



# *Civic Improvement Commission*

City of Campbell, 70 N. First Street, Campbell, California

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**NOTE:** To protect our constituents, City officials, and City staff, the City requests all members of the public follow the guidance of the California Department of Health Services', and the County of Santa Clara Health Officer Order, to help control the spread of COVID-19. Additional information regarding COVID-19 is available on the City's website at [www.campbellca.gov](http://www.campbellca.gov).

This Regular Meeting will be conducted in person as well as telecommunication and is compliant with provisions of the Brown Act.

Those members of the public wishing to participate virtually can access the meeting at:

<https://campbellca-gov.zoom.us/j/83861583166?pwd=cytHL3Yxc1JmQndlWVBOQTRUVHFUZz09>

Meeting ID: 838 6158 3166

Passcode: 903170

Members of the public may attend this meeting in person at Campbell City Hall. If attending in person, face coverings and physical distancing will be required until further notice.

Public comment will also be accepted via email at [cmoffice@campbellca.gov](mailto:cmoffice@campbellca.gov) prior to the meeting. Please indicate in the subject line "FOR PUBLIC COMMENT." Written comments received by 3:00 p.m. on the day of the meeting will be posted on the website and distributed to the Civic Improvement Commission before the meeting.

A video recording will be available on the City YouTube Channel at: <https://www.youtube.com/user/CityofCampbell> following the meeting.

## **REGULAR MEETING OF THE CIVIC IMPROVEMENT COMMISSION**

Thursday, January 13, 2022, 7:30 p.m.  
Council Chambers – 70 N. First Street

### **Regular Meeting Agenda**

**A. Call to Order, Roll Call**

**B. Announcements**

**C. Approval of Minutes**

1. Special Meeting – December 15, 2021\*

**Election of new Chairperson and Vice Chairperson\***

**D. Communications**

**E. Oral Requests**

**F. Reports from Staff**

1. Kerry Perkins, Senior Museum Specialist
  - a. Historical Museum and Ainsley House Report
2. Tina Wong-Erling, Senior Services Supervisor
  - a. Adult Center Update\*
3. Brian Loventhal, City Manager
  - a. City Update

**G. New Business**

1. Social Service Subgrant  
Policy and Process\*  
Annual Performance Report\*  
FY 22/23 Social Service Subgrant Applications Memo\*
2. 2022/23 Workplan  
20/21 Workplan\*  
Subcommittee Assignments

**H. Old Business**

**I. Good of the Game**

**J. Subcommittee Report**

1. Neighborhood Refresh Project
2. Campbell Cares
3. Capture Campbell
4. Explore Art Project

**K. Adjourn**

\* Indicates written attachment and is available upon request by contacting Diana Johnson at 408-866-2125 or by email [dianaj@campbellca.gov](mailto:dianaj@campbellca.gov)

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*Pursuant to the Executive Order, and in compliance with the Americans with Disabilities Act (ADA), if you need assistance to participate in the Civic Improvement Commission meeting, please contact Diana Johnson in the City Manager's Office at 408-866-2125 or by e-mail [dianaj@campbellca.gov](mailto:dianaj@campbellca.gov)*



## CITY OF CAMPBELL - CIVIC IMPROVEMENT COMMISSION

CAMPBELL, CALIFORNIA

Wednesday, December 15, 2021 – 7:30 pm

### SPECIAL MEETING MINUTES

**This Civic Improvement Commission meeting was conducted pursuant to the provisions of the Brown Act.**

**This meeting was recorded and can be viewed in its entirety at:**  
<https://www.youtube.com/user/CityofCampbell/videos>

#### **CALL TO ORDER**

The Civic Improvement Commission convened at its special meeting time at 7:30 pm on December 15, 2021, via telecommunication.

**ROLL CALL:** Chair Kaufman called the meeting to order at 7:34 pm

**PRESENT:** Chair Kaufman. Commissioners: Naylor, Bracher, Yoshikawa and Fields  
Staff Liaison, Brian Loventhal, Recording Secretary, Diana Johnson

**ABSENT:** Commissioners Dooley and Malcolm

**ANNOUNCEMENTS:** City Manager Brian Loventhal, noted the housekeeping and logistics of conducting in person/telecommunication meetings.

**APPROVAL OF MINUTES:**

M/S: Fields/Yoshikawa To approve the Civic Improvement Commission Special Meeting Minutes for the Wednesday, November 10, 2021, meeting.

**ROLL CALL:** Commissioners: Naylor, Bracher, Yoshikawa, Fields, and Chair Kaufman

**ABSENT:** Commissioners Dooley and Malcolm

**ABSTAIN:** None

**COMMUNICATIONS:** None

**ORAL REQUESTS:** None

REPORTS FROM REPRESENTATIVES: None

County Library Report: County Librarian, Jennifer Weeks presented the County Library Report for the month of December. A written copy of this report was included as an attachment to the agenda.

Campbell Library Report: Campbell Community Librarian, Peggy Tomasso highlighted the Campbell Library events and programming for the month of December. A written copy of this report was included as an attachment to the agenda.

REPORTS FROM STAFF:

City Update:

City Manager Brian Loventhal reported on the following items:

Measure O: 65% of the design has been completed for the library building.

General Plan Development/Housing Element: There will be a Special City Council Meeting on Thursday, December 16 to discuss the General Plan Development/ Housing Element. This meeting will be a culmination of several meetings to discuss the selection of several potential housing sites for the next eight-year cycle. Mr. Loventhal encouraged the CIC to stay tuned and forward this information to their constituents. A second meeting to discuss may be required in January. Moving forward, through the General Plan and Housing Element, a map of future inventory of sites will be identified and the city will set up implementation measures and other encouragements to make sure that the housing is built.

City Council 2022 Reorganization: On Tuesday, December 21, the Mayor and Vice Mayor will be appointed. This meeting will be available in person or by ZOOM. Chair Kaufman encouraged the Commission to attend the Council reorganization meeting.

City Hall Holiday Closure: City Hall will be closed December 23 thru December 31

City Council Meeting: The next City Council Meeting will occur on Tuesday, January 18, 2022.

NEW BUSINESS:

Campbell Cares: Mr. Loventhal asked the subcommittee to provide further direction on the neighborhood project and how it will impact the City. Commissioner Bracher noted that a proposal/project scope will be presented to the Commission which will include property identification/selection criteria (elderly/ fixed income) and prioritization of properties selected. He recommended reaching out to the Campbell Rotary for assistance with work force. He further suggested creating a possible service day and collaboration with neighborhood associations and the City's Code Enforcement Officer. He recommended setting up a nonprofit to accept donations such as tools and equipment. Chair Kaufman asked if there are other cities who have this type of cleanup. Commissioner Bracher stated that he was not aware of any cities participating in the type of project; however, Future Farmers of America or JC's have had these types of projects. Mr. Loventhal noted that the subcommittee would be required to obtain the property owner's approval prior to any type of work commencement.

2021 Workplans/Subcommittee Confirmation: Following discussion of the subcommittee assignments, Chair Kaufman asked that we add the Workplan and subcommittee assignments to the agenda for further discussion at the January meeting.

OLD BUSINESS:

Explore Art Project/Stories for Solidarity Art Panels: Mr. Loventhal reported that the City Council had expressed interest in the “Stories for Solidarity” art panels and wanted the Commission to provide their recommendations of panels for Council consideration. Of the nine panels recommended by the Commission, the City Council approved four for display. Based upon the limitation of panels approved for display, the “Stories for Solidarity” organization recommended providing the panels for display in another community.

GOOD OF THE GAME (Ideas and events of what is happening in Campbell):

There will be a ceremony to dedicate the all-inclusive playground at John D. Morgan Park on Thursday, December 16 from 12:30 to 1:30pm.

Chair Bracher commented on the holiday decorations in Campbell. He proposed an opportunity to launch a driving tour (possible shuttle or trolley), or a registration of the holiday lights throughout the City to encourage participation. He further suggested a possible Neighborhood Association holiday lights/decoration competition.

COMMISSIONER/SUBCOMMITTEE REPORTS:

Campbell Cares: This item was previously discussed and noted in these minutes. Nothing further to report.

Capture Campbell: Commissioner Yoshikawa indicated that the kickoff for this project will be in January.

Explore Art Project: Commissioner Fields announced that the City website credit card payments system is now available online. He also provided a brief overview of the attached “Mural Action Items “Exhibit A.” Chair Kaufman thanked staff for their assistance in getting the credit card system and Explore Art website updated. There were no further comments.

The meeting was adjourned at 8:55pm. The next Regular Meeting of the Civic Improvement Commission is scheduled for Thursday, January 13, 2021, at 7:30 pm and will be conducted pursuant to the provisions of the Brown Act.

Respectfully submitted,



Diana Johnson, Recording Secretary



Brian Loventhal, City Manager

# MEMORANDUM

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

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

**Date:** 1/6/22

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## **Income Tax Assistance**

The AARP Tax Aide Program will provide income tax assistance from February 1 thru April 15 at the Campbell Community Center. A low contact model will be offered where clients will drop off and pick up their documents by appointment only. The program is increasing volunteers this year with the goal of providing same day service as feasible. Income tax assistance is offered to adults age 18+ and serves approximately 400 residents in Campbell and surrounding communities.

## **CPRS District 4 Awards Dinner**

The California Park and Recreation Society (CPRS) District 4 Annual Awards and Volunteer Recognition Dinner will be held on Thursday, February 24, 2022, at the Los Altos Community Center. On this special evening, CPRS District 4 will honor outstanding individuals for their professional and volunteer contributions to the fields of parks, recreation, and human services. The Campbell Adult Center (50+) is nominating the West Valley Rotary Community Corps (WVRCC) Volunteers for their service to the Campbell Senior Nutrition Program. Bob Carlson, Ellen Railton, Stella Ralph, Carol Hoffman-Sweet, and John Shannon will be recognized for their assistance with packaging and serving daily meals to 100 seniors. The Senior Nutrition Program attendance doubled during the pandemic and volunteers have played a vital role in the continued success of the program. The City of Campbell is grateful for the partnership with WVRCC and their passion to serve the older adult community.



# CITY OF CAMPBELL

## ADMINISTRATIVE POLICIES AND PROCEDURES

**Subject: Social Service Subgrant Application Process**

**Date:  
November 30, 2018**

### **Purpose**

To provide a procedure and funding guidelines for the Social Service Subgrant applications.

### **Policy**

The Civic Improvement Commission (CIC) is the designated hearing body for general funded Social Service Subgrant applications and makes funding recommendations to the City Council. A staff committee comprised of representatives from the City Manager's Office and the Recreation and Community Services Department, have been designated to perform the initial review of the Social Service Subgrant applications. The Social Service Subgrant review process generally takes place from February through April, in odd numbered calendar years. The CIC's funding level recommendations are then incorporated into the City Manager's recommended budget.

The application and funding process are based on a two-year funding cycle.

### **Responsibility**

### **Action**

City Manager's Office

Distribute Social Services Subgrant application forms.

Staff Review Committee

Review and analyze Social Service Subgrant applications. Provide funding recommendations to the CIC.

Civic Improvement Commission

Hearing body for Social Service Subgrant applications. Review applications and staff reports and make funding recommendations to the City Council based on adopted CIC funding guidelines attached herein.\*

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Brian Loventhal, City Manager



# City of Campbell, California

## Social Service Subgrant - Performance Report

Reporting Period: From: 07/01/2021 To: 6/31/22

Agency: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Program: \_\_\_\_\_

Number of Clients Served: \_\_\_\_\_

Total Number of **Campbell** Clients Served: \_\_\_\_\_

Total Hours of Service Provided: \_\_\_\_\_

Total Hours of Service Provided to **Campbell** Clients: \_\_\_\_\_

What outreach methods did you use during this reporting period?

Start typing here.

### Program Activity:

Type of Service	Unit of Measure	Number of Units
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____



# MEMORANDUM



City of Campbell  
City Manager's Office

To: Honorable City Council

Date: May 11, 2021

From: Margarita Mendoza, Civic Improvement Commission Liaison

Via: Brian Loventhal, City Manager

Subject: FY 2021/22 and 2022/23 Social Service Subgrant Applications

The Civic Improvement Commission (CIC) is the designated hearing body for the Social Service Subgrant program. Per administrative policy, the application and funding processes are based on a two-year funding cycle. Applications for the two-year FY 2021/22 and FY 2022/23 Social Service Subgrants were available on December 18, 2020 and due on January 29, 2021. The anticipated amount budgeted for each of the two-year funding cycles is \$ 55,000.

A total of six applications were received. Each of those applications were from agencies currently receiving Social Service Subgrant funding. The scope of services provided by the applicant agencies includes providing advocacy services, home delivered meals, adult day care, domestic violence support, financial assistance, and legal counseling. The CIC held a Study Session on February 11, 2021 to review the applications. Two Public Hearings to allow the applicants and members of the public to comment and present information were held on February 11 and March 11, 2021 respectfully. A unanimous roll call vote of the CIC recommended the following agencies and funding amounts for the FY 2021/22 and FY 2022/23 Social Service Subgrant program.

Agency	Description of Service	FY 22 Recommended	FY 23 Recommended
Catholic Charities	Advocacy	\$ 6,000	\$ 6,000
The Health Trust	Home delivered meals	\$ 13,500	\$ 13,500
Live Oak Adult Day Services	Adult Day Care	\$ 7,000	\$ 7,000
Next Door Solutions to Domestic Violence	Domestic Violence	\$ 4,000	\$ 4,000
St. Lucy Conference- Society of St. Vincent de Paul	Financial Assistance	\$ 13,500	\$ 13,500
Seniors Adults Legal Assistance (SALA)	Legal Counseling	\$ 11,000	\$ 11,000
<b>TOTAL</b>		<b>\$ 55,000</b>	<b>\$ 55,000</b>

**CIVIC IMPROVEMENT COMMISSION**  
**Major Work Plan**  
**July 1, 2020 to December 2021**

#	WORKPLAN	<u>Schedule</u>
1	Review and approve Social Service Subgrants for FY 21/22 and 22/23 <u>Tentative Schedule</u> Release Application: December 4, 2020 Application Deadline: January 29, 2021 Study Sessions: February 11, 2021, 6:30 pm Public Hearings: March 11, 2021 April 8, 2021 City Council Action May 4, 2021 (tentative)	1/21-6/21
2	Review the process & criteria for FY 20/21 Neighborhood Assoc. Grants (Sub Committee)	10/20 – 12/20
3	Campbell Cares: (Mental Health) (with a focus on seniors and youth) Seniors (senior lunch program) LGBTQ+ Mindfulness	1/21-5/21
4	Explore Art - Pilot Program (Sub Committee)	8/20-12/21
5	Review and approve the FY 20/21 Neighborhood Assoc. Grants <u>Tentative Schedule</u> Distribute Applications: 2/1/2021 Applications Due: 2/26/2021 CIC Review of Applications: 3/11/2021 Public Hearing: 4/8/2021 Study Session Review: TBD Awards Grants: 5/13/2021	2/21-6/21
6	Plan 2021 Capture Campbell Youth Photo Contest (Sub Committee)	3/21 -12/21
7	Review status and continuation of Pilot Beautification Grants (Sub Committee)	Hold
8	Provide street names to City Council when requested (Sub Committee)	As Needed
9	Elder Abuse Awareness	TBD
10	Library/Museum – How CIC can assist	As Needed

Sub Committees:

Beautification Awards:  
 Campbell Cares:  
 Capture Campbell:  
 Explore Art Programs:

Commissioners: Kaufman, Bracher and Naylor  
 Commissioners: Dooley, Malcolm and Bracher  
 Commissioners: Fields, Yoshikawa and Naylor  
 Commissioners: Fields, Kaufman and Yoshikawa

- Sidewalk Chalk Art; Solidarity Panels

Murals:  
 Gateway Signs/Neighborhood Assoc.:  
 Street Name:

Commissioners: Fields, Kaufman and Malcolm  
 Commissioners: Dooley, Kaufman and Yoshikawa  
 Commissioners: Kaufman, Yoshikawa and Bracher