



Board of Directors Meeting Agenda

May 12, 2022 7:00 PM / Virtual Meeting via Zoom

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

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

Board Members

President & Chair: Hon. Chappie Jones, San José

Campbell	Hon. Anne Bybee / Alternate: Hon. Susan Landry
Cupertino	Hon. Darcy Paul / Alternate: Hon. Liang Chao
Gilroy	Hon. Peter Leroe-Muñoz / Alternate: Hon. Marie Blankley
Los Altos	Hon. Neysa Fligor / Alternate: Hon. Anita Enander
Los Altos Hills	Hon. Stanley Mok / Alternate: Hon. Lisa Schmidt
Los Gatos	Hon. Rob Rennie / Alternate: Hon. Marico Sayoc
Milpitas	Hon. Carmen Montaña / Alternate: Hon. Evelyn Chua
Monte Sereno	Hon. Javed Ellahie / Alternate: Hon. Bryan Mekechuk
Morgan Hill	Hon. Rich Constantine / Alternate: Hon. Gino Borgioli
Mountain View	Hon. Margaret Abe-Koga / Alternate: Hon. Ellen Kamei
Palo Alto	Hon. Pat Burt / Alternate: Hon. Lydia Kou
San Jose	Hon. Chappie Jones / Alternate: Hon. Matt Mahan
Santa Clara	Hon. Kathy Watanabe / Alternate: Hon. Anthony Becker
Saratoga	Hon. Tina Walia / Alternate: Hon. Kookie Fitzsimmons
Sunnyvale	Hon. Larry Klein / Alternate: Hon. Omar Din
Ex-Officio	SCCCMA Representative - Sara Zaraté, San José
Ex-Officio	Interim Executive Director – Joanne Benjamin

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

WELCOME AND ROLL CALL (Jones)

PUBLIC COMMENT

CLOSED SESSION

1. Conference with Legal Counsel - Anticipated Litigation
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

1. Consent Agenda
1a. Approval of April Board of Directors Meeting Minutes Attachment: Minutes
1b. Adoption of Resolution to Continue Meeting Exclusively Over Zoom Attachments: Resolution , Staff Report
1c. Receive financial management report for the period ending April 30, 2022 Attachment: Management Report
1d. Approval of Baird + Driskell Invoice in the amount of \$56,450 for work related to the Planning Collaborative Attachments: Invoice , Work Completed
2. Consideration of Approval of Proposed FY 22-23 Budget and Dues
Attachments: <ul style="list-style-type: none">• Staff Report• Proposed Budget Option 2, recommended by Executive Board• Proposed Dues

3. June 9th General Membership Meeting Updates (Jones)
Attachment: Flyer
4. Hiring of New Acting Executive Director (Abe-Koga)
5. Santa Clara County City Managers Association Update (Zarate)
6. Executive Director Update (Benjamin)
7. Joys and Challenges (Board Members)

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

April 14, 2022 7:00 PM / Virtual Meeting via Zoom

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

Agenda in Black | Minutes in Red

Board Members

President & Chair: Hon. Chappie Jones, San José

Campbell	Hon. Anne Bybee / Alternate: Hon. Susan Landry
Cupertino	Hon. Darcy Paul / Alternate: Hon. Liang Chao
Gilroy	Hon. Peter Leroe-Muñoz / Alternate: Hon. Marie Blankley
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Saratoga	Hon. Tina Walia / Alternate: Hon. Kookie Fitzsimmons
Sunnyvale	Hon. Larry Klein / Alternate: Hon. Omar Din
Ex-Officio	SCCCMA Representative - Sara Zaraté, San José
Ex-Officio	Interim Executive Director – Joanne Benjamin

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

WELCOME AND ROLL CALL (Jones, 7:00-7:03 PM)

Members present (15/15):

Campbell	Bybee
Cupertino	Paul
Gilroy	Leroe-Muñoz
Los Altos	Fligor
Los Altos Hills	Mok
Los Gatos	Sayoc
Milpitas	Montano
Monte Sereno	Ellahie
Morgan Hill	Constantine
Mountain View	Abe-Koga
Palo Alto	Burt
San José	Jones
Santa Clara	Becker
Saratoga	Walia
Sunnyvale	Klein

Others in attendance:

- Joanne Benjamin, Acting Executive Director
- Gary Baum, Counsel
- Audin Leung, Clerk of the Board
- Raania Mohsen, Office of Vice Mayor Chappie Jones
- Jim Suennen, CA Health & Human Services
- Stephen Rosenblum
- Bena Chang, Silicon Valley Clean Energy
- Joe Beninato
- Gretchen Paule, CA Dept of Public Health
- Dr. Tomás Aragón, CA Public Health Director
- Dr. Sara Cody, Santa Clara County Public Health Director
- Steve Preminger, Santa Clara County Office of the County Executive
- Girish Balachandran, CEO, Silicon Valley Clean Energy

1. Consent Agenda (7:03-7:05 PM)																																							
1a. Approval of March Board of Directors Meeting Minutes																																							
1b. Adoption of Resolution to Continue Meeting Exclusively Over Zoom																																							
1c. Receive financial management report for the period ending March 31, 2022																																							
1d. Approval of invoices to be paid: <ul style="list-style-type: none"> • Kramer Workplace Investigations - \$200.00 (March) • Logan & Powell LLP - \$165.00 (March) 																																							
1e. Consideration of approval of Amendment to Agreement Between the Cities Association of Santa Clara County and Baird + Driskell for work related to the Planning Collaborative																																							
1f. Consideration of approval of Agreement for Services between Cities Association of Santa Clara County and Baird + Driskell in order to satisfy CASCC obligations under the REAP Grant from the Association of Bay Area Governments (ABAG)																																							
<p>Motion to approve consent agenda by Watanabe. Seconded by Klein. Motion adopted 15-0-0-0.</p> <table border="1"> <tr><td>Campbell</td><td>Bybee</td><td>AYE</td></tr> <tr><td>Cupertino</td><td>Paul</td><td>AYE</td></tr> <tr><td>Gilroy</td><td>Leroe-Muñoz</td><td>AYE</td></tr> <tr><td>Los Altos</td><td>Fligor</td><td>AYE</td></tr> <tr><td>Los Altos Hills</td><td>Mok</td><td>AYE</td></tr> <tr><td>Los Gatos</td><td>Sayoc</td><td>AYE</td></tr> <tr><td>Milpitas</td><td>Montano</td><td>AYE</td></tr> <tr><td>Monte Sereno</td><td>Ellahie</td><td>AYE</td></tr> <tr><td>Morgan Hill</td><td>Constantine</td><td>AYE</td></tr> <tr><td>Mountain View</td><td>Abe-Koga</td><td>AYE</td></tr> <tr><td>Palo Alto</td><td>Burt</td><td>AYE</td></tr> <tr><td>San José</td><td>Jones</td><td>AYE</td></tr> <tr><td>Santa Clara</td><td>Becker</td><td>AYE</td></tr> </table>	Campbell	Bybee	AYE	Cupertino	Paul	AYE	Gilroy	Leroe-Muñoz	AYE	Los Altos	Fligor	AYE	Los Altos Hills	Mok	AYE	Los Gatos	Sayoc	AYE	Milpitas	Montano	AYE	Monte Sereno	Ellahie	AYE	Morgan Hill	Constantine	AYE	Mountain View	Abe-Koga	AYE	Palo Alto	Burt	AYE	San José	Jones	AYE	Santa Clara	Becker	AYE
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Saratoga	Walia	AYE								
Sunnyvale	Klein	AYE								
2.	Consideration of Approval of FY 22-23 Budget (7:05-7:15 PM)									
3.	Presentations on Local Control Items of Interest (Board Priority) (7:15-7:55 PM)									
	<p>Topic: Vaccines, Testing, & Masks as we transition from pandemic to endemic</p> <ul style="list-style-type: none"> • Presentation by Dr. Sara Cody, Health Officer, and Public Health Director of Santa Clara County (7:15-7:35) • Presentation by Dr. Tomas Aragon, Director of CA Dept. of Public Health (7:35-7:55) 									
4.	Presentation on Climate Change Items of Interest (Board Priority) (7:55-8:10 PM)									
	<p>Topic: Local Climate Action – 5 Year Clean Energy Results & Immediate Next Steps</p> <ul style="list-style-type: none"> • Presentation by Silicon Valley Clean Energy CEO Girish Balachandran and Senior Government Affairs Manager Bena Chang 									
5.	Presentations on Local Control Item of Interest (Board Priority), Pt. 2 (8:10-8:15 PM)									
	<p>Topic: Significant impact to cities from this week’s HCD published guidelines on SB9</p> <ul style="list-style-type: none"> • Presentation by Hon. Liz Gibbons, City of Campbell 									
6.	Discussion of General Membership Meeting, May 12th (Jones, 8:15-8:20)									
7.	Discussion/Direction for Hybrid or Virtual Meetings (Jones, 8:20-8:25)									
	<p>Discussion and direction on whether to proceed with hybrid (in-person and on Zoom) or to continue Zoom-only meetings</p> <p>Motion to adopt hybrid meeting format by Becker. Seconded by Paul. Motion adopted 13-2-0-0.</p> <table border="1"> <tr> <td>Campbell</td> <td>Bybee</td> <td>AYE</td> </tr> <tr> <td>Cupertino</td> <td>Paul</td> <td>AYE</td> </tr> <tr> <td>Gilroy</td> <td>Leroe-Muñoz</td> <td>AYE</td> </tr> </table>	Campbell	Bybee	AYE	Cupertino	Paul	AYE	Gilroy	Leroe-Muñoz	AYE
Campbell	Bybee	AYE								
Cupertino	Paul	AYE								
Gilroy	Leroe-Muñoz	AYE								

Los Altos	Fligor	AYE
Los Altos Hills	Mok	AYE
Los Gatos	Sayoc	AYE
Milpitas	Montano	NAY
Monte Sereno	Ellahie	AYE
Morgan Hill	Constantine	AYE
Mountain View	Abe-Koga	AYE
Palo Alto	Burt	AYE
San José	Jones	AYE
Santa Clara	Becker	AYE
Saratoga	Walia	NAY
Sunnyvale	Klein	AYE

8. Legislative Committee Update (Fligor, 8:25-8:30 PM)

Motion by Jones to support AB 2164 and support AB 1944 with proposed amendment to require that members appearing remotely must disclose location to ensure a quorum within jurisdiction. Seconded by Ellahie. Motion adopted 10-0-5-0.

Campbell	Bybee	AYE
Cupertino	Paul	AYE
Gilroy	Leroe-Muñoz	ABSTAIN
Los Altos	Fligor	ABSTAIN
Los Altos Hills	Mok	AYE
Los Gatos	Sayoc	AYE
Milpitas	Montano	ABSTAIN
Monte Sereno	Ellahie	AYE
Morgan Hill	Constantine	AYE
Mountain View	Abe-Koga	AYE
Palo Alto	Burt	ABSTAIN
San José	Jones	AYE
Santa Clara	Becker	AYE
Saratoga	Walia	ABSTAIN

	Sunnyvale	Klein	AYE
9.	City Selection Committee Appointee Update (8:30-8:35 PM)		
10.	Santa Clara County City Managers Association Update (Zarate, 8:35-8:40 PM)		
11.	Executive Director Update (Benjamin, 8:40-8:45 PM)		
12.	Joys and Challenges (Board Members, 8:45-8:50 PM)		

PUBLIC COMMENT

There were no members of the public wishing to speak on non-agenda items.

ADJOURNMENT

Respectfully submitted,



Audin Leung
Clerk of the Board

DRAFT



RESOLUTION NO. 2022-05

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 EXECUTIVE BOARD, BOARD OF DIRECTORS AND SUBSIDIARY OR ADVISORY 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 Cities Association of Santa Clara County (“CASCC”) 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, 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, since the issuance of Executive Order N-92-20, the Delta variant has emerged followed by the Omicron variant, followed by the Omicron BA.2 subvariant causing a spike in COVID-19 cases throughout the state; and

WHEREAS, the Center for Disease Control has determined that Santa Clara County is now a “red county” signifying that there are now high levels of community transmission; and

WHEREAS, The Santa Clara County Health Department has collected wastewater sampling data showing an increase in SARS CoV-2 virus present in all wastewater treatment plants in the County; and

WHEREAS, while hospitalizations and severe illnesses have decreased in the last month, new COVID-19 variants continue to emerge, including a recent variant with increased transmissibility that may potentially impact the County’s hospital capacity. Holding in-person meetings with all members of the legislative body, staff, and the public in attendance in a shared indoor meeting space could particularly impact persons who are at higher risk of severe illness; 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, CASCC 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 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 Executive Board, Board of Directors and advisory or subsidiary bodies (“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 June 13, 2022; and

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE CITIES ASSOCIATION OF SANTA CLARA COUNTY MAKES THE FOLLOWING FINDINGS IN COMPLIANCE WITH CALIFORNIA GOVERNMENT CODE SECTION 54953(e) AND OTHER APPLICABLE PROVISIONS OF THE BROWN ACT:

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 finds that the state of emergency continues to impact the ability of the CASCSC's Executive Board, Board of Directors and subsidiary bodies, as well as staff and member of the public, to meet safely in person. State or local officials continue to impose or recommend measures to promote social distancing. The County Health Officer has recommended that legislative bodies continue to meet remotely to promote social distancing as one means to reduce the risk of Covid-19 transmission.
3. 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.
4. 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.

Resolution CASCC Recognizing Local Emergency and Continuing AB 361 Procedures for Zoom Meetings 5-4-22



Agenda Item No: 1b

Meeting Date: May 12, 2022

Cities Association of Santa Clara County Agenda Report

To: BOARD OF DIRECTORS

Prepared by: Gary M. Baum, General 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 to comply with statutory requirements.

As the Covid-19 situation and State and County regulations have continued to change the Resolution has been revised to reflect current Covid-19 circumstances and State and local restrictions. The Board has directed the Acting Executive Director to examine hybrid meetings. This resolution will continue to be necessary and it will be evaluated whether the resolution is necessary after a future hybrid meeting set-up is finalized.

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.

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

May 12, 2022

Page 2 of 2

- 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. SVRIA 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

Management Report

Cities Association of Santa Clara County
For the period ended April 30, 2022



Prepared by
Bestbooks4u Bookkeeping excellence

Prepared on
May 4, 2022

Table of Contents

Profit and Loss3

Balance Sheet.....5

Profit and Loss by Class6

Monthly Reports:Monthly Summary VENDOR Expenses8

Statement of Cash Flows.....9

A/R Aging Summary10

Profit and Loss

July 2021 - April 2022

	Jul 2021 - Apr 2022	Jul 2020 - Apr 2021 (PY)	Total
INCOME			
4000 INCOME			
4010 Membership Dues	236,363.42		309,957.07
4020 Roundtable Income			187,597.78
4060 LAIF INCOME	249.08		1,044.86
Total 4000 INCOME	236,612.50		498,599.71
4999 Uncategorized Income			25.00
Total Income	236,612.50		498,624.71
GROSS PROFIT			
	236,612.50		498,624.71
EXPENSES			
6000 GENERAL OFFICE			
6112 Advertising/Promotional			
6115 Website Update	1,220.00		20.00
Total 6112 Advertising/Promotional	1,220.00		20.00
6120 Bank Service Charges	30.00		30.00
6125 Directory Production			333.00
6162 Hospitality	849.83		
6180 Insurance	900.99		2,160.10
6190 Website SOS			600.00
6220 Dues and Subscriptions			400.00
6550 Supplies and Equipment			2,199.25
6610 Postage and Delivery	297.13		136.50
6611 Post Office Box	101.00		81.00
6615 Office/General Administrative Expenses	963.00		489.35
6620 Software Licenses	3,356.33		2,405.70
6665 Printing and Copying			113.52
6670 Recognition			586.35
Total 6000 GENERAL OFFICE	7,718.28		9,554.77
6700 Reimbursable Expense			437.50
EVENT EXPENSES			
6400 General Meeting - catering			2,068.00
Total EVENT EXPENSES			2,068.00
Office			
6880 Telephone	303.00		196.80
Total Office	303.00		196.80
OFFICE PERSONNEL_CONSULTANTS			
6152 Consultants	15,637.50		
6153 Contractors	23,147.50		115,440.00
6300 Legal & Professional Fees			
6310 Accounting Services	8,278.50		9,415.00
6320 Attorney Services	67,486.49		34,624.00

		Total
	Jul 2021 - Apr 2022	Jul 2020 - Apr 2021 (PY)
6350 Roundtable consultant and technical services	108,880.17	110,323.25
Total 6300 Legal & Professional Fees	184,645.16	154,362.25
6565 Payroll Service Fees	978.00	660.00
6568 Workers Compensation	126.00	612.37
6575 Payroll Wages/Salary	60,016.47	102,640.02
6580 Payroll Taxes	4,665.86	8,420.96
Total OFFICE PERSONNEL_CONSULTANTS	289,216.49	382,135.60
Total Expenses	297,237.77	394,392.67
NET OPERATING INCOME	-60,625.27	104,232.04
NET INCOME	\$ -60,625.27	\$104,232.04

Balance Sheet

As of April 30, 2022

	Total
ASSETS	
Current Assets	
Bank Accounts	
1001 Checking - Union Bank	35,381.21
Total Bank Accounts	35,381.21
Accounts Receivable	
1200 Accounts Receivable	9,121.11
Total Accounts Receivable	9,121.11
Other Current Assets	
1300 LAIF Funds	124,642.44
1395 Accrued Interest	44.60
Total Other Current Assets	124,687.04
Total Current Assets	169,189.36
Fixed Assets	
1500 Machinery and Equipment	2,203.41
1700 Accumulated Depreciation	-1,926.59
Total Fixed Assets	276.82
TOTAL ASSETS	\$169,466.18
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	11,725.00
Total Accounts Payable	11,725.00
Credit Cards	
2200 First National Bank of Omaha	454.23
FNBO_2nd	107.00
Total Credit Cards	561.23
Total Current Liabilities	12,286.23
Total Liabilities	12,286.23
Equity	
1110 Unrestricted Fund Balance	182,837.30
3000 Opening Bal Equity	-34.00
3010 Reserves	0.00
3013 Reserve for New Equip.	1.92
3014 Reserve for Operations	35,000.00
Total 3010 Reserves	35,001.92
Net Income	-60,625.27
Total Equity	157,179.95
TOTAL LIABILITIES AND EQUITY	\$169,466.18

Profit and Loss by Class

July 2021 - April 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	1,220.00			1,220.00
Total 6112 Advertising/Promotional	1,220.00			1,220.00
6120 Bank Service Charges	30.00			30.00
6162 Hospitality	849.83			849.83
6180 Insurance	900.99			900.99
6610 Postage and Delivery	297.13			297.13
6611 Post Office Box	101.00			101.00
6615 Office/General Administrative Expenses	963.00			963.00
6620 Software Licenses	3,356.33			3,356.33
Total 6000 GENERAL OFFICE	7,718.28			7,718.28
Office				0.00
6880 Telephone	303.00			303.00
Total Office	303.00			303.00
OFFICE PERSONNEL_CONSULTANTS				0.00
6152 Consultants	15,637.50			15,637.50
6153 Contractors	10,012.50	13,135.00		23,147.50
6300 Legal & Professional Fees				0.00
6310 Accounting Services	8,278.50			8,278.50
6320 Attorney Services	41,924.99		25,561.50	67,486.49
6350 Roundtable consultant and technical services	23,431.00		85,449.17	108,880.17

	CASCC	PC	Roundtable	TOTAL
Total 6300 Legal & Professional Fees	73,634.49		111,010.67	184,645.16
6565 Payroll Service Fees	978.00			978.00
6568 Workers Compensation	126.00			126.00
6575 Payroll Wages/Salary	10,016.47		50,000.00	60,016.47
6580 Payroll Taxes	4,665.86			4,665.86
Total OFFICE PERSONNEL_CONSULTANTS	115,070.82	13,135.00	161,010.67	289,216.49
Total Expenses	123,092.10	13,135.00	161,010.67	297,237.77
NET OPERATING INCOME	27,114.05	-13,135.00	-74,604.32	-60,625.27
NET INCOME	\$27,114.05	\$ -13,135.00	\$ -74,604.32	\$ -60,625.27

Monthly Reports:Monthly Summary VENDOR Expenses

April 2022

	Total
Adobe	33.98
Bestbooks4U	322.50
Canva	12.95
Gusto	63.27
Intuit	105.00
Joanne Benjamin	9,225.00
Law Office of Gary M Baum	6,615.00
Logan & Powell LLP	165.00
Microsoft	37.50
Union Bank	3.00
USPS	101.00
Verizon	30.30
www.1and1.com	20.00
Zoom.us	113.50
TOTAL	\$16,848.00

Statement of Cash Flows

July 2021 - April 2022

	Total
OPERATING ACTIVITIES	
Net Income	-60,625.27
Adjustments to reconcile Net Income to Net Cash provided by operations:	
1200 Accounts Receivable	-9,121.11
1300 LAIF Funds	-249.08
1310 Venue Prepaid Deposit	1,000.00
2000 Accounts Payable	-4,549.00
2200 First National Bank of Omaha	123.33
FNBO_2nd	-107.00
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	-12,902.86
Net cash provided by operating activities	-73,528.13
NET CASH INCREASE FOR PERIOD	-73,528.13
Cash at beginning of period	108,909.34
CASH AT END OF PERIOD	\$35,381.21

A/R Aging Summary

As of April 30, 2022

	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
Palo Alto City					9,121.11	9,121.11
TOTAL	\$0.00	\$0.00	\$0.00	\$0.00	\$9,121.11	\$9,121.11

Cities Association Invoices Paid

Date of Invoice

7/12/21	\$	13,135
4/2/21	\$	13,320
3/19/21	\$	26,825
1/18/21	\$	50,320
9/8/20	\$	8,325
8/7/20	\$	8,325
7/9/20	\$	8,325
6/1/20	\$	8,325
5/5/20	\$	8,325
4/15/20	\$	8,325

[TOTAL through 7/12/21](#) \$ 153,550

[Total Budget](#) \$ 210,000

[Remaining to be billed](#) \$ 56,450

Time Entry Details

Baird + Driskell Community Planning
 Grouped by Service
 For Aug 1, 2021 - Feb 28, 2022

Housing Element

Client/Project	Note	Team Member/Date	Status	Total Hours
Cities Association No Project	Constraints Survey	Paul Peninger Oct 26, 2021	Unbilled	1h 00m
Total for Housing Element				1h 00m

2022 Workplan + Contracting

Client/Project	Note	Team Member/Date	Status	Total Hours
Cities Association Santa Clara County Collaborative		Paul Peninger Jan 28, 2022	Billed	1h 00m
Cities Association Santa Clara County Collaborative		Paul Peninger Jan 24, 2022	Billed	1h 00m
Cities Association Santa Clara County Collaborative		Paul Peninger Jan 19, 2022	Billed	1h 00m
Cities Association Santa Clara County Collaborative		Paul Peninger Jan 17, 2022	Billed	1h 00m
Total for 2022 Workplan + Contracting				4h 00m

AFFH

Client/Project	Note	Team Member/Date	Status	Total Hours
Cities Association Santa Clara County Collaborative		Paul Peninger Feb 18, 2022	Billed	1h 30m
Cities Association Santa Clara County Collaborative		Paul Peninger Feb 17, 2022	Billed	1h 30m
Cities Association Santa Clara County Collaborative	SCC EAG AFFH	Vu-Bang Nguyen Feb 9, 2022	Billed	0h 30m
Cities Association Santa Clara County Collaborative	SCC AFFH Outreach convo	Vu-Bang Nguyen Feb 8, 2022	Billed	1h 00m
Cities Association Santa Clara County Collaborative	Email EAG Members AFFH	Vu-Bang Nguyen Feb 8, 2022	Billed	0h 30m
Cities Association Santa Clara County Collaborative		Brandi Campbell Wood Feb 8, 2022	Billed	0h 45m
Cities Association Santa Clara County Collaborative	Scoping with Thomas Silverstein	Paul Peninger Jan 10, 2022	Billed	1h 00m
Cities Association Santa Clara County Collaborative		Paul Peninger Nov 11, 2021	Billed	2h 00m
Cities Association Santa Clara County Collaborative		Paul Peninger Oct 26, 2021	Billed	2h 00m

Cities Association Santa Clara County Collaborative		Paul Peninger Oct 22, 2021	Billed	1h 00m
Cities Association Santa Clara County Collaborative	AFFH coordination	Paul Peninger Oct 15, 2021	Billed	1h 30m
Total for AFFH				13h 15m

Cities Association Meeting

Client/Project	Note	Team Member/Date	Status	Total Hours
Cities Association Santa Clara County Collaborative	Preparation for CASCC Meeting on 1/13	Paul Peninger Jan 13, 2022	Billed	1h 30m
Cities Association Santa Clara County Collaborative	Presentation to CASCC re: REAP grant	Paul Peninger Jan 13, 2022	Billed	1h 00m
Cities Association Santa Clara County Collaborative		Paul Peninger Jan 7, 2022	Billed	1h 00m
Total for Cities Association Meeting				3h 30m

Coordination

Client/Project	Note	Team Member/Date	Status	Total Hours
Cities Association Santa Clara County Collaborative		Paul Peninger Feb 28, 2022	Billed	1h 15m
Cities Association Santa Clara County Collaborative		Bowen Close Feb 22, 2022	Billed	0h 15m
Cities Association Santa Clara County Collaborative		Paul Peninger Feb 22, 2022	Billed	1h 00m
Cities Association Santa Clara County Collaborative		Paul Peninger Feb 14, 2022	Billed	1h 00m
Cities Association Santa Clara County Collaborative		Bowen Close Feb 10, 2022	Billed	0h 15m
Cities Association Santa Clara County Collaborative		Bowen Close Feb 9, 2022	Billed	0h 15m
Cities Association Santa Clara County Collaborative	Meetings re: AFFH outreach and web site	Paul Peninger Feb 8, 2022	Billed	1h 30m
Cities Association Santa Clara County Collaborative		Bowen Close Feb 8, 2022	Billed	0h 30m
Cities Association Santa Clara County Collaborative		Paul Peninger Feb 7, 2022	Billed	1h 00m
Cities Association Santa Clara County Collaborative	Happy Hour coordination	Vu-Bang Nguyen Nov 19, 2021	Billed	0h 30m
Cities Association Santa Clara County Collaborative		Paul Peninger Nov 16, 2021	Billed	1h 00m
Cities Association Santa Clara County Collaborative		Paul Peninger Nov 15, 2021	Billed	1h 30m
Cities Association Santa Clara County Collaborative	EAG email coordination	Vu-Bang Nguyen Nov 4, 2021	Billed	0h 15m
Cities Association Santa Clara County Collaborative	EAG Santa Clara coordination	Vu-Bang Nguyen Nov 3, 2021	Billed	0h 30m
Cities Association Santa Clara County Collaborative	EAG SCC emails	Vu-Bang Nguyen Nov 3, 2021	Billed	0h 45m
Cities Association Santa Clara County Collaborative	Equity Advisory Group - Org Capacity Meeting + prep	Vu-Bang Nguyen Nov 2, 2021	Billed	1h 15m

CASCC Board of Directors Meeting Packet
May 12, 2022 | Page 29 of 31

Cities Association Santa Clara County Collaborative		Paul Peninger Oct 25, 2021	Billed	1h 00m
Cities Association Santa Clara County Collaborative	EAG Coordination	Vu-Bang Nguyen Oct 25, 2021	Billed	0h 30m
Cities Association Santa Clara County Collaborative	EAG coordination check in with Greenbelt Alliance	Vu-Bang Nguyen Oct 25, 2021	Billed	0h 30m
Cities Association Santa Clara County Collaborative		Paul Peninger Oct 18, 2021	Billed	1h 00m
Cities Association Santa Clara County Collaborative		Paul Peninger Oct 5, 2021	Billed	0h 30m
Cities Association Santa Clara County Collaborative		Paul Peninger Oct 4, 2021	Billed	1h 00m
Cities Association Santa Clara County Collaborative		Paul Peninger Oct 1, 2021	Billed	1h 00m
Cities Association Santa Clara County Collaborative	Santa Clara Planning Collaborative Internal Team Meeting	Vu-Bang Nguyen Sep 20, 2021	Billed	0h 45m
Cities Association Santa Clara County Collaborative		Paul Peninger Sep 13, 2021	Billed	1h 00m
Cities Association Santa Clara County Collaborative	EAG Planning Collaborative agenda on slidedeck	Vu-Bang Nguyen Sep 9, 2021	Billed	0h 45m
Cities Association Santa Clara County Collaborative		Paul Peninger Sep 8, 2021	Billed	1h 00m
Cities Association Santa Clara County Collaborative	Internal Team Meeting	Paul Peninger Aug 16, 2021	Unbilled	1h 00m
Total for Coordination				22h 45m

Let's Talk Housing

Client/Project	Note	Team Member/Date	Status	Total Hours
Cities Association Santa Clara County Collaborative	EAG coordination	Vu-Bang Nguyen Feb 19, 2022	Billed	0h 30m
Cities Association Santa Clara County Collaborative	EAG coordination and stipends	Vu-Bang Nguyen Feb 5, 2022	Billed	0h 45m
Cities Association Santa Clara County Collaborative	SCC Planning collaborative coordination	Vu-Bang Nguyen Feb 1, 2022	Billed	0h 30m
Cities Association Santa Clara County Collaborative	EAG Stipend coordination	Vu-Bang Nguyen Jan 30, 2022	Billed	0h 30m
Cities Association Santa Clara County Collaborative	EAG HH coordination	Vu-Bang Nguyen Dec 22, 2021	Billed	0h 30m
Cities Association Santa Clara County Collaborative	Email eag Santa Clara	Vu-Bang Nguyen Dec 13, 2021	Billed	0h 45m
Cities Association Santa Clara County Collaborative	Happy Hour coordination	Vu-Bang Nguyen Nov 16, 2021	Billed	0h 15m
Cities Association Santa Clara County Collaborative	Check in on Sacred Heart capacity	Vu-Bang Nguyen Nov 12, 2021	Billed	0h 30m
Cities Association Santa Clara County Collaborative	Equity Advisory Group - Capacity Mapping (San Mateo County)	Vu-Bang Nguyen Oct 14, 2021	Billed	1h 00m
Cities Association Santa Clara County Collaborative	team meeting about community engagement	Brandi Campbell Wood Oct 13, 2021	Billed	0h 30m
Cities Association Santa Clara County Collaborative	Planning Collaborative EAG	Vu-Bang Nguyen Oct 12, 2021	Billed	0h 30m
Cities Association Santa Clara County Collaborative		Paul Peninger Oct 7, 2021	Billed	1h 00m
Cities Association	EAG - Planning collaborative engage-	Vu-Bang Nguyen	Billed	1h 00m

Santa Clara County Collaborative	ment follow up	Oct 5, 2021		
Cities Association Santa Clara County Collaborative	Check in with Law Foundation - EAG	Vu-Bang Nguyen Sep 30, 2021	Billed	0h 30m
Cities Association Santa Clara County Collaborative	EAG coordination	Vu-Bang Nguyen Sep 30, 2021	Billed	0h 30m
Cities Association Santa Clara County Collaborative	EAG Coordination	Vu-Bang Nguyen Sep 28, 2021	Billed	0h 30m
Cities Association Santa Clara County Collaborative	San Jose LTH Meeting Run Through	Vu-Bang Nguyen Sep 2, 2021	Billed	0h 30m
Cities Association Santa Clara County Collaborative	LTHSCC San Jose Community Meeting	Vu-Bang Nguyen Sep 2, 2021	Billed	2h 00m
Cities Association Santa Clara County Collaborative	San Jose Meeting and Prep	Paul Peninger Sep 2, 2021	Billed	4h 00m
Cities Association Santa Clara County Collaborative	SJ LTH community meeting	Brandi Campbell Wood Sep 2, 2021	Billed	3h 00m
Cities Association Santa Clara County Collaborative		Paul Peninger Sep 1, 2021	Billed	0h 30m
Cities Association Santa Clara County Collaborative	San Jose Prep	Paul Peninger Aug 31, 2021	Unbilled	2h 00m
Cities Association Santa Clara County Collaborative	Mountain View, Milpitas, Santa Clara, Sunnyvale Meeting and Prep	Paul Peninger Aug 30, 2021	Unbilled	4h 15m
Cities Association Santa Clara County Collaborative		Paul Peninger Aug 27, 2021	Unbilled	0h 30m
Cities Association Santa Clara County Collaborative	San Jose Meeting Prep	Paul Peninger Aug 26, 2021	Unbilled	2h 00m
Cities Association Santa Clara County Collaborative	Prep for 8/30 Meeting	Paul Peninger Aug 25, 2021	Unbilled	1h 30m
Cities Association Santa Clara County Collaborative		Paul Peninger Aug 23, 2021	Unbilled	2h 00m
Cities Association Santa Clara County Collaborative		Paul Peninger Aug 20, 2021	Unbilled	1h 30m
Cities Association Santa Clara County Collaborative		Paul Peninger Aug 19, 2021	Unbilled	1h 30m
Cities Association Santa Clara County Collaborative	Los Gatos, Campbell, Los Altos Hills	Paul Peninger Aug 18, 2021	Unbilled	5h 00m
Cities Association Santa Clara County Collaborative	Prep for Meeting on 8/18	Paul Peninger Aug 17, 2021	Unbilled	2h 00m
Cities Association Santa Clara County Collaborative	Prep for Meeting on 8/18	Paul Peninger Aug 16, 2021	Unbilled	2h 00m
Cities Association Santa Clara County Collaborative		Paul Peninger Aug 13, 2021	Unbilled	3h 30m
Cities Association Santa Clara County Collaborative		Paul Peninger Aug 12, 2021	Unbilled	2h 00m
Cities Association Santa Clara County Collaborative	Second Community Meeting and Preparation	Paul Peninger Aug 11, 2021	Unbilled	5h 30m
Cities Association Santa Clara County Collaborative		Paul Peninger Aug 10, 2021	Unbilled	3h 00m
Cities Association Santa Clara County Collaborative	First Community Meeting and Preparation	Paul Peninger Aug 9, 2021	Unbilled	6h 00m
Cities Association Santa Clara County Collaborative		Paul Peninger Aug 6, 2021	Unbilled	4h 00m
Cities Association Santa Clara County Collaborative		Paul Peninger Aug 5, 2021	Unbilled	2h 00m
Cities Association Santa Clara County Collaborative		Paul Peninger Aug 4, 2021	Unbilled	2h 00m
Cities Association Santa Clara County Collaborative		Paul Peninger Aug 3, 2021	Unbilled	1h 30m

CASCC Board of Directors Meeting Packet
May 12, 2022 | Page 31 of 51

Cities Association Santa Clara County Collaborative	Paul Peninger Aug 2, 2021	Unbilled	2h 00m
Total for Let's Talk Housing			75h 30m

Meetings - planning collabotative

Client/Project	Note	Team Member/Date	Status	Total Hours
Cities Association Santa Clara County Collaborative	Meeting and Prep	Paul Peninger Feb 10, 2022	Billed	4h 15m
Cities Association Santa Clara County Collaborative	SCC EAG check in	Vu-Bang Nguyen Jan 14, 2022	Billed	0h 30m
Cities Association Santa Clara County Collaborative	Preparation for and facilitation of meeting.	Paul Peninger Jan 13, 2022	Billed	3h 30m
Cities Association Santa Clara County Collaborative	Prep for Meeting 1/13	Paul Peninger Jan 11, 2022	Billed	1h 00m
Cities Association Santa Clara County Collaborative		Paul Peninger Dec 9, 2021	Billed	4h 00m
Cities Association Santa Clara County Collaborative		Kristen Wang Dec 9, 2021	Billed	1h 30m
Cities Association Santa Clara County Collaborative	Planning Collaborative check in meeting on EAG	Vu-Bang Nguyen Nov 18, 2021	Billed	0h 15m
Cities Association Santa Clara County Collaborative		Paul Peninger Nov 18, 2021	Billed	2h 00m
Cities Association Santa Clara County Collaborative	Prep for Meeting on 11/18	Paul Peninger Nov 17, 2021	Billed	4h 00m
Cities Association Santa Clara County Collaborative	Cities Association Meeting	Paul Peninger Nov 10, 2021	Billed	1h 00m
Cities Association Santa Clara County Collaborative		Paul Peninger Oct 14, 2021	Billed	4h 00m
Cities Association Santa Clara County Collaborative	Santa Clara County Collaborative Monthly Meeting	Vu-Bang Nguyen Oct 14, 2021	Billed	1h 30m
Cities Association Santa Clara County Collaborative	Santa Clara County Collaborative Monthly Meeting	Vu-Bang Nguyen Sep 9, 2021	Billed	1h 30m
Cities Association Santa Clara County Collaborative	Monthly meeting + Prep	Paul Peninger Sep 9, 2021	Billed	4h 00m
Cities Association Santa Clara County Collaborative	Meeting Planning for 9/9	Paul Peninger Sep 1, 2021	Billed	1h 00m
Cities Association Santa Clara County Collaborative	LTHSCC prep meeting, LTHSCC meeting 4	Brandi Campbell Wood Aug 30, 2021	Unbilled	3h 30m
Cities Association Santa Clara County Collaborative	LTHSCC	Brandi Campbell Wood Aug 11, 2021	Unbilled	2h 00m
Cities Association Santa Clara County Collaborative	LTHSCC planning meeting, LTHSCC facilitation meeting, LTHSCC meeting 1	Brandi Campbell Wood Aug 9, 2021	Unbilled	5h 00m
Cities Association Santa Clara County Collaborative	LTHSCC website	Brandi Campbell Wood Aug 5, 2021	Unbilled	0h 30m
Total for Meetings - planning collabotative			45h 00m	

No Service

Client/Project	Note	Team Member/Date	Status	Total Hours
Cities Association Santa Clara County Collaborative	sending out announcements, check in w/paul, AFFH outreach work, misc project support	Daisy Quinonez Feb 28, 2022	Billed	5h 00m
Cities Association Santa Clara County Collaborative	drafting constraints narrative	Daisy Quinonez Feb 27, 2022	Billed	3h 00m
Cities Association Santa Clara County Collaborative	constraints work, announcements/newsletter layout, other misc	Daisy Quinonez Feb 25, 2022	Billed	3h 00m
Cities Association Santa Clara County Collaborative	AFFH outreach planning, constraints survey work, TA, misc	Daisy Quinonez Feb 24, 2022	Billed	5h 00m
Cities Association Santa Clara County Collaborative	worked on newsletter	Clara Cheeves Feb 23, 2022	Billed	0h 30m
Cities Association Santa Clara County Collaborative	Housing/cbdg coordinators meeting, misc	Daisy Quinonez Feb 23, 2022	Billed	3h 30m
Cities Association Santa Clara County Collaborative	internal meeting, worked on the newsletter template	Clara Cheeves Feb 22, 2022	Billed	2h 00m
Cities Association Santa Clara County Collaborative		Daisy Quinonez Feb 22, 2022	Billed	5h 00m
Cities Association Santa Clara County Collaborative	Constraints analysis work	Daisy Quinonez Feb 20, 2022	Billed	2h 00m
Cities Association Santa Clara County Collaborative	meetings for planning affh outreach, technical assistance and collaborative meeting	Clara Cheeves Feb 18, 2022	Billed	3h 45m
Cities Association Santa Clara County Collaborative		Daisy Quinonez Feb 18, 2022	Billed	4h 00m
Cities Association Santa Clara County Collaborative	Team check in Misc	Daisy Quinonez Feb 17, 2022	Billed	3h 30m
Cities Association Santa Clara County Collaborative	Constraints survey analysis work, Announcements, misc	Daisy Quinonez Feb 16, 2022	Billed	4h 30m
Cities Association Santa Clara County Collaborative		Daisy Quinonez Feb 15, 2022	Billed	6h 00m
Cities Association Santa Clara County Collaborative	internal meeting, work on work plan, announcements	Clara Cheeves Feb 14, 2022	Billed	3h 00m
Cities Association Santa Clara County Collaborative	Check in w/Paul, building AFFH TA tracker, misc	Daisy Quinonez Feb 14, 2022	Billed	2h 30m
Cities Association Santa Clara County Collaborative	Constraints work	Daisy Quinonez Feb 13, 2022	Billed	2h 00m
Cities Association Santa Clara County Collaborative		Daisy Quinonez Feb 11, 2022	Billed	0h 30m
Cities Association Santa Clara County Collaborative	collab meeting, trying to do zoom poll	Clara Cheeves Feb 10, 2022	Billed	1h 30m
Cities Association Santa Clara County Collaborative	Collab meeting, prep & follow up, TA	Daisy Quinonez Feb 10, 2022	Billed	6h 00m
Cities Association Santa Clara County Collaborative	Prep for collab meeting (sliddeck, etc.) Screening/ID research Housing/CDBG coordinators meeting	Daisy Quinonez Feb 9, 2022	Billed	4h 30m
Cities Association Santa Clara County Collaborative	Announcements, setting up AFFH meeting, website discussion, AFFH outreach discussion	Daisy Quinonez Feb 8, 2022	Billed	5h 00m
Cities Association Santa Clara County Collaborative	team meeting about website update and discussion on outreach plan	Clara Cheeves Feb 8, 2022	Billed	1h 00m
Cities Association Santa Clara County Collaborative	Constraints survey work, check in w/paul, misc project coordination	Daisy Quinonez Feb 7, 2022	Billed	4h 00m
Cities Association Santa Clara County Collaborative	Misc project support	Daisy Quinonez Feb 4, 2022	Billed	1h 00m
Cities Association Santa Clara County Collaborative	Chec in w/Paul + Clara, msic	Daisy Quinonez Feb 3, 2022	Billed	2h 00m

CASCC Board of Directors Meeting Packet
May 12, 2022 | Page 33 of 51

Cities Association Santa Clara County Collaborative	Check in Paul, misc project support	Daisy Quinonez Feb 2, 2022	Billed	2h 00m
Cities Association Santa Clara County Collaborative	into to Santa clara collab work	Clara Cheeves Feb 2, 2022	Billed	1h 00m
Cities Association Santa Clara County Collaborative	met with Paul to learn more about the project	Clara Cheeves Feb 1, 2022	Billed	0h 45m
Cities Association Santa Clara County Collaborative	Website updates, draft announcements, misc project coordination	Daisy Quinonez Feb 1, 2022	Billed	2h 30m
Cities Association Santa Clara County Collaborative	Check in w/Paul, announcements, misc	Daisy Quinonez Jan 31, 2022	Billed	3h 00m
Cities Association Santa Clara County Collaborative	Cities association check in, website work, correspondence w/jx staff/TA	Daisy Quinonez Jan 28, 2022	Billed	3h 00m
Cities Association Santa Clara County Collaborative	Updating/troubleshooting website, misc	Daisy Quinonez Jan 27, 2022	Billed	4h 00m
Cities Association Santa Clara County Collaborative	Housing/CDBG coordinators meeting, research, misc	Daisy Quinonez Jan 26, 2022	Billed	3h 00m
Cities Association Santa Clara County Collaborative	Constraints follow up, researching AFFH question, misc project coordination	Daisy Quinonez Jan 25, 2022	Billed	3h 00m
Cities Association Santa Clara County Collaborative	Check in w/Paul, affh work	Daisy Quinonez Jan 24, 2022	Billed	2h 00m
Cities Association Santa Clara County Collaborative	Collecting constraints surveys, responding to jx staff questions, etc. work planning	Daisy Quinonez Jan 21, 2022	Billed	2h 30m
Cities Association Santa Clara County Collaborative	Misc project support, TA/correspondence w/jurisdiction staff. Troubleshooting cities association website to upload docs	Daisy Quinonez Jan 20, 2022	Billed	3h 00m
Cities Association Santa Clara County Collaborative	Announcements, uploading + posting items to website, follow up on cathy capriola requests, looking into constraints memo	Daisy Quinonez Jan 18, 2022	Billed	4h 00m
Cities Association Santa Clara County Collaborative		Daisy Quinonez Jan 17, 2022	Billed	1h 00m
Cities Association Santa Clara County Collaborative	Collab meeting follow up, TA, misc re: surveys, ABAG stuff, workplanning	Daisy Quinonez Jan 14, 2022	Billed	3h 00m
Cities Association Santa Clara County Collaborative	Collab meeting, meeting follow up items, misc	Daisy Quinonez Jan 13, 2022	Billed	2h 30m
Cities Association Santa Clara County Collaborative	Sending out weekly announcements, prepping slide deck for collab meeting, correspondence w/jx staff	Daisy Quinonez Jan 12, 2022	Billed	1h 30m
Cities Association Santa Clara County Collaborative	Check in wPaul, drafting announcements, TA for jx, constraints survey reminders	Daisy Quinonez Jan 11, 2022	Billed	3h 00m
Cities Association Santa Clara County Collaborative	SCCAPO, misc	Daisy Quinonez Jan 5, 2022	Billed	2h 00m
Cities Association Santa Clara County Collaborative	Announcements, check in with paul, misc,	Daisy Quinonez Jan 3, 2022	Billed	3h 30m
Cities Association Santa Clara County Collaborative	Reviewing AFFH materials, recovering missing files	Daisy Quinonez Dec 30, 2021	Billed	1h 15m
Cities Association Santa Clara County Collaborative	Looking into Santa monica's preference policy	Daisy Quinonez Dec 29, 2021	Billed	0h 45m
Cities Association Santa Clara County Collaborative	Check in, sending out adu calculator surveye, misc	Daisy Quinonez Dec 27, 2021	Billed	2h 00m
Cities Association Santa Clara County Collaborative		Daisy Quinonez Dec 23, 2021	Billed	2h 30m
Cities Association Santa Clara County Collaborative	Check in w Paul, AFFH	Daisy Quinonez Dec 22, 2021	Billed	1h 30m
Cities Association Santa Clara County Collaborative		Daisy Quinonez Dec 20, 2021	Billed	4h 00m

CASCC Board of Directors Meeting Packet
May 12, 2022 | Page 34 of 51

Cities Association Santa Clara County Collaborative	Sending out calendar invites for 2022 meetings, misc	Daisy Quinonez Dec 17, 2021	Billed	1h 30m
Cities Association Santa Clara County Collaborative	AFFH/Preference policy work planning, misc	Daisy Quinonez Dec 16, 2021	Billed	2h 00m
Cities Association Santa Clara County Collaborative		Daisy Quinonez Dec 15, 2021	Billed	1h 00m
Cities Association Santa Clara County Collaborative		Daisy Quinonez Dec 14, 2021	Billed	1h 30m
Cities Association Santa Clara County Collaborative		Evan Seitz Dec 13, 2021	Billed	2h 15m
Cities Association Santa Clara County Collaborative	San Jose Community Meeting Facilitation	Paul Peninger Dec 13, 2021	Billed	2h 30m
Cities Association Santa Clara County Collaborative	SJ HE meeting and prep	Daisy Quinonez Dec 13, 2021	Billed	4h 00m
Cities Association Santa Clara County Collaborative	Check in, misc	Daisy Quinonez Dec 13, 2021	Billed	2h 00m
Cities Association Santa Clara County Collaborative	Prepping for SJ HE event, other misc	Daisy Quinonez Dec 10, 2021	Billed	3h 00m
Cities Association Santa Clara County Collaborative	Collaborative meeting, meeting follow up working	Daisy Quinonez Dec 9, 2021	Billed	4h 00m
Cities Association Santa Clara County Collaborative	Misc	Daisy Quinonez Dec 8, 2021	Billed	1h 30m
Cities Association Santa Clara County Collaborative	Weekly announcements, misc	Daisy Quinonez Dec 7, 2021	Billed	3h 00m
Cities Association Santa Clara County Collaborative	Check in w paul, Los Gatos LTH meeting summary, misc	Daisy Quinonez Dec 6, 2021	Billed	2h 30m
Cities Association Santa Clara County Collaborative	Housing/CDBG coordinators meeting. other misc, finalizing LTH summaries	Daisy Quinonez Dec 1, 2021	Billed	4h 00m
Cities Association Santa Clara County Collaborative	Misc, check in with paul, sending out announcements, finalizing + submitting SJ LTH meeting summary	Daisy Quinonez Nov 30, 2021	Billed	3h 30m
Cities Association Santa Clara County Collaborative	Meeting summaries, website updates, drafting announcements, other misc	Daisy Quinonez Nov 29, 2021	Billed	7h 00m
Cities Association Santa Clara County Collaborative	LTH meeting summaries	Daisy Quinonez Nov 24, 2021	Billed	3h 30m
Cities Association Santa Clara County Collaborative	SJ LTH meeting summary	Daisy Quinonez Nov 23, 2021	Billed	5h 00m
Cities Association Santa Clara County Collaborative	LTH meeting summaries, admin work, check in w/Paul, other misc	Daisy Quinonez Nov 22, 2021	Billed	7h 00m
Cities Association Santa Clara County Collaborative	LTH meeting summaries	Daisy Quinonez Nov 19, 2021	Billed	3h 00m
Cities Association Santa Clara County Collaborative	LTH meeting summary work time	Daisy Quinonez Nov 18, 2021	Billed	2h 30m
Cities Association Santa Clara County Collaborative	LTH meeting summary work time	Daisy Quinonez Nov 17, 2021	Billed	2h 00m
Cities Association Santa Clara County Collaborative	Cities association check in w/Andi	Daisy Quinonez Nov 16, 2021	Billed	1h 00m
Cities Association Santa Clara County Collaborative	Check in w/Paul, misc	Daisy Quinonez Nov 15, 2021	Billed	1h 00m
Cities Association Santa Clara County Collaborative	Finalizing 3 meeting summaries, work planning	Daisy Quinonez Nov 12, 2021	Billed	5h 00m
Cities Association Santa Clara County Collaborative	LTH Jurisdiction Summaries	Corinne Tsai Nov 11, 2021	Billed	2h 00m
Cities Association Santa Clara County Collaborative	Sending out meeting reminder, misc	Daisy Quinonez Nov 10, 2021	Billed	0h 30m
Cities Association Santa Clara County Collaborative	LTH Jurisdiction Meeting Summaries and Appendices	Corinne Tsai Nov 9, 2021	Billed	1h 20m
Cities Association	Editing & posting zoom interpretation	Daisy Quinonez	Billed	8h 00m

CASCC Board of Directors Meeting Packet
May 12, 2022 | Page 35 of 51

Santa Clara County Collaborative	training video, drafting 2 LTH meeting summaries + appendices. Finalizing 3 LTH meeting summaries + appendices	Nov 9, 2021		
Cities Association Santa Clara County Collaborative	Check in w.Paul, LTH meeting summary work, misc	Daisy Quinonez Nov 8, 2021	Billed	2h 00m
Cities Association Santa Clara County Collaborative	Orienting Corinne to LTH meeting summaries & materials, demographic data work time	Daisy Quinonez Nov 4, 2021	Billed	3h 00m
Cities Association Santa Clara County Collaborative	Let's Talk Housing meeting summaries, meeting with Daisy	Corinne Tsai Nov 4, 2021	Billed	2h 30m
Cities Association Santa Clara County Collaborative	LTH Meeting summary work time CDBG Coordinators meeting Organize products on website	Daisy Quinonez Nov 3, 2021	Billed	6h 30m
Cities Association Santa Clara County Collaborative		Paul Peninger Oct 29, 2021	Billed	0h 30m
Cities Association Santa Clara County Collaborative	Interpretation meeting	Paul Peninger Oct 28, 2021	Billed	0h 30m
Cities Association Santa Clara County Collaborative	Prepping for interpretation training, giving interpretation training, misc	Daisy Quinonez Oct 28, 2021	Billed	1h 30m
Cities Association Santa Clara County Collaborative	Interpretation training slide deck	Daisy Quinonez Oct 27, 2021	Billed	0h 15m
Cities Association Santa Clara County Collaborative	finalizing meeting summary templates, finalizing Campbell meeting summary. Check in w/Paul, LTH misc, other misc	Daisy Quinonez Oct 25, 2021	Billed	5h 00m
Cities Association Santa Clara County Collaborative	LTH meeting summary data work time	Daisy Quinonez Oct 22, 2021	Billed	2h 00m
Cities Association Santa Clara County Collaborative	SCCAPO meeting	Daisy Quinonez Oct 20, 2021	Billed	1h 00m
Cities Association Santa Clara County Collaborative	Check in w/paul, working on meeting summary template, LTH data work	Daisy Quinonez Oct 19, 2021	Billed	4h 00m
Cities Association Santa Clara County Collaborative	Check in w/Paul, misc	Daisy Quinonez Oct 18, 2021	Billed	2h 00m
Cities Association Santa Clara County Collaborative	LTH: meeting summary data, check in w/Brandi, other lth misc	Daisy Quinonez Oct 15, 2021	Billed	2h 00m
Cities Association Santa Clara County Collaborative	Collaborative meeting & follow up	Daisy Quinonez Oct 14, 2021	Billed	2h 00m
Cities Association Santa Clara County Collaborative	Meeting summary template work time	Daisy Quinonez Oct 14, 2021	Billed	1h 30m
Cities Association Santa Clara County Collaborative	LTH misc project coordination, prep for collaborative meeting, meeting summary template work time	Daisy Quinonez Oct 13, 2021	Billed	1h 30m
Cities Association Santa Clara County Collaborative	Check in w Paul. Coordination for collaborative meeting, LTH follow up work	Daisy Quinonez Oct 12, 2021	Billed	2h 30m
Cities Association Santa Clara County Collaborative	LTH coordination, responding to jx requests	Daisy Quinonez Oct 8, 2021	Billed	1h 30m
Cities Association Santa Clara County Collaborative	LTH coordination/ responding to jx requests	Daisy Quinonez Oct 7, 2021	Billed	1h 00m
Cities Association Santa Clara County Collaborative	SCCAPO meeting, LTH misc	Daisy Quinonez Oct 6, 2021	Billed	2h 00m
Cities Association Santa Clara County Collaborative	Meeting w/Andi, check in w Paul, misc LTH	Daisy Quinonez Oct 5, 2021	Billed	1h 30m
Cities Association Santa Clara County Collaborative	LTH coordination, jx request follow ups	Daisy Quinonez Oct 1, 2021	Billed	2h 00m
Cities Association Santa Clara County Collaborative	LTH follow up, preparing LTH materials san jose requested (editing video, reg lists, etc)	Daisy Quinonez Sep 14, 2021	Billed	5h 00m
Cities Association Santa Clara County Collaborative	Check in w/Paul, LTH follow up, following up on demo poll request from	Daisy Quinonez Sep 13, 2021	Billed	4h 00m

CASCC Board of Directors Meeting Packet
May 12, 2022 | Page 36 of 51

Mountain View

Cities Association Santa Clara County Collaborative	LTH misc	Daisy Quinonez Sep 10, 2021	Billed	1h 00m
Cities Association Santa Clara County Collaborative	Meeting with Paul, research on case studies of local preference policies	Corinne Tsai Sep 9, 2021	Billed	1h 50m
Cities Association Santa Clara County Collaborative	Prep for collaborative meeting, LTH misc	Daisy Quinonez Sep 8, 2021	Billed	4h 30m
Cities Association Santa Clara County Collaborative	Cities association meeting, check in w/Paul, prep for 9/9 collaborative meeting	Daisy Quinonez Sep 7, 2021	Billed	3h 00m
Cities Association Santa Clara County Collaborative	Research on local preference policies for project with Paul	Corinne Tsai Sep 5, 2021	Billed	2h 15m
Cities Association Santa Clara County Collaborative	Research on local preference policies for project with Paul	Corinne Tsai Sep 3, 2021	Billed	1h 15m
Cities Association Santa Clara County Collaborative	Research on local preference policies for project with Paul	Corinne Tsai Sep 2, 2021	Billed	1h 40m
Cities Association Santa Clara County Collaborative	Let's Talk Housing community engagement meeting run through and event, note-taker	Corinne Tsai Sep 2, 2021	Billed	2h 30m
Cities Association Santa Clara County Collaborative	LTH San Jose meeting LTH San Jose meeting pre check in LTH misc	Daisy Quinonez Sep 2, 2021	Billed	4h 00m
Cities Association Santa Clara County Collaborative	LTH San Jose Meeting	Daisy Quinonez Sep 2, 2021	Billed	3h 00m
Cities Association Santa Clara County Collaborative	Research on local preference policies for project with Paul	Corinne Tsai Sep 1, 2021	Billed	1h 00m
Cities Association Santa Clara County Collaborative	San Jose meeting registration update San Jose meeting final touches (poll, slide deck, etc) Other LTH misc	Daisy Quinonez Sep 1, 2021	Billed	2h 00m
Cities Association Santa Clara County Collaborative	Prep for meeting w/SJ re: LTH SJ meeting	Daisy Quinonez Aug 31, 2021	Unbilled	3h 00m
Cities Association Santa Clara County Collaborative	Let's Talk Housing community engagement meeting notetaker (+ meetings with Daisy and Adam about logistics)	Corinne Tsai Aug 30, 2021	Unbilled	2h 30m
Cities Association Santa Clara County Collaborative	LTH Meeting #4, meeting 4 prep, prepping staff, prepping interpreters, sending out registration updates	Daisy Quinonez Aug 30, 2021	Unbilled	6h 00m
Cities Association Santa Clara County Collaborative	Meeting with Paul to discuss research project for community preferences policies	Corinne Tsai Aug 26, 2021	Unbilled	0h 30m
Cities Association Santa Clara County Collaborative	Prep for SJ check in LTH Meeting #3 check in Plan, schedule interpretation training LTH Misc	Daisy Quinonez Aug 25, 2021	Unbilled	4h 00m
Cities Association Santa Clara County Collaborative	Check in w/Paul Schedule pre-meeting #3 check in w/jx staff, LTH misc	Daisy Quinonez Aug 23, 2021	Unbilled	3h 00m
Cities Association Santa Clara County Collaborative	Meeting 4 prep, website work, misc	Daisy Quinonez Aug 20, 2021	Unbilled	2h 30m
Cities Association Santa Clara County Collaborative	misc LTH	Daisy Quinonez Aug 19, 2021	Unbilled	1h 00m
Cities Association Santa Clara County Collaborative	Check in w/Paul Meeting #3 social media boost Send out meeting #3 registration update, prepping interpreters, other LTH misc	Daisy Quinonez Aug 18, 2021	Unbilled	4h 00m
Cities Association Santa Clara County Collaborative	Meeting #3 final touches Meeting #3	Daisy Quinonez Aug 17, 2021	Unbilled	3h 30m
Cities Association Santa Clara County Collaborative	Meeting with Joshua and creation of excel spreadsheet on RHNA per capita for each jurisdiction that submitted appeals	Corinne Tsai Aug 17, 2021	Unbilled	1h 15m
Cities Association Santa Clara County Collaborative	Sharing out SJ meeting materials	Daisy Quinonez Aug 13, 2021	Unbilled	0h 15m

CASCC Board of Directors Meeting Packet
May 12, 2022 | Page 37 of 51

Cities Association Santa Clara County Collaborative	Prep materials for meetings 3, 4, correspondence with jurisdictions, schedule check ins for meetings 3	Daisy Quinonez Aug 12, 2021	Unbilled	2h 00m
Cities Association Santa Clara County Collaborative	Finalize & send SJ outreach materials for SJ meeting Meeting #2 final touches Boost meeting 3 outreach Schedule meeting #3 check in w/jx staff Schedule meeting #4 check in w jx staff Meeting #2 final touches, Countywide community meeting #2	Daisy Quinonez Aug 11, 2021	Unbilled	8h 15m
Cities Association Santa Clara County Collaborative	Meeting #2 prep (update run of show, registration update, social media boost, etc) Check in w Paul Update materials for meeting #3 LTH check in w/SJ, Check in w Gilroy re: spanish language breakout	Daisy Quinonez Aug 10, 2021	Unbilled	6h 30m
Cities Association Santa Clara County Collaborative	LTH Meeting #1 prep, materials finalization, Countywide Meeting #1, debrief	Daisy Quinonez Aug 9, 2021	Unbilled	7h 30m
Cities Association Santa Clara County Collaborative	LTH Prep for meetings #1, #2 + outreach, coordination and planning for meetings #3+4	Daisy Quinonez Aug 6, 2021	Unbilled	5h 00m
Cities Association Santa Clara County Collaborative	LTH internal prep call	Kristen Wang Aug 6, 2021	Unbilled	1h 00m
Cities Association Santa Clara County Collaborative	LTH coordination, prepping jxs for meetings #1 and #2	Daisy Quinonez Aug 5, 2021	Unbilled	6h 30m
Cities Association Santa Clara County Collaborative	LTH	Daisy Quinonez Aug 4, 2021	Unbilled	4h 00m
Cities Association Santa Clara County Collaborative	LTH Coordination	Daisy Quinonez Aug 3, 2021	Unbilled	6h 00m
Cities Association Santa Clara County Collaborative	LTH Coordination	Daisy Quinonez Aug 2, 2021	Unbilled	7h 30m

Total for No Service 404h 05m

Presentations

Client/Project	Note	Team Member/Date	Status	Total Hours
Cities Association Santa Clara County Collaborative	League of Cities Housing in your community presentation and prep	Paul Peninger Jan 26, 2022	Billed	2h 00m

Total for Presentations 2h 00m

SCCAPO Meeting & Prep

Client/Project	Note	Team Member/Date	Status	Total Hours
Cities Association Santa Clara County Collaborative		Paul Peninger Feb 2, 2022	Billed	1h 30m
Cities Association Santa Clara County Collaborative		Paul Peninger Jan 5, 2022	Billed	1h 00m
Cities Association Santa Clara County Collaborative		Paul Peninger Nov 16, 2021	Billed	1h 30m
Cities Association Santa Clara County Collaborative		Paul Peninger Nov 3, 2021	Billed	1h 30m
Cities Association Santa Clara County Collaborative		Paul Peninger Aug 4, 2021	Unbilled	1h 30m

Total for SCCAPO Meeting & Prep 7h 00m

**CASCC Board of Directors Meeting Packet
May 12, 2022 | Page 38 of 51**

San Jose Outreach

Client/Project	Note	Team Member/Date	Status	Total Hours
Cities Association Santa Clara County Collaborative	may need to move these hours	Paul Peninger Dec 8, 2021	Billed	2h 00m
Total for San Jose Outreach				2h 00m

Sites TA

Client/Project	Note	Team Member/Date	Status	Total Hours
Cities Association Santa Clara County Collaborative	Gilroy	Paul Peninger Feb 9, 2022	Billed	1h 30m
Cities Association Santa Clara County Collaborative	With Los Altos	Paul Peninger Aug 3, 2021	Unbilled	0h 30m
Total for Sites TA				2h 00m

Technical Assistance

Client/Project	Note	Team Member/Date	Status	Total Hours
Cities Association Santa Clara County Collaborative	Misc TA	Paul Peninger Feb 24, 2022	Billed	1h 00m
Cities Association Santa Clara County Collaborative	Gilroy Sites	Paul Peninger Feb 23, 2022	Billed	1h 00m
Cities Association Santa Clara County Collaborative	Santa Clara County Sites Analysis	Paul Peninger Feb 16, 2022	Billed	1h 30m
Cities Association Santa Clara County Collaborative		Paul Peninger Feb 14, 2022	Billed	1h 30m
Cities Association Santa Clara County Collaborative		Paul Peninger Feb 11, 2022	Billed	1h 30m
Cities Association Santa Clara County Collaborative	Misc. e-mails re: TA	Paul Peninger Feb 8, 2022	Billed	1h 00m
Cities Association Santa Clara County Collaborative	Misc TA requests	Paul Peninger Feb 4, 2022	Billed	1h 00m
Cities Association Santa Clara County Collaborative		Paul Peninger Feb 2, 2022	Billed	0h 45m
Cities Association Santa Clara County Collaborative		Paul Peninger Jan 31, 2022	Billed	1h 00m
Cities Association Santa Clara County Collaborative		Paul Peninger Jan 27, 2022	Billed	0h 30m
Cities Association Santa Clara County Collaborative	Constraints	Paul Peninger Jan 21, 2022	Billed	0h 30m
Cities Association Santa Clara County Collaborative	Saratoga, Campbell, other sites re: fees and processing times	Paul Peninger Jan 17, 2022	Billed	2h 00m
Cities Association Santa Clara County Collaborative		Paul Peninger Jan 3, 2022	Billed	1h 00m
Cities Association Santa Clara County Collaborative		Paul Peninger Dec 20, 2021	Billed	1h 00m
Cities Association Santa Clara County Collaborative	Weekly announcement, AFFH	Paul Peninger Dec 6, 2021	Billed	2h 00m

Cities Association Santa Clara County Collaborative		Paul Peninger Nov 29, 2021	Billed	2h 00m
Cities Association Santa Clara County Collaborative		Paul Peninger Nov 22, 2021	Billed	0h 30m
Cities Association Santa Clara County Collaborative		Paul Peninger Nov 18, 2021	Billed	2h 00m
Cities Association Santa Clara County Collaborative		Paul Peninger Nov 8, 2021	Billed	1h 00m
Cities Association Santa Clara County Collaborative	Local Preference Policies	Paul Peninger Nov 2, 2021	Billed	1h 00m
Cities Association Santa Clara County Collaborative		Paul Peninger Nov 1, 2021	Billed	1h 30m
Cities Association No Project	Re: AFFH and SB 9	Paul Peninger Oct 28, 2021	Unbilled	1h 00m
Cities Association Santa Clara County Collaborative	Local Pref Ordinance	Paul Peninger Aug 27, 2021	Unbilled	0h 30m
Cities Association Santa Clara County Collaborative	Local Pref Research	Paul Peninger Aug 27, 2021	Unbilled	2h 00m
Cities Association Santa Clara County Collaborative		Paul Peninger Aug 19, 2021	Unbilled	1h 00m
Total for Technical Assistance				29h 45m

check in calls

Client/Project	Note	Team Member/Date	Status	Total Hours
Cities Association Santa Clara County Collaborative		Paul Peninger Jan 17, 2022	Billed	0h 30m
Cities Association Santa Clara County Collaborative		Paul Peninger Dec 13, 2021	Billed	0h 30m
Cities Association Santa Clara County Collaborative	EAG check in with Paul	Vu-Bang Nguyen Nov 16, 2021	Billed	0h 15m
Cities Association Santa Clara County Collaborative		Paul Peninger Nov 2, 2021	Billed	0h 30m
Cities Association Santa Clara County Collaborative		Paul Peninger Oct 19, 2021	Billed	0h 30m
Cities Association Santa Clara County Collaborative	Call with SV@Home to plan EAG	Vu-Bang Nguyen Oct 8, 2021	Billed	0h 45m
Cities Association Santa Clara County Collaborative	Check in call with Paul	Vu-Bang Nguyen Oct 7, 2021	Billed	0h 20m
Cities Association Santa Clara County Collaborative	with Andi Jordan	Paul Peninger Oct 5, 2021	Billed	1h 00m
Cities Association Santa Clara County Collaborative	BD Planning & SV@Home EAG check in	Vu-Bang Nguyen Sep 28, 2021	Billed	0h 30m
Cities Association Santa Clara County Collaborative	weekly 21E coordination - internal team mtg	Vu-Bang Nguyen Sep 8, 2021	Billed	0h 15m
Cities Association Santa Clara County Collaborative	EAG Next Steps check in	Vu-Bang Nguyen Sep 7, 2021	Billed	0h 30m
Cities Association Santa Clara County Collaborative	Check in w/ SJ re SJ LTH meeting, check in prep, prep for LTH Meeting #4	Daisy Quinonez Aug 26, 2021	Unbilled	3h 30m
Cities Association Santa Clara County Collaborative	With Andi Cities Association	Paul Peninger Aug 24, 2021	Unbilled	1h 00m
Total for check in calls				10h 05m

developing materials

Client/Project	Note	Team Member/Date	Status	Total Hours
Cities Association Santa Clara County Collaborative	Constraints memo	Paul Peninger Feb 23, 2022	Billed	1h 30m
Cities Association Santa Clara County Collaborative		Paul Peninger Dec 10, 2021	Billed	1h 00m
Cities Association Santa Clara County Collaborative	EAG Prep	Vu-Bang Nguyen Nov 1, 2021	Billed	0h 30m
Cities Association Santa Clara County Collaborative		Paul Peninger Oct 14, 2021	Billed	1h 00m
Cities Association Santa Clara County Collaborative		Paul Peninger Oct 13, 2021	Billed	2h 00m
Cities Association Santa Clara County Collaborative		Paul Peninger Sep 7, 2021	Billed	2h 00m
Total for developing materials				8h 00m

Summary

Total Hours	629h 55m
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Agenda Item No: 2

Meeting Date: May 12, 2022

Cities Association of Santa Clara County Agenda Report

FY 2022-23 Budget

Prepared by: Joanne Benjamin, May 7, 2022
Acting Executive Director

TOPIC: Fiscal Year 2022-2023 Budget Proposal

SUBJECT: Consideration of Cities Association of Santa Clara County General Fund Budget and Membership Dues

EXECUTIVE SUMMARY: Per the by-laws, a budget is to be proposed in April and disseminated to the cities. A final budget must be adopted no later than June 15, 2022.

- Recognizing the budget year begins with very minimal reserves, the budget includes expenses for only essential services.
- Due to unusual and extreme expenses during FY 2021-2022, CASCC spent down its reserves and therefore, unable to achieve its goal of creating reserves to cover six (6) to nine (9) months of operating expenses as required by the Association's By-Laws.
- At the April Board of Directors meeting, it was suggested the membership dues should be increased in order to allow the Cities Association to move forward and begin building a reserve fund again.
- A revised budget has been developed and reviewed by the Executive Board of Directors.
- A proposed dues increase for the FY 2022-23 was also reviewed by the Executive Board of Directors. The dues will be increased for 10 of the cities and the 5 smallest cities will continue to have the dues at the past year's assessment with no increase.

RECOMMENDATION: Approve the budget and disseminate dues invoices to member jurisdictions per the bylaws.

BACKGROUND:

Cities Association of Santa Clara County Bylaws state:

BYLAWS: ARTICLE VII - FINANCES

Section 1. Budget. On or before April 15 of each calendar year, the Board of Directors shall approve a preliminary budget for the Association for the fiscal year commencing with July 1 of the same calendar year. The Board of Directors shall adopt a final budget no later than June 15 of each year. A copy of the preliminary budget when approved and a copy of the final budget

when adopted shall be transmitted to each Member City.

Dues. Each Member City shall pay to this Association annual dues in accordance with a dues schedule adopted by the Board of Directors on or before June 15 of each year. Dues shall be for the fiscal year commencing July 1 and shall be an amount for each member City based upon the approved budget. The full amount shall be due and payable before July 1 of each year. Any City becoming a member of this Association during a fiscal year shall pay the full dues for that year prior to exercising any rights of membership. The dues schedule shall be revised every three (3) to four (4) years.

Section 3. Funds. All funds received by the Association from the membership or any other source shall be deposited in a financial institution or institutions determined by the Secretary/Treasurer and disbursed only by check signed by any persons designated by the Board of Directors as signers on the account including the Executive Director, the Secretary/Treasurer and the President. There shall be a Reserve of funds to cover six (6) to nine (9) months of operating expenses to ensure financial stability of the Association. The dues schedule shall be revised as such.

Section 4. Accounting. Every two (2) to three (3) years, an audit of the Association's finances shall be completed, and copies thereof shall be filed with the Board of Directors. Annually, a complete written account of all receipts and disbursements during the previous year, showing the opening and closing balances shall be prepared by the Secretary/Treasurer or a designee. Copies thereof shall be filed with the Board of Directors Monthly, bank and reconciliation statements shall be reviewed by the Secretary/Treasurer and initialized as such. Monthly reports of accounting and investments shall be prepared and filed with the Board of Directors by the Secretary/Treasurer or a designee.

HISTORY OF RECENT CHANGES IN THE BUDGET:

- Prior to 2018, General Membership Meetings and dinners were funded by sponsors and donations. However, due to legal concerns, the Association no longer accept sponsorships.
- 2018-2019 The Board voted for the Executive Director to be a full-time, salaried position, from 30 hours to 40 hours per week, with salary increased from \$70,000 to \$100,000. Note the position does not offer medical/dental benefits, mileage, home office reimbursement, meal reimbursements, stipends, etc. Also, the Association pays the employer portion of the payroll taxes (approximately 7.65%) which made the annual salary cost to the Association approximately \$107,650.
- 2019-2020, the Board voted to increase the budget by cpi-w only for the next 3 years with Executive Director salary increased to \$105K (Annual salary cost approx. \$112K)
- 2020-2021 Budget included these additions:

- Addition of Office Assistant: \$30/hr., 40 hr./ month, \$14,400/year
- Addition of Legal Counsel: \$300/hr., 5/hr. month, \$18,000/year
- Executive Director Salary increased to \$110,250 (Annual salary cost approx. \$117,692)
- Ongoing admin cost of software, office supplies: \$1000/year
- Capital Equipment - Computer, printer, backup hard drive, phone: \$5000
- \$62,592 surplus at end of fiscal year 2021-2022 Budget
- Increase in legal counsel line item
- Executive Director annual salary continued at \$110,250
- Agreement by Board to “spend down” a portion of Required Reserves

ANALYSIS:

- The General Fund Budget abides by the principles set forth in the bylaws except for establishing and maintaining a reserve fund: *“There shall be a Reserve of funds to cover six (6) to nine (9) months of operating expenses to ensure financial stability of the Association.”*
Due to unusually high expenses during FY 2021-2022, CASCC has been unable to achieve this goal. (6-9 months of FY 2022-2023 operating expenses would require reserves of \$89K to \$133K)
- A “Bare Bones” budget was presented at the April 2022 Board of Directors Meeting. After realizing the financial situation of the organization, it was suggested there is a need to increase dues.
- After discussing various options for an increase in city membership dues, the Executive Board discussed keeping the dues at the current level for the 5 smallest cities and having the larger cities increase their dues using a per capita formula.
- The Executive Board approved a motion for the Treasurer and Executive Director to revisit the dues formula and report back to the Executive Board in September.
- This Proposed Revised Budget commences with no Reserves and only approximately \$24.5K in the bank. However, the Acting Executive Director is optimistic that the increase in dues and continued emphasis on efficiency and frugality will yield a positive year end with reserves of approximately \$11,000.
- Budget highlights of the revised budget include:
 - Membership Dues for the FY 2022-2023 increase for 10 cities and for the 5 smallest cities (Los Altos, Los Altos Hills, Los Gatos, Monte Sereno, and Saratoga remain at the Current Level as FY 2021-22. The increase in dues for the 10 larger cities was formulated on a per capita basis. Total revenue from Membership dues is \$281,401 resulting in approximately \$11,000 as a start to building back a reserve fund.
 - The staffing costs for the new Acting Executive duties, the Clerk & IT support, and bookkeeping responsibilities are capped at \$166,530.
 - Increase of legal budget to \$84,000
 - No new office equipment purchased
 - Termination of Peninsula Storage Space by July 1, 2022
 - Termination of Bookkeeper Expense by July 1, 2022

- The Board may opt to scrutinize each line-item expense to determine if additional reductions are warranted.

OPTIONS:

1. Approve the budget as presented as the final budget.
2. Amend the budget and approve final budget in June.
3. Take no action.

ATTACHMENTS:

1. FY 2022-23 revised Budget Proposal
2. CASCC Membership Dues Schedule

Cities Association of Santa Clara County - Proposed Budget FY 2023 Option 2

Date Prepared:

Notes: Changes from original budget proposal (April 2022) highlighted in yellow

	Proposed Budget Jul 2022	Jun 2023
Revenue		
Membership Dues	\$281,401	
LAIF Interest	\$291	
	=====	
	\$281,693	
Expenses		
Labor (includes employer payroll taxes)		
Staffing Costs: Acting Executive Director (new), Clerk & IT Support, Bookkeeping	\$166,530	
CASCC Legal	\$84,000	

	\$250,530	
Office		
Consultants & Outside Legal		
Kramer Investigations	\$0	
Logan & Powell	\$0	
Liebert, Cassidy, & Whitmore	\$0	

	\$0	
General Office Expenses		
Insurance - Workman's Comp	\$901	
Insurance - General Liability	\$5,000	
Gusto (payroll service)	\$1,560	
Union Bank Fees	\$36	
Peninsula Storage Center	\$0	
Verizon (Google Voice office phone)	\$364	
PO Box, Postage, UPS, Copying, etc.	\$360	
Dues & Subscriptions	\$600	
Recognition (current budget)	\$600	
Hospitality - refreshments (10 mtgs)	\$500	

	\$9,921	
Technology & Software		
Adobe (PDF tools)	\$306	
Canva (graphics & templates)	\$117	
Intuit (QuickBooks)	\$945	
Microsoft (s/w & support)	\$242	
Geek Squad (laptop 1 yr. warranty)	\$292	

	Proposed Budget Jul 2022 Jun 2023
Proud City (website)	\$1,200
Zoom (video meetings)	\$1,022

	\$4,123
Total Office (cons, gen & tech)	\$14,044
Other	
Claim Deductible (Workplace Insurance)	\$2,010
Event Subsidy - Holiday party	\$2,000
Event Subsidy - General membership	\$2,000

	\$6,010
	=====
Total Expenses ==>	\$270,584
Revenue Less Expenses	\$11,109

5/2/2021

Amount uncertain (dependent on new provider)

<== Add to Reserves

Cities Association of Santa Clara County FY2023 Dues

Option 1 - Dues assessed using "Per Capita Fee" Formula

Date Prepared 5/6/2022

Proposed CASCC FY2023 Budget ==> \$270,000

City	FY 2022 Dues Category	FY 2022 Dues	Pct of Total	2022 Populatio n (LAFCO)	Per Capita Formula Fee *	FY 2023 Formula Dues	Pct of Total	Change from FY 2022
Campbell	Small City	\$8,698	6%	42,696	\$21,348	\$11,215	4%	\$2,518
Cupertino	Medium City	\$10,857	7%	60,091	\$30,046	\$15,785	6%	\$4,928
Gilroy	Medium City	\$10,857	7%	55,615	\$27,808	\$14,609	5%	\$3,752
Los Altos	Small City	\$8,698	6%	31,361	\$15,681	\$8,698	3%	\$0 **
Los Altos Hills	Very Small City	\$6,523	4%	8,568	\$4,284	\$6,523	2%	\$0 **
Los Gatos	Small City	\$8,698	6%	30,601	\$15,301	\$8,698	3%	\$0 **
Milpitas	Medium City	\$10,857	7%	74,865	\$37,433	\$19,665	7%	\$8,808
Monte Sereno	Very Small City	\$6,523	4%	3,630	\$1,815	\$6,523	2%	\$0 **
Morgan Hill	Small City	\$8,698	6%	44,513	\$22,257	\$11,693	4%	\$2,995
Mountain View	Medium City	\$10,857	7%	81,527	\$40,764	\$21,415	8%	\$10,558
Palo Alto	Medium City	\$10,857	7%	69,721	\$34,861	\$18,314	7%	\$7,457
San Jose	Large City	\$13,046	9%	1,051,316	\$105,132	\$55,231	20%	\$42,185
Santa Clara	Large City	\$13,046	9%	129,604	\$64,802	\$34,044	12%	\$20,998
Saratoga	Small City	\$8,698	6%	31,435	\$15,718	\$8,698	3%	\$0 **
Sunnyvale	Large City	\$13,046	9%	153,389	\$76,695	\$40,292	14%	\$27,245
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		\$149,957	100%	1,868,932	\$513,940	\$281,401	100%	\$131,444

Less Budget -\$270,000
Add to Reserves \$11,401

* Per capita fee is \$.10 for San Jose and \$.50 for all other cities

** Formula not applied - Dues assessed at last year's rate



Save the Date

ANNUAL GENERAL MEMBERSHIP MEETING

WHEN:
THURSDAY, JUNE 9, 2022
6:00 PM TO 9:00 PM

WHERE:
WINCHESTER MYSTERY HOUSE
525 S WINCHESTER BLVD, SAN JOSE, CA 95128

WHAT:
DINNER & PROGRAM
TOURS OF MYSTERY HOUSE
AXE THROWING (OPTIONAL)

**MORE INFORMATION TO BE PROVIDED SOON REGARDING RSVP'S AND TICKETS
FOR QUESTIONS OR COMMENTS EMAIL JOANNE.BENJAMIN@VERIZON.NET**

