



# Board of Directors Meeting Agenda

November 11, 2021 7:00 PM / Virtual Meeting via Zoom

---

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

*More info on public comment and accessibility given at the end of the agenda*

## Board Members

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 October Board of Directors Meeting Minutes <i>Attachment:</i> <a href="#">Minutes</a>
1b. Receive October financial statement ( <i>Note: reviewed by Treasurer</i> ) <i>Attachment:</i> <a href="#">Financial Report</a>
1c. Approval of invoices to be paid <ul style="list-style-type: none"><li>• Environmental Science Associates – \$5,670 for YTD total of 168,372.50</li><li>• Logan &amp; Powell – \$3,520 (invoice available to members upon request)</li></ul> <i>Attachment:</i> <a href="#">ESA Invoice</a>
<b>2. Plan Bay Area 2050 (Bay Area Metro Staff Invited)</b>
<b>3. MTC City Selection Committee Appointee Presentation (Abe-Koga)</b>
<b>4. FY'22 Budget Update and Possible Amendments</b>
<i>Attachments:</i> <ul style="list-style-type: none"><li>• <a href="#">Staff Report</a></li><li>• <a href="#">Proposed Budget Amendment</a></li><li>• <a href="#">LCC vs CASCC Dues Comparison</a></li><li>• <a href="#">CASCC Dues 2018-22</a></li></ul>
<b>5. Election of Officers</b>
<b>6. Santa Clara County City Managers Association (SCCCMA) Update (Prevetti)</b>
<b>7. Executive Director Update (Jordan)</b>
<b>8. Joys and Challenges (Board Members)</b>

**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

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

---

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
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)**

**Board members present:**

Bybee, Moore, Blankley, Fligor, Sayoc, Mok (joined 8:04 PM), Montaña (joined 8:17 PM)  
Turner, Constantine, Kamei, 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
- Anita Enander, Councilmember, City of Los Altos
- Walter Rossman, Deputy City Manager, City of Milpitas
- Tina Walia, Vice Mayor, City of Saratoga
- Ian White, Police Captain, City of Campbell
- Josh Abrams, Baird + Driskell Planning
- Roland Lebrun, Member of the Public
- Ruth Darlene, Executive Director, Women of Silicon Valley

<b>1. Consent Agenda</b>
Motion by Jones to adopt consent agenda. Seconded by Watanabe.  Motion adopted 13-0-0-2.  AYES (13): Bybee, Moore, Blankley, Fligor, Sayoc, Montaña, Constantine, Kamei, DuBois, Jones, Watanabe, Zhao, Klein, Turner NAYES (0) ABSTENSIONS (0) ABSENCES (2): Mok, Montano
1a. Approval of September Board of Directors Meeting Minutes
1b. Receive September financial statements ( <i>Note: reviewed by Treasurer</i> )

- 1c. Approval of invoices to be paid:
- Environmental Science Associates: \$8,660.00 for YTD total of \$162,702.50
  - Logan & Powell: \$4,620.00 (invoice available to Board members upon request)
  - Kramer Workplace Investigations: \$1175.00 (invoice available to Board upon request)

- 1d. Consideration and approval of holding future Meetings of the Cities Association utilizing Zoom following the procedure in recently passed AB 361 starting at the November 2021 meeting.

**2. Racial Justice Committee**  
(Chair Jones, Executive Committee, and Steve Preminger)

Motion to endorse the Racial Justice Committee's report by Constantine.  
Seconded by Kamei.

Motion adopted 13-0-0-2.

AYES (13): Bybee, Moore, Blankley, Fligor, Sayoc, Montaña, Constantine, Kamei,  
DuBois, Jones, Watanabe, Zhao, Klein, Turner

NAYES (0)

ABSTENSIONS (0)

ABSENCES (2): Mok, Montano

Roland Lebrun gave comment on this item.

Update on progress or changes to report presented to Board of Directors in June.

- Affordable Housing Recommendations for Consideration
- Public Safety Reform actions for consideration: Rebuilding Trust with the Community in collaboration with the Santa Clara County Police Chiefs Association

**3. Presentation by Women of Silicon Valley**  
(Ruth Darlene, Executive Director)

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.

<b>4. National Bullying Prevention Week Resolution</b>
<p>Motion to adopt resolution by Jones. Seconded by Constantine.</p> <p>Motion adopted 14-0-0-1.</p> <p>AYES (14): Bybee, Moore, Blankley, Fligor, Sayoc, Montaña, Constantine, Kamei, DuBois, Jones, Watanabe, Zhao, Klein, Turner, Mok NAYES (0) ABSTENSIONS (0) ABSENCES (1): Montano</p>
<b>5. Planning Collaborative/Housing Committee</b>
<p>Recap of Let's Talk Housing, next steps, REAP grant and scope of work Roland Lebrun gave comment on this item.</p>
<b>6. Committee Presentation of Nomination of Officers for 2022 (Sayoc)</b>
<b>7. Santa Clara County City Managers Association (SCCMA) Update (Prevetti)</b>
<b>8. Executive Director Update (Jordan)</b>
<b>9. Joys and Challenges (Board Members)</b>
<b>Public Comment</b>
<p>Roland Lebrun gave comment.</p>

**ADJOURNMENT – 8:54 PM**



# Management Report

Cities Association of Santa Clara County  
For the period ended October 31, 2021



Prepared by

**BestBooks4U Bookkeeping & QuickBooks Consulting**

Prepared on

**November 3, 2021**

# Table of Contents

---

Profit and Loss by Class .....3

Balance Sheet.....5

Statement of Cash Flows.....6

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

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

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

# Profit and Loss by Class

July - October, 2021

	CASCC	PC	Roundtable	TOTAL
<b>INCOME</b>				
4000 INCOME				0.00
4010 Membership Dues	149,957.07			149,957.07
<b>Total 4000 INCOME</b>	<b>149,957.07</b>			<b>149,957.07</b>
<b>Total Income</b>	<b>149,957.07</b>	<b>0.00</b>	<b>0.00</b>	<b>149,957.07</b>
<b>GROSS PROFIT</b>	<b>149,957.07</b>	<b>0.00</b>	<b>0.00</b>	<b>149,957.07</b>
<b>EXPENSES</b>				
6000 GENERAL OFFICE				0.00
6120 Bank Service Charges	15.00			15.00
6162 Hospitality	300.33			300.33
6180 Insurance	150.17			150.17
6610 Postage and Delivery	82.05			82.05
6615 Office/General Administrative Expenses	321.00			321.00
6620 Software Licenses	1,572.21			1,572.21
<b>Total 6000 GENERAL OFFICE</b>	<b>2,440.76</b>			<b>2,440.76</b>
Office				0.00
6880 Telephone	121.20			121.20
<b>Total Office</b>	<b>121.20</b>			<b>121.20</b>
OFFICE PERSONNEL_CONSULTANTS				0.00
6153 Contractors		13,135.00		13,135.00
6300 Legal & Professional Fees				0.00
6310 Accounting Services	1,710.00			1,710.00
6320 Attorney Services	13,127.50		13,392.50	26,520.00
6350 Roundtable consultant and technical services	13,632.50		62,235.75	75,868.25
<b>Total 6300 Legal &amp; Professional Fees</b>	<b>28,470.00</b>		<b>75,628.25</b>	<b>104,098.25</b>
6565 Payroll Service Fees	396.00			396.00
6568 Workers Compensation	205.12			205.12
6575 Payroll Wages/Salary	40,571.73			40,571.73
6580 Payroll Taxes	3,103.74			3,103.74
<b>Total OFFICE PERSONNEL_CONSULTANTS</b>	<b>72,746.59</b>	<b>13,135.00</b>	<b>75,628.25</b>	<b>161,509.84</b>

Cities Association of Santa Clara County Board of Directors Meeting  
November 11, 2021 || Page 11 of 31

	CASCC	PC	Roundtable	TOTAL
<b>Total Expenses</b>	<b>75,308.55</b>	<b>13,135.00</b>	<b>75,628.25</b>	<b>164,071.80</b>
NET OPERATING INCOME	74,648.52	-13,135.00	-75,628.25	-14,114.73
NET INCOME	\$74,648.52	\$ -13,135.00	\$ -75,628.25	\$ -14,114.73

# Balance Sheet

As of October 31, 2021

	Total
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
1001 Checking - Union Bank	57,953.39
<b>Total Bank Accounts</b>	<b>57,953.39</b>
<b>Accounts Receivable</b>	
1200 Accounts Receivable	34,790.05
<b>Total Accounts Receivable</b>	<b>34,790.05</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>218,181.40</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>\$218,458.22</b>
<b>LIABILITIES AND EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2000 Accounts Payable	15,633.50
<b>Total Accounts Payable</b>	<b>15,633.50</b>
<b>Credit Cards</b>	
2200 First National Bank of Omaha	401.73
FNBO_2nd	107.00
<b>Total Credit Cards</b>	<b>508.73</b>
<b>Total Current Liabilities</b>	<b>16,142.23</b>
<b>Total Liabilities</b>	<b>16,142.23</b>
<b>Equity</b>	
1110 Unrestricted Fund Balance	181,462.80
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	-14,114.73
<b>Total Equity</b>	<b>202,315.99</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$218,458.22</b>

Cities Association of Santa Clara County Board of Directors Meeting  
November 11, 2021 || Page 13 of 31

# Statement of Cash Flows

July - October, 2021

	<b>Total</b>
<b>OPERATING ACTIVITIES</b>	
Net Income	-14,114.73
Adjustments to reconcile Net Income to Net Cash provided by operations:	
1200 Accounts Receivable	-34,790.05
2000 Accounts Payable	-2,015.00
2200 First National Bank of Omaha	70.83
FNBO_2nd	-107.00
<b>Total Adjustments to reconcile Net Income to Net Cash provided by operations:</b>	<b>-36,841.22</b>
<b>Net cash provided by operating activities</b>	<b>-50,955.95</b>
<b>NET CASH INCREASE FOR PERIOD</b>	<b>-50,955.95</b>
Cash at beginning of period	108,909.34
<b>CASH AT END OF PERIOD</b>	<b>\$57,953.39</b>

# Monthly Reports:Monthly Summary VENDOR Expenses

October 2021

	<b>Total</b>
Adobe	33.98
Aiden - Kristen Leung	915.51
Andi Jordan	9,187.50
AP Intego	45.67
Bestbooks4U	445.00
Canva	12.95
Great American Grill	150.16
Gusto	883.87
Intuit	105.00
Kramer Workplace Investigations	1,175.00
Law Office of Gary M Baum	5,386.50
Logan & Powell LLP	4,620.00
Microsoft	25.00
Union Bank	3.00
USPS	81.00
Verizon	30.30
Zoom.us	113.50
<b>TOTAL</b>	<b>\$23,213.94</b>

# Monthly Reports:MONTHLY Transaction Detail by Account

October 2021

Date	Transaction Type	Num	Adj	Name	Class	Memo/Description	Split	Amount	Balance
<b>1001 Checking - Union Bank</b>									
10/04/2021	Expense		No	Gusto			6565 OFFICE PERSONNEL_CONSULTANTS:Payroll Service Fees	-111.00	-111.00
10/05/2021	Expense		No	Great American Grill			6162 GENERAL OFFICE:Hospitality	-150.16	-261.16
10/07/2021	Expense	556	No	Bestbooks4U		FW: Reminder: Invoice 556 from BestBooks4U Bookkeeping & QuickBooks Consulting	6310 OFFICE PERSONNEL_CONSULTANTS:Legal & Professional Fees:Accounting Services	-445.00	-706.16
10/12/2021	Expense		No	AP Intego			6568 OFFICE PERSONNEL_CONSULTANTS:Workers Compensation	-22.03	-728.19
10/13/2021	Bill Payment (Check)		No	JRG			2000 Accounts Payable	-1,828.00	-2,556.19
10/15/2021	Journal Entry	PR 10-15 period 10 10	No			Debit net pay	-Split-	-3,054.60	-5,610.79
10/15/2021	Journal Entry	PR 10-15 period 10 10	No			debit net pay	-Split-	-493.36	-6,104.15
10/15/2021	Journal Entry	PR 10-15 period 10 10	No			Debit tax	-Split-	-1,982.29	-8,086.44
10/15/2021	Deposit		No	Palo Alto City			1499 Undeposited Funds	10,856.89	2,770.45
10/20/2021	Expense		No	Logan & Powell LLP		no invoice for this	6350 OFFICE PERSONNEL_CONSULTANTS:Legal & Professional Fees:Roundtable consultant and technical services	-715.00	2,055.45
10/20/2021	Bill Payment (Check)		No	Law Office of Gary M Baum			2000 Accounts Payable	-1,449.00	606.45
10/20/2021	Bill Payment (Check)		No	Logan & Powell LLP			2000 Accounts Payable	-3,905.00	-3,298.55
10/20/2021	Bill Payment (Check)		No	Law Office of Gary M Baum			2000 Accounts Payable	-5,386.50	-8,685.05
10/20/2021	Bill Payment (Check)		No	JRG			2000 Accounts Payable	-370.50	-9,055.55
10/22/2021	Credit Card Payment		No				2200 First National Bank of Omaha	-320.73	-9,376.28
10/22/2021	Credit Card Payment		No				FNBO_2nd	-107.00	-9,483.28
10/25/2021	Deposit		No	Sunnyvale			1499 Undeposited Funds	13,046.27	3,562.99
10/25/2021	Expense		No	AP Intego			6568 OFFICE PERSONNEL_CONSULTANTS:Workers Compensation	-23.64	3,539.35
10/29/2021	Journal Entry	PR 10-29 period 10 29	No			debit net pay	-Split-	-339.08	3,200.27
10/29/2021	Journal Entry	PR 10-29 period 10 29	No			Debit net pay	-Split-	-3,054.60	145.67
10/29/2021	Journal Entry	PR 10-29 period 10 29	No			Debit tax	-Split-	-1,951.95	-1,806.28
10/29/2021	Expense		No	Union Bank			6120 GENERAL OFFICE:Bank Service Charges	-3.00	-1,809.28
<b>Total for 1001 Checking - Union Bank</b>								<b>\$ -1,809.28</b>	
<b>1200 Accounts Receivable</b>									
10/15/2021	Payment	received check 306518	No	Palo Alto City			1499 Undeposited Funds	-10,856.89	-10,856.89
10/25/2021	Payment	union bank #100005790	No	Sunnyvale			1499 Undeposited Funds	-13,046.27	-23,903.16



Date	Transaction Type	Num	Adj	Name	Class	Memo/Description	Split	Amount	Balance
<b>Total for 1200 Accounts Receivable</b>								<b>\$ -23,903.16</b>	
<b>1499 Undeposited Funds</b>									
10/15/2021	Deposit		No	Palo Alto City		received check 3065182 US Bank mobile deposit confirmation 3200016705046	1001 Checking - Union Bank	-10,856.89	-10,856.89
10/15/2021	Payment	received check 306518	No	Palo Alto City		received check 3065182 US Bank mobile deposit confirmation 3200016705046	1200 Accounts Receivable	10,856.89	0.00
10/25/2021	Payment	union bank #100005790	No	Sunnyvale		union bank number 100005790 , confirmation 3200016775087	1200 Accounts Receivable	13,046.27	13,046.27
10/25/2021	Deposit		No	Sunnyvale		union bank number 100005790 , confirmation 3200016775087	1001 Checking - Union Bank	-13,046.27	0.00
<b>Total for 1499 Undeposited Funds</b>								<b>\$0.00</b>	
<b>2000 Accounts Payable</b>									
10/01/2021	Bill	001551	No	Law Office of Gary M Baum		FW: Setpember 2021 Legal Bills CASCC & SCSC Roundtable	6320 OFFICE PERSONNEL_CONSULTANTS:Legal & Professional Fees:Attorney Services	5,386.50	5,386.50
10/04/2021	Bill	594	No	Kramer Workplace Investigations		FW: Kramer Workplace Investigations Invoice	6320 OFFICE PERSONNEL_CONSULTANTS:Legal & Professional Fees:Attorney Services	1,175.00	6,561.50
10/04/2021	Bill	6423	No	Logan & Powell LLP		FW: September Invoice	6350 OFFICE PERSONNEL_CONSULTANTS:Legal & Professional Fees:Roundtable consultant and technical services	3,905.00	10,466.50
10/13/2021	Bill Payment (Check)		No	JRG			1001 Checking - Union Bank	-1,828.00	8,638.50
10/20/2021	Bill Payment (Check)		No	JRG			1001 Checking - Union Bank	-370.50	8,268.00
10/20/2021	Bill Payment (Check)		No	Law Office of Gary M Baum			1001 Checking - Union Bank	-1,449.00	6,819.00
10/20/2021	Bill Payment (Check)		No	Logan & Powell LLP			1001 Checking - Union Bank	-3,905.00	2,914.00
10/20/2021	Bill Payment (Check)		No	Law Office of Gary M Baum			1001 Checking - Union Bank	-5,386.50	-2,472.50
<b>Total for 2000 Accounts Payable</b>								<b>\$ -2,472.50</b>	
<b>2200 First National Bank of Omaha</b>									
10/04/2021	Expense		No	Adobe			6620 GENERAL OFFICE:Software Licenses	33.98	33.98
10/12/2021	Expense		No	Zoom.us			6620 GENERAL OFFICE:Software Licenses	113.50	147.48
10/12/2021	Expense		No	Verizon			6880 Office:Telephone	30.30	177.78
10/18/2021	Expense		No	USPS			6610 GENERAL OFFICE:Postage and Delivery	81.00	258.78
10/18/2021	Expense		No	Canva			6620 GENERAL OFFICE:Software Licenses	12.95	271.73
10/18/2021	Expense		No	Intuit			6620 GENERAL OFFICE:Software Licenses	25.00	296.73
10/19/2021	Expense		No	Intuit			6620 GENERAL OFFICE:Software Licenses	80.00	376.73
10/19/2021	Expense		No	Microsoft			6620 GENERAL OFFICE:Software Licenses	25.00	401.73

Date	Transaction Type	Num	Adj	Name	Class	Memo/Description	Split	Amount	Balance
10/22/2021	Credit Card Payment		No				1001 Checking - Union Bank	-320.73	81.00
<b>Total for 2200 First National Bank of Omaha</b>								<b>\$81.00</b>	
<b>FNBO_2nd</b>									
10/22/2021	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>									
10/29/2021	Expense		No	Union Bank	CASCC	CHECK IMAGE FEE CHECK 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>									
10/05/2021	Expense		No	Great American Grill	CASCC	Great American-G VENDOR P Great American-G VENDOR PMT PPD *****2275	1001 Checking - Union Bank	150.16	150.16
<b>Total for 6162 Hospitality</b>								<b>\$150.16</b>	
<b>6610 Postage and Delivery</b>									
10/18/2021	Expense		No	USPS	CASCC	USPS PO BOXES ONLINE - 800-782-6724, DC	2200 First National Bank of Omaha	81.00	81.00
<b>Total for 6610 Postage and Delivery</b>								<b>\$81.00</b>	
<b>6620 Software Licenses</b>									
10/04/2021	Expense		No	Adobe	CASCC	ADOBE ACROPRO SUBS - 8004438158, CA	2200 First National Bank of Omaha	33.98	33.98
10/12/2021	Expense		No	Zoom.us	CASCC	ZOOM.US 888-799-9666 - SAN JOSE, CA	2200 First National Bank of Omaha	113.50	147.48
10/18/2021	Expense		No	Intuit	CASCC	INTUIT *QuickBooks Onl - CL.INTUIT.COM, CA	2200 First National Bank of Omaha	25.00	172.48
10/18/2021	Expense		No	Canva	CASCC	CANVA* I03211-23809291 - CAMDEN, DE	2200 First National Bank of Omaha	12.95	185.43
10/19/2021	Expense		No	Microsoft	CASCC	MSFT * E0100G6WKE - MSBILL.INFO, WA	2200 First National Bank of Omaha	25.00	210.43
10/19/2021	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>\$524.59</b>	
<b>Office</b>									
<b>6880 Telephone</b>									
10/12/2021	Expense		No	Verizon	CASCC	VZWLSS*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>	

Date	Transaction Type	Num	Adj	Name	Class	Memo/Description	Split	Amount	Balance
<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>									
10/07/2021	Expense	556	No	Bestbooks4U	CASCC	bestbooks4	1001 Checking - Union Bank	445.00	445.00
<b>Total for 6310 Accounting Services</b>								<b>\$445.00</b>	
<b>6320 Attorney Services</b>									
10/01/2021	Bill	001551	No	Law Office of Gary M Baum	CASCC	Office	2000 Accounts Payable	5,386.50	5,386.50
10/04/2021	Bill	594	No	Kramer Workplace Investigations	CASCC		2000 Accounts Payable	1,175.00	6,561.50
<b>Total for 6320 Attorney Services</b>								<b>\$6,561.50</b>	
<b>6350 Roundtable consultant and technical services</b>									
10/04/2021	Bill	6423	No	Logan & Powell LLP	Roundtable	Logan & Powell	2000 Accounts Payable	3,905.00	3,905.00
10/20/2021	Expense		No	Logan & Powell LLP	Roundtable	no invoice for this	1001 Checking - Union Bank	715.00	4,620.00
<b>Total for 6350 Roundtable consultant and technical services</b>								<b>\$4,620.00</b>	
<b>Total for 6300 Legal &amp; Professional Fees</b>								<b>\$11,626.50</b>	
<b>6565 Payroll Service Fees</b>									
10/04/2021	Expense		No	Gusto	CASCC	GUSTO FEE 643745 CCD 6sem GUSTO FEE 643745 CCD 6semjqfc9ie	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>									
10/12/2021	Expense		No	AP Intego	CASCC	APIntego ACHTRANS CCD 842 APIntego ACHTRANS CCD 84290539	1001 Checking - Union Bank	22.03	22.03
10/25/2021	Expense		No	AP Intego	CASCC	APIntego ACHTRANS CCD 847 APIntego ACHTRANS CCD 84795099	1001 Checking - Union Bank	23.64	45.67
<b>Total for 6568 Workers Compensation</b>								<b>\$45.67</b>	
<b>6575 Payroll Wages/Salary</b>									
10/15/2021	Journal Entry	PR 10-15 period 10 10	No		CASCC	regular wages	-Split-	543.51	543.51
10/15/2021	Journal Entry	PR 10-15 period 10 10	No		CASCC	Regular Wages	-Split-	4,593.75	5,137.26
10/29/2021	Journal Entry	PR 10-29 period 10 29	No		CASCC	regular wages	-Split-	372.00	5,509.26
10/29/2021	Journal Entry	PR 10-29 period 10 29	No		CASCC	Regular Wages	-Split-	4,593.75	10,103.01
<b>Total for 6575 Payroll Wages/Salary</b>								<b>\$10,103.01</b>	
<b>6580 Payroll Taxes</b>									
10/15/2021	Journal Entry	PR 10-15 period 10 10	No		CASCC	Employer Taxes	-Split-	392.99	392.99
10/29/2021	Journal Entry	PR 10-29 period 10 29	No		CASCC	Employer Taxes	-Split-	379.88	772.87

Date	Transaction Type	Num	Adj	Name	Class	Memo/Description	Split	Amount	Balance
<b>Total for 6580 Payroll Taxes</b>								<b>\$772.87</b>	
<b>Total for OFFICE PERSONNEL_CONSULTANTS</b>								<b>\$22,659.05</b>	
<b>Not Specified</b>									
10/15/2021	Journal Entry	PR 10-15 period 10 10	No			debit net pay	-Split-	0.00	0.00
10/15/2021	Journal Entry	PR 10-15 period 10 10	No			debit net pay	-Split-	0.00	0.00
10/29/2021	Journal Entry	PR 10-29 period 10 29	No			debit net pay	-Split-	0.00	0.00
10/29/2021	Journal Entry	PR 10-29 period 10 29	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 - October, 2021

	CASCC			PC			Roundtable			TOTAL		
	Jul - Oct, 2021	Jul - Oct, 2020 (PY)	% Change	Jul - Oct, 2021	Jul - Oct, 2020 (PY)	% Change	Jul - Oct, 2021	Jul - Oct, 2020 (PY)	% Change	Jul - Oct, 2021	Jul - Oct, 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		712.95	-100.00 %							0.00	712.95	-100.00 %
<b>Total 4000 INCOME</b>	<b>149,957.07</b>	<b>150,670.02</b>	<b>-0.47 %</b>					<b>187,597.78</b>	<b>-100.00 %</b>	<b>149,957.07</b>	<b>338,267.80</b>	<b>-55.67 %</b>
<b>Total Income</b>	<b>149,957.07</b>	<b>150,670.02</b>	<b>-0.47 %</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>338,267.80</b>	<b>-55.67 %</b>
<b>GROSS PROFIT</b>	<b>149,957.07</b>	<b>150,670.02</b>	<b>-0.47 %</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>338,267.80</b>	<b>-55.67 %</b>
<b>EXPENSES</b>												
6000 GENERAL OFFICE										0.00	0.00	0.00%
6120 Bank Service Charges	15.00	12.00	25.00 %							15.00	12.00	25.00 %
6162 Hospitality	300.33									300.33	0.00	0.00%
6180 Insurance	150.17	600.67	-75.00 %							150.17	600.67	-75.00 %
6220 Dues and Subscriptions		400.00	-100.00 %							0.00	400.00	-100.00 %
6550 Supplies and Equipment		2,199.25	-100.00 %							0.00	2,199.25	-100.00 %
6610 Postage and Delivery	82.05	136.50	-39.89 %							82.05	136.50	-39.89 %
6615 Office/General Administrative Expenses	321.00									321.00	0.00	0.00%
6620 Software Licenses	1,572.21	749.32	109.82 %							1,572.21	749.32	109.82 %
<b>Total 6000 GENERAL OFFICE</b>	<b>2,440.76</b>	<b>4,097.74</b>	<b>-40.44 %</b>							<b>2,440.76</b>	<b>4,097.74</b>	<b>-40.44 %</b>
6700 Reimbursable Expense		437.50	-100.00 %							0.00	437.50	-100.00 %
Office										0.00	0.00	0.00%
6880 Telephone	121.20	40.30	200.74 %							121.20	40.30	200.74 %
<b>Total Office</b>	<b>121.20</b>	<b>40.30</b>	<b>200.74 %</b>							<b>121.20</b>	<b>40.30</b>	<b>200.74 %</b>
OFFICE PERSONNEL_CONSULTANTS										0.00	0.00	0.00%
6153 Contractors				13,135.00	24,975.00	-47.41 %				13,135.00	24,975.00	-47.41 %
6300 Legal & Professional Fees										0.00	0.00	0.00%
6310 Accounting Services	1,710.00	7,503.75	-77.21 %							1,710.00	7,503.75	-77.21 %
6320 Attorney Services	13,127.50	6,976.00	88.18 %				13,392.50	2,324.50	476.15 %	26,520.00	9,300.50	185.15 %
6350 Roundtable consultant and technical services	13,632.50						62,235.75	39,057.50	59.34 %	75,868.25	39,057.50	94.25 %
<b>Total 6300 Legal &amp; Professional Fees</b>	<b>28,470.00</b>	<b>14,479.75</b>	<b>96.62 %</b>				<b>75,628.25</b>	<b>41,382.00</b>	<b>82.76 %</b>	<b>104,098.25</b>	<b>55,861.75</b>	<b>86.35 %</b>
6565 Payroll Service Fees	396.00	222.00	78.38 %							396.00	222.00	78.38 %
6568 Workers Compensation	205.12	229.26	-10.53 %							205.12	229.26	-10.53 %
6575 Payroll Wages/Salary	40,571.73	39,532.02	2.63 %							40,571.73	39,532.02	2.63 %
6580 Payroll Taxes	3,103.74	3,152.30	-1.54 %							3,103.74	3,152.30	-1.54 %
<b>Total OFFICE PERSONNEL_CONSULTANTS</b>	<b>72,746.59</b>	<b>57,615.33</b>	<b>26.26 %</b>	<b>13,135.00</b>	<b>24,975.00</b>	<b>-47.41 %</b>	<b>75,628.25</b>	<b>41,382.00</b>	<b>82.76 %</b>	<b>161,509.84</b>	<b>123,972.33</b>	<b>30.28 %</b>
<b>Total Expenses</b>	<b>75,308.55</b>	<b>62,190.87</b>	<b>21.09 %</b>	<b>13,135.00</b>	<b>24,975.00</b>	<b>-47.41 %</b>	<b>75,628.25</b>	<b>41,382.00</b>	<b>82.76 %</b>	<b>164,071.80</b>	<b>128,547.87</b>	<b>27.63 %</b>
<b>NET OPERATING INCOME</b>	<b>74,648.52</b>	<b>88,479.15</b>	<b>-15.63 %</b>	<b>-13,135.00</b>	<b>-24,975.00</b>	<b>47.41 %</b>	<b>-75,628.25</b>	<b>146,215.78</b>	<b>-151.72 %</b>	<b>-14,114.73</b>	<b>209,719.93</b>	<b>-106.73 %</b>
<b>NET INCOME</b>	<b>\$74,648.52</b>	<b>\$88,479.15</b>	<b>-15.63 %</b>	<b>\$ -13,135.00</b>	<b>\$ -24,975.00</b>	<b>47.41 %</b>	<b>\$ -75,628.25</b>	<b>\$146,215.78</b>	<b>-151.72 %</b>	<b>\$ -14,114.73</b>	<b>\$209,719.93</b>	<b>-106.73 %</b>



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

October 20, 2021  
 Invoice No: 168666  
 Project Manager: Evan Wasserman

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

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

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

**Professional Personnel**

	Hours	Rate	Amount
Senior Associate I			
Wasserman, Evan	10.50	150.00	1,575.00
Totals	10.50		1,575.00
<b>Total Labor</b>			<b>1,575.00</b>

<b>Billing Limits</b>	<b>Current</b>	<b>Prior</b>	<b>To-Date</b>
Total Billings	1,575.00	87,125.00	88,700.00
Limit			90,000.00
Remaining			1,300.00
<b>TOTAL THIS TASK:</b>			<b>\$1,575.00</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

**Professional Personnel**

	Hours	Rate	Amount
Senior Associate I			
Wasserman, Evan	5.50	150.00	825.00
Totals	5.50		825.00
<b>Total Labor</b>			<b>825.00</b>

Billing Limits	Current	Prior	To-Date
Total Billings	825.00	10,941.25	11,766.25
Limit			13,000.00
Remaining			1,233.75
<b>TOTAL THIS TASK:</b>			<b>\$825.00</b>

Task 0000005 Prepare/Post Website Content

**Professional Personnel**

	Hours	Rate	Amount
Senior Associate I			
Wasserman, Evan	8.50	150.00	1,275.00
Associate I			
Weiman, Phoebe	19.00	105.00	1,995.00
Totals	27.50		3,270.00
<b>Total Labor</b>			<b>3,270.00</b>

Billing Limits	Current	Prior	To-Date
Total Billings	3,270.00	11,430.00	14,700.00
Limit			18,000.00
Remaining			3,300.00
<b>TOTAL THIS TASK:</b>			<b>\$3,270.00</b>

Task 0000006 Other Direct Costs(ANR, Website Support, Letter Tracker)

Billing Limits	Current	Prior	To-Date
Total Billings	0.00	2,300.00	2,300.00
Limit			8,000.00
Remaining			5,700.00
<b>TOTAL THIS TASK:</b>			<b>0.00</b>

**TOTAL INVOICE AMOUNT: \$5,670.00**

**Outstanding Invoices**

Number	Date	Balance
167281	9/15/2021	8,660.00
<b>Total</b>		<b>8,660.00</b>

Billings to Date	Current	Prior	Total
	<b>5,670.00</b>	<b>162,702.50</b>	<b>168,372.50</b>

Remit to:

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

TIN #: 94-1698350

# Billing Backup

Wednesday, October 20, 2021

Environmental Science Associates

Invoice 168666 Dated 10/20/2021

10:23:20 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	9/1/2021	1.00	150.00	150.00		
	1 hr for special meeting agenda development						
11165	Wasserman, Evan	9/7/2021	4.00	150.00	600.00		
	4 hrs for meeting facilitation and prep						
11165	Wasserman, Evan	9/8/2021	1.00	150.00	150.00		
	1 hr for meeting recap communications and post meeting follow-up						
11165	Wasserman, Evan	9/9/2021	2.00	150.00	300.00		
	2 hrs for review of video recording and communications regarding status of RT						
11165	Wasserman, Evan	9/16/2021	1.00	150.00	150.00		
	1 hr for communications/SCSC RT transition and budget review						
11165	Wasserman, Evan	9/17/2021	1.50	150.00	225.00		
	1.5 hrs for communications and budget review						
	Totals		10.50		1,575.00		
	<b>Total Labor</b>						<b>1,575.00</b>
						<b>TOTAL THIS TASK:</b>	<b>\$1,575.00</b>

Task	0000004	Respond to Inquiries		
------	---------	----------------------	--	--

**Professional Personnel**

			Hours	Rate	Amount		
Senior Associate I							
11165	Wasserman, Evan	9/1/2021	1.00	150.00	150.00		
	1 hr for responding to inquiries regarding agenda packet materials						
11165	Wasserman, Evan	9/3/2021	2.00	150.00	300.00		
	2 hrs for agenda packet materials relating to NES letter submittal and FAA comments on advisory circular						
11165	Wasserman, Evan	9/6/2021	.50	150.00	75.00		
	.5 hr for SCSC Roundtable response to additional packet materials						
11165	Wasserman, Evan	9/7/2021	1.00	150.00	150.00		
	1 hr for inquires regarding agenda packet and special meeting						
11165	Wasserman, Evan	9/8/2021	1.00	150.00	150.00		
	1 hr for responding to inquiries regarding meeting motions and communications						
	Totals		5.50		825.00		
	<b>Total Labor</b>						<b>825.00</b>
						<b>TOTAL THIS TASK:</b>	<b>\$825.00</b>

Task	0000005	Prepare/Post Website Content		
------	---------	------------------------------	--	--

**Professional Personnel**

			Hours	Rate	Amount		
Senior Associate I							
11165	Wasserman, Evan	9/3/2021	4.50	150.00	675.00		
	4.5 hrs for special meeting agenda compilation for website posting, notification, and social media posting						

Cities Association of Santa Clara County Board of Directors Meeting



Project	D201801353.02	SCSC Roundtable Facilitation-FY 2020-20	Invoice	168666
11165	Wasserman, Evan	9/6/2021	.50 150.00	75.00
	.5 hrs for SCSC Roundtable posting additional packet materials			
11165	Wasserman, Evan	9/7/2021	1.00 150.00	150.00
	1 hr for coordinating/posting materials and notifications on website			
11165	Wasserman, Evan	9/13/2021	1.00 150.00	150.00
	1 hr for recap and posted material review			
11165	Wasserman, Evan	9/14/2021	1.00 150.00	150.00
	1 hr			
11165	Wasserman, Evan	9/16/2021	.50 150.00	75.00
	.5 hr for posting recap			
	Associate I			
11307	Weiman, Phoebe	9/2/2021	1.00 105.00	105.00
	emails website posting			
11307	Weiman, Phoebe	9/3/2021	4.00 105.00	420.00
	agenda packet			
11307	Weiman, Phoebe	9/7/2021	4.00 105.00	420.00
	Roundtable meeting			
11307	Weiman, Phoebe	9/8/2021	4.00 105.00	420.00
	meeting minutes and website posts.			
11307	Weiman, Phoebe	9/9/2021	1.00 105.00	105.00
	meeting minutes, website posts, and emails			
11307	Weiman, Phoebe	9/13/2021	2.00 105.00	210.00
	Meeting minutes and emails.			
11307	Weiman, Phoebe	9/14/2021	3.00 105.00	315.00
	Meeting minutes and emails			
	Totals		27.50	3,270.00
	<b>Total Labor</b>			<b>3,270.00</b>
	<b>TOTAL THIS TASK:</b>			<b>\$3,270.00</b>
	<b>Total this Project</b>			<b>\$5,670.00</b>
	<b>Total this Report</b>			<b>\$5,670.00</b>



Agenda Item No: 4

Meeting Date: November 11, 2021

## Cities Association of Santa Clara County Agenda Report

### FY 2022 Budget Update

Prepared by: Andi Jordan  
Executive Director

**TOPIC:** Fiscal Year 2021-2022 (FY 22) Budget Amendment

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

**EXECUTIVE SUMMARY:** The Board of Directors approved the FY 22 Budget at the June 2021 meeting. Continued expenses associated with the human resources issue require amending the CASCC FY 22 budget.

- The approved budget included spending reserves below the threshold established in the bylaws.
- The approved budget maintained the same membership dues as adopted in FY 20.
- The approved budget increases legal services line item to complete the human resources investigation and the organizational status change.
- It is currently estimated that reserves and cash on hand will be exhausted before the end of the fiscal year.
- All other line items under direction of staff were within and remain within budget.

### **RECOMMENDATION:**

Staff recommends increasing revenues/dues.

### **BACKGROUND (as reported in April and June 2021):**

- Cities Association Dues in 1989 were \$2677 per jurisdiction with a budget of \$40,000.
- Dues have remained relatively flat and were reduced at times because of the size of the reserves.
- In 2010, it was observed that Reserves had grown over the previous four fiscal years and exceeded the Cities Association Financial Policy of six to nine months of projected operating expenses.
- The 2010 Subcommittee on Use of Reserves recommended a decrease in dues by 4.77% for three fiscal years in order to attain a level of Reserves consistent with the organization's financial policy.
- FY 2013-14 marked the end of the 3-year budget with reduced dues. FY 2014-15 Budget resumed the original dues schedule, which was an increase of 4.77% of the prior year's dues schedule.
- New for FY 2014-15, the Cities Association started utilizing a virtual office as an effort to reduce expenses; office expenses were reduced by 19% from the expected budget.
- For FY 2015-16, with the continued dues schedule, it was proposed and approved to use Reserves to meet operating expenses. It is Cities Association policy to maintain a Reserves fund that covers 6 – 9 months of operating expenses (\$42,000 – \$63,000).
- For FY 2017, the dues were increased by 3% County Board of Directors Meeting using increased Reserves to meet expenses. November 11, 2021 || Page 26 of 31  
The FY 2017-18-budget year is \$53,771.32.

- Prior to 2018, General Membership Meetings and dinners were funded by sponsors and donations. We are currently not able to receive sponsorships.
- Article VII, Section 2 of the Cities Association Bylaws states “the dues schedule shall be revised every three (3) to four (4) years.”
- There was no increase in dues for the FY 2017-18 Proposed Budget.
- 2018-2019 The Board voted for the Executive Director a full-time position, from 30 hours to 40 hours, from \$70,000 to \$100,000.
- 2019-2020 Executive Director salary increased to \$105,000. *The Executive Director receives no benefits, no reimbursements, no stipends.*
- 2020-2021 Budget included these additions:
  - Addition of Office Assistant: \$30/hr, 40 hr/ month, \$14,400/year
  - Addition of Legal Counsel: \$300/hr, 5/hr month, \$18,000/year
  - Ongoing admin cost of software, office supplies: \$1000/year
  - Computer, printer, backup hard drive, phone: \$5000
  - (would leave a \$62,592 surplus)
  - Executive Director Salary \$110,250 + \$5,000 bonus (approved fall 2020)
- 2021-2022 Budget
  - Increase in legal counsel line item to \$50,000

#### **ANALYSIS:**

The General Fund Budget does not include the Planning Collaborative or the SCSC Roundtable.

The General Fund Budget abides by the principles set forth in the bylaws.

The budget shortfall is because of unanticipated legal fees regarding a human resource issue which the Board directed to be investigated. All other line items under direction of staff were within and remain within budget.

Staff recognizes the desire of the Board to not raise dues. The CASCC dues are less than .01% of the members combined general fund budgets. The CASCC provides needed collaboration and cost savings to the members.

#### **Suggested changes to the FY 22 Budget:**

- **Cancel December 2021 and May 2022 events**, no purchase of equipment.
- Reduce expenses

#### **OPTIONS:**

1. Reduce expenses (over 90% of expenses is staff and legal)
2. Increase revenues by
  - a. Increase dues
  - b. Special assessment of all CASCC members or just SCSC Roundtable Members
  - c. When approving the formation of a JPA, approve a budget and assess members immediately.

#### **EXECUTIVE BOARD RECOMMENDED ACTION:**

Executive Board recommends a two-step approach:

1. If the SCSC Roundtable decision at their November 11, 2021 meeting leaves a remaining balance of expenditures to be reimbursed, direct the Executive Director and President to assess the SCSC Roundtable member cities.
2. Should there be a continued balance of SCSC Roundtable expenditures to be reimbursed after the assessment of SCSC Roundtable member cities, then assess the CASCC member cities in the first quarter of 2022.

**ATTACHMENTS:**

1. FY 2022 Budget Update
2. CASCC Dues vs. League Dues
3. CASCC Dues from FY18 – FY 22

Cities Association of Santa Clara County FY 22 General Budget Amendment

	fy 2021 estimate	fy 2021 actual	fy 2022 proposed	fy 2022 amended
<b>REVENUE:</b>				
projected resources:				
starting balance	122,000	91,740	42,315	42,315
restricted				
unrestricted				
total BFB				
Dues	150,290	150,000	150,290	150,290
Non-dues (directories)				
LAIF interest	2,000	1,045	2,000	200
Event Tickets (~65 people x 2 events)		0	10,400	0
Revenue Totals			162,690	150,490
Total Resources	274,290	242,785	205,005	192,805
<b>GENERAL EXPENSES:</b>				
Office Expenses (insurance, printing, meeting supplies, office supplies, ED expenses, software, website update, recognition, PO Box, postage, etc)	11,600	10,656	13,000	11,600
one time equipment for new hire/		257	1,200	0
Priorities for Board Directed Projects (intern for legislative activities, project)			5,000	5,000
attorney	20,000	42,303.00	50,000	50,000
accountant/bookkeeper	13,000	10,187.50	5,000	5,000
Office: Personnel salaries	124,650	123,363.99	124,650	124,650
Payroll expenses	11,000	11,633	12,650	12,650
Consultant (legal or other consultant to complete organizational status, legal)			5,000	5,000
<b>EVENT EXPENSES:</b>				
Membership Dinner - DECEMBER	2,300	2,068.00	14,000	0
Membership Meeting - SPRING	0	0	7,500	0
Expense Totals	182,550	200,470	238,000	213,900
ending fund balance	91,740	42,315	(32,995)	(21,095)

Membership Dues to League of California Cities and Cities Association

Cities	population	CASCC		LCC 2020 Dues	CASCC
		1989-1990			Membership Dues
Monte Sereno	3900	\$ 2,667.00		2,626	\$6,523.13
Los Altos Hills	8658	\$ 2,667.00		5,111	\$6,523.13
Los Altos	31,402	\$ 2,667.00		13,149	\$8,697.51
Saratoga	30,799	\$ 2,667.00		13,149	\$8,697.51
Los Gatos	30,505	\$ 2,667.00		13,149	\$8,697.51
Campbell	42,854	\$ 2,667.00		15,997	\$8,697.51
Morgan Hill	43,645	\$ 2,667.00		15,997	\$8,697.51
Gilroy	55,170	\$ 2,667.00		18,427	\$8,697.51
Cupertino	59,796	\$ 2,667.00		18,427	\$10,856.89
Palo Alto	66,932	\$ 2,667.00		20,252	\$10,856.89
Milpitas	77,604	\$ 2,667.00		21,274	\$10,856.89
Mountain View	77,925	\$ 2,667.00		21,274	\$10,856.89
Santa Clara	123,983	\$ 2,667.00		28,332	\$13,046.27
Sunnyvale	149,831	\$ 2,667.00		31,187	\$13,046.27
San Jose	1,046,079	\$ 2,667.00		112,570	\$13,046.27
		\$40,000.00		\$ 350,921.00	#####

# Cities Association of Santa Clara County Approved Dues: 2018-2022

	Portion	Cities	2018-2019 Dues	2018 - 2019 Revenue	2019-2020 Dues	2019-2020 Revenue	2020-2021 Dues	2020-2021 Revenue	2021-2022 dues	2021-2022 revenue
Large Cities	26.1%	(3) San Jose, Santa Clara, Sunnyvale	12,605.09	37,815.27	\$13,046.27	\$39,138.80	\$13,046.27	\$39,138.80	\$13,046.27	\$39,138.80
Medium Cities	36.2%	(5) Cupertino, Gilroy, Milpitas, Mountain View, Palo Alto	10,489.75	52,448.76	\$10,856.89	\$54,284.47	\$10,856.89	\$54,284.47	\$10,856.89	\$54,284.47
Small Cities	29.0%	(5) Campbell, Los Altos, Los Gatos, Morgan Hill, Saratoga	8,403.39	42,016.97	\$8,697.51	\$43,487.56	\$8,697.51	\$43,487.56	\$8,697.51	\$43,487.56
Very Small Cities	8.7%	(2) Los Altos Hills, Monte Serenio	6,302.54	12,605.09	\$6,523.13	\$13,046.27	\$6,523.13	\$13,046.27	\$6,523.13	\$13,046.27
Total Dues Income			\$ 144,886.09		\$149,957.10		\$149,957.10		\$149,957.10	