



Executive Board Meeting Agenda

**Virtual Meeting via Zoom
January 6, 2023 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 (Abe-Koga, 3:00 PM)

CLOSED SESSION

Closed Session Pursuant to Government Code Section 54957(b)(1), PUBLIC EMPLOYMENT
(Interview of Candidates for General Counsel)

OPEN SESSION

1. Consent Agenda
1a. Approval of November and December Executive Board Meeting Minutes Attachment: November Minutes , December Minutes
1b. If available, receive financial management report for the period ending October 31, 2022 and November 30, 2022.

Attachment: Management Report
2. Agendas for Meetings in January
<ol style="list-style-type: none">1. Consent<ol style="list-style-type: none">a. Approve Nov Board of Directors meeting minutesb. Receive Oct and Nov 2022 financial reportsc. Adoption of Resolution to Continue Meeting Exclusively Over Zoom2. Ratification of Approval of Agreement with the County of Santa Clara to provide General Counsel services to CASCC3. Goal Setting for 20234. SCCCMA Update5. Executive Director's Update <p>Adjourn</p>
3. Santa Clara County City Managers Association Update (McCarthy)
4. Executive Director Update

PUBLIC COMMENT

ADJOURNMENT

PUBLIC COMMENT

Members of the public wishing to comment on an item on the agenda may do so in the following ways:

1. Email comments to audin@citiesassociation.org
 - Emails will be forwarded to the Executive Board of Directors
 - **IMPORTANT:** identify the Agenda Item number in the subject line of your email. All emails received will be entered into the record for the meeting.
2. Provide oral public comments during the meeting:

- When the Chair announces the item on which you wish to speak, click the “raise hand” feature in Zoom. Speakers will be notified shortly before they are called to speak.
- When called to speak, please limit your comments to the time allotted (up to 3 minutes, at the discretion of the Chair).
- Phone participants:
 - *6 - Toggle mute/unmute
 - *9 - Raise hand

ACCESSIBILITY

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



Executive Board Meeting Agenda

November 4, 2022 3:00 PM | Virtual Meeting Via Zoom

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

Agenda in black / Minutes in red

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

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

Members in attendance (5/5): Jones, Abe-Koga, Fligor, Constatine, Sayoc

Others in attendance:

- Gary Baum, Legal Counsel
- Zane Barnes, SCCMA Representative
- Shali Sirkay, Interim Executive Director
- Raania Mohsen, Office of Vice Mayor Chappie Jones
- Audin Leung, Clerk

1. Consent Agenda
Motion to approve consent agenda by Abe-Koga. Seconded by Sayoc. Motion adopted 5-0-0-0.
1a. Approval of Minutes from the October 7, 2022 Executive Board Meeting.
1b. If available, receive financial management report for the period ending September 30, 2022.
2. November Board of Directors Meeting Agenda

Discuss and approve agenda for the Board of Directors meeting on November 10, 2022. (Jones)

Proposed Agenda:

1. Consent Agenda
 - a. Approval of October Board of Directors Meeting Minutes
 - b. Receive Financial Management Report for the period ending September 30, 2022
 - c. Calendar of Meetings in 2022
 - d. Adoption of a Resolution to Continue Meeting Virtually Using Zoom For a Period of 30 Days
2. Racial Justice Committee Recommendations Update: Use of Virtual Reality Training for Crisis Intervention (Jones)
3. Planning Collaborative Update (B+D Planning)
4. Vote on Nominations for 2023 Executive Committee
5. Approval of an Amendment to the Contract with Vaishali ("Shali") Sirkay to increase the not to exceed by \$35,000 and to extend the Agreement until March 31, 2022
6. Santa Clara County City Managers Association Update (Barnes)
7. Executive Director Update (Sirkay)
8. Joys and Challenges

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

3. Update on Upcoming Events (Sirkay)

- Council Development Event: Working Effectively With Your Elected Colleagues, the Manager, & Staff presented by Kevin Duggan – November 10, 2022
- Holiday Party – December 8, 2022
 - 2022 City Champion Award

4. Santa Clara County City Managers Association Update (Barnes)

5. Executive Director Update (Sirkay)

PUBLIC COMMENT

There was no public comment given.

ADJOURNMENT

Respectfully submitted,



Audin Leung
Clerk of the Board

DRAFT



Executive Board Special Meeting Minutes

December 23, 2023 3:00 PM / Virtual Meeting via Zoom

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

Agenda in Black / Minutes in red

WELCOME AND ROLL CALL – 3:00 PM

Members in attendance (4/4):
Abe-Koga, Klein, Fligor, Walia

Others in attendance:

- Gary Baum, General Counsel
- Shali Sirkay, Interim Executive Director

AGENDA

1. Approve Agreement for Interim General Counsel Services

Motion by Fligor to approve agreement for Interim General Counsel Services. Seconded by Klein. Motion adopted 4-0-0-0.

PUBLIC COMMENT

There were no members of the public wishing to speak.

ADJOURNMENT

Respectfully submitted,



Audin Leung
Clerk of the Board

DRAFT

Management Report

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



Prepared by
Bestbooks4u Bookkeeping excellence

Prepared on
December 14, 2022

Table of Contents

Profit and Loss3

Balance Sheet.....5

Profit and Loss by Class6

Monthly Reports:Monthly Summary VENDOR Expenses7

Statement of Cash Flows.....8

A/R Aging Summary9

Profit and Loss

July - November, 2022

	Total	
	Jul - Nov, 2022	Jul - Nov, 2021 (PY)
INCOME		
4000 INCOME		
4010 Membership Dues	186,073.00	236,363.42
4080 Grant Income	123,062.00	
Total 4000 INCOME	309,135.00	236,363.42
4999 Uncategorized Income	34,044.00	
Total Income	343,179.00	236,363.42
GROSS PROFIT	343,179.00	236,363.42
EXPENSES		
6000 GENERAL OFFICE		
6120 Bank Service Charges	17.40	15.00
6162 Hospitality		849.83
6180 Insurance		750.83
6610 Postage and Delivery	101.00	82.05
6615 Office/General Administrative Expenses	595.00	535.00
6620 Software Licenses	1,599.64	1,862.64
Total 6000 GENERAL OFFICE	2,313.04	4,095.35
6700 Reimbursable Expense	158.97	
Office		
6880 Telephone	151.50	151.50
Total Office	151.50	151.50
OFFICE PERSONNEL_CONSULTANTS		
6152 Consultants	22,092.50	
6153 Contractors		13,135.00
6300 Legal & Professional Fees	5,260.50	
6310 Accounting Services	2,267.50	2,177.50
6320 Attorney Services	12,328.00	26,992.99
6350 Roundtable consultant and technical services	6,583.50	95,115.00
Total 6300 Legal & Professional Fees	26,439.50	124,285.49
6565 Payroll Service Fees	336.00	495.00
6568 Workers Compensation	9,475.00	253.03
6575 Payroll Wages/Salary	26,419.50	51,335.73
6580 Payroll Taxes	1,582.56	3,927.19
Total OFFICE PERSONNEL_CONSULTANTS	86,345.06	193,431.44
Total Expenses	88,968.57	197,678.29
NET OPERATING INCOME	254,210.43	38,685.13
OTHER INCOME		
7030 Other Income	13,000.00	
Total Other Income	13,000.00	0.00
NET OTHER INCOME	13,000.00	0.00

	Total	
	Jul - Nov, 2022	Jul - Nov, 2021 (PY)
NET INCOME	\$267,210.43	\$38,685.13

Balance Sheet

As of November 30, 2022

	Total
ASSETS	
Current Assets	
Bank Accounts	
1001 Checking - Union Bank	211,058.41
Total Bank Accounts	211,058.41
Other Current Assets	
1300 LAIF Funds	24,740.66
1395 Accrued Interest	-53.62
Total Other Current Assets	24,687.04
Total Current Assets	235,745.45
Fixed Assets	
1500 Machinery and Equipment	2,203.41
1700 Accumulated Depreciation	-1,926.59
Total Fixed Assets	276.82
TOTAL ASSETS	\$236,022.27
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	6,568.50
Total Accounts Payable	6,568.50
Credit Cards	
2200 First National Bank of Omaha	343.23
FNBO_2nd	254.00
Total Credit Cards	597.23
Total Current Liabilities	7,165.73
Total Liabilities	7,165.73
Equity	
1110 Unrestricted Fund Balance	-73,321.81
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	267,210.43
Total Equity	228,856.54
TOTAL LIABILITIES AND EQUITY	\$236,022.27

Profit and Loss by Class

July - November, 2022

	CASCC	Not Specified	TOTAL
INCOME			
4000 INCOME			0.00
4010 Membership Dues	170,288.00	15,785.00	186,073.00
4080 Grant Income	123,062.00		123,062.00
Total 4000 INCOME	293,350.00	15,785.00	309,135.00
4999 Uncategorized Income	34,044.00		34,044.00
Total Income	327,394.00	15,785.00	343,179.00
GROSS PROFIT	327,394.00	15,785.00	343,179.00
EXPENSES			
6000 GENERAL OFFICE			0.00
6120 Bank Service Charges	17.40		17.40
6610 Postage and Delivery	101.00		101.00
6615 Office/General Administrative Expenses	595.00		595.00
6620 Software Licenses	1,599.64		1,599.64
Total 6000 GENERAL OFFICE	2,313.04		2,313.04
6700 Reimbursable Expense	158.97		158.97
Office			0.00
6880 Telephone	151.50		151.50
Total Office	151.50		151.50
OFFICE PERSONNEL_CONSULTANTS			0.00
6152 Consultants	22,092.50		22,092.50
6300 Legal & Professional Fees	5,260.50		5,260.50
6310 Accounting Services	2,267.50		2,267.50
6320 Attorney Services	12,328.00		12,328.00
6350 Roundtable consultant and technical services	6,583.50		6,583.50
Total 6300 Legal & Professional Fees	26,439.50		26,439.50
6565 Payroll Service Fees	336.00		336.00
6568 Workers Compensation	9,475.00		9,475.00
6575 Payroll Wages/Salary	26,419.50		26,419.50
6580 Payroll Taxes	1,582.56		1,582.56
Total OFFICE PERSONNEL_CONSULTANTS	86,345.06		86,345.06
Total Expenses	88,968.57	0.00	88,968.57
NET OPERATING INCOME	238,425.43	15,785.00	254,210.43
OTHER INCOME			
7030 Other Income	13,000.00		13,000.00
Total Other Income	13,000.00	0.00	13,000.00
NET OTHER INCOME	13,000.00	0.00	13,000.00
NET INCOME	\$251,425.43	\$15,785.00	\$267,210.43

Monthly Reports:Monthly Summary VENDOR Expenses

November 2022

	Total
Adobe	33.98
Bestbooks4U	212.50
Canva	12.95
Gusto	75.00
Intuit	115.00
Law Office of Gary M Baum	13,167.00
Microsoft	37.50
Peninsula Storage Center	127.00
Union Bank	3.00
Verizon	30.30
Zoom.us	113.50
TOTAL	\$13,927.73

Statement of Cash Flows

July - November, 2022

	Total
OPERATING ACTIVITIES	
Net Income	267,210.43
Adjustments to reconcile Net Income to Net Cash provided by operations:	
2000 Accounts Payable	-111,086.25
2200 First National Bank of Omaha	-10.17
FNBO_2nd	-130.59
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	-111,227.01
Net cash provided by operating activities	155,983.42
NET CASH INCREASE FOR PERIOD	155,983.42
Cash at beginning of period	55,074.99
CASH AT END OF PERIOD	\$211,058.41

A/R Aging Summary

As of November 30, 2022

This report contains no data for your specified date range.