



REGULAR MEETING BOARD OF DIRECTORS

North Bay Conference Room (Room 145)
Sunnyvale City Hall
456 W. Olive Avenue
Sunnyvale, CA 94086

MARCH 13, 2025
7:00 PM

Meeting Information:

- *Board meetings are open to the public at the location shown above.*
 - *Members of the public may use the information below to join the webinar:*
Webinar ID: 835 1075 6481
Passcode: 519682
 - *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 & CALL TO ORDER – (KLEIN)

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 but within the jurisdiction of the Cities Association of Santa Clara County. State law prohibits the Board from discussing and/or acting on nonagendized items.

AGENDA

1. Consent Agenda (KLEIN)

- a. Approve Minutes from Board of Directors Meeting held on February 13, 2025

2. President Update (KLEIN)

3. Bay Area Host Committee: Discussion and Possible Action (KLEIN)

- a. Guest Speakers: Ruth Shikada, Vice President, Government External Affairs
Chappie Jones, Director, Lighthouse Public Affairs

4. Review Draft Fiscal Year 2024-2025 Budget: Discussion and Possible Action (SCOZZOLA & SIRKAY)

5. Cities Association Website Revision: Discussion and Possible Action (KLEIN)

6. Reports from Regional Appointed Representatives

- a. Larry Klein, Appointee to Measure A (2016 Housing Bond) Independent Citizens Oversight Committee
- b. Guest Speaker: Consuelo Hernandez, Santa Clara County Deputy County Executive

7. Legislative Action Committee Update (FRUEN)

8. Santa Clara County Update (PREMINGER)

9. Santa Clara County City Managers Association Update (KIRBY)

10. Executive Director Update (SIRKAY)

11. Joys and Challenges (ALL)

ADJOURN (KLEIN)

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

ACCESSIBILITY

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



REGULAR MEETING BOARD OF DIRECTORS

North Bay Conference Room, Room 145
Sunnyvale City Hall
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FEBRUARY 13, 2025
7:00 PM

AGENDA IN BLACK/**MINUTES IN RED**

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Mayor Greg Bozzo will attend via teleconference from the Mayor's Office, Gilroy City Hall, 7351 Rosanna Street, Gilroy, CA 95020. This teleconference location is open to the public and any member of the public may address the Board of Directors members from the teleconference location.

Hon. Greer Stone will attend via teleconference from the Mayor's Office, Palo Alto City Hall, 250 Hamilton Avenue, Palo Alto, CA 94301. This teleconference location is open to the public and any member of the public may address the Board of Directors members from the teleconference location.

WELCOME & CALL TO ORDER – (Klein)

Meeting called to order at 7:06 PM

ROLL CALL (Sirkay)

Board Members Present (13):

Campbell	Anne Bybee
Cupertino	Kitty Moore
Gilroy	Greg Bozzo
Los Altos	Neysa Fligor
Los Altos Hills	Kavita Tankha
Los Gatos	Matthew Hudes (@7:18 PM)
Milpitas	Carmen Montano
Monte Sereno	Javed Ellahie
Mountain View	Emily Ramos*
Palo Alto	Greer Stone*
San Jose	Rosemary Kamei
Saratoga	Tina Walia
Sunnyvale	Larry Klein

*Alternate

Board Members Absent: (2)

Morgan Hill	Mark Turner
Santa Clara	Kelly Cox

Staff Present (1):

Shali Sirkay	Executive Director
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Members of the Public Present (5):

J.R. Fruen	Councilmember, Cupertino
Victoria Kettel	Executive Asst, City Manager's Office, Sunnyvale
Tim Kirby	City Manager, Sunnyvale
Otto Lee	Board President, SCC Board of Supervisors
"Matt"	online
"Peggy"	online
Steve Preminger	Director, Community & Civic Engagement for SCC
Jannie Quinn	CASCC Co-Legal Counsel, Renne Public Law Group
Linda Sell	Councilmember, Sunnyvale
James Williams	County Executive

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AGENDA

1. Consent Agenda (Klein)

- a. Approve Minutes from Board of Directors Meeting on January 30, 2025

Motion to approve the consent agenda as presented by Walia

Second by Fligor

AYES: 11

NAYS: 0

ABSTENTIONS: 1 (Tankha)

ABSENT: 3 (Cox, Hudes, Turner)

2. President Update (Klein)

3. Santa Clara County's Perspective on Federal Funding: Discussion and Possible Action (Klein)

- a. Guest Speaker: James Williams, County Executive, Santa Clara County

4. Determine Priority Areas to Guide 2025 CASC Work and Activities: Discussion and Possible Action (Klein)

Motion to approve 2025 CASC Priority Areas (Public Safety and Disaster Preparedness, Older Adults, Council Governance, Homelessness and Housing, Mental Health, Childcare, and Federal Response) by Walia

Second by R. Kamei

AYES: 13

NAYS: 0

ABSTENTIONS: 0

ABSENT: 2 (Cox, Turner)

5. Reports from Regional Appointed Representatives (Klein)

- a. Measure A Oversight Committee

6. City Selection Committee Update (Klein)

7. Legislative Action Committee Update (Fruen)

8. Santa Clara County City Managers Association Update (Kirby)

9. Executive Director Update (Sirkay)

10. Joys and Challenges (All)

ADJOURN (Klein)

Meeting adjourned at 8:57 PM

Respectfully submitted on March 13, 2025,

Vaishali Sirkay

Vaishali Sirkay

Executive Director

Cities Association of Santa Clara County

DRAFT

PUBLIC COMMENT

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Agenda Item No: 4

Meeting Date: March 13, 2025

Cities Association of Santa Clara County Agenda Report

To: BOARD OF DIRECTORS

Prepared by: Shali Sirkay, Executive Director

TOPIC: Proposed 2025-26 CASCSC Budget (FY26)

SUBJECT: Consideration of Cities Association of Santa Clara County General Fund Budget

RECOMMENDATION:

It is recommended that the Cities Association of Santa Clara County (CASCSC) Board of Directors review the proposed budget and offer direction as needed.

BACKGROUND:

As per its bylaws, the CASCSC board must approve a final budget by April 15th of each year. The Board is being provided the proposed FY26 operating budget on March 13, 2025 for its review and consideration. Any comments or other input may be sent to the Executive Director. The budget may be revised pending Board input. The Board may consider approving the (revised) proposed budget at their April 10, 2025 Board of Directors meeting.

A copy of this proposed FY26 operating budget has also been provided to the city managers of each of the 15 member jurisdictions to elicit their input.

EXPLANATION OF CALCULATIONS:

The attached budget proposal was prepared as follows:

Revenue:

1. FY26 membership dues will not increase in FY26, and will be the same as they were in FY23, FY24 and FY25. The rationale for not increasing the dues is that the Cities Association was able to meet its financial obligations in FY24 with membership dues from 14 of the 15 cities in Santa Clara County. Thus far in FY25, with membership dues from all 15 cities in Santa Clara County, the CASCSC is on track to meet its financial obligations in FY25. Therefore, it is recommended that membership dues remain flat.

Membership Dues:

City	Dues		City	Dues
Campbell	\$ 11,215.00		Morgan Hill	\$ 11,693.00
Cupertino	\$ 15,785.00		Mountain View	\$ 21,415.00

Gilroy	\$ 14,609.00		Palo Alto	\$ 18,314.00
Los Altos	\$ 8,698.00		San Jose	\$ 55,231.00
Los Altos Hills	\$ 6,523.00		Santa Clara	\$ 34,044.00
Los Gatos	\$ 8,698.00		Saratoga	\$ 8,698.00
Milpitas	\$ 19,665.00		Sunnyvale	\$ 40,292.00
Monte Sereno	\$ 6,523.00			

2. Ticket sales for both the Summer Membership Event/Special Meeting and the Holiday Party have not been changed from \$3000. This estimate is fairly conservative but does reflect the minimum that the Cities Association can expect to collect in ticket sales.

Expenses:

Professional Services:

1. Executive Director is paid \$102/hour for an average of 100 hours per month, for 12 months.
2. Clerk and IT Support line item was previously calculated at \$25/hour x 20 hours/month x 12 months. Previous clerk was hired in 2020 and I don't think we can offer the same hourly rate five years later. It is preferable to have a more senior person who can provide meeting support during meetings (run Zoom, set up dinner, etc.) and provide some light website updates.
3. Bookkeeper will be replaced with another service that is local and more responsive to our needs. Use of the City of Sunnyvale's bookkeeping services for nonprofits is currently being explored. The \$7500 figure is used as a placeholder while details are being finalized.
4. Legal Counsel is paid \$ \$355/hour, as per the agreement with Renne Public Law Group. The budget anticipates legal services for approximately 15 hours/month for 12 months.
5. The allocation for the Certified Public Accountant (CPA) has been copied over from FY25. This figure, \$12,000, is the "not to exceed" amount. This figure will be updated as necessary.

Website Redesign/Maintenance:

This line item was called "Website Redesign" in the FY25 budget but has been renamed to include the word "maintenance". The assumption is that once the website has been redesigned and updated, the Cities Association may have some yearly costs related to maintaining and updating the website; thus, the budget going forward may need to include a line item for maintenance.

The FY26 budget assumes that the funds allocated to the website redesign will be spent by the end of FY25 (and the website would then only require maintenance in future fiscal years). In the event that the website is not redesigned in FY25, and thus the allocated funds are not spent, it is requested that the funds allocated in FY25 (\$7500) be carried over into FY26 in order to offset the additive costs when website redesign and website maintenance both occur in FY26.

Office:

1. Special District Risk Management Authority (SDRMA), the insurance provider for the Cities Association, provided its members with estimates for the cost of insurance for budgeting purposes.
2. A line item for miscellaneous expenses has been kept from FY25 to cover the cost of general office supplies, stamps, etc.

3. The line item "Conferences & Education for Exec Dir" was added to cover the cost of any additional training the Executive Director may need in the performance of their duties and responsibilities.
4. The storage unit was not in the FY25 budget because the intention was to get rid of it during FY25. This was not done because on further investigation, there is no clear retention policy on the equipment and data storage. This line item has been added in while storage items are reevaluated and the retention policy is finalized.
5. A line item for meeting space rental was added to the FY26 budget. During the last two quarters of FY26 (January to June 2026), the Cities Association will likely not meet in Sunnyvale; not knowing the meetings spaces that will be available in the next Board President's city, it is recommended that the Cities Association include a line item to pay for meeting space rental in Sunnyvale or elsewhere that can accommodate the monthly Board and Legislative Action Committee meetings. For the current fiscal year, this meeting space is only needed for 6 months (January to June 2026). The per meeting cost will be \$4000 per meeting, and includes the necessary city staff time.

Memberships:

As a reminder, one condition of obtaining insurance coverage from SDRMA is membership in the California Special Districts Association (CSDA). The figure provided is based on member agency budget revenue.

Hospitality and Special Events:

- Refreshments are calculated for monthly Board of Directors meetings- \$200 per meeting for 9 meetings (no board meetings in June (Annual Membership Event/Dinner), July, and December (Annual Holiday Party))
- The Holiday Party line item has been increased by \$1000 to cover the significant increase in the cost of food and venue rental, and the addition of the awards and recognition plaques that are distributed at the Holiday Party.
- Both the Summer Membership Event and the Annual Holiday Party are planned as "break even" events and are not considered revenue generators for CASC. Staff is anticipating that as a JPA, CASC may be able to get sponsorships and donations to cover some of the costs of these two events.

Technology and Software:

The dollar amount for the website hosting fee was increased to include the hosting fee for the Santa Clara/Santa Cruz Counties Airport/Community (SCSC) Roundtable website because the Cities Association is still paying the hosting fees for this website as well. When the CASC Board has approved a document retention policy, it will be easier to determine what information on the SCSC Roundtable website is worth preserving.

All other amounts in this section are copied over from FY25. These figures did not increase in FY25, and notice has not been received that any of these fees will increase in FY26.

RESERVE FUND:

The monthly expense rate for the Cities Association is \$17,000 (total expenses (\$240,040) divided by 12 months). On February 23, 2024, the Executive Committee voted to recommend the following budget reserve policy to the Board of Directors:

1. *Keep a minimum of 3 months reserve with the goal of having 6 months of reserve*

- a. Keep 3 months of reserve funds in CASC bank account*
 - b. Transfer funds in excess of 3-6 months of reserve into current CASC Local Agency Investment Fund (LAIF) account*
- 2. Invest funds in excess of 6 months of reserve into a long-term investment option*
- 3. Explore other investment options to invest funds in excess of 6 months of reserves for long-term investment*

To satisfy the above reserve policy if it is adopted, the Cities Association would need to keep a minimum of \$51,000 (\$17,000 x 3 months) and up to \$102,000 (\$17,000 x 6 months) aside in its bank account. Using the expense rate of \$17,000/month, the Cities Association will need approximately \$68,000 for the last four months of FY25 to meet the remainder of its financial obligations. At the close of the last banking and LAIF statements (February 28, 2025), the CASC bank account held \$203,215.59 and the LAIF account held \$27,167.57. Subtracting \$68,000 from the bank account leaves approximately \$135,215 in the CASC bank account. If \$102,000 is then transferred from the CASC bank account into its LAIF account as per the reserve policy above, then the Cities Association will start FY26 with \$33,215 (before membership dues are paid) in reserve funds. It is recommended that in order for CASC start FY 26 with a minimum \$51,000 (as per the reserve policy if adopted), the amount transferred to LAIF could be \$84,215 (\$51,000 minus \$33,215 = \$17,785, so \$17,785 less will be transferred into LAIF (\$102,000 minus \$17,785).

FISCAL IMPACT:

CASC will have enough money to operate for another fiscal year if the membership dues remain the same as in FY25. As suggested above, CASC will start FY26 with \$51,000 and by the end of the year, Revenue (\$287,403) minus Expenses (\$240,040) will leave an extra \$32,586 to be added to its reserves. Given these considerations, the proposed FY26 budget should have minimal fiscal impact on the operations of CASC.

ATTACHMENTS:

1. Proposed 2025-26 CASC Budget
2. Year to Date Actual Expenditures versus Budgeted Amount

Proposed Cities Association of Santa Clara County Operating Budget FY26
July 1, 2025 to June 30, 2026

	FY26	FY25	NOTES (FY26)
REVENUE			
Membership Dues	\$281,403	\$266,794	Dues remain flat; inc. Gilroy
Summer Member Event Ticket Sales	\$3000	\$3000	
Holiday Party Ticket Sales	\$3000	\$3000	
TOTAL REVENUE	\$287,403	\$272,794	▲ = +\$14,609

EXPENSES			
Professional Services	\$211,800	\$204,000	▲ = +\$7800
Executive Director	\$122,400	\$120,000	\$102/hr x 100 hrs/mon x 12
Clerk & IT Support	\$6000	\$6000	\$50/hr x 10 hrs/month x 12
Bookkeeper	\$7500	\$4800	Proposing changing service
Legal Counsel	\$63,900	\$61,200	Rate increased to \$355/hr
Certified Public Accountant	\$12,000	\$12,000	Assuming this stays flat
Website Redesign/Maintenance	\$7,500	\$7,500	▲ = \$0
Consultant and Other Related Tools and Services	\$7,500	\$7,500	Added "Maintenance"
OFFICE	\$31,034	\$5,090	▲ = +\$25,944
Insurance Package	\$3,618	\$3474	
US Bank Fees	\$36	\$36	
Verizon (Google Voice Phone)	\$364	\$364	
P.O. Box	\$216	\$216	
Miscellaneous	\$500	\$500	
Conferences & Education for Executive Director	\$500	\$500	
Storage Unit	\$1800	0	\$150/mon x 12 months
Meeting Space Rental	\$24,000		\$4000/mon x 6 mon (Jan-Jun '26)
MEMBERSHIPS	\$1,315	\$1,218	▲ = \$97
California Special Districts Association	\$1,315	\$1281	
HOSPITALITY & SPECIAL EVENTS	\$8,800	\$7,800	▲ = +\$1000
Refreshments BOD Monthly Meetings	\$1800	\$1800	\$200/mtg x 9 mtgs/year
Summer Member Event	\$3000	\$3000	
Holiday Party	\$4000	\$3000	Increase includes awards
TECHNOLOGY & SOFTWARE	\$3,232	\$3,232	▲ = \$0
Adobe (PDF Tools)	\$306	\$306	
Canva (Graphics and templates)	\$117	\$117	
Intuit (Quickbooks Online)	\$945	\$945	
Microsoft	\$242	\$242	
Proud City- CASC Website Hosting Fee	\$600	\$600	
Zoom	\$1022	\$1022	
TOTAL EXPENSES	\$263,681	\$228,840	▲ = +\$34,841

REVENUE - EXPENSES (ADD TO RESERVES)	\$23,722
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Cities Association of Santa Clara County
FY25 Budget vs Actuals (YTD = July 1 to Dec 31, 2024)

Highlight = New item not in original budget

FY25 Budget YTD Actual NOTES/▲

REVENUE

Membership Dues	\$266,794	\$266,794	Gilroy added Jan '26
Summer Member Event Ticket Sales (June2024)	\$3000	\$0	Free event
Holiday Party Ticket Sales (Dec 2024)	\$3000	\$3682.29	Net after Eventbrite fees
TOTAL REVENUE	\$272,794	\$270,476.29	▲= -\$2,317.71

EXPENSES

Professional Services	\$204,000	\$81,434.68	▲= -\$122,565.32
Executive Director	\$120,000	\$57,732	Hourly rate changed to \$102/hr
Clerk & IT Support	\$6000	\$0	Vacant position
Bookkeeper	\$4800	\$3061.25	
Legal Counsel	\$61,200	\$20,641.43	
Certified Public Accountant	\$12,000	\$0	Audit in progress
Website Redesign	\$7,500	\$0	
Consultant and Other Related Tools and Services	\$7,500	\$0	
OFFICE	\$5,090	\$4776.09	▲ = \$313.91
Insurance Package	\$3474	\$3296.09	
US Bank Fees	\$36	\$0	
Verizon (Google Voice Phone)	\$364	\$364	
P.O. Box	\$216	\$216	
Miscellaneous (office supplies)	\$500	\$0	
Conferences & Education for Exec Dir	\$500	\$0	
Storage Unit	0	\$900	Added expense (\$150/mon)
MEMBERSHIPS	\$1,218	\$1,218	▲ = \$0
California Special Districts Association	\$1281	\$1281	
HOSPITALITY & SPECIAL EVENTS	\$7,800	\$10,138.72	▲ = +\$2,338.72
Refreshments BOD Monthly Meetings	\$1800	\$595.44	\$200/mtg
Summer Member Event	\$3000	\$0	ECH paid for catering; Move \$3K savings to Holiday Party Budget
Holiday Party	\$3000	\$9543.28	See details below
TECHNOLOGY & SOFTWARE	\$3,232	\$2330.02	▲ = \$0
*Adobe (PDF Tools)	\$306	\$ --	
*Canva (Graphics and templates)	\$117	\$ --	
*Intuit (Quickbooks Online)	\$945	\$ --	
*Microsoft	\$242	\$ --	
Proud City- CASC Website Hosting Fee	\$600	\$0	Add \$600 for SCSC website
Zoom	\$1022	\$726.38	
Gusto	\$0	\$492	Add \$80/mon Gusto fees
*Aggregate Technology & Software		\$1800.02	
TOTAL EXPENSES	\$221,040	\$99,896.83	▲= -\$121,143.17