SPECIAL MEETING
EXECUTIVE COMMITTEE

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

AUGUST 29, 2025
1:00 PM

Meeting Information:

- *Executive Committee 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: 898 7611 6122

  Passcode: 930669
- *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 – (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 Committee on any matter not on the agenda. State law prohibits the Committee from discussing and/or acting on nonagendized items.

AGENDA

1. Consent Agenda (Klein)
    a. Approve Minutes from Executive Committee Meeting on July 24, 2025
2. President Update (Klein)
3. Review Update to Cities Association Conflict of Interest Code: Discussion and Possible Action (Shen)
4. Review Draft Governance Calendar for the Cities Association of Santa Clara County Discussion and Possible Action (Sirkay)
5. Selection of Cities Association Nominating Committee for 2026 Executive Committee Candidates: Discussion and Possible Action (Klein)
6. Budget Review of Fiscal Year 2024-2025 Discussion and Possible Action (Scozzola)
7. Identify Potential Speakers for 2025: Discussion and Possible Action (Sirkay)
8. Review September 11, 2025 Meeting Agendas: Discussion and Possible Action (All)
    a. Legislative Action Committee
    b. Board of Directors
9. Future Meeting Topics: Discussion and Possible Action (All)
10. Santa Clara County City Managers Association Update (Kirby)
11. Executive Director Update (Sirkay)

ADJOURN (Klein)

PUBLIC PARTICIPATION OPTIONS

Online Participation:

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   - Phone participants:
     *6 - Toggle mute/unmute
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ACCESSIBILITY

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REGULAR MEETING
EXECUTIVE COMMITTEE

CITIES ASSOCIATION OF SANTA CLARA COUNTY

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

JULY 24, 2025
4:30 PM

AGENDA IN BLACK/ MINUTES IN RED

Meeting Information:

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DRAFT

WELCOME & CALL TO ORDER – (KLEIN)

Meeting called to order at 4:32 PM

ROLL CALL (SIRKAY)

Executive Committee Members in Attendance (4/5)

President	Larry Klein
1st Vice President	Tina Walia
2nd Vice President/LAC Chair	J.R. Fruen (@4:38 PM)
Immediate Past President	Neysa Fligor

Executive Committee Members Absent (1/5)

Secretary/Treasurer	Elliot Scozzola

Staff Present (1)

Executive Director	Shali Sirkay

Members of the Public (3)

Sunnyvale Assistant City Manager	Sarah Johnson-Rios
CASCC Co-Legal Counsel	Andrew Shen
Sunnyvale City Staff	Victoria Ketell

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None

AGENDA

1. Consent Agenda (Klein)
    a. Approve Minutes from Executive Committee Meeting on April 24, 2025

    Motion to *approve the consent agenda as presented* by Walia

    Second by Fligor

    AYES: 3

    NAYS: 0

    ABSTENTIONS: 0

    ABSENT: 2 (Fruen, Scozzola)

    Motion passes 3-0-0-2
2. President Update (Klein)
3. Conflict of Interest Code Update: Discussion and Possible Action (Sirkay)

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4. Website Revision Update: Discussion and Possible Action (Klein)
5. Annual Audit Update: Discussion and Possible Action (Sirkay)
    a. Fiscal Year 2024 Audit Completed
    b. Fiscal Year 2025 Audit Underway
6. Planning Collaborative Update: Discussion and Possible Action (Sirkay)
7. Cities Association of Santa Clara County Budget Update for Fiscal Year 2025: Discussion and Possible Action (Scozzola & Sirkay)
8. Identify Potential Speakers for 2025: Discussion and Possible Action (Sirkay)
9. Review August 14, 2025 Meeting Agendas: Discussion and Possible Action (All)
    a. Legislative Action Committee
    b. Board of Directors

    Motion to *approve the agendas with amendments of the Legislative Action Committee and Board of Directors meetings on August 14, 2025* by Fligor

    Second by Walia

    AYES: 4

    NAYS: 0

    ABSTENTIONS: 0

    ABSENT: 1 (Scozzola)

    Motion passes 4-0-0-1
10. Future Meeting Topics: Discussion and Possible Action (All)
11. Santa Clara County City Managers Association Update (Kirby)
12. Executive Director Update (Sirkay)

ADJOURN (Klein)

Meeting adjourned at 5:31 PM

Respectfully submitted on August 28, 2025,

Vaishali Sirkay

Vaishali Sirkay
Executive Director
Cities Association of Santa Clara County

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CITIES ASSOCIATION OF SANTA CLARA COUNTY

Agenda Item No: _____

Meeting Date: **September 11, 2025**

Cities Association of Santa Clara County Joint Powers Agency Agenda Report

To: BOARD OF DIRECTORS

Prepared by: Jannie Quinn, Co-General Counsel

TOPIC: **Conflict of Interest Code**
SUBJECT: **Consideration of Amendment to Conflict of Interest Code**

RECOMMENDATION:

1. Adopt a Resolution Amending the Conflict of Interest Code for the Santa Clara County Cities Association Joint Powers Agency ("Cities Association")

BACKGROUND:

Under the Political Reform Act ("PRA"), Gov't Code §§ 87100, et seq., public officers and employees who have decision-making authority should file Statements of Economic Interests (also known as "Form 700s") that disclose their financial interests and potential conflicts.

The PRA requires public agencies to adopt Conflict of Interest Codes that designate the public officials required to file a Form 700 and the scope of those disclosures. (*See* Gov't Code §§ 87300, et seq.) The Cities Association adopted its Conflict of Interest Code on May 9, 2024.

Currently, the Conflict of Interest Code applies to Board members (including alternates), the Executive Director, and the Co-General Counsel and requires each of these individuals to file a Form 700. A situation has arisen that was not anticipated at the time the Conflict of Interest Code was originally drafted and approved. Articles 10 and 11 of the Bylaws permit an individual to be elected by the Board and serve as an Officer on the Executive Committee even if he or she is not a Board member. The existing Conflict of Interest Code does not apply to these individuals. Given the role of members of the Executive Committee, it is in the best interest of the Cities Association that the Conflict of Interest Code also apply to these individuals. Accordingly, an amendment has been prepared to add Executive Committee members as individuals designated under the Conflict of Interest Code to file a Form 700. A resolution and amended Conflict of Interest Code are attached to this agenda report.

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Pursuant to Government Code Section 87303, public agencies such as the Cities Association must submit any proposed amendments to the Conflict of Interest Code to its "code reviewing body". The code reviewing body for the Cities Association is the Santa Clara County Board of Supervisors, since our jurisdiction lies wholly within this county. (Gov't Code § 82011(b).)

The draft amendment to the Conflict of Interest Code has been reviewed and approved by the Santa Clara County Counsel's Office. Upon adoption of the Resolution Approving the Amendment of the Conflict of Interest Code, the Cities Association will submit its Conflict of Interest to the Board of Supervisors for review and approval.

CONCLUSION:
The proposed amendment to the Conflict of Interest Code for the Board's is submitted for consideration and approval.

FISCAL IMPACT:
None.

OPTIONS:
The Board of Directors has the following options:

1. Review and approve the proposed amendment to the Conflict of Interest Code through the attached Resolution.
2. Direct General Counsel to make additional edits to the Conflict of Interest Code, verify those changes with the Santa Clara County Counsel's Office and return to the Board at a future meeting.

ATTACHMENT:

1. Proposed Resolution Amending the Conflict of Interest Code for the Santa Clara County Cities Association.

DRAFT

RESOLUTION NO. 2025-__

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITIES ASSOCIATION OF SANTA CLARA COUNTY JOINT POWERS AGENCY AD AMENDING THE CONFLICT OF INTEREST CODE

WHEREAS, pursuant to the California Political Reform Act of 1974, Government Code Section 87303, the Cities Association of Santa Clara County Joint Powers Agency ("Cities Association") adopted a conflict of interest code; and

WHEREAS, the conflict of interest code also incorporates the provisions of Title 2 of the California Code of Regulations Section 18730, as may be amended from time to time; and

WHEREAS, the Cities Association desires to amend the conflict of interest code to add a new designated position; and

WHEREAS, the following amendment of the conflict of interest code must also be approved by the Santa Clara County Board of Supervisors as the Cities Association's code reviewing body pursuant to Government Code Section 82011.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE CITIES ASSOCIATION THAT:

1. The terms of the standard conflict of interest code provisions set forth in Title 2 of the California Code of Regulations Section 18730, as may be amended from time to time, are hereby adopted, incorporated by reference and shall serve, together with the Appendices attached hereto, as the Conflict of Interest Code for the Cities Association.

2. The list of designated positions attached hereto as Appendix A is hereby amended.

3. The list of disclosure categories is attached hereto as Appendix B.

4. Persons holding a designated position listed in Appendix A must file their Statement of Economic Interests ("Form 700") with the Cities Association's filing official. If a statement is received in signed paper format, the filing official shall make and retain a copy and forward the original of this statement to the filing officer, the County of Santa Clara Clerk of the Board of Supervisors. If a statement is electronically filed using the County of Santa Clara's Form 700 e-filing system, both the filing official and the County of Santa Clara Clerk of the Board of Supervisors will receive access to the e-filed statement simultaneously. The Cities Association shall make the statements available for public inspection and retain them for at least seven years, pursuant to Government Code sections 81008-09.

5. The amended Conflict of Interest Code of the Cities Association shall become effective upon the date of its approval by the Santa Clara County Board of Supervisors, the Cities Association's code reviewing body.

ADOPTED this 11th day of September 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTION:

ATTEST:

_____
Vaishali Sirkay, Executive Director

APPROVED:

_____
Larry Klein, Chair of the Board of Directors

DRAFT

APPENDIX A

Designated Positions

Designated Position	Disclosure Category
Member of the Board of Directors	1
Alternate Member of the Board of Directors	1
Executive Committee Member	1
Consultant[1]	2
Newly Created Position	*

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[1] This includes, but is not limited to, any individual serving in the role of Executive Director or General Counsel through contract with the Cities Association.

APPENDIX B

Disclosure Categories

Category 1:

Persons in this category shall disclose:

(a) investments, business positions, and income, including gifts, loans, and travel payments, in or from sources which are located in, doing business in, planning to do business in, or has done business during the previous two years in Santa Clara County; and
(b) interests in real property located entirely or partly within Santa Clara County or within two miles of the borders of Santa Clara County, or within two miles of any land owned or used by the Cities Association.

Category 2:

Consultants, as defined under the Political Reform Act, shall disclose pursuant to disclosure category 1 subject to the following limitation: The Executive Director in consultation with the General Counsel may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to file according to the broadest disclosure category, but should instead comply with more tailored disclosure requirements specific to that consultant's duties. Such a determination shall include a description of the consultant's duties and, based upon that description, a statement of the appropriate extent of disclosure requirements. All such determinations shall be made using the Fair Political Practices Commission Form 805, are public records, and shall be retained for public inspection along with this conflict of interest code.[2]

* Newly Created Positions

If the Cities Association has a newly created position that must file statements of economic interests, the newly created position shall disclose pursuant to disclosure category 1 subject to the following limitation: The Executive Director in consultation with the General Counsel may determine in writing that a particular newly created position, although a "designated position," is hired to perform a range of duties that are limited in scope and thus is not required to file according to the broadest disclosure category, but should instead comply with more tailored disclosure requirements specific to that newly created position's duties. Such a determination shall include a description of the newly created position's duties and, based upon that description, a

[2] Notwithstanding this process, the individuals serving in the role of Executive Director or General Counsel shall disclose their financial interests under disclosure category 1.

statement of the appropriate extent of disclosure requirements. All such determinations shall be made using the Fair Political Practices Commission Form 804, are public records, and shall be retained for public inspection along with this conflict of interest code.

When the Cities Association has a newly created position that must file statements of economic interests, the Cities Association filing official shall contact the County of Santa Clara Clerk of the Board of Supervisors Form 700 division to notify it of the new position title to be added in the County's electronic Form 700 record management system, known as eDisclosure. Upon this notification, the Clerk's office shall enter the actual position title of the newly created position into eDisclosure and the Cities Association's filing official shall ensure that the name of any individual(s) holding the newly created position is entered under that position title in eDisclosure.

Additionally, within 90 days of the creation of a newly created position that must file Statements of Economic Interests, the Cities Association shall update this conflict-of-interest code to add the actual position title in its list of designated positions, and submit the amended conflict of interest code to the County of Santa Clara Office of the County Counsel for code-reviewing body approval by the County Board of Supervisors. (Gov. Code Sec. 87306.)

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CASCC GOVERNANCE CALENDAR (IN FISCAL YEAR ORDER)

	BOARD ACTIVITIES: GOVERNANCE & BUSINESS	BUDGET & FINANCIAL	EXECUTIVE DIRECTOR ACTIVITIES:
JULY	• No BOD mtg • Executive Committee meeting for August regular meetings	• Begin audit	• Send out membership dues invoices to City Managers
AUGUST		• Second quarter financial report	
SEPTEMBER	• Announce Nominating Committee		
OCTOBER	• Present slate of new Executive Committee members to board • Solicit nominations for Champions of the Year	• Third quarter financial report • Present audit to BOD • File audit with appropriate entities	
NOVEMBER	• Election of new Executive Committee members • Vote for Champions of the Year (if necessary) • Establish date of January mtgs		• CSC: Confirm available seats w/ clerks of various regional boards • (Election years) Confirm which councilmembers are retiringor terming out for recognition at Holiday Party
DECEMBER	**Annual Holiday Party**		• CSC: Confirm Clerk of the Board of Supervisors can clerk February CSC meeting • Obtain bonds for Executive Director and Treasurer • (Election Years) Track certified winners of election

	BOARD ACTIVITIES: GOVERNANCE & BUSINESS	BUDGET & FINANCIAL	EXECUTIVE DIRECTOR ACTIVITIES:
JANUARY	• Vote on meeting calendar for the year • Discussion of board priorities	• Fourth quarter financial update to board (Oct-Dec) • Prepare draft operating budget for the upcoming fiscal year	• Confirm councilmember representatives to BOD, LAC, & CSC • Orientation of new members • Send out CSC meeting announcement and list of available seats
FEBRUARY	• Vote on board priorities	• Present draft proposed operating budget to City Managers for feedback	• Confirm councilmember representatives to BOD, LAC, & CSC • (CSC) Send appointment letters to appropriate entities
MARCH		• Begin planning June BOD Special Mtg: Membership Event • Present draft proposed operating budget to Board for first read	• Start looking for venues for June Special Mtg (Membership Event) and Holiday Party
APRIL	• Approve Professional Services Agreement with Executive Director	• Vote on proposed operating budget for new fiscal year by April 30th • First quarter financial report for current fiscal year	
MAY			
JUNE	**BOD Special Mtg: Membership Event**		

REGULAR MEETING
LEGISLATIVE ACTION COMMITTEE

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

September 11, 2025
5:30 PM

Meeting Information:

- *Legislative Action Committee 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: 823 1430 2917

  Passcode: 254352
- *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.*

Hon. George Casey will attend via teleconference from 200 E. Santa Clara Street, Floor 18, Conference Room 1853, San Jose, CA 95113. 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.

[REMOTE ATTENDANCE NOTICE AS PER BROWN ACT: [NAME w/ HONORIFIC] will attend via teleconference from [ADDRESS OF REMOTE LOCATION]. 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. [MULTIPLE PEOPLE AT SINGLE LOCATION CAN BE LISTED TOGETHER]]

DRAFT

WELCOME & CALL TO ORDER – (Fruen)

ROLL CALL (Sirkay)

ORAL COMMUNICATIONS FROM THE PUBLIC ON NONAGENDIZED ITEMS

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AGENDA

1. Consent Agenda (Fruen)
    a. Approve Minutes from Legislative Action Committee meeting on August 14, 2025
2. Chair Update (Fruen)
    a. Update on Tracked Bills
3. **Consideration of Bill Positions (Fruen)**

ADJOURN (Fruen)

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REGULAR MEETING
BOARD OF DIRECTORS

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

SEPTEMBER 11, 2025
7:00 PM

Meeting Information:

- *Board meetings are open to the public at the location shown above.*
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  Webinar ID: 835 1075 6481

  Passcode: 519682
- *Meeting also livestreamed on YouTube:* ***https://www.youtube.com/@citiesassoc***
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ROLL CALL (Sirkay)

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AGENDA

1. Consent Agenda (Klein)
    a. Approve Minutes from Board of Directors Meeting on August 14, 2025
2. President Update (Klein)
3. Consideration of Proposed Amendment to Conflict of Interest Code

    Consider Adoption of A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITIES ASSOCIATION OF SANTA CLARA COUNTY JOINT POWERS AGENCY AD AMENDING THE CONFLICT OF INTEREST CODE

4. Update on the Impacts of Federal Funding Cuts on Santa Clara County: Discussion and Possible Action (Klein)
    a. James Williams, Santa Clara County Executive
5. Santa Clara County Suicide Messaging Workshop (Klein)
    a. Jay Donoghue, Santa Clara County Department of Public Health
6. Update on Santa Clara County Planning Collaborative: Discussion and Possible Action (Klein)
    a. David Driskell, Community Planning Collaborative
7. Review of Fiscal Year 2024-2025 Budget: Discussion and Possible Action (Scozzola)
8. Announcement of Nominating Committee for 2026 Executive Committee Member Candidates (Klein)
9. Possible Date Change for October 9, 2025 Board of Directors meeting: Discussion and Possible Action (Klein)
10. Reports from Regional Appointed Representatives
    a. Vice Mayor Vicki Veenker, Bay Area Air District (BAAD)
11. Legislative Action Committee Update (Fruen)
    a. This section will be filled out once the LAC agenda is finalized
12. Santa Clara County Update (Preminger)

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13. Santa Clara County City Managers Association Update (Kirby)
14. Executive Director Update (Sirkay)
15. Joys and Challenges (All)

ADJOURN (Klein)

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