



**REGULAR MEETING  
Board of Directors**

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

**SEPTEMBER 14, 2023  
7:00 PM**

**AGENDA AMENDED ON SEPTEMBER 12, 2023**

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**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.*

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

**PUBLIC COMMENT 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**

**ROLL CALL (Sirkay)**

**AGENDA**

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

- Approve Remote Attendance by Hon. Kathy Watanabe (under Assembly Bill 2449, California Government Code Section 54953(f))
- Approve Remote Attendance by Hon. Sheila Mohan (under Assembly Bill 2449, California Government Code Section 54953(f))
- Approve Minutes from Board of Directors Meeting on May 11, 2023

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

**3. Guest Speakers**

- a. Sarah Duffy (Chief Children’s Officer, Santa Clara County Office of Children & Families Policy) and Paul Murphy (Program Officer, Community Grants Partnership, Valley Health Foundation)
- b. Dave Driskell, Principal, and Samantha Dolgoff, Project Manager, from Community Planning Collaborative

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

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

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

**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.



# Board of Directors Meeting SPECIAL MEETING

*(Please note the special starting time for this meeting)*

## Agenda

May 11, 2023 7:15 PM

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

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**MINUTES IN RED/AGENDA IN BLACK**

### 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, 7:15 PM)**

Meeting called to order at 7:24 PM

**Members Present: 13**

Campbell	Anne Bybee
Cupertino	Hung Wei
Los Altos	Sally Meadows
Los Altos Hills	Stanley Mok
Los Gatos	Rob Rennie
Monte Sereno	Bryan Mekechuk
Morgan Hill	Mark Turner
Mountain View	Margaret Abe-Koga
Palo Alto	Lydia Kou
San Jose	Sergio Jimenez
Santa Clara	Kathy Watanabe
Saratoga	Tina Walia
Sunnyvale	Larry Klein

**Members Absent: 2**

Gilroy	Marie Blankley
Milpitas	Carmen Montano

**Members of the Public: 5**

Teddy Daligga	SCC Dept of Public Health
Neysa Fligor	Los Altos City Council
James Gibbons-Shapiro	SCC DA's Office
Casey Halcon	SCC Deputy County Executive
Steve Preminger	SCC Office of Strategic and Intergovernmental Affairs

## ORAL COMMUNICATIONS FROM THE PUBLIC ON NONAGENDIZED ITEMS

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## 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
<p>Motion to approve Consent Agenda and pull March 9 minutes by Turner Seconded by Jimenez Ayes: 13 Nays: 0 Abstentions: 0 Absences: 2</p> <p>Motion Passes 13-0-0-2</p>
<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> Motion to approve 2023-24 CASCC Budget as proposed by Mekechuk Seconded by Mok  Ayes: 12 Nays: 0 Abstentions: 0 Absences: 3 (Jimenez left meeting early)  Motion Passes 12-0-0-3
<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>
<b>11. Joys and Challenges (Board Members)</b>

## ADJOURNMENT

Meeting adjourned at 9:12 PM

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## PUBLIC COMMENT

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# **Bio: Sarah Duffy**

CHIEF CHILDREN'S OFFICER

Sarah currently serves as the Chief Children's Officer, overseeing the County of Santa Clara Office of Children & Family Policy. Sarah has over a decade of experience leading initiatives to support children and families across the Bay Area, promoting evidence-based policies and programs that increase opportunities and advance equity. When not working, Sarah can be found with her husband and two sons, cheering them on in soccer, basketball, or baseball, depending on the season.

## **Contact Information**

2460 N. First Street  
Suite 220  
San Jose, CA 95131  
United States

**Office** [\(408\) 678-1398](tel:4086781398)

Pronouns: she/her/hers

[sarah.duffy@ceo.sccgov.org](mailto:sarah.duffy@ceo.sccgov.org)

## **Bio: Paul Murphy**

Program Officer

Community Grants Partnerships

Valley Health Foundation

Paul Murphy has worked in public policy in Santa Clara County for over twenty years, including budget and policy positions for County Supervisors Joe Simitian, Liz Kniss and most recently Cindy Chavez. Paul was instrumental in the creation and strengthening of the County's Whistleblower program. Prior to his work in Santa Clara County, Paul worked in the Behavioral Health field in New England and San Diego. Paul has joined Valley Health Foundation since his retirement from the County to continue to contribute to our community.

### **Contact Information**

Main: (408) 885-5299

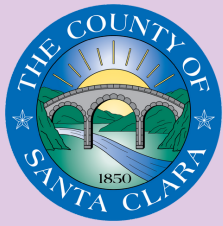
Direct: (408) 497-6547

[paul.murphy@vhfca.org](mailto:paul.murphy@vhfca.org)

2400 Clove Drive

San Jose, CA 95128

[valleyhealthfoundation.org](http://valleyhealthfoundation.org)



# OCFP

Office of Children & Families Policy  
<https://countyexec.sccgov.org/ocfp>

Sarah Duffy  
Chief Children's Officer  
[sarah.duffy@ceo.sccgov.org](mailto:sarah.duffy@ceo.sccgov.org)

Arcel V. Blume  
Director of Strategic Initiatives  
[arcel.blume@ceo.sccgov.org](mailto:arcel.blume@ceo.sccgov.org)

## ABOUT US

### OCFP Vision Statement

All of Santa Clara County's children have the supports needed to be safe, healthy, and successful in learning and in life.

### County Mission

The mission of the County of Santa Clara is to plan for the needs of a dynamic community, provide quality services, and promote a healthy, safe, and prosperous community for all.

## OCFP FY 2022-2023 WORKPLAN

### Policy and Analysis

Follow and advocate for local, state, and federal policies that will facilitate an equity-forward and data-driven agenda that identifies the most critical needs of children and families, identifies promising practices, sustainable funding, and measures that lead to positive outcomes.

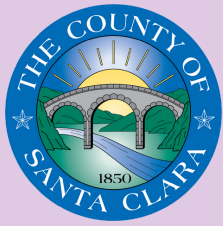
### Collaboration and Partnerships

Cultivate and increase collaboration across County departments and with community partners to improve outcomes for children and families using data and evidence-based strategies.

### Strategic Issues and Initiatives

In partnership with County agencies and organizations, facilitate analysis, planning, and pilot implementation of promising new initiatives that will support and strengthen early interventions and preventative practices.





# OCFP

Office of Children & Families Policy

## CHILDCARE AND EARLY EDUCATION INITIATIVES

The Board approved \$10 million in funding for FIRST 5 Santa Clara County to develop and implement a three-pronged strategy to bolster and strengthen the early learning and care workforce serving children from birth through five years of age. The strategy includes piloting the Apprenticeship Initiative, Transitional Kindergarten (TK) Teacher Equity Initiative, and Shared Services Alliance.

## ARPA FUNDING

On February 28, 2023, the County of Santa Clara Board of Supervisors approved \$15 million to expand quality childcare slots. The funding comes from the American Rescue Plan Act (ARPA), part of the coronavirus-relief package. OCFP is contracting with Valley Health Foundation to support the childcare infrastructure program for family- and center-based providers.

To prioritize high need communities that need access to childcare, OCFP formed an ad hoc Equity Committee that included FIRST 5 and the Office of Diversity, Equity, and Belonging, to determine equity criteria for the grant application process.

## ARPA INFRASTRUCTURE GRANT FUNDING

### Major Construction



Planning and pre-development costs, universal design renovations, retrofitting to meet licensing requirements, and other related costs.

### Minor Construction



Physical renovations to increase licensed capacity, including plumbing and fixtures, playground upgrades, kitchen renovations, and other related costs.

### Operating Costs



Three months of rent, mortgage, and/or insurance; up to 24 months of wages to hire childcare staff; or other related supports.

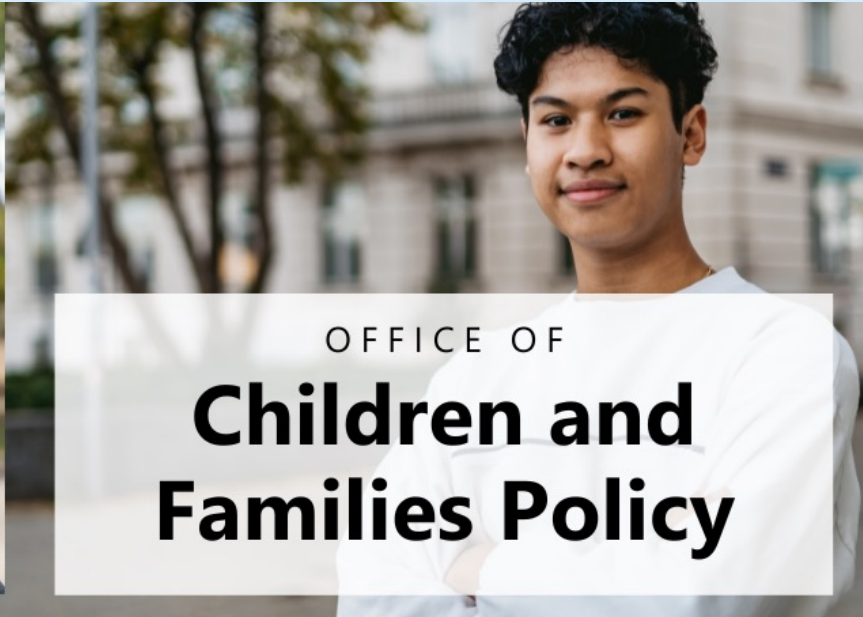
**September 2023**  
NOFA Release

**January 2024**  
Grant Funding Disbursement

**December 2026**  
Grant Program Closeout



# Presentation on the Childcare Expansion Grant Program



**Sarah Duffy**  
Chief Children's Officer  
Santa Clara County

**Paul J. Murphy**  
Program Officer  
Valley Health Foundation



# Agenda

- Introduction
- Overview of OCFP
- Childcare Expansion Grant Program
- Collaborating with Cities
- Question/Answer



# The Office of Children & Families Policy FY 2023-24 Workplan

***Vision Statement*** : All of Santa Clara County's children have the supports needed to be safe, healthy, and successful in learning and in life.

## Policy and Analysis

Follow and advocate for local, state, and federal policies that will facilitate an equity-forward and data-driven agenda that identifies the most critical needs of children and families, identifies promising practices, sustainable funding, and measures that lead to positive outcomes.

## Collaboration and Partnerships

Cultivate and increase collaboration across County departments and with community partners to improve outcomes for children and families using data and evidence-based strategies.

## Strategic Issues and Initiatives

In partnership with County agencies and organizations, facilitate analysis, planning and pilot implementation of promising new initiatives that will support and strengthen early interventions and preventative practices.

# ARPA Funding

On February 28, 2023, the Santa Clara County Board of Supervisors approved \$20 million to expand quality childcare slots and continue early education workforce initiatives.

This included:

- An additional \$5 million to continue early workforce initiatives through FIRST 5
- Up to \$15 million for licensed family- and center-based childcare infrastructure grants







# ARPA Infrastructure Grant Funding

Eligible use of grant funding include:

- **Major construction and renovations to make centers licensable and increase or recover lost capacity:** planning and pre-development costs, universal design renovations, retrofitting to meet licensing requirements, and other related costs
- **Minor construction, renovations, repair, and modernization to increase or recover lost capacity:** physical renovations to increase licensed capacity, including plumbing and fixtures, playground upgrades, kitchen renovations, and other related costs
- **Operating costs:** such as three months of rent, mortgage, and/or insurance; up to 12 months of wages to hire new childcare staff; or other related supports.

# 2023 Child Care Needs Assessment: Unmet Need for Child Care

Figure 24. Unmet Need for Full-Time Preschool by Major City (2023)

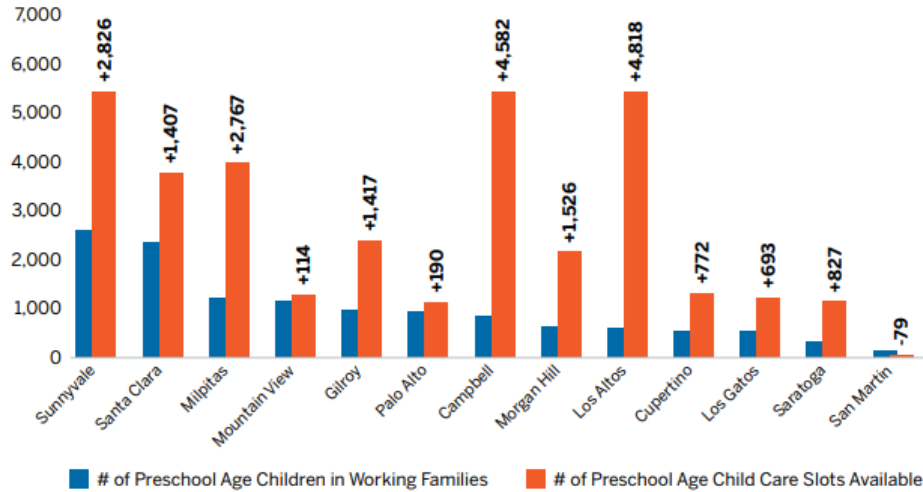
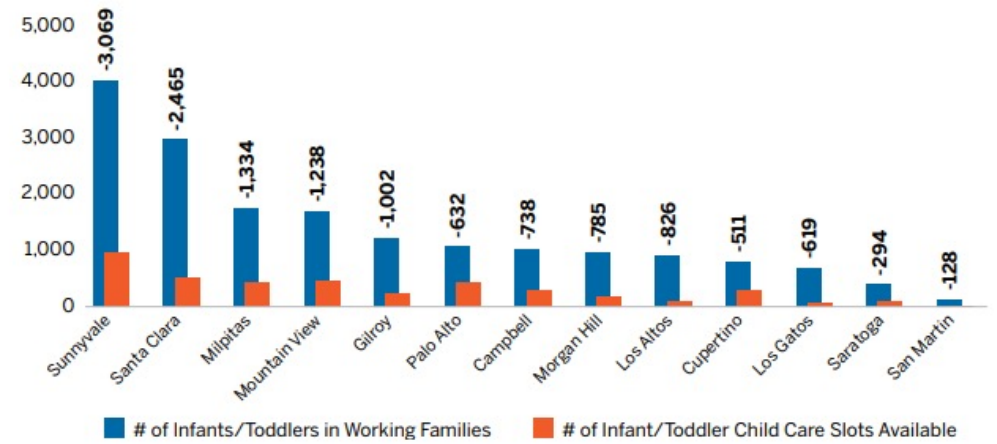


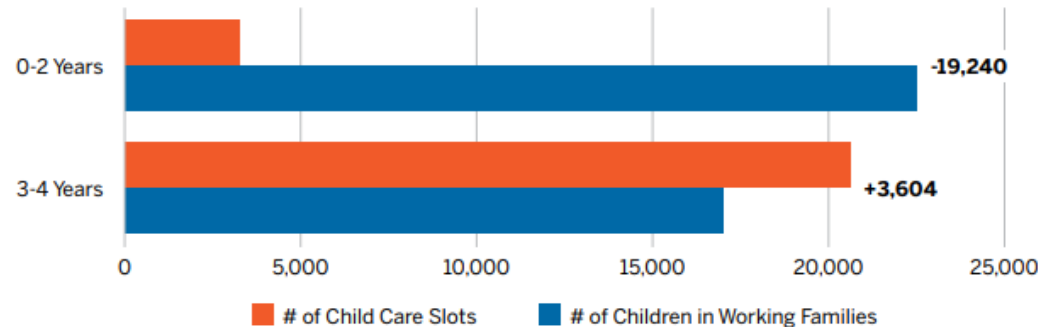
Figure 22. Unmet Need for Full-Time Infant/Toddler Care by Major City (2023)



Sources: No. of Children in Working Families – Early Learning Needs Assessment Tool (2020), American Institutes for Research;  
No. of Child Care Slots – Santa Clara County Office of Education (January 5, 2023)

Sources: No. of Children in Working Families – Early Learning Needs Assessment Tool (2020), American Institutes for Research;  
No. of Child Care Slots – Santa Clara County Office of Education (January 5, 2023)

Figure 23. Unmet Need for Full-Time Infant/Toddler Care and Preschool in the City of San Jose (2023)



Sources: No. of Children in Working Families – Early Learning Needs Assessment Tool (2020), American Institutes for Research;  
No. of Child Care Slots – Santa Clara County Office of Education (January 5, 2023)

# Collaborating with Cities

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- ARPA funds must be expended by December 31, 2026, requiring grantees to complete all building plan and approval as well as construction in that timeline
- A construction consultant organization is drafting a Guidebook for grantees to support them in their construction projects and will provide support during the grant period
- Local jurisdictions can support the Grant Program by ensuring childcare providers are able to successfully complete the construction and city permits requirements, timelines, and hearings, if applicable.
- Grantees will also be supported by Navigators as they complete their applications and implement their funded grant projects.

# Timeline

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Thank you  
and  
Questions



## **Bio: Samantha Dolgoff**

Project Manager, Community Planning Collaborative

Sam is a community planner with deep experience in public engagement, project management and local government. Through her experience, she has gained a thorough understanding of government entities and the challenges they face. She is passionate about fostering constructive communication between people and government and is proud to have built relationships with community groups to develop projects that serve diverse needs.

Sam has over ten years of experience as a public sector planner, including serving as Queens Director of Strategic Initiatives at the City of New York Department of Transportation, and previously worked at the Berkeley Public Works Department Transportation Division and the San Francisco Recreation and Park Department. She holds a Master of Urban Planning from San Jose State University with a focus on community development and also holds a Bachelor of Science in Environmental Science.

Sam is a California native and was born and raised in Albany and Berkeley, though her familial roots stretch back through New York City, Topeka, Kansas, and Hawaii. Her passions include convenience cycling, sustainable food systems and chipping away at the housing crisis one project at a time.

## Bio: David Driskell

Principal, Community Planning Collaborative

David partners with community-based organizations, governments, regional agencies and international organizations to ensure that those affected by decisions help shape and deliver meaningful responses and solutions. He served for eight years as Boulder, Colorado's Executive Director of Planning, Housing and Sustainability, overseeing strategic planning, affordable housing and redevelopment projects as well as energy, climate and zero waste initiatives. He also served for four years as Seattle's Deputy Director of Planning and Community Development, helping build a new department focused on equitable development and integrated cross-department planning and action. Prior to his years in local government, he was UNESCO Chair for Growing Up in Cities at Cornell University, leading an international action-research program, teaching, and working directly with community-based organizations in New York and Nairobi. He authored *Creating Better Cities with Children and Youth* as well as book chapters and journal articles on youth engagement, and has led planning initiatives and training programs across the US as well as in Canada, Europe, the Middle East, South Asia and East Africa. He is a graduate of Stanford University and MIT; serves on the national board for [ICLEI-USA](#); was a founding member of the [Carbon Neutral Cities Alliance](#); and is a lead author for the [Urban Climate Change Research Network's Third Assessment Report on Climate Change and Cities](#).

# THINKING ABOUT BUILDING AN ADU?

BACKYARD COTTAGES - GRANNY FLATS - IN-LAW UNITS

**Accessory dwelling units (ADUs) come in many shapes and sizes and grow with your family and community over time.**

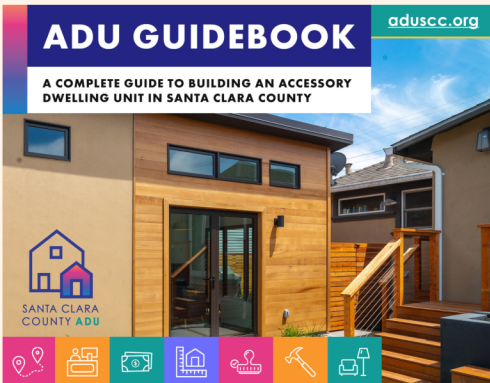
They provide housing for family and friends, rental income, and a home as you age. And they are an important source of housing for the local workforce and families.



## NEW Santa Clara ADU Resources

Tools and resources to support your ADU project from inspiration and design to permitting, construction and move-in.

**Visit [aduscc.org](https://aduscc.org) to get started!**



**DOWNLOAD OUR NEW ADU Guidebook**

Your companion through the entire ADU process, from budget and design planning to getting permits, hiring contractors, and more!



## MORE OF WHAT YOU'LL FIND ONLINE:

- **Step-by-step guidance** through all project phases
- **Calculator** to estimate project costs and rental income
- **Fillable worksheets** to support the process
- **Stories** about ADUs your neighbors are building
- **Local rules summaries**
- **ADU Glossary**





## Accessory Dwelling Unit (ADU) Resources

[Santa Clara County ADU](#) is a new program offering free resources to help residents through the entire process of building an ADU in Santa Clara County. By encouraging the development of ADUs, our communities can build new homes for our neighbors, children, and grandparents, and help our region thrive. Santa Clara County ADU is one of many efforts of the [Santa Clara County Planning Collaborative](#)—a shared initiative among all the jurisdictions in Santa Clara County to help ensure that everyone in the County has access to a safe, secure, and affordable home.

Visit [aduscc.org](https://aduscc.org)

## Getting Started

These resources will help you learn more about ADUs, what is possible on your property, and how to get started:

- [SCC ADU Website](#): Look at floorplans, hear from neighbors about what they built, and download the free [ADU Guidebook](#).
- [ADU Process & Important Information](#): See an overview of the ADU process and things to consider.
- [Local ADU Rules](#): Learn about the ADU rules and regulations and find contact information for local departments and staff.
- [ADU Glossary](#): Explore frequently used terms.
- [ADU Calculator](#): Estimate potential building costs, rent, and return on investment.

## What are ADUs and JADUs?

**ADUs** – also called granny flats, converted garages, or basement apartments – are flexible spaces that meet the changing needs of households over time. ADUs can be attached or detached from the primary home, are generally between 150 and 1000 square feet, and must have their own entryway, kitchen and bathroom.

**JADUs** are located within the existing footprint of a home, including an attached garage, and are no more than 500 square feet. They also need their own entryway and a small kitchen, and may share a bathroom with the main home.

Your ADU will grow with you and can change to fit your needs, from a home for your loved ones to building your savings or supporting the community. [To learn more about ADUs visit \[aduscc.org\]\(https://aduscc.org\)](#).

**JOINT POWERS AGENCY AGREEMENT DRAFT FOR CITIES ASSOCIATION OF  
SANTA CLARA COUNTY**

This Joint Powers Agreement (“Agreement”) for the Cities Association of Santa Clara County is entered into by and among the cities (“Members”), which are organized and existing under the Constitution and laws of the State of California in which public agencies are located in the County of Santa Clara, and upon approval and full execution of the Agreement, creates the Cities Association of Santa Clara County Joint Powers Agency (“Agency”).

**RECITALS**

WHEREAS, Articles 1 and 2, Chapter 5, Division 7, Title 1 of the California Government Code (Section 6500 *et seq.*) permits two or more public agencies by agreement to jointly exercise powers common to the Members; and

WHEREAS, the public agency Members executing this JPA are cities or towns within the jurisdiction of the County of Santa Clara (“County”); and

WHEREAS, the Cities Association of Santa Clara County has existed as an unincorporated association since 1990 and desires to formalize the relationship between its City and Town members and form a Joint Powers Agency in order to carry out activities for the good of all its Members; and

WHEREAS, the Members executing this Agreement, desire to join together to create a separate Joint Powers Agency for the purpose of promoting cooperation among the Members; advocating for positive action; enhancing the quality of life for the residents of the County and their individual cities; and encouraging other joint and cooperative endeavors among the public agencies for their mutual benefit.

NOW, THEREFORE, the Parties agree to the following:

**ARTICLE 1 - DEFINITIONS**

1.1 “Associate Member” shall mean any non-city local agency, located within jurisdictional authority of the County of Santa Clara and shall have duly executed and delivered to the Agency an Associate Membership Agreement in the form of and as further provided in the Bylaws of the Agency, as further provided in Article 31 herein.

1.2 “Agency” shall mean the Cities Association of Santa Clara County Joint Powers Agency created by this Agreement.

1.3 “Board of Directors” or “Board” shall mean the governing body of the Agency.

1.4 “Executive Committee” shall mean the Executive Committee of the Board of Directors of the Agency.

1.5 “Fiscal Year” shall mean that period of twelve (12) months which is established by the Board of Directors or the Bylaws as the fiscal year of the Agency, which shall run from July 1 to June 30 of each year.

1.6 “Government Code” shall mean the California Government Code, as amended.

1.7 “Joint Powers Law” shall mean Articles 1 and 2, Chapter 5, Division 7, Title 1 (commencing with Section 6500) of the Government Code, known as the Joint Exercise of Powers Act, as amended.

1.8 “Legislative Body” shall mean the legislative board of each Public Agency that is a Member of the Agency.

1.9 “Member” shall mean any city which has executed this Agreement and has become a member of the Agency. The complete list of Members is set forth in Exhibit “A” attached hereto and incorporated herein by this reference.

1.10 “Parties” shall mean Members or Associate Members who are party to this Agreement.

1.11 “Public Agency” shall mean public agency as defined in Government Code Section 6500, as amended.

1.12 Unless the context clearly requires otherwise, as used in this Agreement, words of the masculine, feminine or neutral gender shall be construed to include each other gender, when appropriate, and words of the singular number shall be construed to include the plural number, and vice versa, when appropriate. This Agreement and all the terms and provisions herein shall be construed to effectuate the purposes set forth and to sustain the validity of those purposes.

## **ARTICLE 2 - CREATION AND PURPOSES**

2.1 This Agreement is entered into by the Members in order to:

2.1.1 Review, study, develop consensus positions, and take action on issues of interest to Members;

2.1.2 Focus on local and regional matters that are important to our future;

2.1.3 Develop a common agenda for Santa Clara County cities;

2.1.4 Serve as a unified voice for Santa Clara County cities in relationship to other agencies, organizations, and levels of government;

2.1.5 Establish and administer the City Selection Committee pursuant to Government Code Section 50270 *et seq.*, as amended and make appointments to regional and local bodies as provided by law;

2.1.6 Serve as a source of education, information and networking for officials from all cities in Santa Clara County;

2.1.7 Provide a forum for non-city individuals, groups and organizations and the private sector to address items of interest to Santa Clara County cities;

2.1.8 Reduce duplication of effort by sharing information and provide a unified voice and strong advocacy on legislation and other important issues that affect its Members;

2.1.9 Strengthen the Members' and Agency's standing at the regional, State and Federal level;

2.1.10 Strive to respect local control, provide regional perspective and make a difference to elevate the quality of life throughout the County;

2.1.11 Provide a forum for discussion and study of problems common to the Members and to assist in the development and implementation of solutions to such problems;

2.1.12 Provide a method for the Members to collaborate and jointly develop policies that benefit the region; and

2.1.13 Collaborate in such a way that is efficient, saves the jurisdictions the expense of individual effort, and creates positive outcomes.

### **ARTICLE 3 - PARTIES TO AGREEMENT**

Each Member, as a Party to this Agreement, intends to and does contract with all other Members as Parties to this Agreement and, with other Public Agencies as may later be added as Parties to this Agreement pursuant to the Joint Powers Law. The withdrawal of any party from this Agreement, pursuant to Article 19, shall not affect this Agreement or the remaining Members' obligations.

### **ARTICLE 4 – TERM**

This Agreement shall become effective when fully executed and returned to the Agency by at least eight (8) Members, but only as to those Members that have executed the Agreement. The Agency shall promptly notify all Members in writing of the effective date. After one full year after the initial formation of the Agency, should the membership fall below seven (7) Members due to the withdrawal of Members and the membership level remains at below seven (7) Members for a period of at least one (1) year and a similar JPA, with the same or similar powers and functions is formed containing a majority of cities in the County of Santa Clara, the Agency shall change its name and permit the new organization to take on the name of the Agency. Notwithstanding the name change, this Agreement shall continue in effect until terminated as provided herein. The termination of this Agreement with respect to an individual

Member upon its withdrawal from membership in the Agency shall not operate to terminate this Agreement with respect to the remaining Members.

#### **ARTICLE 5 - CREATION OF THE AGENCY**

Pursuant to the Joint Powers Law, there is hereby created a public entity, separate and apart from the Parties hereto, to be known as the "Cities Association of Santa Clara County Joint Powers Agency" with powers as are set forth herein. Upon formation of the Agency as described in Article 4, the Cities Association of Santa Clara County, an unincorporated association shall follow the process of dissolution and cease to exist.

#### **ARTICLE 6 - POWERS OF THE AGENCY**

6.1 The Agency shall have all of the powers of a public agency as defined in the Government Code Section 6500 as amended and all additional powers set forth in the Joint Powers Law and other statutes applicable to the Joint Powers Agency created hereby and is authorized to do all acts necessary for the exercise of these powers on behalf of its Members. Powers include, but are not limited to, the following, in the Agency's own name:

6.1.1 To make and enter into contracts;

6.1.2 To incur debts, liabilities, and obligations and to encumber personal property;

6.1.3 To acquire, hold, or dispose of personal property, contributions, and donations of personal property, funds, services, and other forms of assistance from persons, firms, corporations, and government entities;

6.1.4 To sue and be sued in its own name, and to settle any claim against it;

6.1.5 To receive and use contributions and advances from Members as provided in Government Code Section 6504, as amended including contributions or advances of personnel and equipment;

6.1.6 To invest any money in its treasury that is not required for its immediate necessities, pursuant to Government Code Section 6509.5, as amended;

6.1.7 To acquire, construct, manage, maintain, or operate title to personal property, or rights, or any interest therein;

6.1.8 To employ agents, contractors, consultants, and employees;

6.1.9 To receive, collect, and disburse monies;

6.1.10 To conduct studies, tests, evaluations, and similar activities;

6.1.11 To contract for services from Members, including in-kind services;

6.1.12 To conduct public outreach and education;

6.1.13 To participate in pilot and demonstration projects;

6.1.14 To charge for services, programs, and/or systems;

6.1.15 To work with elected officials and local, regional, state, and federal agencies, including other joint powers agencies and unincorporated associations to pursue funding, enter agreements and otherwise carry out the purposes of the Agency;

6.1.16 In addition to the other powers provided herein, the Agency shall have any powers authorized by law to each of the Parties and separately to the Agency created herein relating to economic development, including, without limitation, the promotion of opportunities for the creation and retention of employment, the stimulation of economic activity, and the increase of the tax base, within the jurisdictions of the Parties;and

6.1.17 To exercise other reasonable and necessary powers in furtherance or support of any purpose of the Agency or power granted by the Joint Powers Law, this Agreement or the Bylaws of the Agency.

#### **ARTICLE 7 - RESTRICTIONS ON POWERS**

7.1 Pursuant to and to the extent required by Government Code Section 6509, as amended, the Agency shall be restricted in the exercise of its powers and shall exercise its powers in the same manner as the Town of Los Gatos is restricted in its exercise of similar powers; provided that, if the Town of Los Gatos shall cease to be a Member, then the Agency shall be restricted in the exercise of its power in the same manner as another Member agreed to by the majority of the Board of Directors. Unless expressly provided for, the Agency does not, by virtue of this Section or this Agreement, subject itself to the internal policies or ordinances of any Member.

7.2 The Agency shall not have the power of eminent domain.

7.3 The Agency shall not have the power of taxation. The Agency may not impose taxes, but may receive the proceeds of taxes imposed by other entities or public funds from other entities.

7.4 The Agency shall not have the power to acquire, hold or dispose of real property.

#### **ARTICLE 8 - BOARD OF DIRECTORS**

8.1 The Agency shall be governed by the Board of Directors, which shall be composed of one Director representing each Member. Each Member's Legislative Body, according to its own procedures, shall appoint a Member of the Legislative Body as a Director to represent the Member on the Board of Directors. The Director shall serve at the pleasure of

their respective Legislative Body. The Legislative Body of each Member shall also appoint one alternate Director (“Alternate”) who shall participate in and vote at any meeting of the Board when the primary Director is absent. Any vacancy in a Director or Alternate position shall be filled by the appointing Member’s Legislative Body, subject to the provisions of this Article. Immediately upon admission of a new Member, the new Member shall be entitled and required to appoint a Director and one alternate Director. Every Director or Alternate shall be a Council Member or Mayor of their individual Member city.

8.2 A Director and/or Alternate shall be removed from the Board of Directors upon the occurrence of any one of the following events: (1) the Agency receives written notice from the appointing Member of the removal and/or replacement of the Director or Alternate ; (2) the withdrawal of the Member from this Agreement; (3) the death or resignation of the Director or Alternate; or (4) the Agency receives written notice from the Member that the Director or Alternate is no longer qualified as provided in the first paragraph of this Article.

8.3 The Board of Directors shall have the following powers and functions:

8.3.1 Except as otherwise provided in this Agreement, the Board shall exercise all powers and conduct all business of the Agency, either directly or by delegation to other bodies or persons;

8.3.2 The Board shall elect an Executive Committee, as provided in Article 11.;

8.3.3 The Board shall be the policy setting body of the Agency.

8.3.4 The Board shall appoint or employ necessary staff in accordance with Articles 10 and 13;

8.3.5 The Board shall cause to be prepared, and shall review, modify as necessary, and adopt the annual operating budget of the Agency. Adoption of the budget may not be delegated. The Board shall adopt their budget no later than the first April 30<sup>th</sup> following formation and then subsequently by April 30<sup>th</sup> of each successive year. The Board shall review, set, and adopt annual dues to be funded by Agency Members;

8.3.6 The Board shall receive, review and act upon periodic reports and audits of the funds of the Agency, as required under Articles 13 and 15 of this Agreement;

8.3.7 The Board may adopt policies regarding personnel, conflicts of interest and other matters necessary or convenient for the efficient operation of the Agency;

8.3.8 The Board shall adopt a set of priorities and work plan for each fiscal year; and

8.3.9 The Board shall have such other powers and duties as are reasonably necessary to carry out the purposes of the Agency.

## **ARTICLE 9 – MEETINGS OF THE BOARD OF DIRECTORS**

9.1 The Board of Directors shall hold at least one regular meeting each year. The Board of Directors shall fix by resolution, or in the Bylaws, the date, time and location of each regular meeting. The Board or Executive Director, in consultation with the President of the Board as provided in Article 10 below, may call special meetings.

9.2 Each meeting of the Board of Directors, including without limitation, regular, adjourned regular and special meetings shall be called, noticed, held, and conducted in accordance with the Ralph M. Brown Act, Government Code Section 54950 *et seq.*, as amended..

9.3 The Agency shall require the Secretary/Treasurer or designee to take and maintain minutes of all regular, adjourned regular and special meetings. As soon as practicable after each meeting, the Secretary/Treasurer or designee shall forward to each Board Member, a copy of the minutes of the meeting.

9.4 A majority of the Members of the Board shall constitute a quorum for the transaction of business. Unless otherwise required by law, a vote of the majority of a quorum of the members present at a meeting is sufficient to take any action, unless otherwise specified in this Agreement. However, less than a quorum may adjourn the meeting to a future date.

9.5 Each Member of the Board shall have one vote.

## **ARTICLE 10 - OFFICERS**

The Board shall elect as Officers of the Agency President, First Vice President, Second Vice President, Secretary/Treasurer and Immediate Past President at its first meeting. Thereafter, except as may be otherwise provided in the Bylaws of the Agency, the Board shall elect the President, First Vice President, Second Vice President, Secretary/Treasurer and Immediate Past President, at the November Board of Directors meeting, or the first meeting held on or after November 1 of each year. Of the Officers, the President, and at least two other Officers, must also be members of the Board of Directors. The remaining Officers may be the elected or appointed Mayor or Council Member of any Member of the Agency regardless of whether they are on the Board of Directors. Each Officer shall assume the duties of his or her office upon election. If the President ceases to be a Member of the Board, the resulting vacancy shall be filled at the next meeting of the Board held after the vacancy occurs, or at a special meeting of the Board called to fill the vacancy. The President shall preside at and conduct all meetings of the Board. Should the Board President not be available then the highest-level Officer, who is a member of the Board of Directors, shall preside. If that individual is unavailable, then any Director appointed by the President may preside. The Board may appoint other officers as it considers necessary. The duties of the Secretary/Treasurer are set forth in Articles 15 and 16 of this Agreement. The Secretary/Treasurer shall be appointed by the Board



of Directors and shall be eligible to serve as Secretary/Treasurer, as provided in the Joint Powers Law.

#### **ARTICLE 11 - EXECUTIVE COMMITTEE**

At such time as there are nine Members, the Board shall establish and elect an Executive Committee of the Board which shall consist solely of three (3) Officers consisting of the President, First Vice President, and Secretary/Treasurer, which shall exist thereafter. At such time as there are 11 Members, the Board shall establish and elect an Executive Committee of the Board which shall consist solely of five (5) Officers, with the addition of the Immediate Past President, which shall exist thereafter. Should the Immediate Past President no longer hold elected office then a Member at Large may be appointed by the Board to serve on the Executive Committee. The qualifications of the Member at Large are that they must be an elected or appointed Mayor or Council Member of a Member of the Agency but need not be on the Board of Directors. The terms of office of the Members of the Executive Committee shall be one year. The Executive Committee shall conduct the business of the Agency between meetings of the Board, exercising all those powers as provided for in this Article, or as otherwise delegated to it by the Board.

The Executive Committee, subject to approval by the Board of Directors shall exercise all powers or duties of the Board relating to the entering, approval and execution of: agreements, leases, and other instruments of or relating to the finances of the Joint Powers Agency within the previously approved annual budget or amended budget. The Executive Committee may have additional powers delegated to it by the Board, except for the adoption of the Agency's annual budget. Any additional powers and duties delegated shall be specified in a Resolution adopted by the Board. The Executive Committee shall provide notice to the Board before authorizing or conducting any investigations into the business of the Agency and before taking personnel action. These actions must be authorized by a majority vote of the Executive Committee. Each meeting of the Executive Committee shall be called, noticed, held and conducted in accordance with the Ralph M. Brown Act, Section 54950 et seq., as amended by the Government Code.

#### **ARTICLE 12 - COMMITTEES**

The Board may establish committees, as it deems appropriate to conduct the business of the Agency or it may, in the Bylaws or by resolution, delegate this power to the Executive Committee by Resolution. Members of committees, except as otherwise stated in this Agreement, shall be appointed by the President. Each committee shall have those duties as determined by whichever Agency body created it or as otherwise set forth in the Bylaws. Each committee shall meet on the call of its chairperson and shall report to and be directed by whichever entity created it. No more than one representative from each jurisdiction shall serve on each committee. Membership of any committee may consist in whole or in part of persons who are not members of the Board; provided that the Board and the Executive Committee may

delegate decision-making powers and duties only to a committee, a majority of the members of which are Board Members. Any committee, except the City Selection Committee in which a majority of the members are not Board Members may function only in an advisory capacity. The Legislative Action Committee shall be a permanent Committee of the Agency chaired by the Second Vice President and whose members shall be appointed by the Agency Members. All standing committees shall abide by the Brown Act.

### **ARTICLE 13 – CITY SELECTION COMMITTEE**

The City Selection Committee is established pursuant to State law and the Agency shall administer the City Selection Committee as follows: The City Selection Committee shall be a permanent committee of the Agency, consisting of the Mayor of each City or Town, consistent with Government Code 50270, as amended. The Agency shall allow all cities in the County to participate in the City Selection Committee, whether or not they are members of the Agency.

### **ARTICLE 14 - STAFF**

14.1 Principal Staff. The following staff members shall be appointed by and serve at the pleasure of the Board of Directors:

14.1.1 Executive Director. The Executive Director shall serve at the pleasure of the Board and shall do the following: manage the affairs of the Agency, subject to the general supervision and policy direction of the Board and the Executive Committee; oversee the day-to-day activities of the Agency; select and manage the activities of all consultants and staff of the Agency; be responsible for required filings by the Agency with the State of California; prepare or delegate the preparation of all meeting notices, minutes, and required documentation of the Agency; prepare and propose an annual budget; prepare reports and recommendations for consideration by the Executive Committee or Board; be responsible for billing and collection of annual dues; maintain the records of the Agency; assist Local Agencies in the preparation and filing of applications for participation in the financing programs of the Agency; expedite the processing of these applications; pay all invoices, taxes and amounts due; and perform other duties as are assigned by the Board and Executive Committee. The Executive Director may have the authority to sign agreements, applications, and other documents on behalf the Agency, if authorized by the Board or Executive Committee. The Executive Director shall have the Authority to enter into individual Agreements with a single vendor over the course of a fiscal year, on behalf of the Agency, up to the amount set by the Bylaws..

14.1.2 General Counsel. The General Counsel shall serve at the pleasure of the Board. The General Counsel shall take direction from the majority of the Board of

Directors. The General Counsel shall be a member in good standing of the California State Bar. The General Counsel shall be responsible for the legal affairs of the Agency;

14.1.3 The Auditor shall be a Certified Public Accountant licensed to practice in the State of California. The Auditor will conduct annual financial audits of the Agency;

14.1.4 The Executive Director may hire additional staff, as appropriate, based upon a previously approved budget;

14.1.5 The Agency shall not contract with or become a member of the California Public Employees Retirement System ("PERS"), nor shall any employee of the Agency become a member of PERS or be entitled to a pension or retirement from PERS as a result of service to the Agency; and

14.1.6 The Executive Director, the Auditor, the General Counsel and any other members of the staff or employees of the Agency shall be compensated in such manner as shall be approved by the Board as permitted by applicable law.

#### **ARTICLE 15 - SIGNIFICANT PROGRAMS**

If the Board desires to create significant programs or activities which will utilize substantial resources of the Agency, it shall do so by a vote of the Board. Substantial resources and significant program or activity shall be defined as any program or activity requiring \$10,000 or more in annual expenditures, this amount shall be increased by the annual cost of living CPI index. Any new significant program or activity shall require a work plan and a two-thirds vote of the Members in order to be initiated. When a new significant program is intentionally designed to be limited in scope, such that it only provides benefits to particular Members, the Agency may enter into specific program or project Agreement that includes relevant terms, by the particular affected Members and any such Agreement shall be approved by the Board prior to or at the same time as formation of the significant program. These Agreements shall be subject to approval by the Board of Directors by a two-thirds vote of the Members.

#### **ARTICLE 16 - ACCOUNTS AND RECORDS**

16.1 The Agency shall adopt an operating budget pursuant to Section 8.3.5 of Article 8 of this Agreement.

16.2 The Secretary/Treasurer of the Agency or the Executive Director shall establish and maintain funds and accounts as may be required by good accounting practices and by the Board. Books and records of the Agency shall be open to and made available for inspection at all reasonable times upon request by authorized representatives of the Members.

16.3 The Agency shall adhere to the standard of strict accountability for funds and report all receipts and disbursements as set forth in the Joint Powers Law.

16.4 Auditor's Report. The Auditor, within one hundred and twenty (120) days after the close of each Fiscal Year, shall give a complete written report of all financial activities for the prior Fiscal Year to the Board.

16.5 The Agency shall either make or contract with a Certified Public Accountant to make an annual Fiscal Year audit of all accounts and records of the Agency, conforming in all respects with the requirements of the Joint Powers Law. A report of the audit shall be filed, as a public record and be provided to each of the Members, and with the County Auditor of the County of Santa Clara. Costs of the audit shall be considered a general expense of the Agency. Any costs of the audit shall be borne by the Agency and shall be a charge against any unencumbered funds of the Agency available for this purpose.

#### **ARTICLE 17 - RESPONSIBILITIES FOR FUNDS AND PROPERTY**

17.1 The Secretary/Treasurer, or his or her designee, shall have the custody of and disburse the Agency's funds. Proceeds of similar obligations of the Agency may be deposited with a trustee, agent or other depository and shall not be considered the Agency's funds for purposes of this Article. The Secretary/Treasurer may delegate disbursing Agency to persons as may be authorized by the Board or the Executive Committee to perform that function, subject to the requirements of Section 16.2 below.

17.2 The Secretary/Treasurer or designee shall perform all functions then required to be performed by the Treasurer under the Joint Powers Law. The Secretary/Treasurer shall review the financial statements and the annual audit of the Agency.

17.3 Pursuant to Government Code Section 6505.1, as amended, the Executive Director, the Secretary/Treasurer, and other persons as the Board may designate, shall have charge of, handle, and have access to the property of the Agency. The Agency shall secure and pay for a fidelity bond or bonds, in an amount or amounts and in a form specified by the Board of Directors, covering any officers or staff of the Agency who are authorized to hold or disburse funds of the Agency and any officers and staff who are authorized to have charge of, handle and have access to property of the Agency.

#### **ARTICLE 18 - MEMBER RESPONSIBILITIES**

18.1 Each Member shall have the following responsibilities:

18.1.1 To appoint its Director and Alternate to, or remove its Director and Alternate, from the Board, as set forth in Article 8;

18.1.2 To consider proposed amendments to this Agreement as set forth in Article 28;

18.1.3 To make contributions in the form of annual membership assessments and fees, if any, determined by the Board for the purpose of defraying the costs of providing the annual benefits accruing directly to each party from this Agreement; and

18.1.4 If a Member shall give written notice to the Agency of its election to relinquish its status as a Member, or if a Member shall fail to be represented at four (-) (4) or more consecutive regular meetings of the Board of Directors, then that Member may be deemed to be a suspended Member, with all the rights and duties of an Associate Member, upon action of the Board of Directors duly adopted. Prior to the suspension the President shall contact the Mayor and request that another Council Member be appointed or that reinstatement for the current Member be requested. The suspension shall be approved by the Board of Directors. Promptly following that action by the Board of Directors, the Member may be reinstated by informing the Board of its intent to be reinstated within thirty (30) days and to attend all future meetings either via the Director or Alternate. Removal of a Member for failure of the Director to attend meetings shall not relieve the Member from its obligations under any outstanding agreements relating to the Agency's financial obligations, except in accordance with this Agreement.

#### **ARTICLE 19 - NEW MEMBERS**

With the approval of the Board, any city located within the County of Santa Clara may become a party as a Member to this Agreement. A city requesting membership shall apply by presenting to the Agency, a resolution of the Legislative Body of the City, evidencing its approval of this Agreement. The date that the applying city will become a Member will be determined by the Board. The Agency shall accept new Members upon a majority affirmative vote of the entire Board and upon payment of any Board determined assessments and fees.

#### **ARTICLE 20 - WITHDRAWAL**

A Member may terminate its membership in the Agency at any time upon giving one hundred and eighty (180) days written notice of withdrawal to the Agency. The notice shall be given to the Board of Directors. The effective date shall be the conclusion of the first Board Meeting which occurs after the one hundred and eighty (180) day notice period has passed. Any Member who withdraws shall remain obligated to pay its share of all debts, liabilities, and obligations incurred or accrued through the end of the current fiscal year of the Agency. The withdrawal does not in any way impair any contracts, resolutions, indentures, or other obligations of the Agency then in effect. In the event of a disagreement between the Agency and the withdrawing Member as to whether the withdrawal shall cause the impairment of any contracts, resolutions, indentures, or other obligations of the Agency, the determination shall be made by a majority vote of the Board of Directors. Any Member that withdraws and later seeks reinstatement to the Agency shall provide funds to the Agency, proportionate to their responsibility for the current fiscal year, as if the Member had never left the Agency. A withdrawing Member shall, in all events, remain liable for its proportionate share of: (i) its full amount of its proportionate share of the adopted fiscal year budget; (ii) any call for funds or assessment levied by the Agency prior to the date it provides its notice of withdrawal; (iii) any contribution in existence at the time of the notice of withdrawal.

## **ARTICLE 21 - REMOVAL**

If the Board of Directors determines that reasonable cause exists to remove a Director from the Board, it can remove the Director and request that the Member who appointed the Director appoint a new Director. The Board may, by two-thirds majority vote of the entire Board, remove a Member based on a Member's breach of any material term of this Agreement, and the failure to cure that breach within sixty (60) days written notice. A terminated Member shall remain liable for any obligation under this Agreement as described above. Failure to pay dues within 60 days following notice shall result in a Member becoming suspended with all the rights of an Associate Member. A suspended Member shall immediately have its voting rights restored upon full payment of dues.

## **ARTICLE 22 - OBLIGATIONS OF AGENCY**

The debts, liabilities, and obligations of the Agency shall not be the debts, liabilities, and obligations of the Members. Any Member may separately contract for, or assume responsibility for, specific debts, liabilities, or obligations of the Agency. Nothing in this Agreement shall be interpreted to limit the applicability of the provisions of Government Code Section 895.6.

## **ARTICLE 23 - TERMINATION AND DISTRIBUTION OF ASSETS**

This Agreement may be terminated at any time that no financial obligations of the Agency are outstanding with the approval of two-thirds of the Members. Upon termination of this Agreement, all assets of the Agency shall, after payment of all unpaid costs, expenses and charges incurred under this Agreement, be distributed among the parties to this Agreement, in accordance with the respective contributions of each of the Parties.

## **ARTICLE 24 - LIABILITY OF BOARD OF DIRECTORS, OFFICERS AND COMMITTEE MEMBERS**

24.1 The Members of the Board of Directors, Officers and Committee Members of the Agency shall use ordinary care and reasonable diligence in the exercise of their powers and in the performance of their duties pursuant to this Agreement. They shall not be individually liable for any mistake of judgment, or any other action made, taken, or omitted by them in good faith, nor for any act or omission by any agent, employee or independent contractor selected with reasonable care, nor for loss incurred, resulting from any action made, taken, or omitted by them in good faith and with reasonable care through investment of Agency funds, or failure to invest.

24.2 No Director, Officer, or Committee Member shall be responsible for any actor omission of any other Director, Officer, or Committee Member. Unless otherwise required by law, no Director, Officer, or Committee Member shall be required to give a bond or other security to guarantee the faithful performance of his or her duties pursuant to this Agreement.

24.3 The funds of the Agency shall be used to defend, indemnify, and hold harmless the Agency for any Director, Officer or Committee Member, for their actions taken within the

scope of the Agency. Nothing herein shall limit the right of the Agency to purchase insurance to provide coverage for these types of losses.

24.4 These indemnification and defense obligations shall survive the termination of the Agreement as to any acts or omissions occurring before such termination.

#### **ARTICLE 25 - INDEMNIFICATION**

To the fullest extent allowed by law, the Agency shall defend, indemnify, and save harmless the Members and their governing bodies, officers, agents and employees from all claims, losses, damages, costs, injury, and liability of every kind, nature, and description directly or indirectly arising from the performance of any of the activities of the Agency or the activities undertaken pursuant to this Agreement.

#### **ARTICLE 26 - BYLAWS**

The Board shall adopt Bylaws consistent with this Agreement which shall provide for the administration and management of the Agency. The provisions of the Bylaws, as modified from time to time, shall establish the operating procedures and standards for the Agency.

#### **ARTICLE 27 - NOTICES**

The Agency shall address notices, billings, and other communications to a Member as directed by that Member. Each Member shall provide the Agency with the email and physical address to which communications are to be sent. Members shall address notices and other communications to the Agency, at the office address of the Agency, or the email address of the Agency as directed by the Member and as set forth in the Bylaws.

#### **ARTICLE 28 - CODES**

The Agency shall adopt and observe a Code of Conduct and Conflict of Interest Policy. The Agency shall comply with all requirements of the Fair Political Practices Commission as required by law or regulation.

#### **ARTICLE 29 - AMENDMENT**

This Agreement may be amended at any time by vote of the Members, acting through their Legislative Bodies. Any amendment of this Agreement shall become effective upon receipt by the Agency of notice of the approval of the amendment by two thirds of the Legislative Bodies of the Members.

#### **ARTICLE 30 - SEVERABILITY**

Should any portion, term, condition, or provision of this Agreement be decided by a court of competent jurisdiction to be illegal or in conflict with any law of the State of California, or be otherwise rendered unenforceable or ineffectual, the validity of the remaining portions, terms, conditions, and provisions shall not be affected.

**ARTICLE 31 - PROHIBITION AGAINST ASSIGNMENT**

No Member may assign any right, claim or interest it may have under this Agreement, and no creditor, assignee or third-party beneficiary of any Member shall have any right, claim or title to any part, share, interest, fund, or asset of the Agency. This Agreement shall be binding upon and shall inure to the benefit of successors of the Members. This Agreement is intended solely for the benefit of the Agency and its Members. No third party shall be deemed a beneficiary of this Agreement or have any rights against the Agency or its Members.

**ARTICLE 32 - ASSOCIATE MEMBERS**

Any Public Agency located within the jurisdictional authority of the County of Santa Clara may, with the approval of the Board of Directors, become an Associate Member of the Agency by executing and delivering to the Agency an Associate Membership Agreement and providing an Associate Membership fee and as further provided in the Bylaws. An Associate Member shall not be entitled to representation on the Board of Directors, or to vote on any matter coming before the Board of Directors or the Agency, unless a separate written agreement is entered into between the Associate Member and the Agency. However, an Associate Member shall be entitled to participate in all programs and other undertakings of the Agency, including, without limitation, any Home Mortgage Financing Program, any financing under the Nonprofit Financing Law, any undertaking to finance the acquisition, construction, installation and/or equipping of public capital improvements, and any other financing program.

**ARTICLE 33 - LIBERAL CONSTRUCTION**

The provisions of this Agreement shall be liberally construed as necessary or reasonably convenient to achieve the purposes of the Agency.

**ARTICLE 34 - NON-WAIVER**

No waiver of the breach of default of any of the covenants, agreements, restrictions, or conditions of this Agreement by any Member shall be construed to be a waiver of any succeeding breach of the same or other covenants, restrictions, or conditions of this Agreement. No delay or omission of exercising any right, power or remedy in the event of a breach or default shall be construed as a waiver or a variation of any of the terms of this Agreement or any applicable agreement.

**ARTICLE 35 - REMEDIES FOR BREACH**

If any Member shall default on any obligation contained in this Agreement, the default shall not excuse any other Member from fulfilling its respective obligations under this Agreement. Any Member shall be entitled to pursue all legal and equitable remedies against another Member in response to any alleged default under this Agreement. Any and all of the remedies provided to the Members, hereunder or by law now or hereafter enacted, are



cumulative and the exercise of one right or remedy shall not impair the Members to any other remedy.

#### **ARTICLE 36 - ARTICLE HEADINGS**

All article headings are for reference only and are not intended to define or limit the scope of any provision of this Agreement.

#### **ARTICLE 37 - DISPUTE RESOLUTION**

36.1 The Members agree that any dispute regarding the enforcement or interpretation of any term, covenant, or condition of this Agreement (“Dispute”) may first, for a period of not less than thirty (30) days, be submitted to mediation before a mutually acceptable mediator prior to initiation of litigation, or any other binding arbitration or adjudicative dispute resolution process. The Members shall: (i) mediate in good faith; (ii) exchange all documents which each believes to be relevant and material to the issue(s) in the Dispute; (iii) exchange written position papers stating their position on the Dispute and outlining the subject matter and substance of the anticipated testimony of persons having personal knowledge of the facts underlying the Dispute; and (iv) engage and cooperate in such further discovery as the Members agree or mediator suggests may be necessary to facilitate effective mediation.

36.2 Each Member shall bear its own costs, attorney’s fees, and expenses of the mediation. Venue of the mediation shall be a mutually agreeable city within Santa Clara County, California.

#### **ARTICLE 38 – INSURANCE**

If available, the Agency shall obtain insurance for all Members, appointed Members, and Committee Members, including, but not limited to, Directors and Officers liability insurance and general liability insurance containing policy limits in such amounts as the Board of Directors shall deem will be necessary to adequately insure against the risks of liability that may be incurred by the Agency. Insurance under this provision may include an insurance pool program.

#### **ARTICLE 39 - FILING WITH SECRETARY OF STATE**

The Executive Director of the Agency shall file a notice of this Agreement with the office of the California Secretary of State within thirty (30) days of its effective date, as required by Government Code Section 6503.5, as amended and within seventy (70) days of its effective date as required by Government Code Section 53051, as amended.

#### **ARTICLE 40 - COUNTERPARTS**

This Agreement may be executed in parts or counterparts, each part or counterpart being an exact duplicate of all other parts or counterparts, and all parts or counterparts shall be considered as constituting one complete original and may be attached together when executed by the Members hereto. Facsimile and electronic signatures shall be binding.

**ARTICLE 41 - AGREEMENT COMPLETE**

This Agreement constitutes the full and complete Agreement of the parties and supersedes any prior written Agreement between the Members on the same topic.

DRAFT

August 7, 2023



Greetings City Managers,

Thank you for the thoughtful questions you submitted to the Cities Association of Santa Clara County (CASCC) in October, 2022. Our team has been working diligently on answering your questions, despite changes in staffing and legal counsel.

As you know, Santa Clara County (SCC) is one of the few counties in California that has a large population (1.9 million) comprised of some of the smaller and larger cities in the state. And yet, as the CASCC, we are able to come together with a strong, unified voice to work on regional issues and advocate at the county, regional and state levels. Understanding this key benefit, in 2020 the CASCC Board of Directors (Board) voted unanimously to form a JPA. Formalizing our structure allows us to continue serving our cities, protects our members from liability, and offers a path towards a long term fiscal strategy that would help keep costs down while maximizing collaboration with external partners.

The solid work of the CASCC has resulted in some notable achievements and benefits to our cities. The single-use plastic bag ban ordinances passed by all 15 cities originated in the CASCC, as did the Healthy Cities Dashboard in conjunction with SCC Dept. Of Public Health (learn more about this important resource for policymakers: <https://publichealth.sccgov.org/health-information/safe-and-healthy-communities/healthy-cities-program>). The CASCC also plays the vital role of providing administrative services for the City Selection Committee, including staying on top of appointments, resignations, and troubleshooting when issues or concerns arise.

The Planning Collaborative has provided invaluable technical assistance to all of our cities around their Housing Elements. The depth and breadth of the technical assistance provided is beyond what many of our cities are able to fund on their own irrespective of staffing capacity. In our larger cities, with budget pressures being what they are, this type of technical assistance is often cut. Alleviating this stress on city staff is incalculable. We urge you to visit our website to learn more about what the Planning Collaborative offers our cities: <https://citiesassociation.org/about-2/>

Furthermore, due to the ongoing efforts of our Legislative Action Committee (LAC), CASCC is seen as an important and significant voice in policymaking. Legislators often elicit feedback and endorsements from the CASCC, and look forward to speaking at our meetings.

Additionally, all of our city councilmembers are able to go deeper into timely and important topics through the various symposia and workshops that the CASCC has delivered over the years. Topics are suggested by our cities based on their needs. We work closely with well-regarded consultants, statewide and community partners, and various departments within the County infrastructure to implement high quality programs.

We welcome your feedback on this document. If you have any further questions or comments, please do not hesitate to reach out to me at [shali@citiesassociation.org](mailto:shali@citiesassociation.org).

Sincerely,

Vaishali "Shali" Sirkay

Attachments:  
Q&A Document  
1995 Agreement

**Answers to City Managers Questions re: Cities Association of Santa Clara County (“CASCC”) and Proposed Joint Powers Authority (“JPA”)  
August 7, 2023**

**GENERAL**

**Question #1. a.: What do we want this organization to be?**

**Answer #1. a.:** The goals and purposes of the organization will not change. Here are the stated goals of the CASCC:

- To review, study, develop consensus positions, and recommend on issues of interest to Santa Clara County cities;
- To develop a common agenda for Santa Clara County cities;
- To serve as a unified voice for Santa Clara County cities in relationship to other agencies, organizations, and levels of government, including the Peninsula Division of the League of California Cities;
- To serve as the City Selection Committee pursuant to Government Code section 50270 et seq. and make appointments to regional and local bodies as provided by law;
- To assist in the development of state-wide legislative policy through the structure of the League of California Cities;
- To serve as a source of education, information, and networking for officials from all cities in Santa Clara County;
- To provide a forum for non-city individuals, groups and organizations, and the private sector to address items of interest to Santa Clara County cities.

And here are the stated purposes of the proposed JPA:

1. Review, study, develop consensus positions, and take action on issues of interest to Members;
2. Focus on local and regional matters that are important to our future;
3. Develop a common agenda for Santa Clara County cities;
4. Serve as a unified voice for Santa Clara County cities in relationship to other agencies, organizations, and levels of government;
5. Establish the City Selection Committee pursuant to Government Code Section 50270 *et seq.*, as amended and make appointments to regional and local bodies as provided by law;
6. Serve as a source of education, information, and networking for officials from all cities in Santa Clara County;
7. Provide a forum for non-city individuals, groups and organizations and the private sector to address items of interest to Santa Clara County cities;
8. Reduce duplication of effort by sharing information and provide a unified voice and strong advocacy on legislation and other important issues that affect its Members;
9. Strengthen the Members’ and Agency’s standing at the regional, State and Federal level;
10. Strive to respect local control, provide regional perspective, and make a difference to elevate the quality of life throughout the County;

11. Provide a forum for discussion and study of problems common to the Members and to assist in the development and implementation of solutions to such problems;
12. Provide a method for the Members to collaborate and jointly develop policies that benefit the region; and
13. Collaborate in such a way that is efficient, saves the jurisdictions the expense of individual effort, and creates positive outcomes.

**Question #1. b.: What are the goals in forming this separate JPA as opposed to something less structured?**

**Answer #1. b.:** Currently, the CASCC is an unincorporated association under the California Corporations Code. Since its creation, the member agencies have executed some agreements to provide a bit more structure to the association. In 1990, the CASCC's member cities also entered into an agreement governing the operation of the organization, later amended on June 30, 1995. A copy of that Agreement is attached. As authorized by this Agreement, the CASCC has also adopted bylaws, available on the organization's website. The existing Agreements set forth a structure that is similar to what a Joint Powers Agreement would establish for a JPA.

If the Cities Association becomes a JPA, neither the purpose nor the budget process would change. However, the JPA structure addresses concerns that have been raised about the CASCC such as liability and insurance. The JPA would have access to insurance that is not currently available. Governmental immunities would apply to the JPA that do not apply to an unincorporated association. A JPA would also clarify the tax status of the organization. The governance and organizational structure are also familiar to the members.

**Question #1. c. How is forming the JPA furthering those goals.**

**Answer #1. c.:** The most effective CASCC is one that is permanent, has governmental immunities to liabilities and employs an organizational structure that is both equitable and highly functional. Also, it will insulate the individual city/town members from future individual liability that an unincorporated association would arguably not do. The CASCC has accomplished much in the past and can accomplish many of the same programs and should the Board of Directors wish to, additional tasks with the new, permanent structure. In addition, the formation of a JPA eliminates potential tax issues as governmental entities are generally not subject to federal and State tax-related requirements.

**Question #2: Are there better organizational forms such as public benefits corporation or nonprofit organization?**

CASCC previously considered both a 501 (c) (4) non-profit social welfare organization and a JPA. In 2020, the Board of Directors chose to pursue a JPA based on factors, such as the time and cost of forming the new entity and the compatibility of the JPA structure and membership of

the association. Considering the events that have transpired since the Board of Directors made the decision in 2020, we are even more convinced the JPA structure is best suited to the needs of the CASCC for the reasons stated above and the fact that the CASCC members are elected Council members appointed by their respective agencies and the CASCC administers the Cities Selection Committee.

**Question #3: What models/example joint powers agreements were used to develop the proposed CASCC JPA?**

**Answer #3:** The proposed JPA was developed by the two prior General Counsels, including Gary Baum, and he utilized the following examples: Silicon Valley Regional Interoperability Authority JPA (click on JPA document link) <https://svria.org/resources/documents/> Silicon Valley Animal Control Authority JPA (click on JPA link) <https://www.svaca.com/about-us>

**Question #4: What issues, structural or otherwise, is the association facing that can only or uniquely be solved by the formation of a JPA?**

The JPA would provide a governmental structure for the CASCC. As a JPA, the CASCC would have governmental immunities and the liability of its members would be clarified. The JPA would have also access to some risk pools that insure governmental entities. The JPA structure itself would create a backbone of organization by clearly setting forth the scope of the JPA's authority.

See answer to Question 1c above.

**Question #5: Are there examples of issues that the JPA can address, particularly that cannot be accomplished through a less formal structure?**

See answers to Questions #3 and #4.

Collaboration amongst our cities is one of the key advantages of the CASCC, which helps to strengthen our region. It is noteworthy, that in a county as populous and diverse as Santa Clara County, our cities have been able to come together and have some notable successes that could only have happened through CASCC. For example, the work of the CASCC during the COVID-19 pandemic resulted in a stronger partnership with our County, paving the way for greater trust and collaboration in the future. In recognition of their hard work, the CASCC was awarded the President's Medal for Exemplary Service During the COVID-19 Pandemic by the SCC Board of Supervisors. Also, our cities collectively implemented ordinances to ban single-use plastic bags in each of our cities. Perhaps one of the most timely advantages of the CASCC and JPA membership would be the ability to apply for regional and statewide grants, such as the

multi-year Regional Early Action Planning (REAP) Grant from ABAG. CASCC contracts with Community Planning Collaborative to lead this effort. Currently, all of our cities benefit from the technical assistance provided by the Planning Collaborative. Formed in October of 2019, the Santa Clara County Planning Collaborative is a shared effort among the county's jurisdictions to help address the region's housing challenges. The jurisdictions, by working together collaboratively, save money, time, and resources by sharing information and capacity; maintain & facilitate relationships with non-profits, affordable housing advocates, and key governmental organizations.

For cities that are part of the JPA, they would be able to participate in sessions with legislators and other councilmembers to benchmark and share ideas. They would also have the opportunity to vote and advocate on issues together with their fellow cities. During COVID, different groups were able to reach out to the Cities Association knowing they would be able to reach all 15 cities. Also, having a group with all 15 cities participating would complement the SCC City Managers and City Attorneys groups.

**Question #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?**

The CASCC functions best when all cities and towns within the County are members. Each of the individual Council members who serve on the CASCC board will present the JPA to their respective agencies for approval with the goal of having all the current members cities and towns participate in the JPA. It is important to note that all cities and towns would continue to participate in the City Selection Committee (CSC) even if they are not members of the JPA. Government Code Section 50270 designates the mayors of all cities and towns within the County to serve on the CSC. The purpose of the CSC is to appoint city representatives to boards, commissions, and agencies as required by law. In Santa Clara County, CASCC houses the CSC and takes responsibility for all the administrative tasks related to the CSC.

While it is the goal of the CASCC and the JPA process that all cities and towns become members, the JPA is drafted so that it becomes effective once eight members join. Should the number of members fall below 7 then Article 4 of the JPA would apply:

After one full year after the initial formation of the Agency, should the membership fall below seven (7) Members due to the withdrawal of Members and the membership level remains at below seven (7) Members for a period of at least one (1) year and a similar JPA, with the same or similar powers and functions is formed containing a majority of cities in the County of Santa Clara, the Agency shall change its name and permit the new organization to take on the name of the Agency. Notwithstanding

**ANSWERS TO CITY MANAGER'S QUESTIONS RE: CASCC JPA**

August 7, 2023

the name change, this Agreement shall continue in effect until terminated as provided herein. The termination of this Agreement with respect to an individual Member upon its withdrawal from membership in the Agency shall not operate to terminate this Agreement with respect to the remaining Members.

Note, this provision was added at the request of the City/Town Attorneys all of which provided input into the final draft of the JPA.

## **FISCAL MANAGEMENT**

**Question #1: How will member agencies be able to review proposed annual budget and proposed assessments in advance of adoption by the JPA board?**

**Answer: #1:** Like the process set forth in the bylaws and the process followed by the SVRIA, section 8.3.5 of the JPA requires the Board of Directors to adopt its budget by April 30 of each year. This process is designed to ensure that city/town members can consider and incorporate any increase or decrease in their dues into their budget planning before they are required to adopt their own budgets. Only the Board of Directors may adopt the budget at a publicly noticed meeting, the Executive Committee may not adopt the budget. Notice of proposed budget figures will be sent to the City Managers in advance of any budget adoption meeting. If April 30 is too late for city/town budget planning, an alternative date of March 30 could be considered.

**Question #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?**

**Answer: #2:** While the dues will be established after approval of the JPA, no significant increases are anticipated. The adoption of any dues structure or formula would need to be considered as part of the annual budget process. The dues' structure and related provisions will be incorporated into the bylaws for the JPA. The CASCC will share information regarding its proposed budget and dues as soon as possible in each budget cycle, and will share with its member cities and towns, their elected officials, and city managers in a transparent manner. The goal is to submit next year's fiscal year budget, with the final Joint Powers Agreement, in December 2023.

**Question #3: How will the JPA address disagreements on the dues structure, particularly if dues will increase with a JPA?**

**Answer #3:** It is neither assumed nor anticipated that the dues will increase because of the change in organizational structure. It is anticipated that annual dues will increase to reflect cost



of living increases. As set forth in the current bylaws, the Board adopts a budget every year in the same timeline as its member agencies and a majority vote is required to adopt a budget.

**Question #4: Has the association considered CalPERS costs in a potential JPA?**

**Answer#4:** Yes, CASCC has considered this matter. CASSC obtains services from independent contractors and does not have employees. CalPERS membership is not mandatory for a JPA. The JPA has been drafted to address this issue and specifically states the JPA will not contract with CalPERS. See JPA provision 14.1.5:

14.1.5 The Agency shall not contract with or become a member of the California Public Employees Retirement System (“PERS”), nor shall any employee of the Agency become a member of PERS or be entitled to a pension or retirement from PERS because of service to the Agency; and

In addition, the following change will be made to the JPA to address the issue:

14.1.6 The Agency shall not contract with or provide any pension to any employee of the Agency, nor shall any employee of the Agency be entitled to a pension or retirement Benefits, aside from Social Security as a result of service to the Agency.

**Question #5: What is the extent of the Dissolution Plan and Tax Liability and who will be responsible?**

**Answer #5:** The Dissolution Plan for CASCC has been discussed by the City/Town Attorney’s group and researched by a few of its members. A consensus on the approach to dissolution has been reached with the City/Town Attorney’s Group. Article 5 of the JPA it states: “Upon formation of the Agency as described in Article 4, the Cities Association of Santa Clara County, an unincorporated association shall follow the process of dissolution and cease to exist.” The CASCC will follow the procedure for dissolution set forth in California Corporations Code Section 18410. Upon approval of the JPA by eight Members, the current CASCC Board of Directors will pass a resolution following the Corporations Code procedure and transfer the assets and liabilities of CASCC. The City/Town Attorneys discussed the possibility of only transferring the assets and not the liabilities of CASCC. However, the consensus of this group was that this approach may be rejected by the courts so that path is not recommended and will not be followed.

**PERSONNEL MANAGEMENT**

**Question #1: Who is responsible for evaluating the performance of the Executive Director, and taking any associated personnel action?**

**Statement #1: 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.**

**Response to Statement #1:** Agreed.

**Answer#1:** The Executive Director provides services to CASCC as an independent contractor. Only a majority of the Board of Directors may take action regarding the contract of the Executive Director or any performance evaluation process. The JPA will be modified to clarify this issue.

Just to reiterate from Question 4 above, all services provided to CASCC will be through independent contractors, not salaried employees.

## **DECISIONMAKING**

**Question #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?**

**Answer #1:** The JPA at Article 15 Substantial Programs states:

If the Board desires to create significant programs or activities which will utilize substantial resources of the Agency, it shall do so by a vote of the Board. Substantial resources and significant program or activity shall be defined as any program or activity requiring \$50,000 or more in annual expenditures, this amount shall be increased by the annual cost of living CPI index. Any new significant program or activity shall require a work plan and a two-thirds vote of the Members in order to be initiated. When a new significant program is intentionally designed to be limited in scope, such that it only provides benefits to particular Members, the Agency may enter into specific program or project Agreement that includes relevant terms, by the particular affected Members and any such Agreement shall be approved by the Board prior to or at the same time as formation of the significant program. These Agreements shall be subject to approval by the Board of Directors by a two-thirds vote of the Members.

First and foremost, the JPA's programs and activities will be limited to its available budget. If a new initiative or grant becomes available, the Board would discuss the level of interest at a public meeting and whether it should pursue it.

Second, the CASCC also intends to amend this JPA provision to define a Substantial Program as any program or activity requiring \$10,000 or more (subject to CPI adjustments) - rather than \$50,000 or more - in annual expenditures, in order to exercise greater fiscal oversight.

**Statement #1: 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.**

**Response to Statement #1:** The Executive Committee performs a similar role to that of SVRIA's Working Committee, but its powers have been limited based upon input from the City Managers and City/Town Attorneys. Should the CASCC Board of Directors wish to create a new committee, such as the Working Committee with significant powers, the concept, scope, staffing and resources implications would need to be considered by the Board of Directors.

While SVRIA is a JPA model that was considered in the formation of the CASCC JPA, it should be noted that SVRIA's annual budget exceeds \$5 million (for FY 23 and beyond). By comparison, the CASCC annual budget is currently under \$300K. Currently, it is sufficient for the Executive Committee to perform some, not all, functions of the SVRIA Working Committee. At some point in the future, the CASCC Board of Directors may consider formation of a Working Committee, and may choose to do so with input from the City Managers and/or the City Attorneys.

**Question #2: How will the JPA determine its position and activities related to legislative advocacy? How will individual Director's responsibility to the JPA be reconciled with positions of their respective agencies?**

**Answer #2:**

#### **Role of the Legislative Action Committee ("LAC")**

LAC advocates on behalf of all 15 cities on issues of mutual interest, provides legislative updates to cities, and organizes emergency responses to urgent issues. LAC acts as the convening body for all 15 cities to discuss and take positions on legislative bills, and local and state measures ("Bills/Measures"). The LAC meetings allow for collaboration, advocacy, and education. It allows the cities to delve into an issue and discuss how the issue may affect their cities. LAC is also guided by the Legislative Guiding Principles and the Housing Position Paper, which were both adopted by the Cities Association Board and aim to be representative of all 15 cities.

#### **Benefit to cities from LAC**

Cities benefit from the LAC in many ways. An organization consisting of 15 cities with over 1.9 million residents has a louder and more impactful and effective voice compared to each city advocating on its own behalf, especially smaller cities. Legislators have said repeatedly that they pay attention to the positions taken by the Cities Association. Legislators and local groups

seek the Cities Association's endorsement because they understand the importance and influence of an endorsement from the Cities Association.

LAC also provides an opportunity for legislators to present an idea for a potential Bill/Measure and solicit feedback on how such a Bill/Measure may impact cities, or what provisions would cities support/oppose. This is also a great opportunity for Cities to weigh in and give feedback to help shape a bill before it moves forward. Legislators/groups have also shared that it is much easier for them to come to Cities Association and reach all 15 cities at the same time than try to reach each Council individually. For many of the presentations, the legislators will attend the LAC meeting, which gives the cities face to face time with legislators.

Another benefit is LAC provides a forum for cities to learn from each other, hear different perspectives, and better understand the potential impact of a Bill/Measure. Often, this results in the cities being better informed on the pressing issues happening at the state and local levels.

### **Decision-making process for LAC**

The LAC agenda normally consists of (1) an educational item whereby a legislator or group presents on a potential or new Bill/Measure, the intent being to educate and answer any questions representatives may have, or (2) a few Bills/Measures for discussion and action, to recommend a position to the Cities Association Board. It is the Board that makes the final decision on the Cities Association's position on a particular Bill/Measure. Some cities have the same Councilmember serve on LAC and the Board, while others will have different Councilmembers serve on each body. Therefore, although the discussion and presentation at the Board level is not as in depth as the LAC meeting, sometimes the discussion and vote at the Board level are different from what happened at the LAC meeting.

LAC's recommendation to the Board is based on what majority of the cities support. The practice is for the LAC Chair to communicate the recommended position to the full Board and include the minority position(s) or any concerns expressed during the discussion at the LAC meeting.

One of the ways the CASCC communicates its position on a particular Bill/Measure is to send a letter to the applicable body. In recent years, the CASCC has made an effort to include the concerns of the "minority position" in the letter, and advocate that certain bills carve out an exemption for smaller cities, recognizing that all 15 cities are unique, diverse and range from populations of a few thousand to one million people.

Every city has its own approach to how it votes on a Bill/Measure at a LAC meeting. Some cities will only vote on a Bill/Measure if their full Council has taken a position on the particular item. Other cities will vote on the item if it aligns with a position taken on a similar issue by its Council. If an item is not controversial like housing, then most cities will vote on the item, even if their full Councils have not considered the item.

### **How to make LAC even better**

The CASCC Executive Committee has continued to identify ways to improve LAC because of the value it provides to the cities. Here are some things we are already considering, and we welcome any suggestions you may have:

-Need staff support to be better prepared for LAC meetings. This work can be time consuming as it requires analyzing bills, researching the support and oppose positions and legislative history, and tracking the status of the Bill/Measure. To date, this work has fallen to the LAC Chair, CASCC Executive Director, and/or the Board President's staff. If cities, like San Jose, are willing to share their legislative staff with the CASCC, at no cost, it is worth exploring, provided the work is objective and does not reflect the position of that city.

-Continue to do a better job of including the minority voices in our advocacy and any unique impacts to smaller cities.

-Provide a LAC calendar at the beginning of the year that gives dates when LAC will be considering certain bills to give cities an opportunity to have their Councils take a position on the bill before it goes to LAC.

-Have cities suggest bills they want LAC to consider.

-Continue to have the Board members report back to their Councils and City Managers on the impactful and valuable work the CASCC is doing.

**Question #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.**

**Answer #3:** The Agency will be formed once eight cities/towns approve the JPA (See JPA Article 8). The participating members would meet and operate as a JPA. Given Government Code provisions governing the CSC, all cities are permitted to participate in these Committee meetings and the appointment process even if they are not members of the JPA (See JPA Article 13). The JPA would continue to administer the CSC.

At the request of the City/Town Attorneys provisions were added to Article 8 that after one year of formation should membership fall to less than seven members for a period of one year that the Agency is required to release the CASCC name to a new JPA should one be formed. On a related note, the Executive Committee is not activated until there are nine members, and it will then consist of three members, in order to address any potential ties in voting. If the JPA

has eleven or more members, the Executive Committee would then consist of five members (See JPA Article 11). The CASCC intends to amend JPA Article 11 to capture this approach.

For cities that are part of the JPA, they would be able to participate in sessions with legislators and other councilmembers to benchmark and share ideas. They would also have the opportunity to vote and advocate on issues together with their fellow cities. During COVID, different groups were able to reach out to the Cities Association knowing they would be able to reach all 15 cities. Also, having a group with all 15 cities participating would complement the SCC City Managers and City Attorneys groups.

**Question #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?**

**Answer #4:** The proposed JPA has been drafted to address concerns regarding the authority of the Executive Committee (formerly known as the “Executive Board”). Additional changes will be made to the JPA to clarify that the Executive Committee cannot make personnel decisions and that new powers can only be vested in the Executive Committee following a vote of the Board of Directors on the issue. The Executive Committee will not have the authority to make personnel decisions or decisions related to the contract for the Executive Director.

The JPA currently reads as follows: at Article 11: “The Executive Committee may have additional powers delegated to it by the Board, except for the adoption of the Agency’s annual budget. Any additional powers and duties delegated shall be specified in a Resolution adopted by the Board. The Executive Committee shall provide notice to the Board before authorizing or conducting any investigations into the business of the Agency and before taking personnel action. These actions must be authorized by a majority vote of the Executive Committee.”

The reference to personnel action will be removed and the Executive Committee will be prohibited from taking any personnel actions.

**Question #5 What is a situation where the association would need to issue debt, purchase land, or hire or terminate multiple employees?**

**Answer#5:** The provisions authorizing the JPA to issue debt or purchase land will be removed. It is unknown whether the Agency would ever need to hire or terminate an employee, but those decisions would be made by the Board of Directors and memorialized in a budget adopted by the Board of Directors, not the Executive Committee. (See answer to PERSONNEL MANAGEMENT #1)

**ORIGINAL**

6-6-95  
6f(5)

**AGREEMENT FOR THE ADMINISTRATION OF THE  
SANTA CLARA COUNTY CITIES ASSOCIATION,  
A SECTION OF THE PENINSULA DIVISION OF  
THE LEAGUE OF CALIFORNIA CITIES  
(Amended June 30, 1995)**

This Agreement, dated for convenience as of February 1, 1990, by and between the City of Campbell ("Campbell"), the City of Cupertino ("Cupertino"), the City of Gilroy ("Gilroy"), the City of Los Altos ("Los Altos"), the City of the Town of Los Altos Hills ("Los Altos Hills"), the City of the Town of Los Gatos ("Los Gatos"), the City of Milpitas ("Milpitas"), the City of Monte Sereno ("Monte Sereno"), the City of Morgan Hill ("Morgan Hill"), the City of Mountain View ("Mountain View"), the City of Palo Alto ("Palo Alto"), the City of San Jose ("San Jose"), the City of Santa Clara ("Santa Clara"), the City of Saratoga ("Saratoga"), and the City of Sunnyvale ("Sunnyvale"), the Cities sometimes hereafter being jointly referred to as the "parties," is amended and entered into on June 30, 1995.

**RECITALS:**

- (1) The parties to this Agreement desire to improve cooperation among city governments in addressing issues of common interest.
- (2) In order to further this purpose, the parties have established the Santa Clara County Cities Association ("SCCCA"). It is the intention of the parties in creating the SCCCA to consolidate and maintain the functions and purposes of the Inter-City Council, the Santa Clara County Mayors' Conference, and the City Selection Committee for Santa Clara County. The SCCCA is organized as a section of the Peninsula Division of the League of California Cities, and is also intended to maximize the influence of Santa Clara County Cities in the establishment of League policy and statewide legislation.
- (3) By entering into this Agreement, the parties desire to fulfill the legal requirements for establishing the administrative mechanism for the functioning for the SCCCA.

**NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:**

**1. PURPOSE.** The purpose of this Agreement is to create the administrative relationship between the parties required to carry out its goals as set forth above and to define the legal relationship among the parties. It is the further purpose of this agreement to confirm the goals and purposes of the SCCCA as set forth above and as have been agreed to by the parties previously. It is not the intent of this Agreement to modify or amend those goals and purposes.

**2. FUNCTIONS.** The purposes and functions of the SCCCA shall be as follows:

- A. To review, study, develop consensus positions, and recommend on issues of interest to Santa Clara County cities;

- B. To develop a common agenda for Santa Clara County cities;
- C. To serve as a unified voice for Santa Clara County cities in relationship to other agencies, organizations, and levels of government, including the Peninsula Division of the League of California Cities;
- D. To serve as the cities Selection Committee pursuant to Gov. Code 50270 et seq., and make appointments to regional and local bodies as provided by law;
- E. To assist in development of statewide legislative policy through the structure of the League of California Cities;
- F. To serve as a source of education, information and networking for officials from all cities in Santa Clara County; and
- G. To provide a forum for non-city individuals, groups and organizations and the private sector to address items of interest to Santa Clara County cities.

3. **MEMBERSHIP.** Each city in Santa Clara County which is a member of the League of California Cities and which has paid in full the dues required under Section 6 of this Agreement shall be a member of the SCCCA. The by-laws of the SCCCA shall make provision for participation by all cities in the county, whether or not members of SCCCA, in the functions of the SCCCA in the role of the City Selection Committee performing the functions prescribed by California Government Code 50270, et seq.

4. **BOARD OF DIRECTORS.** The activities of the SCCCA shall be controlled and supervised by a governing board known as the Board of Directors of the Santa Clara County Cities Association ("Board"). The Board shall be composed of one representative from each member city, selected by and from the membership of the legislative body thereof. Each Board member shall hold office at the pleasure of his or her city's legislative body, and selection shall be made in such manner as the respective legislative bodies of member cities may determine. The legislative body of a member city may, in its discretion, select from among its members an alternate to represent that city on the Board and vote in the absence of the member from that city.

5. **BY-LAWS.** The Board, subject to confirmation by two-thirds (2/3) vote of the parties, may adopt or amend by-laws for the conduct of its business and that of the SCCCA. The by-laws may include such provisions as are not inconsistent with the provisions of this Agreement and may include, but are not limited to, provisions relating to appointment of committees, officers and appointees, and meetings.

6. **FINANCING.** The financing of the SCCCA shall be borne equally by the



parties to this Agreement. On or before April 15 of each calendar year, the Board shall approve a preliminary budget for the SCCCA for the fiscal year commencing with July 1 of the same calendar year. A copy of the preliminary budget shall be transmitted to each member city for review and comment. The Board shall adopt a final budget no later than June 15 of each calendar year for the following fiscal year. The final budget shall be transmitted to the member cities upon adoption. The respective shares of the member cities shall be paid through a dues schedule to be adopted with the final budget and provided to the member cities. The Board may provide through the by-laws for the time and manner of payment of dues and for the suspension or termination of the membership of any party not paying said dues when payable. The by-laws may also provide for the schedule of payment of dues by any city becoming a member of the SCCCA during a fiscal year.

7. **ADMINISTRATOR.** The Board may appoint an Administrator who shall hold office until he or she resigns or is removed by the Board of Directors. The terms of such employment or contract shall be specified in writing. The Administrator shall have such duties as may be determined by the Board and shall report to and work under the direction of the President of the Board.

8. **SCCCA FUND.** A fund shall be established and shall be designated as the "Santa Clara County Cities Association Fund," into which shall be deposited all monies received under this Agreement and from which shall be paid all costs and expenses incurred under this Agreement. There shall be strict accountability of all funds and report of receipts and disbursements of such funds shall be made to all parties periodically as determined by the Board.

9. **TERM.** The term of this Agreement shall become effective as of the date first written above and shall continue in full force and effect unless and until terminated by written agreement of all parties; provided, that any party may individually withdraw from the Association, without terminating this Agreement, by delivering notice of withdrawal to the Board on or before July 1 of any calendar year. Such withdrawal shall become effective at the end of the fiscal year within which such notice is given.

10. **SEPARATE PUBLIC ENTITY NOT CREATED.** The parties do not intend by the execution of this Agreement to create any public entity separate from the parties to the Agreement. The Board shall not have the authority to incur any liability binding upon its members nor levy any assessment against its members other than the normal dues established pursuant to this Agreement.

11. **POWERS OF THE BOARD.** The Board shall have the following powers, duties and responsibilities:

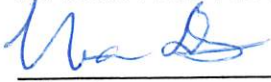
- A. To adopt a budget for each fiscal year or portion thereof;
- B. To make and enter into contracts to carry out the provisions of this Agreement. Such contract shall be consistent with the terms of this Agreement and with any budget established hereunder;
- C. To appoint an Administrator and to authorize the compensation package for this position;
- D. To contract with consultants, advisors or agents as the Board deems proper, within budget authorization;
- E. To incur debts, liabilities and obligations within the authorized budget approved by the Board. No debt, liability or obligation shall be incurred in excess of such budget. In the event of notice of withdrawal by any party after approval of the budget, the Board shall appropriately modify the budget in order to reflect the loss of revenues accompanying such withdrawal;
- F. To exercise any other lawful power in the furtherance of the purposes and functions set forth in Sections 1 and 2; provided such actions are in conformity with this Agreement.

**12. SURPLUS MONEY.** Upon termination of this Agreement and dissolution of the SCCCA, any surplus money shall be returned to the parties in proportion to the contributions made or may be transferred to any successor organization, unless otherwise expressly agreed upon by all parties.

**13. MODIFICATION OF AGREEMENT.** No term, provision, or condition of this Agreement shall be altered, amended, or departed from, or be held or construed to have been waived except by the unanimous agreement and consent of all parties. Notwithstanding this provision, the Board without authorization of the individual parties, may authorize the addition of parties to this Agreement subject to such terms and conditions as may be deemed reasonable by the Board.

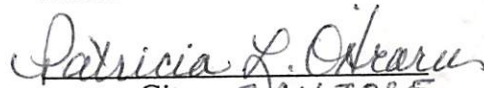
**14. LIABILITY AND INDEMNITY.** Each party shall be responsible for any liability arising out of the acts or omissions of such party, its officers, agents, and employees under this Agreement and agrees to defend, indemnify, and hold harmless each and every other party, its officers, employees and agents from any liability for such acts or omissions; except, that with respect to the acts or omissions of the Administrator while performing obligations imposed under this Agreement and while under the supervision and direction of the Board, the provisions of California Gov. Code Section 895.6 shall apply.

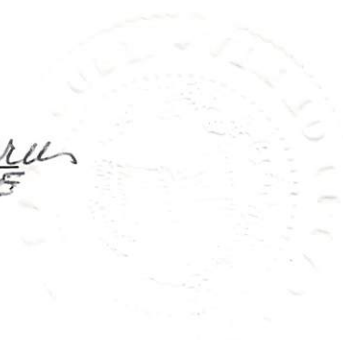
APPROVED AS TO FORM:



City Attorney

Date:

  
City - SAN JOSE

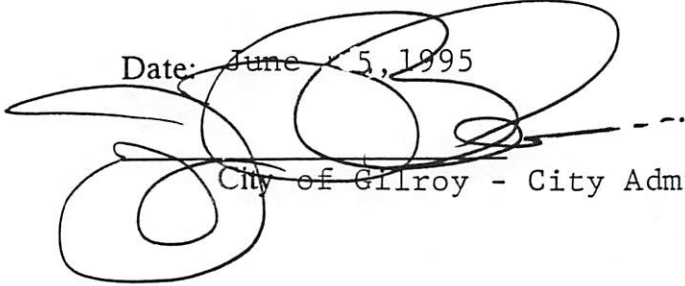




APPROVED AS TO FORM:

Luise A. Collon  
City Attorney

Date: June 5, 1995

  
City of Gilroy - City Administrator

APPROVED AS TO FORM:

*[Signature]*  
City Attorney  
Town

Date:

6/29/95  
City/Town

TOWN OF LOS GATOS

ATTEST:

*[Signature]*  
DAVID KNAPP, TOWN MANAGER

*[Signature]* Deputy  
MARIAN V. COSGROVE, TOWN CLERK

The foregoing instrument is a  
correct copy of the original  
on file in this office.

ATTEST: MARIAN V. COSGROVE  
DIRECTOR OF LEGISLATIVE SERVICES  
CLERK OF THE TOWN OF LOS GATOS

BY *[Signature]* Deputy  
DATE 6/29/95

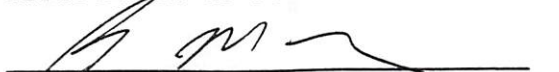
- A. To adopt a budget for each fiscal year or portion thereof;
- B. To make and enter into contracts to carry out the provisions of this Agreement. Such contract shall be consistent with the terms of this Agreement and with any budget established hereunder;
- C. To appoint an Administrator and to authorize the compensation package for this position;
- D. To contract with consultants, advisors or agents as the Board deems proper, within budget authorization;
- E. To incur debts, liabilities and obligations within the authorized budget approved by the Board. No debt, liability or obligation shall be incurred in excess of such budget. In the event of notice of withdrawal by any party after approval of the budget, the Board shall appropriately modify the budget in order to reflect the loss of revenues accompanying such withdrawal;
- F. To exercise any other lawful power in the furtherance of the purposes and functions set forth in Sections 1 and 2; provided such actions are in conformity with this Agreement.


**12. SURPLUS MONEY.** Upon termination of this Agreement and dissolution of the SCCCA, any surplus money shall be returned to the parties in proportion to the contributions made or may be transferred to any successor organization, unless otherwise expressly agreed upon by all parties.

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**14. LIABILITY AND INDEMNITY.** Each party shall be responsible for any liability arising out of the acts or omissions of such party, its officers, agents, and employees under this Agreement and agrees to defend, indemnify, and hold harmless each and every other party, its officers, employees and agents from any liability for such acts or omissions; except, that with respect to the acts or omissions of the Administrator while performing obligations imposed under this Agreement and while under the supervision and direction of the Board, the provisions of California Gov. Code Section 895.6 shall apply.

APPROVED AS TO FORM:

  
 Gary M. Baum, City Attorney  
 5/31/95

Date:   
~~David C. Biggs, City Manager~~  
 City of Morgan Hill  
 Laura Gonzalez-Escoto, Acting City Manager

APPROVED AS TO FORM:

*Murray & Mackay*  
City Attorney

Date:

*November 11*  
City  
*Mountain View*

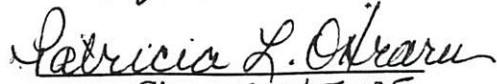


APPROVED AS TO FORM:



City Attorney

Date: June 23, 1995



City - SAN JOSE

APPROVED AS TO FORM:

*Salvatore J. Armento*  
City Attorney

Date: 6/26/95

*Alto F. Howard*  
City of Sunnyvale


APPROVED AS TO FORM:

  
City Attorney

Date: 6/28/95

Los Altos  
City

CITY OF LOS ALTOS

by:   
BOB GRAY, MAYOR

APPROVED AS TO FORM:

Frank Gilla

City Attorney

Pamela Bancroft

Pamela Bancroft, MAYOR

Date: June 6, 1995

City of Monte Sereno

City

ATTEST:

Andrea M. Chelemengos

Andrea M. Chelemengos, City Clerk