



Executive Board Meeting Agenda

Virtual Meeting via Zoom

August 5, 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
1a. Approval of May Executive Board of Directors Meeting Minutes Attachment: Minutes
1b. Receive financial management report for the period ending June 30, 2022 Attachment: Management Report
2. The Executive Board reviews and recommends approval of the Workplan
Attachment: Proposed Workplan
3. JPA Circulation Update (Baum)

4. Agendas for Meetings in August

4a. Discuss and approve agenda for the August Board of Directors meeting (Jones)

Proposed Agenda:

1. Consent Agenda
 - a. Approval of June 23 Board of Directors Special Meeting Minutes
 - b. Adoption of Resolution to Continue Meeting Exclusively Over Zoom (Resolution and Staff Report)
2. Presentation on Racial Justice (Board Priority)
3. Overview of Islamophobia; presented by Maha Engenaidi
4. Presentation on Board Member Development (Board Priority)
5. Overview of Elected Officials & Appointed Staff Relationships; presented by Kevin Duggan, Former Mountain View City Manager
6. The Board of Directors reviews and approves the Workplan
7. Legislative Action Committee Update (Fligor)
8. SCCCMA Report (Barnes)
9. Executive Director Report (Sirkay)
10. Joys and Challenges

Attachment: [Request to Present](#)

4b. Discuss and approve agenda for the August Legislative Action Committee meeting (Fligor)

Proposed Agenda:

1. Consent Agenda
 - a. Approval of June Legislative Action Committee Meeting Minutes
2. Complete Streets Legislation
SB 932 (Portantino D) General plans: circulation element: bicycle and pedestrian plans and traffic calming plans.
3. Affordable Housing Legislation
 - a. AB 2011 (Wicks D) Affordable Housing and High Road Jobs Act of 2022
 - b. AB 916 (Salas D) Zoning: accessory dwelling units: bedroom addition
 - c. SB 897 (Wieckowski D) Accessory dwelling units: junior accessory dwelling units

4. Parking Legislation AB 2097 (Friedman D) Residential, commercial, or other development types: parking requirements.
5. Environment Legislation a. AB 1985 (Rivas, Robert D) Organic waste: recovered organic waste product procurement targets b. SB 833 (Dodd, B) Community Energy Resilience Act of 2022
6. Announcements and Future Agenda Items
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. Closed captioning will be enabled for this meeting. For instructions on how to view the closed captioning, please refer to [this Zoom help page](#).

Additional accommodations are available upon request. Please contact our Board Clerk, Audin Leung, at audin@citiesassociation.org at least three business days prior to the meeting to submit a request for accommodations.



Executive Board Meeting Minutes

Virtual Meeting via Zoom

May 6, 2022 3:00 PM

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

Agenda in Black / **Minutes in Red**

Executive Board Members

President	Hon. Chappie Jones, San José
1 st Vice President	Hon. Margaret Abe-Koga, Mountain View
2 nd VP / LAC Chair	Hon. Neysa Fligor, Los Altos
Secretary-Treasurer	Hon. Rich Constantine, Morgan Hill
Past President	Hon. Marico Sayoc, Los Gatos

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

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

Members in attendance (5/5):

President	Jones (San Jose)
1 st VP	Abe-Koga (Mountain View)
2 nd VP & LAC Chair	Fligor (Los Altos)
Secretary/Treasurer	Constantine (Morgan Hill)
Past President	Sayoc (Los Gatos)

Others in attendance:

- Joanne Benjamin, Acting Executive Director
- Sarah Zarate, SCCMA Representative
- Gary Baum, Counsel
- Audin Leung, Clerk
- Raania Mohsen, Office of Vice Mayor Chappie Jones

1. Consent Agenda (3:03-3:05)
1a. Approval of March Executive Board of Directors Meeting 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
Motion to approve consent agenda by Abe-Koga. Seconded by Constantine. Motion adopted 5-0-0-0.
2. Consideration of Approval of FY 2022-23 Budget (3:05-3:45)
Motion by Sayoc to recommend adoption of proposed budget option 1 to the Board of Directors with the modification of having the five cities whose dues would

be less than last year under the option 1 formula (i.e. Los Altos, Los Altos Hills, Los Gatos, Monte Sereno, and Saratoga) instead keep the same dues that were set for FY 2021-22, and use the differential amount between the formula dues that they would have paid and the dues consistent with the FY 2021-22 schedule to fund CASCC reserves; and request the Acting Executive Director to investigate the source of the formula used in proposed budget option 1. Seconded by Fligor. Motion adopted 5-0-0-0.

Motion by Abe-Koga to direct the Secretary-Treasurer to study past formulas and come up with a new formula for the city dues schedule that takes into account changes in cities' population sizes that have occurred since the past formulas were developed. Seconded by Fligor. Motion adopted 5-0-0-0.

3. Update on plans for the June General Membership Meeting (3:45-3:50)

4. Agendas for Meetings in May (3:45-3:55)

4a. Discuss and approve agenda for the May Board of Directors meeting (Jones)

1. Consent agenda
 - a. Approval of April Board of Directors Meeting Minutes
 - b. Receive financial management report
 - c. Approval of Baird + Driskell Invoice for work related to the Planning Collaborative
 - d. 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 Dues
3. Legislative Action Committee Update
4. SCCCMA Update
5. Executive Director Update
6. Joys and Challenges

4b. Discuss and approve agenda for the May Legislative Action Committee meeting (Fligor)

Motion by Fligor to approve proposed May agendas. Seconded by Constantine. Motion adopted 5-0-0-0.

5.	Santa Clara County City Managers Association Update
6.	Executive Director Update

PUBLIC COMMENT

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

ADJOURNMENT

Respectfully submitted,



Audin Leung

Clerk of the Board

DRAFT

Management Report

Cities Association of Santa Clara County
For the period ended July 1, 2022



Prepared by
Bestbooks4u Bookkeeping excellence

Prepared on
July 6, 2022

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Profit and Loss

June 30 - July 1, 2022

	Total	
	Jun 30 - Jul 1, 2022	Jun 30 - Jul 1, 2021 (PY)
INCOME		
4000 INCOME		
4010 Membership Dues		149,957.07
Total 4000 INCOME		149,957.07
Total Income	0.00	149,957.07
GROSS PROFIT	0.00	149,957.07
EXPENSES		
6000 GENERAL OFFICE		
6120 Bank Service Charges	3.00	3.00
6162 Hospitality		1,000.00
6615 Office/General Administrative Expenses	107.00	107.00
Total 6000 GENERAL OFFICE	110.00	1,110.00
OFFICE PERSONNEL_CONSULTANTS		
6153 Contractors		13,135.00
6300 Legal & Professional Fees		
6310 Accounting Services	300.00	
6320 Attorney Services	608.00	819.00
6350 Roundtable consultant and technical services		2,016.00
Total 6300 Legal & Professional Fees	908.00	2,835.00
Total OFFICE PERSONNEL_CONSULTANTS	908.00	15,970.00
Total Expenses	1,018.00	17,080.00
NET OPERATING INCOME	-1,018.00	132,877.07
NET INCOME	\$ -1,018.00	\$132,877.07

Balance Sheet

As of July 1, 2022

	Total
ASSETS	
Current Assets	
Bank Accounts	
1001 Checking - Union Bank	53,064.99
Total Bank Accounts	53,064.99
Other Current Assets	
1300 LAIF Funds	24,740.66
1395 Accrued Interest	-53.62
Total Other Current Assets	24,687.04
Total Current Assets	77,752.03
Fixed Assets	
1500 Machinery and Equipment	2,203.41
1700 Accumulated Depreciation	-1,926.59
Total Fixed Assets	276.82
TOTAL ASSETS	\$78,028.85
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	10,623.00
Total Accounts Payable	10,623.00
Credit Cards	
2200 First National Bank of Omaha	353.40
FNBO_2nd	384.59
Total Credit Cards	737.99
Total Current Liabilities	11,360.99
Total Liabilities	11,360.99
Equity	
1110 Unrestricted Fund Balance	31,999.94
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	-300.00
Total Equity	66,667.86
TOTAL LIABILITIES AND EQUITY	\$78,028.85

Profit and Loss by Class

June 30 - July 1, 2022

	CASCC	TOTAL
INCOME		
Total Income		0.00
GROSS PROFIT	0.00	0.00
EXPENSES		
6000 GENERAL OFFICE		0.00
6120 Bank Service Charges	3.00	3.00
6615 Office/General Administrative Expenses	107.00	107.00
Total 6000 GENERAL OFFICE	110.00	110.00
OFFICE PERSONNEL_CONSULTANTS		0.00
6300 Legal & Professional Fees		0.00
6310 Accounting Services	300.00	300.00
6320 Attorney Services	608.00	608.00
Total 6300 Legal & Professional Fees	908.00	908.00
Total OFFICE PERSONNEL_CONSULTANTS	908.00	908.00
Total Expenses	1,018.00	1,018.00
NET OPERATING INCOME	-1,018.00	-1,018.00
NET INCOME	\$ -1,018.00	\$ -1,018.00

Monthly Reports:Monthly Summary VENDOR Expenses

June 2022

	Total
Adobe	33.98
Aiden - Kristen Leung	806.01
American Trust	303.01
Best Buy	65.60
Canva	12.95
Gusto	178.40
Hunger at Home	1,898.15
Intuit	105.00
Joanne Benjamin	8,325.00
Law Office of Gary M Baum	6,079.50
Liebert Cassidy Whitmore	608.00
Microsoft	37.50
Norton	104.99
Peninsula Storage Center	107.00
Union Bank	3.00
Verizon	30.30
Winchester Mystery House	2,405.00
www.1and1.com	20.17
Zoom.us	113.50
TOTAL	\$21,237.06

Statement of Cash Flows

June 30 - July 1, 2022

	Total
OPERATING ACTIVITIES	
Net Income	-1,018.00
Adjustments to reconcile Net Income to Net Cash provided by operations:	
2000 Accounts Payable	-1,102.00
FNBO_2nd	107.00
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	-995.00
Net cash provided by operating activities	-2,013.00
NET CASH INCREASE FOR PERIOD	-2,013.00
Cash at beginning of period	55,077.99
CASH AT END OF PERIOD	\$53,064.99

A/R Aging Summary

As of July 1, 2022

This report contains no data for your specified date range.



*A Unified Voice for the 15 Cities
of Santa Clara County*

CASCC Workplan: July 2022-December 2022

July:

No formal meetings

Board of Directors Meeting August 11:

- Overview of Islamophobia (Racial Justice) – Presenter: Maha Elgenaidi, Founder and Innovation Director of Islamic Networks Group (ING)
- Elected Officials & Appointed Staff Relationships (Board Member Development) – Presenter: Kevin Dugan, former City Manager of Campbell and Mountain View; has served as President of both the City Manager’s Department of the League of California Cities and Cal-ICMA. Contact Person: Steve Preminger

Board of Directors Meeting September 8:

- Discussion: CASCC Dues Structure (Operational Goals)
- Discussion: Formation of JPA (Joint Powers Authority) (Operational Goals) – Contact: Margaret Abe-Koga & Gary Baum
- Possible longer discussion of Elected Officials & Appointed Staff Relationships

Board of Directors Meeting October 13:

- Appointment of Nominating Committee for 2023 Officers
- VTA Update (Local Control Items of Interest) – Presenter: Margaret Abe Koga, VTA Board Member
- Transportation Updates: Caltrain & MTC - Contacts Glenn Hendricks (Caltrain) & Margaret Abe-Koga (MTC)

Board of Directors Meeting November 10:

- Nominating Committee Report
- Update Planning Collaborative (Local Control Items of Interest – Presenter Paul Peninger
- Update BAAQMD Air Quality Concerns (Climate Protection) Contacts- Margaret Abe-Koga & Sergio Lopez
- Update: Water & Drought Conditions (Climate Protection) Contact – Linda LeZotte

Holiday Party – General Membership Meeting December 8:

- New Board Installed
- Thank You – 2022 CASCC President Jones



NAME OF ORGANIZATION: ISLAMIC NETWORKS GROUP (ING)

Name of Contact Person: Maha Elgenaidi

Phone: 408-393-8202

Email: Elgenaidi@ing.org

Presenters: Maha Elgenaidi

REQUEST (WHAT WILL BE PRESENTED?):

An overview of islamophobia, what it is, its roots, how it's disseminated and its impact on Muslim Americans.

RELEVANCE TO THE CITIES ASSOCIATION:

Related to your priorities in racial justice, equity and inclusion

WHAT ACTION IS REQUESTED OF THE CITIES ASSOCIATION?

I will need an LCD projector to connect my laptop for the presentations.

MATERIALS TO BE SENT TO SUPPORT PRESENTATION:

Links to gain a better understanding of Muslims and their Faith:

[Getting to Know Muslim Americans and Their Faith Presentation - Islamic Networks Group \(ING\)](#)

[Answers to Frequently Asked Questions About Islam and Muslims - Islamic Networks Group \(ING\)](#)

[A Closer Look at Sharia in the United States - Islamic Networks Group \(ING\)](#)