



# Board of Directors Meeting Agenda

October 14, 2021 7:00 PM / Virtual Meeting via Zoom

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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 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
Ex-Officio	Laurel Prevetti, Town Manager, Town of Los Gatos
Ex-Officio	Andi Jordan, Executive Director

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

**WELCOME AND ROLL CALL – (Sayoc, 7:00 PM)**

<b>1. Consent Agenda</b>
1a. Approval of September Board of Directors Meeting Minutes  <i>Attachment:</i> <a href="#">Draft Minutes</a>
1b. Receive September financial statements ( <i>Note: reviewed by Treasurer</i> )  <i>Attachment:</i> <a href="#">Management Report</a>
1c. Approval of invoices to be paid: <ul style="list-style-type: none"><li>• Environmental Science Associates: \$8,660.00 for YTD total of \$162,702.50</li><li>• Logan &amp; Powell: \$4,620.00 (invoice available to Board members upon request)</li><li>• Kramer Workplace Investigations: \$1175.00 (invoice available to Board upon request)</li></ul> <i>Attachment:</i> <a href="#">ESA Invoice</a>
1d. Consideration and approval of holding future Meetings of the Cities Association utilizing Zoom and following the procedure in recently passed AB 361 starting at the November 2021 meeting.  <i>Attachment:</i> <a href="#">Staff Report</a>
<b>2. Racial Justice Committee</b> (Chair Jones, Executive Committee, and Steve Preminger)
Update on progress or changes to report presented to Board of Directors in June. <ul style="list-style-type: none"><li>• Affordable Housing Recommendations for Consideration</li><li>• Public Safety Reform actions for consideration: Rebuilding Trust with the Community in collaboration with the Santa Clara County Police Chiefs Association</li></ul> <i>Attachments:</i> <ul style="list-style-type: none"><li>• <a href="#">June Committee Report</a></li></ul>

<ul style="list-style-type: none"><li>• <a href="#">Matrix of Public Safety Reform Efforts</a></li><li>• <a href="#">Summary of Findings: Public Safety Reform Efforts</a></li><li>• <a href="#">Campbell Staff Report</a></li></ul>
<b>3. Presentation by Women of Silicon Valley</b> (Ruth Darlene, Executive Director)
<p>Introduction to Women of Silicon Valley (WomenSV), a domestic violence non-profit based in Los Altos which serves women who are involved with a powerful, sophisticated abuser and introduction to problem and resources that are available in honor of Domestic Violence Awareness Month.</p> <p><i>Attachment:</i> Presentation Slides (forthcoming)</p>
<b>4. National Bullying Prevention Month Resolution</b>
<p><i>Attachment:</i> <a href="#">Draft Resolution</a>, <a href="#">CASCC Code of Conduct</a></p>
<b>5. Planning Collaborative/Housing Committee</b>
<p>Recap of Let's Talk Housing, next steps, REAP grant and scope of work</p> <p><i>Attachment:</i> Report from Baird + Driskell Community Planning (forthcoming)</p>
<b>6. Committee Presentation on Nomination of Officers for 2022 (Sayoc)</b>
<p>Slate:</p> <ul style="list-style-type: none"><li>• President - Vice Mayor Chappie Jones (San José)</li><li>• 1st Vice President - Mayor Margaret Abe-Koga (Mountain View)</li><li>• 2nd Vice President - Mayor Larry Klein (Sunnyvale)</li><li>• Secretary Treasurer - Vice Mayor Neysa Fligor (Los Altos)</li><li>• Legislative Action Committee Chair - Mayor Rich Constantine (Morgan Hill)</li><li>• Past President - Mayor Marico Sayoc (Los Gatos)</li></ul> <p><i>Attachment:</i> <a href="#">Staff Report</a>, <a href="#">Slate Graphic</a></p>
<b>7. Santa Clara County City Managers Association (SCCMA) Update (Prevetti)</b>

<b>8. Executive Director Update</b> (Jordan)
<b>9. Joys and Challenges</b> (Board Members)

**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](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

September 9, 2021 7:00 PM / Virtual Meeting via Zoom

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

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

## 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
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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
Ex-Officio	Laurel Prevetti, Town Manager, Town of Los Gatos
Ex-Officio	Andi Jordan, Executive Director

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

**WELCOME AND ROLL CALL – (Sayoc, 7:00 PM)**

Members present:

Bybee, Moore, Blankley, Fligor, Sayoc, Montañó, Turner (joined 7:10pm), Constantine, Abe-Koga, DuBois, Jones, Watanabe, Zhao, Klein, Prevetti, Jordan

Others in attendance:

- Gary Baum, Legal Counsel
- Audin Leung, Board Clerk
- Steve Preminger, Office of Strategic and Intergovernmental Affairs, County of Santa Clara
- Liz Gibbons, Councilmember, City of Campbell
- Robert Holbrook, Member of the Public
- Kristine Zanardi, Office of Supervisor Joe Simitian, County of Santa Clara District 5
- Darlene Yaplee, Member of the Public
- Raania Mohsen, Office of Vice Mayor Chappie Jones, San José District 1
- Tina Walia, Vice Mayor, City of Saratoga
- Mary-Lynne Bernald, Councilmember, City of Saratoga
- Glenn Hendricks, Vice Mayor, City of Sunnyvale
- Roland Lebrun, Member of the Public
- Hung Wei, Councilmember, City of Cupertino
- Liang Chao, Councilmember, City of Cupertino

**1. Consent Agenda**

Motion by Jones to adopt consent agenda. Seconded by Abe-Koga.

Motion adopted 13-0-0-2.

AYES (13): Bybee, Moore, Blankley, Fligor, Sayoc, Montañó, Constantine, Abe-Koga, DuBois, Jones, Watanabe, Zhao, Klein

NAYES (0)

ABSTENSIONS (0)

ABSENCES (2): Mok, Turner

1a.	Approval of August Board of Directors Meeting Minutes.
1b.	Receive August financial statements.
1c.	Approval of invoice from Environmental Science Associates: \$20,295.00 for a total to date billing of \$154,042.50.
<b>2.</b>	<b>Associated Board of Bay Area Governments (ABAG) Update</b>
	Invited presentation from Fligor and Gibbons. <a href="#">Hon. Glenn Hendricks gave public comment on this item.</a>
<b>3.</b>	<b>Santa Clara Santa Cruz Roundtable</b>
	<p><a href="#">Motion by DuBois to provide SCSC Roundtable with additional details regarding requested budget line items to reconsider Special Assessment; if not approved by November 11, 2021, withdraw as fiscal sponsor by December 31, 2021. Seconded by Watanabe.</a></p> <p><a href="#">Motion lost 7-7-0-1.</a></p> <p><a href="#">AYES (7): Moore, Fligor, DuBois, Jones, Watanabe, Zhao, Klein</a> <a href="#">NAYES (7): Bybee, Blankley, Sayoc, Montaño, Turner, Constantine, Abe-Koga</a> <a href="#">ABSTENSIONS (0)</a> <a href="#">ABSENCES (1): Mok</a></p> <p>--</p> <p><a href="#">Motion by Constantine to withdraw as Fiscal Sponsor and determine process and timeline with and end date of December 31, 2021. Seconded by Blankley.</a></p> <p><a href="#">Motion adopted 8-6-0-1.</a></p> <p><a href="#">AYES (8): Bybee, Blankley, Sayoc, Montaño, Turner, Constantine, Abe-Koga, Zhao</a> <a href="#">NAYES (6): Moore, Fligor, DuBois, Jones, Watanabe, Klein</a> <a href="#">ABSTENSIONS (0)</a> <a href="#">ABSENCES (1): Mok</a></p>



-- <a href="#">Hon. Mary-Lynne Bernald gave public comment on this item.</a>
3a. Report from SCSC Roundtable Special Meeting of September 7, 2021. Will Roundtable reimburse costs incurred on their behalf? (Jones)
3b. Report from Joint Ad Hoc Committee on mitigating issues. (Jones/Klein/Bernald/Hendricks/Watanabe)
3c. Board discussion and consideration of conditions to enter into negotiations with SCSC Roundtable regarding the continuing or ending of fiscal sponsorship.
<b>4. Santa Clara County City Managers Association (SCCCMA) Update (Prevetti)</b>
<b>5. Executive Director Update (Jordan)</b>
<b>6. Joys and Challenges (Board Members)</b>
<b>Public Comment</b>
<a href="#">Hon. Glenn Hendricks gave public comment.</a>

**ADJOURNMENT**

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Respectfully submitted,



Audin Leung

# Management Report

Cities Association of Santa Clara County  
For the period ended September 30, 2021



Prepared by  
**BestBooks4U Bookkeeping & QuickBooks Consulting**

Prepared on  
**October 4, 2021**

For management use only

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NOTE: August payroll ran only once instead of twice. Therefore, an additional payroll appears in September.

	CASCC	PC	Roundtable	TOTAL
NET OPERATING INCOME	96,193.96	-13,135.00	-67,606.25	15,452.71
NET INCOME	\$96,193.96	\$ -13,135.00	\$ -67,606.25	\$15,452.71

# Balance Sheet

As of September 30, 2021

	Total
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
1001 Checking - Union Bank	59,765.67
<b>Total Bank Accounts</b>	<b>59,765.67</b>
<b>Accounts Receivable</b>	
1200 Accounts Receivable	58,693.21
<b>Total Accounts Receivable</b>	<b>58,693.21</b>
<b>Other Current Assets</b>	
1300 LAIF Funds	124,393.36
1310 Venue Prepaid Deposit	1,000.00
1395 Accrued Interest	44.60
<b>Total Other Current Assets</b>	<b>125,437.96</b>
<b>Total Current Assets</b>	<b>243,896.84</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>\$244,173.66</b>
<b>LIABILITIES AND EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2000 Accounts Payable	10,488.00
<b>Total Accounts Payable</b>	<b>10,488.00</b>
<b>Credit Cards</b>	
2200 First National Bank of Omaha	320.73
FNBO_2nd	107.00
<b>Total Credit Cards</b>	<b>427.73</b>
<b>Total Current Liabilities</b>	<b>10,915.73</b>
<b>Total Liabilities</b>	<b>10,915.73</b>
<b>Equity</b>	
1110 Unrestricted Fund Balance	182,837.30
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	15,452.71
<b>Total Equity</b>	<b>233,257.93</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$244,173.66</b>

# Statement of Cash Flows

July - September, 2021

	<b>Total</b>
<b>OPERATING ACTIVITIES</b>	
Net Income	15,452.71
Adjustments to reconcile Net Income to Net Cash provided by operations:	
1200 Accounts Receivable	-58,693.21
2000 Accounts Payable	-5,786.00
2200 First National Bank of Omaha	-10.17
FNBO_2nd	-107.00
<b>Total Adjustments to reconcile Net Income to Net Cash provided by operations:</b>	<b>-64,596.38</b>
<b>Net cash provided by operating activities</b>	<b>-49,143.67</b>
<b>NET CASH INCREASE FOR PERIOD</b>	<b>-49,143.67</b>
Cash at beginning of period	108,909.34
<b>CASH AT END OF PERIOD</b>	<b>\$59,765.67</b>

# Monthly Reports:Monthly Summary VENDOR Expenses

September 2021

	<b>Total</b>
Adobe	33.98
Aiden - Kristen Leung	1,393.50
Andi Jordan	13,631.08
AP Intego	47.81
Bestbooks4U	522.50
Canva	12.95
Environmental Science Associates	8,660.00
Great American Grill	150.17
Gusto	1,271.88
Intuit	105.00
Kramer Workplace Investigations	2,050.00
Law Office of Gary M Baum	1,953.00
Logan & Powell LLP	3,905.00
Microsoft	25.00
Union Bank	3.00
Verizon	30.30
Zoom.us	113.50
<b>TOTAL</b>	<b>\$33,908.67</b>

# Monthly Reports:MONTHLY Transaction Detail by Account

September 2021

Date	Transaction Type	Num	Adj	Name	Class	Memo/Description	Split	Amount	Balance
<b>1001 Checking - Union Bank</b>									
09/02/2021	Expense		No	Gusto			6565 OFFICE PERSONNEL_CONSULTANTS:Payroll Service Fees	-111.00	-111.00
09/02/2021	Expense		No	Great American Grill		andi used wrong cc	6162 GENERAL OFFICE:Hospitality	-150.17	-261.17
09/08/2021	Expense	534	No	Bestbooks4U		FW: Invoice 534 from BestBooks4U Bookkeeping & QuickBooks Consulting	6310 OFFICE PERSONNEL_CONSULTANTS:Legal & Professional Fees:Accounting Services	-522.50	-783.67
09/09/2021	Deposit		No	Mountain View			1499 Undeposited Funds	10,856.89	10,073.22
09/09/2021	Deposit	78758259	No	Andi Jordan		reimbursement of Andi using wrong card for great american grille	6162 GENERAL OFFICE:Hospitality	150.17	10,223.39
09/09/2021	Deposit		No	City of Gilroy			1499 Undeposited Funds	10,856.89	21,080.28
09/10/2021	Deposit		No	Los Gatos Town			1499 Undeposited Funds	8,697.51	29,777.79
09/10/2021	Deposit		No	Los Altos Hills			1499 Undeposited Funds	6,523.13	36,300.92
09/15/2021	Bill Payment (Check)		No	Law Office of Gary M Baum			2000 Accounts Payable	-3,433.50	32,867.42
09/15/2021	Bill Payment (Check)		No	Environmental Science Associates		Project: D181353.00	2000 Accounts Payable	-20,295.00	12,572.42
09/15/2021	Bill Payment (Check)		No	Law Office of Gary M Baum			2000 Accounts Payable	-1,953.00	10,619.42
09/15/2021	Bill Payment (Check)		No	Kramer Workplace Investigations			2000 Accounts Payable	-2,050.00	8,569.42
09/15/2021	Bill Payment (Check)		No	Logan & Powell LLP			2000 Accounts Payable	-3,905.00	4,664.42
09/15/2021	Bill Payment (Check)		No	Kramer Workplace Investigations			2000 Accounts Payable	-3,775.00	889.42
09/15/2021	Journal Entry	PR 09-15 period 09-10	No			Debit net pay	-Split-	-3,627.57	-2,738.15
09/15/2021	Journal Entry	PR 09-15 period 09-10	No			Debit tax	-Split-	-2,016.24	-4,754.39
09/15/2021	Journal Entry	PR 09-15 period 08-26	No			Debit tax	-Split-	-1,984.29	-6,738.68
09/15/2021	Journal Entry	PR 09-15 period 08-26	No			Debit net pay	-Split-	-3,554.04	-10,292.72
09/20/2021	Expense		No	AP Intego			6568 OFFICE PERSONNEL_CONSULTANTS:Workers Compensation	-47.81	-10,340.53
09/22/2021	Credit Card Payment		No				FNBO_2nd	-107.00	-10,447.53
09/22/2021	Credit Card Payment		No				2200 First National Bank of Omaha	-320.73	-10,768.26
09/23/2021	Bill Payment (Check)		No	Baird + Driskell Community Planning			2000 Accounts Payable	-13,135.00	-23,903.26
09/30/2021	Journal Entry	PR 09-30 period 09-25	No			debit net pay	-Split-	-176.37	-24,079.63
09/30/2021	Journal Entry	PR 09-30 period 09-25	No			Debit net pay	-Split-	-3,054.59	-27,134.22
09/30/2021	Journal Entry	PR 09-30 period 09-25	No			Debit tax	-Split-	-1,922.53	-29,056.75
09/30/2021	Expense		No	Union Bank			6120 GENERAL OFFICE:Bank Service Charges	-3.00	-29,059.75
<b>Total for 1001 Checking - Union Bank</b>								<b>\$ -29,059.75</b>	

<b>1200 Accounts Receivable</b>									
09/08/2021	Payment	check 198686	No	City of Gilroy			1499 Undeposited Funds	-10,856.89	-10,856.89



Date	Transaction Type	Num	Adj	Name	Class	Memo/Description	Split	Amount	Balance
09/08/2021	Payment	check 00224373	No	Mountain View			1499 Undeposited Funds	-10,856.89	-21,713.78
09/08/2021	Payment	check 19159	No	Los Altos Hills			1499 Undeposited Funds	-6,523.13	-28,236.91
09/08/2021	Payment	check 145305	No	Los Gatos Town			1499 Undeposited Funds	-8,697.51	-36,934.42
<b>Total for 1200 Accounts Receivable</b>								<b>\$ -36,934.42</b>	
<b>1499 Undeposited Funds</b>									
09/08/2021	Payment	check 00224373	No	Mountain View		received 9/8/2021, check 00224373	1200 Accounts Receivable	10,856.89	10,856.89
09/08/2021	Payment	check 145305	No	Los Gatos Town		received 9/8/2021, check number 145305	1200 Accounts Receivable	8,697.51	19,554.40
09/08/2021	Payment	check 198686	No	City of Gilroy		received 9/8/2021, check number 198686	1200 Accounts Receivable	10,856.89	30,411.29
09/08/2021	Payment	check 19159	No	Los Altos Hills		received 9/8/2021, check # 19159	1200 Accounts Receivable	6,523.13	36,934.42
09/09/2021	Deposit		No	City of Gilroy		received 9/8/2021, check number 198686	1001 Checking - Union Bank	-10,856.89	26,077.53
09/09/2021	Deposit		No	Mountain View		received 9/8/2021, check 00224373	1001 Checking - Union Bank	-10,856.89	15,220.64
09/10/2021	Deposit		No	Los Gatos Town		received 9/8/2021, check number 145305	1001 Checking - Union Bank	-8,697.51	6,523.13
09/10/2021	Deposit		No	Los Altos Hills		received 9/8/2021, check # 19159	1001 Checking - Union Bank	-6,523.13	0.00
<b>Total for 1499 Undeposited Funds</b>								<b>\$0.00</b>	
<b>2000 Accounts Payable</b>									
09/02/2021	Bill	579	No	Kramer Workplace Investigations		FW: Kramer Workplace Investigations Invoice	6350 OFFICE PERSONNEL_CONSULTANTS:Legal & Professional Fees:Roundtable consultant and technical services	2,050.00	2,050.00
09/02/2021	Bill	001535	No	Law Office of Gary M Baum		invoice - bill - Gary Baum Law	6350 OFFICE PERSONNEL_CONSULTANTS:Legal & Professional Fees:Roundtable consultant and technical services	1,953.00	4,003.00
09/13/2021	Bill		No	Logan & Powell LLP		Fw: outstanding invoices	6320 OFFICE PERSONNEL_CONSULTANTS:Legal & Professional Fees:Attorney Services	3,905.00	7,908.00
09/15/2021	Bill Payment (Check)		No	Kramer Workplace Investigations			1001 Checking - Union Bank	-3,775.00	4,133.00
09/15/2021	Bill Payment (Check)		No	Law Office of Gary M Baum			1001 Checking - Union Bank	-3,433.50	699.50
09/15/2021	Bill Payment (Check)		No	Environmental Science Associates			1001 Checking - Union Bank	-20,295.00	-19,595.50
09/15/2021	Bill Payment (Check)		No	Law Office of Gary M Baum			1001 Checking - Union Bank	-1,953.00	-21,548.50
09/15/2021	Bill Payment (Check)		No	Kramer Workplace Investigations			1001 Checking - Union Bank	-2,050.00	-23,598.50
09/15/2021	Bill Payment (Check)		No	Logan & Powell LLP			1001 Checking - Union Bank	-3,905.00	-27,503.50
09/15/2021	Bill	167281	No	Environmental Science Associates		FW: Invoice for Project SCSC Roundtable Facilitation-FY 2020-20	6350 OFFICE PERSONNEL_CONSULTANTS:Legal & Professional Fees:Roundtable consultant and technical services	8,660.00	-18,843.50
09/23/2021	Bill Payment (Check)		No	Baird + Driskell Community Planning			1001 Checking - Union Bank	-13,135.00	-31,978.50
<b>Total for 2000 Accounts Payable</b>								<b>\$ -31,978.50</b>	
<b>2200 First National Bank of Omaha</b>									

Date	Transaction Type	Num	Adj	Name	Class	Memo/Description	Split	Amount	Balance
09/03/2021	Expense		No	Adobe			6620 GENERAL OFFICE:Software Licenses	33.98	33.98
09/13/2021	Expense		No	Verizon			6880 Office:Telephone	30.30	64.28
09/13/2021	Expense		No	Zoom.us			6620 GENERAL OFFICE:Software Licenses	113.50	177.78
09/17/2021	Expense		No	Intuit			6620 GENERAL OFFICE:Software Licenses	25.00	202.78
09/20/2021	Expense		No	Microsoft			6620 GENERAL OFFICE:Software Licenses	25.00	227.78
09/20/2021	Expense		No	Intuit			6620 GENERAL OFFICE:Software Licenses	80.00	307.78
09/20/2021	Expense		No	Canva			6620 GENERAL OFFICE:Software Licenses	12.95	320.73
09/22/2021	Credit Card Payment		No				1001 Checking - Union Bank	-320.73	0.00
<b>Total for 2200 First National Bank of Omaha</b>								<b>\$0.00</b>	
<b>FNBO_2nd</b>									
09/22/2021	Credit Card Payment		No				1001 Checking - Union Bank	-107.00	-107.00
<b>Total for FNBO_2nd</b>								<b>\$ -107.00</b>	
<b>6000 GENERAL OFFICE</b>									
<b>6120 Bank Service Charges</b>									
09/30/2021	Expense		No	Union Bank	CASCC	image fee	1001 Checking - Union Bank	3.00	3.00
<b>Total for 6120 Bank Service Charges</b>								<b>\$3.00</b>	
<b>6162 Hospitality</b>									
09/02/2021	Expense		No	Great American Grill	CASCC	andi used wrong cc	1001 Checking - Union Bank	150.17	150.17
09/09/2021	Deposit	78758259	No	Andi Jordan	CASCC	reimbursement of Andi using wrong card for great american grille	1001 Checking - Union Bank	-150.17	0.00
<b>Total for 6162 Hospitality</b>								<b>\$0.00</b>	
<b>6620 Software Licenses</b>									
09/03/2021	Expense		No	Adobe	CASCC	ADOBE ACROPRO SUBS - 8004438158, CA	2200 First National Bank of Omaha	33.98	33.98
09/13/2021	Expense		No	Zoom.us	CASCC	ZOOM.US 888-799-9666 - SAN JOSE, CA	2200 First National Bank of Omaha	113.50	147.48
09/17/2021	Expense		No	Intuit	CASCC	INTUIT *QuickBooks Onl - CL.INTUIT.COM, CA	2200 First National Bank of Omaha	25.00	172.48
09/20/2021	Expense		No	Canva	CASCC	CANVA* I03181-31969045 - CAMDEN, DE	2200 First National Bank of Omaha	12.95	185.43
09/20/2021	Expense		No	Microsoft	CASCC	MSFT * E0100FUR02 - MSBILL.INFO, WA	2200 First National Bank of Omaha	25.00	210.43
09/20/2021	Expense		No	Intuit	CASCC	INTUIT *QuickBooks Onl - CL.INTUIT.COM, CA	2200 First National Bank of Omaha	80.00	290.43
<b>Total for 6620 Software Licenses</b>								<b>\$290.43</b>	
<b>Total for 6000 GENERAL OFFICE</b>								<b>\$293.43</b>	

Date	Transaction Type	Num	Adj	Name	Class	Memo/Description	Split	Amount	Balance
<b>Office</b>									
<b>6880 Telephone</b>									
09/13/2021	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>6300 Legal &amp; Professional Fees</b>									
<b>6310 Accounting Services</b>									
09/08/2021	Expense	534	No	Bestbooks4U	CASCC	bestbooks4	1001 Checking - Union Bank	522.50	522.50
<b>Total for 6310 Accounting Services</b>								<b>\$522.50</b>	
<b>6320 Attorney Services</b>									
09/13/2021	Bill		No	Logan & Powell LLP	Roundtable	Logan & Powell Llp	2000 Accounts Payable	3,905.00	3,905.00
<b>Total for 6320 Attorney Services</b>								<b>\$3,905.00</b>	
<b>6350 Roundtable consultant and technical services</b>									
09/02/2021	Bill	579	No	Kramer Workplace Investigations	CASCC	Kramer Workplace Investigations	2000 Accounts Payable	2,050.00	2,050.00
09/02/2021	Bill	001535	No	Law Office of Gary M Baum	CASCC	Law Offices of Gary	2000 Accounts Payable	1,953.00	4,003.00
09/15/2021	Bill	167281	No	Environmental Science Associates	Roundtable	Environmental Science Associates	2000 Accounts Payable	8,660.00	12,663.00
<b>Total for 6350 Roundtable consultant and technical services</b>								<b>\$12,663.00</b>	
<b>Total for 6300 Legal &amp; Professional Fees</b>								<b>\$17,090.50</b>	
<b>6565 Payroll Service Fees</b>									
09/02/2021	Expense		No	Gusto	CASCC	GUSTO FEE 087812 CCD 6sem GUSTO FEE 087812 CCD 6semjqa8psc	1001 Checking - Union Bank	111.00	111.00
<b>Total for 6565 Payroll Service Fees</b>								<b>\$111.00</b>	
<b>6568 Workers Compensation</b>									
09/20/2021	Expense		No	AP Intego	CASCC	APIntego ACHTRANS CCD 834 APIntego ACHTRANS CCD 83496569	1001 Checking - Union Bank	47.81	47.81
<b>Total for 6568 Workers Compensation</b>								<b>\$47.81</b>	
<b>6575 Payroll Wages/Salary</b>									
09/15/2021	Journal Entry	PR 09-15 period 09-10	No		CASCC	regular wages	-Split-	648.99	648.99
09/15/2021	Journal Entry	PR 09-15 period 09-10	No		CASCC	Regular Wages	-Split-	4,593.75	5,242.74
09/15/2021	Journal Entry	PR 09-15 period 08-26	No		CASCC	Regular Wages	-Split-	4,593.75	9,836.49
09/15/2021	Journal Entry	PR 09-15 period 08-26	No		CASCC	regular wages	-Split-	551.01	10,387.50
09/30/2021	Journal Entry	PR 09-30 period 09-25	No		CASCC	regular wages	-Split-	193.50	10,581.00

Date	Transaction Type	Num	Adj	Name	Class	Memo/Description	Split	Amount	Balance
09/30/2021	Journal Entry	PR 09-30 period 09-25	No		CASCC	Regular Wages	-Split-	4,593.75	15,174.75
<b>Total for 6575 Payroll Wages/Salary</b>								<b>\$15,174.75</b>	
<b>6580 Payroll Taxes</b>									
09/15/2021	Journal Entry	PR 09-15 period 09-10	No		CASCC	Employer Taxes	-Split-	401.07	401.07
09/15/2021	Journal Entry	PR 09-15 period 08-26	No		CASCC	Employer Taxes	-Split-	393.57	794.64
09/30/2021	Journal Entry	PR 09-30 period 09-25	No		CASCC	Employer Taxes	-Split-	366.24	1,160.88
<b>Total for 6580 Payroll Taxes</b>								<b>\$1,160.88</b>	
<b>Total for OFFICE PERSONNEL_CONSULTANTS</b>								<b>\$33,584.94</b>	
<b>Not Specified</b>									
09/30/2021	Journal Entry	PR 09-30 period 09-25	No			debit net pay	-Split-	0.00	0.00
<b>Total for Not Specified</b>								<b>\$0.00</b>	

# Profit and Loss by Class % Change

July - September, 2021

	CASCC			PC			Roundtable			TOTAL		
	Jul - Sep, 2021	Jul - Sep, 2020 (PY)	% Change	Jul - Sep, 2021	Jul - Sep, 2020 (PY)	% Change	Jul - Sep, 2021	Jul - Sep, 2020 (PY)	% Change	Jul - Sep, 2021	Jul - Sep, 2020 (PY)	% Change
<b>INCOME</b>												
4000 INCOME										0.00	0.00	0.00%
4010 Membership Dues	149,957.07	149,957.07	0.00 %							149,957.07	149,957.07	0.00 %
4020 Roundtable Income								187,597.78	-100.00 %	0.00	187,597.78	-100.00 %
4060 LAIF INCOME		450.07	-100.00 %							0.00	450.07	-100.00 %
<b>Total 4000 INCOME</b>	<b>149,957.07</b>	<b>150,407.14</b>	<b>-0.30 %</b>					<b>187,597.78</b>	<b>-100.00 %</b>	<b>149,957.07</b>	<b>338,004.92</b>	<b>-55.63 %</b>
<b>Total Income</b>	<b>149,957.07</b>	<b>150,407.14</b>	<b>-0.30 %</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>	<b>187,597.78</b>	<b>-100.00 %</b>	<b>149,957.07</b>	<b>338,004.92</b>	<b>-55.63 %</b>
<b>GROSS PROFIT</b>	<b>149,957.07</b>	<b>150,407.14</b>	<b>-0.30 %</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>	<b>187,597.78</b>	<b>-100.00 %</b>	<b>149,957.07</b>	<b>338,004.92</b>	<b>-55.63 %</b>
<b>EXPENSES</b>												
6000 GENERAL OFFICE										0.00	0.00	0.00%
6120 Bank Service Charges	9.00	9.00	0.00 %							9.00	9.00	0.00 %
6162 Hospitality	150.17									150.17	0.00	0.00%
6180 Insurance	150.17	450.51	-66.67 %							150.17	450.51	-66.67 %
6220 Dues and Subscriptions		400.00	-100.00 %							0.00	400.00	-100.00 %
6550 Supplies and Equipment		1,422.99	-100.00 %							0.00	1,422.99	-100.00 %
6610 Postage and Delivery	1.05	61.75	-98.30 %							1.05	61.75	-98.30 %
6615 Office/General Administrative Expenses	214.00									214.00	0.00	0.00%
6620 Software Licenses	911.28	532.44	71.15 %							911.28	532.44	71.15 %
<b>Total 6000 GENERAL OFFICE</b>	<b>1,435.67</b>	<b>2,876.69</b>	<b>-50.09 %</b>							<b>1,435.67</b>	<b>2,876.69</b>	<b>-50.09 %</b>
6700 Reimbursable Expense		437.50	-100.00 %							0.00	437.50	-100.00 %
Office										0.00	0.00	0.00%
6880 Telephone	90.90									90.90	0.00	0.00%
<b>Total Office</b>	<b>90.90</b>									<b>90.90</b>	<b>0.00</b>	<b>0.00%</b>
OFFICE PERSONNEL_CONSULTANTS										0.00	0.00	0.00%
6153 Contractors					24,975.00	-100.00 %				0.00	24,975.00	-100.00 %
6300 Legal & Professional Fees										0.00	0.00	0.00%
6310 Accounting Services	1,265.00	6,981.25	-81.88 %							1,265.00	6,981.25	-81.88 %
6320 Attorney Services	4,095.00	6,202.00	-33.97 %				13,392.50	950.00	1,309.74 %	17,487.50	7,152.00	144.51 %
6350 Roundtable consultant and technical services	13,632.50			13,135.00			54,213.75	16,503.75	228.49 %	80,981.25	16,503.75	390.68 %
<b>Total 6300 Legal &amp; Professional Fees</b>	<b>18,992.50</b>	<b>13,183.25</b>	<b>44.07 %</b>	<b>13,135.00</b>			<b>67,606.25</b>	<b>17,453.75</b>	<b>287.35 %</b>	<b>99,733.75</b>	<b>30,637.00</b>	<b>225.53 %</b>
6565 Payroll Service Fees	285.00	165.00	72.73 %							285.00	165.00	72.73 %
6568 Workers Compensation	159.45	150.12	6.22 %							159.45	150.12	6.22 %
6575 Payroll Wages/Salary	30,468.72	26,250.00	16.07 %							30,468.72	26,250.00	16.07 %
6580 Payroll Taxes	2,330.87	2,008.13	16.07 %							2,330.87	2,008.13	16.07 %
<b>Total OFFICE PERSONNEL_CONSULTANTS</b>	<b>52,236.54</b>	<b>41,756.50</b>	<b>25.10 %</b>	<b>13,135.00</b>	<b>24,975.00</b>	<b>-47.41 %</b>	<b>67,606.25</b>	<b>17,453.75</b>	<b>287.35 %</b>	<b>132,977.79</b>	<b>84,185.25</b>	<b>57.96 %</b>
<b>Total Expenses</b>	<b>53,763.11</b>	<b>45,070.69</b>	<b>19.29 %</b>	<b>13,135.00</b>	<b>24,975.00</b>	<b>-47.41 %</b>	<b>67,606.25</b>	<b>17,453.75</b>	<b>287.35 %</b>	<b>134,504.36</b>	<b>87,499.44</b>	<b>53.72 %</b>
<b>NET OPERATING INCOME</b>	<b>96,193.96</b>	<b>105,336.45</b>	<b>-8.68 %</b>	<b>-13,135.00</b>	<b>-24,975.00</b>	<b>47.41 %</b>	<b>-67,606.25</b>	<b>170,144.03</b>	<b>-139.73 %</b>	<b>15,452.71</b>	<b>250,505.48</b>	<b>-93.83 %</b>
<b>NET INCOME</b>	<b>\$96,193.96</b>	<b>\$105,336.45</b>	<b>-8.68 %</b>	<b>\$-13,135.00</b>	<b>\$-24,975.00</b>	<b>47.41 %</b>	<b>\$-67,606.25</b>	<b>\$170,144.03</b>	<b>-139.73 %</b>	<b>\$15,452.71</b>	<b>\$250,505.48</b>	<b>-93.83 %</b>

9/27/21

✓ MarykymcBernald



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

September 15, 2021  
Invoice No: 167281  
Project Manager: Evan Wasserman

Project D201801353.02 SCSC Roundtable Facilitation-FY 2020-2021  
Professional Services from August 1, 2021 to August 31, 2021

Task	0000001	Prepare for, facilitate, and Follow-up 12 Meetings			
<b>Professional Personnel</b>					
			<b>Hours</b>	<b>Rate</b>	<b>Amount</b>
Senior Associate I					
Wasserman, Evan			18.50	150.00	2,775.00
Totals			18.50		2,775.00
<b>Total Labor</b>					<b>2,775.00</b>
<b>Billing Limits</b>					
			<b>Current</b>	<b>Prior</b>	<b>To-Date</b>
Total Billings			2,775.00	84,350.00	87,125.00
Limit					90,000.00
Remaining					2,875.00
<b>TOTAL THIS TASK:</b>					<b>\$2,775.00</b>

Task	0000002	Roundtable Meeting Planning			
<b>Billing Limits</b>					
			<b>Current</b>	<b>Prior</b>	<b>To-Date</b>
Total Billings			0.00	5,930.00	5,930.00
Limit					6,000.00
Remaining					70.00
<b>TOTAL THIS TASK:</b>					<b>0.00</b>

Task	0000003	Support Work Plan Assignments			
<b>Billing Limits</b>					
			<b>Current</b>	<b>Prior</b>	<b>To-Date</b>
Total Billings			0.00	44,976.25	44,976.25
Limit					45,000.00
Remaining					23.75
<b>TOTAL THIS TASK:</b>					<b>0.00</b>

Task	0000004	Respond to Inquiries			
<b>Professional Personnel</b>					
			<b>Hours</b>	<b>Rate</b>	<b>Amount</b>
Senior Director III					
Aiverson, Steven			2.00	300.00	600.00
Director III					
Cook, Justin			1.00	240.00	240.00
Managing Associate III					
Jones, Christian			6.50	205.00	1,332.50

PAYMENT DUE UPON RECEIPT

Project	D201801353.02	SCSC Roundtable Facilitation-FY 2020-20	Invoice	167281
Senior Associate I				
	Wasserman, Evan	5.00	150.00	750.00
	Totals	14.50		2,922.50
	<b>Total Labor</b>			<b>2,922.50</b>
<b>Billing Limits</b>				
		<b>Current</b>	<b>Prior</b>	<b>To-Date</b>
	Total Billings	2,922.50	8,018.75	10,941.25
	Limit			13,000.00
	Remaining			2,058.75
		<b>TOTAL THIS TASK:</b>		<b>\$2,922.50</b>
-----				
Task	0000005	Prepare/Post Website Content		
<b>Professional Personnel</b>				
		<b>Hours</b>	<b>Rate</b>	<b>Amount</b>
Senior Associate I				
	Wasserman, Evan	4.00	150.00	600.00
Associate I				
	Weiman, Phoebe	22.50	105.00	2,362.50
	Totals	26.50		2,962.50
	<b>Total Labor</b>			<b>2,962.50</b>
<b>Billing Limits</b>				
		<b>Current</b>	<b>Prior</b>	<b>To-Date</b>
	Total Billings	2,962.50	8,467.50	11,430.00
	Limit			18,000.00
	Remaining			6,570.00
		<b>TOTAL THIS TASK:</b>		<b>\$2,962.50</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>
		<b>TOTAL INVOICE AMOUNT:</b>		<b>\$8,660.00</b>

**Outstanding Invoices**

Number	Date	Balance
166608	8/19/2021	20,295.00
<b>Total</b>		<b>20,295.00</b>

	Current	Prior	Total
<b>Billings to Date</b>	<b>8,660.00</b>	<b>154,042.50</b>	<b>162,702.50</b>

Remit to:

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

TIN #: 94-1698350

PAYMENT DUE UPON RECEIPT

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Project	D201801353.02	SCSC Roundtable Facilitation-FY 2020-20	Invoice	167281
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### Billing Backup

Wednesday, September 15, 2021

Environmental Science Associates

Invoice 167281 Dated 9/15/2021

11:54:31 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 Associate I					
11165	Wasserman, Evan	8/2/2021	2.00	150.00	300.00
	2 hrs for meeting recap review and communications				
11165	Wasserman, Evan	8/3/2021	2.00	150.00	300.00
	2 hrs for the meeting recap review and communications abotu NES letter edits				
11165	Wasserman, Evan	8/4/2021	2.00	150.00	300.00
	2 hrs for review of meeting recap and communications regarding FAA Advisory Circular comment submittal				
11165	Wasserman, Evan	8/5/2021	2.00	150.00	300.00
	2 hrs for communications and review of comments for FAA Advisory Circular submittal				
11165	Wasserman, Evan	8/6/2021	2.00	150.00	300.00
	2 hrs for the communications regarding review of comments for FAA Advisory Circular submittal, and discussion with MLB of Ad Hoc Committee/SCSC Roundtable/Cities Association framework				
11165	Wasserman, Evan	8/19/2021	1.00	150.00	150.00
	1 hr for discussion of possible special meeting				
11165	Wasserman, Evan	8/24/2021	1.00	150.00	150.00
	1 hr for developing agenda for special meeting and other materials and general coordination				
11165	Wasserman, Evan	8/25/2021	2.00	150.00	300.00
	2 hrs for special meeting materials and coordination				
11165	Wasserman, Evan	8/26/2021	1.00	150.00	150.00
	1 hr for special meeting materials and coordination				
11165	Wasserman, Evan	8/30/2021	2.00	150.00	300.00
	2 hrs for communications and special meeting agenda development				
11165	Wasserman, Evan	8/31/2021	1.50	150.00	225.00
	1.5 hr for communications and special meeting agenda development				
	Totals		18.50		2,775.00
	<b>Total Labor</b>				<b>2,775.00</b>
				<b>TOTAL THIS TASK:</b>	<b>\$2,775.00</b>

Task	0000004	Respond to Inquiries
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**Professional Personnel**

			Hours	Rate	Amount
Senior Director III					
358	Alverson, Steven	8/17/2021	.50	300.00	150.00
	Participated in an MS Teams meeting with Chris Jones to review edits to the SCSC Roundtable's Draft NES letter to congressional representatives.				
358	Alverson, Steven	8/19/2021	1.25	300.00	375.00
	Participated in a Zoom meeting with ESA staff, Mary-Lynne Bernald, and Kirsten Powell to discuss a Special SCSC Roundtable meeting and to prepare a meeting agenda.				

PAYMENT DUE UPON RECEIPT

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Project	D201801353.02	SCSC Roundtable Facilitation-FY 2020-20	Invoice	167281	
358	Alverson, Steven	8/31/2021	.25	300.00	75.00
	Participated in an MS Teams meeting with Chris Jones to discuss the final edits to the NES letter to congressional representatives.				
	Director III				
11573	Cook, Justin	8/19/2021	1.00	240.00	240.00
	Meeting Preparation Call				
	Managing Associate III				
10452	Jones, Christian	8/5/2021	2.50	205.00	512.50
	AC Comments				
10452	Jones, Christian	8/6/2021	2.00	205.00	410.00
	AC Comments and coordination				
10452	Jones, Christian	8/17/2021	.75	205.00	153.75
	NES letter call				
10452	Jones, Christian	8/19/2021	1.25	205.00	256.25
	Planning meeting and follow up				
	Senior Associate I				
11165	Wasserman, Evan	8/18/2021	1.00	150.00	150.00
	1 hr for NES Letter review				
11165	Wasserman, Evan	8/19/2021	1.00	150.00	150.00
	1 hr for communications regarding special meeting agenda				
11165	Wasserman, Evan	8/20/2021	2.00	150.00	300.00
	2 hrs for special meeting agenda, budget planning, and planning for future meeting				
11165	Wasserman, Evan	8/24/2021	1.00	150.00	150.00
	1 hr for material coordination regarding NES Letter edits				
	Totals		14.50		2,922.50
	<b>Total Labor</b>				<b>2,922.50</b>
			<b>TOTAL THIS TASK:</b>		<b>\$2,922.50</b>

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Task	0000005	Prepare/Post Website Content	Hours	Rate	Amount
<b>Professional Personnel</b>					
	Senior Associate I				
11165	Wasserman, Evan	8/18/2021	2.00	150.00	300.00
	2 hrs for review of recap for NES Letter recommendations and Doodle Poll coordination				
11165	Wasserman, Evan	8/19/2021	1.00	150.00	150.00
	1 hr for review of recap for NES Letter recommendations and Doodle Poll coordination				
11165	Wasserman, Evan	8/24/2021	1.00	150.00	150.00
	1 hr for communications and review about posting info on website				
	Associate I				
11307	Weiman, Phoebe	8/2/2021	4.00	105.00	420.00
	Meeting minutes review and emails				
11307	Weiman, Phoebe	8/3/2021	2.00	105.00	210.00
	SCSC roundtable tasks.				
11307	Weiman, Phoebe	8/5/2021	4.00	105.00	420.00
	Meeting minutes and NES Letter				
11307	Weiman, Phoebe	8/6/2021	2.00	105.00	210.00
	NES Letter				
11307	Weiman, Phoebe	8/17/2021	1.00	105.00	105.00
	Special meeting planning				
11307	Weiman, Phoebe	8/18/2021	1.00	105.00	105.00
	Special Meeting planning				

PAYMENT DUE UPON RECEIPT

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Project	D201801353.02	SCSC Roundtable Facilitation-FY 2020-20	Invoice	167281	
11307	Weiman, Phoebe	8/23/2021	.50	105.00	52.50
	Roundtable meeting emails				
11307	Weiman, Phoebe	8/27/2021	2.00	105.00	210.00
	emails and correspondence packet				
11307	Weiman, Phoebe	8/30/2021	4.00	105.00	420.00
	Agenda packet				
11307	Weiman, Phoebe	8/31/2021	2.00	105.00	210.00
	Agenda packet, emails, and website postings				
	Totals		26.50		2,962.50
	<b>Total Labor</b>				<b>2,962.50</b>
				<b>TOTAL THIS TASK:</b>	<b>\$2,962.50</b>
				<b>Total this Project</b>	<b>\$8,660.00</b>
				<b>Total this Report</b>	<b>\$8,660.00</b>

PAYMENT DUE UPON RECEIPT

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**Cities Association of Santa Clara County  
Executive Board of Directors  
October 8, 2021**

**TO:** Executive Board of Directors  
Cities Association of Santa Clara County

**FROM:** Andi Jordan, Executive Director  
Gary M. Baum, General Counsel  
Cities Association of Santa Clara County

**SUBJECT:** Procedure for Zoom Meetings for Cities Association after Governor's Order Expires on September 30, 2021

**RECOMMENDATIONS:**

Direct the Executive Director and General Counsel to:

1. Continue holding future Board of Directors Meetings utilizing Zoom following the procedure in recently passed AB 361 starting at the November 2021 meeting.

**EXECUTIVE SUMMARY:**

As the Board is aware, the Cities Association Board of Directors and most if not 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-08-21<sup>1</sup> lifting the waiver of the Brown Act effective September 30, 2021.

The Executive Board has previously expressed an interest in continuing to meet via Zoom or telephonically after the pandemic. The Executive Board considered this issue at their August 6, 2021 meeting and voted to table the conversation to wait for additional orders of the Governor or action by the State Legislature. The Legislature passed AB 361 on September 10, 2021. The bill has been signed by the Governor and as it was an urgency measure it went into effect immediately. The Governor issued another Executive Order

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<sup>1</sup> See pages 9 – 10, Section 42

and suspended AB 361 through September 30, 2021; thus it is now in effect. AB 361 provides CASC with a potential new approach for Board consideration starting on the November, 2021 meeting. AB 361 removed many of the more difficult provisions from 54953 governing telephonic meetings, while adding additional requirements for local governmental entities to comply with. The Board of Directors will need to determine whether it wants to continue to meet over Zoom or if it would want to change its meetings to in person meetings.

**LEGAL ANALYSIS:**

AB361 modified Government Code Section 54953 by adding provisions that allow local governmental entities to not comply with certain provisions of the telephonic meeting requirements if there was a declared emergency or an order or recommendation for social distancing.

Specifically, AB 361 **removes** the following requirements:

- The requirement to post an agenda at a private home, business, hotel or wherever the Director is located has been lifted.
- The requirement that individual Director's home, work or current location address be listed on the agenda has been removed.
- The requirement that the location of the Director be ADA accessible has been removed. Of course, there are existing laws that require a public building to be ADA accessible.
- A majority of a quorum is no longer required to be within our jurisdiction, which would be Santa Clara County.

AB 361 **added** the following requirements:

- The meeting must allow a call-in option **or** an internet-based option for public participation. My interpretation is that it is not necessary to have both options available.
- Should either the call-in option or internet-based option stop working, the Board can take no further action until the access to the public is restored.
- Starting 30 days after the first meeting held under this new approach the Board must pass findings every 30 days, or at a subsequent meeting that an emergency continues to exist or there are requirement or recommendations for social distancing.

- Staff must list the access and method for public participation on the agenda.

Two of the former requirements from 54953 continue:

- All votes taken must be roll call votes. (54953(b)(2))
- The agenda must also be posted at the usual location. (54953(b)(3))

**BUDGET IMPACT:**

There will be a small amount of additional work and possible minor costs required by staff to continue to utilize Zoom, allow for public access and comment and attempt to maintain its reliability during public meetings.



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

### *Members:*

Vice Mayor Chappie Jones, City of San Jose, *Chair*  
Council Member Margaret Abe-Koga, City of Mountain View  
Mayor Rich Constantine, City of Morgan Hill  
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.

For jurisdictions interested in participating in the Doorway Portal Collaborative, funding may be potentially available through the Bay Area Housing Finance Authority (BAHFA), which was established via AB 1487 (2019, Chiu) and aims to offer a powerful new set of financing and policy tools to promote housing affordability and address the region's housing crisis. The Doorway Portal Collaborative seems to align with BAHFA's goal "to develop a comprehensive regional strategy for helping local governments tackle the housing crisis on a larger scale by transcending city and county boundaries." More information on this potential funding mechanism will be provided as it becomes available.

- 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 Portal 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 Portal 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 year 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 County 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 (VR) 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.

VR 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 José 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.

Jurisdictions	Campbell Police Department	Gilroy PD	Los Altos Police Department	Los Gatos/Monte Sereno PD**	Milpitas	Morgan Hill	Mountain View
Public Safety Reform Efforts	<p>Implemented:</p> <ul style="list-style-type: none"> <li>Ban chokeholds and other forms of neck restraint.</li> <li>Require de-escalation (taking no action or passively monitoring the situation may be the most reasonable response).</li> <li>Require warning before shooting.</li> <li>Exhaust all alternatives before shooting.</li> <li>Duty to intervene: any officer observing another to be using unnecessary force must intervene.</li> <li>Ban shooting at moving vehicles.</li> <li>Require use of force continuum: Campbell Police officers adhere to US Supreme Court's Graham v. Connor reasonable standard to apply force.</li> <li>Require comprehensive reporting.</li> <li>Training: all officers attend a 40- hour crisis intervention training course based on de-escalation and dealing with mental health crises. Officers participate in principle policing, procedural justice, neutrality, and addressing implicit biases.</li> <li>Body-worn and in-car cameras: all officers equipped with body-worn cameras and police vehicles equipped with similar recording systems. Officers are expected to record pedestrian contacts, interviews, and other events when a recording could have value as evidence, to limit liability, to resolve citizen complaints, or as training tool.</li> </ul>	<ul style="list-style-type: none"> <li>Department has suspended the use of the Carotid hold.</li> <li>Gilroy PD has seven members of the department scheduled for "train the trainer" principled policing. To be included in house training during FY22.</li> <li>Banned the carotid hold.</li> <li>Utilizes majority of #SCANTWAIT policies</li> <li>Requires duty to intercede</li> <li>Requires comprehensive reporting (Duty to Report Excessive Force)</li> <li>Requires de-escalation</li> <li>Uses body worn cameras</li> <li>Requires reasonable efforts to warn before shooting and to exhaust all alternatives</li> <li>Requires officers to use the minimum amount of force that reasonably appears necessary given the known facts and totality of the circumstances at the time of the incident</li> <li>Training: Officers attend a 40-hour POST Crisis Intervention Training course with a de-escalation component. Officers participate in Principled Policing Curriculum that combines Implicit Bias Training and Procedural Justice. Officers also attend POST-approved training in LGBTQ+ awareness.</li> </ul>	<ul style="list-style-type: none"> <li>Officers are issued body-worn cameras.</li> <li>"Recognize the use-of-force policies and utilize them in policing".</li> </ul>	<p>Updated Department policies related to use of force incorporating the majority of the "#SCANTWAIT" recommendations.</p> <ol style="list-style-type: none"> <li>Incorporated the concept of "tactical conduit" as related to the use of force scenarios, in which the officers' actions leading up to a use of force are evaluated as a part of the use of force review.</li> <li>Policy changes require the creation of time, space and separation in potential use of force situations to facilitate de-escalation tactics.</li> <li>Banning the use of chokeholds in the use of force policy.</li> <li>Require the use of a verbal warning to proceed the use of deadly force and less lethal force where feasible.</li> <li>Review and evaluate the tactical deployment of less lethal use of force options.</li> <li>Prohibit the use of kinetic impact projectiles as measure of crowd control tactics.</li> <li>Limit the use of kinetic projectile as a use of force option only to affect an arrest for criminal behavior or to stop an imminent threat to public safety.</li> </ol> <ul style="list-style-type: none"> <li>Reinforced training on the duty to intervene in other officers' use of excessive force.</li> <li>Conducted additional training through Defensive Tactics Cadre and Advanced Officer Training (AOT) on the duty to intercede.</li> <li>Implemented Integrating Communications, Assessment and Tactics (ICAT) training to increase de-escalation skills of officers.</li> <li>Department personnel sent to ICAT instructor certification training to incorporate ICAT training with Defensive Tactics perishable skills training for officers.</li> <li>Requirement of all officers and dispatchers to attend Crisis Intervention Team (CIT) training within one-year of appointment. This training is incorporated as a part of newly acquired officers' initial core training plan.</li> <li>Purchased a virtual reality training simulator funded by a POST Innovations grant to facilitate de-escalation of force training to line personnel.</li> <li>Department requires a comprehensive reporting and supervisory administrative review each time an officer uses force.</li> <li>In 2020, Town hosted community workshops which included a discussion focused on "Police Reform".</li> <li>Introduction of an Independent Police Auditor investigation model, which utilizes a pool of external investigators to investigate citizen complaints and Department-initiated complaints.</li> <li>Continued collaboration with Santa Clara County Mobile Response Team for mental health follow up and in-field responses for in-progress incidents involving individuals in acute mental health crisis.</li> <li>Established a Vulnerable Community Response Team (VCRT) as a collateral duty assignment in which a team of officers coordinate efforts to seek long term solutions for those with mental health concerns and the homeless population. VCRT will oversee enhanced CIT training for patrol officers, liaison with county resource services and community based organizations.</li> <li>In 2021 incorporated the use of part-time Community Service Officer (CSO) Interns for response to low level crime and non-enforcement calls for service.</li> </ul>	<ul style="list-style-type: none"> <li>Believe their practices are already aligned with #scantwait, but understand that some policy adjustments may be needed to support the practices already in place.</li> <li>Implemented Principled Police training in 2018, Procedural Justice training, and Implicit Bias training.</li> <li>Banned the use of the carotid</li> <li>Requires all officers/dispatchers to attend and complete 40 hours of CIT training</li> <li>Implemented Integrating Communications, Assessment and Tactics (ICAT) training to increase the de-escalation skills of our officers</li> </ul>	<ul style="list-style-type: none"> <li>Procedural Justice in Policing.</li> <li>Initiating Positive Non-Enforcement Activities.</li> <li>Utilizes majority of #SCANTWAIT policies.</li> <li>Require Use-Of-Force Continuum (requires officers to use the minimum amount of force that reasonably appears necessary given known facts and the totality of the circumstances).</li> <li>Ban Chokeholds and Strangleholds.</li> <li>Require De-Escalation.</li> <li>Require Warning Before Shooting.</li> <li>Exhaust All Other Means Before Shooting.</li> <li>Duty to Intervene and Stop Excessive Force by Other Officers.</li> <li>Ban Shooting at Moving Vehicles.</li> <li>Require Comprehensive Reporting Each Time an Officer Uses Force.</li> <li>Participates in City-facilitated Community Town Hall Meetings addressing community concerns.</li> <li>Piloting Mobile Crisis Response Team program (Corporal and Behavioral Health Services Clinician reach out and connect with residents suffering from mental health issues to service before they suffer a crisis).</li> </ul>	<ul style="list-style-type: none"> <li>Utilizes majority of strategies of #scantwait.</li> <li>Had previously banned chokeholds &amp; stranglements and discontinued carotid restraint holds in December 2020.</li> <li>Philosophy of de-escalation is interwoven within majority of department operations, procedures, and training.</li> <li>City Council meeting on June 23, 2020, proclaimed that Black Lives Matter will be adopted.</li> <li>Banning the use of the carotid hold and signing onto President Obama's "Mayor's Pledge" to review and reform use of force policies, engage in dialogue with the community, and report the findings back to the community.</li> <li>A Human Relations Commission roundtable on unconscious bias and other efforts to convene the community.</li> </ul>

Jurisdictions	Palo Alto	San Jose Police Department	San Jose State University Police Department	Santa Clara County Sheriff's Office	Santa Clara Police Department	Sunnyvale Department of Public Safety
<p><b>Public Safety Reform Efforts</b></p> <ul style="list-style-type: none"> <li>Any officer present and observing another officer using force that is clearly beyond that which is objectively reasonable under the circumstances shall intercede to prevent the use of unreasonable force. An officer who observes another employee use force that clearly exceeds the degree of force permitted by law shall promptly report these observations to a supervisor.</li> <li>Prohibit the hiring or lateral transfer of enforcement and correctional officers with a history of excessive force or misconduct complaints.</li> <li>Restructure school response officers, traffic control, and emergency response; particularly, alternatives for mental health or behavioral crisis. Ensure response teams are trained and suited to handle the situation.</li> <li>Department processes revising deadly force application policy to require officers to evaluate each situation in each case and to use other available resources when reasonably safe</li> <li>Department does not recommend a revision to the current policy on shooting at moving vehicles. Department policy allows for shooting at moving vehicles as a last resort only under two circumstances in which the vehicle and/or occupant(s) could pose a deadly threat to officers or others.</li> <li>PAPD's force policies limit the types of force and/or weapons that can be used to respond to specific types of resistance and only allow for officers to use force reasonably necessary</li> </ul>	<ul style="list-style-type: none"> <li>Working on different ways to approach police reform.</li> <li>Ban the use of the carotid restraint for any purpose other than the officers' self-defense or defense of another person in a life threatening circumstances.</li> <li>Actively investigating cases with police officers that used misconduct.</li> <li>Measures to make police more accountable.</li> <li>Office of Racial Equity will be helping with reform process.</li> <li>Ban the use of rubber bullets as a form of crowd control.</li> <li>San Jose Police Department seeks to enhance the public trust by making comprehensive Use-of-Force data available to the public as a written report and as an interactive dashboard.</li> <li>Council approved a unanimous vote to search for a consultant to assess how the City could move internal police-misconduct investigations out of SJPD, and to purchase a new property to house the next training center.</li> <li>Audit of Police Staffing, Expenditures, and Workload. SJPD employs fewer officers today than 20 years ago. This, coupled with budget constraints, growth in retirement, and overtime costs, has left the department to struggle to meet response times for priority 1 and 2 calls. To better respond to calls, the department should consider adding more sworn officers, reevaluating shift and geographical boundaries, as well as utilizing civilian staff for a better run police department.</li> <li>SJPD agreed with the recommendations and is implementing the changes to their department.</li> <li>Adoption of #canwait policies.</li> <li>Expand authority to IPA on use-of-force allegations.</li> </ul>	<ul style="list-style-type: none"> <li>Revised and curtailed its policy regarding shooting at vehicles.</li> <li>Currently working with the county to conduct an enforcement and custody staffing report.</li> <li>Body-worn and in-car cameras: all deputies equipped with body-worn cameras and police vehicles equipped with similar recording systems. Deputies are required by policy to record pedestrian contacts, interviews, and other events that will provide value as evidence, limit liability, resolve citizen complaints, or as training tool.</li> <li>Provided staff with AB 392 training at training days and distributed the POST AB 392 training for use in briefings and roll-calls (Winter 2020)</li> <li>Removed the carotid restraint from our Use of Force continuum and no longer train it.</li> <li>Prohibit the hiring or lateral transfers of enforcement and correctional officers/deputies with multiple use of force or misconduct complaints.</li> <li>Where feasible, a peace officer shall, prior to the use of force, make reasonable efforts to identify themselves as a peace officer and to warn that deadly force may be used, unless the officer has objectively reasonable grounds to believe the person is aware of those facts.</li> <li>Deputies have a duty to intercede and report excessive force.</li> <li>Comprehensive use of force reporting is required by policy, including all involved deputies and witnesses.</li> <li>Continued emphasis on de-escalation training, and verbal communications for deputies (2020)</li> <li>Established a Psychiatric Emergency Response Team (PERT). This specialized team is comprised of deputies and licensed Mental Health Clinicians.</li> <li>Revised and curtailed its policy regarding shooting at vehicles.</li> <li>Currently working with the county to conduct an enforcement and custody staffing report.</li> <li>Body-worn and in-car cameras: all deputies equipped with body-worn cameras and police vehicles equipped with similar recording systems. 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Deputies are required by policy to record pedestrian contacts, interviews, and other events that will provide value as evidence, limit liability, resolve citizen complaints, or as training tool.</li> </ul>	<ul style="list-style-type: none"> <li>In 2018, established a Chief's Advisory Committee to advise the Department on issues, matters and public policies</li> <li>6/4/20, distributed a community letter regarding racial injustice</li> <li>6/5/20, released a video from the Mayor and Chief of Police answering the call for Commitment to Action</li> <li>6/9/20, officers directed to make every reasonable effort to discontinue the use of the Carotid restraint, unless an officer can objectively justify its use under deadly force applications</li> <li>6/11/20, Chief of Police hosted a virtual town hall meeting</li> <li>June, 2020, added the Commit to Action webpage on the SCDPD website to include SCDPD new, community letter regarding racial injustice, pledge from Mayor and Chief of Police, hiring process, training summary, policies, crime statistics, use of force data, commendation and complaint process, etc.</li> <li>6/16/20, Chief of Police provided feedback to the County of Santa Clara Human Rights Commission roundtable on unconscious bias and other efforts to convene the community</li> <li>6/22/20, facilitated a special meeting among the Chiefs Advisory Committee on Commitment to Action and community engagement</li> <li>6/23/20, multiple actions at the City Council meeting: SCDP summary of community engagement efforts, adopted Resolution 20-8856 confirming the City's support of the Commit to Action Initiative and Resolution 20-8859 condemning racial inequality in all forms and violence against the Black community. At this meeting, committed to the review and reform use of force policies, engage in dialogue with the community, and report the findings back to the community</li> <li>7/14/20, City Council took action to establish an Ad Hoc Committee; founding members of the Diversity, Equity and Inclusion Task Force approved by Council on 9/29/20; balance of Committee approved by Council 1/12/21. Task Force will review police use of force policies, help with engaging Santa Clara's diverse community on equity issues, and make recommendations for changes in government policies, structures, services and culture</li> <li>12/1/20, expanded Community Response Team to include two Crisis Intervention Specialists. CIS to coordinate support beneficial outcomes for persons with mental illness who have come to the attention of the Department</li> <li>Ongoing adoption of Lexipol policies, utilizing many strategies of #icanwait (e.g. where feasible, a peace officer shall, prior to the use of force, make reasonable efforts to identify themselves as a peace officer and to warn that deadly force may be used, unless the officer has objectively reasonable grounds to believe the person is aware of those facts, while policy does not ban shooting at moving vehicles; it is only allowed when the driver poses a deadly threat)</li> <li>Training Unit expanding upon opportunities to add de-escalation into multiple training topics</li> </ul>	<p>DPS policies and procedures are consistent with President Obama's Task Force on 21st Century Policing guidelines.</p> <p>*Effective June 11, 2020, DPS prohibits the use of the Carotid Control Hold by any member of the department.</p> <p>*In 2017, DPS worked with an outside consultant to increase transparency and help modernize our internal investigations into misconduct by sworn officers.</p> <p>*In 2019, DPS formed a working group to review our use of force policy. Led by a Deputy Chief, the working group evaluates our use of force policy, use of force training program, and use of force practices by our officers.</p> <p>*All officers are trained in de-escalation techniques, including a 40-hour Crisis Intervention Training course.</p> <p>*Nearly 40% of officers have enhanced Crisis Intervention Training (CIT). Our goal is to have all officers complete this training.</p> <p>*For over 10 years, DPS has assigned CIT officers to individuals in crisis after multiple calls for service – to provide individuals with wrap-around referral services.</p> <p>*Since 2016, all officers have been equipped with body-worn cameras and are required to record interactions with the public.</p> <p>*It is expected that every member of the department utilizes de-escalation techniques whenever possible, and only use force as necessary. All use of force incidents by our officers are documented and reviewed by a Deputy Chief.</p> <p>*All officers complete "Bias Based Policing" training to understand personal biases and that it is an officer's duty to remain fair and impartial.</p>	

Jurisdictions	Campbell Police Department	Gilroy PD	Los Altos Police Department	Los Gatos/Monte Sereno PD**	Milpitas	Morgan Hill	Mountain View
<b>Accountability</b>	<ul style="list-style-type: none"> <li>• Have committed to increased accountability".</li> <li>• Continues to evaluate their training programs and policies.</li> </ul>	<ul style="list-style-type: none"> <li>- Gilroy PD have begun to review every use of force incident to determine if the force was applied within department guidelines and the law.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure ongoing relevant training:</li> <li>• All officers are crisis intervention training certified.</li> <li>• All officers are trained in "Bias-based policing".</li> <li>• The department has certified instructors in Bias-based policing, fair and impartial policing, and de-escalation strategies.</li> <li>• Officers are exposed to a variety of training structured to increase multi-cultural understanding. Officers most recently participated in department-wide training: Preventing and Responding to Anti-Muslim Bigotry.</li> <li>• All applicable policies were changed to align with AB 392 law and all officers have received necessary training.</li> <li>• Citizens' Police Task Force provided recommendations to council to initiate following changes:</li> <li>• School resource officer program removed from Los Altos High School.</li> <li>• Intake of personnel complaints against officers was enhanced: online options are prominently displayed, complaint process is explained, brochures and complaint forms are available, and complaints can be submitted via various platforms.</li> <li>• Complaints can be submitted to an independent intake official: contracts with city of Los Altos.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide continued and ongoing training on crisis intervention, bias-based policing, fair and impartial policing, de-escalation strategies, mental health/special needs, and multicultural and diversity understanding.</li> <li>• Implementation and deployment of upgraded body worn cameras for all field personal (sworn, and professional staff).</li> <li>• Implementation of upgraded vehicle mounted dash cameras for all patrol vehicles.</li> <li>• Upgraded Temporary Holding Facility and interview room cameras and audio.</li> <li>• Implemented a new Computer Aided Dispatch (CAD) and Records Management System (RMS) that allows for enhanced data collection, data reporting, statistical analysis and improves overall data transparency.</li> <li>• In 2020, initiated the collection of several data points for the California's Racial and Identity Profiling Act (RIPA) for all proactive subject contacts and detentions prior to the legally mandated implementation date (2022).</li> <li>• All applicable policies were changed to align with AB 392 law and all officers have received necessary training updates.</li> <li>• Established statistical data collection methods to maintain statistical data on hate crimes, hate incidents, and incidents influenced by a mental health factor.</li> <li>• Collaboration with the Town of Los Gatos and the Independent Police Auditor to create a streamlined process through the Town Clerk's Office, make citizen complaint forms readily available, and provide transparent procedures and outcomes.</li> </ul>	<ul style="list-style-type: none"> <li>• Accepts written and verbal complaints for policy violations. Follows up with thorough investigations of each complaint through interviews, reviewing evidence, reviewing radio traffic, reviewing body-worn camera footage.</li> <li>• Final findings in internal affairs investigations and imposed discipline rests with the chief.</li> <li>• Ethical situations and national incidents are discussed with officers in briefing settings regularly</li> <li>• Officers are required to intervene when another officer clearly uses force outside policy and the law</li> <li>• Training is at the core of ensuring staff are properly equipped to respond appropriately and to treat all community members fair, equally and with dignity.</li> <li>• Robust disciplinary process</li> </ul>	<ul style="list-style-type: none"> <li>• Adopted body-worn camera policy.</li> <li>• Provide crime data in real time and release an Annual Report in Spring.</li> <li>• Case management software system designed to provide early warning notifications to supervisors and management (to provide intervention for use of force incidents, vehicle pursuit, vehicle collisions, and complaints).</li> <li>• Implementing California's Racial and Identity Profiling Act of 2015 to collect, maintain, and analyze demographic data on all detentions and searches.</li> <li>• All officers are Crisis Intervention Training certified.</li> <li>• The department strictly prohibits Bias-based policing when not in combination with credible, timely and distinct information.</li> <li>• The department has certified instructors in fair and impartial policing and de-escalation strategies.</li> <li>• All officers have received training in LGBTQ+ Awareness.</li> <li>• Duty to Intervene and Stop Excessive Force by Other Officers.</li> <li>• Actively investigate cases alleging of misconduct by officers.</li> </ul>	<ul style="list-style-type: none"> <li>• In the wake of the Black Lives Matter movement, the city of Mountain View and the Mountain View Police Department have partnered with Stanford University to hire a research fellow tasked with analyzing local law enforcement data and providing context so officials may better communicate and develop healthy relationships with the community.</li> <li>• Duty to intervene and stop excessive force by other officers.</li> <li>• City Council council created a Public Safety Advisory Board, appointing 7 members from the Mountain View community from a variety of diverse backgrounds. This board, established in 2020, will make recommendations to the City Council, City Manager, and Police Chief on public safety matters.</li> </ul>



Jurisdictions	Palo Alto	San Jose Police Department	San Jose State University Police Department	Santa Clara County Sheriff's Office	Santa Clara Police Department	Sunnyvale Department of Public Safety
<b>Accountability</b>	<ul style="list-style-type: none"> <li>Worked in collaboration with our labor groups to proactively change policies like prohibiting the carotid restraint and emphasizing de-escalation techniques.</li> <li>Renewed the contract with the IPA for another 3 years.</li> <li>Safely facilitated more than 30 demonstrations and matches, protecting first amendment rights of those participating without having to make a single arrest.</li> </ul>	<ul style="list-style-type: none"> <li>Police Department Duty Manual Amendments:               <ul style="list-style-type: none"> <li>Create a policy that establishes 12 as the minimum age at which minors may be placed in handcuffs.</li> <li>Establish a policy that prohibits the practice of hiring recruits with body art that is considered racist and/or associated with hate groups.</li> <li>Prohibit officers from covering their badge and require them to provide their name and badge number upon request.</li> <li>Prohibit the use of "no knock" entries where a warrant has been acquired unless there is a reasonable and articulate belief that evidence may be destroyed by knocking. By default, all officers must announce themselves.</li> <li>Restructure hiring protocols and standards with emphasis on hiring well rounded, experienced officers that range in age, have high education attainment, and come from diverse backgrounds.</li> <li>Prohibit the use of kinetic impact projectiles within a dense crowd as measure of crowd control.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Member of the SJSU President's Task Force on Police Reform.</li> <li>Carotid and chokeholds, duty to intercede, de-escalation and body-worn cameras all included in policy.</li> <li>De-escalation training of all sworn staff conducted in October 2020.</li> <li>Bias/Racial Profiling Training of all sworn staff conducted September/October 2020.</li> <li>Suicide by Cop training of all sworn staff in January 2021.</li> <li>Arrest Control training incorporated de-escalation techniques.</li> <li>Mental Health recognition and intervention training for library CSOs conducted in 2020.</li> </ul>	<ul style="list-style-type: none"> <li>Actively investigating cases where there is an allegation of misconduct by deputies.</li> <li>Santa Clara County is working closely with Office of the Correction and Law Enforcement Monitoring (OCLEM).</li> <li>All deputies are required to complete the Crisis Intervention Training.</li> <li>Deputies attend an Implicit Bias Course.</li> <li>Implementing California's Racial and Identity Profiling Act of 2015 to collect, maintain, and analyze demographic data on all detentions and searches.</li> </ul>	<ul style="list-style-type: none"> <li>Ensure ongoing training on relevant topics, such as:               <ul style="list-style-type: none"> <li>Crisis Intervention</li> <li>Bias-based policing</li> <li>Fair and impartial policing</li> <li>De-escalation strategies</li> <li>Individuals with special needs</li> <li>Multi-cultural understanding</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Duty to Intervene. An officer must intercede when another officer uses force that is clearly beyond that which is necessary and must promptly report these observations to a supervisor.</li> <li>Body-Worn Cameras. Since 2016, all officers have been equipped with cameras and are required to record interactions with the public.</li> <li>Comprehensive review and reporting. Any use of force incident is documented promptly, completely, and accurately. A Public Safety Captain and a Deputy Chief review all use of force incidents.</li> <li>Modernized Internal Affairs Process. In 2017, DPS worked with an outside consultant to increase transparency and help modernize our internal investigations into misconduct by sworn officers.</li> <li>K9 Policy Revised.</li> </ul>

Jurisdictions	Campbell Police Department	Gilroy PD	Los Altos Police Department	Los Gatos/Monte Sereno PD**	Milpitas	Morgan Hill	Mountain View
Community Engagement	<ul style="list-style-type: none"> <li>Implement various events to engage with the community. Summer concerts, Boogie on the Ave, National Night Out, Toy Program, Station with a Cop, Coffee with a Cop, Shop visits, Bike Giveaway, and more.</li> <li>Remain in contact through various social media platforms.</li> </ul>	<ul style="list-style-type: none"> <li>Community active after death of George Floyd.</li> <li>All of the engagement is also being conducted in Spanish (Town hall meetings, and community academies).</li> <li>Participates in city-facilitated community town hall meetings to address concerns</li> <li>Partners with Santa Clara County Behavioral Health's Mobile Crisis Response Team for mental health crisis situations</li> </ul>	<ul style="list-style-type: none"> <li>Social media platforms (Twitter, Nextdoor, Facebook).</li> <li>Crime prevention newsletter: monthly newsletter summarizing property crimes, and offers crime prevention tips.</li> <li>City Manager's Weekly update.</li> <li>Pumpkin Carving/ Ice Cream Cone with a Cop, National Night Out.</li> <li>Chat with the chief.</li> <li>Los Altos PREPARES: raises awareness of emergency preparedness.</li> <li>Citizens' Police Task Force: met with police department and staff to understand policies, practices, and the complaint intake process. The task force provided recommendations to Council: Council directed PD to initiate changes.</li> <li>School resource officer program removed from Los Altos High School.</li> <li>Intake of personnel complaints against officers was enhanced: online options are prominently displayed, complaint process is explained, brochures and complaint forms are available, and complaints can be submitted via various platforms.</li> <li>Complaints can be submitted to an independent intake official: contracts with city of Los Altos</li> </ul>	<ul style="list-style-type: none"> <li>Recently launched the Special Needs Awareness Program (SNAP), which provides first responders with important information (for response and communication actions) related to individuals that may have a memory disorder, hearing impairment, autism or other behavioral disability.</li> <li>In 2020, Department implemented Spidr Tech as a pilot program which solicits community feedback (survey via text message) for the utilization of police services for specific call types and services.</li> <li>Town of Los Gatos continues to host a series of community workshops to address racial and social injustices and police reform.</li> <li>June 2020: Mayor Jensen signed the Obama Foundations pledge committing to the following actions: <ul style="list-style-type: none"> <li>1. Engage community by including a diverse range of input</li> <li>2. Report the findings of the review to seek community input</li> <li>3. Reform the community police departments use of force policies</li> </ul> </li> <li>The Police Department developed a curriculum and will be hosting their inaugural Citizens' Police Academy in 2021.</li> <li>Continue to engage in community events such as National Night Out, Coffee with a Cop, St. Baldrick's Foundation, and provide guest speaker appearances for other local non-profit organizations (social clubs, faith-based organizations, senior community events)</li> <li>Continue community outreach participation and safety planning collaboration with faith-based organizations in town, businesses and schools.</li> <li>Conduct residential, business, and public safety threat assessments</li> <li>Provide structured direction and oversight of community volunteer groups such as police explorers, Community Emergency Response Team (CERT), and Disaster Aid and Response Team (DART).</li> <li>Restructure and revitalize the Department's Victim Services Unit (VSU) for field call outs and follow up victim services.</li> <li>Continued involvement in Safe Routes to School.</li> </ul>	<ul style="list-style-type: none"> <li>Post information to the website and various social media platforms and have discussions with community groups and members.</li> <li>Work with public and private schools to develop relationships with youngest community members.</li> <li>Citizen and teen police academies allow members of the community to learn about the complexity officers face each day and provides a glimpse into the training officers receive.</li> <li>Various other events facilitate conversation with the community: <ul style="list-style-type: none"> <li>Milpitas High School led a BLM march with police offering traffic control and security.</li> <li>Released as a video message to the community as a demonstration of solidarity against the actions involved in George Floyd's death.</li> <li>Continuous evaluation of ways to connect with all community groups in the City.</li> <li>Partners with other City departments to expand our ties to the community</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>A community survey was conducted in 2012 regarding rating the police department's service.</li> <li>In 2021, the department will establish a baseline to best measure performance in fostering feelings of trust in the department and safety in the community.</li> <li>Actively utilizes community engagement events (Citizens' Police Academy, National Night Out, Coffee with a Cop, Special Olympics, Faith &amp; Blue, Shop with a Cop, department tours for youth organizations and groups).</li> <li>Provides community outreach programs (Volunteers in Policing, Police Explorers, Community Emergency Response Team Basic Training)</li> <li>Maintains an active social media presence to provide information to community.</li> <li>Participates in City-facilitated Community Town Hall Meetings providing police department updates.</li> <li>Helped facilitate safety measures for demonstrations held in the city and ensure the safety of all without arrests being made.</li> </ul>	<ul style="list-style-type: none"> <li>Re-examined ways in which to connect with their community.</li> <li>Launched MVPDC: partnering for the Future of Policing. It is an 8 week immersive experience that brought in local activists, concerned residents, and community stakeholders to dialogue and learn more about department procedures and practices.</li> <li>Reviewed alternative service delivery models, working in collaboration with other regional agencies and community partners to address and achieve better outcomes for community needs such as homelessness, mental health, and substance abuse.</li> <li>The creation of a City Council subcommittee on Race, Equity, and Inclusion will work to provide opportunities for meaningful dialogue with the community towards a vision of justice and equity in Mountain View.</li> </ul>

Jurisdictions	Palo Alto	San Jose Police Department	San Jose State University Police Department	Santa Clara County Sheriff's Office	Santa Clara Police Department	Sunnyvale Department of Public Safety
<b>Community Engagement</b>	<ul style="list-style-type: none"> <li>Created a "Summary of Race and Equity Efforts" to show the community their efforts in embracing change.</li> <li>June 1st: released a Message of Inclusion and Hope co-authored by Chief Jonsen, City Manager Ed Shikada and the pastors of two local churches.</li> <li>Launched "Race and Equity" page on the City website.</li> <li>Launched "Accountability" page on the Police Department website.</li> <li>Launched a series of educational community briefings on Zoom to provide information on police procedures.</li> <li>Chief Jonsen participated in an online roundtable to discuss race relations, social injustice and inequality on local cable television.</li> <li>Ongoing collaboration with Stanford SPARQ focused on strengthening relations between the police department and the community.</li> </ul>	<ul style="list-style-type: none"> <li>Create a broad, ranging discussion with the community about how we can reimagine policing in San Jose.</li> <li>Actively engage with the community outreach to gather input and questions to be asked during the public Police Chief Forum Interviews.</li> <li>The department participates in community walks. The most recent walks occurred at Lion's Plaza, Grand Century Mall and Japantown on March 31, 2021 and April 3, 2021 respectively.</li> <li>Regular participation in Coffee with a Cop, Shop with a Cop, and school sports games/ practices.</li> <li>Maintain a very active social media presence to push information out to constituents, participate in neighborhood clean-ups, and host ice cream socials at elementary schools.</li> </ul>	<ul style="list-style-type: none"> <li>Engaging with the families of SJSU incoming students through the Family Advisory Board, meeting with the leaders of all Recognized Student Organizations, as well as with Fraternity and Sorority Organizations.</li> <li>Facebook, Twitter, and Instagram are utilized to public engagement.</li> <li>Alert SJSU Emergency and Timely Warning notification system for campus incidents.</li> <li>Police officers have been assigned to each building on campus with the responsibility of maintaining open lines of communication with building occupants and addressing crime and community concerns within the assigned building.</li> <li>UPD participation in Shop with a Cop and Special Olympics Run.</li> </ul>	<ul style="list-style-type: none"> <li>Continuously attends and hosts community events to have open conversations regarding policing.</li> </ul>	<ul style="list-style-type: none"> <li>SCPD has an extensive community engagement program (e.g. Citizens' Police Academy, Chat with the Chief, Coffee with a Cop, DARE, National Night Out, Talk and Tour, etc.), community partnerships (e.g. SCUSD school liaison committee, Special Olympics, Sean's K-9's, community non-profit organizations, places of worship, SCU campus security, etc.), participates in city-wide special events (e.g. Egg Hunt, Arbor Day, 4th of July All-City Picnic, Silicon Valley BBO championships, Art and Wine, Halloween party, Tree Lighting, etc.) and a solid communication platform with residents, businesses and visitors (e.g. website, Inside Santa Clara, Facebook, GovDelivery, Nextdoor, Nixle, Twitter, etc.)</li> <li>In 2018, established a Chief's Advisory Committee to advise the Department on issues, matters and public policies</li> <li>In 2020, the City Council approved a Memorandum of Understanding (MOU) with Santa Clara University under President Father Kevin O'Brien with the Markkula Center for Applied Ethics (MCAE). MCAE will work as an advisor to the Task Force on Diversity, Equity, and Inclusion and help establish the Mission Statement and Values Statement. MCAE will recommend ways to increase community engagement with Santa Clarans and other stakeholders</li> <li>In 2020, the City Council took action to establish an Ad Hoc Committee; founding members of the Diversity, Equity and Inclusion Task Force approved by Council on 9/29/20; balance of Committee approved by Council 1/12/21. Task Force will review police use of force policies, help with engaging Santa Clara's diverse community on equity issues, and make recommendations for changes in government policies, structures, services and culture; established a Chief's Advisory Committee to advise the Department on issues, matters and public policies</li> </ul>	<ul style="list-style-type: none"> <li>Sunnyvale Unity community listening sessions: General Listening Session, Dialogue with Youth: Public Safety and Schools, LGBTQ Community Dialogue, Spanish-Language Community Dialogue, Public Safety Roundtable Discussion, AAPI Solidarity Event.</li> <li>Engagement programs: Sunnyvale DPS Citizens Academy, Sunnyvale Youth Leadership Academy, CERT Program (Community Emergency Response Program), BERT Program (Business Emergency Response Program), LISTO Program (CERT program for Spanish speakers), and the Sunnyvale DPS Explorer Program</li> <li>Wide variety of safety, education, and community outreach programs and activities: National Night Out, Car Seat Inspections, Fire Station Tours, Neighborhood Watch Meetings, Neighborhood Association Meetings, Safe Routes to School, Bicycle Safety Rideo, Digital Safety presentations, Active Shooter Training, Coffee with a Cop, Walk with the Chief</li> <li>Partnering with community organizations and local businesses like Sunnyvale Community Services</li> <li>Hosting events such as Rides for Toys, Annual Firefighters Pancake Breakfast, Special Olympics Torch Run and Fill the Boot fundraiser for Muscular Dystrophy.</li> <li>Challenge Team Sunnyvale brings community members, school administrators, non-profits, and Public Safety staff together to focus on issues affecting youth.</li> <li>Police Activities League (PAL) engages Sunnyvale youth through programs like Bigs in Blue, San Francisco Junior Giants, and the PAL Boxing program.</li> <li>Active social media accounts and online presence (Twitter, Facebook, Instagram, NextDoor)</li> <li>City Manager's biweekly report</li> </ul>

Jurisdictions	Campbell Police Department	Gilroy PD	Los Altos Police Department	Los Gatos/Monte Sereno PD**	Milpitas	Morgan Hill	Mountain View
Transparency	<ul style="list-style-type: none"> <li>* Have committed to increased transparency”.</li> <li>* All use of force incidents go through a rigorous, multi-level review process. The final state of the review entails the division commander reviewing reports and videos and entering the details into a use of force database to ensure that all force complies with established procedures. These recordings are made available to the defendant and their attorney through the standard discovery process.</li> </ul>	<ul style="list-style-type: none"> <li>- Gilroy PD have begun to review every use of force incident which has helped to identify training deficiencies.</li> </ul>	<ul style="list-style-type: none"> <li>• Prepared a statistical report outlining several key areas of interaction with the community.</li> <li>• Stop and arrest data report: comprehensive data collected on every vehicle and pedestrian stops released to the public on a regular basis and available in an annual report.</li> <li>• Made website updates to include a fillable complaint form, training and policies, stance on #8cantwait, and a maintaining transparency page.</li> </ul>	<ul style="list-style-type: none"> <li>•Developed a “Transparency and Accountability” section on the Department’s website which will include current and historical statistical data related to use of force, preliminary RIPA stop data, Hate crimes, Hate incidents, mental health, and bi-annual crime analysis and statistics.</li> <li>•Engage with the public and provide information over social media platforms.</li> <li>•Continue monthly neighborhood watch meetings providing quarterly crime statistics, crime trends, and crime prevention methods.</li> <li>•Published department demographics on department transparency webpage.</li> <li>•Department website updated to include department training and most recent department policy revisions.</li> <li>•Recently launched crime incident data and mapping available to the public at <a href="http://lgpd.crimographics.com">lgpd.crimographics.com</a></li> <li>•Established a professional standards unit to collaborate and support the independent police auditor.</li> <li>•Commendation and complaint forms available in lobby and on website.</li> <li>•Policy manual available on website.</li> <li>•Added to website how to obtain records according to the public records act and streamlined the process through online forms.</li> </ul>	<ul style="list-style-type: none"> <li>• Solicit feedback from the community to create dialogue to give the community a voice.</li> <li>• Invite the community to provide feedback on policy changes and updates.</li> <li>• Meetings are open to the public and allow stakeholders to provide feedback.</li> <li>• Relevant information on a critical incident is released in a timely manner to the public without interference in an active investigation.</li> </ul>	<ul style="list-style-type: none"> <li>•Collect data on all use of force incidents, shared annually with the community through the department’s website.</li> <li>•All officers are required to render medical aid training during use of force incidents.</li> <li>•Policy Education Training Review Board to review all critical incidents.</li> <li>•Department website updated to include training documents and plans, Department’s Policy Manual, 21st Century Policing information and plan and mental health resources available.</li> <li>•Regular communication with Mayor/City Council and City Manager to provide timely and accurate information to elected officials.</li> <li>•2019 Calls for Service and Use of Force data posted on Department’s website.</li> <li>•Department’s demographics as well as City’s demographics available on Department’s website.</li> <li>•Department Employee Compliment and Police Service Complaint Forms available on department’s website and in police department’s lobby.</li> <li>•Relevant information on visible and/or critical incidents released to the public as soon as it is safe to do so without interfering with the active situation.</li> </ul>	<ul style="list-style-type: none"> <li>• Require comprehensive reporting each time an officer uses force or threatens to do so.</li> </ul>

Jurisdictions	Palo Alto	San Jose Police Department	San Jose State University Police Department	Santa Clara County Sheriff's Office	Santa Clara Police Department	Sunnyvale Department of Public Safety
Transparency	<ul style="list-style-type: none"> <li>Reduced the amount of material redacted from policy manual that is published online for public review.</li> <li>Participated in numerous City Council meetings to provide accurate information to elected leaders and community.</li> </ul>	<ul style="list-style-type: none"> <li>Moving investigations of police misconduct out of the San Jose Police Department and into the Office of the Independent Police Auditor.</li> <li>Removing bureaucratic roadblocks to the decisions to fire bad cops.</li> <li>Inject transparency and accountability into arbitration over termination and disciplinary decisions.</li> <li>San Jose Police Department has released Body Worn Camera Footage of the protests in downtown: <a href="https://www.sjpd.org/records/protest-videos-may-2020">https://www.sjpd.org/records/protest-videos-may-2020</a>.</li> </ul>	<ul style="list-style-type: none"> <li>Policy and Procedure Manual available on website.</li> <li>UPD training descriptions, Daily Crime Log, and Police Activity Bulletin all on the website.</li> <li>All Police Officers, CSO's and Parking Enforcement officers equipped with body-worn cameras (Axon 3 generation).</li> <li>Work with Campus Administrator to fulfill Public Records Act requests.</li> </ul>	<ul style="list-style-type: none"> <li>Published our public position on use of force and the "8 Can't Wait" campaign (Summer 2020).</li> <li>Participated in a number of Board of Supervisor and community discussions related to use of force and police reform (2020-2021)</li> <li>Posted a public list of lethal and less lethal weapons currently owned or deployed.</li> <li>Currently working on gathering data regarding types of calls and enforcement activity that our enforcement personnel respond to and perform, to share with stakeholders and the community.</li> <li>Internal Affairs has been moved out of the Headquarter Building to a different location so community members have the ability to file allegations in a neutral environment.</li> <li>Sheriff's Office Policies and Procedures are available online at our website.</li> </ul>	<ul style="list-style-type: none"> <li>Arrest log updated on website daily</li> <li>Police Blotter distributed weekly on website and social media</li> <li>Crime statistics released monthly on website and social media</li> <li>Use of force summary shared annually on website (throughout the year, each incident proceeds through a multi-level review process to ensure that all force complies with established procedures)</li> <li>Commendation and complaint forms available in lobby and on website</li> <li>Customer satisfaction survey available on website</li> <li>Policy manual available on website</li> <li>Training topics and materials available on website</li> <li>Police officers equipped with body worn cameras</li> <li>Regular communication with Mayor/Council, City Manager Offices to provide timely and accurate information to elected officials</li> <li>Relevant information on visible and/or critical incidents released to the public as soon as it is safe to do so without interfering with the active situation</li> </ul>	<ul style="list-style-type: none"> <li>Modernized Internal Affairs Process.</li> <li>Body-Worn Cameras.</li> <li>Newly created Public Safety Accountability page on city website.</li> <li>Public Safety policy manual</li> <li>Internal Affairs manual</li> <li>Use of force data and information on officer-involved shootings from the past ten years</li> <li>Discipline and appeal process</li> <li>Officer investigations process</li> <li>Summary data on citizen complaints and misconduct investigations from the past six years</li> <li>Department demographics</li> <li>Course descriptions of required officer training</li> <li>Information on how to request public records</li> </ul>

## Summary of Key Findings Re: Public Safety Reform Efforts of Santa Clara County Law Enforcement Agencies

### Overview

Following the murder of George Floyd on May 25, 2020, nationwide protests erupted that called for police reform in the United States. In the past 12 months this 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 County 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. Two of the most common reforms include the ban of chokeholds and improvements to police procedures. 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 as an effort to regain trust with the public. Participating agencies include the public safety departments of California Highway Patrol, Campbell, Gilroy, Los Altos, Los Gatos-Monte Sereno, Morgan Hill, Milpitas, Mountain View, Palo Alto, San Jose, San Jose State University, Santa Clara, Santa Clara County Sheriff, and Sunnyvale.

The following is a summary of key findings based on the information collected from the various public safety departments (see [Attachment A](#)) in Santa Clara County.

### Highlights & Key Findings:

1. **Accountability** - Police accountability involves holding both individual police officers, as well as law enforcement agencies, responsible for effectively delivering basic services of crime control, while treating constituents fairly and within the bounds of law. Following the death of George Floyd, law enforcement agencies in Santa Clara County have been working to improve their accountability by evaluating training programs and policies within their departments. The departments that have clearly displayed their efforts include Campbell, Los Altos, Milpitas, Mountain View, Palo Alto, San Jose, Santa Clara, Sunnyvale, California Highway Patrol, Los Gatos-Monte Sereno, and Morgan Hill.
  - a. **Use of Force** – All law enforcement agencies have policies that guide their use of force. These policies describe options available an officer may take to control a situation and/or affect an arrest. An officer generally has many force options available and officers are trained to respond with a level of force appropriate to the situation at hand, acknowledging that the officer may move from one option to another in a matter of seconds. The force options include: 1) Officer Presence; 2) Verbalization (Verbal Commands); 3) Empty Hand Control; 4) Less-Lethal Methods; and 5) Lethal Force.

Police brutality is the excessive and unwarranted use of force used by law enforcement. This extreme form of police misconduct and violence is a civil rights violation. Following the death of George Floyd at the hands of Minneapolis police officer, Derek Chauvin, around half of the nation's largest police departments banned or greatly restricted the use of neck restraints. We can proudly say that many of our Santa Clara County law enforcement agencies have followed suit including the Departments of: Campbell, Gilroy, Los Gatos-Monte Sereno, Milpitas, Morgan Hill, Mountain View, San Jose, Santa Clara County Sheriff, Palo Alto, San Jose State University, Santa Clara, Sunnyvale, and the California Highway Patrol. Indeed, effective January 1, 2021, chokeholds and carotid control holds are banned in the State of California.

- b. **De-escalation** - De-escalation training is designed to teach officers to rely on communication skills to resolve conflict. Effective communication can reduce the intensity of a particular situation. An example of de-escalation can include slowing down an encounter from immediate intervention or defusing a tense situation before it escalates by being compassionate and firm when communicating with a citizen. These tools are used daily by officers in a variety of situations, from issuing traffic citations to responding to civil unrest. Agencies that have clearly taken steps for de-escalation training include Campbell, Los Altos, Milpitas, Morgan Hill, Mountain View, San Jose, San Jose State University, Santa Clara, Sunnyvale, and the California Highway Patrol.
  - c. **Bias-free policing** –Bias-free policing includes training for fair and impartial policing with de-escalation strategies including multi-cultural understanding and more. Agencies that have clearly taken steps to cultivate bias-free policing include Campbell, Los Altos , Milpitas, Morgan Hill, Mountain View, Palo Alto, San Jose, San Jose State University, Santa Clara, and Sunnyvale.
2. **Community Engagement** - Community engagement is another reform effort embraced by a majority of our law enforcement agencies. In an effort to show the public that law enforcement is listening and to strengthen the public's trust, agencies took to increasing their community events including but not limited to concerts, National Night Out, Shop with a Cop, Coffee with a Cop, public socially distanced walks, ice cream socials, and community safety meetings. Social media for better information distribution, Crime Prevention Newsletters, community workshops, and community surveys were other common forms of engagement utilized by our departments. In Santa Clara County these efforts were clearly displayed by Campbell, Gilroy, Los Gatos-Monte Sereno, Milpitas, Morgan Hill, Mountain View, San Jose, Santa Clara County Sheriff, Palo Alto, San Jose State University, Santa Clara, Sunnyvale, and the California Highway Patrol.
  3. **Transparency** - In addition, use of an oversight body or government agency separate and independent of the jurisdiction's police department is being considered by several

departments in Santa Clara County. The cities of Palo Alto and San Jose established Independent Police Auditor (IPA) agencies long before the civil unrest incidents of 2020. In April 2021, the City of Mountain View created the Public Safety Advisory Board with 7 council appointees. Other jurisdictions considering an oversight body include Los Altos, Los Gatos-Monte Sereno, Gilroy, and Morgan Hill. The role of an IPA includes striving to increase confidence in the police department by listening to the community, suggesting good policy changes, and making sure that the Department addresses officer misconduct.

### **Conclusion & Next Steps**

Santa Clara County law enforcement agencies have taken tremendous initiative to reform public safety for the safety of officers and the public. As noted in [Attachment A](#), though our County has made much progress in the past 12 months, 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 nationwide: Use of Force.

Thus, as a collaborative effort with the Santa Clara County Police Chiefs Association, the Cities Association Racial Justice Committee strongly supports advancing training for our police officers through the utilization of Virtual Reality (VRDT) technology for Crisis Intervention/De-escalation training and encourages all public safety departments within the County to complete it. This technology is being used by the Sacramento Police Department 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 (pepper spray), and flashlight. Additional benefits including 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 various 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 October 2021. Four departments have applied for utilization of the technology and include Palo Alto, San Jose, Santa Clara County Sheriff, and Sunnyvale. Both San Jose and Sunnyvale are willing to host 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.

The Committee recommends the following actions for consideration by the Cities Association Board of Directors:



1. Support advancing training for our police officers through the utilization of VRDT technology for Crisis Intervention/De-escalation training;
2. Encourage all public safety departments within the County to complete the training.
3. Submit letter to member cities encouraging either to participate in VR training, or to obtain the VRDT Simulator if feasible.
4. Submit letter to POST advocating for the law enforcement agencies in Santa Clara County that have applied to receive the simulator and any future Santa Clara County law enforcement agencies that may apply in the future.



*City  
Council  
Report*

Item: 9  
Category: NEW BUSINESS  
Meeting Date: August 3, 2021

**TITLE: Virtual Reality Technology for Crisis Intervention Training**

**RECOMMENDED ACTION**

Provide feedback to the Santa Clara County Cities Association regarding its consideration and recommendation to encourage public safety departments within the County to utilize virtual reality technology for crisis intervention/de-escalation training.

**BACKGROUND**

The Cities Association of Santa Clara County (CASCC) is an association of the 15 cities within Santa Clara County. Each city appoints a member of its City Council to serve as a representative to the Board of Directors. In 2021, Councilmember Bybee was appointed to serve in this capacity. The Board of Directors meets monthly to collaborate on issues that affect each city, in an effort to create a unified voice.

At its June 10, 2021, meeting, the Cities Association received a presentation from Sunnyvale Police Chief Ngo regarding Virtual Reality (VR) technology for Crisis Intervention Training. This presentation was part of the work undertaken by the Cities Association Racial Justice Committee which was formed in response to the murder of George Floyd and the civil unrest that followed. The CASCC found that *"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 within Santa Clara County to have a greater impact if we take action together."* The Racial Justice Committee identified three priorities of focus:

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 Crime.

This report discusses the Public Safety Reform focus area and consideration of supporting utilization of Virtual Reality (VR) technology for Crisis Intervention/De-escalation Training.

**DISCUSSION**

Following the death of George Floyd, conversations regarding the use of force employed by public safety departments were held throughout the country. Working with the Santa Clara County Police Chiefs Association, the Cities Association compiled a matrix listing the police reform efforts implemented by the police departments across the County (Attachment 1). Additionally, a "Summary of Key Findings Re: Public Safety Reform Efforts of Santa Clara County Law Enforcement Agencies" was published (Attachment 2). The Racial Justice Committee Public Safety Reform Efforts report concludes by recommending the following actions:

1. Support advancing training for police officers through the utilization of VR technology for Crisis Intervention/De-escalation training.
2. Encourage all public safety departments within the County to complete the training.
3. Submit a letter to member cities encouraging participating in VR training, or to acquire the VR Simulator if feasible.
4. Submit a letter to Commission on Peace Officer Standards and Training (POST) advocating for the law enforcement agencies in Santa Clara County that have applied to receive the simulator and any future Santa Clara County law enforcement agency that may apply in the future.

On June 10, 2021, Sunnyvale Police Chief Ngo and Lieutenant Monge shared a detailed presentation on the use of Virtual Reality (VR) technology for Crisis Intervention/De-escalation at the Cities Association meeting (Attachment 3). VR technology recreates real-world police encounters and incorporates lessons learned into the training curriculum such as cultural competency, de-escalation, critical decision-making, peer intervention and implicit bias training.

VR technology can 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. The technology could also increase efficiency in scenario-based training and allows officers to train with all of their tools – handgun, taser, rifle, OC (pepper spray), and flashlight. Additional benefits including 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 various factors at play.

All equipment needed for this training will be provided by POST with an estimated delivery date of October 2021. Four departments have applied for utilization of the technology, including Palo Alto, San Jose, Santa Clara County Sheriff, and Sunnyvale. The Cities of San Jose and Sunnyvale are willing to host training of other departments.

As the City's representative to the Cities Association Board of Directors, Councilmember Bybee was asked to share the Racial Justice Committees' work regarding public safety reform efforts, specifically the concept of supporting training of police officers through the utilization of VR technology for Crisis Intervention/De-escalation. Each city was asked to provide feedback via its representative to the Board

of Directors regarding VR and the recommended four actions outlined above related to VR training.

### FISCAL IMPACT

There is no fiscal impact associated with the discussion of this item and provision of feedback to the Cities Association Board of Directors. The Racial Justice Committee report stated that the cities of Palo Alto, San Jose, Sunnyvale, as well as the Santa Clara County Sheriff's Office have applied for utilization of the VR technology and are willing to host training for other departments. Participation in training may require the use of overtime pay for officers to attend. A budget adjustment however, is not being requested at this time for Fiscal Year 2021-22.

Prepared by:



Margarita Mendoza, Administrative Analyst

Approved by:



Brian Loventhal, City Manager

### Attachment:

- a. Public Safety Reform Efforts Across Jurisdictions
- b. Summary of Key Findings re: Public Safety Reform Efforts
- c. Sunnyvale VR Presentation





## RESOLUTION NO. 2021-004

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*A Resolution of The Cities Association of Santa Clara County  
Recognizing National Bullying Prevention Month*

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**WHEREAS**, October is National Bullying Prevention Month; and

**WHEREAS**, bullying is an intentional behavior that hurts, harms, intimidates, or humiliates a person or group of people, either physically or emotionally, and can happen while at school, in the community, or online through social media as cyberbullying; and

**WHEREAS**, bullying, in any form, is aggressive, mean, and potentially life-threatening; and

**WHEREAS**, bullying prevention emphasizes a proactive approach and philosophy, framing bullying as an issue for which there is a solution; and

**WHEREAS**, as the elected leaders of Santa Clara County, we have witnessed bullying not only of our communities' children, but also at our own meetings; and

**WHEREAS**, the Cities Association rejects inappropriate and bullying behavior and adopted a Code of Conduct as Attachment A to clearly demonstrate the types of behavior we expect at our meetings, as well as the meetings of our local agencies; and

**WHEREAS**, by demonstrating appropriate behavior, and rejecting the type of bullying behavior we have witnessed in the past, we can stand as a model of appropriately managing and resolving conflict for the children of our county; and

**NOW, THEREFORE, BE IT RESOLVED** that the Cities Association of Santa Clara County recognizes the month of October as National Bullying Prevention Month, and calls on all community members, as well as our own local agencies, to take every necessary step to prevent bullying in Santa Clara County, the State of California, and the nation.

Marico Sayoc  
Board President  
Mayor of the Town of Los Gatos

Andi Jordan  
Executive Director

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Motion to approve by:

Seconded by:

Bybee (Campbell), Chao (Cupertino), Blankley (Gilroy), Fligor (Los Altos), Mok (Los Altos Hills), Sayoc (Los Gatos), Montano (Milpitas), Turner (Monte Sereno), Constantine (Morgan Hill), Abe-Koga (Mountain View), DuBois (Palo Alto), Jones (San José), Zhao (Saratoga), Klein (Sunnyvale)

AYES:	
NOES:	
ABSTENTION:	
ABSENT:	

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*About the Cities Association of Santa Clara County:*

*The Cities Association of Santa Clara County is an association of the fifteen cities of the county and the elected representatives of more than 1.9 million Bay-Area residents. Since 1990, the city representatives have been gathering to discuss and find consensus and solutions for regional issues. The cities of our association are diverse and include cities of a few thousand people and a city of a million people.*

For more information, contact:  
Andi Jordan | Executive Director  
andi@citiesassociation.org  
408.766.9534  
<https://citiesassociation.org>



## Purpose of the Code of Conduct Policy

The Cities Association of Santa Clara County (CASCC) has adopted this Code of Conduct for members<sup>1</sup> of the CASCC to assure both the public and CASCC members that the CASCC operates with integrity, fairness, efficiency, and respect.

This Code of Conduct applies to the members of CASCC during public meetings as well as during their interactions with other CASCC members and the public while CASCC members act in their capacity as CASCC representatives. This policy further applies to all committees, task forces, or other groups designated by the CASCC to work with or advise the CASCC, including the Planning Collaborative, and any bodies for whom CASCC serves as fiscal agent or sponsor, such as the Santa Cruz/Santa Clara Roundtable (“SCSC Roundtable”). SCSC Roundtable members and staff are similarly subject to the conditions and policies herein while they are acting as representatives of the SCSC Roundtable, as their actions and behavior reflect directly upon CASCC.

CASCC and all covered individuals under this policy are committed to:

- Behaving honestly, truthfully and with integrity in all our transactions and dealings;
- Treating our members, CASCC staff, and the public fairly;
- Treating every member, staff, and the public with dignity and respect;
- Treating our staff with respect, fairness and good faith;
- Ensuring compliance with both the spirit and the letter of the law;
- Avoiding conflicts of interest;
- Appropriately handling actual or apparent conflicts of interest in our relationships;
- Acting responsibly toward the communities in which we work and for the benefit of the communities that we serve;
- Being responsible, transparent and accountable for all of our actions; and
- Setting a robust example of accountability, transparency, ethical conduct and effectiveness for collaborative intergovernmental associations like CASCC.
- Open and honest communication in the spirit of transparency.

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<sup>1</sup> For ease of reference in the Code of Conduct, the term “member” refers to any member of the Cities Association of Santa Clara County, including the individual representatives of Santa Clara County cities who have been appointed to the Executive Board and Board of Directors. “Member” further refers to staff and any member of the SCSC Roundtable.

## **Anti-Discrimination and Anti-Harassment Policy**

### **Objective**

CASCC is committed to a work environment in which all individuals, members and staff alike, are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, CASCC expects that all relationships among members, including with other members, the public, and staff, will be business-like and free of unlawful or explicit bias, prejudice and harassment.

CASCC has developed this policy to ensure that all its employees can work in an environment free from unlawful harassment, discrimination and retaliation. CASCC will make every reasonable effort to ensure that all concerned are familiar with these policies and are aware that any complaint in violation of such policies will be investigated and resolved appropriately.

Any member or staff person who has questions or concerns about these policies should request a discussion with the President or 1<sup>st</sup> Vice-President of CASCC, the CASCC Executive Director, and the CASCC attorney.

### **Dedication to Equal Employment Opportunity**

It is the policy of CASCC to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, national origin, genetic information, or any other characteristic protected by law. CASCC prohibits any such discrimination or harassment.

### **Prohibition Against Retaliation**

CASCC encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of CASCC to promptly and thoroughly investigate such reports. CASCC prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.

### **Prohibition Against Sexual Harassment**

Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, “sexual harassment” is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment, b) submission to or rejection of such conduct by an individual is used as the basis for



employment decisions affecting such individual, or c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature. These behaviors are prohibited and CASCC does not condone or permit any such conduct.

### **Prohibition Against Harassment and Hostile Work Environment**

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law, or that of his or her relatives, friends or associates, and that: a) has the purpose or effect of creating an intimidating, hostile or offensive work environment, b) has the purpose or effect of unreasonably interfering with an individual's work performance, or c) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group that is placed on walls or elsewhere on the employer's premises or circulated in the workplace, on company time or using company equipment by e-mail, phone (including voice messages), text messages, social networking sites or other means.

CASCC also prohibits the creation of a hostile work-environment. A hostile work environment is defined as inappropriate behavior in the workplace that is either severe *or* pervasive enough to create an abusive work atmosphere for one or more individuals, including members or staff.

CASCC prohibits bullying behavior against members, staff, or the public, and prohibits members from improperly or abusively denigrating other members, staff, or the public while engaged in CASCC related business, including in communications with other members, staff, or the public regarding CASCC business.

## **Individuals and Conduct Covered**

These policies apply to all members, staff employees and applicants for staff positions, whether related to conduct engaged in by fellow employees or by someone not directly connected to CASCC (e.g., an outside consultant).

The policies apply to the all committees, task forces, or other groups designated by the CASCC to work with or advise the CASCC, including the Planning Collaborative and SCSC Roundtable and its members, as well as staff employees and applicants for staff positions, so long as the CASCC continues to act as the fiscal agent for the SCSC Roundtable.

Conduct prohibited by these policies is unacceptable in the workplace, including during public meetings, while interacting with staff or members in person or via phone, email, and/or digital meeting, and in any work-related setting outside the workplace, such as business-related social events.

## **Reporting an Incident of Harassment, Discrimination or Retaliation**

CASCC encourages reporting of all perceived incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals, including members or staff, who believe that they have been the victim of such conduct should immediately contact the CASCC President, 1<sup>st</sup> Vice-President, or Executive Director. CASCC encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that his or her behavior is unwelcome and to request that it be discontinued. Often this action alone will resolve the problem. CASCC recognizes, however, that an individual may prefer to pursue the matter through complaint procedures described below.

## **Complaint Procedures**

Individuals, including members or staff, who believe they have been the victims of conduct prohibited by this policy or believe they have witnessed such conduct should discuss their concerns with the CASCC Executive Director.

CASCC encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. Therefore, while no fixed reporting period has been established, early reporting and intervention are the most effective method of resolving actual or perceived incidents of harassment.

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly and referred to the CASCC Attorney. The investigation may include individual

interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

CASCC will maintain confidentiality throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.

Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately.

If a party to a complaint does not agree with its resolution, that party may appeal to the CASCC Executive Board by informing the CASCC Executive Director that the party would like to appeal the resolution of the complaint.

False and malicious complaints of harassment, discrimination or retaliation (as opposed to complaints that, even if erroneous, are made in good faith) may be the subject of appropriate responsive action.

## **Conflicts of Interest Policy**

Conflicts of interest can raise governance and decision-making concerns for CASCC. They also may raise concerns in the mind of the public and members of the media, potentially undermining CASCC's reputation and good standing. Generally speaking, a conflict of interest is a situation in which a CASCC member or any covered individual under this policy has a personal or financial interest that compromises or could compromise the member's independence of judgment in exercising his or her responsibilities to CASCC or for those whom CASCC acts as fiscal agent.

Members are expected to minimize conflicts of interest, disclose ethical, legal, financial, and other conflicts, and remove themselves from decision-making if they would otherwise be called on to act on a conflict involving themselves or entities with which they are closely associated.

Under this policy, members are required to disclose actual or potential conflicts of interest, as well as certain relationships and transactions, to enable to take steps it considers necessary or advisable to address conflicts of interest. Depending on the circumstances, a relationship and/or transaction disclosed under this policy will fall into one of three categories: the relationship/transaction 1) is not a conflict of interest, 2) is a conflict of interest that is permitted provided that certain procedures are followed, or 3) is a conflict that is prohibited altogether.

Code of Conduct  
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Members should contact the CASCC Executive Director with any concerns regarding a potential or actual conflict of interest as soon as is practicable.

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Adopted by the Board of Directors  
November 12, 2020



Agenda Item No: 6

Meeting Date: October 14, 2021

## Cities Association of Santa Clara County Agenda Report

Nominating Committee

Prepared by: Andi Jordan  
Executive Director

**TOPIC:** Slate of Candidates for Executive Board 2022

**SUBJECT:** COMMITTEE SHALL PRESENT ITS NOMINATIONS FOR OFFICERS FOR 2022

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

Per the Bylaws, the slate of candidates for the 2022 Executive Board shall be announced the meeting preceeding the election of officers. The nominations are:

President: Vice Mayor Chappie Jones (San José)  
1<sup>st</sup> Vice President: Councilmember Margaret Abe-Koga (Mountain View)  
2<sup>nd</sup> Vice President: Mayor Larry Klein (Sunnyvale)  
Secretary/Treasurer: Mayor Neysa Fligor (Los Altos)  
Legislative Action Committee Chair: Mayor Rich Constantine (Morgan Hill)  
Past President: Marico Sayoc (Los Gatos)

**RECOMMENDATION:**

The Nominating Committee is recommending and nominating the current Executive Board to continue serving until the JPA is approved. The bylaws allow Mayor Fligor and Mayor Constantine to serve an additional year in the positions. The JPA will recommend five members of the Executive Board/Committee instead of six. When the JPA is formed, the recommendation will include that the 2<sup>nd</sup> Vice President position be eliminated.

**BACKGROUND:**

The bylaws set forth the process for the nominating committee.

ARTICLE IV  
OFFICERS

**Section 1. Officers Designated.**

The following officers of this Association shall be elected by the Board of Directors: President, First Vice President, Second Vice President and Secretary/Treasurer. Officers shall be selected from Council Members and Mayors of Member Cities.

**Section 2. Term of Office.**

- a) The regular term of office for all officers shall commence upon election and shall be for a period of one (1) year. No person shall hold the same office for more than two (2) consecutive full terms.
- b) Election of officers shall take place at the first meeting of the Board of Directors and annually thereafter at the regular meeting of the Board of Directors in November.
- c) In the event a vacancy occurs during any officer's term of office, the Board of Directors shall determine whether to fill the unexpired portion of the term at a regular or a special meeting. If such a determination is made, the then presiding officer shall appoint a nominating committee consisting of three (3) Board members which shall present its recommendations for filling the vacancy to the Board of Directors at the earliest practicable time and in accordance with the notice provisions set forth in Article V, Section 2. A person who is appointed to fill the unexpired portion of the term is not rendered ineligible to hold the same office in accordance with the provisions of Article IV, Section 2(a).

**Section 3. Duties.**

- a) **President.** It shall be the duty of the President to preside at the meetings of the Board of Directors and to perform such other duties as ordinarily pertains to the office of President of like types of organizations.
- b) **Vice Presidents.** It shall be the duty of the First and Second Vice Presidents, in that order, to act in the place and stead of the President during the President's absence or inability to act.
- c) **Secretary/Treasurer.** The Secretary/Treasurer shall review all financial accounts and records to determine that they are in accordance with these Bylaws and the 4 directions of the Board of Directors. The Secretary/Treasurer shall see that minutes of all Board and Committee meetings are recorded, notice of meetings of the Board are posted, and that all receipts and disbursement of funds by the Association are done in accordance with these Bylaws and the direction of the Board of Directors. The day-to-day operation of the office of Secretary/Treasurer may be delegated to an Executive Director for the Association, which position shall be nonvoting.

**Section 4. Executive Director.** The Board of Directors may hire an Executive Director who shall hold office until he or she resigns or is removed by the Board of Directors. The Executive Director shall have such duties as may be determined by the Board of Directors.

**Section 5. Nominating Committee.** A nominating committee consisting of three (3) Board members shall be appointed by the President no later than two (2) meetings before the meeting at which officers for the following year will be elected. At the meeting immediately preceding the meeting for the election of officers, this committee shall present its nominations for officers for the following year. Additional nominations may be made from the floor at the meeting where the election is to be conducted, providing the consent of the nominee has been secured.

Prior to 2017, the practice added the inclusion of the Legislative Action Committee Chair to the Executive Board. The Board has included this position and affirmed this in approving the slate yearly.

**ANALYSIS:**

The Nominating Committee is recommending the Executive Board members continue, although some members will in different positions to complete the formation of the JPA. The JPA Board of Directors will approve the Executive Board of Directors/Committee. This is consistent with the term of office clause in the bylaws Article IV, Section 2. a.

**FISCAL IMPACT:** n/a

**OPTIONS:**

This item is informational as the Board will consider the nominations at the November 2021 meeting. Nominations are also accepted from the floor at the November 2021 meeting.

**RECOMMENDED ACTION:**

No action needed.

**ATTACHMENTS:**

1. Slate of candidates.



# 2022 EXECUTIVE BOARD CANDIDATES



## President

**Vice Mayor Charles "Chappie" Jones**  
City of San José  
Currently serves as 1st Vice President  
Member of Executive Board for 3 years



## 1st Vice President

**Councilmember Margaret-Abe Koga**  
City of Mountain View  
Currently serves as 2nd Vice President  
Member of Executive Board 2011-14, 2019-2021



## 2nd Vice President

**Mayor Larry Klein**  
City of Sunnyvale  
Currently serves as Past President  
Member of Executive Board for 4 years



## Secretary-Treasurer

**Mayor Neysa Fligor**  
City of Los Altos  
Currently serving as Secretary/Treasurer  
Member of the Executive Board for 2 years



## Legislative Chair

**Mayor Rich Constantine**  
City of Morgan Hill  
Currently serving as Legislative Chair  
Member of the Executive Board for 1 year



## Past President

**Mayor Marico Sayoc (12/2022)**  
Town of Los Gatos  
Currently serves as President  
Member of Executive Board for 4 years