



Executive Board Meeting Agenda

June 4, 2021 3:00 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

Mayor Marico Sayoc	Town of Los Gatos	<i>Chair</i>
Vice Mayor Chappie Jones	City of San Jose	<i>1st Vice President</i>
Councilmember Margaret Abe-Koga	City of Mountain View	<i>2nd Vice President</i>
Mayor Neysa Fligor	City of Los Altos	<i>Secretary-Treasurer</i>
Mayor Rich Constantine	City of Morgan Hill	<i>Legislative Action Committee Chair</i>
Mayor Larry Klein	City of Sunnyvale	<i>Past President</i>
Town Manager Laurel Prevetti,	Town of Los Gatos	<i>SCCCMA Representative (Ex-Officio)</i>
Andi Jordan		<i>Executive Director (Ex-Officio)</i>

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

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

Closed Session

1.	Public Employment
	Title: Legal Counsel Pursuant to Government Code Section 54957(b)
2.	Public Employee Performance Evaluation & Public Employee Labor Negotiation
	Title: Executive Director Pursuant to Government Code Section 54957 (b)
3.	Conference with Labor Negotiators
	Agency designated representative: Marico Sayoc Unrepresented employee: Executive Director Pursuant to Government Code 54957.6

Open Session

1.	Report out from Closed Session (Sayoc)
2.	Consent Agenda
2a.	Approval of May Executive Board of Directors Meeting Minutes Attachment: Minutes
2b.	Receive April financial statements Attachment: Financials

2c.	Approval of invoices to be paid • Environmental Science Associates (invoice for SCSC Roundtable for a total of \$3,067.50 for a YTD total of \$108,488.75 of the \$180,000.00 contract) • Logan & Powell (invoice for SCSC Roundtable) for \$302.50 • Katherine Wellman, Special Counsel for \$1475.00 Attachment: ESA Invoice, ESA Contract Modification, Logan & Powell Invoice, Counsel Invoice
2d.	Approval of invoices to be billed SCSC Roundtable for Executive Director and Legal Counsel time January – April 2021: total of \$13,072.55 Attachment: Invoice
3.	Racial Justice Committee (Jones, Fligor, Constantine, Sayoc, Abe-Koga, Klein, Steve Preminger of Santa Clara County)
	Discuss Hollaback bystander training & harrassment prevention training. Cost: \$1450
4.	Committee Updates and/or Discussion
	• Legislative Action Committee (Constantine) • Transportation (Abe-Koga) • Housing/Unhoused (Klein) • COVID-19 • Joint Ad Hoc Committee working with SCSC Roundtable
5.	June Board of Directors Meeting
	Discuss and approve agenda for the June Board of Directors meeting. Proposed agenda: • Consideration of legal counsel • Consent: April/May financials, minutes, any invoices, budget • Community Presentations: ◦ Supervisor Mike Wasserman (15 min) ◦ Request to Present: "Lead for America" • Planning Collaborative update from Baird + Driskell Community Planning. • Committee Reports:

○ Racial Justice Committee ▪ Chief Ngo presentation on virtual reality training ▪ Housing Proposal ▪ Follow up and actions from May General Membership meeting ○ Legislative Action Committee ○ Transportation Committee ○ Housing/Unhoused Committee ○ Covid 19 • Other items? <i>Attachment:</i> LFA Request to Present, LFA 2-Pager	
6.	Santa Clara County City Managers Association (SCCCMA) Update (Prevetti)
7.	Executive Director Update (Jordan)
• Saturday Calls • Extension of ESA contract • Correspondence sent ○ Support for SCC Innovation Project (community mobile response) <i>Attachment:</i> Correspondence	
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

May 7, 2021 3:00 PM / Virtual Meeting via Zoom

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

Board Members

Mayor Marico Sayoc	Town of Los Gatos	<i>Chair</i>
Vice Mayor Chappie Jones	City of San Jose	<i>1st Vice President</i>
Councilmember Margaret Abe-Koga	City of Mountain View	<i>2nd Vice President</i>
Mayor Neysa Fligor	City of Los Altos	<i>Secretary-Treasurer</i>
Mayor Rich Constantine	City of Morgan Hill	<i>Legislative Action Committee Chair</i>
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Town Manager Laurel Prevetti,	Town of Los Gatos	<i>SCCCMA Representative (Ex-Officio)</i>
Andi Jordan		<i>Executive Director (Ex-Officio)</i>

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

WELCOME AND ROLL CALL – (Sayoc, 3:01 PM)																			
Members present:																			
<table border="1"> <thead> <tr> <th>Member</th><th>Present?</th></tr> </thead> <tbody> <tr> <td>Mayor Marico Sayoc</td><td>Y</td></tr> <tr> <td>Vice Mayor Chappie Jones</td><td>Y</td></tr> <tr> <td>Councilmember Margaret Abe-Koga</td><td>Y</td></tr> <tr> <td>Mayor Neysa Fligor</td><td>Y</td></tr> <tr> <td>Mayor Rich Constantine</td><td>Y – 3:32 pm</td></tr> <tr> <td>Mayor Larry Klein</td><td>Y</td></tr> <tr> <td>Town Manager Laurel Prevetti,</td><td>Y</td></tr> <tr> <td>Andi Jordan</td><td>Y</td></tr> </tbody> </table>		Member	Present?	Mayor Marico Sayoc	Y	Vice Mayor Chappie Jones	Y	Councilmember Margaret Abe-Koga	Y	Mayor Neysa Fligor	Y	Mayor Rich Constantine	Y – 3:32 pm	Mayor Larry Klein	Y	Town Manager Laurel Prevetti,	Y	Andi Jordan	Y
Member	Present?																		
Mayor Marico Sayoc	Y																		
Vice Mayor Chappie Jones	Y																		
Councilmember Margaret Abe-Koga	Y																		
Mayor Neysa Fligor	Y																		
Mayor Rich Constantine	Y – 3:32 pm																		
Mayor Larry Klein	Y																		
Town Manager Laurel Prevetti,	Y																		
Andi Jordan	Y																		
Also in attendance:																			
- Audin Leung, Clerk of the Board - Hung Wei, Cupertino City Councilmember - Roland Lebrun																			
1. CONSENT AGENDA																			
1a.	Approval of April Executive Board of Directors Meeting Minutes																		
1b.	Approval of Environmental Science Associates invoice \$150.00 for a total billing to date of \$105.421.25																		
1c.	Approval of invoices for Legal Counsel, Katherine Wellman February invoice: \$7475.00 March invoice: \$3700.00 April Invoice: \$3125.00																		
1d.	Approval of Kramer Investigations Invoice March invoice: \$2650.00																		
<u>Motion to approve consent agenda by Jones. Seconded by Fligor.</u> AYES (5) – Sayoc, Jones, Abe-Koga, Fligor, Klein NAYES (0)																			

ABSTENSIONS (0) ABSENCES (1) – Constantine	
2.	Racial Justice Committee (Jones, Fligor, Constantine, Sayoc, Abe-Koga, Klein) - Update and request for direction regarding public safety and housing policy - Update from participants on the County's Task Force on Hate Crimes - Receive update on May General Membership Meeting "Let's Talk About Race" <u>Motion by Jones to bring recommendations as written to the Board of Directors in June for:</u> - Their consideration of support - Board members to bring to their councils for consideration. Seconded by Klein. AYES (5) – Sayoc, Jones, Abe-Koga, Fligor, Klein NAYES (0) ABSTENSIONS (0) ABSENCES (1) – Constantine
3.	Committee Updates and/or Discussion - Legislative Action Committee (Constantine) - Transportation (Abe-Koga) - Housing (Klein) Roland Lebrun gave public comment on Transportation.
4.	Santa Clara County City Managers Association (SCCCMA) Update (Prevetti) Roland Lebrun gave public comment regarding closed captioning and translation services.
5.	Executive Director Update (Jordan)
PUBLIC COMMENT	
No public comment was received during this section of the meeting.	
ADJOURNMENT – 3:58pm	

Respectfully submitted,

A handwritten signature in black ink, appearing to read "A. Leung", with a stylized flourish at the end.

Audin Leung, Clerk of the Board

DRAFT

Management Report

CITIES ASSOCIATION OF SANTA CLARA COUNTY

For the period ended April 30, 2021



Prepared by

BestBooks4U Bookkeeping & QuickBooks Consulting

Prepared on

May 6, 2021

Table of Contents

Profit and Loss by Class3

Balance Sheet.....5

Statement of Cash Flows.....6

Monthly Reports:Monthly Summary VENDOR Expenses7

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

Profit and Loss by Class % Change13

Profit and Loss by Class

July 2020 - April 2021

	CASCC	PC	Roundtable	TOTAL
INCOME				
4000 INCOME				0.00
4010 Membership Dues	149,957.07	160,000.00		309,957.07
4020 Roundtable Income			187,597.78	187,597.78
4060 LAIF INCOME	450.07			450.07
Total 4000 INCOME	150,407.14	160,000.00	187,597.78	498,004.92
4999 Uncategorized Income	25.00			25.00
Total Income	150,432.14	160,000.00	187,597.78	498,029.92
GROSS PROFIT	150,432.14	160,000.00	187,597.78	498,029.92
EXPENSES				
6000 GENERAL OFFICE				0.00
6112 Advertising/Promotional				0.00
6115 Website Update	20.00			20.00
Total 6112 Advertising/Promotional	20.00			20.00
6120 Bank Service Charges	30.00			30.00
6125 Directory Production	333.00			333.00
6180 Insurance	2,160.10			2,160.10
6190 Website SOS	600.00			600.00
6220 Dues and Subscriptions	400.00			400.00
6350 Roundtable consultant and technical services			215,366.25	215,366.25
6550 Supplies and Equipment	2,199.25			2,199.25
6610 Postage and Delivery	136.50			136.50
6611 Post Office Box	81.00			81.00
6615 Office/General Administrative Expenses	489.35			489.35
6620 Software Licenses	2,405.70			2,405.70
6665 Printing and Copying	113.52			113.52
6670 Recognition	586.35			586.35
Total 6000 GENERAL OFFICE	9,554.77		215,366.25	224,921.02
6700 Reimbursable Expense	437.50			437.50
EVENT EXPENSES				0.00

	CASCC	PC	Roundtable	TOTAL
6400 General Meeting - catering	2,068.00			2,068.00
Total EVENT EXPENSES	2,068.00			2,068.00
Office				0.00
6880 Telephone	196.80			196.80
Total Office	196.80			196.80
OFFICE PERSONNEL_CONSULTANTS				0.00
6153 Contractors		102,120.00		102,120.00
6300 Legal & Professional Fees	7,650.00		700.00	8,350.00
6310 Accounting Services	9,719.00			9,719.00
6320 Attorney Services	27,540.50		2,758.00	30,298.50
Total 6300 Legal & Professional Fees	44,909.50		3,458.00	48,367.50
6565 Payroll Service Fees	660.00			660.00
6568 Workers Compensation	612.37			612.37
6575 Payroll Wages/Salary	103,340.02			103,340.02
6580 Payroll Taxes	8,420.96			8,420.96
Total OFFICE PERSONNEL_CONSULTANTS	157,942.85	102,120.00	3,458.00	263,520.85
Total Expenses	170,199.92	102,120.00	218,824.25	491,144.17
NET OPERATING INCOME	-19,767.78	57,880.00	-31,226.47	6,885.75
NET INCOME	\$ -19,767.78	\$57,880.00	\$ -31,226.47	\$6,885.75

Balance Sheet

As of April 30, 2021

	Total
ASSETS	
Current Assets	
Bank Accounts	
1001 Checking - Union Bank	173,156.90
Total Bank Accounts	173,156.90
Other Current Assets	
1300 LAIF Funds	123,798.57
1310 Venue Prepaid Deposit	1,000.00
1395 Accrued Interest	44.60
Total Other Current Assets	124,843.17
Total Current Assets	298,000.07
Fixed Assets	
1500 Machinery and Equipment	2,203.41
1700 Accumulated Depreciation	-1,926.59
Total Fixed Assets	276.82
TOTAL ASSETS	\$298,276.89
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	126,423.50
Total Accounts Payable	126,423.50
Credit Cards	
2200 First National Bank of Omaha	466.11
FNBO_2nd	214.00
Total Credit Cards	680.11
Total Current Liabilities	127,103.61
Total Liabilities	127,103.61
Equity	
1110 Unrestricted Fund Balance	129,319.61
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	6,885.75
Total Equity	171,173.28
TOTAL LIABILITIES AND EQUITY	\$298,276.89

Statement of Cash Flows

July 2020 - April 2021

	Total
OPERATING ACTIVITIES	
Net Income	6,885.75
Adjustments to reconcile Net Income to Net Cash provided by operations:	
1300 LAIF Funds	-450.07
2000 Accounts Payable	88,616.00
2200 First National Bank of Omaha	-795.04
FNBO_2nd	214.00
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	87,584.89
Net cash provided by operating activities	94,470.64
FINANCING ACTIVITIES	
3013 Reserves:Reserve for New Equip.	-2,327.17
Net cash provided by financing activities	-2,327.17
NET CASH INCREASE FOR PERIOD	92,143.47
Cash at beginning of period	81,013.43
CASH AT END OF PERIOD	\$173,156.90

Monthly Reports:Monthly Summary VENDOR Expenses

April 2021

	Total
Adobe	33.98
Aiden - Kristen Leung	2,053.88
Andi Jordan	13,781.25
AP Intego	60.66
Baird + Driskell Community Planning	77,145.00
Bestbooks4U	275.00
Canva	12.95
Directory Spot	33.00
Great American Insurance Grouop	150.17
Gusto	795.75
Intuit	95.00
Katherine Wellman Attorney	3,125.00
Kramer Workplace Investigations	2,650.00
Microsoft	25.00
Office Depot	21.38
Peninsula Storage Center	107.00
Union Bank	3.00
USPS	81.00
Verizon	30.30
www.1and1.com	20.00
Zoom.us	113.50
TOTAL	\$100,612.82

Monthly Reports:MONTHLY Transaction Detail by Account

April 2021

Date	Transaction Type	Num	Adj	Name	Class	Memo/Description	Split	Amount	Balance
1001 Checking - Union Bank									
04/02/2021	Expense		No	Great American Insurance Grouop			6180 GENERAL OFFICE:Insurance	-150.17	-150.17
04/02/2021	Expense		No	Gusto			6565 OFFICE PERSONNEL_CONSULTANTS:Payroll Service Fees	-63.00	-213.17
04/06/2021	Journal Entry	Gusto	No			Debit tax	-Split-	20.41	-192.76
04/07/2021	Bill Payment (Check)		No	Environmental Science Associates			2000 Accounts Payable	-11,391.25	-11,584.01
04/07/2021	Journal Entry	Gusto	No			Debit tax	-Split-	-1,937.91	-13,521.92
04/07/2021	Journal Entry	Gusto	No			Debit net pay	-Split-	-3,276.99	-16,798.91
04/12/2021	Expense		No	Baird + Driskell Community Planning			6153 OFFICE PERSONNEL_CONSULTANTS:Contractors	-50,320.00	-67,118.91
04/13/2021	Journal Entry	Gusto	No			Debit tax	-Split-	-2,184.45	-69,303.36
04/13/2021	Journal Entry	Gusto	No			Debit net pay	-Split-	-3,986.18	-73,289.54
04/15/2021	Expense		No	Baird + Driskell Community Planning			6153 OFFICE PERSONNEL_CONSULTANTS:Contractors	-26,825.00	-100,114.54
04/19/2021	Expense		No	AP Intego			6568 OFFICE PERSONNEL_CONSULTANTS:Workers Compensation	-27.84	-100,142.38
04/22/2021	Deposit		No	Mountain View			1499 Undeposited Funds	10,000.00	-90,142.38
04/22/2021	Credit Card Payment		No	First National Bank Omaha			FNBO_2nd	-107.00	-90,249.38
04/22/2021	Credit Card Payment		No	First National Bank Omaha			2200 First National Bank of Omaha	-310.73	-90,560.11
04/26/2021	Expense		No	AP Intego			6568 OFFICE PERSONNEL_CONSULTANTS:Workers Compensation	-32.82	-90,592.93
04/27/2021	Expense		No	Bestbooks4U			6310 OFFICE PERSONNEL_CONSULTANTS:Legal & Professional Fees:Accounting Services	-275.00	-90,867.93
04/28/2021	Journal Entry	Gusto	No			Debit tax	-Split-	-1,935.77	-92,803.70
04/28/2021	Journal Entry	Gusto	No			Debit net pay	-Split-	-3,266.99	-96,070.69
04/30/2021	Expense		No	Union Bank			6120 GENERAL OFFICE:Bank Service Charges	-3.00	-96,073.69
Total for 1001 Checking - Union Bank								\$ -96,073.69	
1200 Accounts Receivable									
04/22/2021	Payment	PC - #0222383 mt view	No	Mountain View			1499 Undeposited Funds	-10,000.00	-10,000.00
Total for 1200 Accounts Receivable								\$ -10,000.00	
1499 Undeposited Funds									
04/22/2021	Payment	PC - #0222383 mt view	No	Mountain View		PC - mt view - Bank of America #00222382	1200 Accounts Receivable	10,000.00	10,000.00
04/22/2021	Deposit		No	Mountain View		PC - mt view - Bank of America #00222382	1001 Checking - Union Bank	-10,000.00	0.00

Date	Transaction Type	Num	Adj	Name	Class	Memo/Description	Split	Amount	Balance
Total for 1499 Undeposited Funds								\$0.00	
2000 Accounts Payable									
04/05/2021	Bill	485	No	Kramer Workplace Investigations			6300 OFFICE PERSONNEL_CONSULTANTS:Legal & Professional Fees	2,650.00	2,650.00
04/07/2021	Bill Payment (Check)		No	Environmental Science Associates			1001 Checking - Union Bank	-11,391.25	-8,741.25
04/30/2021	Bill		No	Katherine Wellman Attorney			6320 OFFICE PERSONNEL_CONSULTANTS:Legal & Professional Fees:Attorney Services	3,125.00	-5,616.25
Total for 2000 Accounts Payable								\$ -5,616.25	
2200 First National Bank of Omaha									
04/05/2021	Expense		No	Adobe			6620 GENERAL OFFICE:Software Licenses	33.98	33.98
04/12/2021	Expense		No	Verizon			6880 Office:Telephone	30.30	64.28
04/12/2021	Expense		No	Zoom.us			6620 GENERAL OFFICE:Software Licenses	113.50	177.78
04/14/2021	Expense		No	www.1and1.com			6115 GENERAL OFFICE:Advertising/Promotional:Website Update	20.00	197.78
04/16/2021	Expense		No	USPS			6611 GENERAL OFFICE:Post Office Box	81.00	278.78
04/19/2021	Expense		No	Canva			6620 GENERAL OFFICE:Software Licenses	12.95	291.73
04/19/2021	Expense		No	Intuit			6620 GENERAL OFFICE:Software Licenses	70.00	361.73
04/19/2021	Expense		No	Intuit			6620 GENERAL OFFICE:Software Licenses	25.00	386.73
04/20/2021	Expense		No	Microsoft			6620 GENERAL OFFICE:Software Licenses	25.00	411.73
04/22/2021	Credit Card Payment		No	First National Bank Omaha			1001 Checking - Union Bank	-310.73	101.00
04/27/2021	Expense		No	Directory Spot			6125 GENERAL OFFICE:Directory Production	33.00	134.00
04/30/2021	Expense		No	Office Depot			6615 GENERAL OFFICE:Office/General Administrative Expenses	21.38	155.38
Total for 2200 First National Bank of Omaha								\$155.38	
FNBO_2nd									
04/22/2021	Credit Card Payment		No	First National Bank Omaha			1001 Checking - Union Bank	-107.00	-107.00
04/30/2021	Expense		No	Peninsula Storage Center			6615 GENERAL OFFICE:Office/General Administrative Expenses	107.00	0.00
Total for FNBO_2nd								\$0.00	
6000 GENERAL OFFICE									
6112 Advertising/Promotional									
6115 Website Update									
04/14/2021	Expense		No	www.1and1.com	CASCC	WWW.1AND1.COM - 6105601589, PA	2200 First National Bank of Omaha	20.00	20.00

Date	Transaction Type	Num	Adj	Name	Class	Memo/Description	Split	Amount	Balance
Total for 6115 Website Update								\$20.00	
Total for 6112 Advertising/Promotional								\$20.00	
6120 Bank Service Charges									
04/30/2021	Expense		No	Union Bank	CASCC	CHECK IMAGE FEE CHECK IMAGE FEE	1001 Checking - Union Bank	3.00	3.00
Total for 6120 Bank Service Charges								\$3.00	
6125 Directory Production									
04/27/2021	Expense		No	Directory Spot	CASCC	IN *DIRECTORYSPOT - 815-6305434, IL	2200 First National Bank of Omaha	33.00	33.00
Total for 6125 Directory Production								\$33.00	
6180 Insurance									
04/02/2021	Expense		No	Great American Insurance Grouop	CASCC	GreatAmer - Grea VENDOR P GreatAmer - Grea VENDOR PMT PPD *****9554	1001 Checking - Union Bank	150.17	150.17
Total for 6180 Insurance								\$150.17	
6611 Post Office Box									
04/16/2021	Expense		No	USPS	CASCC	ps	2200 First National Bank of Omaha	81.00	81.00
Total for 6611 Post Office Box								\$81.00	
6615 Office/General Administrative Expenses									
04/30/2021	Expense		No	Office Depot	CASCC	OFFICE DEPOT #869 - MOUNTAINVIEW, CA	2200 First National Bank of Omaha	21.38	21.38
04/30/2021	Expense		No	Peninsula Storage Center	CASCC	PENINSULA STORAGE II - 866- 8414886, CA	FNBO_2nd	107.00	128.38
Total for 6615 Office/General Administrative Expenses								\$128.38	
6620 Software Licenses									
04/05/2021	Expense		No	Adobe	CASCC	ADOBE ACROPRO SUBS - 8004438158, CA	2200 First National Bank of Omaha	33.98	33.98
04/12/2021	Expense		No	Zoom.us	CASCC	ZOOM.US 888-799-9666 - SAN JOSE, CA	2200 First National Bank of Omaha	113.50	147.48
04/19/2021	Expense		No	Canva	CASCC	CANVA* 03028-18782927 - 8778877815, DE	2200 First National Bank of Omaha	12.95	160.43
04/19/2021	Expense		No	Intuit	CASCC	INT*QuickBooks Online - 800-446- 8848, CA	2200 First National Bank of Omaha	70.00	230.43
04/19/2021	Expense		No	Intuit	CASCC	INT*QuickBooks Online - 800-446- 8848, CA	2200 First National Bank of Omaha	25.00	255.43
04/20/2021	Expense		No	Microsoft	CASCC	MSFT * E0100E7QRF - MSBILL.INFO, WA	2200 First National Bank of Omaha	25.00	280.43
Total for 6620 Software Licenses								\$280.43	
Total for 6000 GENERAL OFFICE								\$695.98	
Office									

Date	Transaction Type	Num	Adj	Name	Class	Memo/Description	Split	Amount	Balance
6880 Telephone									
04/12/2021	Expense		No	Verizon	CASCC	VZWRLLSS*PRPAY AUTOPAY - 888-294-6804, FL	2200 First National Bank of Omaha	30.30	30.30
Total for 6880 Telephone								\$30.30	
Total for Office								\$30.30	
OFFICE PERSONNEL_CONSULTANTS									
6153 Contractors									
04/12/2021	Expense		No	Baird + Driskell Community Planning	PC	GUSTO CND 776090 CCD 6sem GUSTO CND 776090 CCD 6semjpl3hds	1001 Checking - Union Bank	50,320.00	50,320.00
04/15/2021	Expense		No	Baird + Driskell Community Planning	PC	GUSTO CND 830774 CCD 6sem GUSTO CND 830774 CCD 6semjplp2gv	1001 Checking - Union Bank	26,825.00	77,145.00
Total for 6153 Contractors								\$77,145.00	
6300 Legal & Professional Fees									
04/05/2021	Bill	485	No	Kramer Workplace Investigations	CASCC		2000 Accounts Payable	2,650.00	2,650.00
Total for 6300 Legal & Professional Fees								\$2,650.00	
6310 Accounting Services									
04/27/2021	Expense		No	Bestbooks4U	CASCC	ADELE LEVIN T/A SALE CCD ADELE LEVIN T/A SALE CCD	1001 Checking - Union Bank	275.00	275.00
Total for 6310 Accounting Services								\$275.00	
6320 Attorney Services									
04/30/2021	Bill		No	Katherine Wellman Attorney	CASCC		2000 Accounts Payable	3,125.00	3,125.00
Total for 6320 Attorney Services								\$3,125.00	
Total for 6300 Legal & Professional Fees with subs								\$6,050.00	
6565 Payroll Service Fees									
04/02/2021	Expense		No	Gusto	CASCC	GUSTO FEE 655015 CCD 6sem GUSTO FEE 655015 CCD 6semjplp4fm	1001 Checking - Union Bank	63.00	63.00
Total for 6565 Payroll Service Fees								\$63.00	
6568 Workers Compensation									
04/19/2021	Expense		No	AP Intego	CASCC	APIntego ACHTRANS CCD 768 APIntego ACHTRANS CCD 76898877	1001 Checking - Union Bank	27.84	27.84
04/26/2021	Expense		No	AP Intego	CASCC	APIntego ACHTRANS CCD 771 APIntego ACHTRANS CCD 77174797	1001 Checking - Union Bank	32.82	60.66
Total for 6568 Workers Compensation								\$60.66	
6575 Payroll Wages/Salary									
04/07/2021	Journal Entry	Gusto	No		CASCC	Regular Wages	-Split-	243.99	243.99

Date	Transaction Type	Num	Adj	Name	Class	Memo/Description	Split	Amount	Balance
04/07/2021	Journal Entry	Gusto	No		CASCC	Regular Wages	-Split-	4,593.75	4,837.74
04/13/2021	Journal Entry	Gusto	No		CASCC	Regular Wages	-Split-	1,108.50	5,946.24
04/13/2021	Journal Entry	Gusto	No		CASCC	Regular Wages	-Split-	4,593.75	10,539.99
04/28/2021	Journal Entry	Gusto	No		CASCC	Regular Wages	-Split-	2,685.58	13,225.57
04/28/2021	Journal Entry	Gusto	No		CASCC	Sick Pay	-Split-	1,908.17	15,133.74
04/28/2021	Journal Entry	Gusto	No		CASCC	Regular Wates	-Split-	233.01	15,366.75
Total for 6575 Payroll Wages/Salary								\$15,366.75	
6580 Payroll Taxes									
04/06/2021	Journal Entry	Gusto	No		CASCC	Employer Taxes	-Split-	-20.41	-20.41
04/07/2021	Journal Entry	Gusto	No		CASCC	Employer Taxes	-Split-	377.16	356.75
04/13/2021	Journal Entry	Gusto	No		CASCC	Employer Taxes	-Split-	468.38	825.13
04/28/2021	Journal Entry	Gusto	No		CASCC	Employer Taxes	-Split-	376.00	1,201.13
Total for 6580 Payroll Taxes								\$1,201.13	
Total for OFFICE PERSONNEL_CONSULTANTS								\$99,886.54	

Profit and Loss by Class % Change

July 2020 - April 2021

	CASCC			PC			Roundtable			TOTAL		
	Jul 2020 - Apr 2021	Jul 2019 - Apr 2020 (PY)	% Change	Jul 2020 - Apr 2021	Jul 2019 - Apr 2020 (PY)	% Change	Jul 2020 - Apr 2021	Jul 2019 - Apr 2020 (PY)	% Change	Jul 2020 - Apr 2021	Jul 2019 - Apr 2020 (PY)	% Change
INCOME												
4000 INCOME										0.00	0.00	0.00%
4010 Membership Dues	149,957.07	150,290.19	-0.22 %	160,000.00						309,957.07	150,290.19	106.24 %
4020 Roundtable Income							187,597.78	124,999.00	50.08 %	187,597.78	124,999.00	50.08 %
4040 Planning Collaborative					49,999.95	-100.00 %				0.00	49,999.95	-100.00 %
4050 Membership Dinners - Proceeds		6,911.41	-100.00 %							0.00	6,911.41	-100.00 %
4060 LAIF INCOME	450.07	2,835.87	-84.13 %							450.07	2,835.87	-84.13 %
Total 4000 INCOME	150,407.14	160,037.47	-6.02 %	160,000.00	49,999.95	220.00 %	187,597.78	124,999.00	50.08 %	498,004.92	335,036.42	48.64 %
4999 Uncategorized Income	25.00									25.00	0.00	0.00%
Total Income	150,432.14	160,037.47	-6.00 %	160,000.00	49,999.95	220.00 %	187,597.78	124,999.00	50.08 %	498,029.92	335,036.42	48.65 %
GROSS PROFIT												
EXPENSES												
6000 GENERAL OFFICE										0.00	0.00	0.00%
6112 Advertising/Promotional										0.00	0.00	0.00%
6115 Website Update	20.00									20.00	0.00	0.00%
Total 6112 Advertising/Promotional	20.00									20.00	0.00	0.00%
6120 Bank Service Charges	30.00	30.00	0.00 %							30.00	30.00	0.00 %
6122 Merchant QB Payment Fees		298.52	-100.00 %							0.00	298.52	-100.00 %
Total 6120 Bank Service Charges	30.00	328.52	-90.87 %							30.00	328.52	-90.87 %
6125 Directory Production	333.00	317.00	5.05 %							333.00	317.00	5.05 %
6151 Conferences/Director's Expenses		148.55	-100.00 %							0.00	148.55	-100.00 %
6160 Dues & Subscriptions		450.00	-100.00 %							0.00	450.00	-100.00 %
6162 Hospitality		838.30	-100.00 %							0.00	838.30	-100.00 %
6180 Insurance	2,160.10	1,460.65	47.89 %							2,160.10	1,460.65	47.89 %
6190 Website SOS	600.00	600.00	0.00 %							600.00	600.00	0.00 %
6220 Dues and Subscriptions	400.00									400.00	0.00	0.00%
6350 Roundtable consultant and technical services							215,366.25	156,002.74	38.05 %	215,366.25	156,002.74	38.05 %
			1,657.99 %									1,657.99 %
6550 Supplies and Equipment	2,199.25	125.10	1,388.55 %							2,199.25	125.10	1,388.55 %
6610 Postage and Delivery	136.50	9.17	1,388.55 %							136.50	9.17	1,388.55 %
6611 Post Office Box	81.00	150.00	-46.00 %							81.00	150.00	-46.00 %
6615 Office/General Administrative Expenses	489.35	94.04	420.36 %							489.35	94.04	420.36 %
6620 Software Licenses	2,405.70	1,493.04	61.13 %							2,405.70	1,493.04	61.13 %
6665 Printing and Copying	113.52	700.17	-83.79 %					44.51	-100.00 %	113.52	744.68	-84.76 %
6670 Recognition	586.35	392.95	49.22 %							586.35	392.95	49.22 %
Total 6000 GENERAL OFFICE	9,554.77	7,107.49	34.43 %				215,366.25	156,047.25	38.01 %	224,921.02	163,154.74	37.86 %
6700 Reimbursable Expense	437.50									437.50	0.00	0.00%
EVENT EXPENSES										0.00	0.00	0.00%
6400 General Meeting - catering	2,068.00	300.00	589.33 %							2,068.00	300.00	589.33 %
6410 General meeting - office supplies/signage		1,251.72	-100.00 %							0.00	1,251.72	-100.00 %
6675 Membership Dinners - Cost		7,388.96	-100.00 %							0.00	7,388.96	-100.00 %
Total EVENT EXPENSES	2,068.00	8,940.68	-76.87 %							2,068.00	8,940.68	-76.87 %
Office										0.00	0.00	0.00%

	CASCC			PC			Roundtable			TOTAL		
	Jul 2020 - Apr 2021	Jul 2019 - Apr 2020 (PY)	% Change	Jul 2020 - Apr 2021	Jul 2019 - Apr 2020 (PY)	% Change	Jul 2020 - Apr 2021	Jul 2019 - Apr 2020 (PY)	% Change	Jul 2020 - Apr 2021	Jul 2019 - Apr 2020 (PY)	% Change
6880 Telephone	196.80									196.80	0.00	0.00%
Total Office	196.80									196.80	0.00	0.00%
OFFICE PERSONNEL_CONSULTANTS										0.00	0.00	0.00%
						1,126.67 %						1,126.67 %
6153 Contractors				102,120.00	8,325.00	%				102,120.00	8,325.00	%
6300 Legal & Professional Fees	7,650.00						700.00			8,350.00	0.00	0.00%
6310 Accounting Services	9,719.00	2,531.25	283.96 %							9,719.00	2,531.25	283.96 %
6320 Attorney Services	27,540.50						2,758.00	1,443.00	91.13 %	30,298.50	1,443.00	%
			1,674.20 %									1,117.02 %
Total 6300 Legal & Professional Fees	44,909.50	2,531.25	%				3,458.00	1,443.00	139.64 %	48,367.50	3,974.25	%
6565 Payroll Service Fees	660.00	450.00	46.67 %							660.00	450.00	46.67 %
6568 Workers Compensation	612.37	523.56	16.96 %							612.37	523.56	16.96 %
6575 Payroll Wages/Salary	103,340.02	87,083.33	18.67 %							103,340.02	87,083.33	18.67 %
6580 Payroll Taxes	8,420.96	6,878.88	22.42 %							8,420.96	6,878.88	22.42 %
						1,126.67 %						
Total OFFICE PERSONNEL_CONSULTANTS	157,942.85	97,467.02	62.05 %	102,120.00	8,325.00	%	3,458.00	1,443.00	139.64 %	263,520.85	107,235.02	145.74 %
						1,126.67 %						
Total Expenses	170,199.92	113,515.19	49.94 %	102,120.00	8,325.00	%	218,824.25	157,490.25	38.94 %	491,144.17	279,330.44	75.83 %
NET OPERATING INCOME	-19,767.78	46,522.28	-142.49 %	57,880.00	41,674.95	38.88 %	-31,226.47	-32,491.25	3.89 %	6,885.75	55,705.98	-87.64 %
NET INCOME	\$ -19,767.78	\$46,522.28	-142.49 %	\$57,880.00	\$41,674.95	38.88 %	\$ -31,226.47	\$ -32,491.25	3.89 %	\$6,885.75	\$55,705.98	-87.64 %



Environmental Science Associates
550 Kearny Street, Suite 800
San Francisco, CA 94108
(415) 896-5900

INVOICE

Andi Jordan
Executive Director
Cities Association of Santa Clara County
PO Box 3144
Los Altos, CA 94024

May 30, 2021
Invoice No: 164378
Project Manager: Evan Wasserman

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

Professional Services from April 1, 2021 to April 30, 2021

Task 0000001 Prepare for, facilitate, and Follow-up 12 Meetings

Professional Personnel

	Hours	Rate	Amount
Senior Director III			
Alverson, Steven	4.00	300.00	1,200.00
Associate I			
Weiman, Phoebe	7.00	105.00	735.00
Totals	11.00		1,935.00
Total Labor			1,935.00

Billing Limits	Current	Prior	To-Date
Total Billings	1,935.00	48,288.75	50,223.75
Limit			90,000.00
Remaining			39,776.25

TOTAL THIS TASK: \$1,935.00

Task 0000002 Roundtable Meeting Planning

Professional Personnel

	Hours	Rate	Amount
Managing Associate III			
Sequeira, Christopher	.50	205.00	102.50
Associate I			
Weiman, Phoebe	2.00	105.00	210.00
Totals	2.50		312.50
Total Labor			312.50

Billing Limits	Current	Prior	To-Date
Total Billings	312.50	5,310.00	5,622.50
Limit			6,000.00
Remaining			377.50

TOTAL THIS TASK: \$312.50

Task 0000003 Support Work Plan Assignments

Project	D201801353.02	SCSC Roundtable Facilitation-FY 2020-20	Invoice	164378
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Professional Personnel

	Hours	Rate	Amount	
Managing Associate III				
Jones, Christian	4.00	205.00	820.00	
Totals	4.00		820.00	
Total Labor				820.00

Billing Limits	Current	Prior	To-Date	
Total Billings	820.00	41,606.25	42,426.25	
Limit			45,000.00	
Remaining			2,573.75	
TOTAL THIS TASK:				\$820.00

Task	0000004	Respond to Inquiries		
Billing Limits	Current	Prior	To-Date	
Total Billings	0.00	3,303.75	3,303.75	
Limit			13,000.00	
Remaining			9,696.25	
TOTAL THIS TASK:				0.00

Task	0000005	Prepare/Post Website Content		
Billing Limits	Current	Prior	To-Date	
Total Billings	0.00	4,612.50	4,612.50	
Limit			18,000.00	
Remaining			13,387.50	
TOTAL THIS TASK:				0.00

Task	0000006	Other Direct Costs(ANR, Website Support, Letter Tracker)		
Billing Limits	Current	Prior	To-Date	
Total Billings	0.00	2,300.00	2,300.00	
Limit			8,000.00	
Remaining			5,700.00	
TOTAL THIS TASK:				0.00

TOTAL INVOICE AMOUNT \$3,067.50

	Current	Prior	Total
Billings to Date	3,067.50	105,421.25	108,488.75

Remit to:

E S A
P.O. Box 7209
Carol Stream, IL 60197-7209

TIN #: 94-1698350

Billing Backup

Sunday, May 30, 2021

Environmental Science Associates

Invoice 164378 Dated 5/30/2021

3:37:58 PM

Project	D201801353.02	SCSC Roundtable Facilitation-FY 2020-2021
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Task	0000001	Prepare for, facilitate, and Follow-up 12 Meetings
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Professional Personnel

			Hours	Rate	Amount
Senior Director III					
358	Alverson, Steven	4/1/2021	.50	300.00	150.00
	Participated in an MS Teams meeting with Mike Arnold, Phoebe Weiman, Chris Sequeira, and Andi Jordan regarding restarting the SCSC Roundtable.				
358	Alverson, Steven	4/6/2021	1.00	300.00	300.00
	Participated in a phone call with Andi Jordan regarding scheduling a full SCSC Roundtable meeting and coordinated with ESA staff and Chair Bernald to schedule a planning meeting.				
358	Alverson, Steven	4/7/2021	1.50	300.00	450.00
	Scheduled, prepared for, and participated in the SCSC Roundtable planning meeting with Chair Bernald, Kris Zanardi, and ESA staff.				
358	Alverson, Steven	4/14/2021	.50	300.00	150.00
	Reviewed and asked Phoebe Weiman to distribute Favi Garcia's 4/14/21 email regarding FAA's planned public meeting on the status of the Select Committee recommendations.				
358	Alverson, Steven	4/20/2021	.50	300.00	150.00
	Coordinated with Phoebe Weiman on preparations related to the May full SCSC Roundtable meeting including confirming the Members and Alternates email list, posting Favi Garcia's email to the Roundtable website, and posting the May meeting date.				
Associate I					
11307	Weiman, Phoebe	4/16/2021	1.00	105.00	105.00
	Emails				
11307	Weiman, Phoebe	4/23/2021	1.00	105.00	105.00
	Emails and coordination.				
11307	Weiman, Phoebe	4/28/2021	2.00	105.00	210.00
	website updates and emails				
11307	Weiman, Phoebe	4/29/2021	2.00	105.00	210.00
	website updates and emails				
11307	Weiman, Phoebe	4/30/2021	1.00	105.00	105.00
	website updates and emails				
	Totals		11.00		1,935.00
	Total Labor				1,935.00
	TOTAL THIS TASK:				\$1,935.00

Task	0000002	Roundtable Meeting Planning
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Project	D201801353.02	SCSC Roundtable Facilitation-FY 2020-20	Invoice	164378
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Professional Personnel

			Hours	Rate	Amount	
	Managing Associate III					
10935	Sequeira, Christopher	4/1/2021	.50	205.00	102.50	
	Discuss Roundtable status and ESA staffing with Andi Jordan, Mike Arnold, Chris Sequeira, Steve Alverson, Phoebe Weiman					
	Associate I					
11307	Weiman, Phoebe	4/7/2021	2.00	105.00	210.00	
	SCSC Roundtable meeting planning					
	Totals		2.50		312.50	
	Total Labor					312.50
					TOTAL THIS TASK:	\$312.50

Task 0000003 Support Work Plan Assignments

Professional Personnel

			Hours	Rate	Amount	
	Managing Associate III					
10452	Jones, Christian	4/22/2021	2.50	205.00	512.50	
	IFP Gateway Memo update					
10452	Jones, Christian	4/23/2021	.50	205.00	102.50	
	IFP Gateway Memo update					
10452	Jones, Christian	4/26/2021	1.00	205.00	205.00	
	IFP gateway memo prep					
	Totals		4.00		820.00	
	Total Labor					820.00
					TOTAL THIS TASK:	\$820.00
					Total this Project	\$3,067.50
					Total this Report	\$3,067.50



Project Name		Facilitator & Consultant Services for the Santa Clara/Santa Cruz Counties		
Consultant		Community Roundtable regarding Aviation & Airport Noise Management Issues		
		Environmental Science Associates		
Contract/ Amendment Original Contract	Date	Contract/ Amendment (\$)	Exhibits	Content
	2/14/2019			Scope of Services & Fee Schedule
Amendment No. 1	3/9/2019	\$220,825.00		<i>Revised Consultant's Total Compensation - shall not exceed by -\$8,000</i>
Amendment No. 2	3/9/2019	\$16,161.70		<i>Revised Consultants reimbursable costs - shall not exceed- increased by \$8,000.00</i>
Amendment No. 3-12	12/9/2019	\$ 122,493.35		Total changes to date, total contract value shall not exceed \$359,480.05
Amendment No. 13	6/30/2020	\$180,000.00	✓	2020-2021 Revised scope of work. Total shall not exceed \$180,000 for 2020-2021.
Amendment No. 14	6/30/2020	\$90,000.00		New Task 1
Amendment No. 15	6/30/2020	\$ 6,000.00		New Task 2
Amendment No. 16	6/30/2020	\$45,000.00		New Task 3
Amendment No. 17	6/30/2020	\$13,000.00		New Task 4
Amendment No. 18	6/30/2020	\$18,000.00		New Task 5
Amendment No. 19	6/30/2020	\$ 8,000.00		Direct Expenses
Amendment No. 20	6/12/2021	Change contract end date to 12/31/2021 for Tasks 1-5 and Direct Expenses.		Term of contract extended to 12/31/2021. No additional funds added to 6/30/2020 contract amounts. Expended contract as of 4/30/2021 is \$108,488.75 of \$180,000.00.

Association:
Andi Jordan Executive Director
Cities Association of Santa Clara County
PO Box 3144
Los Altos, CA. 94024
Email: andi@citiesassociation.org

Consultant:
Mike Arnold
Environmental Science Associations 2600
Capitol Avenue, Suite 200
Sacramento, CA 95816
Email: marnold@esassoc.com

SIGNATURE

DATE

Signature

DATE

Logan & Powell LLP
15466 Los Gatos Blvd., Suite 109/217
Los Gatos, CA 95032 USA

Ph:408-402-9542

Fax:408-402-8441

Cities Association of Santa Clara County
P.O. Box 3144
Los Altos, CA
94024 USA

May 7, 2021

Attention:

File #: 1252-01

Inv #: 6366

RE: Assist Santa Clara/Santa Cruz Airport Roundtable

DATE	DESCRIPTION	HOURS	AMOUNT	LAWYER
Apr-15-21	correspondence to Raania, Choppie and Marico re. contract, telephone call with Mary Lynn Bernal	1.10	302.50	KMP
	Totals	1.10	\$302.50	
	Total Fee & Disbursements			\$302.50
	Balance Now Due			\$302.50

TAX ID Number 77-0567537

KATHARINE WELLMAN
ATTORNEY AT LAW
2453 Harborview Drive
San Leandro, CA 94577
(510) 427-3173
katwellman@gmail.com

BILLABLE HOURS
MAY 2021
for
CITIES ASSOCIATION OF SANTA CLARA COUNTY

Date	Description	Hours
5/3/21	Discussion w/Andi re Review of Western Riverside JPA, applicability to CASCC	.2 hr.
5/4/21	Finalized summary of JPA law requested by committee, emailed to Andi	.6 hr.
5/5-6/21	Call w/Andi re JPA issues; JPA committee meeting	.5 hr.
5/7/21	Call w/Andi re pre-meeting preparation; Executive Board Meeting; Email from LCW re status of investigation	1.3 hrs.
5/13/21	Began modifying & responding to comments in JPA agreement	.5 hr.
5/14/21	Call w/Andi re RT meetings and agenda issues; zoom meeting w/Chappie re Clarifying RT direction by Subcommittee & Executive Board	.7 hr.
5/10-17/21	Emails & telephone interviews w/potential legal counsel candidates Call w/Andi re results of discussions; decision to pauses JPA work	1.2 hrs.
5/17/21	Review of outside counsel bills; sent email to LCW requesting review in light of "Not to Exceed" provision in contract;	.2 hr.
5/18/21	Email w/Andi re availability of potential legal counsel candidate	.1 hr.
5/24/21	Call w/Andi re update on attorney search and next steps; review of draft agenda	.2 hr.
5/25-26/21	Emails & call w/Andi re potential concern re Board policy issue	.2 hr.
5/30/21	Review of bill from Logan & Powell	.1 hr.
5/31/21	Review of ESA contract amendment; Email to Executive Board for clarification	.1 hr.

TOTAL HOURS CHARGED FOR LEGAL SERVICES: 5.9 hrs.

PAYMENT DUE FOR LEGAL SERVICES: \$250 x 5.9 hrs. = \$1475.00

TOTAL PAYMENT DUE: \$1475.00



P.O. Box 3144
Los Altos, CA 94024
<https://citiesassociation.org>
408-766-9534

BILLABLE HOURS for SCSC Roundtable
Employee – Executive Director
January – April 2021

Jan-21	\$1,847.05
Feb-21	\$ 718.15
Mar-21	\$ 842.7
Apr-21	\$ 214.65

Executive Director's cost (\$53/hour)	<u>\$3,622.55</u>
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Contractor – Legal Counsel
February – April 2021

Feb-21	\$6,800.00
Mar-21	\$2,450.00
Apr-21	\$ 200.00

Legal Counsel's cost (\$250/hour)	<u>\$9,450.00</u>
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Executive Director	\$3,622.55
Legal Counsel	\$9,450.00

Total Due to CASC for staff time	<u>\$13,072.55</u>
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2453 Harborview Drive
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(510) 427-3173
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BILLABLE HOURS
FEBRUARY 2021
for
CITIES ASSOCIATION OF SANTA CLARA COUNTY

Date	Description	Hours
2/1-2/3/21	Emails, phone calls & texts w/Executive Director re need for legal services; explanation of current situation & pending issues. Reviewed CASC website, videos of prior meetings; Agreed to provide temporary legal services and requested specific documentation from Executive Director. <i>(No charge for this time)</i>	(1.8 hrs.)
2/4/21	Began reviewing agenda, documentation, bylaws, prior meeting agendas & minutes; Memos & letters; potential Brown Act issues; Zoom meeting w/President & Executive Director; follow-up emails; Began preparation for meeting	3.5 hrs.
2/5/21	Text messages w/Executive Director & President requesting additional documents & information; continued preparing for meeting - telephone call w/Executive Director; For additional facts & documents; sat with Executive Board in closed and open sessions; Continued discussion w/Executive Director after meeting ended; text messages w/Executive Director re Saturday Call agenda; Scheduled meeting to discuss agenda and Board closed session issues	4.2 hrs.
2/6/21	Reviewed Brown Act for closed session agenda items & other Brown Act issues	.4 hrs.
2/8/21	Zoom meeting w/President Sayoc & CM Prevetti to discuss recommended items for Closed session; Gave Executive Director language for agenda items; Emails w/Executive Director & President Sayoc re agenda issues; Began reviewing documents re issues for closed session; reviewed posted agendas	3.5 hrs.
2/9/21	Continued reviewing and analyzing documents; emails & calls to Andi for additional info and documents; researched issues	2.8 hrs.
2/10/21	Reviewed & modified script for President Sayoc for closed session; Calls & emails w/Executive Director & President Sayoc; requests for documents; began preparing presentations	4.1 hrs.
2/11/21	Preparation for Closed & Open Session meeting items; Meeting w/President Sayoc to Review agenda items; Sat with and advised Board in Closed session and Regular public meeting of the Board	7.5 hrs.
2/12/21	Telephone call w/Andi re board & RT issues; Telephone call & emails w/insurance agt	.5 hrs.

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2/15-17/21	Email w/Andi re Saturday County call; Call w/Andi re Brown Act issues; Emailed Executive Closed Session item language to Audin; Phone call from Insurance Rep Regarding coverage; Received and reviewed letter re Insurance and forwarded to Board President.	.5 hrs.
2/19/21	Email from Andi re RT citizen complaint	.1 hr.
2/22/21	Emails w/Audin & Andi re special session agenda items	.2 hrs.
2/23/21	Made changes to open session language & emailed to Audin; reviewed LCW contract & made notes for revisions to lower costs; zoom meeting w/Marico & Laurel to discuss closed session item; zoom meeting w/LCW attorney to discuss closed session item issues; made red-lined changes To LCW agreement; left voice mail message for Palo Alto City Attorney Molly Stump.	1.7 hrs.
2/24/21	Sent red-lined changes to Marico & Laurel, made one final change and sent to LCW; Requested info on Ins. Policies; sat and advised Executive Board in special Meeting; emails w/LCW & staff on closed session on March 5 th .	.6 hrs.
2/25/21	Call to Andi re agenda issue; Emails to Andi, Audin, Marico & Laurel re combining closed and open agendas; Email re update on CA Stump contact;	.2 hrs.
2/27/21	Email from Andi re Saturday quorum issue	.1 hr.

TOTAL HOURS CHARGED FOR LEGAL SERVICES: 29.9hrs.

PAYMENT DUE FOR LEGAL SERVICES: \$250 x 29.9 hrs. \$7475.00

= TOTAL PAYMENT DUE: \$7475.00

February Breakdown of Cost:

CASCC = \$675

SCSC RT = \$6800

KATHARINE WELLMAN
ATTORNEY AT LAW
 2453 Harborview Drive
 San Leandro, CA 94577
 (510) 427-3173
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BILLABLE HOURS
MARCH 2021
for
CITIES ASSOCIATION OF SANTA CLARA COUNTY

Date	Description	Hours
3/1/21	Email to LCW inquiry re investigator; Call w/Andi re agenda; Emails re RT emails w/consultant; phone call w/Andi	.2 hrs.
3/3-4/21	Telephone call w/Laurel re investigation concerns; Email from LCW Re investigator from Kramer Workplace; Email to LCW re Friday meeting; Email from Marico re pre-meeting w/LCW	.5 hrs.
3/5/21	Drafted memo re issues to discuss with LCW emailed to parties; Zoom meeting at 2:00 LCW, Marico & Laurel; Meeting w/Executive Board (closed & open sessions); Call to Marico; Email from LCW re interview times; Call w/Andi re investigation; Call w/Chantene re investigation and plans to discuss CASC business	4.1 hrs.
3/7-8/21	Emails w/Andi & Audin re LAC & board agenda; made modifications to both agendas; Emails & call w/Marico & Laurel Call w/Marico re investigation/RT issues; Phone call w/Andi re investigation; Email w/LCW re interview times	.9 hrs.
3/11-13/21	Redlined changes to Agreement with Kramer Workplace; reviewed insurance certif. Emails w/Kramer Workplace re changes & finalizing agreement; phone call w/ Executive Director re agenda, procedures & next steps; prepared for and sat with Board of Director's meeting; debrief after meeting and discussion regarding Organization status documents and committee meeting; Email re review of retention of documents policy; Email req. review of amendment to Planning MOU, requested MOU; Emails & calls w/LCW re interview times; Message from Andi re County Saturday calls	3 hrs.
3/15/21	Email from Molly Stump; text message & telephone call from Andi re County calls Change from County Board of Supervisors – need for me to talk to James Williams County Counsel; sent COI to Andi from Kramer Workplace	.3 hrs.
3/16/21	Reviewed MOU Amendment Regional Countywide Planning Collaborative and made Suggested changes	.2 hrs.
3/17/21	Reviewed emails re Roberts Rules of Order; Reviewed retention schedule; began reviewing JPA documents	.3 hrs.
3/18/21	Call to Chantene Koplow re CASC & RT legal issues (no charge for this time)	(1 hr.)
3/21/21	Reviewed documentation and began redrafting RT letter	1 hr.

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3/22/21	Continued getting information and drafting RT letter; calls w/Andi for facts Final review and modifications based on new facts; Zoom call w/Chappie and Raania	2.5 hrs.
3/23/21	Telephone calls w/Andi, Marico & Lauren re RT issues	.9 hr.
3/30/21	Email from Andi, sent draft email re Brown Act issues; Reviewed contract For legal services, email to Chappie & Marico to get it in Word	.4 hr.
3/31/21	Amended consent item on agenda for Executive Board; Redlined legal contract for Logan & Powell and sent it to Raania	.5 hr.

TOTAL HOURS CHARGED FOR LEGAL SERVICES: 14.8 hrs.

PAYMENT DUE FOR LEGAL SERVICES: \$250 x 14.8 hrs. \$3700.00

= **TOTAL PAYMENT DUE:** **\$3700.00**

March Breakdown of Cost:

CASCC: \$1250

SCSC RT : \$2450

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BILLABLE HOURS
APRIL 2021
for
CITIES ASSOCIATION OF SANTA CLARA COUNTY

Date	Description	Hours
4/2/21	Executive Board Meeting	1.5 hrs.
4/7/21	Reviewed Attorney bills; Researched law & Reviewed JPA material	1.5 hrs.
4/8/21	Continued reviewing JPA material, attended JPA subcommittee meeting; Transportation Subcommittee meeting; Board of Directors meeting; Discussion of issues after meeting w/Executive Director	5 hrs.
4/12-13/21	Emails w/Marico re inquiry regarding investigation and responses; Responded To email from Mary-Lynne Bernald	.4 hrs.
4/14-15/21	Emails w/Mary-Lynne Bernald & Marico responding to requests for additional Information	.4 hrs.
4/20/21	Email & telephone call w/Executive Director re COG alternative; reviewed agreement From Western Riverside COG and researched information on CALCOG & other Sources	.6 hrs.
4/21/21	Continued researching COG & JPA formations; Began summarizing GC provisions Required for JPA agreements requested by committee member	2 hrs.
4/27/21	Telephone call w/Andi re JPA issues, contacting COG executive director to discuss Jurisdictional issues & get copies of agreements	.1 hr.
4/28-29/21	Continued summarizing Joint Exercise of Powers Law for use by committee	1 hr.

TOTAL HOURS CHARGED FOR LEGAL SERVICES: 12.5 hrs.

PAYMENT DUE FOR LEGAL SERVICES: \$250 x 12.5 hrs. = \$3125.00

TOTAL PAYMENT DUE: \$3125.00

Breakdown of Cost:

CASCC=\$2925

SCSC RT=\$200



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 408-766-9534

**BILLABLE HOURS for SCSC Roundtable
 Employee – Executive Director
 January – April 2021**

DATE	DESCRIPTION	HOURS
19-Jan	Chappie Jones staff regarding ad hoc committee	0.1
	communicate w ESA regarding appointments and contact	
20-Jan	information	0.2
	doodle poll for ad hoc meeting and correspondence with	
	SCSC RT Ad Hoc Committee members	0.3
		0.1
3-Jan	Communicate with congressional office re: SFO	0.1
3-Jan	Communicate with SCSC RT Committee Chairs	0.5
	Communicate & prep with attorney, Marico & Chappie	
	regarding SCSC Ad Hoc Committee Proposal	0.5
4-Jan	communicate with ESA regarding code of conduct	0.1
4-Jan	request ESA to send NOISE forum info to RT	0.1
5-Jan	communicate with ProudCity, ESA about website bill.	0.1
	communicate with Ad Hoc Committee, respond to request	
4-Jan	for upcoming meeting information, audit information	0.2
5-Jan	communicate with County staff regarding ad hoc proposal	0.1
5-Jan	communicate with ESA regarding documents on website	0.2
8-Jan	process/post ESA invoice	0.2
	correspondence with the Chair regarding the approved ESA	
8-Jan	Contract	0.1
8-Jan	emails with ad hoc committee regarding link to meetings	0.1
11-Jan	check in call with Evan	0.5
11-Jan	posting SCSC RT Draft plan to agenda and website	0.2
	Communicate & prep with attorney regarding SCSC Ad Hoc	
11-Jan	Committee Proposal	0.2
12-Jan	emails regarding letter to FAA (1/12-13)	0.1
	communicate with SCSC RT member city regarding	
13-Jan	appointments	0.2

	communicate with attorney, Chappie, Larry, Marico	
22-Jan	regarding ad hoc committee	
22-Jan	communicate with member city regarding appointments	0.1
	communicate with Chair, Palo Alto rep regarding meeting	
24-Jan	details.	0.2
25-Jan	communication regarding agenda for 1/27	0.5
25-Jan	received call from SFO	0.2
26-Jan	proudcity/esa emails	0.1
	emails regarding member city's email server rejecting	
26-Jan	emails	0.3
	Communication wit President, Counsel, Larry & Chappie	
26-Jan	regarding representation withdrawing	4
	coordination and communicatoin with ESA regarding	
27-Jan	cancellation	4
	communication with CMs/County of SCSC RT members	
26-Jan	seeking Counsel.	
	communications with ESA team regarding cancelled	
29-Jan	meeting.	0.75
28-Jan	prep for closed session	8
	closed session, follow up work, coordination with President,	
29-Jan	counsel, ESA	8
	follow up and feedback to Executive Board regarding	
30-Jan	statements	0.5
1-Feb	conversations with attorneys	
	coordinating Executive Board meeting in regards to SCSC	
27-Jan	Roundtable and code of ethics	0.75
	communicate with SCCMA, follow up Chair, ESA regarding	
28-Jan	legal counsel	0.75
	communication with Larry & Chappie, legal counsel,	
21-Jan	regarding joint ad hoc committee, creating matrix,	2.5
	continued conversations and communication with legal	
31-Jan	counsel regarding HR issue	
	total	34.85

Hours:	Rate:	Total:
34.85	\$53.00	1847.05

February 2021
Employee – Executive Director

Date	Description	hours
2/1/2021- 2/4/2021	communication with executive board	6
2/1/2021- 2/4/2021	hiring new counsel, bringing new counsel up to speed on issue (communication, emails)	2
2/1-2/8	communication with Chappie/Larry and ESA	1.75
5-Feb	worked with counsel regarding closed/open session for executive board meeting	1.5
4-Feb	engagement letter with Kat Wellman, legal counsel, follow up regarding bylaws, closed session, brown act for close session	0.5
12-Feb	communications - minimum of 129 emails	2
19-Feb	call with legal counsel	0.5
8-Feb	RT citizen complaint	3
2-15/2-16, 2/18	agenda posting for closed session/discussion with counsel	0.5
18-Feb	doodle organize special closed executive session	0.5
19-Feb	email and conversation with RT member jurisdiction regarding Brown Act	0.1
20-Feb	email with ESA to forward communication received to RT	0.1
21-Feb	SCSC RT autoreply email coordination with Larry/Chappie	0.4
22-Feb	communication with Chief Galea (Los Altos) regarding content and tone of email, fw to RT	0.5
22-Feb	review ESA invoice, communication with ESA regarding charges, fw for Chair signature, respond to ESA with invoice changes	0.5
24-Feb	communicate with KAT closed session agenda	0.5
23-Feb	executive board meeting to approve hiring an attorney for HR issue	0.5
	communicate with Jones staff providing distribution list of RT members	0.2
		13.55

Hours:	Rate:	Total:
13.55	53.00	718.15

March 2021
Employee – Executive Director

Date	Description	hours
1-Mar	proudcity invoice/ESA	0.1
1-Mar	communicate with ESA, Executive Board Members, about a possible meeting of the SCSC Roundtable.	1.5
2-Mar	receive signed invoice from chair, file	0.1
15-Mar	Certificate of insurance for investigation - file	0.1
18-Mar	interview (and prep for interview)	9
24-Mar	follow up interview (and prep)	2
18-Mar	communicate with counsel regarding previous RT actions	0.3
3/22/ - 3/25	review correspondence for RT with Counsel	0.4
	communication regarding Retainig Ms. Powell as legal counsel for RT, review engagement, discussion of contract, include on CASC Agenda for BOD approval	0.5
31-Mar	Brown Act issue raised by Chair to President, follow up	1
24-Mar	RT info for President, communication regarding RT pause	0.5
19-Mar	provide counsel with RT documents	0.2
2-Mar	email from ESA regarding upcoming meeting	0.2
		15.9

Hours	Rate:	Total:
15.9	53.00	842.7

April 2021
Employee: Executive Director

DATE	DESCRIPTION	HOURS
1-Apr	meeting with ESA, change in staffing at ESA, follow up with Counsel regarding special meeting.	1
2-Apr	emails regarding attorney for RT, agendizing for approval	0.2
6-Apr	emails with chappie regarding RT meeting	0.1
6-apri & 7 apri	communicate with legal firms regarding billing, add them to payroll, w9	0.75
12-Apr	email with legal	0.1
9-Apr	correspondence with city of palo alto, ESA	0.1
14-Apr	communicate with RT member jurisdiction regarding RT	0.3
14-Apr	receive call from congressional office regarding FAA meeting	0.2
28-Apr	work with ESA on website notice	0.5
9-Apr	process invoice	0.1
30-Apr	receive call, email from SJC regarding upcoming meeting	0.5
20-Apr	work with ESA to communicate with member cities regarding email distribution	0.2
		4.05

Hours:	Rate:	Total:
4.05	53.00	214.65

Jan-21	1847.05
Feb-21	718.15
Mar-21	842.7
Apr-21	<u>214.65</u>

Total Due for Executive	
Director's time	<u>3622.55</u>



REQUEST TO PRESENT TO THE BOARD OF DIRECTORS

Return to executive_director@citiesassociation.org at least 2 weeks prior to the Board Meeting for consideration.

NAME OF ORGANIZATION:

Name of Contact Person: Maya Pace (Chief Program Officer, Lead for America)
Phone: (707) 322-4303
Email: maya.pace@lead4america.org
Presenters: Maya Pace

REQUEST (WHAT WILL BE PRESENTED?):

Lead for America (LFA) is requesting to present information regarding its fellowship program, which provides support for outstanding young leaders with a long-term commitment to service to return to their hometowns. We will provide contact information for interested city leaders to follow up if they would like to bring the hometown fellowship program to their own cities.

About LFA: Lead For America works to ensure that our most dynamic and diverse young talent is working on our communities' toughest challenges. Our flagship program is a paid two-year high impact fellowship with a four-year commitment for leaders ages 21-30 to serve their hometowns. Fellows work full-time alongside community leaders to 1) address critical challenges (such as the housing crisis and public health issues) and 2) recruit other young leaders to return to and remain in the community. LFA has nearly 100 Fellows serving 81 communities in 24 states. The cohort includes Truman, Udall, and Gates Millennium Scholars; 59% of Cohort 2 Fellows are people of color, 76% are women or gender nonconforming, and 47% of Fellows are from family incomes of <\$50k.

RELEVANCE TO THE CITIES ASSOCIATION:

With the COVID pandemic, cities in Santa Clara County are facing dramatic impacts to budgets and services, while staff capacity is stretched thinner than ever. Our fellows receive training and support to add the transformational capacity that cities need, taking on projects that fit the needs of their communities. Fellows already have a demonstrated track record of impact, especially during COVID-19. To date, Fellows have raised tens of millions of dollars, helped steward multi-million dollar emergency loan programs, drafted and implemented strategic plans, and reached thousands of people.



We are excited to speak with the Association to share about our work and find places to collaborate in service of a stronger Santa Clara County.

WHAT ACTION IS REQUESTED OF THE CITIES ASSOCIATION?

This is an informational item, but members are encouraged to reach out, or indicate interest during the presentation to have Lead for America reach out to them, if interested in learning more about the program or hosting a Fellow.

MATERIALS TO BE SENT TO SUPPORT PRESENTATION:

PowerPoint presentation

Locally-rooted, Nationwide

The LFA fellowship program selects, trains, and places leaders ages 21-30 in high-leverage roles within their local communities. The fellowship is a 2-year paid program with an additional 2 year service commitment to the community, encouraging Fellows to become rooted in the the places they love and begin a life of public service. Our Fellows are catalysts for a larger revitalization and are deeply committed to supporting their community's flourishing. LFA has 93 Fellows in 24 states, with two state affiliates in Minnesota and North Carolina.



80%

of hosts rate their Fellow
in top 25% of entry level
employees

100%

of hosts are satisfied or
extremely satisfied with
the fellowship

90%

of Fellows are
committed to serving
their community for the
long term.

Our Fellowship Model: Attracting Dynamic + Diverse Talent

LFA has developed a fellowship model designed to tackle pressing challenges facing local communities -- particularly in places that most fellowship organizations do not reach (i.e. rural & tribal). Our Fellows serve as resource and talent multipliers. They work on carefully crafted project scopes, building capacity to tackle the most critical community challenges, while supporting workforce development & talent attraction

To cover the cost of the program (Fellow scholarships, trainings, and program support), hosts contribute between \$38-\$55k/year depending on cost of living.

*Hosts with high financial need may apply for subsidies.

1 Recruit.

We conduct high-volume, personalized national talent recruitment. In 2018, we received 1,800 registered applicants from 300 different colleges & universities; 3,000 by 2019. Our talent is diverse; in our most recent cohort, 60% are people of color, 79% from family incomes <\$100k, 75% are women.

2 Identify & scope.

We identify dynamic challenges facing local communities, and work closely with local leadership to scope out a project for a Fellow. Host sites include local/tribal government, nonprofits, higher-ed, and local businesses. These project scopes are measured, high-impact, and innovative.

3 Place & match.

Based off the skills required for the project scope, we geo-target qualified candidates who have a connection to the region and coordinate interviews with hosts. We value deep connection to place and match according to long-term desire for candidate to continue serving the community.

4 Train & retain.

Fellows undergo a one-month Training Institute, partnered with higher-ed faculty at Tufts & Harvard University, University of Minnesota & North Carolina. Our program support provides robust emotional & technical support, quarterly retreats, and we measure for geographic retention post-fellowship.

3 Components of the Fellowship:



Project Scope

Bringing added capacity to local challenges

LFA works closely with each host site to craft a project scope that tackles a major challenge facing the community. Fellows work full time on this scope of work alongside their host institution, bringing additional capacity to advance the host's ability to address these challenges. Project scopes are unique to the community, innovative, engage constituents, and intersect multiple issue areas. Past project scopes have ranged from building digital economies, to regional food systems planning, to new immigrant support.



Grant Kirkpatrick | Stockton, CA
Applied for and won a \$10.2 million Transformative Climate Communities grant and is now the lead for the grant's implementation.



Trevaughn Latimer | St. Louis, MO
Aided in directing \$700,000+ in grants and loans to small businesses negatively impacted by COVID-19. Project lead for the economic redevelopment of Pine Lawn.



Emily Kranking | Washington, DC
Developing a 5-year strategic plan to strengthen the Developmental Disabilities Council's communications to activate a narrative change around disabilities.



Ayodeji Aladesanmi | Atlanta, GA
Developed a framework and methodology to provide quarterly economic assessment and analysis of the COVID-19 pandemic for the Atlanta region.

Lead For America offers entrepreneurial training to all Fellows, providing them with mentors and access to statewide and national opportunities to launch, share, and scale their ventures.

Community Venture

Building an innovation economy



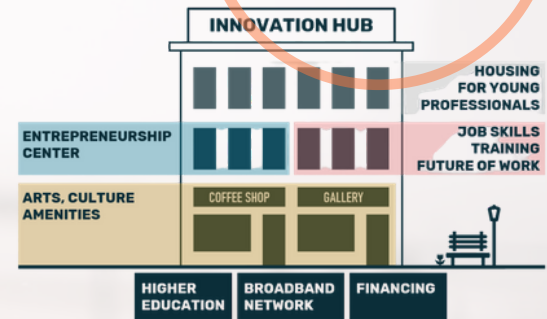
Shandiin Herrera | Monument Valley, UT
Co-coordinated a Covid Relief fund that has raised nearly \$6 million to date and distributed food and PPE to over 10,000 households across the Navajo Nation.



Evan Bonsall | Marquette, MI
Elected in a landslide vote as Marquette's youngest ever City Commissioner. Raised funds to start a pilot emergency home heating repair program for Marquette residents.



Suidi Hashi | Minneapolis, MN
Started Tusaalo Mentoring - a program that provides culturally responsive mentoring for diaspora youth to foster a sense of purpose, leadership, and community.



Center on Rural Innovation ©

Multiplier Effect

Developing workforce through talent attraction



Each quarter, Fellows complete a deliverable to prepare them to be a talent multiplier by Year 2. The Listening Tour acts as a stakeholder & needs analysis, Community Envisioning includes focus group facilitation & workshops, the Opportunity Portfolio is an inventory of workforce shortages and place-based attractions. LFA collects this data and provides a region-specific matching service for the additional talent that Fellows recruit to the region.



Joe Grochmal | Great Barrington, MA
Launched GB Labs, a program that matches young talent in Great Barrington with local organizations and businesses struggling during COVID-19.



Julian Davila | Imperial County, CA
Works in a county with one of the highest unemployment rates in the nation. Will aid in the use of the Workforce Innovation Act to build a pipeline of talent for the county.



John Cooper | Jackson, MS
Built an internship program to connect young leaders with capacity needs across the City government. Bringing together local leaders to build a pipeline of talent for the city.



Mackenzi Lafferty | Aledo, IL
Leading the effort to build a rural remote program to recruit and retain technological talent from and to Aledo. Supporting outreach to local universities and colleges, along with code camps for children.



P.O. Box 3144
Los Altos, CA 94024
<https://citiesassociation.org>
408-766-9534

May 18, 2021

Commissioners
The Mental Health Services Oversight & Accountability Commission
1325 J Street, Suite 1700
Sacramento, CA 95814

Via email: mhsoac@mhsoac.ca.gov

Subject: Support for Santa Clara County's Innovation Plan

Dear Commissioners,

We write today on behalf of the Cities Association of Santa Clara County (CASCC), 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.

As leaders in Santa Clara County, we write to express our support for Agenda Item 4: Santa Clara County's Innovation Plan, the Santa Clara County's MHSA INN-15 Project and urge you to approve.

Our community came together in June 2020 concerned about the number of officer encounters around the nation that have ended in avoidable tragedies. The Community Mobile Response program will not only have an important impact on Santa Clara County, but also tests a new model that can potentially serve as a resource for many other communities across the State.

We look to the police not just to enforce laws but also to respond to calls related to a variety behavioral health needs including mental health, substance use, homelessness, truancy, family conflict, and welfare checks. Last summer, our community sent a clear message to our elected leaders: We must reduce the level of police response to these emergency calls that are not criminal in nature. Diverting these calls to professionals and peers solely focused on the actual needs of the individuals involved will avoid excessive uses of force, incarceration, injury and, in worst cases, death. Santa Clara County's MHSA INN-15 creates a Community Mobile Response Program--a trauma informed and community rooted approach to respond and best meet the needs of adults experiencing a crisis.

In situations where a person in crisis fears or does not trust police the situation can escalate when an officer responds. Racial bias also plays a significant role as police officers are historically more likely to use excessive force when responding to Black residents and other people of color. Cultural differences can also affect the type of care certain people receive when interacting with family members as well as creating distrust or misunderstandings when police officers get involved. When community-based crisis counselors and peers—the personnel to be employed by the Community Mobile Response--respond to an individual in crisis, the person is more likely to accept help and the crisis de-escalates.

The Community Mobile Response model also includes important components of follow-up after the crisis to connect individuals with services and prevent future crises, as well as facilitating on-going community input and education. That feature leverages the many assets in neighborhoods across the County. This alternative community response was created by reviewing and studying several models being developed throughout the United States and receiving much input from the community.

We pledge to engage in a community-wide effort to train Santa Clara County residents to reach out to the new Community Mobile Crisis as an alternative to law enforcement. Please give us the opportunity to do so by approving Santa Clara County Innovation Project.

Thank you for your consideration.

Sincerely,

Marico Sayoc
President, Cities Association
Mayor, Los Gatos

Andi Jordan
Executive Director