



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

Thursday, August 15, 2019 – 6:30 pm

Council Chambers

Study Session Agenda

ROLL CALL

ORAL REQUESTS

NEW BUSINESS

Review the Neighborhood Association Assistance Grant Program Policy.

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 Tina Wong-Erling at 408-866-2138 or by e-mail tinaw@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.*

MEMORANDUM



City of Campbell
City Manager's Office

To: Civic Improvement Commission
From: Tina Wong-Erling, CIC Staff Liaison
Subject: Neighborhood Association Assistance Grants

Date: 8/7/19

RECOMMENDATION

Review the Neighborhood Association Assistance Grant policy.

BACKGROUND

City Council established the Neighborhood Association Assistance Grant Program in 2012 and delegated oversight to the Civic Improvement Commission (CIC). The mission of the Neighborhood Association Assistance Grant Program is to provide assistance with startup costs associated with establishing neighborhood associations, such as insurance, outreach material, websites, newsletters, block parties, and other neighborhood events. The program assists Campbell residents and neighborhoods with up to \$500 of grant funding. Since the inception of the grant program, the City has allocated funding of \$2,000 to \$3,000 per year.

Attached is the Neighborhood Association Assistance Grant Program Policy 1.28. The policy sets forth guidelines for eligible applicants and activities. The CIC is the designated hearing body for the City's Neighborhood Association Assistance Grants and is authorized to approve or deny grant funding.

DISCUSSION

During the review of the FY 18/19 Neighborhood Association Assistance Grants, the CIC brought forth concerns regarding the City providing grant funding to a neighborhood association that endorses or makes financial contributions towards a local council candidate. This could be viewed as a conflict of interest since Councilmembers vote each year to fund the Neighborhood Association Assistance Grant Program. The existing policy does not prohibit Neighborhood Association Assistance Grantees from making monetary donations or endorsing political candidates.

The purpose of the study session is for the Commission to review the existing policy and determine if there is a need for changes or modification.

Attachments:

- Neighborhood Association Assistance Grant Program Policy

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. These 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>	...then he or she should:		
	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	

**General Guidelines for Civic Improvement Commission
Neighborhood Assistance Grant Program**

	...then the Commissioner should:		
<i>If a Commissioner...</i>	Recuse	Disclose relationship	OK to vote
Resides within the grant applicant's neighborhood only			X
Resides within grant applicant's neighborhood AND is a dues-paying member of applicant's association	X	X	
Is an unpaid Board officer of applicant's association*	X	X	
Has a property interest within 500' of a grant-funded project or event OR the grant would affect the Commissioner's personal finances by \$250 or more	X		

* If a Commissioner is an officer of the applicant association AND is *compensated* by the association, then the Commission cannot act on the application.