



# Board of Directors Meeting Agenda

May 11, 2023 7:00 PM

Mountain View City Hall, Plaza Conference Room  
500 Castro Street, Mountain View, CA 94041

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## Meeting Information:

- Members of the public register for Zoom webinar [\[HERE\]](#)  
After registering, you will receive a confirmation email containing information about joining the webinar

(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
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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.*

## **OPEN SESSION**

<b>1. Consent Agenda</b>
1a. Approve minutes from Board of Directors meetings on March 9 & April 13, 2023
1b. Receive February and March 2023 financial reports
1c. Nomination to name Hung Wei as Secretary/Treasurer and Tina Walia as Member at Large
<b>2. President's Update (Abe-Koga)</b>
2a. Bay Area Housing Finance Authority (BAHFA)
<b>3. Guest Speaker: Assistant District Attorney James Gibbons-Shapiro, Santa Clara County Office of the District Attorney, Santa Clara County Gun Violence Prevention Task Force</b>
<b>4. Guest Speaker: Teddy Daligga, Santa Clara County Dept. Of Public Health Regarding Healthy Cities Dashboard and Potential Convening in Fall 2023 with CASCC</b>
<b>5. Proposed 2023-24 CASCC Budget (Action) (Sirkay)</b>
<b>6. Joint Powers Agreement Update (Abe-Koga)</b>
<b>7. City Selection Committee Update (Klein)</b>
<b>8. Legislative Action Committee Update (Klein)</b>
<b>9. Santa Clara County City Managers Association Update (McCarthy)</b>
<b>10. Executive Director Update (Sirkay) Regarding Annual Membership Event and 2023-24 Membership Dues</b>

**11 Joys and Challenges (Board Members)**

**ADJOURNMENT**

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**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 [shali@citiesassociation.org](mailto:shali@citiesassociation.org)
  - Emails will be forwarded to the 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 in-person during the meeting
3. 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**

We strive for our meetings and materials to be accessible to all members of the public, and welcome feedback and requests for accommodations. Please submit requests for accommodations to [shali@citiesassociation.org](mailto:shali@citiesassociation.org) at least 72 hours in advance of the meeting to allow us to best meet your request. Closed captioning will be enabled for this meeting. For instructions on how to view the closed captioning, please refer [to this Zoom help page.](#)



# Board of Directors Meeting Agenda

April 13, 2023 7:00 PM

Mountain View City Hall Plaza Conference Room  
500 Castro Street, Mountain View, CA 94041

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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 – (Abe-Koga, 7:00 PM)

Members in Attendance (12):

Gilroy	Marie Blankley (left meeting early)
Los Altos	Jonathan Weinberg (alternate)
Los Altos Hills	Stanley Mok
Los Gatos	Rob Rennie
Milpitas	Carmen Montano
Monte Sereno	Bryan Mekechuk (alternate)

Mountain View	Margaret Abe-Koga
Palo Alto	Lydia Kou
San Jose	Sergio Jimenez
Santa Clara	Kathy Watanabe
Saratoga	Tina Walia
Sunnyvale	Omar Din (alternate)

**Members Absent (3):**

Campbell	Anne Bybee
Cupertino	Hung Wei
Morgan Hill	Mark Turner

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

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**OPEN SESSION**

<b>1. Consent Agenda</b>
Consent Agenda continued to May 11, 2023 Board of Directors Meeting
1a. Approve minutes from the Board of Directors meeting March 9, 2023
1b. Receive February 2023 financial reports
<b>2. President's Update (Abe-Koga)</b>
<b>3. Guest Speaker: Assemblymember Marc Berman (Assembly District 23)</b>
<b>4. Guest Speaker: SCC Supervisor Joe Simitian (Supervisory District 5)</b>
<b>5. June Membership Meeting (Abe-Koga)</b>
<b>5a. Action Item: Change Date of June Membership Meeting</b>

	<p>Motion to approve change of date of June membership meeting to June 15, 2023 by Rennie Seconded by Din Ayes: 11 Nays: 0 Absentions: 0 Absences: 4</p> <p>Motion Passes</p>
<b>6.</b>	<b>Membership Dues 2023-24 and 2024-25 (Sirkay)</b>
<b>6a.</b>	<b>2023-24 DRAFT Membership Dues (Action)</b> <p>Motion to keep 2023-24 CASCC membership dues the same as in 2022-23 by Jimenez Seconded by Din Ayes: 10 Nays: 1 Absentions: 0 Absences: 4</p> <p>Motion Passes</p>
<b>6b.</b>	<b>2024-25 Membership (Discussion)</b>
<b>7.</b>	<b>Legislative Action Committee Update (Abe-Koga)</b>
<b>8.</b>	<b>Santa Clara County City Managers Association Update (McCarthy)</b>
<b>9.</b>	<b>Executive Director Update (Sirkay)</b>
<b>9a.</b>	<b>Hiring new office assistant/clerk</b>
<b>10</b>	<b>Joys and Challenges (Board Members)</b>

**ADJOURNMENT**

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## PUBLIC COMMENT

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1. Email comments to [audin@citiesassociation.org](mailto:audin@citiesassociation.org)
  - Emails will be forwarded to the 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.
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3. 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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# Management Report

Cities Association of Santa Clara County  
For the period ended February 28, 2023



Prepared by  
**Bestbooks4u Bookkeeping excellence**

Prepared on  
**March 20, 2023**



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# Profit and Loss

July 2022 - February 2023

	Jul 2022 - Feb 2023	Jul 2021 - Feb 2022 (PY)	Total
<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	26.40		24.00
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		856.00
6620 Software Licenses	2,538.43		2,750.47
<b>Total 6000 GENERAL OFFICE</b>	<b>9,778.42</b>		<b>6,278.42</b>
6700 Reimbursable Expense	158.97		
EVENT EXPENSES	212.80		
Office			
6880 Telephone	242.56		242.40
<b>Total Office</b>	<b>242.56</b>		<b>242.40</b>
OFFICE PERSONNEL_CONSULTANTS			
6153 Contractors	58,967.50		23,147.50
6300 Legal & Professional Fees	17,482.50		
6310 Accounting Services	3,460.00		7,656.00
6320 Attorney Services	14,060.50		47,891.99
6350 Roundtable consultant and technical services			103,225.17
<b>Total 6300 Legal &amp; Professional Fees</b>	<b>35,003.00</b>		<b>158,773.16</b>
6565 Payroll Service Fees	544.98		780.00
6568 Workers Compensation			110.85
6575 Payroll Wages/Salary	19,836.00		58,816.47
6580 Payroll Taxes	1,582.56		4,562.99
<b>Total OFFICE PERSONNEL_CONSULTANTS</b>	<b>115,934.04</b>		<b>246,190.97</b>
<b>Total Expenses</b>	<b>126,326.79</b>		<b>252,711.79</b>

		Total
	Jul 2022 - Feb 2023	Jul 2021 - Feb 2022 (PY)
NET OPERATING INCOME	221,399.61	-16,099.29
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>\$234,399.61</b>	<b>\$ -16,099.29</b>

# Balance Sheet

As of February 28, 2023

	<b>Total</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
1001 Checking - Union Bank	171,502.01
<b>Total Bank Accounts</b>	<b>171,502.01</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>196,189.05</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>\$196,465.87</b>
<b>LIABILITIES AND EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Credit Cards</b>	
2200 First National Bank of Omaha	343.31
FNBO_2nd	127.00
<b>Total Credit Cards</b>	<b>470.31</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>435.15</b>
<b>Total Liabilities</b>	<b>435.15</b>
<b>Equity</b>	
1110 Unrestricted Fund Balance	-73,336.81
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	234,399.61
<b>Total Equity</b>	<b>196,030.72</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$196,465.87</b>

# Profit and Loss by Class

July 2022 - February 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	26.40	26.40
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	2,538.43	2,538.43
<b>Total 6000 GENERAL OFFICE</b>	<b>9,778.42</b>	<b>9,778.42</b>
6700 Reimbursable Expense	158.97	158.97
EVENT EXPENSES	212.80	212.80
Office		0.00
6880 Telephone	242.56	242.56
<b>Total Office</b>	<b>242.56</b>	<b>242.56</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	3,460.00	3,460.00
6320 Attorney Services	14,060.50	14,060.50
<b>Total 6300 Legal &amp; Professional Fees</b>	<b>35,003.00</b>	<b>35,003.00</b>
6565 Payroll Service Fees	544.98	544.98
6575 Payroll Wages/Salary	19,836.00	19,836.00
6580 Payroll Taxes	1,582.56	1,582.56
<b>Total OFFICE PERSONNEL_CONSULTANTS</b>	<b>115,934.04</b>	<b>115,934.04</b>
<b>Total Expenses</b>	<b>126,326.79</b>	<b>126,326.79</b>
<b>NET OPERATING INCOME</b>	<b>221,399.61</b>	<b>221,399.61</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	\$234,399.61	\$234,399.61

# Monthly Reports:Monthly Summary VENDOR Expenses

February 2023

	<b>Total</b>
Adele Levin_Bestbooks4u	442.50
Adobe	33.98
Canva	12.95
Gusto	63.00
Intuit	115.00
Microsoft	37.50
Union Bank	3.00
Verizon	30.38
Zoom.us	113.50
<b>TOTAL</b>	<b>\$851.81</b>

# Statement of Cash Flows

July 2022 - February 2023

	<b>Total</b>
<b>OPERATING ACTIVITIES</b>	
Net Income	234,399.61
Adjustments to reconcile Net Income to Net Cash provided by operations:	
2000 Accounts Payable	-117,669.75
2200 First National Bank of Omaha	-10.09
FNBO_2nd	-257.59
2170 Payroll Liabilities:Payroll Taxes Payable	-35.16
<b>Total Adjustments to reconcile Net Income to Net Cash provided by operations:</b>	<b>-117,972.59</b>
<b>Net cash provided by operating activities</b>	<b>116,427.02</b>
<b>NET CASH INCREASE FOR PERIOD</b>	<b>116,427.02</b>
Cash at beginning of period	55,074.99
<b>CASH AT END OF PERIOD</b>	<b>\$171,502.01</b>



# A/R Aging Summary

As of February 28, 2023

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This report contains no data for your specified date range.

# Management Report

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



Prepared by  
**Bestbooks4u Bookkeeping excellence**

Prepared on  
**April 17, 2023**

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# Profit and Loss

July 2022 - March 2023

	Jul 2022 - Mar 2023	Jul 2021 - Mar 2022 (PY)	Total
<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		1,200.00
<b>Total 6112 Advertising/Promotional</b>	<b>672.07</b>		<b>1,200.00</b>
6120 Bank Service Charges	29.40		27.00
6162 Hospitality	5,446.58		849.83
6180 Insurance			900.99
6220 Dues and Subscriptions	600.00		
6550 Supplies and Equipment	117.04		
6610 Postage and Delivery	128.90		297.13
6615 Office/General Administrative Expenses	1,103.00		963.00
6620 Software Licenses	2,853.42		3,053.40
<b>Total 6000 GENERAL OFFICE</b>	<b>10,950.41</b>		<b>7,291.35</b>
6700 Reimbursable Expense	158.97		
EVENT EXPENSES	212.80		
Office			
6880 Telephone	272.94		272.70
<b>Total Office</b>	<b>272.94</b>		<b>272.70</b>
OFFICE PERSONNEL_CONSULTANTS			
6153 Contractors	58,967.50		29,560.00
6300 Legal & Professional Fees	17,482.50		
6310 Accounting Services	4,351.25		7,956.00
6320 Attorney Services	15,289.00		54,801.49
6350 Roundtable consultant and technical services			103,225.17
<b>Total 6300 Legal &amp; Professional Fees</b>	<b>37,122.75</b>		<b>165,982.66</b>
6565 Payroll Service Fees	607.98		891.00
6568 Workers Compensation			126.00
6575 Payroll Wages/Salary	19,836.00		60,016.47
6580 Payroll Taxes	1,617.72		4,689.59
<b>Total OFFICE PERSONNEL_CONSULTANTS</b>	<b>118,151.95</b>		<b>261,265.72</b>

	Total	
	Jul 2022 - Mar 2023	Jul 2021 - Mar 2022 (PY)
<b>Total Expenses</b>	<b>129,747.07</b>	<b>268,829.77</b>
NET OPERATING INCOME	<b>217,979.33</b>	<b>-32,217.27</b>
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	<b>13,000.00</b>	<b>0.00</b>
NET INCOME	<b>\$230,979.33</b>	<b>\$ -32,217.27</b>

# Balance Sheet

As of March 31, 2023

	<b>Total</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
1001 Checking - Union Bank	170,074.45
<b>Total Bank Accounts</b>	<b>170,074.45</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>194,761.49</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>\$195,038.31</b>
<b>LIABILITIES AND EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2000 Accounts Payable	1,828.50
<b>Total Accounts Payable</b>	<b>1,828.50</b>
<b>Credit Cards</b>	
2200 First National Bank of Omaha	345.37
FNBO_2nd	254.00
<b>Total Credit Cards</b>	<b>599.37</b>
<b>Total Current Liabilities</b>	<b>2,427.87</b>
<b>Total Liabilities</b>	<b>2,427.87</b>
<b>Equity</b>	
1110 Unrestricted Fund Balance	-73,336.81
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	230,979.33
<b>Total Equity</b>	<b>192,610.44</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$195,038.31</b>

# Profit and Loss by Class

July 2022 - March 2023

	CASCC	Roundtable	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>0.00</b>	<b>347,726.40</b>
<b>GROSS PROFIT</b>	<b>347,726.40</b>	<b>0.00</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	29.40		29.40
6162 Hospitality	5,446.58		5,446.58
6220 Dues and Subscriptions		600.00	600.00
6550 Supplies and Equipment	117.04		117.04
6610 Postage and Delivery	128.90		128.90
6615 Office/General Administrative Expenses	1,103.00		1,103.00
6620 Software Licenses	2,853.42		2,853.42
<b>Total 6000 GENERAL OFFICE</b>	<b>10,350.41</b>	<b>600.00</b>	<b>10,950.41</b>
6700 Reimbursable Expense	158.97		158.97
EVENT EXPENSES	212.80		212.80
Office			0.00
6880 Telephone	272.94		272.94
<b>Total Office</b>	<b>272.94</b>		<b>272.94</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	4,351.25		4,351.25
6320 Attorney Services	15,289.00		15,289.00
<b>Total 6300 Legal &amp; Professional Fees</b>	<b>37,122.75</b>		<b>37,122.75</b>
6565 Payroll Service Fees	607.98		607.98
6575 Payroll Wages/Salary	19,836.00		19,836.00
6580 Payroll Taxes	1,617.72		1,617.72
<b>Total OFFICE PERSONNEL_CONSULTANTS</b>	<b>118,151.95</b>		<b>118,151.95</b>
<b>Total Expenses</b>	<b>129,147.07</b>	<b>600.00</b>	<b>129,747.07</b>
<b>NET OPERATING INCOME</b>	<b>218,579.33</b>	<b>-600.00</b>	<b>217,979.33</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>0.00</b>	<b>13,000.00</b>

	CASCC	Roundtable	TOTAL
NET OTHER INCOME	13,000.00	0.00	13,000.00
NET INCOME	\$231,579.33	\$ -600.00	\$230,979.33



# Monthly Reports:Monthly Summary VENDOR Expenses

March 2023

	<b>Total</b>
Adele Levin_Bestbooks4u	891.25
Adobe	33.98
Canva	12.95
Gusto	63.00
Intuit	115.00
Microsoft	37.50
Peninsula Storage Center	254.00
ProudCity	600.00
Union Bank	3.00
Verizon	30.38
Zoom.us	115.56
<b>TOTAL</b>	<b>\$2,156.62</b>

# Statement of Cash Flows

July 2022 - March 2023

	<b>Total</b>
<b>OPERATING ACTIVITIES</b>	
Net Income	230,979.33
Adjustments to reconcile Net Income to Net Cash provided by operations:	
2000 Accounts Payable	-115,841.25
2200 First National Bank of Omaha	-8.03
FNBO_2nd	-130.59
<b>Total Adjustments to reconcile Net Income to Net Cash provided by operations:</b>	<b>-115,979.87</b>
<b>Net cash provided by operating activities</b>	<b>114,999.46</b>
<b>NET CASH INCREASE FOR PERIOD</b>	<b>114,999.46</b>
Cash at beginning of period	55,074.99
<b>CASH AT END OF PERIOD</b>	<b>\$170,074.45</b>

# A/R Aging Summary

As of March 31, 2023

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This report contains no data for your specified date range.



Agenda Item No:   5  

Meeting Date: **May 11, 2023**

## Cities Association of Santa Clara County Agenda Report

**To: BOARD OF DIRECTORS**

**Prepared by: Shali Sirkay, Executive Director**

**TOPIC: Proposed 2023-24 CASCC Budget (FY24)**  
**SUBJECT: Consideration of Cities Association of Santa Clara County General Fund Budget**

**RECOMMENDATION:**

Approve the proposed 2023-24 General Fund Budget.

**BACKGROUND:**

As per its bylaws, the CASCC board must approve a final budget by June 15<sup>th</sup> of each year. The attached budget proposal was prepared with the following parameters in mind:

1. The board voted to keep the FY24 membership dues the same as the FY23 membership dues so that CASCC staff can devote time to thoughtfully creating a budget for the proposed JPA. Thus it seemed best to keep the general operating budget close to the FY23 budget. Staff does not anticipate major unexpected expenses as in previous years; please see the next bullet point about reserves.
2. Due to unexpected and unusually high expenses in FY22, CASCC spent down its reserves. According to its bylaws, CASCC should keep enough reserves to operate for 6-9 months in order to assure financial stability of the organization. This would have necessitated raising the dues in FY24, which staff had recommended against doing at the April 13, 2023 Board of Directors meeting. The proposed FY24 budget starts the process of rebuilding the reserves, but not to the level as required by the bylaws. The proposed FY24 budget has reserves of \$81,244, which is approximately 4.5 months of operating expenses.
3. The approved FY24 dues are as follows:

City	Dues	City	Dues
Campbell	\$ 11,215.00	Morgan Hill	\$ 11,693.00
Cupertino	\$ 15,785.00	Mountain View	\$ 21,415.00
Gilroy	\$ 14,609.00	Palo Alto	\$ 18,314.00
Los Altos	\$ 8,698.00	San Jose	\$ 55,231.00
Los Altos Hills	\$ 6,523.00	Santa Clara	\$ 34,044.00
Los Gatos	\$ 8,698.00	Saratoga	\$ 8,698.00
Milpitas	\$ 19,665.00	Sunnyvale	\$ 40,292.00
Monte Sereno	\$ 6,523.00		

**EXPLANATION OF CALCULATIONS:**

Revenue:

- Membership Dues are the same as in FY23 (see Bullet 3 in Background above)
- CASCC receives a modest funds to provide administrative services to the Planning Collaborative from the Association of Bay Area Governments (ABAG) Regional Early Action Planning (REAP) Grant.

Expenses:

Labor:

- Executive Director is paid \$100/hour for an average of 100 hours per month, for 12 months
- Clerk & IT Support is paid \$25/hour for an average of 20 hours per month, for 12 months
- Bookkeeper is paid an average of \$400/month, for 12 months
- Legal Counsel is paid \$325/hour from July-Dec 2023 and then \$340/hour from Jan-June 2024, as per the agreement with Renne Public Law Group. Staff anticipates legal services for approximately 15 hours/month for 12 months.

Office:

All of the amounts in this section are copied over from FY23. Staff has not received notice that any of these fees will increase in FY24.

Hospitality and Special Events:

- Refreshments are calculated for monthly Board of Directors meetings- \$200 per meeting for 9 meetings (no board meetings in June (Annual Membership Event/Dinner), July, and December (Annual Holiday Party))
- Summer Membership Event- tickets were sold for this event in June 2022, which covered most of the cost of this event. However, this line item was increased from \$2000 in FY23 to \$3000 in FY24 to build in a cushion in case the event costs run over in June 2024.
- December Holiday Party- this line item was increased from \$2000 in FY23 to \$3000 in FY24 because for the December 2022 event, ticket sales were not enough to cover the cost of the event and staff decided to build in a cushion in case the event costs run over again in December 2023.

Technology and Software:

All of the amounts in this section are copied over from FY23. Staff has not received notice that any of these fees will increase in FY24.

Revenue Less Expenses (Reserves)

Revenue less expenses equals \$81,244, which equals reserves at 27.7% of budget. Since expenses equal \$212,159, then the monthly expenditure rate is \$17,680 per month, which means that our reserves are enough to allow CASCC to operate for 4.5 months. Staff is hopeful that with careful budget monitoring, CASCC can further build its reserves for FY25.

**FISCAL IMPACT:**

Staff previously confirmed with CASCC bookkeeper that CASCC will have enough money to operate for another year if the dues remain the same, and thus, there should be minimal fiscal impact on the CASCC budget.

**OPTIONS:**

The Board of Directors has the following options to consider on this matter:

1. Staff's recommended action to approve the proposed FY24 budget.
2. Direct staff to revise budget, which would then need to be voted upon at a Special Meeting of the Board of Directors before June 15, 2023.

**ATTACHMENT:**

1. Proposed 2023-24 CASCC Budget

# Cities Association of Santa Clara County - Proposed Budget FY24

	<b>Proposed Budget</b>
<b>Revenue</b>	
Membership Dues	\$281,403.00
ABAG Grant	\$12,000.00
<b>TOTAL REVENUE</b>	<b>\$293,403.00</b>
<b>Expenses</b>	
<b>Labor</b>	
Executive Director	\$120,000.00
Clerk & IT Support	\$6,000.00
Bookkeeper	\$4,800.00
Legal Counsel	\$59,850.00
<b>TOTAL LABOR</b>	<b>\$190,650.00</b>
<b>Office</b>	
Insurance- Workman's Comp	\$901.00
Insurance- General Liability	\$5,000.00
Gusto (payroll service)	\$1,560.00
Union Bank Fees	\$36.00
Peninsula Storage Center	\$1,800.00
Verizon (Google Voice office phone)	\$364.00
PO Box	\$216.00
<b>TOTAL OFFICE</b>	<b>\$9,877.00</b>
<b>Hospitality &amp; Special Events</b>	
Refreshments	\$1,800.00
Summer Membership Event	\$3,000.00
December Holiday Party	\$3,000.00

**TOTAL  
HOSPITALITY** **\$7,800.00**

**Technology & Software**

Adobe (PDF tools)	\$306.00
Canva (graphics and templates)	\$117.00
Intuit (Quickbooks Online)	\$945.00
Microsoft	\$242.00
Proud City- CASCC Website	\$600.00
Proud City- SCSC Round Table Website	\$600.00
Zoom	\$1,022.00

**TOTAL  
TECHNOLOGY** **\$3,832.00**

**TOTAL EXPENSES** **\$212,159.00**

**REVENUE LESS EXPENSES** **\$81,244.00**



**Board of Directors Meeting Agenda Item 6:  
Joint Powers Agreement Update  
Questions from SCC City Managers Association**

QUESTIONS REGARDING PROPOSED CITIES ASSOCIATION OF SANTA CLARA COUNTY

JOINT POWERS AUTHORITY – October 12, 2022

GENERAL

1. What do we want this organization to be? What are the goals in forming this separate JPA as opposed to something less structured? How is forming the JPA furthering those goals.
2. Are there better organizational forms such as public benefits corporation or nonprofit organization?
3. What models/example joint powers agreements were used to develop the proposed CASCC JPA? Please share links to those agreements for review by stakeholders.
4. What issues, structural or otherwise, is the association facing that can only or uniquely be solved by the formation of a JPA?
5. Are there examples of issues that the JPA can address, particularly that cannot be accomplished through a less formal structure?
6. The primary purpose or goal of the formation described today (10/12/22), was for all cities to continue to participate. If that is the case will the final document be able to be ratified without each of the cities consenting?

FISCAL MANAGEMENT

1. How will member agencies be able to review proposed annual budget and proposed assessments in advance of adoption by the JPA board?
2. Is it assumed that the dues structure/formula will be determined after approval of the JPA, or will this be established in advance of approval?
3. How will the JPA address disagreements on the dues structure, particularly assuming that dues will increase with a JPA?
4. Has the association considered CalPERS costs in a potential JPA?
5. What is the extent of the Dissolution Plan and Tax Liability and who will be responsible?

## PERSONNEL MANAGEMENT

1. Who is responsible for evaluating the performance of the Executive Director, and taking any associated personnel action?

Difficult personnel issues can occur in any organization. It is in everyone's interest to establish a structure for handling such issues in advance of actual situations.

## DECISIONMAKING

1. How will the JPA determine whether to pursue new initiatives, such as grants, that may not clearly exceed the \$50,000 Significant Programs threshold? How will the JPA determine its ability to perform its associated responsibilities?

For example, the SVRIA JPA establishes a Working Committee with specified composition, that is responsible for recommending a budget, accepting grants, and awarding contracts, as well as recommending an Executive Director.

2. How will the JPA determine its position and activities related to legislative advocacy? How will individual Directors responsibility to the JPA be reconciled with positions of their respective agencies?
3. How does the organization work if/when not all cities join? If not all or enough members join, how does the association act as the appointing body for various regional commissions?
4. Does the proposed power of the executive committee have the potential to allow the executive board to make decisions at the expense of some or all of the members?
5. What is a situation where the association would need to issue debt, purchase land, or hire or terminate multiple employees?