



EXECUTIVE COMMITTEE MEETING

JULY 30, 2026

4:30 PM

Linda Callon Conference Room, Saratoga City Hall
13777 Fruitvale Avenue, Saratoga, CA 95070

Tina Walia
President
City of Saratoga

J.R. Fruen
1st Vice President
City of Cupertino

Rob Moore
2nd Vice President
& LAC Chair
Town of Los Gatos

Rosemary Kamei
Secretary-Treasurer
City of San Jose

Larry Klein
Past President
City of Sunnyvale

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: 884 1120 6053**
 - **Passcode: 327880**
 - *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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COUNCIL MEMBER ROSEMARY KAMEI will attend via teleconference from Kihei Public Library, 35 Waimahaihai St, Kihei, HI 96753, United States. This teleconference location is open to the public and any member of the public may address the Executive Committee members from the teleconference location.



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WELCOME & CALL TO ORDER – (WALIA)

ROLL CALL

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.

A. Executive Committee Meeting Minutes (Action)

Recommendation: Review and approve minutes for the June 22, 2026, Executive Committee meeting

B. President Update (Information)

Recommendation: Receive update from President Walia

C. Executive Director Transition Update (Action)

Recommendation: Receive update from President Walia and provide direction

D. Financial Policies (Discussion and Action)

Financial Policies report with draft Incidental Purchases and Sponsorship Policy

Recommendation: Review draft financial policies as presented and receive Executive Committee direction

E. Identify Potential Speakers for 2026 (Discussion)

Recommendation: Receive update from President Walia and provide direction on potential speakers for 2026 Board meetings

F. Future Meeting Topics (Discussion)

Recommendation: Receive Executive Committee direction on potential topics

G. Santa Clara County City Managers Association Update (Information Only)

Recommendation: Receive Update from Leslie Arroyo, City Manager of Saratoga.

H. Closed Session Announcement



Adjourn to Closed Session

Tina Walia
President
City of Saratoga

PUBLIC EMPLOYMENT (pursuant to Gov't. Code Section 54957(b))

J.R. Fruen
1st Vice President
City of Cupertino

Title: Interim Executive Director

DIRECTION TO LABOR NEGOTIATORS (pursuant to Gov't. Code Section 54957.6)

Rob Moore
2nd Vice President
& LAC Chair
Town of Los Gatos

Agency Designated Representative: President Tina Walia

Unrepresented Position: Interim Executive Director

ADJOURN (WALIA)

Rosemary Kamei
Secretary-Treasurer
City of San Jose

Larry Klein
Past President
City of Sunnyvale



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President
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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. The meeting will continue even if technical difficulties prevent online participation.

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

1. Email comments to info@citiesassociation.org
 - **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 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 info@citiesassociation.org at least 48 hours in advance of the meeting to allow us to best meet your request.



DRAFT MEETING MINUTES (minutes in red)

CITIES ASSOCIATION OF SANTA CLARA COUNTY, SPECIAL EXECUTIVE COMMITTEE
MEETING, JUNE 22, 2026

WELCOME & CALL TO ORDER – (WALIA)

President Walia called the meeting to order at 5:21 pm

ROLL CALL

Executive Committee Members Present (5/5):

Tina Walia (President), J.R. Fruen (First Vice President), Rob Moore (Second Vice President/
Legislative Action Committee Chair), Rosemary Kamei (Secretary/Treasurer), Larry Klein
(Immediate Past President)

Also Present:

Andrew Shen (Legal Counsel), Leslie Arroyo (Saratoga Acting City Manager)

ORAL COMMUNICATIONS FROM THE PUBLIC ON NONAGENDIZED ITEMS

None

AGENDA

A. Executive Committee Meeting Minutes (Action)

Recommended Action: Review and approve minutes for the May 28, 2026, Executive
Committee meeting.

Klein/Moore moved to approve the minutes for the May 28, 2026 Executive Committee
Meeting

Ayes: Fruen, Kamei, Klein, Moore, Walia

Noes: None, Abstentions: None, Absent: None

Motion Passed: 5:0:0:0

B. President Update (Information only)

Recommended Action: Receive update from President Tina Walia.



C. Identify Potential Speakers and Future Meeting Topics for 2026 (Discussion)

Recommended Action: Receive update from Tina Walia, and provide direction on potential speakers for 2026 Board meetings.

D. Review August 13, 2026, Meeting Agendas (Action)

Legislative Action Committee

Board of Directors

Recommended Action: Review and approve draft agendas for August 13, 2026, meetings.

Kamei/Fruen moved to approve the August 13, 2026 draft Legislative Action Committee and Board agendas as listed, with the addition of a new update item for the Board meeting “overview of the hiring process for new Interim Executive Director for Cities Association of Santa Clara County” and giving the Legislative Action Committee Chair the authority to finalize the bills and the Board President the authority to make changes as needed

Ayes: Fruen, Kamei, Klein, Moore, Walia

Noes: None, Abstentions: None, Absent: None

Motion Passed: 5:0:0:0

E. Closed Session Announcement

Adjourn to Closed Session

PUBLIC EMPLOYMENT (pursuant to Gov’t. Code Section 54957(b))

Title: Interim Executive Director and Executive Director

DIRECTION TO LABOR NEGOTIATORS (pursuant to Gov’t. Code Section 54957.6)

Agency Designated Representative: President Tina Walia

Unrepresented Position: Interim Executive Director and Executive Director

Meeting Adjourned to closed session at 5:51 pm

Kamei left the meeting at 6:36 pm

ADJOURN (WALIA)

President Walia adjourned the meeting at 6:47 pm

Minutes respectfully submitted by:

Tina Walia, Board President, CASC



EXECUTIVE COMMITTEE MEETING

Meeting Date: July 30, 2026

Agenda Item: D

Prepared by: Tina Walia, Board President

SUBJECT: Financial Policies

RECOMMENDATION:

- a. Executive Committee to review the draft financial policies, and provide input and direction on draft Reimbursement and Sponsorship Policies for Board consideration at the August 13, 2026 meeting
- b. Identify additional policy needs

BACKGROUND:

To strengthen financial governance and establish more consistent systems and processes, the organization needs to develop and adopt a range of financial policies. These policies will provide a clear framework for financial management, accountability, and decision-making as the organization continues to grow.

Attached are draft financial policies for the Committee's consideration and discussion. The Committee is asked to review these policies and provide feedback to assist in the development of (a) Reimbursement/Incidental and Prohibited Purchasing and (b) Sponsorship Policies for presentation to the Board for adoption at its August 13, 2026 meeting, c) the Executive Committee is also asked to identify any additional financial policy areas that should be developed for future consideration.

FISCAL IMPACT: No direct financial impact; improved financial governance and management practices are expected.

RECOMMENDATION:

- a. Draft Reimbursement/Incidental and Prohibited Purchasing Policy
- b. Draft Sponsorship Policy

CITIES ASSOCIATION OF SANTA CLARA COUNTY BOARD OF DIRECTORS POLICIES AND PROCEDURES

SUBJECT: DONATIONS AND SPONSORSHIPS

EFFECTIVE DATE:

PURPOSE

This policy is meant to assist the Cities Association in remaining fair and objective as it pursues and evaluates donations or sponsorships for its programs and events.

INTRODUCTION

The Cities Association (the Association) holds various programs and events that benefit its member agencies. Donations and sponsorships; such as advertising in Association promotional materials or publications, sponsoring a special event, or donating space or facilities, can be an effective means of offsetting the costs of these programs and events. Donations provide an opportunity to develop partnerships with businesses and organizations that share the Association's commitment to providing high quality services to its members.

DEFINITIONS

Sponsorship: A "sponsorship" typically includes the sponsor's financial contribution and involvement in a particular event or activity, with associated recognition between the sponsor and the Association for financial contribution. In kind sponsorships in the form of donations are also defined as a sponsorship.

Sponsor: A company, organization or individual who provides the Association with funding support in the form of a donation or sponsorship, and expects recognition in return.

Sponsorship Agreement: A negotiated agreement between the Association and a company, organization, or individual whereby the Association makes a sponsorship opportunity available and enters into an agreement with a company, organization or individual to pay a fee in cash, products, services or a combination thereof, for recognition rights.

AUTHORITY

The authority to establish a Donation and Sponsorship Policy rests with the Cities Association Board of Directors.

The authority for approval of specific sponsorship agreements will be based upon value of sponsorship contract as outlined below:

1. Sponsorship contracts with a total value of up to Ten Thousand Dollars (\$5,000) may be authorized and approved by the President of the Cities Association.
 2. Sponsorship contracts with a total value of over Five Thousand Dollars (\$5,000) must be approved by the Cities Association Board of Directors.
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SPONSORSHIP OPPORTUNITIES (include, but are not limited to)

1. Programs: Sponsorship of Association programs provides the opportunity for the sponsor's name and logo to appear in advertising and marketing materials related to the program, such as: printed materials, website references, and any media related to the Program. Additionally, it includes the opportunity for sponsor's name and logo to be included on T-shirts and supplies provided by and/or used during the program.
 2. Special Events: Sponsorship of an Association event provides the sponsor with the opportunity to include sponsor's name and logo in advertising and marketing materials related to the event, including printed materials, website references, and any media related to the special event.
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POLICY

It is the Association's policy that:

1. Program and event sponsorship agreements will exist in accordance with guidelines and procedures set forth in this policy.
2. Program and event sponsorships must support and be compatible with the Association's existing mission, goals, and policies.
3. Terms will be determined on an individual basis to provide the Association with the greatest flexibility in negotiating agreements that best serve the Association.
4. The Association reserves the right to reject any and all sponsorship proposals.

CRITERIA

The Association may use, but is not limited to, the following criteria when evaluating a sponsorship proposal. In all cases, the Association reserves the right to reject any and all sponsors and sponsorship proposals.

1. Sponsorship programs and sponsorship recognition guidelines shall set forth the conditions of acceptance of funds. Conditions shall be fair, impartial and shall not discriminate on the basis of race, sex, color, age, religion, sexual orientation, actual or perceived gender identity, disability, ethnicity, national origin, or political views of the proposed sponsor.
2. The compatibility of the potential sponsor's products and services with the Association's existing goals and policies.
3. The existence of potential conflict of interest or appearance of conflict of interest between sponsor and Association.
4. The value of the sponsorship in relation to the sponsor's received benefits.

RESTRICTIONS

The purpose of these restrictions is to ensure that the Association has the ability to decline potential sponsors in a fair and objective manner.

1. In general, religious and political organizations are not eligible for sponsorships with the Association, nor are businesses, organizations or individuals whose primary products are firearms, tobacco, alcohol, pornographic material, and/or any other subject matter not deemed appropriate by the Association.
 2. No sponsorship agreement will permit the use of the Cities Association logo, seal, to be reproduced or distributed in any manner by the sponsor without written permission from the Association for that specific release.
 3. The Association cannot guarantee the tax deductibility of a donation but may provide the donating party with a letter of acknowledgment and a statement of the intended use. The Association cannot validate the donor's estimate of the fair market value of a non-cash donation.
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CITIES ASSOCIATION OF SANTA CLARA COUNTY BOARD OF DIRECTORS POLICIES AND PROCEDURES

SUBJECT: INCIDENTAL AND PROHIBITED PURCHASING POLICY

EFFECTIVE DATE:

PURPOSE

This policy establishes the circumstances under which incidental purchases may be made using Cities Association (Association) funds, and identifies categories of purchases that are strictly prohibited using Association funds, regardless of procurement method or funding source.

SECTION 1: INCIDENTAL PURCHASES

Incidental purchases are defined as non-repetitive purchases of insignificant consequence, such as food, decorations, flowers, gifts, greeting cards, etc., often related to some type of event or meeting. Under the following circumstances, incidental purchases may be made using Association funds:

- Purchases of meals for Executive Committee and Board members and staff required to attend during any meeting where breaks cannot be accommodated, provided that the meeting extends through times commonly reserved for lunch and/or dinner.
- Purchases made as gestures of appreciation to Executive Committee and Board Members at the end of their membership [place a \$ limit on this or otherwise define]
- Purchases of lunch and refreshments for members of recruitment oral boards.
- Purchases related to official Association events or programs that have been approved as part of the Board's annual work plan or event calendar.

SECTION 2: PROHIBITED PURCHASES

The following items are strictly prohibited from purchase using Association funds, regardless of the procurement method or the funding source:

- Alcoholic beverages.

- Purchases of any kind not in direct support of Board goals or Association Programs or Events.