



Executive Board Meeting Agenda

August 6, 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>Chair</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 June Executive Board of Directors Meeting Minutes Attachment: Minutes
1b. Receive June financial statements
1c. Approval of invoices to be paid <ul style="list-style-type: none">i. Logan and Powell (invoice available to any Board of Directors member upon request) May 2021: \$4647.00 June 2021 \$4840.00ii. Environmental Science Associates (ESA) May 2021: \$15,757.50 for a year to date total of \$124,246.25 June 2021: In \$9,501.25 for a year to date total of \$133,747.50iii. Gary Baum, Legal Counsel (invoice available to any Board of Directors member upon request) June 2021 (SCSC Roundtable): \$2016.00 June 2021 (CASCC): \$819.00 Attachment: ESA Invoices
2. Consideration of future meetings: in person, hybrid, or virtual meetings
Attachment: Staff Report
3. Consideration of items regarding the SCSC Roundtable and Cities Association
3a. (INFORMATION/ACTION) Update on FY 2021 budget and impact of Roundtable related expenses on FY 2022 budget
3b. (ACTION) Discussion and consideration of recommendation to the Board of Directors for future steps related to the SCSC Roundtable, its relationship to CASCC, and its potential cost to CASCC Potential future steps: <ul style="list-style-type: none">i. New or revised governing documents including MOU, Bylaws or Agreement, OR

ii. Divesture of SCSC Roundtable
3c. (ACTION) Roundtable Bills: Discussion and determination of how the SCSC Roundtable, as a committee of the CASCC, will provide reimbursement of past and future expenses including legal fees.
4. August Board of Directors Meeting Agenda
Discuss and approve agenda for the June Board of Directors meeting Proposed agenda: 1. Consent Agenda a. Financial report b. Minutes c. Invoices 2. Consideration of future meetings: in person, hybrid, or virtual meetings. 3. Consideration of items regarding the SCSC Roundtable and Cities Association 4. Requests to present or other items of interest a. Supervisor Ellenberg b. Racial Justice
5. Santa Clara County City Managers Association (SCCMA) Update (Prevetti)
6. 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

June 4, 2021 3:00 PM / Virtual Meeting via Zoom

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

Agenda in black / [Minutes in blue](#)

Board Members

Mayor Marico Sayoc	Town of Los Gatos	<i>Chair</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>

WELCOME AND ROLL CALL – (Sayoc)

Members Present:

Sayoc, Jones, Abe-Koga, Fligor, Constantine, Klein (absent 4:36pm to 4:40pm), Prevetti, Jordan

Others in attendance:

- Audin Leung, Board Clerk
- Kat Wellman, Counsel
- Gary Baum, Prospective Counsel
- Rolan Lebrun, Member of the Public
- Hung Wei, Cupertino City Councilmember

Closed Session

1. Public Employment
Title: Legal Counsel Pursuant to Government Code Section 54957(b)
2. Public Employee Performance Evaluation & Public Employee Labor Negotiation
Title: Executive Director Pursuant to Government Code Section 54957(b)
3. Conference with Labor Negotiators
Agency designated representative: Marico Sayoc Unrepresented employee: Executive Director Pursuant to Government Code Section 54957.6

Open Session

1. Report out from Closed Session (Sayoc)
There were no actions to report.
2. Consent Agenda
Motion to approve consent agenda by Jones. Seconded by Constantine. Motion adopted 6-0-0-0.
2a. Approval of May Executive Board of Directors Meeting Minutes
2b. Receive April financial statements
2c. Approval of invoices to be paid <ul style="list-style-type: none">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 contractLogan & Powell (invoice for SCSC Roundtable) for \$302.50Katherine Wellman, Special Counsel for \$1475.00
2d. Approval of invoices to be billed <ul style="list-style-type: none">SCSC Roundtable for Executive Director and Legal Counsel time January – April 2021: total of \$13,072.55
3. Racial Justice Committee (Jones, Fligor, Constantine, Sayoc, Abe-Koga, Klein, Steve Preminger of Santa Clara County)
Motion by Abe-Koga to explore options for bystander and harassment prevention trainings up to \$1450. Seconded by Fligor. Motion adopted 5-0-0-1. AYES (5): Sayoc, Jones, Abe-Koga, Fligor, Constantine NAYES (0) ABSTENSIONS (0) ABSENCES (1): Klein

Discuss Hollaback bystander training & harassment prevention training. Cost: \$1450
4. Committee Updates and/or Discussion
<ul style="list-style-type: none">• Legislative Action Committee (Constantine)• Transportation (Abe-Koga)• Housing/Unhoused (Klein)• COVID-19• Joint Ad Hoc Committee working with SCSC Roundtable
5. June Board of Directors Meeting
<p>Motion by Jones to approve proposed Board of Directors meeting agenda with amendment of replacing the Lead for America presentation with one on RHNA Appeals. Seconded by Constantine.</p> <p>Motion adopted 6-0-0-0.</p> <p>Discuss and approve agenda for the June Board of Directors meeting.</p> <p>Proposed agenda:</p> <ul style="list-style-type: none">• Consideration of legal counsel• Consent: April/May financials, minutes, any invoices, budget• Community Presentations:<ul style="list-style-type: none">○ Supervisor Mike Wasserman (15 min)○ Request to Present: "Lead for America"• Planning Collaborative update from Baird + Driskell Community Planning.• Committee Reports:<ul style="list-style-type: none">○ Racial Justice Committee<ul style="list-style-type: none">▪ Chief Ngo presentation on virtual reality training▪ Housing Proposal▪ Follow up and actions from May General Membership meeting○ Legislative Action Committee○ Transportation Committee○ Housing/Unhoused Committee○ Covid 19• Other items?

6. Santa Clara County City Managers Association (SCCCMA) Update (Prevetti)
7. Executive Director Update (Jordan)
<ul style="list-style-type: none">• Saturday Calls• Extension of ESA contract• Correspondence sent<ul style="list-style-type: none">○ Support for SCC Innovation Project (community mobile response)
Public Comment

ADJOURNMENT

Respectfully submitted,



Audin Leung
Board Clerk



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

July 23, 2021
 Invoice No: 165906
 Project Manager: Evan Wasserman

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

Professional Services from June 1, 2021 to June 30, 2021

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

Professional Personnel

	Hours	Rate	Amount	
Senior Director III Alverson, Steven	3.00	300.00	900.00	
Managing Associate III Jones, Christian	1.75	205.00	358.75	
Senior Associate I Wasserman, Evan	32.00	150.00	4,800.00	
Associate I Weiman, Phoebe	27.00	105.00	2,835.00	
Totals	63.75		8,893.75	
Total Labor				8,893.75

Billing Limits	Current	Prior	To-Date
Total Billings	8,893.75	65,981.25	74,875.00
Limit			90,000.00
Remaining			15,125.00

TOTAL THIS TASK: \$8,893.75

Task 0000002 Roundtable Meeting Planning

Professional Personnel

	Hours	Rate	Amount	
Managing Associate III Jones, Christian	1.50	205.00	307.50	
Totals	1.50		307.50	
Total Labor				307.50

Billing Limits	Current	Prior	To-Date
Total Billings	307.50	5,622.50	5,930.00
Limit			6,000.00
Remaining			70.00

TOTAL THIS TASK: \$307.50

Task 0000003 Support Work Plan Assignments

PAYMENT DUE UPON RECEIPT

Billing Limits		Current	Prior	To-Date
Total Billings		0.00	42,426.25	42,426.25
Limit				45,000.00
Remaining				2,573.75
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			
Professional Personnel					
			Hours	Rate	Amount
Senior Associate I					
Wasserman, Evan			2.00	150.00	300.00
Totals			2.00		300.00
Total Labor					300.00

Billing Limits		Current	Prior	To-Date
Total Billings		300.00	4,612.50	4,912.50
Limit				18,000.00
Remaining				13,087.50
TOTAL THIS TASK:				\$300.00

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:				\$9,501.25

Outstanding Invoices

Number	Date	Balance
165037	6/22/2021	15,757.50
Total		15,757.50

	Current	Prior	Total
Billings to Date	9,501.25	124,246.25	133,747.50

Remit to:

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

TIN #: 94-1698350

Billing Backup

Friday, July 23, 2021

Environmental Science Associates

Invoice 165906 Dated 7/23/2021

10:55:32 AM

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

Professional Personnel

			Hours	Rate	Amount
Senior Director III					
358	Alverson, Steven	6/1/2021	.75	300.00	225.00
	Participated in a Zoom call and assisted ESA and the Cities Association with the SCSC Roundtable Facilitator contract amendment.				
358	Alverson, Steven	6/9/2021	.25	300.00	75.00
	Reviewed an another ESA email to the SCSC Roundtable Chair.				
358	Alverson, Steven	6/9/2021	.50	300.00	150.00
	Reviewed and edited an ESA email to the SCSC Roundtable Chair.				
358	Alverson, Steven	6/16/2021	.25	300.00	75.00
	Reviewed and provided input to an email from ESA to the Cities Association regarding authorized SCSC Roundtable tasks.				
358	Alverson, Steven	6/23/2021	1.00	300.00	300.00
	Participated in the monthly SCSC Roundtable Planning Meeting via Zoom meeting with Evan Wasserman, Chris Jones, Mary-Lynne Bernald, and Kris Zanardi.				
358	Alverson, Steven	6/29/2021	.25	300.00	75.00
	Assist Evan Wasserman with preparing for the July 2021 SCSC Roundtable meeting.				
Managing Associate III					
10452	Jones, Christian	6/1/2021	.75	205.00	153.75
	Contract amendment discussion				
10452	Jones, Christian	6/23/2021	1.00	205.00	205.00
	Roundtable meeting prep				
Senior Associate I					
11165	Wasserman, Evan	6/1/2021	3.00	150.00	450.00
	1 hr for meeting/discussion regarding contract with Andi and ESA team; 2 hrs for recap review, posting, and sending notification/communications				
11165	Wasserman, Evan	6/2/2021	2.00	150.00	300.00
	2 hrs for recap review, communications about meeting follow-up, and contact list updates/sending notifications				
11165	Wasserman, Evan	6/3/2021	1.00	150.00	150.00
	1 hr for additional communications about meeting follow-up, sending notifications, recap review, and contact list updates				
11165	Wasserman, Evan	6/4/2021	1.00	150.00	150.00
	1 hr for recap review, communications, and contact list updates				
11165	Wasserman, Evan	6/7/2021	2.00	150.00	300.00
	2 hrs for review of meeting recap				
11165	Wasserman, Evan	6/8/2021	1.00	150.00	150.00
	1 hr for communications with team and Cities Association				
11165	Wasserman, Evan	6/9/2021	2.50	150.00	375.00
	2.5 hrs for communications and meeting recap				

Project	D201801353.02	SCSC Roundtable Facilitation-FY 2020-20	Invoice	165906	
11165	Wasserman, Evan	6/10/2021	1.00	150.00	150.00
	1 hr for communication related to emails received about contract and May 26th meeting				
11165	Wasserman, Evan	6/11/2021	1.50	150.00	225.00
	1.5 hr for communication related to emails received about contract and May 26th meeting				
11165	Wasserman, Evan	6/14/2021	2.50	150.00	375.00
	2.5 hrs invoice/budget review and recap				
11165	Wasserman, Evan	6/15/2021	.50	150.00	75.00
	.5 hr for communication regarding Cities Association direction and SCSC RT work tasks				
11165	Wasserman, Evan	6/16/2021	1.00	150.00	150.00
	1 hr for correspondence review and communications				
11165	Wasserman, Evan	6/17/2021	1.00	150.00	150.00
	1 hr for correspondence review, communications, and future tasks				
11165	Wasserman, Evan	6/18/2021	1.00	150.00	150.00
	.5 hr for organization and sending ANRs; .5 hrs for communications with SCSC RT and interested parties as well as with team on future tasks RT facilitation				
11165	Wasserman, Evan	6/21/2021	1.50	150.00	225.00
	1.5 hr for communications, recap review, tracking actions, outstanding items for Wed agenda meeting				
11165	Wasserman, Evan	6/22/2021	1.00	150.00	150.00
	1 hr for communications, recap review, tracking actions, outstanding items				
11165	Wasserman, Evan	6/23/2021	2.00	150.00	300.00
	1 hr for meeting with Mary-Lynne, Kris, Chris J, Steve about SCSC Roundtable and future agenda; 1hr for communications, notifications, recap review, tracking actions, outstanding items				
11165	Wasserman, Evan	6/24/2021	1.50	150.00	225.00
	.5 hr for check-in with Cities Association and 1 hr for communications, recap review, tracking actions, outstanding items				
11165	Wasserman, Evan	6/25/2021	1.00	150.00	150.00
	1 hr for ANR, communications about tracking correspondence, recap review, tracking actions, outstanding items				
11165	Wasserman, Evan	6/29/2021	1.00	150.00	150.00
	1 hr for communications about future meetings and agenda materials				
11165	Wasserman, Evan	6/30/2021	3.00	150.00	450.00
	3 hrs for communications and prep of agenda materials/letter based on prior meeting				
Associate I					
11307	Weiman, Phoebe	6/1/2021	2.00	105.00	210.00
	Roundtable follow up minutes				
11307	Weiman, Phoebe	6/2/2021	3.00	105.00	315.00
	SCSC meeting follow up and minutes				
11307	Weiman, Phoebe	6/3/2021	2.00	105.00	210.00
	SCSC meeting follow up and minutes				
11307	Weiman, Phoebe	6/21/2021	4.00	105.00	420.00
	Roundtable tasks				
11307	Weiman, Phoebe	6/22/2021	4.00	105.00	420.00
	Roundtable tasks.				
11307	Weiman, Phoebe	6/23/2021	4.00	105.00	420.00
	Roundtable tasks				
11307	Weiman, Phoebe	6/24/2021	2.00	105.00	210.00
	Roundtable tasks				
11307	Weiman, Phoebe	6/28/2021	3.00	105.00	315.00
	Roundtable tasks				
11307	Weiman, Phoebe	6/30/2021	3.00	105.00	315.00

Project	D201801353.02	SCSC Roundtable Facilitation-FY 2020-20	Invoice	165906
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Roundtable tasks				
Totals		63.75	8,893.75	
Total Labor				8,893.75
			TOTAL THIS TASK:	\$8,893.75

Task 0000002 Roundtable Meeting Planning

Professional Personnel

			Hours	Rate	Amount	
Managing Associate III						
10452	Jones, Christian	7/15/2021	1.50	205.00	307.50	
	Meeting Planning					
	Totals		1.50		307.50	
	Total Labor					307.50
						TOTAL THIS TASK: \$307.50

Task 0000005 Prepare/Post Website Content

Professional Personnel

			Hours	Rate	Amount	
Senior Associate I						
11165	Wasserman, Evan	6/28/2021	2.00	150.00	300.00	
	2 hrs for updates and posts to the website					
	Totals		2.00		300.00	
	Total Labor					300.00
						TOTAL THIS TASK: \$300.00
						Total this Project \$9,501.25
						Total this Report \$9,501.25



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

June 22, 2021
 Invoice No: 165037
 Project Manager: Evan Wasserman

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

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

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

Professional Personnel

	Hours	Rate	Amount	
Senior Director III Alverson, Steven	7.50	300.00	2,250.00	
Managing Associate III Jones, Christian	7.50	205.00	1,537.50	
Senior Associate I Wasserman, Evan	56.00	150.00	8,400.00	
Associate I Weiman, Phoebe	34.00	105.00	3,570.00	
Totals	105.00		15,757.50	
Total Labor				15,757.50

Billing Limits	Current	Prior	To-Date	
Total Billings	15,757.50	50,223.75	65,981.25	
Limit			90,000.00	
Remaining			24,018.75	
TOTAL THIS TASK:				\$15,757.50

Task 0000002 Roundtable Meeting Planning

Billing Limits	Current	Prior	To-Date	
Total Billings	0.00	5,622.50	5,622.50	
Limit			6,000.00	
Remaining			377.50	
TOTAL THIS TASK:				0.00

Task 0000003 Support Work Plan Assignments

Billing Limits	Current	Prior	To-Date	
Total Billings	0.00	42,426.25	42,426.25	
Limit			45,000.00	
Remaining			2,573.75	
TOTAL THIS TASK:				0.00

Task 0000004 Respond to Inquiries

PAYMENT DUE UPON RECEIPT

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		
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: \$15,757.50

Outstanding Invoices

Number	Date	Balance
164378	5/30/2021	3,067.50
Total		3,067.50

	Current	Prior	Total
Billings to Date	15,757.50	108,488.75	124,246.25

Remit to:

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

TIN #: 94-1698350

Billing Backup

Tuesday, June 22, 2021

Environmental Science Associates

Invoice 165037 Dated 6/22/2021

4:52:47 PM

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

Professional Personnel

			Hours	Rate	Amount
Senior Director III					
358	Alverson, Steven	5/4/2021	1.00	300.00	300.00
	Participated in a Teams meeting with Evan Wasserman regarding planning for the May 26, 2021 Full SCSC Roundtable meeting.				
358	Alverson, Steven	5/13/2021	1.00	300.00	300.00
	Participated in an MS Teams call with Evan Wasserman and Chris Jones to follow-up on the Planning Meeting Action Items and discuss the logistics for preparing for the May 26, 2021 Special Roundtable meeting.				
358	Alverson, Steven	5/13/2021	1.00	300.00	300.00
	Participated in an MS Teams call with Mary-Lynne Bernald, Kris Zanardi, Evan Wasserman, Chris Jones, and Phoebe Weiman to develop the final May 26, 2021 Special Roundtable meeting agenda.				
358	Alverson, Steven	5/14/2021	.50	300.00	150.00
	Reviewed and commented on the Draft Final meeting agenda for the May 26, 2021 Special Roundtable meeting				
358	Alverson, Steven	5/25/2021	.50	300.00	150.00
	Participated in an MS Teams meeting with Evan Wasserman regarding preparing for the May 26, 2021 SCSC Roundtable's Special Meeting.				
358	Alverson, Steven	5/26/2021	3.50	300.00	1,050.00
	Participated in the May 26, 2021 SCSC Roundtable Special Meeting as well as a follow-up call with Evan Wasserman.				
Managing Associate III					
10452	Jones, Christian	5/13/2021	2.00	205.00	410.00
	RT meeting prep and follow up				
10452	Jones, Christian	5/20/2021	1.50	205.00	307.50
	IFP memo review and update				
10452	Jones, Christian	5/26/2021	4.00	205.00	820.00
	SCSC RT Meeting, prep, participation, and follow up				
Senior Associate I					
11165	Wasserman, Evan	5/3/2021	1.50	150.00	225.00
	1.5 hr for review of project status and communication regarding SCSC RT meeting				
11165	Wasserman, Evan	5/4/2021	2.00	150.00	300.00
	2 hr for continued SCSC Roundtable meeting planning/discussion				
11165	Wasserman, Evan	5/5/2021	1.00	150.00	150.00
	1 hr for SCSC Roundtable meeting planning/discussion				
11165	Wasserman, Evan	5/6/2021	2.50	150.00	375.00
	2.5 hrs for SCSC Roundtable meeting agenda planning/discussion				

Project	D201801353.02	SCSC Roundtable Facilitation-FY 2020-20	Invoice	165037	
11165	Wasserman, Evan	5/7/2021	1.00	150.00	150.00
	1 hr for SCSC Roundtable meeting planning/discussion and notifications				
11165	Wasserman, Evan	5/10/2021	2.00	150.00	300.00
	2 hrs for preparing for SCSC RT meeting, and communications regarding agenda/budget for future meetings				
11165	Wasserman, Evan	5/11/2021	2.00	150.00	300.00
	2 hrs for preparing for the SCSC RT meeting, and communications regarding agenda/budget for future meetings				
11165	Wasserman, Evan	5/12/2021	2.00	150.00	300.00
	2 hrs for preparing for the upcoming SCSC RT meeting, and communications regarding agenda/budget for any possible future meetings				
11165	Wasserman, Evan	5/13/2021	3.00	150.00	450.00
	3 hrs for preparing for SCSC RT meeting, and communications/meeting regarding agenda/budget for future meetings				
11165	Wasserman, Evan	5/14/2021	3.00	150.00	450.00
	3 hrs for preparing for the upcoming SCSC RT meeting, and communications regarding agenda/budget for future meetings and agenda materials/budget review				
11165	Wasserman, Evan	5/17/2021	6.00	150.00	900.00
	6 hrs for communications with Project Team, compiling materials for agenda packet, and following up on prior meeting items				
11165	Wasserman, Evan	5/18/2021	7.00	150.00	1,050.00
	7 hrs for communications with Project Team, compiling materials for agenda packet, contract review				
11165	Wasserman, Evan	5/19/2021	3.00	150.00	450.00
	3 hrs for communications with Project Team, compiling materials for agenda packet				
11165	Wasserman, Evan	5/20/2021	1.00	150.00	150.00
	1 hr for communication with project team and preparing for special meeting				
11165	Wasserman, Evan	5/21/2021	1.00	150.00	150.00
	1 hr for communication with the project team and preparing for special meeting				
11165	Wasserman, Evan	5/24/2021	3.00	150.00	450.00
	3 hrs for communications, agenda amendments, and preparation for meeting				
11165	Wasserman, Evan	5/25/2021	4.00	150.00	600.00
	4 hrs for communications, agenda amendments, and preparation for meeting				
11165	Wasserman, Evan	5/26/2021	5.00	150.00	750.00
	5 hrs for communications, agenda amendments, preparation, and time hosting/facilitating the special meeting				
11165	Wasserman, Evan	5/27/2021	3.00	150.00	450.00
	3 hrs for communications, recap/summary from meeting, and review of meeting materials/contract				
11165	Wasserman, Evan	5/28/2021	3.00	150.00	450.00
	3 hrs for notes/recap/summary of meeting, and review of meeting materials/contract				
	Associate I				
11307	Weiman, Phoebe	5/3/2021	3.00	105.00	315.00
	Emails and website content				
11307	Weiman, Phoebe	5/5/2021	2.00	105.00	210.00
	Emails and website content				
11307	Weiman, Phoebe	5/12/2021	2.00	105.00	210.00
	Emails and website posts				
11307	Weiman, Phoebe	5/13/2021	3.00	105.00	315.00
	Coordination and emails				

Project	D201801353.02	SCSC Roundtable Facilitation-FY 2020-20			Invoice	165037
11307	Weiman, Phoebe	5/17/2021	2.00	105.00	210.00	
	Emails and coordination for Roundtable meeting					
11307	Weiman, Phoebe	5/18/2021	3.00	105.00	315.00	
	Emails and coordination for Roundtable meeting					
11307	Weiman, Phoebe	5/19/2021	3.00	105.00	315.00	
	Correspondance packet and follow up emails					
11307	Weiman, Phoebe	5/20/2021	4.00	105.00	420.00	
	Correspondance packet and follow up emails					
11307	Weiman, Phoebe	5/21/2021	3.00	105.00	315.00	
	Correspondance packet and follow up emails					
11307	Weiman, Phoebe	5/24/2021	2.00	105.00	210.00	
	Roundtable meeting					
11307	Weiman, Phoebe	5/26/2021	5.00	105.00	525.00	
	Roundtable Meeting					
11307	Weiman, Phoebe	5/27/2021	2.00	105.00	210.00	
	Roundtable meeting follow up					
	Totals		105.00		15,757.50	
	Total Labor					15,757.50
					TOTAL THIS TASK:	\$15,757.50
					Total this Project	\$15,757.50
					Total this Report	\$15,757.50



Agenda Item No: 2

Meeting Date: August 6, 2021

Cities Association of Santa Clara County Agenda Report

Prepared by: Gary Baum, Legal Counsel

TOPIC: In Person and Virtual Public Meetings of the Cities Association

SUBJECT: UPCOMING CHANGES WITH THE GOVERNOR'S EXECUTIVE ORDER REGARDING PUBLIC MEETINGS

Recommendations

Direct the Executive Director and General Counsel to:

1. Continue holding future Board of Directors Meetings utilizing Zoom and commit to comply with the Brown Act requirements under Section 54953(b)(1)-(4) starting at the October 2021 meetings; **or**
2. Begin holding in person meetings at:
 - Executive Board of Directors Meetings: at the town/city of the President beginning with the October 1, 2021, Board of Directors meeting
 - Board of Directors Meetings: City of Sunnyvale starting with the October 7, 2021 meeting.

Executive Summary

As the Board is aware, CASCC Board of Directors and nearly all other public bodies in the County have been meeting remotely, typically via Zoom or Microsoft Teams based upon the Brown Act waiver granted in the Governor's Executive Order N-29-20 in about March of 2020 at the start of the pandemic and lockdown. On June 11, 2021, the Governor issued Executive Order N-08-21¹ lifting the waiver of the Brown Act effective September 30, 2021.

The Board has previously expressed an interest in continuing to meet via Zoom or telephonically after the pandemic. The first scheduled Executive Board and Board of Director's meetings after the September Executive Order N-08-21 expires is October 8, 2021 and October 14, 2021.

¹ See pages 9 – 10, Section 42

The legal requirements for holding a telephonic or Zoom meeting are virtually the same under Government Code Section 54953(b)(1)-(4). The requirement themselves are somewhat cumbersome and described in greater detail below.

Should the Board wish to meet in person, then this is resolved. If not, the method for meeting via Zoom is outlined below.

Legal Analysis

Government Code Section 54953(b)(1)-(4) ² provides a road map for holding meetings telephonically. Section 54953(b)(4) allows for telephonic meetings to include meeting via electronic means, either audio or video or both. Although the statute predated Zoom it can be read to authorize Zoom meetings under 54953(b)(4).

Section 54953(b)(1) – (3) lists the requirements for the meetings as follows:

1. All votes taken must be roll call votes. (54953(b)(2))
2. The agenda must be posted at each location where a Board Member is calling from. (54953(b)(3)) This would require posting at a private residence, office building, government building, business or hotel. The Board Member or their staff will need to post the agenda at the door to their location or the front door of the facility with a room or location indicated.
3. The agenda must also be posted at the usual location at the front kiosk. For Executive Board Meetings, this is the Town/City Hall of the President. For Board of Directors Meetings, this is City of Sunnyvale City Hall. (54953(b)(3))
4. The address of the location where each Board Member is calling in from must be on the agenda. (54953(b)(3)) It is recommended that each Board Member provide the address to the Executive Director no less than one week prior to each meeting to ensure it is on the agenda.
5. Each location must be open to the Public and provide the public an opportunity to speak, even at a private residence. The location cannot be one that requires payment for admission (e.g. a private educational conference). The location must be ADA accessible³, so if it is in a private residence it must be on the first floor or accessible by elevator or ramp. (54953(b)(3))
6. A quorum of the Board must be within our jurisdiction, which for these purposes would be Santa Clara County. (54953(b)(3)). If a Board Member is on vacation outside the County or at a second home or location outside the County there still must be a quorum present inside the County for the meeting to be held by Zoom.

² All future references are the to the Government Code.

³ The statute appears to require ADA accessibility and has been interpreted to require this in the League of California Cities Continuing Education of the Bar Municipal Law Handbook (2020) at Section 2.33 pp.131

7. Arguably, Government Code Section 54953(b)(4) allows for the use of Zoom, although it did not exist when the statute was passed.

Budget Impact

There will be a small amount of additional work required by staff to track and place each Member's address on the agenda.