



# Board of Directors Meeting Agenda

January 13, 2021 7:00 PM / Virtual Meeting via Zoom

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- Meeting begins at 7:00pm or following adjournment of the City Selection Committee.
- Register for Zoom webinar [\[HERE\]](#)
- More info on public comment and accessibility given at the end of the agenda
- Discussion & action may be taken on any of the items below. Times are approximate.

## **WELCOME AND ROLL CALL (Jones, 7:00 PM)**

<b>1. Consent Agenda (7:00-7:05)</b>
1a. Approval of November Board of Directors Meeting Minutes <i>Attachment:</i> <a href="#">Minutes</a>
1b. i. Approval of Agreement with Joanne Benjamin for a not to exceed the amount of \$50,000 to serve as Acting Executive Director ii. Approval of Executive Board's appointment of Joanne Benjamin as Acting Executive Director <i>Attachment:</i> <a href="#">Staff Report</a>
1c. Adoption of Resolution to Continue Meeting Exclusively Over Zoom <i>Attachment:</i> <a href="#">Staff Report</a> , <a href="#">Resolution</a>
1d. Approval of invoices to be paid: i. <a href="#">Environmental Science Associates</a> – \$2526.25 (October) and \$5,675.00 (November) for YTD total of \$176,573.75 ii. <a href="#">Logan &amp; Powell LLP</a> – \$4,565.00 (November) iii. <a href="#">Kramer Investigations</a> – \$3,128.00 (November) <i>Attachment:</i> <a href="#">ESA Invoices</a> (other invoices available to Board members upon request)

<b>2. Goal Setting (7:05-7:25)</b>
<i>Attachment:</i> <a href="#">Proposed 2022 Vision &amp; Goals</a>
<b>3. 2022 Calendar (7:25-7:35)</b>
<i>Attachment:</i> <a href="#">Proposed Calendar</a>
<b>4. Board Member Development: Managing Social Media (7:35-8:05)</b>
Presentation from Robbie Turner, Public Agency Partnerships Lead, NextDoor
<b>5. Planning Collaborative Update(7:55-8:25)</b>
Presentation on ABAG REAP Grant Suballocation and SB 9 from Paul Peninger, Principal, Baird & Driskell Community Planning
<b>6. Santa Clara County City Managers Association (SCCCMA) Update (Zarate)</b>
<b>7. Executive Director Update (Benjamin)</b>
<b>8. Joys and Challenges (Board Members)</b>

**PUBLIC COMMENT**

**ADJOURNMENT**

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**PUBLIC COMMENT**

Members of the public wishing to comment on an item on the agenda may do so in the following ways:

1. Email comments to [audin@citiesassociation.org](mailto:audin@citiesassociation.org)
  - Emails will be forwarded to the Board of Directors
  - IMPORTANT: identify the Agenda Item number in the subject line of your email. All emails received will be entered into the record for the meeting.
2. Provide oral public comments during the meeting:
  - When the Chair announces the item on which you wish to speak, click the “raise hand” feature in Zoom. Speakers will be notified shortly before they are called to speak.

- When called to speak, please limit your comments to the time allotted (up to 3 minutes, at the discretion of the Chair).
- Phone participants:
  - \*6 - Toggle mute/unmute
  - \*9 - Raise hand

### **ACCESSIBILITY**

We strive for our meetings and materials to be accessible to all members of the public. Those requiring accommodations to participate in this meeting may contact our Office Assistant at [audin@citiesassociation.org](mailto:audin@citiesassociation.org). Notification at least three business days prior to the meeting will allow us to best meet your needs.



# Board of Directors Meeting Minutes

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

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

*Minutes in blue / Agenda in black*

## 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 Leroe-Muñoz
Los Altos	Hon. Neysa Fligor / Alternate: Hon. Anita Enander
Los Altos Hills	Hon. Stanley Mok / Alternate: Hon. Lisa Schmidt
Los Gatos	Hon. Marico Sayoc / Alternate: Hon. Rob Rennie
Milpitas	Hon. Carmen Montaña / Alternate: Hon. Evelyn Chua
Monte Sereno	Hon. Rowena Turner / Alternate: Hon. Liz Lawler
Morgan Hill	Hon. Rich Constantine / Alternate: Hon. John McKay
Mountain View	Hon. Margaret Abe-Koga / Alternate: Hon. Ellen Kamei
Palo Alto	Hon. Tom DuBois / Alternate: Hon. Eric Filseth
San Jose	Hon. Chappie Jones / Alternate: Hon. Matt Mahan
Santa Clara	Hon. Kathy Watanabe / Alternate: Hon. Anthony Becker
Saratoga	Hon. Yan Zhao / Alternate: Hon. Tina Walia
Sunnyvale	Hon. Larry Klein / Alternate: Hon. Mason Fong

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

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

**Members present:** Bybee, Chao, Blankley, Fligor, Mok, Sayoc, Turner, Constantine, Abe-Koga, Jones, Watanabe, Walia (alternate), Klein

**Absent:** Montano, DuBois

**Others in attendance:**

- Andi Jordan, Executive Director
- Laurel Prevetti, SCCCMA Representative and Town Manager of Los Gatos
- Gary Baum, Counsel
- Audin Leung, Clerk
- Steve Preminger, County of Santa Clara Strategic
- Dave Vautin, Bay Area Metro
- Alysa Cisneros, Councilmember, City of Sunnyvale
- Roland Lebrun, Member of the Public
- Liz Gibbons, Mayor, City of Campbell

<b>1.</b>	<b>Consent Agenda</b>
	<p>Motion to adopt consent agenda by Fligor. Seconded by Abe-Koga. Motion adopted 12-0-1-2.</p> <p>AYES (12): Bybee, Chao, Blankley, Fligor, Mok, Sayoc, Turner, Constantine, Abe-Koga, Jones, Watanabe, Klein NAYES (0) ABSTENSIONS (1): Walia ABSENCES (2): Montano, DuBois</p>
1a.	Approval of October Board of Directors Meeting Minutes
1b.	Receive October financial statement ( <i>Note: reviewed by Treasurer</i> )

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>
2.	<b>Plan Bay Area 2050 (Bay Area Metro Staff Invited)</b>
	Roland Lebrun gave comment on this item.
3.	<b>MTC City Selection Committee Appointee Presentation (Abe-Koga)</b>
	Roland Lebrun gave comment on this item.
4.	<b>FY'22 Budget Update and Possible Amendments</b>
	<p>Motion by Jones to follow approach recommended by the Executive Board:</p> <ul style="list-style-type: none"><li>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.</li><li>Should there be a continued balance of SCSC Roundtable expenditures to be reimbursed after the assessment of SCSC Roundtable member cities, then assess the CASC member cities in the first quarter of 2022.</li></ul> <p>Seconded by Klein. Motion adopted 10-1-2-2.</p> <p>AYES (10): Bybee, Chao, Blankley, Fligor, Sayoc, Constantine, Abe-Koga, Jones, Watanabe, Klein NAYES (1): Turner ABSTENSIONS (2): Mok, Walia ABSENCES (2): DuBois, Montano</p>
5.	<b>Election of Officers</b>
	<p>Motion by Sayoc to elect the following members into office:</p> <ul style="list-style-type: none"><li>President – Hon. Chappie Jones</li><li>1<sup>st</sup> Vice President and LAC Chair – Hon. Neysa Fligor</li><li>2<sup>nd</sup> Vice President – Hon. Margaret Abe-Koga</li><li>Secretary-Treasurer – Hon. Rich Constantine</li></ul>

<ul style="list-style-type: none"><li>• Past President – Hon. Marico Sayoc</li></ul> <p>Seconded by Klein. Motion adopted 13-0-0-2.</p> <p>AYES (13): Bybee, Chao, Blankley, Fligor, Mok, Sayoc, Turner, Constantine, Abe-Koga, Jones, Watanabe, Walia, Klein</p> <p>NAYES (0)</p> <p>ABSTENTIONS (0)</p> <p>ABSENCES (2): DuBois, Montano</p>	
6.	<b>Santa Clara County City Managers Association (SCCCMA) Update (Prevetti)</b>
7.	<b>Executive Director Update (Jordan)</b>
8.	<b>Joys and Challenges (Board Members)</b>

#### **PUBLIC COMMENT**

Mayor Gibbons (Campbell) gave public comment.

Roland Lebrun gave public comment.

Steve Preminger gave public comment.

#### **ADJOURNMENT**

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Respectfully submitted,



Audin Leung, Board Clerk



**Agenda Item No: 1b**

**Meeting Date: January 13, 2022**

## Cities Association of Santa Clara County Agenda Report

Prepared by: Chappie Jones, President and Audin Leung, Clerk

### **SUBJECT: APPOINTMENT OF ACTING EXECUTIVE DIRECTOR**

#### **RECOMMENDATION:**

1. Appoint Joanne Benjamin as Acting Executive Director of the Cities Association of Santa Clara County (CASCC) until the return of the Executive Director.
2. Approve entering into a not to exceed \$50,000 agreement with Joanne Benjamin at a rate of \$150.00 per hour.

#### **BACKGROUND & ANALYSIS:**

The current Executive Director has taken leave until February 1<sup>st</sup>, 2022. The Executive Director's responsibilities must be fulfilled in their absence. Joanne Benjamin is an ideal candidate for Acting Executive Director position because of her previous experience with the CASCC, including training the current Executive Director while serving as a former Interim Executive Director and serving as a former CASCC Board President and Executive Director. Joanne Benjamin has agreed to accept this temporary appointment if the Board approves. This action will need to be ratified by the Board of Directors. Due to the urgency of the situation the appointment and contract approval are being made by the Executive Board.

#### **FISCAL IMPACT:**

Both payment for professional services and reimbursable expenses, if any, shall not exceed Fifty Thousand Dollars (\$50,000.00). The Agreement can be terminated by the President upon 10 days' notice and by the consultant with 30 days' notice.

#### The Board has the following options to consider:

1. Approve the staff recommendation to appoint Joanne Benjamin as Acting Executive Director of the Cities Association of Santa Clara County (CASCC) until the return of the Executive Director.
2. Take no action.





Agenda Item No: 1c

Meeting Date: January 13, 2022

## Cities Association of Santa Clara County Agenda Report

### BOARD OF DIRECTORS

Prepared by: Joanne Benjamin, Acting Executive Director  
Gary M. Baum, General Counsel

**TOPIC:** CONTINUED MEETINGS OF THE EXECUTIVE BOARD AND BOARD OF DIRECTORS VIA ZOOM  
**SUBJECT:** ADOPTION OF A RESOLUTION TO PERMIT MEETINGS OF THE EXECUTIVE BOARD, BOARD OF DIRECTORS AND SUBSIDIARY BODIES TO MEET OVER ZOOM FOR AN ADDITIONAL PERIOD OF 30 DAYS

### RECOMMENDATION:

Approve the attached resolution permitting the Board of Directors, Executive Board and all subsidiary bodies to continue to hold their meetings via Zoom with full public access, electronically, for a period of 30 days.

### BACKGROUND:

The Board of Directors previously approved continuing to hold future meetings via Zoom after the Governor's Executive Order expired. This resolution satisfies the legal requirements necessary in order to continue to hold meetings of the Board of Directors, Executive Board and all subsidiary bodies utilizing Zoom. The Executive Board will be required to pass a similar resolution every thirty days after original passage or at its next subsequent meeting, whichever is later, in order to comply with statutory requirements.

### 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 Board Member is located has been lifted.
- The requirement that individual Board Members home, work or current location address be listed on the agenda has been removed.
- The requirement that the location of the Board Member 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:

**ADOPTION OF A RESOLUTION TO PERMIT MEETINGS OF THE EXECUTIVE BOARD, BOARD OF DIRECTORS AND SUBSIDIARY BODIES TO MEET OVER ZOOM FOR AN ADDITIONAL PERIOD OF 30 DAYS**

January 7, 2022

Page 2 of 2

- The meeting must allow a call-in option **or** an internet-based option for public participation. The Cities Association of Santa Clara County will meet this requirement.
- 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 at SCPD. (54953(b)(3))

**FISCAL IMPACT:**

There will be a small amount of additional work and possible minor costs incurred by staff to continue to utilize Zoom and attempt to maintain its reliability during public meetings.

**OPTIONS:**

The Executive Board has the following options to consider on this matter:

1. Staff's recommended action to approve the resolution.
2. Adopt resolution with modifications.
3. Direct staff to return with more information.
4. Take no action, which would result in the requirement for in person meetings.

**RECOMMENDED ACTION:**

Approve the resolution to continue holding meetings over Zoom.

**ATTACHMENTS:**

1. Attachment "1" Resolution to Continue to Permit Holding Meetings Utilizing Zoom due to the Public Emergency



## RESOLUTION NO. 2022-001

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*A RESOLUTION OF THE EXECUTIVE BOARD OF THE CITIES ASSOCIATION  
OF SANTA CLARA COUNTY RECOGNIZING A STATE OF EMERGENCY AND THE  
PROCLAMATION OF A STATE OF EMERGENCY BY GOVERNOR NEWSOM ON MARCH  
4, 2020 AND AUTHORIZING REMOTE TELECONFERENCED PUBLIC MEETINGS OF THE  
EXECUTIVE BOARD, BOARD OF DIRECTORS AND SUBSIDIARY BODIES TO ALLOW  
THEM TO CONTINUE TO HOLD PUBLIC MEETINGS SOLELY BY TELECONFERENCE OR  
OTHERWISE ELECTRONICALLY PURSUANT TO AB 361*

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**WHEREAS**, all public meetings of the Executive Board, Board of Directors and subsidiary bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch them conduct their business; and

**WHEREAS**, on March 4, 2020, Governor Newsom declared a State of Emergency to make additional resources available, formalize emergency actions already underway across multiple state agencies and departments, and help the State prepare for a broader spread of COVID-19; and

**WHEREAS**, as a result of Executive Order N-29-20, the Executive Board, Board of Directors and subsidiary bodies held remote teleconferenced remote meetings for their meetings via Zoom, and for purposes of Brown Act teleconferenced meetings the term “legislative body” includes the Board of Directors, Executive Board and advisory bodies; and

**WHEREAS**, since the issuance of Executive Order N-92-20, the Delta variant has emerged followed by the Omicron variant causing a spike in COVID-19 cases throughout the state; and

**WHEREAS**, on August 2, 2021, in response to the Delta variant of COVID-19, the Santa Clara County Health Department ordered a mask mandate for indoor public settings; and

**WHEREAS**, on September 16, 2021, Governor Newsom signed AB 361 (2021) which allows local legislative bodies and advisory bodies to continue to conduct meetings via teleconferencing under specified conditions, including that the Executive Board and Board of Directors make specified findings; and

**WHEREAS**, on September 21, 2021, the Santa Clara County Health Officer issued the “Recommendation Regarding Continued Remote Public Meetings of Governmental Entities,” basing the recommendation on: 1) the continued threat of COVID-19 to the community, 2) the unique characteristics of public governmental meetings (such as the increased mixing associated with bringing together people from across the community, the need to enable those who are immunocompromised or unvaccinated to be able to safely continue to fully participate in public governmental meetings, and the challenges with fully ascertaining and ensuring compliance with vaccination and other safety recommendations at such meetings), and 3) the continued increased safety protection that social distancing provides as one means by which to reduce the risk of COVID-19 transmission; and

**WHEREAS**, for the reasons set forth in the Santa Clara County Health Officer’s recommendation, the Authority is concerned about the health and safety of all individuals who attend open and public meetings of the Board of Directors and Working Committee; and

**WHEREAS**, the California Department of Public Health has ordered an indoor mask mandate to remain in effect from December 15, 2021 through January 15, 2022; and

**WHEREAS**, the Executive Board does hereby find that the existence of the March 4, 2020 Proclamation of a State Emergency, and the described conditions, including the spread of the Omicron variant, pose an imminent risk to health and safety of meeting attendees; and

**WHEREAS**, Government Code Section 54953(e)(3) requires that the Executive Board review the need and make findings for continuing the teleconferencing without complying with the agenda posting and public comment requirements at least once every thirty (30) days until Governor terminates the state of emergency; and,

**WHEREAS**, for the reasons set forth herein, the Executive Board does hereby find that the Executive Board, Board of Directors and subsidiary bodies shall conduct their meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and that such legislative bodies shall comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of section 54953; and

**WHEREAS**, the associated emergency conditions are ongoing and there is a need to continue teleconferencing for public meetings without posting the teleconferencing locations on the agenda and without requiring the teleconference locations to be accessible to the public during the current Governor-proclaimed COVID-19 state of emergency and this Resolution if approved, will be in effect for 30 days and will expire on February 77, 2022; and

**NOW THEREFORE**, BE IT RESOLVED BY THE EXECUTIVE BOARD OF THE CITIES ASSOCIATION OF SANTA CLARA COUNTY AS FOLLOWS:

1. The Executive Board hereby recognizes the Governor of the State of California's March 4, 2020 Proclamation of a State of Emergency.
2. The Executive Board authorizes and directs the Acting Executive Director, to take all actions necessary to carry out the intent and purpose of this Resolution, including conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.
3. This Resolution shall take effect immediately upon adoption and shall be effective until the earlier of thirty (30) days from the date of adoption of this Resolution, or such time as the Executive Board votes, by majority vote in accordance with Government Code section 54953(e)(3), whether to extend the time during which the District may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

Chappie Jones  
Board President  
Vice Mayor of the City of San Jose

Joanne Benjamin  
Acting Executive Director

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Motion to approve by:

Seconded by:

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.*



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

November 29, 2021  
Invoice No: 169786  
Project Manager: Evan Wasserman

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

**Professional Services from October 1, 2021 to October 31, 2021**

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

**Professional Personnel**

	Hours	Rate	Amount	
Senior Associate I				
Wasserman, Evan	8.50	150.00	1,275.00	
Totals	8.50		1,275.00	
<b>Total Labor</b>				<b>1,275.00</b>

<b>Billing Limits</b>	<b>Current</b>	<b>Prior</b>	<b>To-Date</b>
Total Billings	1,275.00	88,700.00	89,975.00
Limit			90,000.00
Remaining			25.00

**TOTAL THIS TASK: \$1,275.00**

Task 0000002 Roundtable Meeting Planning

**Professional Personnel**

	Hours	Rate	Amount	
Managing Associate III				
Jones, Christian	.25	205.00	51.25	
Totals	.25		51.25	
<b>Total Labor</b>				<b>51.25</b>

<b>Billing Limits</b>	<b>Current</b>	<b>Prior</b>	<b>To-Date</b>
Total Billings	51.25	5,930.00	5,981.25
Limit			6,000.00
Remaining			18.75

**TOTAL THIS TASK: \$51.25**

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

**TOTAL THIS TASK: 0.00**

Task 0000004 Respond to Inquiries

PAYMENT DUE UPON RECEIPT

# Professional Personnel

	Hours	Rate	Amount	
Senior Associate I				
Wasserman, Evan	8.00	150.00	1,200.00	
Totals	8.00		1,200.00	
<b>Total Labor</b>				<b>1,200.00</b>

Billing Limits	Current	Prior	To-Date	
Total Billings	1,200.00	11,766.25	12,966.25	
Limit			13,000.00	
Remaining			33.75	
<b>TOTAL THIS TASK:</b>				<b>\$1,200.00</b>

Task	0000005	Prepare/Post Website Content		
Billing Limits	Current	Prior	To-Date	
Total Billings	0.00	14,700.00	14,700.00	
Limit			18,000.00	
Remaining			3,300.00	
<b>TOTAL THIS TASK:</b>				<b>0.00</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: \$2,526.25**

# Outstanding Invoices

Number	Date	Balance
167281	9/15/2021	8,660.00
168666	10/20/2021	5,670.00
<b>Total</b>		<b>14,330.00</b>

	Current	Prior	Total
<b>Billings to Date</b>	<b>2,526.25</b>	<b>168,372.50</b>	<b>170,898.75</b>

Remit to:

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

TIN #: 94-1698350

# Billing Backup

Monday, November 29, 2021

Environmental Science Associates

Invoice 169786 Dated 11/29/2021

4:45:14 PM

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

			Hours	Rate	Amount
	Senior Associate I				
11165	Wasserman, Evan	10/20/2021	3.00	150.00	450.00
	3 hrs for planning/coordination regarding Nov meeting and correspondence packet prep				
11165	Wasserman, Evan	10/27/2021	2.00	150.00	300.00
	2 hrs for communications and work on ESA correspondence incorporating into agenda format				
11165	Wasserman, Evan	10/28/2021	1.00	150.00	150.00
	1 hr for work on ESA correspondence incorporating into agenda format				
11165	Wasserman, Evan	10/29/2021	2.50	150.00	375.00
	1.5 hrs for work on ESA correspondence incorporating into agenda format				
	Totals		8.50		1,275.00
	<b>Total Labor</b>				<b>1,275.00</b>
<b>TOTAL THIS TASK:</b>					<b>\$1,275.00</b>

Task	0000002	Roundtable Meeting Planning
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## Professional Personnel

			Hours	Rate	Amount
	Managing Associate III				
10452	Jones, Christian	10/27/2021	.25	205.00	51.25
	Email coordination				
	Totals		.25		51.25
	<b>Total Labor</b>				<b>51.25</b>
<b>TOTAL THIS TASK:</b>					<b>\$51.25</b>

Task	0000004	Respond to Inquiries
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## Professional Personnel

			Hours	Rate	Amount
	Senior Associate I				
11165	Wasserman, Evan	10/11/2021	1.00	150.00	150.00
	1 hr for communications/prep regarding Nov meeting				
11165	Wasserman, Evan	10/12/2021	1.00	150.00	150.00
	1 hr for continued communications/prep regarding Nov meeting				
11165	Wasserman, Evan	10/13/2021	1.00	150.00	150.00
	1 hr for follow-up communications/prep regarding Nov meeting				
11165	Wasserman, Evan	10/15/2021	2.00	150.00	300.00
	2 hrs for remaining follow-up communications/prep regarding Nov meeting and beginning to prepare zoom details/agenda packet				
11165	Wasserman, Evan	10/18/2021	1.00	150.00	150.00
	1 hr for communications/planning for Nov meeting				
11165	Wasserman, Evan	10/22/2021	2.00	150.00	300.00



Project	D201801353.02	SCSC Roundtable Facilitation-FY 2020-20	Invoice	169786
	2 hrs for planning/coordination regarding Nov meeting and correspondence packet prep			
	Totals	8.00	1,200.00	
	<b>Total Labor</b>			<b>1,200.00</b>
		<b>TOTAL THIS TASK:</b>		<b>\$1,200.00</b>
		<b>Total this Project</b>		<b>\$2,526.25</b>
		<b>Total this Report</b>		<b>\$2,526.25</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

December 17, 2021  
Invoice No: 170427  
Project Manager: Evan Wasserman

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

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

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

Billing Limits	Current	Prior	To-Date
Total Billings	0.00	89,975.00	89,975.00
Limit			90,000.00
Remaining			25.00
<b>TOTAL THIS TASK:</b>			<b>0.00</b>

Task 0000002 Roundtable Meeting Planning

Billing Limits	Current	Prior	To-Date
Total Billings	0.00	5,981.25	5,981.25
Limit			6,000.00
Remaining			18.75
<b>TOTAL THIS TASK:</b>			<b>0.00</b>

Task 0000003 Support Work Plan Assignments

Billing Limits	Current	Prior	To-Date
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

Billing Limits	Current	Prior	To-Date
Total Billings	0.00	12,966.25	12,966.25
Limit			13,000.00
Remaining			33.75
<b>TOTAL THIS TASK:</b>			<b>0.00</b>

Task 0000005 Prepare/Post Website Content

**Professional Personnel**

	Hours	Rate	Amount
Senior Associate I			
Wasserman, Evan	19.50	150.00	2,925.00
Totals	19.50		2,925.00
<b>Total Labor</b>			<b>2,925.00</b>

PAYMENT DUE UPON RECEIPT

Project	D201801353.02	SCSC Roundtable Facilitation-FY 2020-20	Invoice	170427
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<b>Billing Limits</b>	<b>Current</b>	<b>Prior</b>	<b>To-Date</b>	
Total Billings	2,925.00	14,700.00	17,625.00	
Limit			18,000.00	
Remaining			375.00	
<b>TOTAL THIS TASK:</b>				<b>\$2,925.00</b>

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

**Professional Personnel**

	<b>Hours</b>	<b>Rate</b>	<b>Amount</b>	
Managing Associate III				
Jones, Christian	5.00	205.00	1,025.00	
Senior Associate I				
Wasserman, Evan	11.50	150.00	1,725.00	
Totals	16.50		2,750.00	
<b>Total Labor</b>				<b>2,750.00</b>

<b>Billing Limits</b>	<b>Current</b>	<b>Prior</b>	<b>To-Date</b>	
Total Billings	2,750.00	2,300.00	5,050.00	
Limit			8,000.00	
Remaining			2,950.00	
<b>TOTAL THIS TASK:</b>				<b>\$2,750.00</b>

**TOTAL INVOICE AMOUNT \$5,675.00**

**Outstanding Invoices**

<b>Number</b>	<b>Date</b>	<b>Balance</b>
168666	10/20/2021	5,670.00
169786	11/29/2021	2,526.25
<b>Total</b>		<b>8,196.25</b>

	<b>Current</b>	<b>Prior</b>	<b>Total</b>
<b>Billings to Date</b>	<b>5,675.00</b>	<b>170,898.75</b>	<b>176,573.75</b>

Remit to:

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

TIN #: 94-1698350

# Billing Backup

Friday, December 17, 2021

Environmental Science Associates

Invoice 170427 Dated 12/17/2021

2:24:45 PM

Project	D201801353.02	SCSC Roundtable Facilitation-FY 2020-2021
Task	0000005	Prepare/Post Website Content

## Professional Personnel

			Hours	Rate	Amount
Senior Associate I					
11165	Wasserman, Evan	11/1/2021	1.00	150.00	150.00
	1 hr for correspondence packet/communications				
11165	Wasserman, Evan	11/2/2021	2.00	150.00	300.00
	2 hrs for correspondence packet compilation				
11165	Wasserman, Evan	11/3/2021	2.00	150.00	300.00
	2 hrs for agenda packet development and correspondence section compilation				
11165	Wasserman, Evan	11/5/2021	2.50	150.00	375.00
	2.5 hrs for agenda packet compilation				
11165	Wasserman, Evan	11/15/2021	2.00	150.00	300.00
	2 hrs for meeting recap and communications				
11165	Wasserman, Evan	11/16/2021	3.00	150.00	450.00
	3 hrs for the meetign recap, communications and wind down coordination				
11165	Wasserman, Evan	11/17/2021	2.50	150.00	375.00
	2.5 hrs for the meeting recap, communications and wind down coordination				
11165	Wasserman, Evan	11/18/2021	2.00	150.00	300.00
	2 hrs for the meetign recap, communications and wind down coordination				
11165	Wasserman, Evan	11/19/2021	.50	150.00	75.00
	.5 hrs for communications regarding wind down coordination/ANR				
11165	Wasserman, Evan	11/29/2021	1.00	150.00	150.00
	1 hr for recap and archive/wind down activities				
11165	Wasserman, Evan	11/30/2021	1.00	150.00	150.00
	2 hrs for recap and archive/wind down activities				
	Totals		19.50		2,925.00
	<b>Total Labor</b>				<b>2,925.00</b>
				<b>TOTAL THIS TASK:</b>	<b>\$2,925.00</b>

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

			Hours	Rate	Amount
Managing Associate III					
10452	Jones, Christian	11/11/2021	4.00	205.00	820.00
	SCSC RT Mtg				
10452	Jones, Christian	11/16/2021	1.00	205.00	205.00
	Project wrap up discussion and follow up.				
Senior Associate I					
11165	Wasserman, Evan	11/4/2021	.50	150.00	75.00
	.5 hr for PM tasks/review				
11165	Wasserman, Evan	11/8/2021	.50	150.00	75.00
	.5 hrs for communications for Nov 11 meeting				
11165	Wasserman, Evan	11/9/2021	1.00	150.00	150.00
	1 hr for communications and prep for Nov 11 meeting				
11165	Wasserman, Evan	11/10/2021	2.00	150.00	300.00
	2 hrs for communications and prep prior to Nov 11th meeting				

Project	D201801353.02	SCSC Roundtable Facilitation-FY 2020-20	Invoice	170427
11165	Wasserman, Evan	11/11/2021	4.00	150.00
	4 hrs for Nov 11 meeting time and communications prior			600.00
11165	Wasserman, Evan	11/12/2021	2.50	150.00
	2.5 hrs for post meeting organization/notes/review and communications			375.00
11165	Wasserman, Evan	11/29/2021	1.00	150.00
	1 hr for budget review and communications			150.00
	Totals	16.50		2,750.00
	<b>Total Labor</b>			<b>2,750.00</b>
		<b>TOTAL THIS TASK:</b>		<b>\$2,750.00</b>
		<b>Total this Project</b>		<b>\$5,675.00</b>
		<b>Total this Report</b>		<b>\$5,675.00</b>



## Cities Association Proposed Vision & Goals 2022

### ***Vision & Strategy:***

- The Cities Association was founded in 1989 to provide a forum for our cities to collaborate, share information, and address issues of mutual interest.
- Let's prioritize working together to learn, grow, and take on initiatives focused on improving the quality of life for our constituents, especially in face of recent challenges heightened by COVID-19 and the pandemic.

### ***Board of Directors Goals:***

1. Local Control Items of Interest: Address and consider collaboration on policies and initiatives having to do with such items as housing, homelessness, transportation, sustainability, COVID-19 pandemic and economic recovery where appropriate.

2. Racial Justice – Racial justice intersects with all of the CASC's policy issue areas and is a primary concern of our communities. We formed the Racial Justice Committee in 2020 to develop policy recommendations and actions that combat racial injustice. Let's continue with this priority and use the [set of recommendations endorsed by the Board in October 2021](#) as an impetus for further action. Policy recommendations addressed housing, public safety reform, and hate crimes against the AAPI community.

3. Board Member Development – Provide guidance in fulfilling our roles as elected officials, stewards of our communities, and members of the Cities Association Board through briefings and sharing of experiences. Between two to three board members, new for each month, will be responsible for selecting the topic and inviting speakers as needed to lead the discussion at each Board meeting.

### ***Legislation Action Committee Goals:***

Continue to advocate for local control and other legislative positions that align with the Association's [adopted guiding principles](#) and [housing policy statement](#).

### ***Cities Association Operational Goals:***

1. Joint Powers Authority – Continue transition of Cities Association from a non-governmental unincorporated entity to a Joint Powers Authority per Board of Directors Action and approval on August 13, 2020. Since its founding in 1989, state and federal regulations have changed; the Cities Association has evolved with respect to its responsibilities and involvement in projects of mutual interest among the cities and in revenue. Such projects include the [Planning Collaborative](#) to address the region's housing challenges. To meet its goals, the Cities Association needs a legally sound and sustainable structure for the future. Structural change will ensure compliance with state and federal regulations and allow CASC to continue to evolve as needed for its member jurisdictions.



2. City Selection Committee Appointment Schedule – [California Government Code Section 50270](#) requires regional appointments be made by a selection committee comprised of each city's mayor or designee. The Cities Association City Selection Committee (CSC) fulfills this legality. The City Selection Committee appoints candidates to local & regional bodies. Propose policy to determine at least two meetings per year for CSC appointments per the schedule of appointment and Council Member seat expirations.



# 2022 Calendar

Executive Board	Board of Directors	City Selection Committee	Legislative Action Committee
January 7, 2022	January 13, 2022	January 13, 2022 Measure A, SVRIA	January 13, 2022
February 4, 2022	February 10, 2022	—	February 10, 2022
March 4, 2022	March 10, 2022	—	March 10, 2022
April 8, 2022*	April 14, 2022	April 14, 2022 ABAG, ABAG Regional Planning, EOAC North County	April 14, 2022
May 6, 2022	May 12, 2022 No Board Meeting, Tentative General Membership Meeting	—	May – no meeting
June 3, 2022	June 9, 2022	—	June 9, 2022
July – no meeting	July – no meeting	—	July – no meeting
August 5, 2022	August 11, 2022	—	August 11, 2022
September 2, 2022	September 8, 2022	—	September 8, 2022
October 7, 2022	October 13, 2022 (Jewish holiday Hol HaMoed Sukkot)	—	October 13, 2022 (Jewish holiday Hol HaMoed Sukkot)
November 4, 2022	November 10, 2022	—	November 10, 2022
December 2, 2022	December 8, 2022 General Membership Event	—	December – no meeting

\* Executive Board meetings are generally held on the first Friday and Board meetings on the second Thursday, except in the months of April.