AMENDED TO INCLUDE ADDITIONAL ATTACHMENTS

CITIES ASSOCIATION OF SANTA CLARA COUNTY

REGULAR MEETING
EXECUTIVE COMMITTEE

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

SEPTEMBER 25, 2025
4:30 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 August 29, 2025
2. President Update (Klein)
3. Nominating Committee Update: Discussion and Possible Action (Walia)
4. Website Committee Update: Discussion and Possible Action (Klein)
5. Planning Collaborative Memorandum of Understanding Update (Shen)
6. Consideration of Amendment to Cities Association of Santa Clara County Joint Powers Agency Bylaws (Klein)
    a. Process of Amending Bylaws (Shen)
7. Identify Potential Speakers for 2025: Discussion and Possible Action (Sirkay)
8. Review October 9, 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)

INFORMATIONAL ITEM(S)

1. CASCC Governance Calendar

ADJOURN (KLEIN)

PUBLIC PARTICIPATION OPTIONS

Online Participation:

Members of the public may also attend online. However, the Cities Association of Santa Clara County cannot guarantee uninterrupted access to online technology. Technical difficulties may occur from time to time. Unless required by the Robert M. Brown Act, the meeting will continue even if technical difficulties prevent online participation.

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   - 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

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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

AGENDA IN BLACK/MINUTES IN RED

Meeting Information:

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WELCOME & CALL TO ORDER – (Klein)

Meeting called to order at 1:04 PM

ROLL CALL (Sirkay)

Executive Committee Members in Attendance (3/5)

President	Larry Klein
1st Vice President	Tina Walia
Secretary/Treasurer	Elliot Scozzola

Executive Committee Members Absent (2/5)

Immediate Past President	Neysa Fligor
2nd Vice President/LAC Chair	J.R. Fruen (attending as member of the public)

Staff Present (1)

Executive Director	Shali Sirkay

Members of the Public (3)

2nd Vice President/LAC Chair	J.R. Fruen
Sunnyvale Assistant City Manager	Tim Kirby
CASCC Co-Legal Counsel	Jannie Quinn
Sunnyvale City Staff	Victoria Ketell

ORAL COMMUNICATIONS FROM THE PUBLIC ON NONAGENDIZED ITEMS

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None

AGENDA

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

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

    Second by Walia

    AYES: 3

    NAYS: 0

    ABSTENTIONS: 0

    ABSENT: 2 (Fligor, Fruen)

    Motion passes 3-0-02

2. President Update (Klein)
3. Review Update to Cities Association Conflict of Interest Code: Discussion and Possible Action (Shen)

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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)

   Public Comment made by J.R. Fruen
6. Budget Review of Fiscal Year 2024-2025 Discussion and Possible Action (Scozzola)

   Public Comment made by J.R. Fruen
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

   Public Comment made by J.R. Fruen

   Motion to *approve the September 11, ,2025 Legislative Action Committee and Board of Directors agendas* by Walia

   Second by Scozzola

   AYES: 3

   NAYS: 0

   ABSTENTIONS: 0

   ABSENT: 2 (Fligor, Fruen)

   Motion passes 3-0-02
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)

Meeting adjourned at 2:09 PM

Respectfully submitted on September 25, 2025,

Vaishali Sirkay

Vaishali Sirkay
Executive Director
Cities Association of Santa Clara County

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CITIES ASSOCIATION OF SANTA CLARA COUNTY

JOINT POWERS AGENCY COUNTYWIDE

COLLABORATIVE PLANNING

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MOU) is entered into by and among the following parties:

The Cities Association of Santa Clara County Joint Powers Agency, a joint powers authority ("the Association"):

The member agencies of the Association include the following jurisdictions:

> The City of Campbell, a California municipal corporation ("Campbell"); The City of Cupertino, a California municipal corporation ("Cupertino"); The City of Gilroy, a California municipal corporation ("Gilroy");
> The City of Los Altos, a California municipal corporation ("Los Altos");
> The Town of Los Altos Hills, a California municipal corporation ("Los Altos Hills");
> The Town of Los Gatos, a California municipal corporation ("Los Gatos"); The City of Milpitas, a California municipal corporation ("Milpitas");
> The City of Monte Sereno, a California municipal corporation ("Monte Sereno"); The City of Morgan Hill, a California municipal corporation ("Morgan Hill");
> The City of Mountain View, a California municipal corporation ("Mountain View"),
> The City of Palo Alto, a California municipal corporation ("Palo Alto");
> The City of San José, a California municipal corporation ("San José");
> The City of Santa Clara, a California municipal corporation ("Santa Clara"); The City of Saratoga, a California municipal corporation ("Saratoga"); and The City of Sunnyvale, a California municipal corporation ("Sunnyvale");

and the County of Santa Clara, a political subdivision of the State of California ("County").

The member agencies of the Association, the Association and the County are collectively referred to herein as "the Parties."

RECITALS

A. The parties have been involved in a shared effort to help address the region's housing challenges since 2020 known as the Santa Clara County Planning Collaborative. By working together collaboratively, the 16 jurisdictions of Santa Clara County have: 1) saved money, time and resources by sharing information and capacity; 2) maintained & facilitated relationships with non-profits, affordable housing advocates, and key governmental organizations; and, 3) received lead technical assistance consultant, Community Planning Collaborative.
B. This Santa Clara County Planning Collaborative is currently being funded by grant funds through December 31, 2025. The Association has been the recipient of the grant funds on behalf of the parties and has served as the fiscal agent for the grants by contracting and

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coordinating with the Community Planning Collaborative for technical assistance on behalf of its members and the County. It is the desire of the member agencies and the County of Santa Clara to continue the efforts of the Santa Clara County Planning Collaborative by working together and address the region's housing.

C. The purpose of this MOU is to outline and memorialize continued participation in the Santa Clara County Planning Collaborative. On behalf of the member agencies and the County, the Association will contract with the Community Planning Collaborative to provide technical assistance. Each member agency and the County will be responsible for funding their share of the technical assistance services. The Association's role is to serve as the coordinator and fiscal agent for the provision of the technical assistance service and to provide support for the collaborative effort.

AGREEMENT

NOW, THEREFORE, the Parties, for and in consideration of the mutual promises and agreements herein contained, agree as follows:

1. PURPOSES

The purposes of this MOU are to:

A. Formalize participation in the countywide collaborative planning effort; and
B. Define additional roles and responsibilities of the Parties upon execution of this MOU.

2. EFFECTIVE DATE

The effective date of this MOU is the date upon which all Parties have executed this MOU ("Effective Date").

3. TERM

This MOU shall govern the relationship between the Parties regarding the Santa Clara County Planning Collaborative effort and shall expire on December 31, 2027, unless extended by mutual agreement of the Parties. Notwithstanding the foregoing, a Party may withdraw from this MOU in accordance with Section 7 herein.

4. THE ASSOCIATION

The Association shall:

A. Enter into an agreement with the Community Planning Collaborative to provide the scope of technical assistance services set forth below on behalf of the member agencies of the Association and the County.
B. Collect fees for services to be rendered to each jurisdiction and remit payment to the Community Planning Collaborative.
C. Regularly advise the Association of all significant activities relating to the Santa Clara County Planning Collaborative and its lead technical assistance consultant, Community Planning Collaborative.
D. Administer the planning consultancy contract(s) and any amendments thereto.
E. Notify the County upon initiation of any amendment to the contract(s).

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5. CONSULTANTS AND SCOPE OF SERVICES

The Community Planning Collaborative, through the Association, may hire, manage, and terminate one or more staff and sub-consultants to perform any or all of the following tasks:

A. Assist the Parties in performing their duties relating to implementation of state law, including but not limited to RHNA allocation, housing element certification, housing element implementation, and compliance with new state housing laws.
B. Hold monthly meetings with staff from the jurisdictions regarding land use, housing and related topics.
C. Provide in-meeting trainings to support local jurisdiction staff in state law implementation, skill development, knowledge sharing, and relevant topics of shared interest as identified by the group.
D. Provide on-call assistance to address jurisdiction-specific issues related to housing element implementation and compliance with state law.
E. Respond to other requests related to the purposes of the countywide planning collaborative effort and assigned to the consultant(s) by the collaborative's executive steering committee and/or the executive director of the Association.

6. FUNDING

A. Participation in the Santa Clara County Planning Collaborative effort is voluntary. In order to participate, each member agency of the Association and the County of Santa Clara agrees to pay for the lead technical assistance consultant based on the size of the jurisdiction. Each jurisdiction may opt to participate at the "core only" level or to participate at the core level plus receive additional assistance. Each jurisdiction may also opt to pay for one year at a time or opt in to pay for two years of membership. The corresponding fees are set forth below:

2026 - 2027 Contribution Amounts - 1 or 2-Year Cycle

Jurisdiction Funding Levels **Amounts per Jurisdiction*	**Tier 1 Core Only (Annual)**	**Tier 1 Core Only (2-years)**	**Tier 2 Additional TA (Annual)**	**All-In Tier 1 & 2 (Annual)**	**All-In Tier 1 & 2 (2-years)**
Los Altos Hills, Monte Sereno	$7,000	$14,000	$5,000	$12,000	$24,000
Campbell, Gilroy, Los Altos, Los Gatos, Morgan Hill, Saratoga	$8,500	$17,000	$7,000	$15,500	$31,000
Cupertino, Milpitas, Mountain View, Palo Alto, San José, Santa Clara County, Santa Clara City, Sunnyvale	$10,000	$20,000	$8,500	$18,500	$37,000

B. Each jurisdiction wishing to participate in the countywide planning collaborative effort shall inform the Association and the Community Planning Collaborative of the service level or tier it has selected and pay the Association for those services by November 1, 2025 for services to be provided from January 1, 2026 to December 31, 2026 and November 1, 2026 for services to be provided from January 1, 2027 to December 31, 2027. Two-year fee payments

made by November 1, 2025 will cover services through December 31, 2027.

7. LIMITATIONS

A. The MOU shall not bind any jurisdiction to accept or implement in whole or part any recommendations of the Santa Clara County Planning Collaborative and/or its consultant(s).
B. The MOU shall not prohibit any jurisdiction from withdrawing from the countywide collaborative planning effort at any time, in accordance with Section 9 herein. The rights and obligations for each jurisdiction shall terminate thirty (30) days calendars days following notice of withdrawal.

8. AMENDMENT OF MOU

This MOU may be amended only by written agreement executed by the Parties.

9. NOTICES

Notices to the Parties shall be considered received within five (5) calendar days of placement in the U.S. Mail or by any other reasonably reliable means of delivery if delivered as shown on the signature pages.

10. SECTION HEADINGS

All section headings contained herein are for reference only and are not intended to define or limit the scope of any provision of this MOU.

11. MOU EXECUTION

Unless otherwise prohibited by law or County policy, the Parties agree that an electronic copy of a signed MOU, or an electronically signed MOU, has the same force and legal effect as a MOU executed with an original ink signature. The term "electronic copy of a signed contract" refers to a transmission by facsimile, electronic mail, or other electronic means of a copy of an original signed MOU in a portable document format. The term "electronically signed contract" means a MOU that is executed by applying an electronic signature using technology approved by the County.

12. SIGNATURES

This MOU may be executed by counterparts. By affixing his/her signature below, each of the persons signing this MOU warrants and represents that he/she has read and understands the MOU, that he/she is authorized to sign this MOU, and that the Party on behalf of whom he/she signs agrees to its terms.

Date: _____	_____
	County of Santa Clara
	Title
	70 W. Hedding Street, 11th Floor, E. Wing

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	San José, CA 95110
Date: _____	_____
	Cities Association of Santa Clara County
	Vishali Sirkay, Executive Director
	PO Box 3144
	Los Altos, CA 94124
Date: _____	_____
	c/o County Counsel County of Santa Clara 70 W. Hedding Street, 9th Floor, E. Wing San José, CA 95110
Date: _____	_____
	Legal Counsel Cities Association of Santa Clara County PO Box 3144 Los Altos, CA 94124
Date: _____ _____ Print Name: _____ Title: _____ The City of Campbell Address: _____ _____	Date: _____ Approved as to From:_____ Print Name: _____ Title: _____ The City of Campbell Address: _____ _____
Date: _____ _____ Print Name: _____ Title: _____ The City of Cupertino Address: _____	Date: _____ _____ Print Name: _____ Approved as to From: _____ The City of Cupertino Address: _____

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Date: _____	Date: _____
_____	Approved as to From:_____
Print Name: _____	Print Name: _____
Title: _____	Title: _____
The City of Gilroy	The City of Gilroy
Address: _____	Address: _____
Date: _____	Date: _____
_____	Approved as to From:_____
Print Name: _____	Print Name: _____
Title: _____	Title: _____
The City of Los Altos	The City of Los Altos
Address: _____	Address: _____
Date: _____	Date: _____
_____	Approved as to From:_____
Print Name: _____	Print Name: _____
Title: _____	Title: _____
The Town of Los Altos Hills	The Town of Los Altos Hills
Address: _____	Address: _____
_____	_____
Date: _____	Date: _____
_____	Approved as to From:_____
Print Name: _____	Print Name: _____
Title: _____	Title: _____
The Town of Los Gatos	The Town of Los Gatos
Address: _____	Address: _____
_____	_____
Date: _____	Date: _____
_____	Approved as to From:_____
Print Name: _____	Print Name: _____

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Title: _____

The City of Milpitas

Address: _____

_____

Date: _____

_____

Print Name: _____

Title: _____

The City of Monte Sereno

Address: _____

_____

Date: _____

_____

Print Name: _____

Title: _____

The City of Morgan Hill

Address: _____

_____

Date: _____

_____

Print Name: _____

Title: _____

The City of Mountain View

Address: _____

_____

Date: _____

_____

Print Name: _____

Title: _____

The City of Palo Alto

Title: _____

The City of Milpitas

Address: _____

_____

Date: _____

Approved as to From: _____

Print Name: _____

Title: _____

The City of Monte Sereno

Address: _____

_____

Date: _____

Approved as to From: _____

Print Name: _____

Title: _____

The City of Morgan Hill

Address: _____

_____

Date: _____

Approved as to From: _____

Print Name: _____

Title: _____

The City of Mountain View

Address: _____

_____

Date: _____

Approved as to From: _____

Print Name: _____

Title: _____

The City of Palo Alto

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Address: _____ _____ Date: _____ _____ Print Name: _____ Title: _____ The City of San José Address: _____ _____ Date: _____ _____ Print Name: _____ Title: _____ The City of Santa Clara Address: _____ _____ Date: _____ _____ Print Name: _____ Title: _____ The City of Saratoga Address: _____ _____ Date: _____ _____ Print Name: _____ Title: _____ The City of Sunnyvale	Address: _____ _____ Date: _____ Approved as to From:_____ Print Name: _____ Title: _____ The City of San José Address: _____ _____ Date: _____ Approved as to From: _____ Print Name: _____ Title: _____ The City of Santa Clara Address: _____ _____ Date: _____ Approved as to From:_____ Print Name: _____ Title: _____ The City of Saratoga Address: _____ _____ Date: _____ Approved as to From:_____ Print Name: _____ Title: _____ The City of Sunnyvale
Address: _____ _____	Address: _____ _____

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RPLG Renne Public Law Group®

350 Sansome Street | Suite 300
San Francisco, CA 94104

Memorandum

To: Executive Committee
Cities Association of Santa Clara County

From: Jannie Quinn and Andrew Shen
Co-General Counsel

Date: September 22, 2025

Re: Bylaws Amendments - Process

We write to briefly describe the process for amending the bylaws for the Cities Association. Section 8.2 of the bylaws outlines the amendment process. It reads:

> These Bylaws may be amended only in the following manner: Proposed amendments shall be submitted in writing to the Board of Directors for approval, and if approved, shall thereafter be submitted in writing to each member City of the Agency at least thirty (30) days before action thereon by membership. An affirmative vote of a majority of the Board of Directors present and voting shall be required for approval.

The bylaws envision a **multi-step process** for the Board of Directors' ("Board's") consideration and adoption of amendments. The process also requires direct consultation with the Cities Association's member cities.

- To initiate a bylaws amendment, the proposed amendment must be submitted in writing to the Board. **The Board would then vote on whether to place the proposed amendment on a future agenda to take formal action on the proposal.** If the amendment has not yet been reviewed by General Counsel, the Board may also direct General Counsel to review and offer any clarifying language.

- **If the Board has voted to place the proposed amendment on a future agenda, the proposed amendment must then be submitted to each member city, in writing, at least 30 days before the Board can take formal action.** This provision allows member cities to weigh in on the proposed bylaws amendment if they so desire.

- **After the 30-day review period has elapsed, the Board can take formal action on the proposed amendment at its next meeting.** Approval of the proposed bylaws amendment requires a simple majority vote of the Board.

Please let us know if you have any questions.

REGULAR MEETING
LEGISLATIVE ACTION COMMITTEE

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

October 9, 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]]

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WELCOME & CALL TO ORDER – (Fruen)

ROLL CALL (Sirkay)

ORAL COMMUNICATIONS FROM THE PUBLIC ON NONAGENDIZED ITEMS

This portion of the meeting is reserved for persons wishing to address the Legislative Action Committee on any matter not on the agenda but within the Committee's jurisdiction. State law prohibits the Legislative Action Committee from discussing and/or acting on nonagendized items.

AGENDA

1. Consent Agenda (Fruen)
    a. Approve Minutes from Legislative Action Committee meeting on September 11, 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

OCTOBER 9, 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***
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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 September 11, 2025
2. President Update (Klein)
3. Legislator Update (TBD)
4. Santa Clara County Planning Collaborative Update: Discussion and Possible Action (Klein)
    a. Guest Speaker: David Driskell, Principal, Community Planning Collaborative
    b. Consideration of Memorandum of Understanding between Community Planning Collaborative and Cities Association of Santa Clara County (Quinn)
5. Consideration of Amendment to Cities Association of Santa Clara County Joint Powers Agency Bylaws: Discussion and Possible Action (Klein)
    a. Process of Amending Bylaws (Shen/Quinn)
    b. Proposed Amendment (Klein)
6. Review Cities Association Third Quarter Financial Report: Discussion and Possible Action (Scozzola)
7. Announcement of 2026 Executive Committee Slate of Officers: Discussion and Possible Action (Walia)
8. Reports from Regional Appointed Representatives
    a. Working on RWRC Update
9. Legislative Action Committee Update (Fruen)

    Potential list of bills for consideration by the Board of Directors, including, but not limited to, the following:
10. Santa Clara County Update (Preminger)
11. Santa Clara County City Managers Association Update (Kirby)
12. Executive Director Update (Sirkay)
13. Joys and Challenges (All)

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INFORMATIONAL ITEMS

1. Letter in Support of AB 632 (Hart)
2. Letter in Support of SB 326 (Becker)
3. Letter to Requesting Signature on SB 346 (Durazo)

ADJOURN (KLEIN)

DRAFT

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CASCC GOVERNANCE CALENDAR (IN FISCAL YEAR ORDER)
STANDING ITEMS

	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	• Appointment of Nominating Committee		• Establish date for Holiday Party; begin planning
OCTOBER	• Present slate of new Executive Committee members to board • Solicit nominations for Champions of the Year	• Third quarter financial report • BOD votes to receive and file audit • File audit with appropriate entities (if audit is ready)	• Plan Holiday Party
NOVEMBER	• Election of new Executive Committee members • Vote for Champions of the Year (if necessary) • Establish date of January mtgs	• BOD votes to receive and file audit • File audit with appropriate entities	• CSC: Confirm available seats w/ clerks of various regional boards • (Election years) Confirm which councilmembers are retiring or terming out for recognition at Holiday Party • Request digital signature files from incoming Pres and LAC Chair • Order awards for Holiday Party • Plan 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 • Begin planning Summer Membership Event
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 • Begin planning Summer Membership Event
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**		