



# City of Sunnyvale

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

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Tuesday, August 24, 2021

4:00 PM

Telepresence Meeting: City Web Stream

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### **TELECONFERENCE NOTICE**

Pursuant to Section 3 of Executive Order N-29-20 (March 17, 2020) and Section 42 of Executive Order N-08-21 (June 11, 2021), issued by Governor Newsom, the meeting was conducted telephonically.

### **CALL TO ORDER**

Chair Fong called the meeting to order at 4:00 p.m. via teleconference.

### **ROLL CALL**

**Present:** 3 - Chair Mason Fong  
Member Alysa Cisneros  
Member Omar Din

### **CONSENT CALENDAR**

Chair Fong opened public comment.

Being none, Chair Fong closed public comment.

Member Din moved and Member Cisneros seconded the motion to approve the consent calendar as presented.

The motion carried with the following vote:

**Yes:** 3 - Chair Fong  
Member Cisneros  
Member Din

**No:** 0

[21-0860](#)

Approve the Community Event and Neighborhood Grant  
Distribution Subcommittee Meeting Minutes of December 9,  
2020

Approve the Community Event and Neighborhood Grant Distribution Subcommittee Meeting Minutes of December 9, 2020 as submitted.

**PUBLIC HEARING/GENERAL BUSINESS**

[21-0861](#)

Review and Approve the Community Events and Neighborhood Grant Program Materials for Calendar Year 2022 and Authorize Staff to Initiate the Application Process

Recreation Services Manager, Tracey Gott gave a presentation on the Community Event and Neighborhood Grant Program. Highlights included: review of fiscal year 20/21 grant cycle, status of calendar year 2021 grant cycle, and calendar year 2022 grant application process.

Subcommittee members inquired and staff responded:

Could staff revise the bullet point regarding eligibility guidelines to be more clear?  
Yes, staff will review and update the application.

Would staff consider lowering the minimum crowd criteria of 500 to be more inclusive? Yes, staff will review the application and soften the language. We will include language that states that community events should aim to draw a certain amount of people. Additionally, a note will be added that priority may be given to events that serve the greater community.

What does the City's outreach plan entail? Currently we attend quarterly neighborhood association meetings, update our webpage, send email correspondence to neighborhood groups, reach out to nonprofits and post on social media.

Have neighborhood groups increased over the years? There have not been any new neighborhoods within the past 2 years, but staff have been working to identify and market towards neighborhoods that do not have representation yet. The goal is to have more neighborhood groups created.

How many neighborhood groups used the virtual method for their events? 2 events were done via zoom, the remaining events were done in-person and practiced social distancing.

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For common questions that CENGP receives, can a FAQ be created? Yes.

Does the City require feedback from the neighborhood associations? No, but we do have a portion of our year-end report that asks neighborhood groups about how the event went.

Does the City require that neighborhood groups provide a disclaimer that events are sponsored by the City of Sunnyvale? No.

Can the subcommittee receive a report on neighborhood event feedback? Yes, staff will be sure to include it in our year-end report.

Should the Community Event and Neighborhood Grant Program request additional funding? Currently the department is receiving numerous request for cultural celebration funding, but do not have a mechanism financially or staff-wise to facilitate. We will look into the possibility of incorporating it into our program by broadening our scope.

Chair Fong opened public comment.

Valarie S, Sunnyvale resident, thanked Tracey and Damon for their support and flexibility for funding this year. She notified the subcommittee that with the allocated funds she was able to organize cleanup events and successfully enact their red bow event.

Chair Fong closed public comment.

Member Din moved and Member Cisneros seconded the motion to approve the Community Events and Neighborhood Grant Program materials for calendar year 2022 and authorize staff to initiate the application process.

The motion carried with the following vote:

**Yes:** 3 - Chair Fong  
Member Cisneros  
Member Din

**No:** 0

## **ADJOURNMENT**

Chair Fong adjourned the meeting at 4:46 p.m.