



# Executive Board Meeting Agenda

**February 4, 2022 3:00 PM / Virtual Meeting via Zoom**

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

## Executive Board Members

<b>President</b>	Hon. Chappie Jones	City of San José
<b>1<sup>st</sup> Vice President</b>	Hon. Margaret Abe-Koga	City of Mountain View
<b>2<sup>nd</sup> Vice President &amp; LAC Chair</b>	Hon. Neysa Fligor	City of Los Altos
<b>Secretary-Treasurer</b>	Hon. Rich Constantine	City of Morgan Hill
<b>Past President</b>	Hon. Marico Sayoc	Town of Los Gatos

## Ex-Officio Members

<b>SCCMA Representative</b>	Sarah Zarate	City of San José
<b>Acting Executive Director</b>	Joanne Benjamin	

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

## **WELCOME AND ROLL CALL – (Jones, 3:00 PM)**

## **PUBLIC COMMENT**

## **CLOSED SESSION**

<b>1. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION</b>
Significant exposure to litigation pursuant to paragraph (2) of subdivision (e)(3) of Government Code Section 54956.9: (1 potential case - allegations of harassment, discrimination and retaliation)

## **OPEN SESSION**

<b>1. Consent Agenda</b>
1a. Approval of January Executive Board of Directors Meeting Minutes Attachment: <a href="#">Minutes</a>
1b. Receive financial management statement for the period ended January 31, 2022. Attachment: <a href="#">Statement</a>
1c. Approval of invoices to be paid: i. Environmental Science Associates (ESA) \$2,270.17 (Dec.) ii. Logan & Powell LLP \$165.00 (Dec.) iii. Kramer Investigations \$1,175 (Oct.) Attachment: <a href="#">ESA Invoice</a> (other invoices available to Board members upon request)
<b>2. February Board of Directors Meeting Agenda</b>
2a. Discuss and approve agenda for the January Board of Directors meeting.  Proposed agenda:  1. Informational Overview of “Our Neighborhood Voices Initiative” (Mark Wolfe, Stanford University Urban Studies) – 10 minutes + 10 min for Q&A

<ol style="list-style-type: none"><li>2. Presentation on Recommendations of the SCC Task Force on Hate Crimes – 20 minutes</li><li>3. “How to be an Effective Board Member” (Erica L. Manuel, Institute for Local Government) – 20 minutes + 10 minutes for Q&amp;A</li></ol>
<p>2b. Discuss and approve agenda for the January Legislative Action Committee meeting.</p> <p>Proposed agenda:</p> <ol style="list-style-type: none"><li>1. “A Conversation on VTA Government Reform.” Assemblymember Marc Berman</li><li>2. How would you amend the Brown Act related to meetings based on lessons learned the last 2 years? - Mike Sharif, State Senator Cortese’s Legislative Director</li><li>3. Energy and Decarbonization related legislative landscape and issues – SVCE CEO, Girish Balachandran, and SVCE Senior Government Affairs Manager, Bena Chang</li></ol>
<p><b>6. Santa Clara County City Managers Association (SCCCMA) Update (Zarate)</b></p>
<p><b>7. Executive Director Update</b></p>

**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 Executive Board of Directors
  - **IMPORTANT:** identify the Agenda Item number in the subject line of your email. All emails received will be entered into the record for the meeting.
2. Provide oral public comments during the meeting:
  - When the Chair announces the item on which you wish to speak, click the “raise hand” feature in Zoom. Speakers will be notified shortly before they are called to speak.
  - When called to speak, please limit your comments to the time allotted (up to 3 minutes, at the discretion of the Chair).
  - Phone participants:
    - \*6 - Toggle mute/unmute
    - \*9 - Raise hand

## **ACCESSIBILITY**

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



## Executive Board Meeting Minutes

### January 7, 2022 3:00 PM / Virtual Meeting via Zoom

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[\[Click here\] for meeting recording](#)

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

#### Executive Board Members

<b>President</b>	Hon. Chappie Jones	City of San José
<b>1<sup>st</sup> Vice President</b>	Hon. Margaret Abe-Koga	City of Mountain View
<b>2<sup>nd</sup> Vice President &amp; LAC Chair</b>	Hon. Neysa Fligor	City of Los Altos
<b>Secretary-Treasurer</b>	Hon. Rich Constantine	City of Morgan Hill
<b>Past President</b>	Hon. Marico Sayoc	Town of Los Gatos
<hr/>		
<b>SCCMA Representative</b>	Sarah Zarate	City of San José

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

**WELCOME AND ROLL CALL – (Jones, 3:00 PM)**

**Executive Board Members Present:** Jones, Abe-Koga, Fligor, Sayoc

**Absent:** Constantine

**Others in attendance:**

- Gary Baum, Legal Counsel
- Joanne Benjamin, Acting Executive Director
- Audin Leung, Board Clerk and Office Assistant
- Sarah Zarate, SCCMA Representative

**PUBLIC COMMENT**

No public comment was given.

**CLOSED SESSION**

<b>1. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION</b>
Significant exposure to litigation pursuant to paragraph (2) of subdivision (e)(3) of Government Code Section 54956.9: (1 potential case - allegations of harassment, discrimination and retaliation)
<b>2. PUBLIC EMPLOYEE APPOINTMENT</b>
pursuant to Government Code Section 54957(b)(1) Title: (Acting Executive Director)

There were no actions to report from closed session.

**OPEN SESSION**

<b>1. Consent Agenda</b>
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	<p>Motion to approve consent agenda by Sayoc. Seconded by Fligor. Motion adopted 4-0-0-1.</p> <p>AYES (4) Jones, Abe-Koga, Fligor, Sayoc                  NAYES (1) Constantine                  ABSTENSIONS (0)                  ABSENCES (0)</p>
1a.	Approval of November Executive Board of Directors Meeting Minutes
1b.	Receive November and December financial statements, if available
1c.	<ul style="list-style-type: none"> <li>i. Approval of Agreement with Joanne Benjamin for a not to exceed the amount of \$50,000 to serve as Acting Executive Director</li> <li>ii. Appointment of Joanne Benjamin as Acting Executive Director</li> </ul>
1d.	Adoption of Resolution to Continue Meeting Exclusively Over Zoom
1e.	<p>Approval of invoices to be paid:</p> <ul style="list-style-type: none"> <li>i. <u>Environmental Science Associates</u> – \$2526.25 (October) and \$5,675.00 (November) for YTD total of \$176,573.75</li> <li>ii. <u>Logan &amp; Powell LLP</u> – \$4,565.00 (November)</li> <li>iii. <u>Kramer Investigations</u> – \$3,128.00 (November)</li> </ul>
<b>2.</b>	<b>Regional Early Action Planning (REAP) Grant</b>
	<p>Consideration of approving REAP grant for \$615,000 including a 5% administrative fee for the Planning Collaborative. (tentative presentation from B+D Planning)</p> <p>Motion by Fligor to approve REAP grant agreement as presented. Seconded by Sayoc. Motion adopted 4-0-0-1.</p> <p>AYES (4) Jones, Abe-Koga, Fligor, Sayoc                  NAYES (1) Constantine                  ABSTENSIONS (0)                  ABSENCES (0)</p>
<b>3.</b>	<b>2022 CASCC Calendar</b>
	<p>Motion by Sayoc to approve proposed 2022 calendar with an amendment of moving the May City Selection Committee meeting to April and cancelling the May</p>

Legislative Action Committee to accommodate the May General Membership Event. Seconded by Abe-Koga. Motion adopted 4-0-0-1.

AYES (4) Jones, Abe-Koga, Fligor, Sayoc  
NAYES (1) Constantine  
ABSTENSIONS (0)  
ABSENCES (0)

#### 4. Goal Setting

Motion to approve proposed vision and goals document by Sayoc. Seconded by Abe-Koga. Motion adopted 4-0-0-1.

AYES (4) Jones, Abe-Koga, Fligor, Sayoc  
NAYES (1) Constantine  
ABSTENSIONS (0)  
ABSENCES (0)

#### 5. January Board of Directors Meeting Agenda

Motion by Fligor to approve proposed agenda with amendment of removing LifeMoves agenda item. Seconded by Sayoc. Motion adopted 4-0-0-1.

AYES (4) Jones, Abe-Koga, Fligor, Sayoc  
NAYES (1) Constantine  
ABSTENSIONS (0)  
ABSENCES (0)

Discuss and approve agenda for the January Board of Directors meeting

Proposed agenda:

- 7:00-7:05 Roll Call & Consent Agenda
  - i. Financial report, if available
  - ii. Minutes
- 7:05-7:25 Goal Setting
- 7:25-7:35 2022 Calendar
- 7:35-7:55 Planning Collaborative Update
  - i. REAP Grant
  - ii. Update on SB 9
- 7:55-8:05 LifeMoves (tentative)
- 8:05-8:35 Board Member Development: Managing Social Media



<b>6. Santa Clara County City Managers Association (SCCMA) Update (Zarate)</b>
<b>7. Executive Director Update</b>

**ADJOURNMENT**

Respectfully submitted,



Audin Leung  
Board Clerk

DRAFT

# Management Report

Cities Association of Santa Clara County  
For the period ended January 31, 2022



Prepared by

**BestBooks4U Bookkeeping & QuickBooks Consulting**

Prepared on

**February 2, 2022**

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# Profit and Loss by Class

July 2021 - January 2022

	CASCC	PC	Roundtable	TOTAL
<b>INCOME</b>				
4000 INCOME				0.00
4010 Membership Dues	149,957.07		86,406.35	236,363.42
4060 LAIF INCOME	249.08			249.08
<b>Total 4000 INCOME</b>	<b>150,206.15</b>		<b>86,406.35</b>	<b>236,612.50</b>
<b>Total Income</b>	<b>150,206.15</b>	<b>0.00</b>	<b>86,406.35</b>	<b>236,612.50</b>
<b>GROSS PROFIT</b>				
	<b>150,206.15</b>	<b>0.00</b>	<b>86,406.35</b>	<b>236,612.50</b>
<b>EXPENSES</b>				
6000 GENERAL OFFICE				0.00
6112 Advertising/Promotional				0.00
6115 Website Update	600.00			600.00
<b>Total 6112 Advertising/Promotional</b>	<b>600.00</b>			<b>600.00</b>
6120 Bank Service Charges	21.00			21.00
6162 Hospitality	-150.17			-150.17
6180 Insurance	900.99			900.99
6610 Postage and Delivery	297.13			297.13
6615 Office/General Administrative Expenses	749.00			749.00
6620 Software Licenses	2,443.50			2,443.50
<b>Total 6000 GENERAL OFFICE</b>	<b>4,861.45</b>			<b>4,861.45</b>
Office				0.00
6880 Telephone	212.10			212.10
<b>Total Office</b>	<b>212.10</b>			<b>212.10</b>
OFFICE PERSONNEL_CONSULTANTS				0.00
6153 Contractors		13,135.00		13,135.00
6300 Legal & Professional Fees				0.00
6310 Accounting Services	7,116.00			7,116.00
6320 Attorney Services	17,506.49		27,390.50	44,896.99
6350 Roundtable consultant and technical services	25,902.00		79,629.17	105,531.17
<b>Total 6300 Legal &amp; Professional Fees</b>	<b>50,524.49</b>		<b>107,019.67</b>	<b>157,544.16</b>
6565 Payroll Service Fees	681.00			681.00

	CASCC	PC	Roundtable	TOTAL
6568 Workers Compensation	110.39			110.39
6575 Payroll Wages/Salary	56,625.48			56,625.48
6580 Payroll Taxes	4,331.85			4,331.85
<b>Total OFFICE PERSONNEL_CONSULTANTS</b>	<b>112,273.21</b>	<b>13,135.00</b>	<b>107,019.67</b>	<b>232,427.88</b>
<b>Total Expenses</b>	<b>117,346.76</b>	<b>13,135.00</b>	<b>107,019.67</b>	<b>237,501.43</b>
NET OPERATING INCOME	32,859.39	-13,135.00	-20,613.32	-888.93
NET INCOME	\$32,859.39	\$ -13,135.00	\$ -20,613.32	\$ -888.93

# Balance Sheet

As of January 31, 2022

	Total
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
1001 Checking - Union Bank	81,319.56
<b>Total Bank Accounts</b>	<b>81,319.56</b>
<b>Accounts Receivable</b>	
1200 Accounts Receivable	26,271.12
<b>Total Accounts Receivable</b>	<b>26,271.12</b>
<b>Other Current Assets</b>	
1300 LAIF Funds	124,642.44
1310 Venue Prepaid Deposit	1,000.00
1395 Accrued Interest	44.60
<b>Total Other Current Assets</b>	<b>125,687.04</b>
<b>Total Current Assets</b>	<b>233,277.72</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>\$233,554.54</b>
<b>LIABILITIES AND EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2000 Accounts Payable	17,690.67
<b>Total Accounts Payable</b>	<b>17,690.67</b>
<b>Credit Cards</b>	
2200 First National Bank of Omaha	215.08
FNBO_2nd	107.00
<b>Total Credit Cards</b>	<b>322.08</b>
<b>Total Current Liabilities</b>	<b>18,012.75</b>
<b>Total Liabilities</b>	<b>18,012.75</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	-888.93
<b>Total Equity</b>	<b>215,541.79</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$233,554.54</b>

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# Statement of Cash Flows

July 2021 - January 2022

	<b>Total</b>
<b>OPERATING ACTIVITIES</b>	
Net Income	-888.93
Adjustments to reconcile Net Income to Net Cash provided by operations:	
1200 Accounts Receivable	-26,271.12
1300 LAIF Funds	-249.08
2000 Accounts Payable	42.17
2200 First National Bank of Omaha	-115.82
FNBO_2nd	-107.00
<b>Total Adjustments to reconcile Net Income to Net Cash provided by operations:</b>	<b>-26,700.85</b>
<b>Net cash provided by operating activities</b>	<b>-27,589.78</b>
<b>NET CASH INCREASE FOR PERIOD</b>	<b>-27,589.78</b>
Cash at beginning of period	108,909.34
<b>CASH AT END OF PERIOD</b>	<b>\$81,319.56</b>

# Monthly Reports:Monthly Summary VENDOR Expenses

January 2022

	<b>Total</b>
Adobe	33.98
AP Intego	-190.11
Bestbooks4U	686.00
Canva	12.95
Environmental Science Associates	2,270.17
Gusto	75.00
Intuit	105.00
Kramer Workplace Investigations	3,128.00
Law Office of Gary M Baum	9,733.50
Logan & Powell LLP	9,295.00
Microsoft	25.00
Peninsula Storage Center	107.00
Proud City	600.00
Union Bank	3.00
UPS Store	215.08
Verizon	30.30
Zoom.us	113.50
<b>TOTAL</b>	<b>\$26,243.37</b>



# Monthly Reports:MONTHLY Transaction Detail by Account

January 2022

Date	Transaction Type	Num	Adj	Name	Class	Memo/Description	Split	Amount	Balance
<b>1001 Checking - Union Bank</b>									
01/04/2022	Expense		No	Gusto			6565 OFFICE PERSONNEL_CONSULTANTS:Payroll Service Fees	-75.00	-75.00
01/10/2022	Expense		No	AP Intego			6568 OFFICE PERSONNEL_CONSULTANTS:Workers Compensation	-1.34	-76.34
01/12/2022	Expense		No	Law Office of Gary M Baum			6320 OFFICE PERSONNEL_CONSULTANTS:Legal & Professional Fees:Attorney Services	-1,575.00	-1,651.34
01/12/2022	Expense		No	Law Office of Gary M Baum			6310 OFFICE PERSONNEL_CONSULTANTS:Legal & Professional Fees:Accounting Services	-4,252.50	-5,903.84
01/12/2022	Expense		No	Kramer Workplace Investigations			6320 OFFICE PERSONNEL_CONSULTANTS:Legal & Professional Fees:Attorney Services	-3,128.00	-9,031.84
01/12/2022	Expense		No	Law Office of Gary M Baum			6320 OFFICE PERSONNEL_CONSULTANTS:Legal & Professional Fees:Attorney Services	-3,906.00	-12,937.84
01/12/2022	Expense		No	Logan & Powell LLP			6320 OFFICE PERSONNEL_CONSULTANTS:Legal & Professional Fees:Attorney Services	-4,565.00	-17,502.84
01/19/2022	Credit Card Payment		No				2200 First National Bank of Omaha	-320.73	-17,823.57
01/19/2022	Credit Card Payment		No				FNBO_2nd	-107.00	-17,930.57
01/21/2022	Payment		No	City of Cupertino			1200 Accounts Receivable	8,257.06	-9,673.51
01/24/2022	Deposit	75021843	No	AP Intego		refund	6568 OFFICE PERSONNEL_CONSULTANTS:Workers Compensation	191.45	-9,482.06
01/24/2022	Credit Card Payment		No				FNBO_2nd	-107.00	-9,589.06
01/24/2022	Deposit		No				-Split-	34,566.99	24,977.93
01/25/2022	Expense		No				2200 First National Bank of Omaha	-320.73	24,657.20
01/26/2022	Check	8026	No	Proud City			6115 GENERAL OFFICE:Advertising/Promotional:Websit e Update	-600.00	24,057.20
01/27/2022	Deposit		No				-Split-	14,168.23	38,225.43
01/27/2022	Expense		No	Bestbooks4U			6310 OFFICE PERSONNEL_CONSULTANTS:Legal & Professional Fees:Accounting Services	-686.00	37,539.43
01/31/2022	Bill Payment (Check)		No	Environmental Science Associates			2000 Accounts Payable	-5,675.00	31,864.43
01/31/2022	Expense		No	Union Bank			6120 GENERAL OFFICE:Bank Service Charges	-3.00	31,861.43
01/31/2022	Bill Payment (Check)		No	Environmental Science Associates			2000 Accounts Payable	-2,526.25	29,335.18
<b>Total for 1001 Checking - Union Bank</b>								<b>\$29,335.18</b>	

## 1200 Accounts Receivable

Date	Transaction Type	Num	Adj	Name	Class	Memo/Description	Split	Amount	Balance
01/21/2022	Payment		No	City of Cupertino			1001 Checking - Union Bank	-8,257.06	-8,257.06
01/24/2022	Payment		No	Mountain View			1499 Undeposited Funds	-10,489.64	-18,746.70
01/24/2022	Payment		No	Saratoga			1499 Undeposited Funds	-4,238.29	-22,984.99
01/24/2022	Payment		No	Sunnyvale			1499 Undeposited Funds	-19,839.06	-42,824.05
01/27/2022	Payment		No	Santa Clara			1499 Undeposited Funds	-13,046.27	-55,870.32
01/27/2022	Payment		No	Los Altos Hills			1499 Undeposited Funds	-1,121.96	-56,992.28
<b>Total for 1200 Accounts Receivable</b>								<b>\$ -56,992.28</b>	
<b>1300 LAIF Funds</b>									
01/14/2022	Journal Entry	Laif 2022 14	No		CASCC	interest per doc received for 1/14/2022	-Split-	71.71	71.71
<b>Total for 1300 LAIF Funds</b>								<b>\$71.71</b>	
<b>1499 Undeposited Funds</b>									
01/24/2022	Payment		No	Sunnyvale			1200 Accounts Receivable	19,839.06	19,839.06
01/24/2022	Deposit		No				1001 Checking - Union Bank	-10,489.64	9,349.42
01/24/2022	Payment		No	Saratoga			1200 Accounts Receivable	4,238.29	13,587.71
01/24/2022	Deposit		No				1001 Checking - Union Bank	-4,238.29	9,349.42
01/24/2022	Deposit		No				1001 Checking - Union Bank	-19,839.06	-10,489.64
01/24/2022	Payment		No	Mountain View			1200 Accounts Receivable	10,489.64	0.00
01/27/2022	Deposit		No				1001 Checking - Union Bank	-13,046.27	-13,046.27
01/27/2022	Payment		No	Los Altos Hills			1200 Accounts Receivable	1,121.96	-11,924.31
01/27/2022	Deposit		No				1001 Checking - Union Bank	-1,121.96	-13,046.27
01/27/2022	Payment		No	Santa Clara			1200 Accounts Receivable	13,046.27	0.00
<b>Total for 1499 Undeposited Funds</b>								<b>\$0.00</b>	
<b>2000 Accounts Payable</b>									
01/06/2022	Bill	6466	No	Logan & Powell LLP			6320 OFFICE PERSONNEL_CONSULTANTS:Legal & Professional Fees:Attorney Services	4,730.00	4,730.00
01/18/2022	Bill	171195	No	Environmental Science Associates			6350 OFFICE PERSONNEL_CONSULTANTS:Legal & Professional Fees:Roundtable consultant and technical services	2,270.17	7,000.17
01/31/2022	Bill Payment (Check)		No	Environmental Science Associates			1001 Checking - Union Bank	-2,526.25	4,473.92
01/31/2022	Bill Payment (Check)		No	Environmental Science Associates			1001 Checking - Union Bank	-5,675.00	-1,201.08
<b>Total for 2000 Accounts Payable</b>								<b>\$ -1,201.08</b>	
<b>2200 First National Bank of Omaha</b>									
01/03/2022	Expense		No	Adobe			6620 GENERAL OFFICE:Software Licenses	33.98	33.98
01/07/2022	Expense		No	UPS Store			6610 GENERAL OFFICE:Postage and Delivery	215.08	249.06

Date	Transaction Type	Num	Adj	Name	Class	Memo/Description	Split	Amount	Balance
01/11/2022	Expense		No	Zoom.us			6620 GENERAL OFFICE:Software Licenses	113.50	362.56
01/12/2022	Expense		No	Verizon			6880 Office:Telephone	30.30	392.86
01/18/2022	Expense		No	Intuit			6620 GENERAL OFFICE:Software Licenses	80.00	472.86
01/18/2022	Expense		No	Canva			6620 GENERAL OFFICE:Software Licenses	12.95	485.81
01/18/2022	Expense		No	Intuit			6620 GENERAL OFFICE:Software Licenses	25.00	510.81
01/19/2022	Credit Card Payment		No				1001 Checking - Union Bank	-320.73	190.08
01/20/2022	Expense		No	Microsoft			6620 GENERAL OFFICE:Software Licenses	25.00	215.08
01/25/2022	Expense		No				1001 Checking - Union Bank	-320.73	-105.65
<b>Total for 2200 First National Bank of Omaha</b>								<b>\$ -105.65</b>	
<b>FNBO_2nd</b>									
01/19/2022	Credit Card Payment		No				1001 Checking - Union Bank	-107.00	-107.00
01/24/2022	Credit Card Payment		No				1001 Checking - Union Bank	-107.00	-214.00
01/31/2022	Expense		No	Peninsula Storage Center			6615 GENERAL OFFICE:Office/General Administrative Expenses	107.00	-107.00
<b>Total for FNBO_2nd</b>								<b>\$ -107.00</b>	
<b>4000 INCOME</b>									
<b>4060 LAIF INCOME</b>									
01/14/2022	Journal Entry	Laif 2022 14	No		CASCC	interest per doc received for 1/14/2022	-Split-	71.71	71.71
<b>Total for 4060 LAIF INCOME</b>								<b>\$71.71</b>	
<b>Total for 4000 INCOME</b>								<b>\$71.71</b>	
<b>6000 GENERAL OFFICE</b>									
<b>6112 Advertising/Promotional</b>									
<b>6115 Website Update</b>									
01/26/2022	Check	8026	No	Proud City	CASCC	Check #8026 Check #8026	1001 Checking - Union Bank	600.00	600.00
<b>Total for 6115 Website Update</b>								<b>\$600.00</b>	
<b>Total for 6112 Advertising/Promotional</b>								<b>\$600.00</b>	
<b>6120 Bank Service Charges</b>									
01/31/2022	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>6610 Postage and Delivery</b>									
01/07/2022	Expense		No	UPS Store	CASCC	the ups store	2200 First National Bank of Omaha	215.08	215.08

Date	Transaction Type	Num	Adj	Name	Class	Memo/Description	Split	Amount	Balance
<b>Total for 6610 Postage and Delivery</b>								<b>\$215.08</b>	
<b>6615 Office/General Administrative Expenses</b>									
01/31/2022	Expense		No	Peninsula Storage Center	CASCC	PENINSULA STORAGE II - 650-9621470, CA	FNBO_2nd	107.00	107.00
<b>Total for 6615 Office/General Administrative Expenses</b>								<b>\$107.00</b>	
<b>6620 Software Licenses</b>									
01/03/2022	Expense		No	Adobe	CASCC	ADOBE ACROPRO SUBS - 8004438158, CA	2200 First National Bank of Omaha	33.98	33.98
01/11/2022	Expense		No	Zoom.us	CASCC	ZOOM.US 888-799-9666 - SAN JOSE, CA	2200 First National Bank of Omaha	113.50	147.48
01/18/2022	Expense		No	Intuit	CASCC	INTUIT *QuickBooks Onl - CL.INTUIT.COM, CA	2200 First National Bank of Omaha	80.00	227.48
01/18/2022	Expense		No	Canva	CASCC	CANVA* I03303-35318173 - CAMDEN, DE	2200 First National Bank of Omaha	12.95	240.43
01/18/2022	Expense		No	Intuit	CASCC	INTUIT *QuickBooks Onl - CL.INTUIT.COM, CA	2200 First National Bank of Omaha	25.00	265.43
01/20/2022	Expense		No	Microsoft	CASCC	MSFT * E0100H8GBR - MSBILL.INFO, WA	2200 First National Bank of Omaha	25.00	290.43
<b>Total for 6620 Software Licenses</b>								<b>\$290.43</b>	
<b>Total for 6000 GENERAL OFFICE</b>								<b>\$1,215.51</b>	
<b>Office</b>									
<b>6880 Telephone</b>									
01/12/2022	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>	
<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>									
01/12/2022	Expense		No	Law Office of Gary M Baum	CASCC	GUSTO CND 761509 CCD 6sem GUSTO CND 761509 CCD 6semjr0d7dq	1001 Checking - Union Bank	4,252.50	4,252.50
01/27/2022	Expense		No	Bestbooks4U	CASCC	ADELE LEVIN T/A SALE CCD ADELE LEVIN T/A SALE CCD	1001 Checking - Union Bank	686.00	4,938.50
<b>Total for 6310 Accounting Services</b>								<b>\$4,938.50</b>	
<b>6320 Attorney Services</b>									
01/06/2022	Bill	6466	No	Logan & Powell LLP	Roundtable		2000 Accounts Payable	4,730.00	4,730.00
01/12/2022	Expense		No	Kramer Workplace Investigations	Roundtable	GUSTO CND 761509 CCD 6sem GUSTO CND 761509 CCD 6semjr0d7ql	1001 Checking - Union Bank	3,128.00	7,858.00
01/12/2022	Expense		No	Law Office of Gary M Baum	Roundtable	GUSTO CND 761509 CCD 6sem GUSTO CND 761509 CCD 6semjr0d7ht	1001 Checking - Union Bank	1,575.00	9,433.00

Date	Transaction Type	Num	Adj	Name	Class	Memo/Description	Split	Amount	Balance
01/12/2022	Expense		No	Logan & Powell LLP	Roundtable	GUSTO CND 761509 CCD 6sem GUSTO CND 761509 CCD 6semjr0d7vv	1001 Checking - Union Bank	4,565.00	13,998.00
01/12/2022	Expense		No	Law Office of Gary M Baum	CASCC	GUSTO CND 761509 CCD 6sem GUSTO CND 761509 CCD 6semjr0d7ia	1001 Checking - Union Bank	3,906.00	17,904.00
<b>Total for 6320 Attorney Services</b>								<b>\$17,904.00</b>	
<b>6350 Roundtable consultant and technical services</b>									
01/18/2022	Bill	171195	No	Environmental Science Associates	Roundtable		2000 Accounts Payable	2,270.17	2,270.17
<b>Total for 6350 Roundtable consultant and technical services</b>								<b>\$2,270.17</b>	
<b>Total for 6300 Legal &amp; Professional Fees</b>								<b>\$25,112.67</b>	
<b>6565 Payroll Service Fees</b>									
01/04/2022	Expense		No	Gusto	CASCC	GUSTO FEE 606836 CCD 6sem GUSTO FEE 606836 CCD 6semjquvc0c	1001 Checking - Union Bank	75.00	75.00
<b>Total for 6565 Payroll Service Fees</b>								<b>\$75.00</b>	
<b>6568 Workers Compensation</b>									
01/10/2022	Expense		No	AP Intego	CASCC	APIntego ACHTRANS CCD 877 APIntego ACHTRANS CCD 87728749	1001 Checking - Union Bank	1.34	1.34
01/24/2022	Deposit	75021843	No	AP Intego	CASCC	refund	1001 Checking - Union Bank	-191.45	-190.11
<b>Total for 6568 Workers Compensation</b>								<b>\$ -190.11</b>	
<b>Total for OFFICE PERSONNEL_CONSULTANTS</b>								<b>\$24,997.56</b>	

# Profit and Loss by Class % Change

July 2021 - January 2022

	CASCC			PC			Roundtable			TOTAL		
	Jul 2021 - Jan 2022	Jul 2020 - Jan 2021 (PY)	% Change	Jul 2021 - Jan 2022	Jul 2020 - Jan 2021 (PY)	% Change	Jul 2021 - Jan 2022	Jul 2020 - Jan 2021 (PY)	% Change	Jul 2021 - Jan 2022	Jul 2020 - Jan 2021 (PY)	% Change
<b>INCOME</b>												
4000 INCOME										0.00	0.00	0.00%
4010 Membership Dues	149,957.07	149,957.07	0.00 %		160,000.00	-100.00 %	86,406.35			236,363.42	309,957.07	-23.74 %
4020 Roundtable Income								187,597.78	-100.00 %	0.00	187,597.78	%
4060 LAIF INCOME	249.08	909.11	-72.60 %							249.08	909.11	-72.60 %
<b>Total 4000 INCOME</b>	<b>150,206.15</b>	<b>150,866.18</b>	<b>-0.44 %</b>		<b>160,000.00</b>	<b>-100.00 %</b>	<b>86,406.35</b>	<b>187,597.78</b>	<b>-53.94 %</b>	<b>236,612.50</b>	<b>498,463.96</b>	<b>-52.53 %</b>
4999 Uncategorized Income		25.00	-100.00 %							0.00	25.00	%
<b>Total Income</b>	<b>150,206.15</b>	<b>150,891.18</b>	<b>-0.45 %</b>	<b>0.00</b>	<b>160,000.00</b>	<b>-100.00 %</b>	<b>86,406.35</b>	<b>187,597.78</b>	<b>-53.94 %</b>	<b>236,612.50</b>	<b>498,488.96</b>	<b>-52.53 %</b>
<b>GROSS PROFIT</b>	<b>150,206.15</b>	<b>150,891.18</b>	<b>-0.45 %</b>	<b>0.00</b>	<b>160,000.00</b>	<b>-100.00 %</b>	<b>86,406.35</b>	<b>187,597.78</b>	<b>-53.94 %</b>	<b>236,612.50</b>	<b>498,488.96</b>	<b>-52.53 %</b>
<b>EXPENSES</b>												
6000 GENERAL OFFICE										0.00	0.00	0.00%
6112 Advertising/Promotional										0.00	0.00	0.00%
6115 Website Update	600.00									600.00	0.00	0.00%
<b>Total 6112 Advertising/Promotional</b>	<b>600.00</b>									<b>600.00</b>	<b>0.00</b>	<b>0.00%</b>
6120 Bank Service Charges	21.00	21.00	0.00 %							21.00	21.00	0.00 %
6125 Directory Production		300.00	-100.00 %							0.00	300.00	%
6162 Hospitality	-150.17									-150.17	0.00	0.00%
6180 Insurance	900.99	900.99	0.00 %							900.99	900.99	0.00 %
6190 Website SOS		600.00	-100.00 %							0.00	600.00	%
6220 Dues and Subscriptions		400.00	-100.00 %							0.00	400.00	%
6550 Supplies and Equipment		2,199.25	-100.00 %							0.00	2,199.25	%
6610 Postage and Delivery	297.13	136.50	117.68 %							297.13	136.50	117.68 %
6615 Office/General Administrative Expenses	749.00	87.97	751.43 %							749.00	87.97	751.43 %
6620 Software Licenses	2,443.50	1,564.41	56.19 %							2,443.50	1,564.41	56.19 %
6665 Printing and Copying		113.52	-100.00 %							0.00	113.52	%
6670 Recognition		586.35	-100.00 %							0.00	586.35	%
<b>Total 6000 GENERAL OFFICE</b>	<b>4,861.45</b>	<b>6,909.99</b>	<b>-29.65 %</b>							<b>4,861.45</b>	<b>6,909.99</b>	<b>-29.65 %</b>
6700 Reimbursable Expense		437.50	-100.00 %							0.00	437.50	%
EVENT EXPENSES										0.00	0.00	0.00%
6400 General Meeting - catering		2,068.00	-100.00 %							0.00	2,068.00	%
<b>Total EVENT EXPENSES</b>		<b>2,068.00</b>	<b>-100.00 %</b>							<b>0.00</b>	<b>2,068.00</b>	<b>%</b>
Office										0.00	0.00	0.00%
6880 Telephone	212.10	110.90	91.25 %							212.10	110.90	91.25 %
<b>Total Office</b>	<b>212.10</b>	<b>110.90</b>	<b>91.25 %</b>							<b>212.10</b>	<b>110.90</b>	<b>91.25 %</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%

	CASCC			PC			Roundtable			TOTAL		
	Jul 2021 - Jan 2022	Jul 2020 - Jan 2021 (PY)	% Change	Jul 2021 - Jan 2022	Jul 2020 - Jan 2021 (PY)	% Change	Jul 2021 - Jan 2022	Jul 2020 - Jan 2021 (PY)	% Change	Jul 2021 - Jan 2022	Jul 2020 - Jan 2021 (PY)	% Change
6310 Accounting Services	7,116.00	8,097.50	-12.12 %							7,116.00	8,097.50	-12.12 %
6320 Attorney Services	17,506.49	14,756.00	18.64 %				27,390.50	3,972.50	589.50 %	44,896.99	18,728.50	139.73 %
6350 Roundtable consultant and technical services	25,902.00						79,629.17	93,280.00	-14.63 %	105,531.17	93,280.00	13.13 %
<b>Total 6300 Legal &amp; Professional Fees</b>	<b>50,524.49</b>	<b>22,853.50</b>	<b>121.08 %</b>				<b>107,019.67</b>	<b>97,252.50</b>	<b>10.04 %</b>	<b>157,544.16</b>	<b>120,106.00</b>	<b>31.17 %</b>
6565 Payroll Service Fees	681.00	447.00	52.35 %							681.00	447.00	52.35 %
6568 Workers Compensation	110.39	432.31	-74.47 %							110.39	432.31	-74.47 %
6575 Payroll Wages/Salary	56,625.48	66,527.79	-14.88 %							56,625.48	66,527.79	-14.88 %
6580 Payroll Taxes	4,331.85	5,484.70	-21.02 %							4,331.85	5,484.70	-21.02 %
<b>Total OFFICE PERSONNEL_CONSULTANTS</b>	<b>112,273.21</b>	<b>95,745.30</b>	<b>17.26 %</b>	<b>13,135.00</b>	<b>24,975.00</b>	<b>-47.41 %</b>	<b>107,019.67</b>	<b>97,252.50</b>	<b>10.04 %</b>	<b>232,427.88</b>	<b>217,972.80</b>	<b>6.63 %</b>
<b>Total Expenses</b>	<b>117,346.76</b>	<b>105,271.69</b>	<b>11.47 %</b>	<b>13,135.00</b>	<b>24,975.00</b>	<b>-47.41 %</b>	<b>107,019.67</b>	<b>97,252.50</b>	<b>10.04 %</b>	<b>237,501.43</b>	<b>227,499.19</b>	<b>4.40 %</b>
<b>NET OPERATING INCOME</b>	<b>32,859.39</b>	<b>45,619.49</b>	<b>-27.97 %</b>	<b>-13,135.00</b>	<b>135,025.00</b>	<b>-109.73 %</b>	<b>-20,613.32</b>	<b>90,345.28</b>	<b>-122.82 %</b>	<b>-888.93</b>	<b>270,989.77</b>	<b>-100.33 %</b>
<b>NET INCOME</b>	<b>\$32,859.39</b>	<b>\$45,619.49</b>	<b>-27.97 %</b>	<b>\$ -13,135.00</b>	<b>\$135,025.00</b>	<b>-109.73 %</b>	<b>\$ -20,613.32</b>	<b>\$90,345.28</b>	<b>-122.82 %</b>	<b>\$ -888.93</b>	<b>\$270,989.77</b>	<b>-100.33 %</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

January 18, 2022  
 Invoice No: 171195  
 Project Manager: Evan Wasserman

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

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

Task	0000001	Prepare for, facilitate, and Follow-up 12 Meetings			
<b>Billing Limits</b>			<b>Current</b>	<b>Prior</b>	<b>To-Date</b>
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			
<b>Billing Limits</b>			<b>Current</b>	<b>Prior</b>	<b>To-Date</b>
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			
<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>Billing Limits</b>			<b>Current</b>	<b>Prior</b>	<b>To-Date</b>
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			
<b>Professional Personnel</b>			<b>Hours</b>	<b>Rate</b>	<b>Amount</b>
Senior Associate I					
Wasserman, Evan			2.00	150.00	300.00
Totals			2.00		300.00
<b>Total Labor</b>					<b>300.00</b>

CASCC Executive Board of Directors Meeting Agenda



<b>Billing Limits</b>	<b>Current</b>	<b>Prior</b>	<b>To-Date</b>
Total Billings	300.00	17,625.00	17,925.00
Limit			18,000.00
Remaining			75.00
<b>TOTAL THIS TASK:</b>			<b>\$300.00</b>

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

<b>Professional Personnel</b>			
	<b>Hours</b>	<b>Rate</b>	<b>Amount</b>
Managing Associate III Jones, Christian	3.50	205.00	717.50
Senior Associate I Wasserman, Evan	8.00	150.00	1,200.00
Totals	11.50		1,917.50
<b>Total Labor</b>			<b>1,917.50</b>

<b>Reimbursable Expenses</b>			
Project Materials			52.67
<b>Total Reimbursables</b>		<b>1.0 times</b>	<b>52.67</b>

<b>Billing Limits</b>	<b>Current</b>	<b>Prior</b>	<b>To-Date</b>
Total Billings	1,970.17	5,050.00	7,020.17
Limit			8,000.00
Remaining			979.83
<b>TOTAL THIS TASK:</b>			<b>\$1,970.17</b>

**TOTAL INVOICE AMOUNT \$2,270.17**

<b>Outstanding Invoices</b>			
<b>Number</b>	<b>Date</b>	<b>Balance</b>	
168666	10/20/2021	5,670.00	
169786	11/29/2021	2,526.25	
170427	12/17/2021	5,675.00	
<b>Total</b>		<b>13,871.25</b>	

<b>Billings to Date</b>	<b>Current</b>	<b>Prior</b>	<b>Total</b>
	<b>2,270.17</b>	<b>176,573.75</b>	<b>178,843.92</b>

Remit to:  
 E S A  
 P.O. Box 7209  
 Carol Stream, IL 60197-7209  
 TIN #: 94-1698350

# Billing Backup

Tuesday, January 18, 2022

Environmental Science Associates      Invoice 171195 Dated 1/18/2022      3:18:31 PM

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

				Hours	Rate	Amount		
Senior Associate I								
11165	Wasserman, Evan	12/2/2021		2.00	150.00	300.00		
	2 hrs for wrapping up recap and archiving/wind down activities							
	Totals						2.00	300.00
	<b>Total Labor</b>							<b>300.00</b>

**TOTAL THIS TASK:      \$300.00**

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	12/15/2021		.50	205.00	102.50		
	Prepare final file archive for Cities Association							
10452	Jones, Christian	12/16/2021		1.00	205.00	205.00		
	Prepare final file archive for Cities Association							
10452	Jones, Christian	12/17/2021		2.00	205.00	410.00		
	Prepare final file archive for Cities Association							
Senior Associate I								
11165	Wasserman, Evan	12/1/2021		3.00	150.00	450.00		
	3 hrs for recap and archive/wind down activities							
11165	Wasserman, Evan	12/6/2021		1.50	150.00	225.00		
	1.5 hr for project communications/wrap-up							
11165	Wasserman, Evan	12/6/2021		1.00	150.00	150.00		
	1 hr for budget review/invoice communications							
11165	Wasserman, Evan	12/7/2021		.50	150.00	75.00		
	.5 hr for budget review/invoice communications							
11165	Wasserman, Evan	12/16/2021		2.00	150.00	300.00		
	2 hrs for budget/invoice and wrap-up communications							
	Totals						11.50	1,917.50
	<b>Total Labor</b>							<b>1,917.50</b>

**Reimbursable Expenses**

Project Materials								
EX	00000060435	12/16/2021	Jones, Christian / Portable Hard Drive			52.67		
	<b>Total Reimbursables</b>						<b>1.0 times</b>	<b>52.67</b>

**TOTAL THIS TASK:      \$1,970.17**

**Total this Project      \$2,270.17**

**Total this Report      \$2,270.17**

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**Environmental Science Associates**Expense Report for Invoice #000000171195 Dated 1/18/2022

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<b>Date</b>	<b>Person</b>	<b>Category</b>	<b>Description</b>	<b>Amount</b>
12/16/2021	Jones, Christian	Project Materials		\$52.67
Business Reason: Portable hard drive to provide final project files to client per SOW.				
<b>Total</b>				<b>\$52.67</b>

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**Category Summary**

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Project Materials	\$52.67
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# Order Details

[Print](#)

Purchase Date: Dec 16, 2021

Order Number: BBY01-806548077107

Total: \$52.67

[Payment Details](#) ^



[Sign in or create an account](#) to add this order to your purchase history.

Payment Method		Order Summary	
Visa ****7773	\$52.67	Product Total	\$47.99
		Sales Tax, Fees & Surcharges	\$4.68
		<b>Order Total</b>	<b>\$52.67</b>

## Store Pickup

### Ready for Pickup, let us know when you get here!

We'll hold it until **Wed, December 22**. Check out our Curbside Pickup instructions for where to park and how to let us know you're at the store.

Store Pickup  
[SLATTEN RANCH CA](#)

### I'm at the store

If you need more time, we can extend your pickup deadline to **Wed, Dec 29**.

### Extend Pickup

Order pickup traffic & hours ^

### Best Buy Slatten Ranch

In-Store Hours [Show more days](#)

Thu	Dec 16	10 a.m. - 9 p.m.
Fri	Dec 17	10 a.m. - 9 p.m.
Sat	Dec 18	10 a.m. - 9 p.m.

Curbside Pickup [Show more days](#)

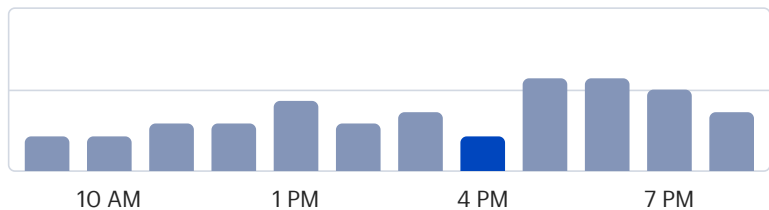
Thu	Dec 16	9 a.m. - 9 p.m.
Fri	Dec 17	9 a.m. - 9 p.m.
Sat	Dec 18	9 a.m. - 9 p.m.

### Pickup Traffic at Slatten Ranch

Today

In-Store **Curbside**

**4:00 PM:** Curbside pickup time is 3 minutes or less.



CASCC Executive Board of Directors Meeting Agenda  
February 4, 2022 | Page 28 of 29

**WD - Easystore 1TB External USB 3.0 Portable Hard Drive - Black**

Model:

Item Total:

\$52.67

[Make Pickup Changes](#)



WDBAJN0010BBK-WESN  
SKU: 6406515  
Quantity: 1

Product Price: \$47.99  
Sales Tax, Fees & Surcharges: \$4.68

Ship it Instead

Cancel & Support Options



### There's still time to protect your product

[What's Included](#) | [Terms & Conditions](#)

Geek Squad Product Replacement

★★★★★ (2,859 reviews)

2 Year  
\$7.99

Add 2 Year Protection

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This St. Jude *Thanks and Giving*® season, Best Buy is raising money to fight childhood cancer.

If you'd like to help with a donation, head to [StJude.org](http://StJude.org) to donate now.



St. Jude patients  
Nova and Twila



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Browse our help center for answers to frequently asked questions, or contact us by phone or e-mail.

[Get help.](#)