



# City of Sunnyvale

## Meeting Minutes - Draft Community Event and Neighborhood Grant Distribution Subcommittee

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Friday, April 28, 2017

10:00 AM

West Conference Room, 456 W. Olive  
Ave., Sunnyvale, CA 94086

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### **CALL TO ORDER**

Superintendent Dan Wax called the meeting to order at 10:02 a.m. in the West Conference Room.

### **ROLL CALL**

**Present:** 2 - Member Larry Klein  
Member Russ Melton  
**Absent:** 1 - Member Nancy Smith

Member Smith (excused)

### **SELECTION OF TEMPORARY CHAIR**

Member Klein nominated Member Melton to serve as temporary chair. Member Melton accepted the nomination.

Vote on selection of temporary chair:

**Yes:** 2 - Member Klein  
Member Melton

**No:** 0

**Absent:** 1 - Member Smith

### **CONSENT CALENDAR**

- 1 [17-0497](#) Approve the Minutes of the February 8, 2017 Community Event and Neighborhood Grant Distribution Meeting.

Member Klein moved, and Chair Melton seconded approval of the consent calendar as presented. The motion carried by the following vote:

**Yes:** 2 - Member Klein  
Member Melton

**No:** 0

**Absent:** 1 - Member Smith

**ORAL COMMUNICATIONS**

None.

**PUBLIC HEARING/GENERAL BUSINESS**

- 2**      [17-0505](#)      FY 2016/17 Community Event Grant Program and  
Neighborhood Grant Program Grantee Recap

Superintendent Wax provided the Subcommittee with an overview of the FY 2016/17 Community Event Grant Program and Neighborhood Grant Program.

Member Klein inquired on the submittal process for final reports from grant recipients. Staff indicated that expense receipts and final reports are due by June 16. It was also noted that expense receipts and final reports may be submitted prior to June 16.

Member Klein reported that the City of Sunnyvale is a sponsor of the Magic of Sunnyvale event; however, the Subcommittee did not award FY 2016/17 grant funds to Sunnyvale Downtown Association for their Magic of Sunnyvale event. He inquired on the City's sponsorship for the event. Staff indicated that the event was sponsored with funds from the Economic Development Division.

Chair Melton opened the item for public hearing and there being no public comments closed the public hearing.

- 3**      [17-0450](#)      Consideration of FY 2017/18 Community Events and  
Neighborhood Grant Program Applications

Superintendent Wax reported that for FY 2017/18, the recommended budget for distribution through the Grants process is \$10,250 for Community Event Grant Program and \$6,278 for the Neighborhood Grant Program. Staff noted that all applications submitted for the Community Event Grant Program came from a single applicant, the Sunnyvale Downtown Association. To streamline the process, the Subcommittee may wish to consolidate the requests into one grant agreement.

Chair Melton inquired about policy and/or past precedent regarding advocacy groups and home owner associations applying for the Neighborhood Grant Program. Staff provided a brief overview of the program's project eligibility and

criteria.

Member Klein noted similar project outcomes for some of the Neighborhood Grant Program applications and inquired if staff has examined the possibility of purchasing items in bulk. Director Bojorquez indicated that staff has identified certain grant applications that provide an opportunity for staff to work with applicants in an effort to maximize funds. For example, the Free Little Libraries program available through the Friends of the Library that can be leveraged to offset certain expenditures or the use of Community Services' outdoor movie screen. Based on the Subcommittee's recommendations, staff will work with the Neighborhood Associations to leverage City resources to the extent possible.

Director Bojorquez provided the Committee with a brief overview of the Community Event Grant Program applications. Members shared their recommendations for disbursement of Community Event grant funds.

Chair Melton stated that there were no members of the public present to speak.

Member Klein moved, and Chair Melton seconded, to 1) combine the four grant applications from the Sunnyvale Downtown Association into a single grant agreement in order to streamline required paperwork; 2) recommend \$10,250 in Community Event Grants be awarded to Sunnyvale Downtown Association and that 3) funds be used for eligible expenses identified within the four grant applications with flexibility across the four grant line items expenditure. The motion carried by the following vote:

**Yes:** 2 - Member Klein  
Member Melton

**No:** 0

**Absent:** 1 - Member Smith

Discussion ensued regarding applications from advocacy groups and home owner associations. Staff provided a brief overview of the program eligibility and criteria.

Chair Melton stated that there were no members of the public present to speak.

Chair Melton moved, and Member Klein seconded, to remove from FY 2017/18 consideration the applications from Sunnyvale Sustainable and Affordable Living Coalition and SaveMySunnySky.

Member Klein offered a friendly amendment that next year the Subcommittee evaluate the Neighborhood Grant guidelines to clarify eligibility and criteria specific to advocacy groups and home owner associations. Chair Melton accepted the amendment.

The motion carried by the following vote:

**Yes:** 2 - Member Klein  
Member Melton

**No:** 0

**Absent:** 1 - Member Smith

Director Bojorquez provided the Committee with a brief overview of the Neighborhood Grant applications. Members shared their recommendations for disbursement of Neighborhood Grant funds.

Member Klein moved, and Chair Melton seconded, to recommend Neighborhood Grants in the amount of \$6,278 as included in the FY 2017/18 Recommended Budget and \$900 from the Council Service Level Set Aside Fund, itemized as follows:

\$1,000	Cherry Chase NA for Cultural and Social Improvement
\$750	Cherryhill NA for Cherryhill Heritage
\$750	Cumberland South NA for 4th of July Parade and Potluck
\$478	Hazelheads Association for Block Party w/Little Library Launch
\$1,000	Lakewood Village NA for LVNA Villager
\$250	Ponderosa Park NA for Outdoor Movie Night
\$1,000	SNAIL NA for National Night Out and Little Libraries
\$600	Sunnyarts NA for Community Pride Building
\$450	Valley Forge Neighborhood Group for Block Party
\$500	Evelyn Glen HOA for A Taste Around the World (Council Set Aside Fund)
\$400	Traditions of Sunnyvale Association for Block Party and Scavenger Hunt (Council Set Aside Fund)
\$7,178	Total

The motion carried by the following vote:

**Yes:** 2 - Member Klein  
Member Melton

**No:** 0

**Absent:** 1 - Member Smith

Member Klein suggested to staff that future budgets for the Neighborhood Grants Program be in even dollar amount increments.

**ADJOURNMENT**

The meeting adjourned at 11:47 a.m.