



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

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

Public Works Conference Room

Study Session Minutes

CALL TO ORDER: 5:06 PM

PRESENT: **Chairperson Teeter, Commissioners Zheng, Herosy, Mitchell, Zisser and Hoffman (Arrived Late). Staff Liaison Al Bito and Graduate Intern Michael Thomas (Interim Recording Secretary).**

ABSENT: **Commissioner Castleton (Recused)**

ORAL REQUESTS: There were no oral requests.

NEW BUSINESS:

Chairperson Teeter opened the meeting and said that she had spoken with a leadership member of a neighborhood association regarding its grant application prior to this Study Session. Staff Liaison Bito summarized the Neighborhood Association Assistance Grant Program's applicant pool for FY 16. A total of five applicants each requested the maximum grant amount of \$500 for a total of \$2,500 for FY 16. The City Council allocated \$3,000 for neighborhood grants for each fiscal year beginning in FY 15. Four of the five applicants received grant funds in FY 14-15 while one was a previous applicant. This year's applicants are Campbell Village Neighborhood Association, Downtown Campbell Neighborhood Association, Hamman Park Neighborhood Association, Pruneyard-Dry Creek Neighborhood Association and San Tomas Area Community Coalition. Mr. Bito informed the Civic Improvement Commissioners that the Campbell City Council approved the revised Neighborhood Association Assistance Grant Program policy at its regular meeting on January 5, 2016.

Mr. Bito said that the application deadline had been extended from November 30th to December 7th. Graduate Intern Thomas stated that all five of the neighborhood associations that applied for grant funding were eligible applicants. All applicants met the all eligibility requirements of being located in Campbell, as well as having by-laws, active bank accounts, treasurers and boards of directors. All requests for grant funding were eligible and included liability insurance for regular meetings, board meetings and special events, as well as facility rental fees for meetings. Other eligible grant funding requests included newsletters, fliers, advertising costs and postal fees. Applicants also requested funding for the annual neighborhood safety event National Night Out.

Mr. Bito and Mr. Thomas said that grant applicants preferred a fillable form in the PDF format of the grant application as opposed to the current non-fillable PDF file currently available. Commissioner Zisser agreed with that preference. Mr. Zisser requested five minutes for the Commissioners to review the applications individually.

After the Commissioners completed their review of the grant applications, they agreed to announce final decisions on grant applications at its regular meeting scheduled for February 11, 2016. Mr. Zisser stated that it is inappropriate for Commissioners to communicate with neighborhood association leadership regarding their grant application outside of a formal meeting setting.

Mr. Thomas stated that the Campbell Village Neighborhood Association indicated its intent to submit an application revision via e-mail before the Study Session. However, Mr. Thomas did not receive the application revisions by the time this meeting commenced. The Commissioners agreed to accept the revision so long as it was an eligible grant funded expense.

Commissioner Zisser inquired about the net cost of newsletters for the previous year, and if any revenue was generated from this cost when reviewing Hamann Park Neighborhood Association's grant application. Mr. Thomas stated that he would provide that information after checking FY 15 neighborhood association grant expenditures submitted by Hamann Park Neighborhood Association

The Commissioners discussed the revised Neighborhood Association Assistance Grant Program policy regarding disclosure and recusal guidelines.

Mr. Bito provided a brief history on San Tomas Area Community Coalition (STACC) saying it formed in 1985 as a planning area because residents sought a balance between undeveloped rural land and developed land.

Commissioner Hoffman inquired since at least \$500 in grant funds would go un-awarded this grant cycle, would it be possible to use those funds for other projects. After discussion, Mr. Bito suggested staff could request on behalf of the Civic Improvement Commission (CIC) that the City Council consider shifting remaining unused funds to help cover costs related to Phase II of the CIC's Art Outside the Box public art program.

OLD BUSINESS:

There was no old business.

ADJOURN:

The meeting was adjourned at 5:50 PM

Respectfully submitted,

Michael Thomas, Interim Recording Secretary

Al Bito, Staff Representative



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

Thursday, January 14, 2016 - 6:00 p.m. (Special Time)

Council Chamber

Regular Meeting Minutes

CALL TO ORDER: The meeting was called to order at 6:00 PM by Chairperson Teeter.

PRESENT: Chairperson Teeter, Commissioners Hoffman, Castleton, Herosy, Mitchell, Zheng and Zisser. Staff Liaison Al Bito and Interim Recording Secretary Michael Thomas.

ABSENT: None

APPROVAL OF MINUTES:
M/S: Mitchell / Herosy: The minutes from the Study Session of December 10, 2015, are approved with the amendment to reflect Commissioner Mitchell's request to include her name listed among Commissioners who were present for the Study Session.

The minutes from the Regular Meeting of December 10, 2015, are approved with the amendment to reflect Commissioner Zisser's statement that he requested if representatives from the Youth Commission could provide informational updates to the Civic Improvement Commission periodically.

ELECTION OF NEW CHAIRPERSON AND VICE-CHAIRPERSON:

M/S: Zisser / Mitchell: To elect Carol Hoffman as the Chairperson of the Civic Improvement Commission. Motion approved unanimously.

M/S: Mitchell / Herosy: To elect Lucy Zheng as the Vice-Chairperson of the Civic Improvement Commission. Motion approved unanimously.

Chairperson Hoffman thanked Commissioner Teeter for serving as the Commission's chairperson for the past year; she thanked the Commission for the nomination and election as the chairperson for the upcoming year.

PRESENTATIONS: There were no presentations.

COMMUNICATIONS: There were no communications.

ORAL REQUESTS: There were no oral requests.

REPORTS FROM REPRESENTATIVES:

County Library Report: Ms. Carol Frost, Deputy County Librarian, presented the Santa Clara County Library Report for January 2016. Ms. Frost reported that the County Library's Joint Powers Authority (JPA) will meet on January 28, 2016, to review the County Library's Capital Maintenance

Plan, Three-Year Technology Plan and the Five-Year Financial Forecast. Monte Sereno City Councilmember Craig Burton will serve as JPA Chairperson and Santa Clara County Supervisor Mike Wasserman will serve as Vice-Chairperson for 2016. The Capital Maintenance Plan has budgeted installation of a new elevator at Campbell Library for FY 16. Ms. Frost said the new elevator would have a shelf life of 35 years.

Ms. Frost reported that library cards issued during the first quarter so far are up 11% compared to the same time in 2015. The Library will issue its Quarterly Evaluation Report the week of January 18, 2016.

Ms. Frost also reported that former California State Librarian Susan Hildreth will serve as keynote speaker at the Friends, Foundation, Endowments & Commissioners Forum on Saturday, January 30 at the County Library's Service and Support Center in Campbell. Ms. Hildreth will present a report released by the Aspen Institute entitled "Rising to the Challenge: Re-envisioning Public Libraries."

Ms. Frost announced the annual community program Silicon Valley Reads will have its kickoff event Tuesday, January 26 at Heritage Theatre at 7:30 PM and is free to the public. This annual community event encourages the public to read, think about and discuss a thematic topic. This year's theme is the impact of climate change on our lives. This year's program runs through March 20th.

Commissioner Teeter asked Ms. Frost at which library branch would the new elevator be installed. Ms. Frost confirmed that a new elevator is scheduled for installation at the Campbell Community Library. Ms. Teeter mentioned that the Community Library may undergo a complete rebuild in the future as part of a potential Civic Center Master Plan. Ms. Frost stated that the County Library has a responsibility to maintain public buildings. Ms. Frost said the JPA would review Capital Maintenance Budget allocations in the future, if necessary. Commissioner Herosy asked the age of the current elevator and Ms. Frost responded the current elevator was installed when the library was built in the 1970's.

Community Library Report: Jennifer Weeks, Supervising Librarian, presented the Community Library report for January 2016. Ms. Weeks reported that circulation and the number of visitors increased. The Community Library has partnered with First Five Santa Clara County, a program that provides early education, health and family support for children ages zero to five. Library staff visit pre-schools to distribute books to students. Library staff members also facilitate library card drives and "pop-up libraries" at schools and parks on a monthly basis so more students have access to library services and books.

Campbell Youth Commissioners toured the Campbell Library on December 14th with Teen Librarian Daniel Griffin and discussed ways to engage with the libraries teen programs.

Ms. Weeks said the first and second graders at Old Orchard School will learn about Martin Luther King, Jr. during January. Students will draw pictures and write letters to Dr. King. Ms. Weeks shared a student sample of this assignment.

REPORTS FROM STAFF:

Tina Wong-Erling, Senior Services Supervisor: Ms. Wong-Erling presented her report summarizing Adult Center Activities for November and December 2015. The Campbell Adult Center recognized and honored six of its members who served in the U.S. Armed Forces during World War II. The celebration included patriotic songs, a reception and presentation of certificates from then Vice-Mayor Baker, and Council Members Kotowski and Resnikoff.

Santa Clara Valley Behavioral Health Services staff members provided Question, Persuade and Respond (QPR) training. Volunteers and advocates for individuals who have suffered with suicide attended this training event.

Approximately 135 senior citizens attended the annual Senior Nutrition Program Holiday Luncheon at Orchard City Banquet Hall on December 22. City Manager Mark Linder attended the event. Ms. Wong-Erling invited the Civic Improvement Commissioners to upcoming events including the Chinese New Year celebration on February 17 at Orchard City Banquet Hall. Ms. Wong-Erling reported that Vice-Mayor Gibbons and City Manager Linder attended this event in the past.

Al Bito, Staff Liaison: Mr. Bito stated the City of Campbell was rated as a top suburban area to live by *Sunset Magazine*. The City of Campbell is featured in a commemorative guide for Super Bowl 50, which will be distributed to convention and visitors' bureaus, hotels, airports and transit depots in the Bay Area. Campbell will feature events and activities for residents and out-of-towns guests including "Super" First Friday hosted by the Downtown Campbell Business Association featuring live entertainment at various downtown locations. The "Super" Valentine Fun Run will take place at Campbell Park and Los Gatos Creek Trail. The City Manager's Office staff members will be participating in this event. Sunday will feature the Farmer's Market

On January, 19, City Council will review the results of the Resident Satisfaction Survey to see how the City of Campbell is doing with service delivery. On January, 25, a meeting on Community Choice Energy will take place at Orchard City Banquet Hall with a presentation at 6:30 and refreshments at 6:00.

Mr. Bito reported that City staff is not ready to present a draft public art policy to the Commission yet as refinements to the policy are still ongoing. City staff invited the Leadership Academy members to present their public art program proposal at the City Council's regular meeting on January 19, but they were not available.

The City Council will hold a special meeting on January 29 to discuss and establish its priorities for 2016. City staff will find out where a public policy fits into the Council's priorities.

NEW BUSINESS:

Mr. Bito updated the Commissioners on the annual fifth grade poster contest including the work plan, timeline and division of labor. Commissioner Teeter requested Mr. Thomas to provide contest entry forms, rules and promotional materials.

OLD BUSINESS:

Neighborhood Grant Policy Status:

Mr. Bito reported that the City Council approved the revised neighborhood association assistance grant policy with amendments to disclosure and recusal requirements during its regular meeting of January 5, 2016. Commissioner Zisser, who attended the January 5th Council meeting, said that the City Council decided that while neighborhood associations could host campaign and candidate forums, such events could not be funded with City-issued grant funds. Mr. Bito expressed appreciation for the Commissioners who attended the January 5th city council meeting.

Mr. Zisser also discussed the City Council agenda item amending the City's Zoning Ordinance regulating payday loan lenders. Mr. Zisser said he agreed with the City Council's decision.

COMMISSIONER AND SUBCOMMITTEE REPORTS

Sub-Committee Assignments:

Chairperson Hoffman asked if the CIC's sub-committee assignments needed to be amended. Ms. Hoffman suggested that sub-committee chairs be rotated to other Commissioners to give everyone a chance to lead. Chairperson Hoffman suggested that the Graffiti Sub-Committee be disbanded as the Police Department currently handles graffiti abatement. She also suggested disbanding the Street Names Sub-Committee since the Commission recently recommended an updated street names list to the Council for consideration. After discussion, Commissioner Mitchell suggested that sub-committee changes be made after the CIC determines a work plan for 2016. Staff Liaison Bito stated that the CIC's purview includes senior citizens, youths, history, beautification, street names, libraries and social services. Mr. Bito will follow up with the Commission regarding the CIC's codified purview.

Commissioner Zisser suggested a sub-committee to examine and propose a list of future work plan topics and ideas. Mr. Bito suggested a study session would be the setting to examine and propose a list of work plan topics. Chairperson Hoffman suggested two Commissioners develop work plan ideas to be considered during a study session in March. Chairperson Hoffman stated that the City Council may appreciate the CIC's work plan ideas.

After discussion, the Commission agreed to schedule its next regular meeting for Thursday, February 11, 2016, at 6:00 p.m. instead of 7:30 p.m. Vice-Chair Zheng will chair the meeting in place of Chairperson Hoffman. Mr. Bito and Mr. Thomas will inform City staff and agency representatives of the special time.

Art Box:

Commissioner Zisser summarized Phase I of Art Outside the Box saying the "Call to Artists" was initially a slow process, but that frequency of application submissions increased later in the application period. Mr. Zisser said that a local resident indicated via the social media web site Nextdoor.com that her family is interested in sponsoring the painting of a traffic control utility cabinet.

Mr. Zisser also reported that he has visited businesses and prospective donors related to Phase II. Mr. Zisser said up to nine boxes will be considered for painting as part of Phase II with painting to hopefully occur in May and June before the hot summer weather arrives.

Chairperson Hoffman said she notified the Campbell Police Department of vandalism of public and private property near the intersection of Campbell Avenue and Union Avenue. Specifically, various objects including a traffic control box painted as part of Phase I were "tagged" with lettering. Commissioner Zisser said the tagging marks were removed and anti-graffiti coating was re-applied to the affected area.

The CIC requested staff to explore the feasibility of asking the City Council budget \$1,000 to procure anti-graffiti protective coating.

ADJOURNED:

The meeting was adjourned at 7:15 p.m.

Respectfully submitted,

Michael Thomas, Interim Recording Secretary

Al Bito, Staff Representative