



**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
- 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
 - 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 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

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Profit and Loss

July - September, 2023

| | | Total |
|---|---------------------|----------------------|
| | Jul - Sep, 2023 | Jul - Sep, 2022 (PY) |
| INCOME | | |
| 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 |
| Total 4000 INCOME | 482,246.74 | 343,334.35 |
| Total Income | 482,246.74 | 343,334.35 |
| GROSS PROFIT | 482,246.74 | 343,334.35 |
| EXPENSES | | |
| 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 |
| Total 6000 GENERAL OFFICE | 1,346.97 | 1,323.78 |
| 6999 Uncategorized Expense | 67.67 | |
| Office | | |
| 6880 Telephone | 92.64 | 90.90 |
| Total Office | 92.64 | 90.90 |
| 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 |
| Total 6300 Legal & Professional Fees | 12,674.31 | 8,102.00 |
| 6565 Payroll Service Fees | 189.00 | 261.00 |
| 6575 Payroll Wages/Salary | 191,690.24 | 19,312.50 |
| 6580 Payroll Taxes | | 1,531.00 |
| Total OFFICE PERSONNEL_CONSULTANTS | 204,553.55 | 40,699.00 |
| Total Expenses | 206,060.83 | 42,113.68 |
| NET OPERATING INCOME | 276,185.91 | 301,220.67 |
| OTHER INCOME | | |
| 7030 Other Income | | 13,000.00 |
| Interest Earned | 2.28 | |
| Total Other Income | 2.28 | 13,000.00 |
| NET OTHER INCOME | 2.28 | 13,000.00 |
| NET INCOME | \$276,188.19 | \$314,220.67 |

Balance Sheet

As of September 30, 2023

| | Total |
|-------------------------------------|---------------------|
| ASSETS | |
| Current Assets | |
| Bank Accounts | |
| 1001 Checking - US Bank | 179,279.43 |
| Total Bank Accounts | 179,279.43 |
| Accounts Receivable | |
| 1200 Accounts Receivable | 199,172.00 |
| Total Accounts Receivable | 199,172.00 |
| Other Current Assets | |
| 1300 LAIF Funds | 25,280.42 |
| 1390 Uncategorized Asset | -8,698.00 |
| 1395 Accrued Interest | -53.62 |
| Total Other Current Assets | 16,528.80 |
| Total Current Assets | 394,980.23 |
| Fixed Assets | |
| 1500 Machinery and Equipment | 2,203.41 |
| 1700 Accumulated Depreciation | -1,926.59 |
| Total Fixed Assets | 276.82 |
| TOTAL ASSETS | \$395,257.05 |
| LIABILITIES AND EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Credit Cards | |
| 2200 First National Bank of Omaha | 350.37 |
| FNBO_2nd | 138.00 |
| Total Credit Cards | 488.37 |
| Total Current Liabilities | 488.37 |
| Total Liabilities | 488.37 |
| Equity | |
| 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 |
| Total 3010 Reserves | 35,001.92 |
| Net Income | 276,188.19 |
| Total Equity | 394,768.68 |
| TOTAL LIABILITIES AND EQUITY | \$395,257.05 |

Profit and Loss by Class

July - September, 2023

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

Monthly Reports:Monthly Summary VENDOR Expenses

September 2023

| | Total |
|-------------------------|-----------------|
| 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 |
| TOTAL | \$660.87 |

Statement of Cash Flows

July - September, 2023

| | Total |
|--|---------------------|
| OPERATING ACTIVITIES | |
| 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 |
| Total Adjustments to reconcile Net Income to Net Cash provided by operations: | -190,478.92 |
| Net cash provided by operating activities | 85,709.27 |
| NET CASH INCREASE FOR PERIOD | 85,709.27 |
| Cash at beginning of period | 93,570.16 |
| CASH AT END OF PERIOD | \$179,279.43 |

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 |
| TOTAL | \$0.00 | \$158,880.00 | \$40,292.00 | \$0.00 | \$0.00 | \$199,172.00 |



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.