



**REGULAR MEETING  
Executive Board of Directors**

Los Altos Community Center  
Sequoia Room  
97 Hillview Avenue  
Los Altos, CA 94022

**FEBRUARY 2, 2024  
2:00 PM**

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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\\_WG\\_kodZTQVyVqkjYmRHHg](https://us02web.zoom.us/webinar/register/WN_WG_kodZTQVyVqkjYmRHHg)**  
After registering, you will receive a confirmation email containing information about joining the webinar.
- *Meeting also livestreamed on YouTube: **<https://www.youtube.com/@citiesassoc>***
- *More information on public comment and accessibility is given at the end of the agenda.*

## WELCOME & CALL TO ORDER – (Fligor)

## ROLL CALL (Sirkay)

## ORAL COMMUNICATIONS FROM THE PUBLIC ON NONAGENDIZED ITEMS

*This portion of the meeting is reserved for persons wishing to address the Board on any matter not on the agenda. State law prohibits the Board from discussing and/or acting on nonagendized items.*

## AGENDA

1. Consent Agenda (Fligor)
  - a. Approve Minutes from Executive Board of Directors Meeting on January 5, 2024
2. President Update (Fligor)
3. 2024-2025 Budget: Discussion and Possible Action (Sirkay)
4. Agreements for Professional Services: Discussion and Possible Action (Fligor)
5. Update-Community Planning Collaborative (Sirkay, Quinn and/or Shen)
  - a. Status of Current and Pending Projects – Nexus Study and Regional Early Action Planning (REAP) Grants
6. Potential Speakers for 2024: Discussion and Possible Action (Sirkay)
7. Review February 8, 2024 Meeting Agendas: Discussion and Possible Action (All)
  - a. City Selection Committee
  - b. Board of Directors
  - c. JPA Board of Directors
8. Potential Legislative Action Committee Meeting on June 13, 2024: Discussion and Possible Action (Walia)
9. Joint Powers Agreement Update and Outreach: Discussion and Possible Action (All)
10. Future Meeting Topics: Discussion and Possible Action (All)
11. Santa Clara County City Managers Association Update (Engeland)
12. Executive Director Update (Sirkay)

## ADJOURN (Fligor)

## 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 Executive Board of Directors.
  - IMPORTANT: identify the Agenda Item number in the subject line of your email.
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3. Provide oral public comments virtually during the meeting
  - When the Chair announces the item on which you wish to speak, click the “raise hand” feature in Zoom. Speakers will be notified shortly before they are called to speak.
  - When called to speak, please limit your comments to the time allotted (up to 3 minutes, at the discretion of the Chair).
  - Phone participants:
    - \*6 - Toggle mute/unmute
    - \*9 - Raise hand

## ACCESSIBILITY

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**REGULAR MEETING**  
**Executive Board of Directors**

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**JANUARY 5, 2024**  
**2:00 PM**

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**AGENDA IN BLACK/MINUTES IN RED**

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-

## WELCOME & CALL TO ORDER – (Fligor)

Meeting called to order at 2:07 PM

## ROLL CALL (Sirkay)

### Members in attendance (5/5):

- Neysa Fligor, President
- Larry Klein, First Vice President
- Tina Walia, Second Vice President
- Hung Wei, Secretary/Treasurer
- Margaret Abe-Koga, Immediate Past President

### Members of the Public in Attendance (2):

- Gabe Engeland, City Manager, Los Altos
- Jannie Quinn, CASCC Co-Legal Counsel

### CASCC Staff Present (1):

- Shali Sirkay, Executive Director

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## AGENDA

### 1. Consent Agenda (Fligor)

- a. Approve Minutes from Executive Board of Directors Meeting on Nov 3, 2023

Motion to Approve Consent Agenda by Walia

Seconded by Klein

AYES: 4

NAYS: 0

ABSTENTIONS: 0

ABSENT: 1 (Abe-Koga)

Motion passes 4-0-0-1

### 2. President Update (Fligor)

### 3. Executive Board/Executive Committee Meeting Dates for 2024: Discussion and Possible Action (All)

Motion to Approve new dates for Executive Committee meetings in 2024 by Wei

Seconded by Klein

AYES: 4

NAYS: 0

ABSTENTIONS: 0

ABSENT: 1 (Abe-Koga)

Motion passes 4-0-0-1

4. Identify Potential Speakers for First Quarter of 2024: Discussion and Possible Action (Sirkay)
5. Review January 18, 2024 Meeting Agendas: Discussion and Possible Action (All)
  - a. City Selection Committee
  - b. Board of Directors

Motion to move Board of Directors meeting to January 18 (third Thursday in January) only for the month of January 2024 by Fligor

Seconded by Klein

AYES: 5

NAYS: 0

ABSTENTIONS: 0

ABSENT: 0

Motion passes 5-0-0-0

Motion to delegate authority to President Fligor and LAC Chair Walia to develop agenda for January 18, 2024 Legislative Action Committee meeting by Wei

Seconded by Klein

AYES: 5

NAYS: 0

ABSTENTIONS: 0

ABSENT: 0

Motion passes 5-0-0-0

6. Joint Powers Agreement Update and Outreach: Discussion and Possible Action (All)
7. Future Meeting Topics: Discussion and Possible Action (All)
8. Santa Clara County City Managers Association Update (Engeland)
9. Executive Director Update (Sirkay)

**ADJOURN (Fligor)**

Meeting Adjourned at 3:13 PM

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Respectfully submitted on February 2, 2024 by



Vaishali Sirkay  
Executive Director  
Cities Association of Santa Clara County

# Cities Association of Santa Clara County - Proposed Operating Budget FY25

## July 1, 2024 to June 30, 2025

		Notes
<b>Revenue</b>		
Membership Dues	\$281,403.00	Dues to remain flat for FY25
Holiday Party Ticket Sales	\$3,000.00	
<b>TOTAL REVENUE</b>	<b>\$284,403.00</b>	
<b>Expenses</b>		
<b>Labor</b>		
Executive Director	\$120,000.00	\$100/hour x 100 hours/month x 12 months
Clerk & IT Support	\$6,000.00	\$25/hour x 20 hours/month x 12 months
Bookkeeper	\$4,800.00	Approximately \$400/month x 12 months
Legal Counsel	\$61,200.00	\$340/hour; approximately 15 hours/month x 12 months
<b>TOTAL LABOR</b>	<b>\$192,000.00</b>	
<b>Office</b>		
Insurance- General Liability	\$4,200.00	\$3473 - \$4,173- estimate from SDRMA
Gusto (payroll service)	\$1,560.00	
US Bank Fees	\$36.00	
Peninsula Storage Center	\$1,800.00	\$150/month x 12 months
Verizon (Google Voice office phone)	\$364.00	
PO Box	\$216.00	\$108/6 months x 2
<b>TOTAL OFFICE</b>	<b>\$8,176.00</b>	



**Memberships**

California Special Districts Association (CSDA)	\$1,281.00	annual membership fee required w/SDRMA insurance
<b>TOTAL MEMBERSHIPS</b>	<b>\$1,281.00</b>	

**Hospitality & Special Events**

Refreshments BOD monthly mtgs	\$1,800.00	\$200/meeting x 9 meetings/year
Summer Membership Event	\$3,000.00	
December Holiday Party	\$3,000.00	
<b>TOTAL HOSPITALITY</b>	<b>\$7,800.00</b>	

**Technology & Software**

Adobe (PDF tools)	\$306.00	
Canva (graphics and templates)	\$117.00	
Intuit (Quickbooks Online)	\$945.00	
Microsoft	\$242.00	
Proud City- CASCC Website	\$600.00	yearly
Proud City- SCSC Round Table Website	\$600.00	yearly
Zoom	\$1,022.00	
<b>TOTAL TECHNOLOGY</b>	<b>\$3,832.00</b>	

<b>TOTAL EXPENSES</b>	<b>\$213,089.00</b>	\$17,699/month monthly expense rate
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<b>RESERVES (REVENUE LESS EXPENSES)</b>	<b>\$71,314.00</b>	34% RESERVES or approx. 4 months of operating expenses
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# Management Report

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



Prepared by  
**Bestbooks4u Bookkeeping excellence**

Prepared on  
**January 23, 2024**

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# Profit and Loss

July - December, 2023

		Total
	Jul - Dec, 2023	Jul - Dec, 2022 (PY)
<b>INCOME</b>		
4000 INCOME		
4010 Membership Dues	281,403.00	239,782.00
4050 Membership Dinners - Proceeds		4,547.40
4060 LAIF INCOME		240.01
4080 Grant Income	601,952.48	123,062.00
<b>Total 4000 INCOME</b>	<b>883,355.48</b>	<b>367,631.41</b>
4999 Uncategorized Income	3,261.03	
<b>Total Income</b>	<b>886,616.51</b>	<b>367,631.41</b>
<b>GROSS PROFIT</b>	<b>886,616.51</b>	<b>367,631.41</b>
<b>EXPENSES</b>		
6000 GENERAL OFFICE		
6112 Advertising/Promotional		72.07
6115 Website Update		600.00
<b>Total 6112 Advertising/Promotional</b>		<b>672.07</b>
6120 Bank Service Charges		20.40
6162 Hospitality	807.03	5,446.58
6550 Supplies and Equipment		117.04
6610 Postage and Delivery	117.65	128.90
6615 Office/General Administrative Expenses	848.22	722.00
6620 Software Licenses	1,956.94	1,912.57
6665 Printing and Copying	224.50	
<b>Total 6000 GENERAL OFFICE</b>	<b>3,954.34</b>	<b>9,019.56</b>
6700 Reimbursable Expense		158.97
6999 Uncategorized Expense	11,199.68	
<b>EVENT EXPENSES</b>	<b>118.93</b>	<b>212.80</b>
Office		
6880 Telephone	183.78	181.80
<b>Total Office</b>	<b>183.78</b>	<b>181.80</b>
<b>OFFICE PERSONNEL_CONSULTANTS</b>		
6153 Contractors	73,200.00	58,967.50
6300 Legal & Professional Fees		17,482.50
6310 Accounting Services	2,658.75	3,017.50
6320 Attorney Services	334,955.83	6,689.50
<b>Total 6300 Legal &amp; Professional Fees</b>	<b>337,614.58</b>	<b>27,189.50</b>
6560 Employee Expenses		
Mileage/Local Travel Allowance	67.67	

		<b>Total</b>
	<b>Jul - Dec, 2023</b>	<b>Jul - Dec, 2022 (PY)</b>
<b>Total 6560 Employee Expenses</b>	<b>67.67</b>	
6565 Payroll Service Fees	409.80	411.00
6575 Payroll Wages/Salary	191,690.24	19,836.00
6580 Payroll Taxes		1,582.56
<b>Total OFFICE PERSONNEL_CONSULTANTS</b>	<b>602,982.29</b>	<b>107,986.56</b>
<b>Total Expenses</b>	<b>618,439.02</b>	<b>117,559.69</b>
<b>NET OPERATING INCOME</b>	<b>268,177.49</b>	<b>250,071.72</b>
<b>OTHER INCOME</b>		
7030 Other Income		13,000.00
Interest Earned	6.58	
<b>Total Other Income</b>	<b>6.58</b>	<b>13,000.00</b>
<b>NET OTHER INCOME</b>	<b>6.58</b>	<b>13,000.00</b>
<b>NET INCOME</b>	<b>\$268,184.07</b>	<b>\$263,071.72</b>

# Balance Sheet

As of December 31, 2023

	<b>Total</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
1001 Checking - US Bank	258,454.28
<b>Total Bank Accounts</b>	<b>258,454.28</b>
<b>Accounts Receivable</b>	
1200 Accounts Receivable	255,083.74
<b>Total Accounts Receivable</b>	<b>255,083.74</b>
<b>Other Current Assets</b>	
1300 LAIF Funds	25,280.42
1395 Accrued Interest	-53.62
<b>Total Other Current Assets</b>	<b>25,226.80</b>
<b>Total Current Assets</b>	<b>538,764.82</b>
<b>Fixed Assets</b>	
1500 Machinery and Equipment	2,203.41
1700 Accumulated Depreciation	-1,926.59
<b>Total Fixed Assets</b>	<b>276.82</b>
<b>TOTAL ASSETS</b>	<b>\$539,041.64</b>
<b>LIABILITIES AND EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2000 Accounts Payable	132,225.27
<b>Total Accounts Payable</b>	<b>132,225.27</b>
<b>Credit Cards</b>	
2200 First National Bank of Omaha	248.81
FNBO_2nd	138.00
<b>Total Credit Cards</b>	<b>386.81</b>
<b>Total Current Liabilities</b>	<b>132,612.08</b>
<b>Total Liabilities</b>	<b>132,612.08</b>
<b>Equity</b>	
1110 Unrestricted Fund Balance	103,277.57
3000 Opening Bal Equity	-34.00
3010 Reserves	0.00
3013 Reserve for New Equip.	1.92
3014 Reserve for Operations	35,000.00
<b>Total 3010 Reserves</b>	<b>35,001.92</b>
Net Income	268,184.07
<b>Total Equity</b>	<b>406,429.56</b>

	<b>Total</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$539,041.64</b>

# Profit and Loss by Class

July - December, 2023

	CASCC	TOTAL
<b>INCOME</b>		
4000 INCOME		0.00
4010 Membership Dues	281,403.00	281,403.00
4080 Grant Income	601,952.48	601,952.48
<b>Total 4000 INCOME</b>	<b>883,355.48</b>	<b>883,355.48</b>
4999 Uncategorized Income	3,261.03	3,261.03
<b>Total Income</b>	<b>886,616.51</b>	<b>886,616.51</b>
<b>GROSS PROFIT</b>	<b>886,616.51</b>	<b>886,616.51</b>
<b>EXPENSES</b>		
6000 GENERAL OFFICE		0.00
6162 Hospitality	807.03	807.03
6610 Postage and Delivery	117.65	117.65
6615 Office/General Administrative Expenses	848.22	848.22
6620 Software Licenses	1,956.94	1,956.94
6665 Printing and Copying	224.50	224.50
<b>Total 6000 GENERAL OFFICE</b>	<b>3,954.34</b>	<b>3,954.34</b>
6999 Uncategorized Expense	11,199.68	11,199.68
EVENT EXPENSES	118.93	118.93
Office		0.00
6880 Telephone	183.78	183.78
<b>Total Office</b>	<b>183.78</b>	<b>183.78</b>
OFFICE PERSONNEL_CONSULTANTS		0.00
6153 Contractors	73,200.00	73,200.00
6300 Legal & Professional Fees		0.00
6310 Accounting Services	2,658.75	2,658.75
6320 Attorney Services	334,955.83	334,955.83
<b>Total 6300 Legal &amp; Professional Fees</b>	<b>337,614.58</b>	<b>337,614.58</b>
6560 Employee Expenses		0.00
Mileage/Local Travel Allowance	67.67	67.67
<b>Total 6560 Employee Expenses</b>	<b>67.67</b>	<b>67.67</b>
6565 Payroll Service Fees	409.80	409.80
6575 Payroll Wages/Salary	191,690.24	191,690.24
<b>Total OFFICE PERSONNEL_CONSULTANTS</b>	<b>602,982.29</b>	<b>602,982.29</b>
<b>Total Expenses</b>	<b>618,439.02</b>	<b>618,439.02</b>
<b>NET OPERATING INCOME</b>	<b>268,177.49</b>	<b>268,177.49</b>
<b>OTHER INCOME</b>		
Interest Earned	6.58	6.58
<b>Total Other Income</b>	<b>6.58</b>	<b>6.58</b>
<b>NET OTHER INCOME</b>	<b>6.58</b>	<b>6.58</b>



	CASCC	TOTAL
NET INCOME	\$268,184.07	\$268,184.07

# Monthly Reports:Monthly Summary VENDOR Expenses

December 2023

	<b>Total</b>
Adele Levin_Bestbooks4u	562.50
Adobe	47.98
Canva	12.95
City of Mountain View	87.00
Costco	118.93
FedEx Office	224.50
Gusto	64.00
Intuit	120.00
Microsoft	37.50
Office Depot	42.22
Renne Public Law	2,559.38
Vaishali Sirkay	73,200.00
Verizon	30.38
Zoom.us	115.56
<b>TOTAL</b>	<b>\$77,222.90</b>

# Statement of Cash Flows

July - December, 2023

	<b>Total</b>
<b>OPERATING ACTIVITIES</b>	
Net Income	268,184.07
Adjustments to reconcile Net Income to Net Cash provided by operations:	
1200 Accounts Receivable	-235,418.74
2000 Accounts Payable	132,225.27
2200 First National Bank of Omaha	-117.48
FNBO_2nd	11.00
<b>Total Adjustments to reconcile Net Income to Net Cash provided by operations:</b>	<b>-103,299.95</b>
<b>Net cash provided by operating activities</b>	<b>164,884.12</b>
<b>NET CASH INCREASE FOR PERIOD</b>	<b>164,884.12</b>
Cash at beginning of period	93,570.16
<b>CASH AT END OF PERIOD</b>	<b>\$258,454.28</b>

# A/R Aging Summary

As of December 31, 2023

	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
Association of Bay Area Governments	200,843.74					200,843.74
City of Gilroy					14,609.00	14,609.00
City of Monte Sereno					6,523.00	6,523.00
City of Morgan Hill					11,693.00	11,693.00
Mountain View					21,415.00	21,415.00
<b>TOTAL</b>	<b>\$200,843.74</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$54,240.00</b>	<b>\$255,083.74</b>

Speaker Requests – Discussion for Feb 2, 2024 Executive Committee Meeting

Date of Request	Date of Presentation	Speaker	Topic	Organization	Notes
	First quarter 2024	CPC	Update on REAP 2.0		
	Not time sensitive	Director Jim Beall	Model Water Efficient New Development Ordinance (MWENDO)	Valley Water	
1/22		Russ Melton	Update	SVRIA	w/SVRIA Exec Dir Eric Nickel



**REGULAR MEETING**  
**City Selection Committee**

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**APPOINTMENTS PENDING CONFIRMATION OF AVAILABILITY**

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### 1. Consent Agenda (Klein)

- a. Approve Minutes from City Selection Committee Meeting on May 11, 2023

### 2. Selection of Vice Chair for City Selection Committee: Action (Klein)

### 3. Appointments: Action (Klein)

#### a. Airport Land Use Commission (ALUC)

*Per ALUC Bylaws, two (2) [seats] representing the cities, appointed by the city selection committee; at least one, and preferably both, of these members must represent a city adjacent to an airport.*

- i. Seat 6
- ii. Seat 7

#### b. Association of Bay Area Governments (ABAG)

- i. Seat (a)
- ii. Seat (b)
- iii. Alternate (a)
- iv. Alternate (b)

#### c. Association of Bay Area Governments (ABAG) Regional Planning Committee

- i. Seat

#### d. Sourcewise Advisory Council

- i. Seat

#### e. Local Agency Formation Commission (LAFCO)

- i. Seat
- ii. Alternate

#### f. Santa Clara County Emergency Operational Area Council (EOAC)

- i. Seat 6 Alternate Representing Central County Cities (Milpitas, Santa Clara & Sunnyvale)
- ii. Seat 7: North County Cities (Palo Alto, Mountain View, Los Altos & Los Altos Hills)

#### g. Recycling Waste & Reduction Commission (RWRC)

*Per RWRC Bylaws, each Commission member may designate from among the elected officials of its council, board, or eligible cities an alternate representative to serve in absence of the regular member. Alternates may serve on subcommittees, and/or ad hoc task forces.*

- i. Seat: Member-at-Large
- ii. Seat: South County Cities (Gilroy or Morgan Hill)

## ADJOURN (Klein)

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Board of Directors**

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**FEBRUARY 8, 2024  
7:00 PM**

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**[https://us02web.zoom.us/webinar/register/WN\\_OtR6KHjaTW66G-7XX3V3rw](https://us02web.zoom.us/webinar/register/WN_OtR6KHjaTW66G-7XX3V3rw)**

After registering, you will receive a confirmation email containing information about joining the webinar.

- *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 – (Fligor)**

**ROLL CALL (Sirkay)**

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

*This portion of the meeting is reserved for persons wishing to address the Board on any matter not on the agenda. State law prohibits the Board from discussing and/or acting on nonagendized items.*

**AGENDA**

- 1. Consent Agenda (Fligor)**
  - a. Approve Minutes from Board of Directors Meeting on January 18, 2024
  - b. Approve December 2023 Financial Report
- 2. Executive Director Contract: Discussion and Possible Action (Fligor)**
- 3. Resolution to Dissolve Current Unincorporated Cities Association of Santa Clara County Entity: Action (Fligor)**

## ADJOURN (Fligor)

### PUBLIC COMMENT

Members of the public wishing to comment on an item on the agenda may do so in the following ways:

1. Email comments to [shali@citiesassociation.org](mailto:shali@citiesassociation.org)
  - Emails will be forwarded to the Board of Directors.
  - **IMPORTANT:** identify the Agenda Item number in the subject line of your email.
  - Emails must be received at least 72 hours before meeting start day/time to be entered into the record for the meeting.
2. Provide oral public comments in-person during the meeting
3. Provide oral public comments virtually during the meeting
  - When the Chair announces the item on which you wish to speak, click the “raise hand” feature in Zoom. Speakers will be notified shortly before they are called to speak.
  - When called to speak, please limit your comments to the time allotted (up to 3 minutes, at the discretion of the Chair).
  - Phone participants:
    - \*6 - Toggle mute/unmute
    - \*9 - Raise hand

### ACCESSIBILITY

We strive for our meetings and materials to be accessible to all members of the public, and welcome feedback and requests for accommodations. Please submit requests for accommodations to [shali@citiesassociation.org](mailto:shali@citiesassociation.org) at least 72 hours in advance of the meeting to allow us to best meet your request.



**REGULAR MEETING**  
**Joint Powers Agency Board of Directors**

Los Altos Community Center  
Sequoia Room  
97 Hillview Avenue  
Los Altos, CA 94022

**FEBRUARY 8, 2024**  
**7:20 PM**

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**Meeting Information:**

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- *Members of the public register for Zoom webinar:*  
[https://us02web.zoom.us/webinar/register/WN\\_9pDCfedARK66tSXZt7nd-w](https://us02web.zoom.us/webinar/register/WN_9pDCfedARK66tSXZt7nd-w)  
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**AGENDA**

1. President Update (Fligor)
2. Joint Powers Authority Formation Update (Fligor)
3. 2024-2025 Cities Association Budget: Discussion (Sirkay)
4. City Selection Committee Update (Klein)
5. Potential Legislative Action Committee Meeting on June 13, 2023: Discussion and Possible Action (Walia)
6. Santa Clara County City Managers Association Update (Engeland)

7. Executive Director Update (Sirkay)

8. Joys and Challenges (All)

ADJOURN (Fligor)

DRAFT

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