



Board of Directors Meeting Agenda

Virtual Meeting via Zoom

February 10, 2022 7:00 PM

(or following adjournment of Legislative Action 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, 7:00-7:03)

1.	Consent Agenda (7:03-7:05)
1a.	Approval of January Board of Directors Meeting Minutes <i>Attachment:</i> Minutes
1b.	Adoption of Resolution to Continue Meeting Exclusively Over Zoom <i>Attachment:</i> Staff Report , Resolution
1c.	Receive financial management report for the period ended January 31, 2022. <i>Attachment:</i> Management Report
1d.	Approval of invoices to be paid: <ul style="list-style-type: none"> i. Environmental Science Associates \$2,270.17 (Dec.) ii. Logan & Powell LLP \$165.00 (Dec.) iii. Kramer Investigations \$1,175 (Oct.)

<i>Attachment:</i> ESA Invoice (Other invoices available to Board members upon request)	
1e.	Consideration of ratification of the acceptance of Regional Early Planning (REAP) Grant of \$615,175 from Association of Bay Area Governments (ABAG) for the Planning Collaborative for the Cities Association of Santa Clara County (CASCC) <i>Attachment:</i> Staff Report
2.	Informational Overview of “Our Neighborhood Voices Initiative (7:05-7:25)
	Presentation by Mark Wolfe, Stanford University Urban Studies
3.	Presentation: How to Be an Effective Board Member (7:25-8:05)
	Presented by Erica L. Manuel, Institute for Local Government
4.	Legislative Action Committee Update (Fligor, 8:05-8:08)
6.	Santa Clara County City Managers Association Update (Zarate, 8:08-8:11)
7.	Executive Director Update (Benjamin, 8:11-8:14)
8.	Joys and Challenges (8:14-8:20)

PUBLIC COMMENT

ADJOURNMENT

PUBLIC COMMENT

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

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

ACCESSIBILITY

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



Board of Directors Meeting Agenda

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

- Meeting begins at 7:00pm or following adjournment of the City Selection Committee.
- [Click here](#) for meeting recording
- Discussion & action may be taken on any of the items below. Times are approximate.

WELCOME AND ROLL CALL (Jones)

Members present:

Campbell
Gilroy
Los Altos
Los Altos Hills
Los Gatos
Milpitas
Monte Sereno
Morgan Hill
Mountain View
Palo Alto
San José
Santa Clara
Saratoga

Bybee
Leroe-Muñoz
Fligor
Mok
Rennie
Montano
Ellahie
Constantine
Abe-Koga
Burt
Jones
Watanabe
Walia

Members absent:

Cupertino Paul
Sunnyvale Klein

Others in attendance:

- Joanne Benjamin, Acting Executive Director
-

- Sarah Zarate, SCCCMA Representative
- Gary Baum, Legal Counsel
- Audin Leung, Clerk
- Steve Preminger, County of Santa Clara
- Yvonne Martinez Beltran, Councilmember, Morgan Hill
- Lydia Kou, Councilmember, Palo Alto
- John S., Member of the Public
- Kristine Zanardi
- Ashwini Kantak, , Milpitas
- Liz Gibbons, Councilmember, Campbell
- Marico Sayoc, Councilmember, Los Gatos
- Anita Enander, Mayor, Los Altos
- Allison Hicks, Councilmember, Mountain View
- Robbie Turner, NextDoor
- Paul Peninger, Baird and Driskell Community Planning

1. Consent Agenda

Motion to approve consent agenda by Watanabe. Seconded by Abe-Koga. Motion adopted 13-0-0-2.

Bybee	AYE
Paul	ABSENT
Leroe-Muñoz	AYE
Fligor	AYE
Mok	AYE
Rennie	AYE
Montano	AYE
Ellahie	AYE
Constantine	AYE
Abe-Koga	AYE
Burt	AYE
Jones	AYE
Watanabe	AYE
Walia	AYE

Klein	ABSENT
1a. Approval of November Board of Directors Meeting Minutes	
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	
1c. Adoption of Resolution to Continue Meeting Exclusively Over Zoom	
1d. Approval of invoices to be paid: i. <u>Environmental Science Associates</u> – \$2526.25 (October) and \$5,675.00 (November) for YTD total of \$176,573.75 ii. <u>Logan & Powell LLP</u> – \$4,565.00 (November) iii. <u>Kramer Investigations</u> – \$3,128.00 (November)	
2. Goal Setting	
<p style="color: blue;">Motion by Burt to add the priority of climate impacts and resilience to the 2022 proposed vision and goals. Seconded by Rennie. Motion adopted 13-0-0-2.</p>	
Bybee	AYE
Paul	ABSENT
Leroe-Muñoz	AYE
Fligor	AYE
Mok	AYE
Rennie	AYE
Montano	AYE
Ellahie	AYE
Constantine	AYE
Abe-Koga	AYE
Burt	AYE
Jones	AYE
Watanabe	AYE
Walia	AYE
Klein	ABSENT

**Motion to adopt proposed vision and goals by Fligor. Seconded by Leroe-Muñoz.
Motion adopted 13-0-0-2.**

Bybee	AYE
Paul	ABSENT
Leroe-Muñoz	AYE
Fligor	AYE
Mok	AYE
Rennie	AYE
Montano	AYE
Ellahie	AYE
Constantine	AYE
Abe-Koga	AYE
Burt	AYE
Jones	AYE
Watanabe	AYE
Walia	AYE
Klein	ABSENT

3. 2022 Calendar

**Motion by Ellahie to adopt proposed 2022 calendar. Seconded by Montaño.
Motion adopted 13-0-0-2.**

Bybee	AYE
Paul	ABSENT
Leroe-Muñoz	AYE
Fligor	AYE
Mok	AYE
Rennie	AYE
Montano	AYE
Ellahie	AYE
Constantine	AYE
Abe-Koga	AYE
Burt	AYE

Jones	AYE
Watanabe	AYE
Walia	AYE
Klein	ABSENT
4. Board Member Development: Managing Social Media	
Presentation from Robbie Turner, Public Agency Partnerships Lead, NextDoor	
5. Planning Collaborative Update	
Presentation on ABAG REAP Grant Suballocation and SB 9 from Paul Peninger, Principal, Baird & Driskell Community Planning	
6. Santa Clara County City Managers Association (SCCMA) Update (Zarate)	
7. Executive Director Update (Benjamin)	
8. Joys and Challenges (Board Members)	

PUBLIC COMMENT

Public comment was given by Steve Preminger.

ADJOURNMENT

Respectfully submitted,



Audin Leung
Clerk



Agenda Item No: 1b

Meeting Date: February 10, 2022

BOARD OF DIRECTORS AGENDA REPORT

Prepared by Joanne Benjamin, Acting Executive Director and Gary M. Baum, Legal Counsel

TOPIC: CONTINUED MEETINGS OF THE BOARD OF DIRECTORS AND ALL SUBSIDIARY BODIES VIA ZOOM

SUBJECT: ADOPTION OF A RESOLUTION TO PERMIT MEETINGS OF THE 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 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 Board of Directors 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 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:

- The meeting must allow a call-in option **or** an internet-based option for public participation. CASCC 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 Board of Directors 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

Staff Report CASCC Adoption of Resolution to Continue to Permit Zoom meeting for Board of Directors and Subsidiary Bodies 1-11-22



RESOLUTION NO. 2022-001

A RESOLUTION OF THE BOARD OF DIRECTORS 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 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

WHEREAS, all public meetings of the 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 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, 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 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 Board of Directors 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 Board of Directors 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 Board of Directors does hereby find that the 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 7, 2022; and

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

1. The Board of Directors hereby recognizes the Governor of the State of California's March 4, 2020 Proclamation of a State of Emergency.

2. The Board of Directors 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 Board of Directors 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

Motion to approve by:

Seconded by:

AYES:	
NOES:	
ABSTENTION:	
ABSENT:	

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.

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

Table of Contents

Profit and Loss by Class3

Balance Sheet.....5

Statement of Cash Flows.....6

Monthly Reports:Monthly Summary VENDOR Expenses7

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

Profit and Loss by Class % Change13

Profit and Loss by Class

July 2021 - January 2022

	CASCC	PC	Roundtable	TOTAL
INCOME				
4000 INCOME				0.00
4010 Membership Dues	149,957.07		86,406.35	236,363.42
4060 LAIF INCOME	249.08			249.08
Total 4000 INCOME	150,206.15		86,406.35	236,612.50
Total Income	150,206.15	0.00	86,406.35	236,612.50
GROSS PROFIT				
	150,206.15	0.00	86,406.35	236,612.50
EXPENSES				
6000 GENERAL OFFICE				0.00
6112 Advertising/Promotional				0.00
6115 Website Update	600.00			600.00
Total 6112 Advertising/Promotional	600.00			600.00
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
Total 6000 GENERAL OFFICE	4,861.45			4,861.45
Office				0.00
6880 Telephone	212.10			212.10
Total Office	212.10			212.10
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
Total 6300 Legal & Professional Fees	50,524.49		107,019.67	157,544.16
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
Total OFFICE PERSONNEL_CONSULTANTS	112,273.21	13,135.00	107,019.67	232,427.88
Total Expenses	117,346.76	13,135.00	107,019.67	237,501.43
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
ASSETS	
Current Assets	
Bank Accounts	
1001 Checking - Union Bank	81,319.56
Total Bank Accounts	81,319.56
Accounts Receivable	
1200 Accounts Receivable	26,271.12
Total Accounts Receivable	26,271.12
Other Current Assets	
1300 LAIF Funds	124,642.44
1310 Venue Prepaid Deposit	1,000.00
1395 Accrued Interest	44.60
Total Other Current Assets	125,687.04
Total Current Assets	233,277.72
Fixed Assets	
1500 Machinery and Equipment	2,203.41
1700 Accumulated Depreciation	-1,926.59
Total Fixed Assets	276.82
TOTAL ASSETS	\$233,554.54
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	17,690.67
Total Accounts Payable	17,690.67
Credit Cards	
2200 First National Bank of Omaha	215.08
FNBO_2nd	107.00
Total Credit Cards	322.08
Total Current Liabilities	18,012.75
Total Liabilities	18,012.75
Equity	
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
Total 3010 Reserves	35,001.92
Net Income	-888.93
Total Equity	215,541.79
TOTAL LIABILITIES AND EQUITY	\$233,554.54

Statement of Cash Flows

July 2021 - January 2022

	Total
OPERATING ACTIVITIES	
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
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	-26,700.85
Net cash provided by operating activities	-27,589.78
NET CASH INCREASE FOR PERIOD	-27,589.78
Cash at beginning of period	108,909.34
CASH AT END OF PERIOD	\$81,319.56

Monthly Reports:Monthly Summary VENDOR Expenses

January 2022

	Total
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
TOTAL	\$26,243.37

Monthly Reports:MONTHLY Transaction Detail by Account

January 2022

Date	Transaction Type	Num	Adj	Name	Class	Memo/Description	Split	Amount	Balance
1001 Checking - Union Bank									
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
Total for 1001 Checking - Union Bank								\$29,335.18	

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
Total for 1200 Accounts Receivable								\$ -56,992.28	
1300 LAIF Funds									
01/14/2022	Journal Entry	Laif 2022 14	No		CASCC	interest per doc received for 1/14/2022	-Split-	71.71	71.71
Total for 1300 LAIF Funds								\$71.71	
1499 Undeposited Funds									
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
Total for 1499 Undeposited Funds								\$0.00	
2000 Accounts Payable									
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
Total for 2000 Accounts Payable								\$ -1,201.08	
2200 First National Bank of Omaha									
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
Total for 2200 First National Bank of Omaha								\$ -105.65	
FNBO_2nd									
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
Total for FNBO_2nd								\$ -107.00	
4000 INCOME									
4060 LAIF INCOME									
01/14/2022	Journal Entry	Laif 2022 14	No		CASCC	interest per doc received for 1/14/2022	-Split-	71.71	71.71
Total for 4060 LAIF INCOME								\$71.71	
Total for 4000 INCOME								\$71.71	
6000 GENERAL OFFICE									
6112 Advertising/Promotional									
6115 Website Update									
01/26/2022	Check	8026	No	Proud City	CASCC	Check #8026 Check #8026	1001 Checking - Union Bank	600.00	600.00
Total for 6115 Website Update								\$600.00	
Total for 6112 Advertising/Promotional								\$600.00	
6120 Bank Service Charges									
01/31/2022	Expense		No	Union Bank	CASCC	CHECK IMAGE FEE CHECK IMAGE FEE	1001 Checking - Union Bank	3.00	3.00
Total for 6120 Bank Service Charges								\$3.00	
6610 Postage and Delivery									
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
Total for 6610 Postage and Delivery								\$215.08	
6615 Office/General Administrative Expenses									
01/31/2022	Expense		No	Peninsula Storage Center	CASCC	PENINSULA STORAGE II - 650-9621470, CA	FNBO_2nd	107.00	107.00
Total for 6615 Office/General Administrative Expenses								\$107.00	
6620 Software Licenses									
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
Total for 6620 Software Licenses								\$290.43	
Total for 6000 GENERAL OFFICE								\$1,215.51	
Office									
6880 Telephone									
01/12/2022	Expense		No	Verizon	CASCC	VZWLSS*PRPAY AUTOPAY - 888-294-6804, FL	2200 First National Bank of Omaha	30.30	30.30
Total for 6880 Telephone								\$30.30	
Total for Office								\$30.30	
OFFICE PERSONNEL_CONSULTANTS									
6300 Legal & Professional Fees									
6310 Accounting Services									
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
Total for 6310 Accounting Services								\$4,938.50	
6320 Attorney Services									
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
Total for 6320 Attorney Services								\$17,904.00	
6350 Roundtable consultant and technical services									
01/18/2022	Bill	171195	No	Environmental Science Associates	Roundtable		2000 Accounts Payable	2,270.17	2,270.17
Total for 6350 Roundtable consultant and technical services								\$2,270.17	
Total for 6300 Legal & Professional Fees								\$25,112.67	
6565 Payroll Service Fees									
01/04/2022	Expense		No	Gusto	CASCC	GUSTO FEE 606836 CCD 6sem GUSTO FEE 606836 CCD 6semjqvuc0c	1001 Checking - Union Bank	75.00	75.00
Total for 6565 Payroll Service Fees								\$75.00	
6568 Workers Compensation									
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
Total for 6568 Workers Compensation								\$ -190.11	
Total for OFFICE PERSONNEL_CONSULTANTS								\$24,997.56	

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
INCOME												
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 %
Total 4000 INCOME	150,206.15	150,866.18	-0.44 %		160,000.00	-100.00 %	86,406.35	187,597.78	-53.94 %	236,612.50	498,463.96	-52.53 %
4999 Uncategorized Income		25.00	-100.00 %							0.00	25.00	%
Total Income	150,206.15	150,891.18	-0.45 %	0.00	160,000.00	-100.00 %	86,406.35	187,597.78	-53.94 %	236,612.50	498,488.96	-52.53 %
GROSS PROFIT	150,206.15	150,891.18	-0.45 %	0.00	160,000.00	-100.00 %	86,406.35	187,597.78	-53.94 %	236,612.50	498,488.96	-52.53 %
EXPENSES												
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%
Total 6112 Advertising/Promotional	600.00									600.00	0.00	0.00%
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	%
Total 6000 GENERAL OFFICE	4,861.45	6,909.99	-29.65 %							4,861.45	6,909.99	-29.65 %
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	%
Total EVENT EXPENSES		2,068.00	-100.00 %							0.00	2,068.00	%
Office										0.00	0.00	0.00%
6880 Telephone	212.10	110.90	91.25 %							212.10	110.90	91.25 %
Total Office	212.10	110.90	91.25 %							212.10	110.90	91.25 %
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 %
Total 6300 Legal & Professional Fees	50,524.49	22,853.50	121.08 %				107,019.67	97,252.50	10.04 %	157,544.16	120,106.00	31.17 %
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 %
Total OFFICE PERSONNEL_CONSULTANTS	112,273.21	95,745.30	17.26 %	13,135.00	24,975.00	-47.41 %	107,019.67	97,252.50	10.04 %	232,427.88	217,972.80	6.63 %
Total Expenses	117,346.76	105,271.69	11.47 %	13,135.00	24,975.00	-47.41 %	107,019.67	97,252.50	10.04 %	237,501.43	227,499.19	4.40 %
NET OPERATING INCOME	32,859.39	45,619.49	-27.97 %	-13,135.00	135,025.00	-109.73 %	-20,613.32	90,345.28	-122.82 %	-888.93	270,989.77	-100.33 %
NET INCOME	\$32,859.39	\$45,619.49	-27.97 %	\$ -13,135.00	\$135,025.00	-109.73 %	\$ -20,613.32	\$90,345.28	-122.82 %	\$ -888.93	\$270,989.77	-100.33 %



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

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
TOTAL THIS TASK:				0.00

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
TOTAL THIS TASK:				0.00

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
TOTAL THIS TASK:				0.00

Task	0000005	Prepare/Post Website Content		
Professional Personnel				
		Hours	Rate	Amount
Senior Associate I				
Wasserman, Evan		2.00	150.00	300.00
Totals		2.00		300.00
Total Labor				300.00

CASCC Board of Directors Meeting Packet

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

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

Professional Personnel			
	Hours	Rate	Amount
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
Total Labor			1,917.50

Reimbursable Expenses			
Project Materials			52.67
Total Reimbursables		1.0 times	52.67

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

TOTAL INVOICE AMOUNT \$2,270.17

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

Billings to Date	Current	Prior	Total
	2,270.17	176,573.75	178,843.92

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
	Total Labor				300.00

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
	Total Labor				1,917.50

Reimbursable Expenses

Project Materials

EX	00000060435	12/16/2021 Jones, Christian / Portable Hard Drive		52.67
	Total Reimbursables		1.0 times	52.67

TOTAL THIS TASK: \$1,970.17

Total this Project \$2,270.17

Total this Report \$2,270.17

Environmental Science AssociatesExpense Report for Invoice #000000171195 Dated 1/18/2022

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

Category Summary

Project Materials	\$52.67
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Order Details

[Print](#)

BEST BUY Receipt

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

Visa ****7773

\$52.67

Order Summary

Product Total \$47.99

Sales Tax, Fees & Surcharges \$4.68

Order Total \$52.67

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](#)

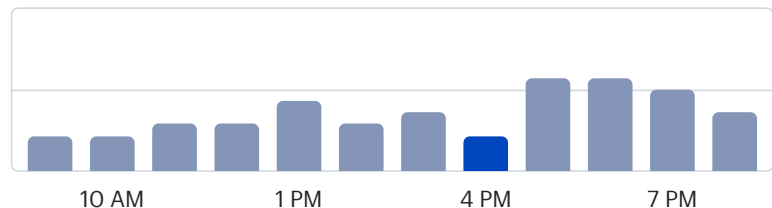
Thu	Dec 16	9 a.m. - 9 p.m.
Fri	Dec 17	9 a.m. - 9 p.m.
Sat	Dec 18	9 a.m. - 9 p.m.

Pickup Traffic at Slatten Ranch

Today

In-Store **Curbside**

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



CASCC Board of Directors Meeting Packet
February 10, 2022 | Page 33 of 36

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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St. Jude patients
Nova and Twila



Help Center & Customer Service

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

[Get help.](#)



Agenda Item No: 1e

Meeting Date: February 10, 2022

BOARD OF DIRECTORS AGENDA REPORT

Prepared by Joanne Benjamin, Acting Executive Director and Gary Baum, Legal Counsel

SUBJECT: Ratification of Executive Board approval of Regional Early Planning (REAP) grant of \$615,175 from Association of Bay Area Governments (ABAG) for the Planning Collaborative of the Cities Association of Santa Clara County (CASCC)

RECOMMENDATION:

Ratify the Executive Board's approval of the acceptance of the REAP grant of \$615,175 for the Planning Collaborative to facilitate sharing technical assistance and cross-jurisdiction knowledge regarding Housing Element updates and other housing-related topics. Sharing would be amongst jurisdictions within Santa Clara County.

BACKGROUND & ANALYSIS:

The Cities Association has long embraced the goals of working as a region to promote solutions to the housing and homelessness challenges faced by the member cities. In 2015, the Cities Association created the Regional Housing Needs Allocation (RHNA) Subregion Taskforce with the hypothesis that the region would benefit from collaboration on new and rapidly changing housing policies and legislation. In 2019, the Taskforce proposed how the RHNA subregion would function for Santa Clara County. However, due to key changes in state legislation that would affect the next cycle, particularly creating different timelines of methodology adoption and limiting "trading" of RHNA between jurisdictions, the Board of Directors determined that forming the subregion as envisioned was financially unfeasible and the timeline unrealistic. In addition, it was recommended that there are other benefits to RHNA, including establishing a structure for collaboration at the staff and decision-maker levels on messaging, peer-learning, best practices, countywide positions on issues, coordination with ABAG and HCD, etc.

On October 10, 2019, the Cities Association Board of Directors approved the formation of the Santa Clara County Planning Collaborative. The Collaborative was a shared effort among the County's jurisdictions with the objective to save time, money, and other resources by working together to address the region's housing challenges. The Collaborative would share information and resource capacity, and endeavor to maintain and facilitate relationships with non-profits, affordable housing advocates, and key governmental organizations. The Collaborative received initial funding from the 15 individual cities and worked toward its initial mission. However, much work remained, and additional funding was sought.

Recently, ABAG received grant funds awarded by the State of California Department of Housing and Community Development (HCD) Grant Agreement No. 19-REAP-13915 ("REAP Grant Agreement"), attached. ABAG has suballocated \$615,175 of REAP funding to support the Cities Association Planning Collaborative.

The ABAG REAP grant also provides additional staffing support from Baird + Driskell Community Planning, consultants who have aided the Collaborative in the past. Baird + Driskell Community Planning will manage the budget, schedules, required submittals, and other work outlined in the agreement. Eligible activities under the grant must be related to housing planning and facilitate the streamlining and acceleration of housing production. Ineligible activities include:

- a) RHNA appeals;
- b) Activities unrelated to accelerating housing production;
- c) Activities unrelated to preparation and adoption of planning documents, and process
- d) improvements to accelerate housing production;
- e) Activities that obstruct or hinder housing production, e.g., moratoriums, downzoning,
- f) planning documents with conditional use permits that significantly impact approval certainty
- g) and timing, planned development, or other similarly constraining processes;
- h) Capital financing, operation or funding related to programs of individual housing
- i) development projects; and
- j) Administrative costs of persons employed by the grantee for activities not directly related to the preparation and adoption of the proposed Activity or Activities

Due to time constraints, the Executive Board approved acceptance of the REAP grant subject to ratification by the Board of Directors. Today's action will ratify acceptance of the REAP grant.

FISCAL IMPACT:

Assuming the Collaborative performs the workplan by and through Baird + Driskell Community Planning per schedule and budget, there should be no additional allocations required of the cities and the County. The management of the grant by Baird + Driskell is funded by the REAP grant.

OPTIONS:

The Board has the following options to consider:

1. Approve the staff recommendation for the Board of Directors to ratify the Executive Board approval of
CASCC to accept the REAP grant for the Planning Collaborative
2. Take no action (either table or reject the REAP grant)