort to:

- ⇒ Expand housing policies and create housing opportunities for diverse communities and people of color.
- ⇒ Increase affordable housing outreach, access, and occupancy in historically underserved communities.

### **Action 1:** Support SB 649 (Cortese) Affordable Housing Tenant Preference Bill

Description: Displacement causes lower-income residents, who are disproportionately people of color in many California communities, real tangible problems: physical health problems, mental health problems, and educational deficiencies. SB 649 creates a State policy that supports greater access to affordable housing for underserved populations facing displacement. It aligns anti-displacement tenant preferences with Internal Revenue Code requirements, thereby qualifying affordable housing developments that use tenant preferences for tax credit or bond financing. This allows cities the option to require an anti-displacement tenant preference for affordable housing units, if they desire.

At the Cities Association Racial Justice committee Meeting of April 9, 2021, this recommendation was referred to the Legislative Action Committee for review. It will be included in their June 10, 2021 meeting.

### **Action 2:** Support A Regional Affordable Housing Online Portal

Description: Encourage cities to participate and utilize a single online portal to market all affordable listings in their jurisdictions across the region. This could serve as a single place where all local affordable listings may be found **with jurisdiction specific information**. Pending the passage of AB 649, cities could narrow the scope of opportunities to local residents. This platform is an opportunity to share and save costs across jurisdictions, especially for those that have not yet undertaken this effort.

- o City of San José approved on March 18, 2021, the Doorway Portal Collaborative: <https://sanjose.legistar.com/LegislationDetail.aspx?ID=4854843&GUID=DFFD8618A39E-497F-9E8F-8941475935C7&Options=&Search=>. City of San José is leading effort for the county and welcomes collaboration with other jurisdictions.
- o The City of San José, Alameda County, and San Mateo County are part of this regional effort and are in various stages of Doorway implementation. Other agencies, including the Housing

Authority of Santa Clara County, are also evaluating current and planned features of the Doorway platform.

- o The City/County of San Francisco has established an affordable housing portal with the same provider, Exygy Inc., known as DAHLIA, and can be viewed at <https://housing.sfgov.org/>. This website lists all affordable housing vacancy opportunities in one place, simplifies the application process, and provides automated tools for property managers to facilitate the processing of applications
- o The mission of the Regional Doorway Collaborative is to (1) improve access to affordable housing by making it easier to find and apply for affordable housing in the Bay Area, (2) generate data on housing demand and placement to facilitate more efficient use of affordable housing resources, (3) help advocate for more resources for these efforts, and (4) facilitate alignment in tenant preferences used in various jurisdictions to the extent possible.
- o The Regional Doorway Collaborative envisions a simple and equitable way for residents to find and apply for affordable housing throughout the Bay Area and is working to create a unified multi-lingual platform with transparent processes from marketing to move in. It will include both an Applicant Portal and a Partners Portal. The Applicant Portal will provide a website for prospective tenants to find all affordable housing vacancy listings in one location. Applicants will be able to submit applications online through the Applicant Portal, and affordable housing property managers will be able to efficiently manage applications for tenancy through the Partners Portal.

The Cities of Morgan Hill, Gilroy, Santa Clara, Campbell, Los Gatos, and Mountain View currently utilize HouseKeys as its Affordable Housing Program Administrator to provide affordable housing opportunities (ownership, rental, and finance programs) to income-eligible households. The City of Morgan Hill has worked with HouseKeys for the past 5 years investing in and building an online portal to market affordable listings in their jurisdiction and collect data to ensure that they are currently marketing to underserved/diverse communities. It is a platform now used by other cities and can be viewed at: <https://www.housekeys.org/muni>.

Other cities in the County market their affordable housing units via third party administrators on their websites linked below:

- [Los Altos](#) – Alta Housing
- [Palo Alto](#) – Alta Housing
- [Milpitas](#)
- [Cupertino](#) – Rise Housing
- [Sunnyvale](#)

**Action 3: Affirmative Fair Housing** – Expand HUD Outreach Policy, Support Countywide Assessment on Fair Housing, Adopt Citywide Fair Chance Housing Policy, Adopt Inclusionary Housing Policy



Description: Advancing Affirmative Fair Housing will create more equitable opportunity for minority populations and advance racial justice in Santa Clara County. According to government code, affirmatively further fair housing means “taking meaningful actions, in addition to combatting discrimination, that overcome patterns of segregation and foster inclusive communities free from barriers that restrict access to opportunity based on protected characteristics.” The following are identified as steps each city in Santa Clara County could potentially take, and many have already started taking, to advance fair housing in their city.

*Expand HUD Outreach:* As of now, affordable housing units that are federally subsidized are required to use affirmative fair marketing. Encourage affirmative fair housing countywide by all cities and require a marketing plan tailored to identify the least likely to apply by using census data to inform that plan. This would be an effort to expand marketing to all affordable projects and not just those that are federally subsidized. The HUD form required by developers using federal HOME funds is linked here for reference: <https://www.hud.gov/sites/documents/935-2A.PDF>.

*Support Countywide Assessment on Fair Housing:* Supporting the countywide assessment led by the County will highlight the inadequacies and identify clear policy changes that could assist in fair housing across Santa Clara County.

*Strengthen or Adopt Citywide Fair Chance Housing Policy:* A fair chance ordinance is a law adopted by a local jurisdiction that creates rules that limit the use of criminal records by landlords when they are screening prospective tenants. The purpose of a fair chance housing ordinance is to reduce barriers of entry to housing for those who have criminal backgrounds and low credit scores. Historically, minority populations come from over-policed areas and are given more severe punishments, which perpetuates a system of housing insecurity through generations. In addition, low credit scores take years to build back up and can be a difficult obstacle to overcome for populations seeking housing.

*Strengthen or Adopt Inclusionary Housing Policy:* Requiring a percentage of new construction to be affordable will demand more diverse and inclusive communities, particularly in communities of opportunity and transit rich areas where lower income residents are vastly out-priced for market-rate rentals. Eleven of fifteen cities in the County have adopted inclusionary housing policies: Campbell, Cupertino, Los Altos, Los Gatos, Milpitas, Morgan Hill, Mountain View, Palo Alto, San Jose, Santa Clara, and Sunnyvale.

**Action 4:** Proactively engage both communities of color and lower-income residents, homeowners, and renters in the upcoming Housing Element update process.

Description: Historically, some residents of our communities have been underrepresented in public discussions around land use and affordable housing policy and planning. The upcoming Housing Element update process is different from past cycles and now requires explicit engagement with State Law requiring that jurisdictions take steps to affirmatively further fair housing, and more explicit indication of where cities are planning for future affordable housing development. This is a tremendous opportunity to bring the full spectrum of community perspectives into public discussions about the future of their cities. However, experience shows that unless this is made a priority, and steps are taken

to specifically engage communities often missing from these discussions, their perspectives will be left out, and opportunities for a sense of collective civic purpose will be missed.

**Action 5:** Develop a statement of support for land use changes that diversify communities.

**Description:** Finding ways to integrate multifamily housing into communities of opportunity is critical to desegregate Bay Area cities. Exploring policies that will allow more affordable units in higher cost, transit-rich communities of opportunity will make room for more and diverse types of housing and thus advance racial justice in Santa Clara County.

**Action 6:** Increase housing education for diverse populations

**Description:** Increase and promote a countywide campaign on education about home ownership opportunities for marginalized communities that are unaware of the steps needed to qualify for ownership. Partner with current organizations that provide this service, such as HUD approved counseling agencies, e.g. Project Sentinel. Consider collaboration with a community organization for funding of this campaign.

**Action 7:** Endorse the 2020 Community Plan to End Homelessness and Develop Implementation Plans.

**Description:** The 2020 Community Plan to End Homelessness is endorsed by the CASCC and seven Santa Clara County jurisdictions with several others in the process of formally endorsing. The Plan will aim to house 20,000 residents over 5 years, prevent future homelessness from occurring for at-risk and housing-insecure individuals, and improve the lives of those individuals residing in shelters and encampments. It is also critical that Cities develop their own individual implementation plans and identify resources to address homelessness consistent with the 2020-2025 Community Plan to End Homelessness.

## **2. Public Safety Reform – Rebuilding Trust with the Community in collaboration with the Santa Clara County Police Chiefs Association**

Following the murder of George Floyd, nationwide protests erupted that called for police reform in the United States. In the past 11 months this has led to new laws, proposals, and public directives at all levels of government to address the key issues of police misconduct, systemic racism, racial bias, and police brutality. In reaching out to the Santa Clara Police Chiefs Association, we strive to collaborate on rebuilding trust between our police departments and members of the public through accountability, transparency and community engagement. In doing so, our various police departments shared their police reform efforts, which are displayed in Attachment A. A summary of the efforts is provided as Attachment B.

The law enforcement agencies within Santa Clara County have been diligently working towards police reform that works for the safety of both the community and the officers. Though they have made much progress, there is still much left to do, especially in terms of addressing the

crux of the issue that has led to brutal deaths of civilians at the hands of police officers: Use of Force.

Thus, as a collaborative effort with the Santa Clara County Police Chiefs Association, the CASCC strongly supports advancing training for our police officers through the utilization of Virtual Reality (VRDT) technology for Crisis Intervention Training and encourages all public safety departments within the County to complete it.

This technology is considered new and is being used in Sacramento to recreate real-world police encounters and incorporate lessons learned into the training curriculum, such as cultural competency, de-escalation, critical decision-making, peer intervention and implicit bias training. This technology would allow for controversial police incidents that occur across the country to be turned into virtual reality simulations almost instantaneously after they occur, allowing officers to learn from real life mistakes, and train for real world situations.

VRDT technology increases efficiency in scenario-based training and allows officers to train with all of their tools – handgun, Taser, rifle, OC, and flashlight. Additional benefits include decreasing the need for instructor's/role players during real life scenario drills, alleviating the need for different training locations, and introducing an array of virtual environments with different environmental factors at play. All equipment needed for this training will be provided by California's Commission on Peace Officer Standards and Training (POST) with an estimated delivery date of June 2021.

Four departments have applied for utilization of the technology, including Palo Alto, San Jose, Santa Clara County Sheriff, and Sunnyvale. San Jose and Sunnyvale are also willing to host the training of other departments. This new technology is a critical tool that all departments should utilize as an effort to improve the training of our police officers and further reform policing in Santa Clara County.

### **3. Hate Crimes Against Asian American Pacific Islander (AAPI) Community in collaboration with the Santa Clara County Task Force on Hate Crimes**

Santa Clara County formed a new Task Force on Hate Crimes to address the recent spike in hate crimes across our communities, most recently among Asian Americans. The Task Force was formed in December 2020 and is co-led by San Jose Council Member Maya Esparza and County Board of Supervisor Cindy Chavez. The Task Force includes a body of voting members and a body of advisory members. President and Los Gatos Mayor Marico Sayoc represents the Cities Association as an Advisory Board Member. Through this collaboration, efforts will be brought forward to the CASCC Board for consideration that will benefit from action by our member cities to address and curb the spike in hate crimes against Asian American members of our communities to create a more inclusive society.

The Hate Crimes Task Force is a multisector effort to investigate, educate, prevent, and combat hate incidents and hate crimes inclusive of County of Santa Clara. The Task Force will advise on strategies

and areas for improvements and investments, and strategies relative to appropriate services and programs to address, reduce, and prevent hate incidents and hate crimes. The Task Force shall consider the following:

- Facilitating coordinated responses by local, state, and federal investigators and prosecutors;
- Engaging law enforcement's response to the hate crime problem and providing input for improvements;
- Appropriate educational and community outreach programs designed to reduce and address hate incidents and hate crimes;
- Appropriate services, resources, and programs for victims;
- Collaborating with multisector partners regionally, nationally, and internationally to share information and strategies for ending hate incidents and hate crimes.

A holistic approach will leverage existing efforts to improve and expand data collection, study and evaluate the pathology of hate incidents and hate crimes, educate the community and expand on school programming, implement programs and services for victims, and offer resources and tools to drive the County towards a hate free community.

The meetings are scheduled to take place in the Board of Supervisors' Chambers, County Government Center, 70 West Hedding Street, San Jose, or by virtual teleconference on the following days:

Friday, February 26, 12pm\*

Friday, March 26, 12pm

Friday, April 23, 12pm

Friday, June 25, 12pm

Friday, August 27, 12pm

Friday, October 29, 12pm

\*Denotes Special Meeting

In addition to collaboration with the Santa Clara County Task Force on Hate Crimes, the committee will explore sponsorship of bystander intervention training for the community members of all of our member jurisdictions. Bystander intervention training has been proven to empower bystanders to intervene when witnessing disrespect or harassment.

## Synopsis of bills for June 10<sup>th</sup> LAC Meeting

### **SB 612 (Portantino) - Electrical corporations and other load-serving entities: allocation of legacy resources.**

This bill ensures fair and equal access to the benefits of legacy contracts resources for all customer and ensures that IOU portfolios are managed to maximize value and reduce unnecessary costs for all customers. Specifically, this bill:

- Provides customers equal access to the legacy products they are paying for in proportion to what they are paying.
- Requires the CPUC to recognize the value of GHG-free energy in the same way renewable energy or RA products are recognized.
- Requires IOUs to annually sell any remaining excess legacy resource products not taken by former customers to the wholesale market.

**Bena Chang, Silicon Valley Clean Energy will give an overview.**

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### **AB 649 (Cortese) Affordable Housing Tenant Preference Bill – Request from Racial Justice Committee to Support.**

At the Cities Association Racial Justice Committee Meeting of April 9, 2021, this bill was referred to the Legislative Action Committee for review.

Description: Displacement causes lower-income residents, who are disproportionately people of color in many California communities, real tangible problems: physical health problems, mental health problems, and educational deficiencies. SB 649 creates a state policy that supports greater access to affordable housing for underserved populations facing displacement. It aligns anti-displacement tenant preferences with Internal Revenue Code requirements, thereby qualifying affordable housing developments that use tenant preferences for tax credit or bond financing. This allows cities the option to require an anti-displacement tenant preference for affordable housing units, if they desire.

**San José Housing Department will give an overview**

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### **SB 9 (Atkins, Caballero, Rubio, and Wiener) - California League of Cities Opposes**

Requires a local government to ministerially approve a housing development containing two residential units in single-family residential zones.

Requires a local government to ministerially approve an urban lot split, thus creating two independent lots that may contain up to two residential units on each lot, even though it is in a single-family zone.

**AB 1401 (Friedman) AB-1401 Residential and commercial development: parking requirements**

Would prohibit a local government from imposing a minimum automobile parking requirement, or enforcing a minimum automobile parking requirement, on residential, commercial, or other development if the development is located on a parcel that is within one-half mile walking distance of public transit, as defined. The bill would not preclude a local government from imposing requirements when a project provides parking voluntarily to require spaces for car share vehicles. The bill would prohibit these provisions from reducing, eliminating, or precluding the enforcement of any requirement imposed on a new multifamily or nonresidential development to provide electric vehicle parking spaces or parking spaces that are accessible to persons with disabilities, as specified.

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**2021-22 State Budget Request for California Cities:** The California State Budget must be adopted by midnight on June 15. However, it is likely that additional budget bills, also known as “trailer bills” will advance after June 15th. Final budget negotiations will take place between the Governor and legislative leadership over the next few weeks. It is critical that cities take action and encourage the Governor and the legislature to allocate at least \$10 billion in funding for cities. (Action Alert from the League of California Cities)

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(continued on next page)

**AB 1091 (Berman) Santa Clara Valley Transportation Authority: board of directors.** Discussion and consideration of member survey requesting interest to work with Asm Berman on modifications to the bill.





Survey: 24 responses





#### City/Town

[More Details](#)

 Campbell	1
 Cupertino	2
 Gilroy	1
 Los Altos	1
 Los Altos Hills	2
 Los Gatos	2
 Milpitas	1
 Monte Sereno	1
 Morgan Hill	2
 Mountain View	2
 Palo Alto	4
 San José	2
 Santa Clara	2
 Saratoga	0
 Sunnyvale	1

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 Mayor	4
 Councilmember	16
 Staff	4
 other	0

 Currently on board	6
 Previously on board	2
 serve on a committee	5
 No	11