



## CITY OF CAMPBELL - CIVIC IMPROVEMENT COMMISSION

CAMPBELL, CALIFORNIA

Thursday, February 11, 2021 – 7:30 pm

### REGULAR MEETING MINUTES

**This Civic Improvement Commission meeting was conducted pursuant to the Governor's Executive Order N-29-20.**

**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 regular meeting time at 7:30 pm on February 11, 2021, via telecommunication.

Chairperson Kaufman stated that the Civic Improvement Commission Meeting was conducted pursuant to provisions of the Brown Act and an Executive Order issued by the Governor to facilitate teleconferencing to reduce the risk of COVID-19 transmission at public meetings.

- ROLL CALL: Chairperson Kaufman called the meeting to order at 7:30 pm
- PRESENT: Chairperson Kaufman. Commissioners: Bracher, Chase, Fields, Yoshikawa, and Hoffman
- Staff Liaison, Margarita Mendoza and Recording Secretary Diana Johnson
- ABSENT: Dooley
- APPROVAL OF MINUTES:
- M/S: Hoffman/Bracher To approve the Civic Improvement Commission Regular Meeting Minutes for the Thursday, January 14, 2021 meeting with the correction to the written name listed in the nomination for Vice-Chair. Record should note that Commissioner Fields was selected as Vice Chair.
- The Motion was approved unanimously by roll call vote.
- ABSENT: Dooley
- ANNOUNCEMENT: None
- COMMUNICATIONS: None
- ORAL REQUESTS: None

## REPORTS FROM STAFF:

Museum Report: Senior Museum Specialist, Kerry Perkins presented the February Museum report. A written copy of this report was included as an attachment to the February Agenda.

Public Art Scavenger Hunt: The Explore Art Subcommittee had discussed a Public Art Scavenger Hunt Campbell during the January CIC meeting. Ms. Perkins indicated that she is happy to work with subcommittee to develop a scavenger hunt in Campbell.

Adult Center Report: Senior Services Supervisor Tina Wong-Erling provided a summary of the Adult Center activities for the month of February. A written copy of this report was included as an attachment to the February Agenda.

## REPORTS FROM REPRESENTATIVES: NONE

City Update: City Staff Liaison Margarita Mendoza reported on the following items:

City Budget: A table outlining the FY 20/21 recommended budget adjustments was presented to the CIC and discussed. City Council is scheduled to meet on Tuesday, February 16 wherein they will discuss the mid-year budget correction. A copy of this table is attached to these minutes as Exhibit A.

## NEW BUSINESS:

Public Hearing: FY 20/21 - 21/22 Social Service Subgrants: Ms. Mendoza opened the public hearing and invited the following agencies to provide comments:

Catholic Charities of Santa Clara County (CCSCC) Long Term Care Ombudsman (LTCO) – Director Wanda Hale: CCSCC is authorized by the federal Older Americans Act, and the Older Californians Act, to advocate for the rights of senior and disabled residents of long-term care facilities within Santa Clara County. The main function is to investigate and endeavor to resolve complaints made by or on behalf of residents related to issues of quality care and abuse. The agency is requesting grant funding in the amount of \$10,000 for FY 21/22 and \$10,000 for FY 22/23.

A commissioner asked how the pandemic has affected service to CCSCC clients.

Ms. Hale indicated that prior to pandemic personal service visits were provided to each facility; however, since the pandemic the environment has changed, and service visits are now performed outside. Now, ombudsmen are getting second rounds of vaccines, utilize proper PPE and are revisiting the facilities in person. Tablets were purchased and sent to the facilities to communicate with residents who have concerns about their care, or to visit the facility internally to confirm residents are getting proper care. CCSCC is also providing additional technical assistance to facilities, families, residents about vaccines, visitations.

A Commissioner asked what caused decrease in proposed clients vs. actual clients served.

Ms. Hale responded that when the application was submitted, it was pre-pandemic. Post-pandemic their staff was not able to enter the facilities. Complaints were mainly investigated by telephone. People required by law to report, are not able to do so because of the pandemic. Mandated reporting has dropped by 41% this year.

No further questions from the Commission.

The Health Trust - Director, Teresa Johnson: A nonprofit organizations that provides the Meals on Wheels service to County of Santa Clara. A daily home delivery of hot weekday meals, to low/extremely income, homebound Campbell residents unable to do their own cooking or shopping and have no transportation alternatives. Also provide food for people with COVID and people at high risk. They anticipate serving over 300,000 meals this year. Although they anticipate serving 30 Campbell clients next year, they are asking for funding for 20 clients, which is 3,000 meals 150 meals per week. \$20,000 covers vendors cost for meals. A San Jose vendor prepares fresh and nutritious meals. In addition to the delivery of food, they do wellness checks. The agency is requesting grant funding in the amount of \$20,000 for FY 21/22 and \$20,000 for FY 22/23.

A Commissioner asked what changes have been made in protocol and meal preparation in response to COVID.

Drivers are provided with masks, gloves, and hand sanitizer. Food is delivered to doorsteps to minimize contact. Masks and hand sanitizer have been delivered to clients. Vendor has increased cleaning and sanitizing process. Auditor confirms protocol. Groceries are prebagged and given to clients. There have not been any cases of COVID in their facility. Most volunteers are working from home. Some volunteers are coming back but are following strict guidelines.

No further questions from the Commission.

Live-Oak Adult Day Care Services – Program Director, Anne Peterson: This non-profit program provides recreational and health-enhancing adult day care, recreation and socialization, nutritious meals for frail, dependent, at-risk senior Campbell residents. Also provide respite to care givers. Since shelter in place order, they provide virtual care giver support and hybrid day care service. Ms. Petersen then shared a few stories from clients who were assisted by Live Oak Adult Day Care Services. The agency is requesting grant funding in the amount of \$7,000 for FY's 21/22 and \$7,000 for FY 22/23.

No further questions from the Commission.

NextDoor Solutions to Domestic Violence – Grants Manager, Jordan Dancer: Ms. Jordan provided a brief history of the agency. Nonprofit in San Jose. This agency provides shelter, crisis, housing services and advocacy to victims of domestic violence. 8% of Campbell residents have experienced domestic violence. Next Door anticipates serving 40 residents of Campbell. Since the pandemic, their services are provided by telephone call, virtual contact, very limited contact services are available. Shelter and crisis hotline continue to be available. COVID tests are required prior to staying at shelter. Social media is used to reach out to clients. The Social Service Subgrant provides financial assistance towards rent, legal consultations, therapy for survivors and children. Services are no fee at will. Ms. Dancer then shared several stories of clients who received assistance from NextDoor. The agency is requesting grant funding in the amount of \$5,000 for FY 21/22 and \$5,000 FY 22/23.

No further questions from the Commission.

St. Lucy Conference of the Society of St. Vincent de Paul – Member of Conference, Robin Orans: The purpose of the program is to provide food, rent and utility assistance to those in need. Since the pandemic, distribution of food and vouchers to homeless and other individuals has increased to 5 days per week. The agency is requesting grant funding in the amount of \$16,500 for FY 21/22 and \$15,000 for FY 22/23.

A Commissioner asked about the level of rental assistance versus food assistance that they provide.

Ms. Orans indicated that this is dependent upon the number of clients served. Prior to the pandemic only a portion of the rent was paid. Since the pandemic, the need for additional rental

assistance has increased which affects funding available for food assistance. Ms. Orans then shared several stories of clients who received assistance from the Conference.

No further questions from the Commission.

Senior Adults Legal Assistance (SALA) – Directing Attorney Georgia Bacil: A non-profit law office which provides free legal services to Campbell seniors primarily through appointment sessions at the Campbell Adult Center, by telephone intake, or home visits. Services are targeted to Campbell seniors with very low income that are at risk of abuse, isolations, conservatorship, or premature institutionalization. The grant funding pays for 36% of the legal services provided to Campbell residents. The agency is requesting grant funding in the amount of \$12,000 for FY 21/22 and \$12,835 for FY 22/23.

Ms. Bacil shared a story of elder abuse wherein a daughter was physically abusing her disabled mother. An attorney from SALA reached out to the mother and provided legal assistance resulting in a three-year restraining order against the daughter. The outcome has been very positive as there are no longer complaints against the elderly mother as a result of her daughter's abusive behavior.

No further questions from the Commission.

Ms. Mendoza closed the public hearing. She advised the agencies that a CIC meeting will be hold a second public hearing in March to review the funding requests and allocation recommendations. The funding recommendations will then be submitted to the City Council for allocation approval. Chairperson Kaufman and Commissioner Yoshikawa thanked the agencies for their presentations and the services they provide to the community.

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

129<sup>th</sup> Anniversary Campbell Heritage Day & Early Settler's Gathering: Commissioner Bracher shared that the Early Settlers event will occur virtually on Wednesday, February 17 from 12pm to 1:30 pm. This is a free event. Contact the Campbell Chamber to register.

The Campbell Chamber is also promoting a "Bingo Card" for the local retail businesses. A card is stamped when you make a purchase in one of the retail shops and are then entered into a contest.

#### COMMISSIONER/SUBCOMMITTEE REPORTS:

Campbell Cares: Commissioner Hoffman indicated that the subcommittee will meet next week and will have a follow-up report at the next CIC meeting.

Neighborhood Association Assistance Grant: Commissioner Yoshikawa had no updates.

Explore Art: Subcommittee met to discuss ideas and will provide a PowerPoint presentation for the CIC in March. Chair Kaufman indicated that the subcommittee would use the Art Outside the Box program as a model and asked anyone who may have ideas to please share them with the subcommittee. There were no further comments.

Chair Kaufman adjourned the Civic Improvement Commission meeting at 9:19 pm.

The next Regular Meeting of the Civic Improvement Commission is scheduled via telecommunication for Thursday, March 11, 2021 at 7:30 pm and conducted pursuant to the Governor's Executive Order N-29-20.

Respectfully submitted,



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Diana Johnson, Recording Secretary



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Margarita Mendoza, Staff Liaison

Table 2 – FY 2021 Staff Recommended Budget Adjustments

<b>Recommended Action</b>	<b>Amount</b>
• Use of Economic Fluctuations Reserve	\$1,000,000
• Use of Emergency Reserve	1,000,000
• Use of PERS Reserve	1,000,000
• Transfer Excess Worker's Compensation to General Fund	1,077,138
• Transfer Excess Corporation Yard Sale Proceeds to General Fund	749,151
• Transfer Excess CIP Project Funds back to General Fund	37,932
• Transfer of Recreation Donation Fund (794) to General Fund	154,770
• CPOA/CPCEA Net Savings	87,756
• Savings from Reduction in Required OPEB Contribution	200,000
• Anticipated COVID-19 Related Savings	250,000
• Proposed RCS Fee Based Program and Event Reductions (Non-Labor)	942,508
• Proposed Public Works Reductions (Non-Labor)	52,000
• Proposed Legal Services Reductions (Non-Labor)	28,172
• Proposed Community Development Reductions (Non-Labor)	47,500
• Additional Vacancy Savings	1,025,878
• 2% Vacancy Savings Already in FY 2021 Adopted Budget	(780,000)
• Existing Amended Budget Deficit	(160,844)
• Additional Labor Reductions or Other Actions	772,417
<b>Total Recommended Budget Adjustments</b>	<b>\$7,484,378</b>

- **Use of Economic Fluctuations Reserve** – As of the end of FY 2020, the Economic Fluctuations Reserve had a balance of approximately \$9.4 million. City Council Financial Policies set this at 16.67% of operating expenditures for use during economic downturns. Thus, use during the economic downturn caused by COVID-19 meets the defined purpose of this reserve fund. Reserve usage though, while sometimes necessary, is never ideal. As such, staff recommends measured and limited **\$1.0 million** usage of this reserve so as to preserve long-term fiscal stability should the reserve be needed again for similar reasons in the future. This would leave a remaining balance of \$8.4 million and set total Unassigned General Fund reserves at 22.35% of FY 2021 Adopted General Fund expenditures; above the 16.67% Government Finance Officers Association (GFOA) recommended best practice. Please also note that per City Council Financial Policies, the Economic Fluctuations Reserve shall not be less than \$2 million. However, if the reserve balance falls below \$4 million, or the City's five-year financial projections indicate the reserve will fall below this minimum requirement at any time during the period, City staff shall present to Council, by the following year's budget adoption a plan to return to the target amount within five years. The Economic Fluctuations Reserve is currently above City Council policy thresholds, but per the City's seven-year forecast shared with Council on August 21, 2020, it may go below \$4.0 million by FY 2024 if revenues do not sufficiently recover by that time or expenditure reductions are not made. The seven-year forecast is currently being updated and staff will provide a recommended plan during the FY 2022 budget adoption process to address the