



**EXECUTIVE BOARD OF DIRECTORS  
REGULAR MEETING AGENDA  
THURSDAY, NOVEMBER 1, 2018 | 5PM  
CUPERTINO CITY HALL | 10300 TORRE AVENUE | CUPERTINO, CA 95014**

1. Call to order
2. Consent Agenda
  - a. Executive Board Meeting Minutes: October 2018
  - b. Financials: September 2018
3. Old Business
  - a. Organizational Status (closed session)
  - b. Roundtable
4. New Business
  - a. General Membership Dinner
5. Reports & Future Board Agenda Items:
  - a. ING (Nov)
  - b. Senator Hill (half hour)
  - c. Transportation – Mountain View/Cupertino
  - d. Housing ADU – spur/housing trust
  - e. CSC Appointee updates
    1. BAAQMD – Rod Sinks
6. City Manager Report – Amy Chan (SCCCMA, Cupertino Interim City Manager)
7. Executive Director Report – Andi Jordan
8. Public Comment
9. Adjournment until December 6, 2018



## **Executive Board of Directors Meeting – Agenda Report**

**Meeting Date:** November 1, 2018

**Subject:** 2a, 2b - consent agenda

**Attachments:** October Exec board meeting minutes  
Financial/Management Reports: September 2018



**EXECUTIVE BOARD OF DIRECTORS  
DRAFT MEETING MINUTES  
OCTOBER 4, 2018 | 5PM  
CUPERTINO CITY HALL | 10300 TORRE AVENUE | CUPERTINO, CA 95014**

Rod Sinks called the meeting to order at 5:04 PM. In attendance:

Rod Sinks, Cupertino  
Manny Cappello – Saratoga  
Pat Showalter – Mountain View  
Larry Klein – Sunnyvale  
Amy Chan – Interim City Manager, Cupertino  
Andi Jordan - Executive Director  
Absent: Marico Sayoc – Los Gatos, Greg Scharff – Palo Alto

Larry Klein motioned, Manny Cappello seconded, the approval of the Consent Agenda consisting of the Executive Board Meeting Minutes: August 2018 and Financials/Management Report: July, August 2018. Motion approved unanimously (4 AYES – 0 NAYES – 2 ABSENT)

Andi Jordan gave updates on old business:

- Roundtable formation and informed the Executive Board that work has begun on the RFP.
- Organizational status update

New business: Jordan presented the proposal to contract with Proud City. The contract is for \$2000. And the Association website would be up in approximately 2 months. Subscription for their website would cost \$50/month or \$600/year.

Having a subscription service allows:

- https renewal
- backups are automated
- updates
- bug fixes
- maintenance and support

Rod Sinks motioned with a second from Larry Klein to contract with Proud City for an updated website. Motion passed by consensus.

Jordan presented a request to write support letter for SB 2 funds from Baird + Driscoll Planning on a statewide RFP. Pat Showalter motioned, Manny Cappello seconded, that the Executive Director check in with a few Planning Directors, and if they agree, write a letter of support for the concept, and not endorsing the firm. Motion passed by consensus.

Jordan presented a request to appoint Ex Officio Committee Member– Santa Clara County Women’s Equality Leadership Council. Rod Sinks motioned to add the item to the Cities Selection Committee appointments in November second by Pat Showalter. Motion passed by consensus.

The board discussed and finalized the October Board of Directors meeting agenda including

Smart Cities (City of San José, SVLG), Roundtable, RHNA, MTC appointee report back

Jordan gave an update on the Santa Clara County City Managers September meeting. Leadership Academy Presentations were Engaging Youth in Local Government and Best Practices for Short Term Rental Revenue. The Executive Board expressed interested in Short Term Rental Revenue Presentation.

Jordan gave an update on her activities the past month and discussed upcoming items including Cities Selection Committee upcoming action needed in the coming months and the Annual General Membership Dinner on December 7 at Picchetti Winery.

There was no public comment. Meeting adjourned at 6:16 PM.

Respectfully submitted,  
Andi Jordan  
Executive Director

# CITIES ASSOCIATION OF SANTA CLARA COUNTY

## BALANCE SHEET

As of September 30, 2018

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
Checking - Union Bank	114,765.29
<b>Total Bank Accounts</b>	<b>\$114,765.29</b>
Accounts Receivable	
Accounts Receivable	0.00
<b>Total Accounts Receivable</b>	<b>\$0.00</b>
Other Current Assets	
Accrued Interest	44.60
LAIF Funds	56,630.28
Undeposited Funds	0.00
Venue Deposit	1,000.00
<b>Total Other Current Assets</b>	<b>\$57,674.88</b>
<b>Total Current Assets</b>	<b>\$172,440.17</b>
Fixed Assets	
Accumulated Depreciation	-1,926.59
Machinery and Equipment	2,203.41
<b>Total Fixed Assets</b>	<b>\$276.82</b>
<b>TOTAL ASSETS</b>	<b>\$172,716.99</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	0.00
<b>Total Accounts Payable</b>	<b>\$0.00</b>
Credit Cards	
First National Bank of Omaha	59.32
<b>Total Credit Cards</b>	<b>\$59.32</b>
Other Current Liabilities	
Accrued Expenses	0.00
Accrued Payroll	0.00
Payroll Liabilities	0.00
FICA	
Company	0.00
<b>Total FICA</b>	<b>0.00</b>
Payroll Taxes Payable	0.00
SDI	0.00
State Withholding	0.00
<b>Total Payroll Liabilities</b>	<b>0.00</b>
<b>Total Other Current Liabilities</b>	<b>\$0.00</b>
<b>Total Current Liabilities</b>	<b>\$59.32</b>

	TOTAL
<b>Total Liabilities</b>	<b>\$59.32</b>
Equity	
Opening Bal Equity	-34.00
Reserves	0.00
Reserve for Equip. Replacement	0.00
Reserve for New Equip.	5,000.00
Reserve for Operations	35,000.00
Reserve for Program/Ooport.	0.00
Unreserved	0.00
<b>Total Reserves</b>	<b>40,000.00</b>
Unrestricted Fund Balance	18,783.95
Net Income	113,907.72
<b>Total Equity</b>	<b>\$172,657.67</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$172,716.99</b>

# CITIES ASSOCIATION OF SANTA CLARA COUNTY

## PROFIT AND LOSS

September 2018

	TOTAL
Income	
Directory Income	150.00
<b>Total Income</b>	<b>\$150.00</b>
GROSS PROFIT	<b>\$150.00</b>
Expenses	
Office	
Hospitality	151.23
Insurance	138.41
Internet - Web Hosting Services	59.94
Miscellaneous	
Bank Service Charges	3.00
<b>Total Miscellaneous</b>	<b>3.00</b>
Postage and Delivery	7.25
Printing and Copying	95.22
Software Licenses	87.49
<b>Total Office</b>	<b>542.54</b>
Other Miscellaneous Service Cost	4.60
Professional Services	
Employee Expenses	
Payroll Service Fees	45.00
Payroll Taxes	637.50
Payroll Wages/Salary	8,333.33
<b>Total Employee Expenses</b>	<b>9,015.83</b>
<b>Total Professional Services</b>	<b>9,015.83</b>
Workers Compensation	62.26
<b>Total Expenses</b>	<b>\$9,625.23</b>
NET OPERATING INCOME	<b>\$ -9,475.23</b>
NET INCOME	<b>\$ -9,475.23</b>

# CITIES ASSOCIATION OF SANTA CLARA COUNTY

## TRANSACTION DETAIL BY ACCOUNT

September 2018

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
<b>Checking - Union Bank</b>							
09/05/2018	Expense		Gusto	GUSTO FEE 356070 CCD 6sem GUSTO FEE 356070 CCD 6semjn5frm	Professional Services:Employee Expenses:Payroll Service Fees	-45.00	-45.00
09/10/2018	Expense		AP Intego	APIntegoInsuranc ACHTRANS APIntegoInsuranc ACHTRANS CCD 28919515	Workers Compensation	-62.26	-107.26
09/10/2018	Deposit				-Split-	18,893.14	18,785.88
09/17/2018	Expense		Great American Insurance Grouop	GreatAmer - Grea VENDOR P GreatAmer - Grea VENDOR PMT PPD *****9879	Office:Insurance	-138.41	18,647.47
09/17/2018	Deposit		Healthier Kids Foundation		Undeposited Funds	150.00	18,797.47
09/17/2018	Deposit		James Keenes		Undeposited Funds	10,489.75	29,287.22
09/17/2018	Expense		Stripe via QB Transfer	credit card payment service fee	Other Miscellaneous Service Cost	-4.60	29,282.62
09/24/2018	Journal Entry	Gusto		Debit tax	-Split-	-3,382.52	25,900.10
09/24/2018	Journal Entry	Gusto		Debit net pay	-Split-	-5,588.31	20,311.79
09/28/2018	Expense		Union Bank	CHECK IMAGE FEE	Office:Miscellaneous:Bank Service Charges	-3.00	20,308.79
<b>Total for Checking - Union Bank</b>						<b>\$20,308.79</b>	
<b>Accounts Receivable</b>							
09/10/2018	Payment		Brian Loventhal		Undeposited Funds	-8,403.39	-8,403.39
09/10/2018	Payment	#374409	Julie Edmonds-Mares		Undeposited Funds	-10,489.75	-18,893.14
09/13/2018	Invoice	1025	Healthier Kids Foundation		Directory Income	150.00	-18,743.14
09/13/2018	Payment		Healthier Kids Foundation		Undeposited Funds	-150.00	-18,893.14
09/17/2018	Payment		James Keenes		Undeposited Funds	-10,489.75	-29,382.89
<b>Total for Accounts Receivable</b>						<b>\$ -29,382.89</b>	
<b>Undeposited Funds</b>							
09/10/2018	Deposit			wells fargo #374409	Checking - Union Bank	-10,489.75	-10,489.75
09/10/2018	Payment		Brian Loventhal	wells fargo check #269629	Accounts Receivable	8,403.39	-2,086.36
09/10/2018	Payment	#374409	Julie Edmonds-Mares	wells fargo #374409	Accounts Receivable	10,489.75	8,403.39
09/10/2018	Deposit			wells fargo check #269629	Checking - Union Bank	-8,403.39	0.00
09/13/2018	Payment		Healthier Kids Foundation	Paid via QuickBooks Payments: Payment ID a0ijta7h49168492	Accounts Receivable	150.00	150.00
09/17/2018	Deposit		Healthier Kids Foundation	Paid via QuickBooks Payments: Payment ID a0ijta7h49168492	Checking - Union Bank	-150.00	0.00
09/17/2018	Payment		James Keenes		Accounts Receivable	10,489.75	10,489.75
09/17/2018	Deposit		James Keenes	Palo Alto Dues #3039694	Checking - Union Bank	-10,489.75	0.00
<b>Total for Undeposited Funds</b>						<b>\$0.00</b>	
<b>First National Bank of Omaha</b>							
09/06/2018	Expense		FedEx Office	Lac and bod mtg sept 2018	Office:Printing and Copying	95.22	95.22
09/06/2018	Expense		Pizza my Heart	dinner for LAC/BOD meeting	Office:Hospitality	147.04	242.26
09/10/2018	Expense		www.1and1.com	WWW.1AND1.COM - 6105601589, PA	Office:Internet - Web Hosting Services	59.94	302.20
09/10/2018	Expense		Safeway	SAFEWAY #2887 - SUNNYVALE, CA	Office:Hospitality	4.19	306.39
09/13/2018	Expense		USPS	Shipping 10 directories	Office:Postage and Delivery	7.25	313.64
09/17/2018	Expense		Adobe	ADOBE *ACROBAT PRO - 8008336687, CA	Office:Software Licenses	14.99	328.63
09/17/2018	Expense		Intuit	INTUIT *QB ONLINE - 800- 286-6800, CA	Office:Software Licenses	20.00	348.63
09/19/2018	Expense		Intuit	INTUIT *QB ONLINE - 800- 286-6800, CA	Office:Software Licenses	40.00	388.63
09/21/2018	Expense		Microsoft	MSFT * E01006LAVF - MSBILL.INFO, WA	Office:Software Licenses	12.50	401.13
<b>Total for First National Bank of Omaha</b>						<b>\$401.13</b>	
<b>Directory Income</b>							
09/13/2018	Invoice	1025	Healthier Kids Foundation		Accounts Receivable	150.00	150.00



DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
<b>Total for Directory Income</b>						<b>\$150.00</b>	
Office							
Hospitality							
09/06/2018	Expense		Pizza my Heart	dinner for September 2018 LAC/BOD meeting	First National Bank of Omaha	147.04	147.04
09/10/2018	Expense		Safeway	SAFEWAY #2887 - SUNNYVALE, CA	First National Bank of Omaha	4.19	151.23
<b>Total for Hospitality</b>						<b>\$151.23</b>	
Insurance							
09/17/2018	Expense		Great American Insurance Group	GreatAmer - Grea VENDOR P GreatAmer - Grea VENDOR PMT PPD *****9879	Checking - Union Bank	138.41	138.41
<b>Total for Insurance</b>						<b>\$138.41</b>	
Internet - Web Hosting Services							
09/10/2018	Expense		www.1and1.com	WWW.1AND1.COM - 6105601589, PA	First National Bank of Omaha	59.94	59.94
<b>Total for Internet - Web Hosting Services</b>						<b>\$59.94</b>	
Miscellaneous							
Bank Service Charges							
09/28/2018	Expense		Union Bank	CHECK IMAGE FEE	Checking - Union Bank	3.00	3.00
<b>Total for Bank Service Charges</b>						<b>\$3.00</b>	
<b>Total for Miscellaneous</b>						<b>\$3.00</b>	
Postage and Delivery							
09/13/2018	Expense		USPS	Order for 10 Directories	First National Bank of Omaha	7.25	7.25
<b>Total for Postage and Delivery</b>						<b>\$7.25</b>	
Printing and Copying							
09/06/2018	Expense		FedEx Office	lac and bod meeting sept 2018	First National Bank of Omaha	95.22	95.22
<b>Total for Printing and Copying</b>						<b>\$95.22</b>	
Software Licenses							
09/17/2018	Expense		Adobe	ADOBE *ACROBAT PRO - 8008336687, CA	First National Bank of Omaha	14.99	14.99
09/17/2018	Expense		Intuit	INTUIT *QB ONLINE - 800-286-6800, CA	First National Bank of Omaha	20.00	34.99
09/19/2018	Expense		Intuit	INTUIT *QB ONLINE - 800-286-6800, CA	First National Bank of Omaha	40.00	74.99
09/21/2018	Expense		Microsoft	MSFT * E01006LAVF - MSBILL.INFO, WA	First National Bank of Omaha	12.50	87.49
<b>Total for Software Licenses</b>						<b>\$87.49</b>	
<b>Total for Office</b>						<b>\$542.54</b>	
Other Miscellaneous Service Cost							
09/17/2018	Expense		Stripe via QB Transfer	credit card payment service fee	Checking - Union Bank	4.60	4.60
<b>Total for Other Miscellaneous Service Cost</b>						<b>\$4.60</b>	
Professional Services							
Employee Expenses							
Payroll Service Fees							
09/05/2018	Expense		Gusto	GUSTO FEE 356070 CCD 6sem GUSTO FEE 356070 CCD 6semjn5ftm	Checking - Union Bank	45.00	45.00
<b>Total for Payroll Service Fees</b>						<b>\$45.00</b>	
Payroll Taxes							
09/24/2018	Journal Entry	Gusto		Employer Taxes	-Split-	637.50	637.50
<b>Total for Payroll Taxes</b>						<b>\$637.50</b>	
Payroll Wages/Salary							
09/24/2018	Journal Entry	Gusto		Regular Wages	-Split-	8,333.33	8,333.33
<b>Total for Payroll Wages/Salary</b>						<b>\$8,333.33</b>	
<b>Total for Employee Expenses</b>						<b>\$9,015.83</b>	
<b>Total for Professional Services</b>						<b>\$9,015.83</b>	
Workers Compensation							
09/10/2018	Expense		AP Intego	APIntegoInsuranc ACHTRANS APIntegoInsuranc ACHTRANS CCD 28919515	Checking - Union Bank	62.26	62.26

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
<b>Total for Workers Compensation</b>						<b>\$62.26</b>	



## **Executive Board of Directors Meeting – Agenda Report**

Meeting Date: November 1, 2018

Subject: 3a. Organizational Status - Confidential

Attachments: attachment will be provided separately



## **Executive Board of Directors Meeting – Agenda Report**

Meeting Date: November 1, 2018

Subject: 4a – General Membership Dinner Budget

Attachments: provided at Board Meeting: Budget  
Overview of event

Financial impact: \$13,000 budgeted expense  
\$ 4,225 budgeted income

Overview: Annual event to be held at Picchetti Winery in Cupertino catered  
by Enzos.

Actions needed: Cities Champion Award nominees/recipient  
Approve budget



## **Executive Board of Directors Meeting – Agenda Report**

Meeting Date: November 1, 2018

Subject: 5a Reports & BOD meeting Agenda Items

Attachments: none

### **Overview:**

November:

- a. Islamic Networks Group
- b. Senator Hill
- c. Transportation – Mt. View & Cupertino
- d. Housing ADUs (Housing Trust of Silicon Valley)
- e. CSC Appointee's report – BAAQMD: Rod Sinks

December: annual dinner

January:

- a. Sustainability – EV Infrastructure, Greenhouse emissions
- b. Legislative Guiding Principles
- c. Goal setting