



# City of Sunnyvale

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

---

Tuesday, February 19, 2019

5:00 PM

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

---

### **CALL TO ORDER**

The meeting was called to order at 5:00 p.m.

### **ROLL CALL**

**Present:** 3 - Member Mason Fong  
Member Larry Klein  
Member Russ Melton

### **SELECTION OF SUBCOMMITTEE CHAIR**

Member Melton moved, and Member Klein seconded nomination of Member Fong to serve as subcommittee chair. Member Fong accepted the nomination.

Vote on nomination for Chair:

**Yes:** 3 - Member Fong  
Member Klein  
Member Melton

**No:** 0

### **CONSENT CALENDAR**

- 1      [18-1112](#)      Approve the Community Event and Neighborhood Grant  
Distribution Subcommittee Meeting Minutes of June 5, 2018

Member Melton moved, and Member Klein seconded, approval of the Community Event and Neighborhood Grant Distribution Subcommittee Meeting Minutes of June 5, 2018 as submitted. The motion carried by the following vote:

**Yes:** 3 - Member Fong  
Member Klein  
Member Melton

**No:** 0

## **ORAL COMMUNICATIONS**

Ms. Valerie Suares, SNAIL Neighborhood Association Chair, spoke regarding the Neighborhood Grant Program. She requested the Subcommittee consider increasing the City's contribution towards SNAIL's National Night Out event in the coming year. Ms. Saures noted that last year's event expenditures totaled approximately \$3,600.

Ms. Laura Babcock, Sunnyvale Heritage Park Museum Director, spoke regarding the Community Events Grant Program. She noted that last year the Subcommittee awarded the Sunnyvale Heritage Park Museum funds towards their 10-Year Anniversary event. Due to construction delays, the event was canceled and the award funds went unspent. Ms. Babcock requested the Subcommittee consider honoring the funds awarded during the FY 2018/19 grant process. However, should the Subcommittee request a new application be submitted for the FY 2019/20 grant process, the group will be happy to do so.

Director Bojorquez noted that the Subcommittee will be reviewing the FY 2019/20 grant applications at a future Subcommittee meeting.

## **PUBLIC HEARING/GENERAL BUSINESS**

### **2      [18-1113](#)      Review of Community Events and Neighborhood Grants Program Cycle**

Director Bojorquez provided a brief overview of the staff report. Members discussed extending the 30-day requirement for submission of final reports to 60-days. Staff indicated that in the FY 2019/20 review process a majority of grant recipients submitted their final report within 30-days from project completion and/or in advance of the June deadline. Discussion ensued regarding the request to increase the budgeted funds for the Neighborhood and Community Grants.

Member Klein moved, and Member Melton seconded, to continue with the annual grants cycle as currently outlined in the grant guidelines with greater focus on ensuring compliance with the existing 30-day requirement for submission of final reports. The motion carried by the following vote:

**Yes: 3 -**    Member Fong  
                 Member Klein  
                 Member Melton

**No: 0**

- 3**      [19-0094](#)      Review and Approve the Community Events and  
Neighborhood Grant Program Application Materials for FY  
2019/20 and Authorize Staff to Initiate the Application Process

Director Bojorquez provided a brief overview of the staff report. Discussion ensued regarding the "outreach plan". The Subcommittee requested that:

- Council announcements be submitted during the months of March and April to serve as reminders for residents/applicants.
- Staff promote the grant programs in free of charge and/or minimal cost local press.

Member Melton moved, and Member Klein seconded, approval of the Community Events and Neighborhood Grant Program application materials for FY 2019/20 and authorize staff to initiate the application process. The motion carried by the following vote:

**Yes: 3 -**    Member Fong  
                 Member Klein  
                 Member Melton

**No: 0**

### **ADJOURNMENT**

The meeting adjourned at 5:30 p.m.