



Executive Board of Directors Meeting Agenda

April 7, 2023 2:00 PM

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

Meeting Information:

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

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

ORAL COMMUNICATIONS FROM THE PUBLIC ON NONAGENDIZED ITEMS

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OPEN SESSION

1. Consent Agenda
1a. Approve minutes from the Executive Board of Directors meeting March 3, 2023
1b. Receive February 2023 financial reports
2. Review April 2023 Agendas
2a. Legislative Action Committee Meeting Agenda
2b. Board of Directors Meeting Agenda
3. Santa Clara County City Managers Association Update
4. Executive Director Update

ADJOURNMENT

PUBLIC COMMENT

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1. Email comments to audin@citiesassociation.org
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Executive Board Special Meeting Agenda

March 3, 2023 2:00 PM | Hybrid Meeting

Virtual and In-Person at the Mountain View City Hall Atrium Conference Room
600 Castro Street, Mountain View, CA 94022

Join virtual meeting [here](#)

Agenda in black / **Minutes in red**

Executive Board

President

Hon. Margaret Abe-Koga, Mountain view

1st Vice President

Hon. Neysa Fligor, Los Altos

2nd Vice President

Hon. Larry Klein, Sunnyvale

Secretary-Treasurer

Hon. Tina Walia, Saratoga

Member At-Large

Hon. Hung Wei, Cupertino

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

Kimbra McCarthy, Mountain View City Manager

Executive Director (Ex-Officio)

Shali Sirkay

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

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

Voting members in attendance: Abe-Koga, Fligor, Walia, Wei (joined at 2:21pm)

Voting members absent: Klein

Others in attendance:

- Kimbra McCarthy, Mountain View City Manager
- Christina Gillmore, Mountain View Assistant City Manager
- Shali Sirkay, Executive Director
- Mary Hanna-Weir, Interim General Counsel
- Audin Leung, Clerk

ORAL COMMUNICATIONS FROM THE PUBLIC ON NONAGENDIZED ITEMS

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No public comment was received.

1. Consent Agenda
1a. Approval of minutes from the Executive Board meeting on February 3, 2023
1b. Receive December 2022 and January 2023 financial reports Motion by Fligor to approve the consent agenda. Seconded by Walia. Motion approved unanimously.
2. Executive Board of Directors Meeting Time Change
Motion by Fligor to change the Executive Board of Directors regular meeting start time to 2:00pm. Seconded by Walia. Motion approved unanimously.

3. Review March Agendas
3a. Legislative Action Committee Meeting Agenda
3b. Board of Directors Meeting Agenda Motion by Fligor to adopt the March agendas with the changes discussed, including changing the Legislative Action Committee regular meeting start time to 5:30pm. Seconded by Walia.
4. Santa Clara County City Managers Association Update
5. Executive Director Update
Workshop by Kevin Duggan: Working Effectively With Your Elected Colleagues, the Manager, and Staff

ADJOURNMENT

Respectfully submitted,



Audin Leung
Clerk of the Board

Management Report

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



Prepared by
Bestbooks4u Bookkeeping excellence

Prepared on
March 20, 2023

Table of Contents

Profit and Loss3

Balance Sheet.....5

Profit and Loss by Class6

Monthly Reports:Monthly Summary VENDOR Expenses8

Statement of Cash Flows.....9

A/R Aging Summary10

Profit and Loss

July 2022 - February 2023

	Jul 2022 - Feb 2023	Jul 2021 - Feb 2022 (PY)	Total
INCOME			
4000 INCOME			
4010 Membership Dues	186,073.00		236,363.42
4050 Membership Dinners - Proceeds	4,547.40		
4060 LAIF INCOME			249.08
4080 Grant Income	123,062.00		
Total 4000 INCOME	313,682.40		236,612.50
4999 Uncategorized Income	34,044.00		
Total Income	347,726.40		236,612.50
GROSS PROFIT	347,726.40		236,612.50
EXPENSES			
6000 GENERAL OFFICE			
6112 Advertising/Promotional	72.07		
6115 Website Update	600.00		600.00
Total 6112 Advertising/Promotional	672.07		600.00
6120 Bank Service Charges	26.40		24.00
6162 Hospitality	5,446.58		849.83
6180 Insurance			900.99
6550 Supplies and Equipment	117.04		
6610 Postage and Delivery	128.90		297.13
6615 Office/General Administrative Expenses	849.00		856.00
6620 Software Licenses	2,538.43		2,750.47
Total 6000 GENERAL OFFICE	9,778.42		6,278.42
6700 Reimbursable Expense	158.97		
EVENT EXPENSES	212.80		
Office			
6880 Telephone	242.56		242.40
Total Office	242.56		242.40
OFFICE PERSONNEL_CONSULTANTS			
6153 Contractors	58,967.50		23,147.50
6300 Legal & Professional Fees	17,482.50		
6310 Accounting Services	3,460.00		7,656.00
6320 Attorney Services	14,060.50		47,891.99
6350 Roundtable consultant and technical services			103,225.17
Total 6300 Legal & Professional Fees	35,003.00		158,773.16
6565 Payroll Service Fees	544.98		780.00
6568 Workers Compensation			110.85
6575 Payroll Wages/Salary	19,836.00		58,816.47
6580 Payroll Taxes	1,582.56		4,562.99
Total OFFICE PERSONNEL_CONSULTANTS	115,934.04		246,190.97
Total Expenses	126,326.79		252,711.79

		Total
	Jul 2022 - Feb 2023	Jul 2021 - Feb 2022 (PY)
NET OPERATING INCOME	221,399.61	-16,099.29
OTHER INCOME		
7030 Other Income	13,000.00	
Total Other Income	13,000.00	0.00
NET OTHER INCOME	13,000.00	0.00
NET INCOME	\$234,399.61	\$ -16,099.29

Balance Sheet

As of February 28, 2023

	Total
ASSETS	
Current Assets	
Bank Accounts	
1001 Checking - Union Bank	171,502.01
Total Bank Accounts	171,502.01
Other Current Assets	
1300 LAIF Funds	24,740.66
1395 Accrued Interest	-53.62
Total Other Current Assets	24,687.04
Total Current Assets	196,189.05
Fixed Assets	
1500 Machinery and Equipment	2,203.41
1700 Accumulated Depreciation	-1,926.59
Total Fixed Assets	276.82
TOTAL ASSETS	\$196,465.87
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
2200 First National Bank of Omaha	343.31
FNBO_2nd	127.00
Total Credit Cards	470.31
Other Current Liabilities	
2100 Payroll Liabilities	0.00
2170 Payroll Taxes Payable	-35.16
Total 2100 Payroll Liabilities	-35.16
Total Other Current Liabilities	-35.16
Total Current Liabilities	435.15
Total Liabilities	435.15
Equity	
1110 Unrestricted Fund Balance	-73,336.81
3000 Opening Bal Equity	-34.00
3010 Reserves	0.00
3013 Reserve for New Equip.	1.92
3014 Reserve for Operations	35,000.00
Total 3010 Reserves	35,001.92
Net Income	234,399.61
Total Equity	196,030.72
TOTAL LIABILITIES AND EQUITY	\$196,465.87

Profit and Loss by Class

July 2022 - February 2023

	CASCC	TOTAL
INCOME		
4000 INCOME		0.00
4010 Membership Dues	186,073.00	186,073.00
4050 Membership Dinners - Proceeds	4,547.40	4,547.40
4080 Grant Income	123,062.00	123,062.00
Total 4000 INCOME	313,682.40	313,682.40
4999 Uncategorized Income	34,044.00	34,044.00
Total Income	347,726.40	347,726.40
GROSS PROFIT	347,726.40	347,726.40
EXPENSES		
6000 GENERAL OFFICE		0.00
6112 Advertising/Promotional	72.07	72.07
6115 Website Update	600.00	600.00
Total 6112 Advertising/Promotional	672.07	672.07
6120 Bank Service Charges	26.40	26.40
6162 Hospitality	5,446.58	5,446.58
6550 Supplies and Equipment	117.04	117.04
6610 Postage and Delivery	128.90	128.90
6615 Office/General Administrative Expenses	849.00	849.00
6620 Software Licenses	2,538.43	2,538.43
Total 6000 GENERAL OFFICE	9,778.42	9,778.42
6700 Reimbursable Expense	158.97	158.97
EVENT EXPENSES	212.80	212.80
Office		0.00
6880 Telephone	242.56	242.56
Total Office	242.56	242.56
OFFICE PERSONNEL_CONSULTANTS		0.00
6153 Contractors	58,967.50	58,967.50
6300 Legal & Professional Fees	17,482.50	17,482.50
6310 Accounting Services	3,460.00	3,460.00
6320 Attorney Services	14,060.50	14,060.50
Total 6300 Legal & Professional Fees	35,003.00	35,003.00
6565 Payroll Service Fees	544.98	544.98
6575 Payroll Wages/Salary	19,836.00	19,836.00
6580 Payroll Taxes	1,582.56	1,582.56
Total OFFICE PERSONNEL_CONSULTANTS	115,934.04	115,934.04
Total Expenses	126,326.79	126,326.79
NET OPERATING INCOME	221,399.61	221,399.61
OTHER INCOME		
7030 Other Income	13,000.00	13,000.00
Total Other Income	13,000.00	13,000.00
NET OTHER INCOME	13,000.00	13,000.00

	CASCC	TOTAL
NET INCOME	\$234,399.61	\$234,399.61

Monthly Reports:Monthly Summary VENDOR Expenses

February 2023

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

Statement of Cash Flows

July 2022 - February 2023

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

A/R Aging Summary

As of February 28, 2023

This report contains no data for your specified date range.

1001 Checking - Union Bank, Period Ending 02/28/2023

RECONCILIATION REPORT

Reconciled on: 03/15/2023

Reconciled by: Adele Gruber

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

Summary	USD
Statement beginning balance.....	179,859.80
Checks and payments cleared (7).....	-8,357.79
Deposits and other credits cleared (0).....	0.00
Statement ending balance.....	<u>171,502.01</u>
Register balance as of 02/28/2023.....	171,502.01
Cleared transactions after 02/28/2023.....	0.00
Uncleared transactions after 02/28/2023.....	-470.50
Register balance as of 03/15/2023.....	171,031.51

Details

Checks and payments cleared (7)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
02/03/2023	Expense		Adele Levin_Bestbooks4u	-442.50
02/03/2023	Bill Payment		Law Office of Gary M Baum	-3,811.50
02/03/2023	Bill Payment		Law Office of Gary M Baum	-3,559.50
02/06/2023	Expense		Gusto	-63.00
02/22/2023	Credit Card Payment			-127.00
02/22/2023	Credit Card Payment			-351.29
02/28/2023	Expense		Union Bank	-3.00
Total				-8,357.79

Additional Information

Uncleared checks and payments after 02/28/2023

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
03/01/2023	Expense		Adele Levin_Bestbooks4u	-407.50
03/02/2023	Expense		Gusto	-63.00
Total				-470.50



Legislative Action Committee Meeting Agenda

April 13, 2023 2:00 PM

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

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WELCOME AND ROLL CALL – (Klein, 5:30 PM)

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OPEN SESSION

1. Consent Agenda
1a. Approve minutes from the Legislative Action Committee Meeting March 9, 2023
2. Legislation to review?

ADJOURNMENT

DRAFT PUBLIC COMMENT

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DRAFT



Board of Directors Meeting Agenda

April 13, 2023 7:00 PM

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

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

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OPEN SESSION

1. Consent Agenda
1a. Approve minutes from the Board of Directors meeting March 9, 2023
1b. Receive February 2023 financial reports
2. President's Update
3. Guest Speaker: TBD
4. Guest Speaker: TBD
5. 2023-24 Membership Dues
5. Legislative Action Committee Update
6. Santa Clara County City Managers Association Update
7. Executive Director Update
8. Joys and Challenges

ADJOURNMENT

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