



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

**Doetsch Conference Room**

**Wednesday, August 15, 2019 - 6:30 pm**

**Study Session Minutes**

**CALL TO ORDER:** 6:33 pm

**PRESENT:** Chairperson Yoshikawa; Commissioners Khajuria, Capatosto, Souza and Hoffman (Commissioner Kaufman arrived following roll call)

Staff Liaison Tina Wong-Erling and Recording Secretary Diana Johnson

**ABSENT:** Carpenter (Excused)

**ORAL REQUESTS:** None.

**NEW BUSINESS:**

The purpose for this meeting is for the Commission review the existing policy and provide comments and determine whether there is a need amend the existing policy.

**Review the Neighborhood Association Assistance Grant Policy:**

During the review of the FY 19 Neighborhood Grant Applications, the Civic Improvement Commission expressed concerns, regarding the City providing grant funding to a neighborhood association who may endorse or support a potential candidate for City Council. This could be construed as "conflict of interest" as City Council ultimately approves the distribution of grant funding to the neighborhood associations. The current policy does not prohibit this.

Staff liaison Wong-Erling provided a brief overview and background information regarding the policy. Section 1.28 "Neighborhood Association Assistance Grant Program policy was distributed to the Commission for review.

The CIC reviewed the policy and provided the following comments:

**1.28.1 Mission Statement:** No Change

**1.28.2 Definitions:** (a) "A neighborhood association is a voluntarily organized group of residents add 'or homeowners' with defined boundaries within the City of Campbell..."

**1.28.3 Eligibility:** No Change

**1.28.4 Eligible Applicants:** No Change

**1.28.5 Ineligible Applicants:**

Add:

- (f) "Board members who support or endorse a political candidate must disclose their support/endorsement of the candidate when applying for neighborhood association grant funding."
- (g) "If the neighborhood association financially supports or endorses a political candidate, they are ineligible to receive neighborhood association grant funding."

Following review and discussion of the General Guidelines of Recusal and Disclosure matrices, the Commission suggested the following comments:

**General Guidelines of Recusal and Disclosure**

If an Elected or Appointed official...	...then the elected or appointed official should		
	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		
Is running for an election and has received donations from an individual who is a Board Member of the Neighborhood Association applying for grant monies	X**	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.

\*\*Disclose and recuse or just disclose. Staff to follow up with City Attorney.

The Chair opened the meeting for public comment:

Barry Shilman from the Downtown Campbell Neighborhood Association suggested that the Civic Improvement Commission include the following statements in the ineligibility criteria:

- President or Board must sign a statement that there is no comingling of neighborhood funds with neighborhood grant monies.
- If a neighborhood association endorses or contributes financially to any political candidates, they are ineligible to receive neighborhood association grant monies.

The Chair closed the meeting for public comment.

There were no further comments or suggestions to revise the remaining terms of the Neighborhood Association Grant Policy by the Civic Improvement Commission.

ADJOURN:

The meeting was adjourned at 7:30 pm

Respectfully submitted,

  
 Diana Johnson, Recording Secretary

  
 Tina Wong-Erling, Staff Representative