



**REGULAR MEETING  
Board of Directors**

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

**NOVEMBER 9, 2023  
7:00 PM**

---

**Meeting Information:**

- *Board meetings are open to the public at the location shown above.*
- *Members of the public register for Zoom webinar:*  
[https://us02web.zoom.us/webinar/register/WN\\_OtR6KHjaTW66G-7XX3V3rw](https://us02web.zoom.us/webinar/register/WN_OtR6KHjaTW66G-7XX3V3rw)
- *Meeting also livestreamed on YouTube: <https://www.youtube.com/@citiesassoc>*
- *More information on public comment and accessibility is given at the end of the agenda.*

---

**WELCOME AND ROLL CALL – (Abe-Koga)**

**ROLL CALL (Sirkay)**

**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 nonagendized items.*

**AGENDA**

- 1. Consent Agenda (Abe-Koga)**
  - a. Approve Minutes from Board of Directors Meeting on October 12, 2023
  - b. Approve Financial Reports for the period ending September 30, 2023
- 2. President Update (Abe-Koga)**
- 3. Guest Speakers**
  - a. Santa Clara County Supervisor Joe Simitian, District 5
  - b. Santa Clara County Supervisor Otto Lee, District 3
  - c. Wendi Mahaney-Guruhoo, Angelica Ramos-Allen & Mansi Kathuria, Build the Future
- 4. Joint Powers Authority Update and Formation Timeline: Discussion and Possible Action (All)**

**5. Vote for 2024 CASCC Board of Directors Officers: Action (All)**

Recommendation from Nominating Committee:

President: Hon. Neysa Fligor (Los Altos)

First Vice President: Mayor Larry Klein (Sunnyvale)

Second Vice President: Hon. Tina Walia (Saratoga)

Secretary/Treasurer: Mayor Hung Wei (Cupertino)

Immediate Past President: Hon. Margaret Abe-Koga (Mountain View)

**6. Santa Clara County City Managers Association Update (McCarthy)**

**7. Executive Director Update (Sirkay)**

a. CASCC Holiday Party

**ADJOURN (Abe-Koga)**

## 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.
  - Emails must be received at least 72 hours before meeting start day/time to 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.



**REGULAR MEETING  
Board of Directors**

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

**OCTOBER 12, 2023  
7:00 PM**

**Meeting Information:**

- Board meetings are open to the public at the location shown above.
- Members of the public register for Zoom webinar:  
[https://us02web.zoom.us/webinar/register/WN\\_OtR6KHjaTW66G-7XX3V3rw](https://us02web.zoom.us/webinar/register/WN_OtR6KHjaTW66G-7XX3V3rw)
- Meeting also livestreamed on YouTube: <https://www.youtube.com/@citiesassoc>
- More information on public comment and accessibility is given at the end of the agenda.

**Agenda in Black/Minutes in Red**

Hon. Marilyn Librers will be in attendance via teleconference from 2228 Brega Court, Morgan Hill, CA 95037. This teleconference location is open to the public and any member of the public may address the Board of Directors members from the teleconference location.

**WELCOME AND ROLL CALL – (Abe-Koga)**

Meeting called to order at 7:05 PM.

**ROLL CALL (Sirkay)**

**Board Members Present (12):**

Campbell	Anne Bybee
Cupertino	Hung Wei
Los Altos	Sally Meadows
Los Altos Hills	Stanley Mok
Monte Sereno	Javed Ellahie
Morgan Hill	Marilyn Librers
Mountain View	Margaret Abe-Koga
Palo Alto	Lydia Kou
San Jose	Sergio Jimenez
Santa Clara	Kathy Watanabe

Saratoga	Tina Walia
Sunnyvale	Larry Klein

**Board Members Absent (2):**

Los Gatos	Rob Rennie
Milpitas	Carmen Montano

**Staff Present (1):**

Shali Sirkay	Executive Director, CASCC
--------------	---------------------------

**Members of the Public Present (9):**

Samantha Dolgoff	Community Planning Collaborative
David Driskell	Community Planning Collaborative
Neysa Fligor	Los Altos City Council
Christina Gilmore	Office the City Manager, City of Mountain View
Uday Kapoor	National Alliance on Mental Illness (NAMI)
Vic Ojakian	National Alliance on Mental Illness (NAMI)
Jannie Quinn	Renne Public Law Group
Abha Singhvi	Maitri
Abbie Tuning	Community Planning Collaborative

**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 nonagendized items.*

**AGENDA**

**1. Consent Agenda (Abe-Koga)**

- a. Approve Minutes from Board of Directors Meeting on September 14, 2023
- b. Approve Financial Reports for the period ending August 31, 2023

**Motion to approve the consent agenda by Bybee**

**Seconded by Klein**

**AYES: 11**

**NAYS: 0**

**ABSTENTIONS: 1**

**ABSENT: 2**

**Motion passes 11-0-1-2**

**2. President Update (Abe-Koga)**

- a. Nominating Committee for 2024 CASCC Executive Board of Directors
- b. Holiday Party, including discussion of the Champion of the Year Award Recipients

**3. Guest Speakers**

- a. David Driskell, Community Planning Collaborative
- b. Uday Kapoor, President, Board of Directors, National Alliance on Mental Illness, Santa Clara County
- c. Abha Singhvi, Member, Board of Directors, Maitri

**4. Joint Powers Agreement Update, Discussion and Outreach (All)**

**5. Santa Clara County City Managers Association Update (McCarthy)**

**6. Executive Director Update (Sirkay)**

- a. Update regarding the Santa Clara/Santa Cruz Roundtable

**ADJOURN (Abe-Koga)**

Meeting adjourned at 8:54 PM.

Respectfully submitted,

*Vaishali Sirkay*

Vaishali Sirkay

Executive Director

Cities Association of Santa Clara County

## 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.
  - Emails must be received at least 72 hours before meeting start day/time to 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.

# Management Report

Cities Association of Santa Clara County  
For the period ended September 30, 2023



Prepared by  
**Bestbooks4u Bookkeeping excellence**

Prepared on  
**October 5, 2023**



# Table of Contents

---

Profit and Loss .....3

Balance Sheet.....4

Profit and Loss by Class .....5

Monthly Reports:Monthly Summary VENDOR Expenses.....6

Statement of Cash Flows .....7

A/R Aging Summary .....8

# Profit and Loss

July - September, 2023

		Total
	Jul - Sep, 2023	Jul - Sep, 2022 (PY)
<b>INCOME</b>		
4000 INCOME		
4010 Membership Dues	281,403.00	220,117.00
4040 Planning Collaborative	200,843.74	
4060 LAIF INCOME		155.35
4080 Grant Income		123,062.00
<b>Total 4000 INCOME</b>	<b>482,246.74</b>	<b>343,334.35</b>
<b>Total Income</b>	<b>482,246.74</b>	<b>343,334.35</b>
<b>GROSS PROFIT</b>	<b>482,246.74</b>	<b>343,334.35</b>
<b>EXPENSES</b>		
6000 GENERAL OFFICE		
6120 Bank Service Charges		9.00
6615 Office/General Administrative Expenses	392.00	341.00
6620 Software Licenses	954.97	973.78
<b>Total 6000 GENERAL OFFICE</b>	<b>1,346.97</b>	<b>1,323.78</b>
6999 Uncategorized Expense	67.67	
Office		
6880 Telephone	92.64	90.90
<b>Total Office</b>	<b>92.64</b>	<b>90.90</b>
OFFICE PERSONNEL_CONSULTANTS		
6153 Contractors		11,492.50
6300 Legal & Professional Fees		
6310 Accounting Services	708.75	1,487.50
6320 Attorney Services	11,965.56	6,614.50
<b>Total 6300 Legal &amp; Professional Fees</b>	<b>12,674.31</b>	<b>8,102.00</b>
6565 Payroll Service Fees	189.00	261.00
6575 Payroll Wages/Salary	191,690.24	19,312.50
6580 Payroll Taxes		1,531.00
<b>Total OFFICE PERSONNEL_CONSULTANTS</b>	<b>204,553.55</b>	<b>40,699.00</b>
<b>Total Expenses</b>	<b>206,060.83</b>	<b>42,113.68</b>
<b>NET OPERATING INCOME</b>	<b>276,185.91</b>	<b>301,220.67</b>
<b>OTHER INCOME</b>		
7030 Other Income		13,000.00
Interest Earned	2.28	
<b>Total Other Income</b>	<b>2.28</b>	<b>13,000.00</b>
<b>NET OTHER INCOME</b>	<b>2.28</b>	<b>13,000.00</b>
<b>NET INCOME</b>	<b>\$276,188.19</b>	<b>\$314,220.67</b>

# Balance Sheet

As of September 30, 2023

	<b>Total</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
1001 Checking - US Bank	179,279.43
<b>Total Bank Accounts</b>	<b>179,279.43</b>
<b>Accounts Receivable</b>	
1200 Accounts Receivable	199,172.00
<b>Total Accounts Receivable</b>	<b>199,172.00</b>
<b>Other Current Assets</b>	
1300 LAIF Funds	25,280.42
1390 Uncategorized Asset	-8,698.00
1395 Accrued Interest	-53.62
<b>Total Other Current Assets</b>	<b>16,528.80</b>
<b>Total Current Assets</b>	<b>394,980.23</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>\$395,257.05</b>
<b>LIABILITIES AND EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Credit Cards</b>	
2200 First National Bank of Omaha	350.37
FNBO_2nd	138.00
<b>Total Credit Cards</b>	<b>488.37</b>
<b>Total Current Liabilities</b>	<b>488.37</b>
<b>Total Liabilities</b>	<b>488.37</b>
<b>Equity</b>	
1110 Unrestricted Fund Balance	83,612.57
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	276,188.19
<b>Total Equity</b>	<b>394,768.68</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$395,257.05</b>

# Profit and Loss by Class

July - September, 2023

	CASCC	PC	TOTAL
<b>INCOME</b>			
4000 INCOME			0.00
4010 Membership Dues	281,403.00		281,403.00
4040 Planning Collaborative		200,843.74	200,843.74
<b>Total 4000 INCOME</b>	<b>281,403.00</b>	<b>200,843.74</b>	<b>482,246.74</b>
<b>Total Income</b>	<b>281,403.00</b>	<b>200,843.74</b>	<b>482,246.74</b>
<b>GROSS PROFIT</b>			
	<b>281,403.00</b>	<b>200,843.74</b>	<b>482,246.74</b>
<b>EXPENSES</b>			
6000 GENERAL OFFICE			0.00
6615 Office/General Administrative Expenses	392.00		392.00
6620 Software Licenses	954.97		954.97
<b>Total 6000 GENERAL OFFICE</b>	<b>1,346.97</b>		<b>1,346.97</b>
6999 Uncategorized Expense	67.67		67.67
Office			0.00
6880 Telephone	92.64		92.64
<b>Total Office</b>	<b>92.64</b>		<b>92.64</b>
OFFICE PERSONNEL_CONSULTANTS			0.00
6300 Legal & Professional Fees			0.00
6310 Accounting Services	708.75		708.75
6320 Attorney Services	11,965.56		11,965.56
<b>Total 6300 Legal &amp; Professional Fees</b>	<b>12,674.31</b>		<b>12,674.31</b>
6565 Payroll Service Fees	189.00		189.00
6575 Payroll Wages/Salary	346.50	191,343.74	191,690.24
<b>Total OFFICE PERSONNEL_CONSULTANTS</b>	<b>13,209.81</b>	<b>191,343.74</b>	<b>204,553.55</b>
<b>Total Expenses</b>	<b>14,717.09</b>	<b>191,343.74</b>	<b>206,060.83</b>
<b>NET OPERATING INCOME</b>			
	<b>266,685.91</b>	<b>9,500.00</b>	<b>276,185.91</b>
<b>OTHER INCOME</b>			
Interest Earned	2.28		2.28
<b>Total Other Income</b>	<b>2.28</b>	<b>0.00</b>	<b>2.28</b>
<b>NET OTHER INCOME</b>			
	<b>2.28</b>	<b>0.00</b>	<b>2.28</b>
<b>NET INCOME</b>			
	<b>\$266,688.19</b>	<b>\$9,500.00</b>	<b>\$276,188.19</b>

# Monthly Reports:Monthly Summary VENDOR Expenses

September 2023

---

	<b>Total</b>
Adele Levin_Bestbooks4u	247.50
Adobe	33.98
Canva	12.95
Gusto	63.00
Intuit	120.00
Microsoft	37.50
Verizon	30.38
Zoom.us	115.56
<b>TOTAL</b>	<b>\$660.87</b>

---

---

# Statement of Cash Flows

July - September, 2023

	<b>Total</b>
<b>OPERATING ACTIVITIES</b>	
Net Income	276,188.19
Adjustments to reconcile Net Income to Net Cash provided by operations:	
1200 Accounts Receivable	-199,172.00
1390 Uncategorized Asset	8,698.00
2200 First National Bank of Omaha	-15.92
FNBO_2nd	11.00
<b>Total Adjustments to reconcile Net Income to Net Cash provided by operations:</b>	<b>-190,478.92</b>
<b>Net cash provided by operating activities</b>	<b>85,709.27</b>
<b>NET CASH INCREASE FOR PERIOD</b>	<b>85,709.27</b>
Cash at beginning of period	93,570.16
<b>CASH AT END OF PERIOD</b>	<b>\$179,279.43</b>

# A/R Aging Summary

As of September 30, 2023

	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
City of Gilroy		14,609.00				14,609.00
City of Los Altos, CA		8,698.00				8,698.00
City of Milpitas		19,665.00				19,665.00
City of Monte Sereno		6,523.00				6,523.00
City of Morgan Hill		11,693.00				11,693.00
City of Palo Alto		18,314.00				18,314.00
City of Santa Clara		34,044.00				34,044.00
City of Saratoga		8,698.00				8,698.00
City of Sunnyvale			40,292.00			40,292.00
Los Altos Hills		6,523.00				6,523.00
Mountain View		21,415.00				21,415.00
Town of Los Gatos		8,698.00				8,698.00
<b>TOTAL</b>	<b>\$0.00</b>	<b>\$158,880.00</b>	<b>\$40,292.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$199,172.00</b>



Agenda Item No:   4  

Meeting Date: **November 9, 2023**

## Cities Association of Santa Clara County Agenda Report

To: Board of Directors

Prepared by: Shali Sirkay, Executive Director

Jannie Quinn, Co-Legal Counsel

Andrew Shen, Co-Legal Counsel

**TOPIC:** Cities Association of Santa Clara County (CASCC) Joint Powers Authority (JPA)

**SUBJECT:** CASCC Joint Powers Authority (JPA) Formation Timeline

**RECOMMENDATION:**

Informational item

**MEMO:**

The following memorandum briefly summarizes the recommended timeline and steps for the formation of a Joint Powers Authority (“JPA”).

A. Proposed Formation Date

The official formation of a JPA requires all of the member entities to execute the Joint Powers Agreement (“Agreement”) and filing a copy of the Agreement with the Secretary of State. (Gov’t Code § 6503.5.) We propose that this official formation take place on or about February 1, 2024.

Given this proposed formation date, we recommend establishing a deadline of January 1, 2024, for any cities to make their final decisions regarding approval of the Joint Powers Agreement. Every member city has had the opportunity to consider the Agreement, and we should have a firm date by which we have a membership roster in advance of February 1. But any cities who have not joined by January 1, 2024, will not be prohibited from joining at a later date. However, cities that join after January 1, 2024, may not have the opportunity to participate in the vote regarding the JPA’s Executive Committee and provide input on the JPA’s bylaws. The proposed formation date of February 1, 2024, would provide time for:



- a) cities to execute the Agreement;
- b) the City Selection Committee to meet in January, as scheduled;
- c) cities to appoint members to the Board of Directors (ideally, the appointments would be effective for the Board of Directors of the current association and the future JPA, so no second round of appointments would be needed);
- d) winding down the association's remaining financial obligations; and
- e) carrying out the necessary steps for JPA formation (discussed in Section B below).

B. Necessary Steps for JPA Formation

To legally establish the JPA and address operational needs, we would plan on addressing the following steps by February 1, 2024:

- a) designation of a treasurer for the JPA (Gov't Code § 6505.5);
- b) designation of the officers responsible for JPA property and filing official bonds on behalf of those designees (Gov't Code § 6505.1);
- c) assessment of insurance coverage options and premiums; and
- d) drafting bylaws (for consideration at the first JPA Board of Directors meeting in February 2024).

Please let us know if you have any questions.