



CIVIC IMPROVEMENT COMMISSION
70 North First Street - Campbell, California 95008
Thursday, September 8, 2016 – 7:30 PM
Council Chamber
Regular Meeting Agenda

CALL TO ORDER, ROLL CALL

APPROVAL OF MINUTES

1. Regular Meeting – April 14, 2016 *
2. Regular Meeting – August 11, 2016*
3. Study Session – August 11, 2016*

PRESENTATIONS

COMMUNICATIONS

ORAL REQUESTS

REPORTS FROM REPRESENTATIVES

1. Nancy Howe, County Librarian
2. Peggy Tamasso, Community Librarian*
3. Skip Frenzel, Sourcewise Community Resource Solutions

REPORTS FROM STAFF

1. Tina Wong-Erling, Senior Services Supervisor
 - a) Adult Center Update
2. Al Bito, Staff Liaison
 - a) City Update

NEW BUSINESS

1. FY 16 / 17 Neighborhood Association Assistance Grant Applications*

OLD BUSINESS

2. Review and Comment on Pilot Beautification Grant Program

COMMISSIONER AND SUBCOMMITTEE REPORTS

1. Art Outside the Box

ADJOURN

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.

** Indicates written attachment and is available upon request by contacting Diana Johnson at 408-866-2125 or by e-mail dianaj@cityofcampbell.com*



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

Thursday, April 14, 2016 – 7:30 p.m.

Council Chamber

Regular Meeting Minutes

CALL TO ORDER:

The meeting was called to order at 7:35 PM by Chairperson Hoffman.

PRESENT:

Commissioners Teeter, Herosy, Mitchell, Zisser and Hoffman
Staff Liaison Al Bito, Graduate Intern Michael Thomas and
Recording Secretary Diana Johnson.

ABSENT:

Commissioners: Castleton (Excused) and Zheng (Excused)

APPROVAL OF MINUTES:

M/S: Herosy/Teeter:

That the minutes from the Study Session of March 10, 2016, and regular meeting of March 10, 2016, be approved. Motion was adopted by the following vote:

AYES:

Commissioners: Teeter, Herosy, Zisser and Hoffman

NOES:

Commissioners: None

ABSTENTIONS

Commissioner Mitchell

PRESENTATIONS:

There were no presentations.

COMMUNICATIONS:

There were no communications.

ORAL REQUESTS:

There were no oral requests.

REPORTS FROM REPRESENTATIVES:

Community Library Report: Campbell Community Librarian Jane Cronkite presented the Santa Clara County Library District's report for April 2016.

JPA Meeting, April 28: The next JPA meeting will be Thursday, April 28 at 1:30 PM at the Services and Support Center. The agenda will include the first review of the proposed Fiscal Year 2016-2017 budget. The JPA Finance Committee met Wednesday, April 13 at the Services and Support Center.

Read Play and Grow – A Santa Clara County Library District Board Book For Young Children:

The Library has published the Read, Play, Grow rhyming board book. The book was developed for children, parties, and caregivers by the staff and communities of the Santa Clara County Library District to promote helping children learn to read before kindergarten.

Deputy County Librarian, Carol Frost, Takes a New Position: Carol Frost has accepted the position of Assistant Director with the Peninsula Library System and Pacific Library Partnership. Her last day of work with the SCCLD will be Thursday, April 14.

Library Journal Selects Deputy County Librarian Chris Brown as 2016 Mover and Shaker: Chris Brown was awarded the distinction for his works at the Contra Costa County Library by creating the project "War Ink," an online exhibit with audio recordings and a forum in which soldiers returning from Iraq and Afghanistan can see and share their stories as told through their tattoos. The program has won awards including the Schwartz Prize and the John Cotton Dana Award.

Campbell Library Report:

Jane Cronkite reported a 10% increase in circulation from last year, February 2015.

Effective March 28, the Campbell Library welcomes Diana Lara as the Acting Children's' Supervising Librarian. Diana has over 10 years of experience working as a children's librarian with the Santa Clara County Library District.

The Library congratulates Shu-Hua on her promotion to full-time librarian beginning April 11. Shu-Hua has been with the Library District since 2009 and has worked at the Campbell Library and served as the Plane Tree Health Coordinator since 2013.

Community Outreach: Recent outreach events include the Bunnies & Bonnets Parade and the STEAM Showcase at Monroe Middle School.

April Special Events:

Ready to Read Fridays: During Fridays in April from 1-2pm, a series of fun stories and activities designed to help parents and caregivers encourage young children to read.

REPORTS FROM STAFF:

Youth Commission Report: The Youth Commission report was presented by Recreation Services Manager Natasha Bissell and the following Youth Commissioners: Manaal Siddiqui and Hana Bijli, Westmont High School; Sophia Desai and Aunika Santos from Branham High School.

The Youth Commission has established a work plan focused on opportunities for teenagers and is in the process of launching a Campbell Youth Commission website, which will feature job openings, volunteer opportunities, internships, events and information about the City of Campbell. The website's purpose is to provide multiple resources available for teens as they prepare for college and individual career paths. The website is expected to launch by the end of May.

Job shadow day at City Hall is scheduled for Tuesday, June 7 from 10 AM to 2 PM for 10th, 11th, and 12th grade students. Campbell teens will be given the chance to shadow City departments including Police, Recreation & Community Services, City Administration, and Community Development. Participants will shadow city staff members and gain insight into local government

while learning more about how different departments function. The goal is to provide interested teens with information and valuable tips on becoming a successful and professional employee.

Recreation Services Manager Natasha Bissell reported that in addition to the Youth Commission's efforts, the Recreation Specialist was given the task to develop a work experience program. This program will create opportunities for teens to work in city government. Local high schools were contacted and four applications were received. High school students participating in the program had the opportunity to work in Finance, Human Resources and the City Manager's Office.

Museum Report: Senior Museum Specialist Kerry Perkins presented the Campbell Historical Museum report.

Mother's Day Tea Event at the Ainsley House: Ms. Perkins reported the upcoming Mother's Day Tea event will be May 7 & 8 at the Ainsley House. Admission is \$45 per person. All proceeds benefit the Museum's education, exhibit and conservation programs.

History Happy Hour 2016:

On May 13, historian Ray Cosyn will discuss Prohibition and how it affected Santa Clara Valley. On June 10, Larry Hancock from Opera San Jose will return to discuss the upcoming season. On July 22, historian Barney Terrell will discuss the contributions made by Santa Clara County citizens who fought on the Western front during WWI.

The Ainsley House has been closed to the public the months of January and February, but will reopen on March 3. Two Temporary Exhibits on display through October:

Agents of Decay: features the causes of decay to artifacts.

Campbell: Then and Now: Features 10 images of Campbell then and now juxtaposed next to each other.

Wedding Season at the Ainsley House: The wedding season will open place on April 30 and run through mid-October. There has been a decline in wedding bookings due to the turf conditions and couples are considering other venues.

The Campbell Historical Museum Received a \$5,000 donation for Its Education Scholarship from Campbell Community Endowment Fund (CCEF): The Museum received a donation in the amount of \$5,000 from the CCEF to use towards admission for Campbell Union School District and Moreland School District students who cannot otherwise afford to attend field trips. The donation will allow free admission for 2nd and 3rd grade classes to participate in the Museum's educational field trips. The program will allow 800 students from Title I schools, or allow students who may have a financial hardship, to obtain free admission to the museum's two programs.

Historical Museum Garden Nearing Completion: The native plant garden outside the Historical Museum is taking shape and is nearing completion. The deadline for completion has been extended to May 16.

City Update:

Staff Liaison Al Bito reported that United Neighborhoods of Santa Clara County's (UNSCC) neighborhood resources fair occurred on March 26 at Orchard City Banquet Hall. Commissioner

Zisser and City staff staffed a booth with information the Civic Improvement Commission's programs including, neighborhood assistance grants and the Art outside the Box program. Representatives from various agencies and neighborhood groups from Santa Clara County and the City of San Jose attended the event. Commissioner Zisser indicated that there was some discussion on beautification programs, but higher attendance would have helped the event.

"Second Hand Smoke for Multi-Unit Housing Communities" survey: The online survey will measure landlord and tenants attitudes on second hand smoke in multi-unit housing communities from duplexes to apartment complexes and condominium communities. The City has received 10 responses and will close May 13, at 11:59PM. The City will research the possibility of reaching out to third party agencies and organizations to reach more tenants and landlords.

On May 3, City Council will review and hold a study session to review pre-planning for a preliminary proposal for a four-story mixed-use development at the Paul Del Grande sight located at the corner of Campbell and Gilman Avenues.

On April 11, Campbell PD hosted "Cupcakes with Cop" event wherein police officers met with members of the public to answer any questions and get to know the City's law enforcement personnel.

On April 20, there will be a Safe Routes to School Walking Bus event on Hacienda Avenue at 7:30 AM. Mayor Baker will promote walking and biking to school. The event will raise awareness for walking or biking to school with walking bus ending at Capri Elementary School.

New Business:

High School Job Fair:

Staff Liaison Bito reported that Commissioner Castleton proposed a job fair for high school students in response to the Commission's request for work plan items. The proposed job fair would be held at the Campbell Community Center on Friday, May 20 from 3:30 to 5:30 PM. Commissioner Castleton reached out to the public sector and the Youth Commission to gauge interest. Campbell Union High School District (CUHSD) has agreed to partner for the event. CUHSD staff would promote the event on district campuses. CUHSD curriculum include employment training coursework including resume building and job interview preparation. A desk item was included as an addendum submitted by Ms. Castleton featuring a list of prospective employers. A consideration for the Commission is the scope for the proposed job fair. The Commissioners discussed the job fair's target audience being current students to obtain employment for the summer or on a long term basis such as working while in college, or in high school.

Following further discussion, the Commission recommended combining the private and public sectors and having the event in the fall. The Commission moved to table the proposed job fair to Fiscal Year 2016-17 with a tentative target date between January and March. Chairperson Hoffman thanked the Commissioners for their discussion on this item.

M/S: Zisser/Teeter that the high school job fair as proposed be postponed and included on the FY 2017 work plan for early 2017. The motion was adopted by the following vote:

Ayes: Commissioners Herosy, Mitchell, Teeter, Zisser, Hoffman

Noes: None

Absent: Commissioners Castleton and Zheng

Old Business:

Mr. Bito indicated that based on the Civic Improvement Commission's March meeting, staff has consolidated and refined the Commissioner's work plan items. Staff recommended that the Commission identify two or three proposed work items.

M/S: Teeter/Mitchell that the beautification grant program policy and high school job fair be added as work plan items for FY 2016-17 and postponing the following proposed work plan items:

1. Commissioners read at during designated times at Campbell Library (Library Needs)
2. Commissioners share their favorite books on the Santa Clara County Library District's blog (Library Needs)
3. Suicide prevention & Awareness (Health & Welfare Services)

The motion was adopted by the following vote:

Ayes: Commissioners Herosy, Mitchell, Teeter, Zisser, Hoffman

Noes: None

Absent: Commissioners Castleton, Zheng

Staff further requested the Commission's assistance in drafting the initial beautification grant program policy. Chairperson Hoffman suggested a study session for 6:00 PM on June 9 to discuss the proposal, policy scope, and identify potential projects and decide who will be part of the sub-committee. The Commission further discussed including input from the Downtown Campbell Business Association, neighborhood associations and the Chamber of Commerce.

Public Art Policy: Mr. Bito recommended modeling the draft public art policy after the City of Palo Alto's public art policy. Palo Alto's policy includes mechanisms that staff is supportive of. Staff recommends that the Commission review the policy and provide feedback by May 5.

2016 Poster Contest: The commission members ranked the top ten posters during its special meeting earlier in the evening. Winners will be announced during an awards ceremony at the Commission's regular meeting on May 12 at 6:00 PM.

Commissioner and Subcommittee Reports

Art Box Phase II: Commissioner Zisser reported that nine artists were chosen for the nine locations in the City for Phase II. The Commission supported the recommendations of the Art Box sub-committee for the selection of artists and location assignments.

M/S: Mitchell/Teeter that the Art Box Sub-committee recommendations be approved. The motion was approved by the following vote

Ayes: Commissioners Herosy, Mitchell, Teeter, Zisser, Hoffman

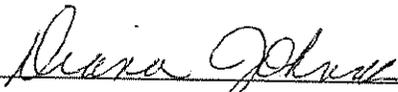
Noes: None

Absent: Castleton, Zheng

Donation and Sponsorship Update: Commission Zisser indicated that Phase II funding is one sponsorship short, but ahead of schedule in securing donations compared to last year at the same time.

The meeting was adjourned at 8:52 p.m.

Respectfully submitted,



Diana Johnson, Recording Secretary



Al Bito, Staff Representative



CITY OF CAMPBELL - CIVIC IMPROVEMENT COMMISSION

CAMPBELL, CALIFORNIA

Thursday, August 11, 2016 – 5:30 p.m.

REGULAR MEETING MINUTES

ROLL CALL: The meeting was called to order at 5:34 PM by Vice-Chairperson Zheng.

PRESENT: Commissioners Castleton, Herosy, Zisser, Zheng and Chairperson Hoffman (arrived at 5:45 PM). Staff Liaison Al Bito; Recording Secretary Diana Johnson; and Graduate Intern Michael Thomas.

ABSENT: Commissioners Mitchell and Teeter (Excused).

APPROVAL OF MINUTES:

M/S: Zisser/Castleton: That the minutes from the Study Session and Regular Meeting of June 9, 2016, be approved. Motion was adopted by the following vote:

AYES: Commissioners: Castleton, Herosy, Zheng, Zisser and Chairperson Hoffman

NOES: None

ABSENT: Commissioners Mitchell and Teeter (Excused).

The minutes of the Regular Meeting of April 14, 2016, were not approved as there was no quorum. This item is kept on the agenda for public record.

PRESENTATIONS: There were no presentations.

COMMUNICATIONS: Staff Liaison Al Bito discussed the upcoming free UNSCC Silicon Valley Neighborhood Development "Mini" Training Conference on Saturday, September 24 from 1:00 to 5:00 PM. The event will be held at the Camden Community Center. A flyer detailing the event was included in the agenda packet.

Staff received an e-mail communication from community member Barbara Wade complimenting the artwork of Phase II of the Art Outside the Box public program. Mr. Bito

thanked Commissioners Zisser, Castleton, Teeter and staff for the preparation of the boxes.

ORAL REQUESTS: There were no oral requests.

REPORTS FROM REPRESENTATIVES:

County Library Report: County Librarian Nancy Howe was absent. Chris Brown Griffen, Deputy County Librarian with the Santa Clara County Library District, presented the Santa Clara County Library District's report for August 2016.

Rosetta Stone Online: Added last month, Rosetta Stone is the newest feature to the District's Virtual Library. Residents can now study different languages online by visiting the County's website at www.sccl.org. Lessons progress from basic to complex levels.

Increase In Reader Participation: The SCCLD increased Summer Reading participation by 25% compared to 2015 with the *Read for the Win* program. District branch locations provided creative programming, reading recommendations and enthusiastic support for continued learning for over 25,000 people of all ages with hundreds of programs throughout June and July.

HVAC and Elevator Replacement: The County continues to invest in the Campbell Library facility. The HVAC system and elevator is schedule for replacement, which is about a \$300,000 investment. Additionally, a security guard has been hired to curb any negative behavior, which has resulted in a visible decrease in the amount of incidents observed by library staff.

Campbell Library: Campbell librarian Marlene Iwamoto, Supervising Librarian, Adult & teen Services for Santa Clara County Library District presented the report on behalf of Librarian Peggy Tomasso. Former Community Librarian Jane Cronkhite accepted a position as Associate Director of the Monroe County Public Library in Indiana. The new Campbell Community Librarian, Peggy Tomasso assumed her duties in July.

Library Usage: There was a notable increase of 24% in circulation and 13 % increase in visitors.

Highlights:

Baby Sign Language Class: The Campbell Library is featuring a Baby Sign Language Class. The class meets twice a month at the Campbell Library on Fridays at 11 AM. The Mercury News reported on this program on June 20 in an article titled "Parents Turn to Baby Sign Language to Communicate with Their Little Ones".

ESL Conversation Class: Campbell Library ESL students graduated recently. Classes meet Monday through Thursday from 6:30 PM to 8:30PM.

Summer Reading Program: This summer more than 2,300 adults, teens and children signed up at the Campbell Library to participate in the summer reading challenge, which resulted in a 45% increase from last year.

Children: School-age children and their caregivers witnessed the magic of Brian Scott, danced to the beat of African drumming, completed an Olympic Obstacle Course, and entertained by the acrobatics of Wayne Huey from Red Panda Acrobats. July also featured special programs on Saturdays, which included a special crafting day for the Fourth of July, a weekend edition of Family Story time celebrating National Ice Cream Day, and a puppet show by Happy Bright Kids.

Teen: Teenagers learned how to operate drones from master drone operators. The activities encourage young people to explore their intellectual, creative, and artistic interests and to see the library as a vital partner in many endeavors.

Adults: The library offered a series of ukulele classes and collaborated with the Campbell Recreation Department to provide a 10-week fitness series of yoga, Pilates and body sculpting. Zumba, gardening workshops, origami lessons, poetry, book discussions and henna art were also offered .

Summer Finishing Line: Adults, teens and children who read at least five books during the summer were rewarded with a finishing prize during the month of August. Children receive a free book and completion certificate. Teens and adults receive a free book and \$3 worth of book bucks, redeemable at the Friends of the Library book sale on the 2nd Saturday of every month.

Ms. Iwamoto provided information of upcoming classes at the library. For more information, please visit www.sccl.org/campbell

Chairperson Hoffman thanked Ms. Iwamoto for her report.

REPORTS FROM STAFF:

Campbell Museum: Senior Museum Specialist Kerry Perkins presented the museum report.

Summer Wrap up:

Museum Foundation Summer Concert Concession: The Museum Foundation was very successful in raising revenue from summer concert series concession sales. Proceeds from the concessions and sales go toward preservation of the Ainsley House, Education Scholarships for Ainsley House and the Historical Museum field trips, and exhibit funding.

Summer Programs at the Museums: Summer programming at the Historical Museum included fun crafts for kids. Each week featured a theme and visiting families made crafts such as post cards and puzzles, and learned about gold mining.

Pokemon Go Events: The Ainsley House hosted two Pokemon Go events the last week of July.

Exhibits:

New Historical Museum exhibit opening in September: The Historical Museum's latest exhibit *Canneries to Computers* is slated to open on September 17. The exhibit explores the transition from cannery work to computer and high tech work in Campbell and the Santa Clara Valley over the last 100 years. There will be fun interactive features including scent tubes, creating canned label magnet boards, and a work computer that will play computer games from the 1980's such as *Oregon Trail* and others.

Heritage Theater Exhibit Case: *A Day in the Life of a Domestic Servant* exhibit will open at the Heritage Theater exhibit case. The exhibit will be located in the Heritage Theater lobby this October. Museum Intern Cassandra Carruth, an Anthropologie graduate student from Sand Jose State University, is curating the exhibit in conjunction with the museum as part of a graduate project. The exhibit illustrates the daily life for the Ainsley's live-in maid Marie would have been like.

City Hall Exhibit Case: The 170th Anniversary of the Campbell family coming to California will open in October at the City Hall exhibit case. The exhibit will explore the westward migration of the Campbell family with a focus on the City's founder Benjamin Campbell. October 16 also marks the 190th Birthday of Benjamin Campbell.

Events:

History Happy Hour: History Happy Hour events at the Ainsley House in September & October are scheduled for 5:30 to 7:30 PM. Doors open at 5:30 with presentation at 6:00 PM. Tickets are \$15. Upcoming events include:

- o September 30: Interfaith panel from five major religions will host a discussion on religion and extremism and how communities of faith are affected.
- o October 21: Council Member Mike Kotowski will discuss the growth of Campbell, railroading and other community tales.

Historical Museum: Baseball History and Beer Night: On October 6, Historian Barney Terrell will discuss the early days of baseball when there was the beer and whiskey leagues and players had nicknames.

Education:

The Museum is preparing for the back to school season. Reservations for field trips are filling up for fall and spring events. The field trip tour of the Ainsley House will be revised to engage a mysterious historical aspect to engage student volunteers.

Museum Enhancement:

Garden: The Historical Museum garden is growing in nicely. Once Delphi students are back in session they will complete their work on the plant identification signs and panels.

Public Entrance: The visitor benches and additional public entrance doors of the museum were painted to enhance the public entrance to the building. Signage will be added to the doors to alert the public of the added entrance to the building. Plantings will occur near the parking lot. Staff is also considering artists to paint murals for future enhancement projects.

City Update: Staff Liaison Al Bito reported the following:

Economic Development: The downtown business location previously occupied by vendor 23 Skadoo is being converted into a restaurant. The Jewelry Box jewelry store was sold and the new owner will keep the location as a jewelry store.

Bike Valet – Farmer’s Market: On June 26, the City launched the pilot bike valet program at the Farmer’s Market. The program has been well received due to the number of increased bicyclists visiting the farmer’s market thus increasing demand for parking space. Approximately 50 to 60 bicyclists utilize this free service.

Water Tower Lighting: The Water Tower was illuminated on the evening of August 4 in royal blue light to support the Police Department and the National Night Out event. Positive comments were posted on the City’s social media channels.

Smoking Legislation: A new state law raised the smoking age from 18 to 21 years of age. Campbell Police staff conducted sting operations at local retailers using under-aged decoys. Of the 26 retailers subject to the sting operations, two were cited for misdemeanors.

Water Conservation: The Santa Clara Valley Water District has lowered the water conservation threshold from 30% to 20%. The City will continue its water saving efforts of 30%.

General Plan: The City has created a new application, “Envision Campbell,” to enable mobile device users to access information related to the general plan update process. Users can engage in the general plan update process, by accessing information on meetings and public input. This app is available for Apple and Android phones.

East Campbell Avenue Portals: Mr. Bito expressed his appreciation for the Commissioners, Board Members and dignitaries who attended the dedication ceremony officially opening the East Campbell Avenue Portals. Refreshments were provided by Campbell merchants.

Council Candidates: August 12 was the deadline to receive applications from Council candidates. The City Clerk has received applications from three potential candidates.

City Manager Recruitment: Following the City Manager Mark Linder's retirement announcement this summer, the City Council is recruiting for a new chief executive. The Council has enlisted the help of an executive recruiter to facilitate the recruitment process. The deadline to submit applications is August 31.

Chairperson Hoffman thanked Mr. Bito for his report.

Art Box Fiscal Update: Graduate Intern Michael Thomas provided an update on the Art Outside Box program's fiscal status. Thirty-one contributors including local businesses, service organizations and community members contributed a gross total of \$4,789.26 towards Phase II. This amount reflects the carry-over amount of \$3.26 from Phase I. The net amount less \$312.68 in service fees assessed by the fundraising site Rally.org totaled \$4,476.58.

Total costs for Phase II equaled \$4,510.06, which includes \$3,900 in expenditures for artist honoraria payments and \$610.06 in expenses including anti-graffiti coating and literature promoting the call to artists.

NEW BUSINESS: There was no new business.

OLD BUSINESS:

Pilot Beautification Grant Program: Graduate intern Michael Thomas provided a comprehensive memo, which included the City Council's interest to enhance the City's aesthetic quality by developing a pilot beautification grant program and the Civic Improvement Commission's amendment of its FY 17 Major Work Plan to include the development of a pilot beautification grant program policy.

The discussion included comments raised by the Civic Improvement Commission at their June 9 Study Session.

The summarization included the Commission's recommendations and a comparative research, which extended beyond Bay Area communities. The comparative research included information on similar programs in Plano, Texas and Aurora, Colorado.

In conclusion, staff requested feedback and direction from the Commission for further incorporation into the pilot beautification grant program.

Staff requested further direction from the Commission for funding. Staff recommended acting on this policy at the next meeting.

Commissioner Zisser expressed his concern of the lack of interest for business participation. He would like staff to research the inclusion of business participation in

this program and provide examples of other cities that may include this in their program. Mr. Zisser would like further discussion to put a better program together.

Vice-chair Zheng recommended putting together a subcommittee to discuss the pilot program further. Commissioners Zheng and Zisser are available to participate in a subcommittee on this matter. Chairperson Hoffman suggested beginning with Commissioners Zheng and Zisser, and to offer sub-committee roles to Commissioners Teeter and Mitchell.

COMMISSIONER REPORTS:

Art Outside the Box: Commissioner Zisser indicated that all artwork has been completed ahead of schedule. Overall, the program went well, there was positive feedback on the City's social media channels.

Commissioner Herosy expressed her appreciation for the volunteers who participated in the program.

Chairperson Hoffman thanked Commissioners Zisser and Herosy for their coordination and effort in supporting this program.

Chairperson Hoffman inquired whether there was a plan to include all of the art box images online. Commissioner Zisser indicated that he is in the process including all of the boxes online. He also mentioned creating a Google Map detailing the individual locations of each art box.

Chairperson Hoffman asked how many boxes are available for future projects. Commissioner Zisser indicated that 12 utility cabinets could be painted as part of future phases. There are approximately 35 utility cabinets in the City.

Staff Liaison Bito indicated that staff is contemplating a Council Meeting date for a brief presentation of the art box program and will follow-up with the Commission once confirmed.

ADJOURNED:

Chairperson Hoffman adjourned the meeting at 6:22 PM.

The next regular meeting of the Civic Improvement Commission is scheduled for Thursday, September 8, 2016, at its regular time of 7:30 PM in the City Council Chamber, Campbell City Hall 70 N. First Street, Campbell, California.

Respectfully submitted,



Diana Johnson, Recording Secretary

 City Clerk

Al Bito, Staff Representative



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

Thursday, August 11, 2016 - 6:30 p.m.

Doetsch Conference Room

Study Session Minutes

Call to Order: Chairperson Hoffman called the meeting to order at 6:36 PM

Present: Commissioners Castleton, Zisser, Herosy, Zheng, and Chairperson Hoffman; Staff Liaison Al Bito; Recording Secretary Diana Johnson; and Graduate Intern Michael Thomas.

Absent: Commissioners Mitchell and Teeter (Excused).

New Business: There was no new business

Old Business:

Review Dispersal of \$10,000 Sub Grant Enhancement for FY 16/17: Mr. Bito indicated that the Civic Improvement Commission expressed interest of having additional social service sub grant funding available. Staff proposed their recommendations for additional funding to City Council and City Council supported staff's recommendation, and approved an additional \$10,000 to augment the existing \$50,000 for FY 16/17.

Mr. Bito introduced Senior Services Manager, Tina Wong-Erling to provide information in this issue. Ms. Wong interacts with the agencies that receive sub-grant funding and provided backgrounds and overviews of the agencies and the services that they provide.

The purpose of this meeting was to discuss and provide information about the program and discuss how the Commission wishes to award the additional \$10,000 in sub-grant funding. The Commission may agendaize this business item for a future study session or for formal approval at either its September or October regular meeting.

Chairperson Hoffman asked if other options existed aside from the existing groups who may benefit from the sub-grant funding, such as community youth. Mr. Bito indicated that because the grant cycle is in its second year of a two year process, the augmented funds need to be allocated to the existing grantees because they have been through noticing process and public hearings that resulted in CIC approval. Therefore, it is equitable to only notify the existing grantees. For the upcoming two-year cycle, Mr. Bito will be partnering with the Youth Commission to reach out to the youth within the Campbell community.

Commissioner Zisser asked for clarification of the additional funding and whether the funding was for the current cycle only? Mr. Zisser also inquired whether the grant funding was specifically earmarked for the existing social services agencies, or could it be transferred to another City program. Mr. Bito indicated that the existing grant funding was earmarked for the existing recipients of this grant funding cycle.

Mr. Bito replied that the grant funding could only be utilized for the existing social service agencies. If the Commission wanted to utilize these funds outside of the existing agencies, Council approval is required.

Zisser inquired about the scholarship program at the Campbell Community Center possibly utilizing the additional grant funding. He suggested researching other agencies that may benefit from the grant funding.

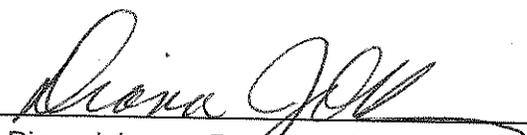
Chairperson Hoffman inquired as to when sub-grant recipients were notified of the additional funding. Staff informed grantees of the additional \$10,000 in funding on August 5. Staff further requested that each grantee contact City staff and explain how the additional funds would be provided such as additional hours or services per Campbell client. Of the seven agencies contacted, only two responded. Responses were distributed to the Commission.

Commissioner Zheng recommended continuing this item for further discussion at a future study session. Chairperson Hoffman suggested that staff contact the grantees to ascertain their interest. The deadline to respond would be August 30.

Chairperson Hoffman thanked Ms. Wong for her information.

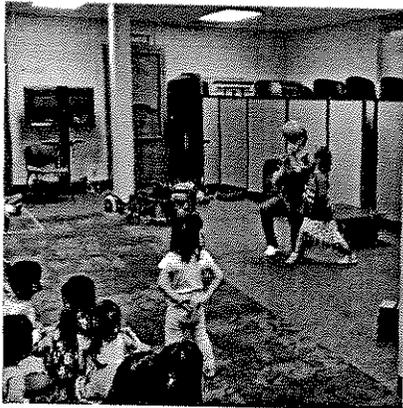
Public Comment: There was no public comment.

The meeting was adjourned at 6:45 PM

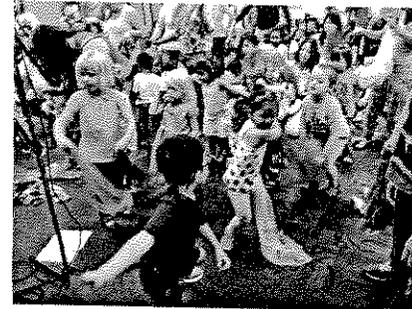
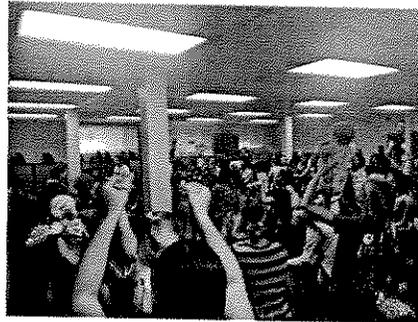

Diana Johnson, Recording Secretary


for Al Bito, Staff Representative

Campbell Library, September 2016



Summer Reading Moments



Library Use

	July 2016	July 2015
Adult Circulation	36,136	35,021
Children Circulation	27,760	28,437
Total Circulation	63,896	63,911
Programs	63	51
Program Attendance	2,142	2,382
New Library Cards	391	933
Number of Visitors	25,204	24,823
Volunteer Hours	362	344

Highlights

Children's staff went to Black Forest Hills' back to school social and saw 200+ children and their parents. Staff was able to make library cards, give out the new graded booklists, and let the families know about all the services the library can provide to make their school year more successful.

There were articles in the Campbell Reporter on 8/19 pg. 8 and in the Campbell Patch <http://patch.com/california/campbell/interested-mastering-new-language-campbell-home-online-free> about the library now offering free access to the interactive language learning service Rosetta Stone. This brought several new patrons into the library to get cards.

Summer Reading "Read for the Win"

Read for the Win Summer 2016 Programs				Read for the Win 2016 Program Attendance			
Children	Teens	Adult	TOTAL # Programs	Kids	Teens	Adult	TOTAL # Attendees
23	9	33	65	2,331	85	485	2,901

Read for the Win Summer 2016 Sign-ups			
Children	Teens	Adult	TOTAL
1,719	120	528	2,367

Upcoming Events

Children & Families

Family Story Time	Tuesdays	7:15 pm
Toddler Story Time (ages 1-3)	Wednesdays	10:30 am
Preschool Story Time (ages 3-5)	Thursdays	10:30 am
Baby Time (0-18 months)	Fridays	11:00 am

Zumba for Families Saturday, September 17 & 24 from 10:05 am - 11:05 am

Baby Sleep Coach: Friday, September 16 10:15-11:00. Tulsi Patel visits the Campbell Library to talk about sleep basics, discuss five reasons why children have trouble sleeping, and provide tips on setting up a bedtime routine.

Teens

eSports Wednesdays, September 7, 14, 21, 28 from 4:00 – 6:00 pm. A different eSports Event each week. Gaming Tournaments, eSports broadcasts and all things videogames await you.

Afterschool Study Sessions Thursdays from 4:00 – 6:00 pm

Adults

Origami Tuesday, September 13 from 7:00 pm – 8:00 pm. Come enjoy a special origami session for adults and teens. Learn to create a few origami folds during this hands-on activity

Southeast Asia Road Trip Tuesday, September 20 7:15 pm - 8:30 pm

Growing Garlic & Onions, Tuesday, September 27 7:00 pm - 8:30 pm

For more details, visit 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: 9/1/16

The following is a summary of Adult Center activities for the period of May 1 through August 31, 2016:

Stroke Awareness

In recognition of National Stroke Awareness Month in May, the Adult Center and the Pacific Stroke Association co-sponsored "What You Need to Know about Strokes." A volunteer stroke survivor presented an overview of strokes including the risks, prevention, and how to respond if someone is experiencing symptoms. The importance of getting help as soon as possible was emphasized to minimize long-term disabilities and prevent death.

Trailblazer Story Contest & Event

In the spirit of this year's Older American Month Theme "Blaze A Trail", the Campbell Adult Center held a "trailblazer" story contest. Participants submitted short stories of how they had "Blazed A Trail" as an older adult. Stories were judged by three retired teachers and prizes awarded for the best story in three different categories – "Most Compelling", "Most Inspirational" and "Most Theme-Oriented". The judges also identified three stories that received honorable mention awards. On June 3rd the Adult Center held an event to recognize all the winners and contestants. The top stories were read plus the staff shared stories of four members of the Center that have been Trailblazers. This event was truly a celebration of the gifts and talents of older adults displaying the depths of their trailblazing spirit.



New Case Manager

The Adult Center received one-time funding in FY 2016-2017 to pilot an expanded model of Case Management. Case Management is the coordination of supportive services to help seniors maintain independence. I am pleased to introduce the Adult Center's new Case Manager Mary Morales. Mary is a graduate Social Work student at San Jose State University. She has extensive experience providing counseling and crisis intervention to youth and families. Mary is eager to broaden her clinical skills by working with older adults. We are excited to have Mary join the Adult Center Team and look forward to the additional support she will provide to enhance the quality of the life for the Adult Center participants.

MEMORANDUM



City of Campbell
City Manager's Department

To: Civic Improvement Commission **Date:** September 2, 2016
From: Al Bito, Staff Liaison
Via: Diana Johnson, Recording Secretary
Subject: **FY 16/17 Neighborhood Association Assistance Grant Applications**

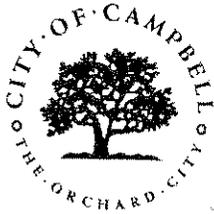
Please find attached the documents staff intends to present at the September 8 Civic Improvement Commission meeting. The Neighborhood Association Assistance Grant program application period occurs in the fall. Staff intends to create a fillable PDF form of the application to streamline the application process. In addition to the fillable PDF form, applicants can submit hard copies of their applications in person or by mail to the City Manager's Office.

Staff intends to post the following materials on the City's website:

- FY 16/17 Application
- Grant Process and Eligibility Information

Attachments:

1. FY 16/17 Neighborhood Association Assistance Grant Application
2. Grant Process and Eligibility Information
3. Council Policy 1.28



CITY OF CAMPBELL
NEIGHBORHOOD ASSOCIATION ASSISTANCE GRANT
APPLICATION FORM

FY 2016-17

Applications Due: Monday, October 31, 2016

NEIGHBORHOOD ASSOCIATION: _____

YEAR ESTABLISHED: _____

ADDRESS: _____

PHONE: (_____) _____

E-MAIL: _____

WEBSITE: _____

CONTACT NAME: _____

NEIGHBORHOOD AREA
TO BE SERVED: _____

GRANT REQUEST AMOUNT: FY 2015/16: \$ _____ (Maximum \$500.00)

Is your organization:

- PROSPECTIVE NEIGHBORHOOD ASSOCIATION⁺ YES [] No []
- INCORPORATED YES [] No []
- NON-PROFIT YES [] No []
- TAX EXEMPT YES [] No []
- INSURED: Yes [] No []

⁺Prospective neighborhood associations seeking new establishment will be granted a one-year start-up period in which to become established and meet requirements. (See eligible and ineligible applicants and activities for details)

NUMBER OF NEIGHBORHOOD ASSOCIATION MEMBERS OR PROPOSED MEMBERS: _____

Your association's application will be evaluated based on meeting at least one of the following criteria:

1. Build or enhance neighborhood organization, pride or identity;
2. Increase communication among neighbors; or
3. Host activities, projects or events addressing quality of life, safety, cleanliness and engagement among neighbors

Questions marked with (*) are required to be considered for grant funding unless your association is seeking new establishment. If so, please mark the box labeled "Prospective Neighborhood Association."

Does your association feature the following requirements?

*BYLAWS: *If yes, please attach a copy.* Yes [] No []

*AN ACTIVE BANK ACCOUNT: Yes [] No []

*A TREASURER: Yes [] No []

*A BOARD OF DIRECTORS: Yes [] No []

PROSPECTIVE NEIGHBORHOOD ASSOCIATION: []

Please review "Eligible and Ineligible Activities and Items" on pages 3 to 5 in the Neighborhood Association Assistance Grant policy for further assistance when answering the following questions.

ORGANIZATIONAL INFORMATION:

1. Please list your neighborhood association's president and treasurer information in the table below.

President Name	Phone Number	E-mail Address
Treasurer Name		

2. Please list your neighborhood association's officers' names and titles in the table below.

Officer Name	Officer Title

3. Please list, describe and estimate the cost of your proposed grant budget requests.

Item #	Expense or Event Description	Estimated Cost
Total Amount Requested (\$500 Maximum)		

Check here if your organization is an established neighborhood association and complete the information below.

"We, the Board of Directors or designee(s) of _____,
do hereby resolve that on _____, 20 _____, the Board reviewed this
application and, upon motion and vote, approved this application for submission."

Check here if your organization is a prospective neighborhood association. As the undersigned of this application, you certify that your members do not have a governing board of directors and agree to meet requirements in a year as stated in this application and the City's grant policy to be eligible for future consideration of grant funding.

To the best of our knowledge, all information presented herein is correct and complete.

Dated: _____ 20 _____

Neighborhood Association Name

President of the Board or Designee

NOTE: Neighborhood Association Assistance Grant Funds may NOT be used for political purposes. See complete list of eligible and ineligible activities / items at the Civic Improvement Commission's web page: <http://www.cityofcampbell.com/>

Thank you for your interest in the Neighborhood Association Assistance Grant Program. Submit your original signed application to the City Manager's Office in person or by mail by 5:00 PM, **October 31, 2016** to the City Manager's Office Attn: Al Bito at Campbell City Hall at 70 N. First Street, Campbell 95008.



City of Campbell
Civic Improvement Commission
Neighborhood Association Assistance Grant Program

Eligibility

To be an eligible applicant, neighborhood associations must be recognized by the City with by-laws, active bank accounts, boards of directors and treasurers. However, considerations will be made for prospective associations, which will have one calendar year to establish by-laws, boards of directors, treasurers and bank accounts to be eligible for future grant funding consideration. Applicants must be able to host one eligible project, activity or event (e.g. National Night Out) between January and December. Selected applicants must commit via a written agreement to comply with grant requirements. View all program information including eligible applicants and activities at: <http://www.cityofcampbell.com/>.

Application and Review Process

Completed applications must be received by the City Manager's Office by the listed deadline on the application. Completed applications can be submitted either via mail or in person during regular business hours (Weekdays 8:00 AM to 5:00 PM). Applications can be submitted via e-mail any time before the listed deadline to the e-mail address listed on the application.

The Civic Improvement Commission (CIC) and the City Manager's Office staff will review applications for eligibility. The CIC will either approve or deny the requested grants based on eligibility and available funding. Applications will be evaluated based on meeting at least one of the following four criteria:

1. Building or enhancing neighborhood organization
2. Increasing communication among neighbors leading to interaction across cultures and age groups
3. Activities and projects that address quality of life, safety, cleanliness and engagement throughout neighborhoods
4. Events that enhance neighborhood pride and identity

The review process occurs during November and December following the application period, which begins in September. Grant awards are distributed in January following signing of a written agreement between the City and each grantee. Grant applicants will be notified by the City Manager's Office staff when the CIC will review applications at a regular meeting at which time applicants may present their grant applications.

Award Notification & Disbursement

The City Manager's Office will notify grantees of their award and schedule a time to review and sign an agreement, which includes an explanation of the activities, projects and or events to be funded, as well as terms of the grant. Signing the agreement constitutes grantees agreeing to and abiding by grant requirements. Activities, projects and or events must be completed within the 12 month period from January through December. Agreements must be submitted within 10 business days following award notification. Failure to do so will result in forfeiture of the grant award.

Grant award checks will be issued following receipt of a signed agreement. Grant checks are valid for 90 days from the issue date and must be deposited within this time period. Failure to do so will result in forfeiture of funds back to the City.

Extensions and Expense Documentation

No extensions to expend grant money will be granted as all eligible activities, projects and events must be completed in the 12-month period ending in December of the year for which grant funding has been awarded. Any unused funds will be returned to the City.

All grant recipients must submit a completed grant expense documentation report reflecting how grant funds were expensed during the time period stipulated in the agreement. Copies of documentation in the form of receipts, invoices, purchase orders or other transaction records must be included with the grant expense report. In the event of grant funds not being used for eligible activities and or items, funds must be reimbursed to the City. Completed grant expense documentation reports must be received by the City Manager's Office at the end of the funding cycle period.

Application Submittal

Submit your original signed application to the City Manager's Office in person or by mail by the deadline listed on the application at Campbell City Hall at 70 N. First Street, Campbell 95008. Electronic applications can be submitted via e-mail to the e-mail address listed on the application any time before the deadline.

Mission Statement

The City of Campbell is committed to supporting residents and neighborhoods by helping build and maintain a sense of community. The City can help neighborhoods build a sense of community with the Neighborhood Association Assistance Grant (NAAG) Program. The program's goals are to:

1. Create unity and build consensus among residents
2. Develop neighborhood-based solutions to long-term physical, social and economic issues so residents feel vested in their communities
3. Foster and maintain collegial partnerships between Campbell's neighborhoods and the City

A **neighborhood association** is a voluntarily organized group of residents with defined boundaries within in the City, or a significant portion of which is located in the City, that collaborates for the benefit of their neighborhood and is formally recognized by the City Council. Business owners or individuals who work, but do not reside within the City are not recognized as part of a neighborhood association. Home owners associations are not considered neighborhood associations.

Eligibility

To meet eligibility requirements for consideration of a Neighborhood Association Assistance Grant from the Civic Improvement Commission, your organization must:

- Be an officially recognized neighborhood association with by-laws on file with the City Manager's Office and be an eligible applicant. Eligible applicants would be associations with boards of directors including treasurers
- Considerations will be made for prospective neighborhood associations and newly formed neighborhood associations that may not have established by-laws at the time of application. See Item "h" under "Eligible Applicants" for more details
- Propose and participate in one eligible activity project or event such as National Night Out.
- Sign written agreement to comply with grant requirements

Eligible Applicants

Eligible applicants must be neighborhoods based within City limits that are free of charge and involve resident volunteers living in the applicable neighborhood. The following additional conditions must be met to be considered for grant funding:

- A record of volunteer resident participation at association events and meetings such as sign-up sheets.
- An open bank account in the organization's name at the time of application
- A list of board members with addresses
- A copy of by-laws and / or minutes of last meeting
- Events must take place in the City of Campbell within the geographic area of the neighborhood
- Non-discrimination in membership based on race, gender, religion, national origin, age, disability, sexual orientation or any other status protected by law
- Grant-funded events must be free of charge and open to everyone who is eligible without regard to race, gender, religion, national origin, age, disability, sexual orientation or any other status protected by law
- For neighborhood groups wishing to create new neighborhood associations, a one-year start-up period will exist to enable neighborhood associations to become established. New neighborhood groups will be given a year to comply with items one through four with items five through seven being standing requirements

Ineligible Applicants

- Government agencies
- Not-for-profit businesses and business associations that do not meet the definition of a neighborhood association
- Private for-profit businesses, business associations, neighborhood business districts and corporations
- Homeowner's associations

- Individuals or informal groups that do not meet the definition of a neighborhood association as defined in this policy

Eligible Activities / Items

Eligible activities / items strengthen or build community within the goals of the NAAG program. These may include, but are not be limited to, items / activities such as:

- Newsletters, banners, fliers and advertising
- Neighborhood cleanups and celebrations
- National Night Out (national public safety and community building event held annually)
- Dumpster days
- Public safety activities
- Cultural events
- Community projects involving youth
- Neighborhood association membership fees within Campbell
- Insurance for regular meetings, board meetings and special events
- Association web pages, e-mail service, and domains
- Postal fees and ongoing bank fees
- Facility, entertainment and equipment rental fees and permits for events excluding power tools and vehicles
- Routine operating expenses and ongoing services or programs for regular neighborhood association meetings such facility use fees
- Non-alcoholic beverages and food at neighborhood association meetings or events which are open to the public (closed meetings and events not open at no cost to the neighborhood members are ineligible)
- Refreshments are limited to \$10.00 per person
- Takeout food from restaurants limited to \$10.00 per person
- A sign-in sheet must be available upon request if restaurant receipts are used for reporting. Only takeout food from restaurants is eligible. All food served at restaurants is ineligible
- Special event or neighborhood apparel (price limit \$15 per shirt)

Section 1.28 Neighborhood Association Assistance Grant Program

1.28.1 Mission Statement: The City of Campbell is committed to supporting its citizens by strengthening its neighborhoods. Together the City and its residents can build and maintain a sense of community when neighbors connect with each other on shared interests. In this vein, residents will become actively engaged with each other when they are vested together towards improving the quality of life and shaping the future of their neighborhoods. The City of Campbell can help neighborhoods build a sense of community with the Neighborhood Association Assistance Grant Program (NAAG). The program's goals are to:

- (a) Create unity and build consensus among residents by developing and or renewing neighborhood relationships
- (b) Develop neighborhood based solutions to long-term physical, social and economic issues so residents feel vested in their communities
- (c) Foster and maintain collegial partnerships between Campbell's neighborhoods and the City

The Neighborhood Association Assistance Grant Program provides financial support to offset costs to recognized neighborhood associations related to:

- (a) Building or enhancing neighborhood organization
- (b) Increasing communication among neighbors leading to interaction across culture and age groups
- (c) Activities and projects that address the quality of life, safety, cleanliness and engagement throughout neighborhoods
- (d) Events that enhance neighborhood pride and identity

1.28.2 Definitions:

- (a) A neighborhood association is a voluntarily organized group of residents with defined boundaries within the City of Campbell that collaborates for the benefit of their neighborhood that is formally recognized by the City Council as advised by the City Manager's Office and Civic Improvement Commission (CIC). Business owners or individuals who work, but do not reside within a particular neighborhood are not recognized as part of a neighborhood association.
- (b) Home Owners Associations / Property Owner Associations (HOA) are single-family housing developments, as well as condominium and townhouse complexes that are legal entities in the form of corporations. Due to this designation, HOA's can enforce rules and collect dues via covenants, conditions and restrictions (CC&Rs). Since the aim of a HOA is to maintain a high quality of living, safety and cleanliness already with the collection of dues, HOA's are not considered neighborhood groups and are therefore not eligible for the NAAG Program.

1.28.3 Eligibility: To meet eligibility requirements for consideration of a Neighborhood Association Assistance Grant from the Civic Improvement Commission, your organization must:

- (a) Be an officially recognized neighborhood association with by-laws on file with the City Manager's Office and be an eligible applicant. Eligible applicants would be associations with boards of directors including treasurers
- (b) Considerations will be made for prospective neighborhood associations and newly formed neighborhood associations that may not have established by-laws at the time of application. See Item "h" under "Eligible Applicants" for more details
- (c) Propose and participate in one eligible activity project or event such as National Night Out.
- (d) Sign written agreement to comply with grant requirements

1.28.4 Eligible Applicants: Eligible applicants must be neighborhoods based within City limits that are free of charge and involve resident volunteers living in the applicable neighborhood. The following additional conditions must be met to be considered for grant funding:

- (a) A record of volunteer resident participation at association events and meetings such as sign-up sheets.
- (b) An open bank account in the organization's name at the time of application
- (c) A list of board members with addresses
- (d) A copy of by-laws and / or minutes of last meeting
- (e) Events must take place in the City of Campbell within the geographic area of the neighborhood
- (f) Non-discrimination in membership based on race, gender, religion, national origin, age, disability, sexual orientation or any other status protected by law
- (g) Grant-funded events must be free of charge and open to everyone who is eligible without regard to race, gender, religion, national origin, age, disability, sexual orientation or any other status protected by law
- (h) For neighborhood groups wishing to create new neighborhood associations, a one-year start-up period will exist to enable neighborhood associations to become established. New neighborhood groups will be given a year to comply with items one through four with items five through seven being standing requirements

1.28.5 Ineligible Applicants

- (a) Government agencies
- (b) Not-for-profit businesses and business associations that do not meet the definition of a neighborhood association
- (c) Private for-profit businesses, business associations, neighborhood business districts and corporations
- (d) Homeowner's associations
- (e) Individuals or informal groups that do not meet the definition of a neighborhood association as defined in this policy

1.28.6 Eligible Activities / Items: Eligible activities / items strengthen or build community within the goals of the NAAG program. This may include, but are not be limited to, items / activities such as:

- (a) Newsletters, banners, fliers and advertising
- (b) Neighborhood cleanups and celebrations
- (c) National Night Out (national public safety and community building event held annually)
- (d) Dumpster days
- (e) Public safety activities
- (f) Cultural events
- (g) Community projects involving youth
- (h) Neighborhood association membership fees within Campbell
- (i) Insurance for regular meetings, board meetings and special events
- (j) Association web pages, e-mail service, and domains
- (k) Postal fees and ongoing bank fees
- (l) Facility, entertainment and equipment rental fees and permits for events excluding power tools and vehicles
- (m) Routine operating expenses and ongoing services or programs for regular neighborhood association meetings such facility use fees
- (n) Non-alcoholic beverages and food at neighborhood association meetings or events which are open to the public (closed meetings and events not open at no cost to the neighborhood members are ineligible)
- (o) Refreshments are limited to \$10.00 per person
- (p) Takeout food from restaurants limited to \$10.00 per person
- (q) A sign-in sheet must be available upon request if restaurant receipts are used for reporting. Only takeout food from restaurants is eligible. All food served at restaurants is ineligible
- (r) Special event or neighborhood apparel (price limit \$15 per shirt)

1.28.7 Application Procedure: The City Manager's Office distributes the Neighborhood Association Assistance Grant application.

- (a) Submittal: Applications must be submitted to the City Manager's Office by the listed deadline on the application. No applications will be accepted beyond the deadline.
- (b) Review: The CIC and City Manager's Office will work in concert during the application review process. The Civic Improvement Commission is the designated hearing body for the Neighborhood Association Assistance Grant Program. The City Manager's Office is designated to perform the initial review of the grant application to ensure that the Neighborhood Association Assistance Grant Program requirements are met. City Manager Office staff will review and analyze applications for applicant eligibility and that requested grant funds are proposed for eligible activities, projects, events and items. Specifically, each application will be evaluated based on meeting at least one of the four criteria listed on page one.

The CIC will review eligible applications and staff recommendations. The Commission will either approve or deny the requested grants based on eligibility and available funding. The review process usually occurs during November and December following the application period, unless noted. The application period usually begins in October and lasts at least 30 calendar days. Grant applicants will

be notified by the City Manager's Office staff when the CIC will review applications at a regular meeting at which time applicants may present their grant applications.

1.28.8 Funding Cycle: The application and funding process will be based on a January to December calendar year cycle and the application forms will reflect that time frame. Grant awards are incorporated into the City Manager's recommended budget if funds are available based on the adoption of each fiscal year's budget and distributed in January following signing of a written agreement.

1.28.9 Award Notification and Terms: The City Manager's Office will notify grantees of their award and schedule a time to review and sign an agreement, which includes an explanation of the activities, projects and or events to be funded, as well as terms of the grant. Signing the agreement constitutes grantees agreeing to and abiding by grant policy requirements. Activities, projects and or events must be completed within the 12 month period from January through December. Agreements must be signed and submitted within 10 business days following award notification. Failure to do so will result in forfeiture of grant award. Grant award checks will be issued following receipt of a signed agreement. Grant checks are valid for 90 days from the issue date and must be deposited within this time period. Failure to do so will result in forfeiture of funds to the City.

No extensions to expend grant money will be granted as all eligible activities, projects and events must be completed in the 12-month period ending in December for which grant funding is awarded. Any unused funds will be returned to the City.

1.28.10 Documentation of Expenses: All grant recipients must submit a completed grant expense documentation report listing how grant funds were expensed during the time period stipulated in the signed agreement (January through December of grant year). Copies of documentation in the form of receipts, invoices, purchase orders or other transaction records must be included with the grant expense documentation report. In the event grant funds are not fully expended, they must be reimbursed to the City. Completed grant expense documentation reports must be received by the City Manager's Office either prior to, or by the end of, the funding cycle period.

1.28.11 Other Restrictions: Members of the City Council and the Civic Improvement Commission serving on boards of directors of neighborhood associations to which City funding is provided must disclose such relationships and recuse themselves from hearing and deciding such matters. The table below summarizes the situations when recusal and disclosure protocols apply to elected and appointed officials. City employees shall not serve on boards of directors of neighborhood associations for which they recommend funding.

Neighborhood association assistance grant funds shall not be used for political purposes. This policy does not preclude any Councilmember, Civic Improvement Commissioner, or City staff member from attending meetings of these neighborhood associations either as an observer or as a non-voting member of the neighborhood association. However, none of the aforementioned individuals, if currently serving in said capacities, can serve as board members and / or officers of neighborhood associations.

General Guidelines of Recusal and Disclosure

<i>If an Elected or Appointed Official...</i>	<i>...then he or she should:</i>		
	Recuse	Disclose Relationship	Vote
Resides within the grant applicant's neighborhood only			X
Resides within grant applicant's neighborhood AND is a dues-paying member of the applicant's association		X	
Is an unpaid board officer of the applicant's association	X	X	