



**CIVIC IMPROVEMENT COMMISSION**  
**70 North First Street - Campbell, California 95008**

**Thursday, January 14, 2016 - 5:00 p.m.**

**Public Works Conference Room**

**Study Session Agenda**

**ROLL CALL**

**ORAL REQUESTS**

**NEW BUSINESS**

1. FY 2016 Neighborhood Association Assistance Grant Applications Review

**OLD BUSINESS**

**ADJOURN**

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*In compliance with the Americans with Disabilities Act (ADA), assistive listening devices are available upon request for public meetings held in the City Council Chamber. If you require accommodation to participate, please contact Al Bito in the City Manager's office at 408-866-2128 or by e-mail [alb@cityofcampbell.com](mailto:alb@cityofcampbell.com). \* Indicates written attachment and is available upon request by contacting Sherrie Doherty at 408-866-2125 or by e-mail [sherried@cityofcampbell.com](mailto:sherried@cityofcampbell.com).*



**CIVIC IMPROVEMENT COMMISSION**  
70 North First Street - Campbell, California 95008

Thursday, January 14, 2016 - 6:00 p.m.

**Council Chamber**

**Regular Meeting Agenda**

**ROLL CALL**

**APPROVAL OF MINUTES**

- 1. Study Session – December 10, 2015\*
- 2. Regular Meeting – December 10, 2015\*

**ELECTION OF NEW CHAIRPERSON AND VICE-CHAIRPERSON\***

**PRESENTATIONS**

**COMMUNICATIONS**

**ORAL REQUESTS**

**REPORTS FROM REPRESENTATIVES**

- 1. Nancy Howe, County Librarian \*
- 2. Jennifer Weeks, Supervising Librarian \*

**REPORTS FROM STAFF**

- 1. Tina Wong-Erling, Senior Services Supervisor
  - a) Adult Center Update \*
- 2. Al Bito, Staff Liaison
  - a) City Update
    - i Draft Public Art Policy

**NEW BUSINESS**

- 1. Fifth Grade Poster Contest

**OLD BUSINESS**

- 1. Neighborhood Grant Policy Status

**COMMISSIONER AND SUBCOMMITTEE REPORTS**

- 1. Sub-Committee Assignments\*
- 2. Art Box

**ADJOURN**

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**CITY OF CAMPBELL - CIVIC IMPROVEMENT COMMISSION**  
**70 NORTH FIRST STREET – CAMPBELL, CALIFORNIA 95008**  
**Thursday, December 10, 2015**

**STUDY SESSION MINUTES**

**ROLL CALL:** The study session was called to order at 6:30 p.m. by Chairperson Teeter in the Ralph P. Doetsch Conference Room

**PRESENT:** Chairperson Teeter; Commissioners Herosy, Hoffman, Zheng, and Zisser. Staff Liaison Al Bito, Recording Secretary Sherrie Doherty, and Graduate Intern Michael Thomas.

Ellen Dorsa and Audrey Kiehtreiber, San Tomas Area Community Coalition

Barry Shillman, Jim Moffett and Maryanne Yoshikawa; Downtown Campbell Neighborhood Association

Maria Smith, Pruneyard-Dry Creek Neighborhood Association

Lisa Harmer, Campbell Village Neighborhood Association

**ABSENT:** Commissioner Castleton (Recused).

**ORAL REQUESTS:**

There were no oral requests.

**NEW BUSINESS:**

There was no new business.

**OLD BUSINESS:**

**1. Neighborhood Association Assistance Grant Policy**

The Commission reviewed, discussed and listened to feedback from neighborhood leaders about the eligible and ineligible activities and items in the proposed Neighborhood Association Assistance Grant policy. Chairperson Teeter stated that getting input from neighborhood association leaders was vital to crafting a fair policy because neighborhood association leaders have good knowledge of what they and their fellow members need funding for.

Ms. Kiehtreiber requested that grant funding cover liability insurance for regular association meetings, board meetings and special events. Other neighborhood leaders in attendance concurred that the aforementioned events all required additional coverage from the United Neighborhoods of Santa Clara County (UNSCC), which proved costly. The CIC agreed to allow grant funds to be used to obtain insurance policies from other insurance providers in addition to UNSCC at the discretion of the neighborhood associations.

Ms. Harmer requested that grant funds cover facility use fees for meetings be an eligible grant-funded expense since associations hold meetings at venues owned and operated by third parties such as churches and community halls that require payment for using facilities. Ms. Harmer also requested that "routine operating expenses and ongoing services or programs for regular neighborhood association meetings," such as banking fees in addition to postage fees be eligible grant-funded expenses. Ms. Harmer supported her request by saying that it is difficult to convince her fellow neighbors to pay the association's banking fees since members do not pay dues and are accustomed to seeing tangible benefits to spending their money on association-related

activities. CIC members agreed to these requests and requested City staff to make the aforementioned activities and items eligible grant-funded expenses.

The Commissioners adjusted the language related to appointed and elected officials disclosing information and recusing themselves from deliberations if, and when conflicts of interest arise.

Other changes included adjusting the language to two eligible line items. Section 1.28.6 (c) was amended to read "National Night Out (national public safety and community building event held annually)" instead of "...annually on the first Tuesday of August." The reason being is that National Night Out events also occur in October. Another change addressed Section 1.28.6 (p) to read as "Special event or neighborhood association apparel (Price limit: \$15 per item)" instead of "Special event or neighborhood association shirts (Price limit: \$15 per shirt)." The CIC agreed with these requested changes and requested that City staff amend the policy language as discussed.

## 2. Draft Public Art Policy

This item was continued to January 14, 2016.

### ADJOURNED:

The study session was adjourned at 7:30 p.m.



CITY OF CAMPBELL - CIVIC IMPROVEMENT COMMISSION  
70 NORTH FIRST STREET – CAMPBELL, CALIFORNIA  
December 10, 2015

REGULAR MEETING MINUTES

ROLL CALL: The meeting was called to order at 7:32 p.m. by Chairperson Teeter.

PRESENT: Chairperson Teeter; Commissioners Castleton, Herosy, Hoffman, Mitchell, Zheng, and Zisser. Staff Liaison Al Bito, Recording Secretary Sherrie Doherty, and Graduate Intern Michael Thomas.

ABSENT: None.

APPROVAL OF MINUTES:

M/S Herosy/Hoffman: To approve the November 12, 2015 Study Session and Regular Meeting Minutes. M/S: Herosy / Hoffman. Motion approved unanimously. Commissioner Mitchell absent.

PRESENTATIONS:

There were no presentations.

COMMUNICATIONS:

There were no communications.

ORAL REQUESTS:

There were no oral requests.

REPORTS FROM REPRESENTATIVES:

Nancy Howe, County Librarian: Ms. Howe presented the County Library report then said Santa Clara County Library “welcome” brochures are now available at branch locations in Spanish, Chinese and Vietnamese. Ms. Howe announced the library’s adjusted hours for the month of December with closures at 5:00 on Christmas Eve and New Year’s Eve. All library offices and branches would be closed on Christmas Day and New Year’s Day.

Ms. Howe reported that SCCL children’s librarians contributed to a *San Jose Mercury News* article about classic children’s stories published in November. The article listed and summarized 35 children’s stories from picture books for pre-school aged children to young adult titles. Chairperson Teeter thanked Ms. Howe for her report.

Jane Cronkhite, Campbell Librarian: Ms. Cronkhite presented the Community Library report then said the Community Library staff members recommended the list of 35 classic children’s books featured by *The San Jose Mercury News* and referenced in County Librarian Nancy Howe’s report. Ms. Cronkhite presented library use data comparing October 2014, and October 2015. While there were declines in library visitors and program attendance, there were increases in total circulation, programs offered, new library cards issued and volunteer hours.

Ms. Cronkhite reported that Mayor Cristina read a Thanksgiving-themed story as the library’s celebrity guest reader during Thanksgiving Story Time on November 18<sup>th</sup>. New Campbell Mayor Jason Baker is scheduled to appear at a similar event in February.

Library staff and volunteers decorated the Ainsley House in preparation of "Christmas Around the World" in December. Ms. Cronkhite summarized the special events available to children, teenagers and adults in December. Chairperson Teeter thanked Ms. Cronkhite for her report.

REPORTS FROM STAFF:

Kerry Perkins, Museum Specialist: Ms. Perkins presented her report then said the Ainsley House holiday themed events will continue through December 20<sup>th</sup> before closing for public tours in January and February. Ainsley House will re-open for public tours beginning March 3, 2016, featuring a photographic exhibit of Campbell in the past and present known as *Then & Now*. The Carriage House will feature an interactive exhibit explain why artifacts decay entitled *Agents of Decay*.

Planning and organizing the 2016 History Happy Hour events is nearly complete. Monthly events have been scheduled for January through June except for April. A new Historical Museum exhibit featuring professional and amateur athletes from Campbell who left their marks in athletics locally and beyond will open with formal reception on January 16<sup>th</sup>. The exhibit will feature games and crafts for children, a skateboarding demonstration, racecars and appearances by the featured athletes.

The Historical Museum grounds will undergo a landscape garden project scheduled to begin January 19<sup>th</sup> after the Museum and Public Works Department qualified for a landscape rebate. Once completed, the 2000 square feet of space will feature a native plant garden with decomposed walking paths, a dry riverbed and a bench for public use. Informational panels will be included to explain the native plants uses and benefits to the former Ohlone Indian inhabitants. The project is expected to be completed April 1, 2016. Chairperson Teeter thanked Ms. Perkins for her report.

Al Bito, Staff Liaison: Mr. Bito reported that the Police Department provided security for Cal Trans during a clean-up project on Thursday, November 12<sup>th</sup> along the railroad tracks behind Rolling Hills Middle School. This area has been a high complaint area that the Police Department and Public Works Department have been working to resolve. The long-term resolution includes a coordinated effort between the cities of Campbell and San Jose, Cal Trans, San Jose Water Company, and Union Pacific Railroad. The current plan involves not only a clean-up, but also trimming of the trees and bushes along the tracks and Highway 85 to discourage the return of the encampments. Once the schedule has been set for the trimming, Cal Trans has agreed to return and do another clean-up for any encampments that have returned.

City officials and staff attended the official Hacienda Green Street Project unveiling ceremony on Tuesday, November 24<sup>th</sup>. The project is virtually completed except for minor cosmetic tasks, which will be completed soon. Councilmember Jason Baker was selected as mayor and fellow Councilmember Elizabeth Gibbons was selected as vice-mayor for one-year terms by their peers during the City Council's regular meeting of December 1, 2015. Mr. Bito also announced that City staff will celebrate Recording Secretary Sherrie Doherty's retirement at Orchard City Banquet Hall on Monday, December 14<sup>th</sup>. Ms. Doherty completed nearly 28 years of service to the City of Campbell. City offices will be closed from December 24<sup>th</sup> through January 3<sup>rd</sup> and reopen on Monday, January 4<sup>th</sup>. The City Council and the City Department heads are scheduled to meet for the annual City Council priority setting session Friday, January 29<sup>th</sup>. This public meeting will take place at the Double Tree Hotel located at the Pruneyard. Chairperson Teeter thanked Mr. Bito for his report.

Commissioner Zisser requested if proceedings from Youth Commission meetings and work plans could be provided to Commissioners during regular CIC meetings. Commissioner Herosy expressed interest in receiving updates on the Civic Center Master Plan and General Plan Update.

NEW BUSINESS:

Commissioner Hoffman requested that the regular meeting scheduled for January 14<sup>th</sup> be changed from 7:30 p.m. to 6:00 p.m. and preceded by a Study Session to review Neighborhood Association Assistance Grant applications pending Council approval of the revised grant policy at its January 5<sup>th</sup> meeting. The Commissioners also requested to schedule a study session on Tuesday, January 12<sup>th</sup> at 6:30 p.m. to plan and prepare for the annual Fifth Grade Poster Contest.

Neighborhood Association Assistant Grant Update: The CIC approved the revised Neighborhood Association Assistance Grant policy as amended during the Study Session earlier in the evening. M/S: Zisser / Herosy. The Commissioners requested that the City Attorney review the policy language pertaining to elected and appointed officials following rules of disclosure and recusal during conflicts of interest. Staff Liaison Bito and Graduate Intern Thomas would update the revised grant policy as amended.

COMMISSIONER REPORTS:

Art Outside the Box Program: Commissioner Zisser reported that Phase II of the Art Outside the Box public art program was in the early planning stages. Mr. Zisser said that eight traffic control cabinets are intended to be painted as part of Phase II. He and Public Works staff members have identified and narrowed down potential locations. Mr. Zisser reported that one prospective sponsor has expressed interest in supporting Phase II by sponsoring a box located near Winchester Boulevard and Rincon Avenue. Mr. Zisser said that sponsorship amounts of \$400 would remain the same along with artist honoraria remaining \$350 and \$400. Mr. Zisser said the target launch date of Phase II would be January 25 with a *Call to Artists*. Applications can be submitted during the *Call to Artists* period that would end Friday, March 4<sup>th</sup>. The City's web site would be updated to reflect the launching of Phase II.

ADJOURNED:

The meeting was adjourned at 8:15 p.m.

The next regular meeting of the Commission will be held on Thursday, January 14, 2016, at a different start time of 6:00 p.m., in the City Council Chamber, Campbell City Hall 70 N. First Street, Campbell, California. The regular meeting will be preceded by a Study Session to review neighborhood association assistance grant applications at 5:00 p.m. in the Public Works Conference Room at Campbell City Hall.

Respectfully submitted,

  
\_\_\_\_\_  
Sherrie Doherty, Recording Secretary

  
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Al Bito, Staff Representative

# MEMORANDUM



City of Campbell  
City Manager's Office

To: Civic Improvement Commission

Date: December 23, 2015

From: Michael Thomas  
Interim Recording Secretary

Subject: **Seniority List**

For your reference, below you will find the Civic Improvement Commission Seniority List and a listing of past chairpersons and vice chairpersons going back to 2009. If you should have any questions, you can reach me at 408-866-2125 or [michaelt@cityofcampbell.com](mailto:michaelt@cityofcampbell.com).

### Current Commissioners

Name	Appointed	Reappointed	Term Expires
Traci Mitchell	11/3/2008	8/2012	8/12/2016
Ann Herosy	9/1/2009	8/2013	8/31/2017
Alan Zisser	11/1/2010	8/2014	8/31/2018
Sharon Teeter	11/5/2013	8/2014	8/31/2018
Carol Hoffman	7/1/2014		8/31/2018
Lucy Zheng	8/5/2014		8/31/2018
Ann Castleton+	10/6/2015		8/12/2016

+ Castleton is serving the remainder of Madalyn Perrine's term

### Commission Chairpersons / Vice-Chairpersons - History

Chairperson	Vice Chairperson	Term
Sharon Teeter	Carol Hoffman	1/15 – 12/15
Alan Zisser	Jill Brewer */ Sharon Teeter	1/14 – 12/14
Ann Herosy	Jill Brewer	1/13 – 12/13
Madalyn Perrine	Ann Herosy	1/12 – 12/12
Traci Mitchell	Susan Tobias ** / Ann Herosy	1/11 – 12/11
Traci Mitchell	Madalyn Perrine	1/10 – 12/10
Cheryl Kupras	Emily Ashing / Traci Mitchell***	1/09 – 12/09

\* Jill Brewer did not seek reappointment – her term expired August 31, 2014. Sharon Teeter elected as new Vice-Chairperson at the August 2014 meeting.

\*\* Susan Tobias resigned effective March, 2011 – Ann Herosy elected as new Vice-Chairperson at the March 2011 meeting.

\*\*\* Traci Mitchell elected as Vice-Chairperson in September 2009 since Emily AhSing did not seek reappointment.

January 2016  
Commission Report  
Nancy Howe, County Librarian

## **JPA and Finance Committee**

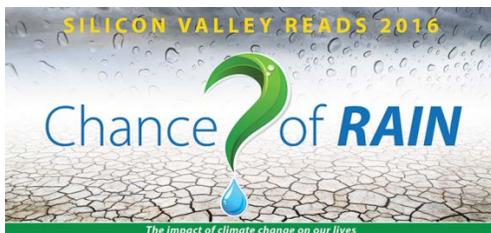
The Joint Power's Authority Board (JPA) will hold its first meeting of 2016 on Thursday, January 28, at 1:30 p.m. at the Support and Services Center, 1370 Dell Avenue. The meeting is open to the public. Agenda items will include the review of the Capital Maintenance Plan, review of the Three-Year Technology Plan, and the Five-Year Financial Forecast. The JPA Chair for 2016 is Burton Craig (Monte Sereno City Council) and Vice Chair is Supervisor Mike Wasserman (County Board of Supervisors).

The JPA Finance Committee will meet on January 19, at 3:00 p.m. at the Services and Support Center. The meeting is open to the public.

## **2016 Annual Friends, Foundation, and Endowment Forum**

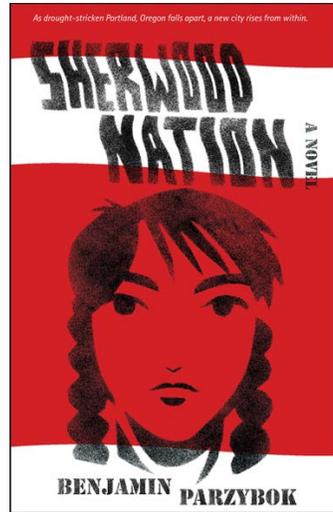
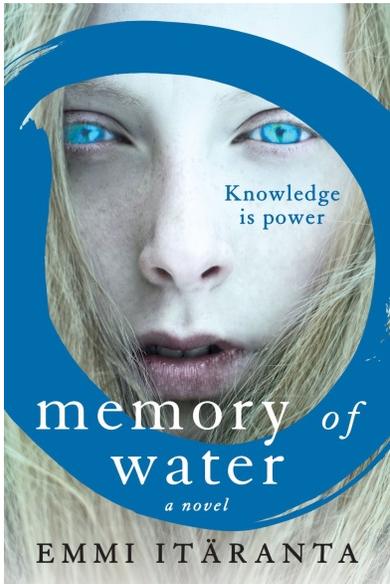
The Annual Friends, Commissions, Foundation, and Endowment Forum will be Saturday, January 30, 2016, 9:00 – 12:30 (lunch included). Our keynote speaker will be Susan Hildreth, Aspen Institute Communications and Society Fellow, and Director of the Pacific Library Partnership. Susan is the immediate past director of the Institute of Museum and Library Services, and has served as California State Librarian, and Director of the San Francisco Public Library and the Seattle Public Library. She will be presenting "Rising to the Challenge: Re-envisioning Public Libraries", a report recently issued by the Aspen Institute. Please RSVP to Cynthia Rios Garcia at [cgarcia@sccl.org](mailto:cgarcia@sccl.org). All commissioners are encouraged to attend and should have received an e-invitation.

## **Silicon Valley Reads Kicks off on January 26<sup>th</sup> "Chance of Rain"**



The free kick-off event will be on Tuesday, January 26, 7:30 pm at the Campbell Heritage Theater. Sal Pizarro, San Jose Mercury, will interview our two featured authors, Emmi Itaranta, *Memory of Water*, and Benjamin Parzybok, *Sherwood Nation*.

The theme is “Chance of Rain” and there will be over 100 free events to engage discussion on the topic of rain and climate change. A calendar of events will be distributed at commission meetings.



# Campbell Library, January 2016

## Jane Cronkhite, Community Librarian



Children decorate cookies at the annual Gingerbread Gala on December 16<sup>th</sup>.

### Library Use

	November 2015	November 2014
Adult Circulation	33219	30777
Children Circulation	26936	22448
Total Circulation	60155	53225
Programs	54	41
Program Attendance	1290	2139
New Library Cards	508	276
Number of Visitors	20189	21557
Volunteer Hours	361	334

### Community Outreach

Campbell Youth Commissioners toured the Library on December 14<sup>th</sup> with teen librarian Daniel Griffin and discussed ideas to get involved with teen programs.

Staff continued visits to area schools and the Adult Center and are planning visits for January, including the Family Resource Center at Blackford Elementary School.

### January Special Events

#### Children's Special Events

**Fly in and Read for 1<sup>st</sup> and 2<sup>nd</sup> Graders:** Wednesday January 20<sup>th</sup> at 3:30 pm.

**Bilingual Stories:** Thursdays January 14 and 28 at 4 pm.

**LEGO Club** Mondays at 4 pm.

**Play and Learn** Mondays at 1:15 pm.

#### Teens

**Board Games Club:** Wednesdays January 6 and 20<sup>th</sup>, 4 pm. In the Teen Zone.

**Video Games Club:** Thursdays January 7 and 21<sup>st</sup>, 4 pm. In the Teen Zone.

**Movie Club:** Wednesday January 13, 4 pm. In the Community Room.

**Anime Club:** Thursday January 14, 4 pm. In the Community Room.

**Book Club:** Wednesday January 27, 4 pm. In the Teen Zone.

**Study Club:** Thursday January 28, 4 pm. In the Teen Zone.

### **Adult Special Events**

**The New California Landscape:** Tuesday January 12, 7-8:30 pm.

Convert your thirsty lawn into a low water landscape.

**Planning a Rain Garden for Native Plants:** Wednesday January 20, 7-8:30 pm.

Learn how to capture your home's runoff and use it for a garden.

**Asset Allocation: A Strategy for Life:** Wednesday January 27, 7-8:30 pm.

Learn to balance risk versus reward in an investment portfolio to help you achieve your financial goals.

**Hamlet: Shakespeare's Classic Play:** Saturday, January 30, 1:30-3:30 pm.

Presented by The San Francisco Shakespeare Festival's Touring troupe.

**FOR ONGOING EVENTS INCLUDING STORY TIMES AND MORE, visit [www.sccl.org/campbell](http://www.sccl.org/campbell) or call (408) 866-1991.**

# MEMORANDUM



**City of Campbell**  
**Recreation & Com. Svcs.**

**To:** Civic Improvement Commissioners  
**From:** Tina Wong-Erling  
Senior Services Supervisor  
**Subject:** Campbell Adult Center Division Report

**Date:** 1/6/16

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The following is a summary of Adult Center activities for the period of November 1, 2015 through December 31, 2015:

### **Honoring WWII Veterans**

In recognition of Veteran's Day, a special presentation was held to honor six World War II Veterans who are participants of the Campbell Adult Center. The veterans were recognized with patriotic songs, a cake reception, and presentation of certificates from City Council Members Jason Baker, Mike Kotowski, and Paul Resnikoff. We extend our heartfelt appreciation to the World War II Veterans for their courage, sacrifice, and service.



### **QPR Training**

The Santa Clara Valley Behavioral Health Services provided a Question, Persuade, and Respond training designed to help someone who is suicidal. Participants learned how to be a gatekeeper by asking the right questions to help, encouraging the person to get help, and learning resources to help. An online course is also available for those who were unable to attend the training.

### **Holiday Luncheon**

The annual Senior Nutrition Program Holiday Luncheon was held in the Orchard City Banquet Hall on December 22<sup>nd</sup>. Approximately 135 seniors attended the Holiday Celebration which included a singing performance by the Skylark Singers.

### **Upcoming Activities**

- Chinese New Year Celebration- Wed., Feb. 17, 2016, 11:30 am-1:30 pm, Orchard City Banquet Hall.
- 6<sup>th</sup> Annual Caregivers Count Conference- April 16, 2016, 9:30am -2:00 pm, Orchard City Banquet Hall. Registration begins Feb. 1<sup>st</sup>.

# MEMORANDUM

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**City of Campbell**  
**City Manager's Office**

**To:** Civic Improvement Commission

**Date:** January 8, 2015

**From:** Michael Thomas  
Interim Recording Secretary

**Subject: Sub-Committee Assignments**

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For your reference, listed below are the Civic Improvement Commission Sub-Committee assignments lists. If you should have any questions, you can reach me at 408-866-2125 or [michaelt@cityofcampbell.com](mailto:michaelt@cityofcampbell.com).

**Art Box Sub-Committee**

Alan Zisser

Ann Herosy

Carol Hoffman

**Graffiti**

Carol Hoffman

Sharon Teeter

Alan Zisser

**Street Names**

Traci Mitchell

Lucy Zheng