



# Executive Board Special Meeting Agenda

**March 3, 2023 2:00 PM | Hybrid Meeting**

Virtual and In-Person at the Mountain View City Hall Atrium Conference Room

600 Castro Street, Mountain View, CA 94022

Join virtual meeting [here](#)

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*Executive Board*

**President**

Hon. Margaret Abe-Koga, Mountain view

**1<sup>st</sup> Vice President**

Hon. Neysa Fligor, Los Altos

**2<sup>nd</sup> Vice President**

Hon. Larry Klein, Sunnyvale

**Secretary-Treasurer**

Hon. Tina Wali, Saratoga

**Member At-Large**

Hon. Hung Wei, Cupertino

**Santa Clara City Managers' Association Representative (Ex-Officio)**

Kimbra McCarthy, Mountain View City Manager

**Executive Director (Ex-Officio)**

Shali Sirkay

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

## **WELCOME AND ROLL CALL (Abe-Koga, 2:00 PM)**

### **ORAL COMMUNICATIONS FROM THE PUBLIC ON NONAGENDIZED ITEMS**

*This portion of the meeting is reserved for persons wishing to address the Executive Board on any matter not on the agenda. State law prohibits the Executive Board from discussing and/or acting on non-agenda items.*

<b>1. Consent Agenda</b>
1a. Approval of minutes from the Executive Board meeting on February 3, 2023 Attachment: <a href="#">Draft Minutes</a>
1b. Receive December 2022 and January 2023 financial reports Attachment: <a href="#">Management Report</a>
<b>2. Executive Board of Directors Meeting Time Change</b>
<b>3. Review March Agendas</b>
3a. Legislative Action Committee Meeting Agenda Attachment: <a href="#">Proposed Agenda</a>
3b. Board of Directors Meeting Agenda Attachment: <a href="#">Proposed Agenda</a>
<b>4. Santa Clara County City Managers Association Update</b>
<b>5. Executive Director Update</b>
Workshop with Kevin Duggan: Working Effectively With Your Elected Colleagues, the Manager, and Staff

## **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](mailto: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](mailto: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

**February 3, 2023 11:00 AM | Hybrid Meeting**

Virtual and in-person in the Atrium Conference Room  
Mountain View City Hall - 600 Castro Street, Mountain View, CA 94022

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## Executive Board

### **President**

Hon. Margaret Abe-Koga, Mountain view

### **1st Vice President**

Hon. Neysa Fligor, Los Altos

### **2<sup>nd</sup> Vice President**

Hon. Larry Klein, Sunnyvale

### **Secretary-Treasurer**

Hon. Tina Wali, Saratoga

### **Member At-Large**

Hon. Hung Wei, Cupertino

### **Santa Clara City Managers' Association Representative (Ex-Officio)**

Kimbra McCarthy, Mountain View City Manager

### **Interim Executive Director (Ex-Officio)**

Shali Sirkay

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

**WELCOME AND ROLL CALL (Abe-Koga, 11:00 AM)**

<b>1. Consent Agenda</b>
The consent agenda was unanimously approved by the Executive Board.
1a. Approval of Executive Board Meeting Minutes (January 6, 2023)
1b. Receive December Financial Report
<b>2. Review February Agendas</b>
The February Agendas were unanimously approved by the Executive Board with changes discussed during the meeting.
2a. City Selection Committee Meeting
2b. Board of Directors Meeting
<b>3. Santa Clara County City Managers Association Update (McCarthy)</b>
<b>4. Executive Director Update</b>

**PUBLIC COMMENT**

There was no public comment received on non-agenda items.

**ADJOURNMENT**

# Management Report

Cities Association of Santa Clara County  
For the period ended January 31, 2023



Prepared by

**Bestbooks4u Bookkeeping excellence**

Prepared on

**February 21, 2023**

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# Profit and Loss

July 2022 - January 2023

	Total	
	Jul 2022 - Jan 2023	Jul 2021 - Jan 2022 (PY)
<b>INCOME</b>		
4000 INCOME		
4010 Membership Dues	186,073.00	236,363.42
4050 Membership Dinners - Proceeds	4,547.40	
4060 LAIF INCOME		249.08
4080 Grant Income	123,062.00	
<b>Total 4000 INCOME</b>	<b>313,682.40</b>	<b>236,612.50</b>
4999 Uncategorized Income	34,044.00	
<b>Total Income</b>	<b>347,726.40</b>	<b>236,612.50</b>
<b>GROSS PROFIT</b>	<b>347,726.40</b>	<b>236,612.50</b>
<b>EXPENSES</b>		
6000 GENERAL OFFICE		
6112 Advertising/Promotional	72.07	
6115 Website Update	600.00	600.00
<b>Total 6112 Advertising/Promotional</b>	<b>672.07</b>	<b>600.00</b>
6120 Bank Service Charges	23.40	21.00
6162 Hospitality	5,446.58	849.83
6180 Insurance		900.99
6550 Supplies and Equipment	117.04	
6610 Postage and Delivery	128.90	297.13
6615 Office/General Administrative Expenses	849.00	749.00
6620 Software Licenses	2,225.50	2,443.50
<b>Total 6000 GENERAL OFFICE</b>	<b>9,462.49</b>	<b>5,861.45</b>
6700 Reimbursable Expense	158.97	
EVENT EXPENSES	212.80	
Office		
6880 Telephone	212.18	212.10
<b>Total Office</b>	<b>212.18</b>	<b>212.10</b>
OFFICE PERSONNEL_CONSULTANTS		
6153 Contractors	58,967.50	13,135.00
6300 Legal & Professional Fees	17,482.50	
6310 Accounting Services	3,017.50	7,116.00
6320 Attorney Services	14,060.50	40,331.99
6350 Roundtable consultant and technical services		103,210.17
<b>Total 6300 Legal &amp; Professional Fees</b>	<b>34,560.50</b>	<b>150,658.16</b>
6565 Payroll Service Fees	481.98	681.00
6568 Workers Compensation		110.39
6575 Payroll Wages/Salary	26,419.50	56,625.48
6580 Payroll Taxes	1,582.56	4,331.85
<b>Total OFFICE PERSONNEL_CONSULTANTS</b>	<b>122,012.04</b>	<b>225,541.88</b>
<b>Total Expenses</b>	<b>132,058.48</b>	<b>231,615.43</b>



	Total	
	Jul 2022 - Jan 2023	Jul 2021 - Jan 2022 (PY)
NET OPERATING INCOME	215,667.92	4,997.07
OTHER INCOME		
7030 Other Income	13,000.00	
<b>Total Other Income</b>	<b>13,000.00</b>	<b>0.00</b>
NET OTHER INCOME	13,000.00	0.00
NET INCOME	<b>\$228,667.92</b>	<b>\$4,997.07</b>

# Balance Sheet

As of January 31, 2023

	Total
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
1001 Checking - Union Bank	179,859.80
<b>Total Bank Accounts</b>	<b>179,859.80</b>
<b>Other Current Assets</b>	
1300 LAIF Funds	24,740.66
1395 Accrued Interest	-53.62
<b>Total Other Current Assets</b>	<b>24,687.04</b>
<b>Total Current Assets</b>	<b>204,546.84</b>
<b>Fixed Assets</b>	
1500 Machinery and Equipment	2,203.41
1700 Accumulated Depreciation	-1,926.59
<b>Total Fixed Assets</b>	<b>276.82</b>
<b>TOTAL ASSETS</b>	<b>\$204,823.66</b>
<b>LIABILITIES AND EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2000 Accounts Payable	13,939.50
<b>Total Accounts Payable</b>	<b>13,939.50</b>
<b>Credit Cards</b>	
2200 First National Bank of Omaha	351.29
FNBO_2nd	254.00
<b>Total Credit Cards</b>	<b>605.29</b>
<b>Other Current Liabilities</b>	
2100 Payroll Liabilities	0.00
2170 Payroll Taxes Payable	-35.16
<b>Total 2100 Payroll Liabilities</b>	<b>-35.16</b>
<b>Total Other Current Liabilities</b>	<b>-35.16</b>
<b>Total Current Liabilities</b>	<b>14,509.63</b>
<b>Total Liabilities</b>	<b>14,509.63</b>
<b>Equity</b>	
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
<b>Total 3010 Reserves</b>	<b>35,001.92</b>
Net Income	228,667.92
<b>Total Equity</b>	<b>190,314.03</b>

Total

TOTAL LIABILITIES AND EQUITY

\$204,823.66

# Profit and Loss by Class

July 2022 - January 2023

	CASCC	TOTAL
<b>INCOME</b>		
4000 INCOME		0.00
4010 Membership Dues	186,073.00	186,073.00
4050 Membership Dinners - Proceeds	4,547.40	4,547.40
4080 Grant Income	123,062.00	123,062.00
<b>Total 4000 INCOME</b>	<b>313,682.40</b>	<b>313,682.40</b>
4999 Uncategorized Income	34,044.00	34,044.00
<b>Total Income</b>	<b>347,726.40</b>	<b>347,726.40</b>
<b>GROSS PROFIT</b>	<b>347,726.40</b>	<b>347,726.40</b>
<b>EXPENSES</b>		
6000 GENERAL OFFICE		0.00
6112 Advertising/Promotional	72.07	72.07
6115 Website Update	600.00	600.00
<b>Total 6112 Advertising/Promotional</b>	<b>672.07</b>	<b>672.07</b>
6120 Bank Service Charges	23.40	23.40
6162 Hospitality	5,446.58	5,446.58
6550 Supplies and Equipment	117.04	117.04
6610 Postage and Delivery	128.90	128.90
6615 Office/General Administrative Expenses	849.00	849.00
6620 Software Licenses	2,225.50	2,225.50
<b>Total 6000 GENERAL OFFICE</b>	<b>9,462.49</b>	<b>9,462.49</b>
6700 Reimbursable Expense	158.97	158.97
EVENT EXPENSES	212.80	212.80
Office		0.00
6880 Telephone	212.18	212.18
<b>Total Office</b>	<b>212.18</b>	<b>212.18</b>
OFFICE PERSONNEL_CONSULTANTS		0.00
6153 Contractors	58,967.50	58,967.50
6300 Legal & Professional Fees	17,482.50	17,482.50
6310 Accounting Services	3,017.50	3,017.50
6320 Attorney Services	14,060.50	14,060.50
<b>Total 6300 Legal &amp; Professional Fees</b>	<b>34,560.50</b>	<b>34,560.50</b>
6565 Payroll Service Fees	481.98	481.98
6575 Payroll Wages/Salary	26,419.50	26,419.50
6580 Payroll Taxes	1,582.56	1,582.56
<b>Total OFFICE PERSONNEL_CONSULTANTS</b>	<b>122,012.04</b>	<b>122,012.04</b>
<b>Total Expenses</b>	<b>132,058.48</b>	<b>132,058.48</b>
<b>NET OPERATING INCOME</b>	<b>215,667.92</b>	<b>215,667.92</b>
<b>OTHER INCOME</b>		
7030 Other Income	13,000.00	13,000.00
<b>Total Other Income</b>	<b>13,000.00</b>	<b>13,000.00</b>
<b>NET OTHER INCOME</b>	<b>13,000.00</b>	<b>13,000.00</b>

	CASCC	TOTAL
NET INCOME	\$228,667.92	\$228,667.92

# Monthly Reports:Monthly Summary VENDOR Expenses

January 2023

	<b>Total</b>
Adobe	33.98
Canva	12.95
Gusto	63.00
Intuit	122.98
Law Office of Gary M Baum	7,371.00
Microsoft	37.50
Peninsula Storage Center	127.00
Union Bank	3.00
Verizon	30.38
Zoom.us	113.50
<b>TOTAL</b>	<b>\$7,915.29</b>

# Statement of Cash Flows

July 2022 - January 2023

	<b>Total</b>
<b>OPERATING ACTIVITIES</b>	
Net Income	228,667.92
Adjustments to reconcile Net Income to Net Cash provided by operations:	
2000 Accounts Payable	-103,715.25
2200 First National Bank of Omaha	-2.11
FNBO_2nd	-130.59
2170 Payroll Liabilities:Payroll Taxes Payable	-35.16
<b>Total Adjustments to reconcile Net Income to Net Cash provided by operations:</b>	<b>-103,883.11</b>
<b>Net cash provided by operating activities</b>	<b>124,784.81</b>
<b>NET CASH INCREASE FOR PERIOD</b>	<b>124,784.81</b>
Cash at beginning of period	55,074.99
<b>CASH AT END OF PERIOD</b>	<b>\$179,859.80</b>

# A/R Aging Summary

As of January 31, 2023

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This report contains no data for your specified date range.



1001 Checking - Union Bank, Period Ending 12/30/2022

RECONCILIATION REPORT

Reconciled on: 02/14/2023

Reconciled by: Adele Gruber

Any changes made to transactions after this date aren't included in this report.

Summary

USD

Statement beginning balance	211,058.41
Checks and payments cleared (11)	-34,502.55
Deposits and other credits cleared (1)	4,547.40
Statement ending balance	181,103.26
Register balance as of 12/30/2022	181,103.26
Cleared transactions after 12/30/2022	0.00
Uncleared transactions after 12/30/2022	-20,050.46
Register balance as of 02/14/2023	161,052.80

Details

Checks and payments cleared (11)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
12/02/2022	Expense		Gusto	-75.00
12/14/2022	Check	2810	Vaishali Sirkay	-5,246.40
12/14/2022	Check	2809	Vaishali Sirkay	-345.12
12/20/2022	Expense		Adele Levin_Bestbooks4u	-750.00
12/22/2022	Expense		Vaishali Sirkay	-10,300.00
12/22/2022	Transfer			-343.23
12/22/2022	Transfer			-127.00
12/22/2022	Expense		Vaishali Sirkay	-10,400.00
12/28/2022	Bill Payment		First Place Awards - WOWzy	-212.80
12/30/2022	Expense		Union Bank	-3.00
12/30/2022	Expense		Vaishali Sirkay	-6,700.00
<b>Total</b>				<b>-34,502.55</b>

Deposits and other credits cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
12/14/2022	Deposit		Eventbrite	4,547.40
<b>Total</b>				<b>4,547.40</b>

Additional Information

Uncleared checks and payments after 12/30/2022

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
01/04/2023	Expense		Gusto	-63.00
01/05/2023	Bill Payment		ProudCity	-600.00
01/09/2023	Expense		Gusto	-1.73
01/09/2023	Expense		Gusto	-10.18
01/09/2023	Expense		Gusto	-1.57
01/09/2023	Expense		Gusto	-21.68
01/23/2023	Transfer			-199.07
01/23/2023	Transfer			-343.23
01/31/2023	Expense		Union Bank	-3.00
02/02/2023	Journal	Gusto		-3,559.50
02/02/2023	Journal	Gusto		-7,371.00
02/03/2023	Expense		Adele Levin_Bestbooks4u	-442.50
02/03/2023	Bill Payment		Law Office of Gary M Baum	-3,811.50
02/03/2023	Bill Payment		Law Office of Gary M Baum	-3,559.50
02/06/2023	Expense		Gusto	-63.00
<b>Total</b>				<b>-20,050.46</b>

1001 Checking - Union Bank, Period Ending 01/31/2023

RECONCILIATION REPORT

Reconciled on: 02/14/2023

Reconciled by: Adele Gruber

Any changes made to transactions after this date aren't included in this report.

Summary	USD
Statement beginning balance.....	181,103.26
Checks and payments cleared (9).....	-1,243.46
Deposits and other credits cleared (0).....	0.00
Statement ending balance.....	<u>179,859.80</u>
Register balance as of 01/31/2023.....	179,859.80
Cleared transactions after 01/31/2023.....	0.00
Uncleared transactions after 01/31/2023.....	-18,807.00
Register balance as of 02/14/2023.....	161,052.80

Details

Checks and payments cleared (9)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
01/04/2023	Expense		Gusto	-63.00
01/05/2023	Bill Payment		ProudCity	-600.00
01/09/2023	Expense		Gusto	-1.73
01/09/2023	Expense		Gusto	-10.18
01/09/2023	Expense		Gusto	-1.57
01/09/2023	Expense		Gusto	-21.68
01/23/2023	Transfer			-199.07
01/23/2023	Transfer			-343.23
01/31/2023	Expense		Union Bank	-3.00
<b>Total</b>				<b>-1,243.46</b>

Additional Information

Uncleared checks and payments after 01/31/2023

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
02/02/2023	Journal	Gusto		-3,559.50
02/02/2023	Journal	Gusto		-7,371.00
02/03/2023	Expense		Adele Levin_Bestbooks4u	-442.50
02/03/2023	Bill Payment		Law Office of Gary M Baum	-3,811.50
02/03/2023	Bill Payment		Law Office of Gary M Baum	-3,559.50
02/06/2023	Expense		Gusto	-63.00
<b>Total</b>				<b>-18,807.00</b>



# Legislative Action Committee Meeting Agenda

March 9, 2023 6:00 PM

Los Altos Community Center Sequoia Room  
97 Hillview Ave, Los Altos, CA 94022

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## Meeting Information:

- Members of the public register for Zoom webinar [\[HERE\]](#)  
(NOTE: This link is for members of the public ONLY; Board members will attend in-person unless otherwise noticed in advance of the meeting to the Executive Director and/or the Board President)
  - Meeting also livestreamed on YouTube [\[LINK\]](#)
  - More info on public comment and accessibility given at the end of the agenda
- 

## WELCOME AND ROLL CALL – (Klein, 6:00 PM)

### ORAL COMMUNICATIONS FROM THE PUBLIC ON NONAGENDIZED ITEMS

*This portion of the meeting is reserved for persons wishing to address the Board on any matter not on the agenda. State law prohibits the Board from discussing and/or acting on nonagenda items.*

<b>1. Consent Agenda</b>
Approve minutes from the October 13, 2022 Legislative Action Committee meeting
<b>2. 2023 Legislative Outlook</b>
Presentation by the Renne Public Law Group

**ADJOURNMENT**

DRAFT

## 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](mailto:audin@citiesassociation.org)
  - Emails will be forwarded to the Legislative Action Committee
  - 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.
1. Provide oral public comments in-person during the meeting
2. Provide oral public comments virtually 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

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# Board of Directors Meeting Agenda

March 9, 2023 7:00 PM

Los Altos Community Center Sequoia Room  
97 Hillview Ave, Los Altos, CA 94022

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## Meeting Information:

- Members of the public register for Zoom webinar [\[HERE\]](#)  
(NOTE: This link is for members of the public ONLY; Board members will attend in-person unless otherwise noticed in advance of the meeting to the Executive Director and/or the Board President)
  - Meeting also livestreamed on YouTube [\[LINK\]](#)
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- 

## WELCOME AND ROLL CALL – (Abe-Koga, 7:00 PM)

### ORAL COMMUNICATIONS FROM THE PUBLIC ON NONAGENDIZED ITEMS

*This portion of the meeting is reserved for persons wishing to address the Board on any matter not on the agenda. State law prohibits the Board from discussing and/or acting on nonagenda items.*

<b>1. Consent Agenda</b>
1a. Approve minutes from the Board of Directors meeting February 9, 2023
1b. Receive December 2022 and January 2023 financial reports
1c. Approve General Counsel contract with the Renne Public Law Group
<b>2. President's Update</b>
<b>3. Guest Speaker</b>
TBD – Request pending for Susan Ellenberg, President, SCC Board of Supervisors
<b>4. Guest Speaker</b>
TBD
<b>5. Legislative Action Committee Update</b>
<b>6. Santa Clara City Managers' Association Update</b>
<b>7. Executive Director Update</b>
<ul style="list-style-type: none"><li>• Workshop with Kevin Duggan: Working Effectively With Your Elected Colleagues, the Manager, and Staff</li><li>• April 13, 2023 City Selection Committee Update</li></ul>
<b>8. Joys and Challenges</b>

## ADJOURNMENT

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## PUBLIC COMMENT

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  - 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
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