



Executive Board Meeting Agenda

Virtual Meeting via Zoom

May 6, 2022 3:00 PM

Register for Zoom webinar [\[HERE\]](#) / View YouTube livestream [\[HERE\]](#)

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, 3:00 PM)

1.	Consent Agenda (3:03-3:05)
1a.	Approval of March Executive Board of Directors Meeting Minutes Attachment: Minutes
1b.	If available, receive financial management report for the period ending April 30, 2022
1c.	Approval of invoice to be paid to Baird + Driskell in the amount of \$56,450 Attachments: Invoice , Work Performed
2.	Consideration of Approval of FY 2022-23 Budget (3:05-3:45)
	Attachments: <ul style="list-style-type: none">• FY'22 Budget

<ul style="list-style-type: none">• FY'23 Budget Proposed in April• FY'23 Revised Budget Proposal• Member Dues Option 1• Member Dues Option 2• Member Dues Option 3
3. Update on plans for the June General Membership Meeting (3:45-3:50)
Attachment: Flyer
4. Agendas for Meetings in May (3:45-3:55)
4a. Discuss and approve agenda for the May Board of Directors meeting (Jones) <ul style="list-style-type: none">1. Consent agenda<ul style="list-style-type: none">a. Approval of April Board of Directors Meeting Minutesb. Receive financial management reportc. Approval of Baird + Driskell Invoice for work related to the Planning Collaboratived. Adoption of Resolution to Continue Meeting Exclusively Over Zoom (Resolution and Staff Report)2. Consideration of approval of Cities Association of Santa Clara County FY 2022-23 Budget and accompanying City Membership Dues3. Legislative Action Committee Update4. SCCCMA Update5. Executive Director Update6. Joys and Challenges
4b. Discuss and approve agenda for the May Legislative Action Committee meeting (Fligor)
5. Santa Clara County City Managers Association Update
6. Executive Director Update

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

ACCESSIBILITY

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



Executive Board Meeting Minutes

**Virtual Meeting via Zoom
April 8, 2022 3:00 PM**

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

Agenda in Black | Minutes in Red

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

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

Members present:

Jones (San Jose)
Abe-Koga (Mountain View)
Fligor (Los Altos)
Constantine (Morgan Hill)
Sayoc (Los Gatos)

Others in attendance:

- Joanne Benjamin, Acting Executive Director
- Gary Baum, Counsel
- Audin Leung, Clerk

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

2. Consent Agenda (Jones)

Motion to approve consent agenda by Constantine. Seconded by Fligor. Motion adopted 5-0-0-0.

Jones (San Jose)	AYE
Abe-Koga (Mountain View)	AYE
Fligor (Los Altos)	AYE
Constantine (Morgan Hill)	AYE
Sayoc (Los Gatos)	AYE

2a. Approval of March Executive Board of Directors Meeting Minutes

2b. If available, receive financial management report for the period ending March 31, 2022

2c. Approval of invoices to be paid:
i. Kramer Workplace Investigations - \$200.00 (March)
ii. Logan & Powell LLP – \$165.00 (March)

3. April 14, 2022 Meeting Agendas

Motion by Fligor to approve April 14, 2022 meeting agendas with addition of discussion of hybrid or Zoom-only meetings in Board of Directors meeting agenda. Seconded by Constantine. Motion adopted 5-0-0-0.

Jones (San Jose)	AYE
Abe-Koga (Mountain View)	AYE

Fligor (Los Altos)	AYE
Constantine (Morgan Hill)	AYE
Sayoc (Los Gatos)	AYE

3a. Discuss and approve agenda for April Board of Directors Meeting (Jones)

Proposed agenda:

1. Consent Agenda:
 - a. Adoption of Resolution to Continue Meeting Exclusively Over Zoom (Resolution & Staff Report)
 - b. 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
 - c. Consideration of approval of Agreement for Services between the Cities Association of Santa Clara County and Baird + Driskell in order to satisfy CASCSC obligations under the REAP Grant from the Association of Bay Area Governments ("ABAG")
2. Consideration of approval of Cities Association of Santa Clara County FY 2022-23 Budget
3. Local Control Items of Interest: "Vaccines, Testing, & Masks as we transition from pandemic to endemic".
 - a. Presentation by Dr. Sara Cody, Health Officer and Public Health Director of Santa Clara County
 - b. Presentation by Dr. Tomas Aragon, Director of CA Department of Public Health
4. Climate Change: "Local Climate Action – 5 Year Clean Energy Results and Immediate Next Steps." Presentation by Silicon Valley Clean Energy Presentation CEO Girish Balachandran and Senior Government Affairs Manager Bena Chang
5. Legislative Action Committee Report
6. SCCCMA Report
7. Executive Director Report
8. Joys and Challenges

3b. Discuss and approve agenda for the April Legislative Action Committee (Fligor)

Proposed agenda:

<ol style="list-style-type: none">1. Consent Agenda<ol style="list-style-type: none">a. Approval of March Legislative Action Committee meeting minutes2. AB 1944 (Lee) Local government: open and public meetings3. AB 2164 (Lee) Disability Access Funding4. Announcements and Future Agenda Items5. Informational Items
<p>3c. Discuss and approve agenda for the April Cities Selection Committee (Jones)</p> <p>Proposed Agenda:</p> <ol style="list-style-type: none">1. Consent Agenda<ol style="list-style-type: none">a. Approve minutes from January City Selection Committee meeting2. Association of Bay Area Governments (ABAG) - Appoint two representatives, Seat 1 and Seat 23. Association of Bay Area Governments (ABAG) - Appoint two alternate representatives, Seat 1 and Seat 24. Association of Bay Area Governments (ABAG) Regional Planning Committee – Appoint one representative5. Santa Clara County Emergency Operational Area Council (EOAC) – Nominate one representative from the North County Cities (Los Altos, Los Altos Hills, Mountain View, Palo Alto)6. Bay Area Air Quality Management District (BAAQMD) - Appoint one representative to complete term ending Jan. 2023
4. Discussion of General Membership Meeting May 12
5. Discussion and Direction for Hybrid Meetings (In Person and Zoom) or Continue Zoom Only Meetings
6. Santa Clara County City Managers Association Update
7. Executive Director Update

PUBLIC COMMENT

No public comment was received.

ADJOURNMENT

Respectfully submitted,



Audin Leung
Board Clerk

DRAFT

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
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Total Budget	\$	210,000
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Remaining to be billed	\$	56,450
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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

CASCC Executive Board Meeting Packet

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 CASC Meeting on 1/13	Paul Peninger Jan 13, 2022	Billed	1h 30m
Cities Association Santa Clara County Collaborative	Presentation to CASC 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

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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 Green-belt 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

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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 Prepara- tion	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

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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

CASCC Executive Board Meeting Packet

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 (slidedeck, 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

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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 inw/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 survey, 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

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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

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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

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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

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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

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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

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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

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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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Cities Association of Santa Clara County 2020-2021 General Budget

	2017-2018 Actual (through June 4)	2018-2019 Actual (through March 31, 2019)	2019-2020 adopted budget	2019-2020 estimate	2020-2021 proposed	fy 2021 estimate	fy 2022 proposed
REVENUE:							
projected resources:							
starting balance				70,060	95,372	122,000	91,740
restricted					31,500		
unrestricted					63,872		
total BFB		37,500	37,500	70,060	190,744		
Dues	87,868	144,886	149,957	150,290	150,290	150,290	150,290
Non-dues (directories)	915	300	500		0		
LAIF interest	500		500	3,000	2,000	2,000	2,000
Event Tickets (~65 people x 2 events)	7,250	5200+	10,400	6,911	10,400		10,400
Revenue Totals			161,357	160,201	162,690		162,690
Total Resources			161,357	230,261	258,062	274,290	254,430
GENERAL EXPENSES:							
Office Expenses (insurance, printing, meeting supplies, office supplies, ED expenses, software, website update, recognition, PO Box, postage, etc)	7,166	12,000	11,570	7,500	11,070	11,600	13,000
one time equipment for new hire/ Priorities for Board Directed Projects (intern for legislative activities, project)	1,000		5,000	1,000	5,000		5,000
attorney					18,000	20,000	50,000
accountant/bookkeeper						13,000	5,000
Office: Personnel salaries	70,000	100,000	105,000	105,000	119,400	124,650	124,650
Payroll expenses	7,000	10,000	10,500	10,500	10,500	11,000	12,650
Consultant (legal or other consultant to complete organizational status, legal)	1,069	3,000	4,000	3,500	5,000		5,000
EVENT EXPENSES:							
Membership Dinner - DECEMBER	14,000	12,769	14,000	7,389	14,000	2,300	14,000
Membership Meeting - SPRING	4,500	6,500	11,000	0	7,500	0	7,500
Expense Totals			161,070	134,889	195,470	182,550	238,000
ending fund balance				95,372	62,592	91,740	16,430
office expenses detail::							
2020-2021							
hospitality	2,000						
software	1,680						
additional software	400						
website	600						
PO Box	135						
d&o Insurance	1,300						
phone							

Cities Association of Santa Clara County - Proposed Budget FY 2023

Prepared 4/12/2022 by Joanne Benjamin

*** Notes ***

1. FY 2022 actuals, projections, and budget are exclusive of Roundtable &, Planning Collaborative projects. Overdue RT assessments by Palo Alto & Los Altos, expected RT rebate to cities, plus late RT & PC expenses are shown as "Adjustments" at end of report rather than budget line items..
2. The values shown do not match 100% with QuickBooks Reports and FY 2022 budget but have been adjusted to show only CASC exclusive activity.
3. Very challenging to map and reconcile QuickBooks reports, bank/credit card statements and prior budget! Recommend strengthen bill paying and accounting practices and QuickBooks chart of accounts for next FY.

*** Risks, Exposures, & Assumptions ***

1. Budget is very lean and does not include additional workplace investigation expenses, funding of reserves or likely inflationary cost increases.
2. Budget does NOT include funding for special projects, board initiatives, etc.
3. Budget assumes
 - a. New Acting Exec Director starts Jun 1 @ annual salary of \$90K
 - b. New Acting ED assumes full bookkeeping responsibilities Sept 1
 - c. Offsite record storage at Peninsula Storage terminated Sept 1

	Actual Jul 2021 Feb 2022	Projection Mar 2022 Jun 2022	Projection FY 2022 Total	Budget FY 2022	Variance Budget vs. Actuals		Proposed Budget Jul 2022 Jun 2023
Revenue							
Membership Dues	\$149,957		\$149,957	\$150,290	-\$333	0%	\$149,957
LAIF Interest	\$249	\$100	\$349	\$2,000	-\$1,651	-83%	\$291
	=====	=====	=====	=====	=====	=====	=====
	\$150,206	\$100	\$150,306	\$152,290	-\$1,984	-1%	\$150,248
Expenses							
Labor (includes employer payroll taxes)							
Executive Director	\$63,316		\$63,316				\$0
Acting Executive Director	\$10,013	\$33,413	\$43,425				\$0
Acting Executive Director (new)		\$8,074	\$8,074				\$96,885
Clerk & IT Support	\$10,334	\$5,167	\$15,501				\$15,502
Book Keeping	\$7,556	\$2,400	\$9,956				\$1,200
CASCC Legal	\$28,400	\$30,710	\$59,110				\$48,000
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	\$119,619	\$79,763	\$199,382	\$192,300	-\$7,082	-4%	\$161,587
Office							
Consultants & Outside Legal							
Kramer Investigations		\$200	\$200				\$0
Logan & Powell		\$165	\$165				\$0
Liebert, Cassidy, & Whitmore		\$1,710	\$1,710				\$0
		-----	-----				-----
		\$2,075	\$2,075				\$0
General Office Expenses							
Insurance - Workman's Comp	\$901	\$320	\$1,221				\$901
Insurance - General Liability		\$2,400	\$2,400				\$2,400
Gusto (payroll service)	\$780	\$800	\$1,580				\$1,560

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	Actual Jul 2021 Feb 2022	Projection Mar 2022 Jun 2022	Projection FY 2022 Total	Budget FY 2022	Variance Budget vs. Actuals		Proposed Budget Jul 2022 Jun 2023
Union Bank Fees	\$24	\$12	\$36				\$36
Peninsula Storage Center	\$856	\$428	\$1,284				\$214
Verizon (Google Voice office phone)	\$242	\$121	\$364				\$364
PO Box, Postage, UPS, Copying, etc.	\$297	\$100	\$397				\$360
Dues & Subscriptions		\$600	\$600				\$600
Recognition (current budget)		\$600	\$600				\$600
Hospitality - refreshments (10 mtgs)							\$500
	-----	-----	-----				-----
	\$3,101	\$5,381	\$8,482				\$7,535
Technology & Software							
Adobe (PDF tools)	\$272	\$136	\$408				\$306
Canva (graphics & templates)	\$104	\$52	\$155				\$117
Intuit (QuickBooks)	\$840	\$420	\$1,260				\$945
Microsoft (s/w & support)	\$200	\$133	\$333				\$242
Geek Squad (laptop 1 yr. warranty)		\$292	\$292				\$292
Proud City (website)	\$600		\$600				\$1,200
Zoom (video meetings)	\$908	\$454	\$1,362				\$1,022
	-----	-----	-----				-----
	\$2,923	\$1,487	\$4,410				\$4,123
Total Office (cons, gen & tech)	\$6,024	\$8,943	\$14,967	\$13,000	-\$1,967	-15%	\$11,658
Other							
Contingency - for reserve fund							\$0
Claim Deductible (Workplace Insurance)		\$5,000	\$5,000				\$0
Event Subsidy - Holiday party			\$0				\$2,000
Event Subsidy - General membership		\$2,000	\$2,000				\$2,000
	-----	-----	-----	-----	-----	-----	-----
	\$0	\$7,000	\$7,000	\$0	-\$7,000	N/A	\$4,000
	=====	=====	=====	=====	=====	=====	=====
Total Expenses ==>	\$125,643	\$95,706	\$221,349	\$205,300	-\$16,049	-8%	\$177,244
Revenue Less Expenses	\$24,563	-\$95,606	-\$71,043	-\$53,010			-\$26,996

Note: This is a deficit budget as the "net income" for the budget period is negative. However, CASC's year end cash balance can still be positive. This is because CASC begins the FY with a positive cash position, and can "draw down" its cash and still finish the year in the black.

	Actual Jul 2021 Feb 2022	Projection Mar 2022 Jun 2022	Projection FY 2022 Total	Budget FY 2022	Variance Budget vs. Actuals	Proposed Budget Jul 2022 Jun 2023
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Feb 28, 2022 Cash Balance

LAIF	\$124,642				
Union Bank	\$69,903				

Total	\$194,546				

Adjustments for Mar 2022 - Jun 2022 Roundtable & PC Income & Expenses

Los Altos - April payment for RT assessment	\$4,104	Revenue	
Palo Alto - Unpaid RT assessment (overdue)	\$9,121	Revenue	
Roundtable Rebate to Cities	-\$36,704	Expense	
Logan & Powell (RT)	-\$165	Expense	
Environ. Science Assoc. (RT)	\$5,670	Expense	
Baird + Driskell (PC)	-\$56,450	Expense	<== Late invoice

Net Roundtable & PC Adjustment	-\$74,424	Net Expense	

Projected Cash Balance (Union Bank + Laif) June 30, 2022 ==>	\$24,516	Projected Cash Balance June 30, 2023 ==>	-\$2,480
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Monthly Burn Rate Jul 2022 - Jun 2023 (avg. monthly cost - Labor, Office, & Other)	==>	\$14,770 per month
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Note: Budget accommodates 11.7 months of operations --CASCC Cash Balance projected to be Zero June 21, 2023!

However, the Acting Executive Director is optimistic that continued emphasis on efficiency and frugality will yield a (very small) positive year end cash balance.

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

Date Prepared: 5/2/2021

Notes: Changes from original budget proposal highlighted in yellow

- 1 Dues revenue increase of 80% (from \$150K to \$270K)
- 2 New acting Executive Director annual salary increased from \$90K to \$156K (plus 7.65% employer tax)
- 3 3 months transition Clerk/IT and Bookkeeping support dropped (assumed new ED will assume duties)
- 4 CASCC Legal costs increased from \$48K to \$84K
- 5 General liability insurance increased from \$2,400 to \$5,00 (to reflect higher risk & recent underwriter declines)

	Proposed Budget Jul 2022 Jun 2023
Revenue	
Membership Dues	\$270,000
LAIF Interest	\$291
	=====
	\$270,291
Expenses	
Labor (includes employer payroll taxes)	
Acting Executive Director (new)	\$166,530
Clerk & IT Support	\$0
Book Keeping	\$0
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

CASCC Executive Board Meeting Packet
May 6, 2022 || Page 28 of 33

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

	\$4,123
Total Office (cons, gen & tech)	\$14,044
Other	
Contingency - for reserve fund	\$1,718
Claim Deductible (Workplace Insurance)	\$0
Event Subsidy - Holiday party	\$2,000
Event Subsidy - General membership	\$2,000

	\$5,718
	=====
Total Expenses ==>	\$270,292
Revenue Less Expenses	\$0

Cities Association of Santa Clara County FY2023 Dues

Option 1 - Dues assessed using "Round Table" Formula

Date Prepared 5/2/2022

\$270,000

City	FY 2022 Dues Category	FY 2022 Dues	Pct of Total	2022 Population (LAFCO)	Round Table Formula per capita Fee *	FY 2023		
						Round Table 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	\$8,238	3%	(\$460)
Los Altos Hills	Very Small City	\$6,523	4%	8,568	\$4,284	\$2,251	1%	(\$4,273)
Los Gatos	Small City	\$8,698	6%	30,601	\$15,301	\$8,038	3%	(\$659)
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	\$954	0%	(\$5,570)
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	13%	\$20,998
Saratoga	Small City	\$8,698	6%	31,435	\$15,718	\$8,257	3%	(\$440)
Sunnyvale	Large City	\$13,046	9%	153,389	\$76,695	\$40,292	15%	\$27,245
		\$149,957	100%	1,868,932	\$513,940	\$270,000	100%	\$120,043

* Round Table per capita fee was \$.10 for San Jose and \$.50 for all other cities

Cities Association of Santa Clara County FY2023 Dues

Option 2 - Dues assessed using "Population Based" Formula

Date Prepared

5/2/2022

\$270,000

City	FY 2022 Dues Category	FY 2022 Dues	Pct of Total	2022 Population (LAFCO)	FY 2023		
					Population Formula Dues	Pct of Total	Change from FY 2022
Campbell	Small City	\$8,698	6%	42,696	\$6,168	2%	(\$2,529)
Cupertino	Medium City	\$10,857	7%	60,091	\$8,681	3%	(\$2,176)
Gilroy	Medium City	\$10,857	7%	55,615	\$8,035	3%	(\$2,822)
Los Altos	Small City	\$8,698	6%	31,361	\$4,531	2%	(\$4,167)
Los Altos Hills	Very Small City	\$6,523	4%	8,568	\$1,238	0%	(\$5,285)
Los Gatos	Small City	\$8,698	6%	30,601	\$4,421	2%	(\$4,277)
Milpitas	Medium City	\$10,857	7%	74,865	\$10,816	4%	(\$41)
Monte Sereno	Very Small City	\$6,523	4%	3,630	\$524	0%	(\$5,999)
Morgan Hill	Small City	\$8,698	6%	44,513	\$6,431	2%	(\$2,267)
Mountain View	Medium City	\$10,857	7%	81,527	\$11,778	4%	\$921
Palo Alto	Medium City	\$10,857	7%	69,721	\$10,072	4%	(\$784)
San Jose	Large City	\$13,046	9%	1,051,316	\$151,881	56%	\$138,835
Santa Clara	Large City	\$13,046	9%	129,604	\$18,724	7%	\$5,677
Saratoga	Small City	\$8,698	6%	31,435	\$4,541	2%	(\$4,156)
Sunnyvale	Large City	\$13,046	9%	153,389	\$22,160	8%	\$9,113
		\$149,957	100%	1,868,932	\$270,000	100%	\$120,043

Cities Association of Santa Clara County FY2023 Dues

Option 3 - Dues assessed using FY 2022 "City Category" Formula

Date Prepared

5/2/2022

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

City	FY 2022		Pct of	FY 2023		
	City Category	FY 2022 Dues		City Category Formula Dues	Pct of Total	Change from FY 2022
Campbell	Small City	\$8,698	6%	\$15,660	6%	\$6,962
Cupertino	Medium City	\$10,857	7%	\$19,548	7%	\$8,691
Gilroy	Medium City	\$10,857	7%	\$19,548	7%	\$8,691
Los Altos	Small City	\$8,698	6%	\$15,660	6%	\$6,962
Los Altos Hills	Very Small City	\$6,523	4%	\$11,745	4%	\$5,222
Los Gatos	Small City	\$8,698	6%	\$15,660	6%	\$6,962
Milpitas	Medium City	\$10,857	7%	\$19,548	7%	\$8,691
Monte Sereno	Very Small City	\$6,523	4%	\$11,745	4%	\$5,222
Morgan Hill	Small City	\$8,698	6%	\$15,660	6%	\$6,962
Mountain View	Medium City	\$10,857	7%	\$19,548	7%	\$8,691
Palo Alto	Medium City	\$10,857	7%	\$19,548	7%	\$8,691
San Jose	Large City	\$13,046	9%	\$23,490	9%	\$10,444
Santa Clara	Large City	\$13,046	9%	\$23,490	9%	\$10,444
Saratoga	Small City	\$8,698	6%	\$15,660	6%	\$6,962
Sunnyvale	Large City	\$13,046	9%	\$23,490	9%	\$10,444
		\$149,957	100%	\$270,000	100%	\$120,043



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**

