CIVIC IMPROVEMENT COMMISSION MINUTES

City of Campbell, 70 North First Street - Campbell, California 95008

Study Session Meeting of the Campbell Civic Improvement Commission
Wednesday, March 11, 2026 – 5:00 pm, Doetsch Conference Room

CALL TO ORDER: 5:00 pm

ROLL CALL:

PRESENT: Chairperson Chris Bracher; Vice Chair Georgia Pattison
Commissioners: John Richards, Khalil ElKhatib and Sophia Commisso

ABSENT: Commissioners: Khalil ElKhatib (arrived following roll call)
Samantha Kibbish and Jennifer Dooley

Assistant City Manager, Angelique Gaeta
Recording Secretary, Diana Johnson

PUBLIC COMMENT:

Susan Landry, representing the Campbell Village Neighborhood Association requested clarification regarding the Neighborhood Association Assistance Grant policy, specifically the requirement that funded activities take place within city boundaries.

Judy Barket, representing the Downtown Campbell Neighborhood Association, explained that the hot dog giveaway is part of a larger event attended by public officials, and that most of the event's funding comes from donations rather than the grant.

NEW BUSINESS:

The Civic Improvement Commission convened for a Study Session to provide sufficient time for reviewing the applications submitted for the Social Service Subgrant Program. The Commission evaluated four renewal requests, each outlining services intended to support members of the Campbell community.

1. Review FY25/26 Neighborhood Association Grant Applications:

Copies of the Neighborhood Association Assistance Grant applications were provided to the Commission in advance and included in the Study Session agenda packet. A summary memo outlining the criteria met, proposed project uses, and requested funding amounts for each application was also distributed.

Four applications were received totaling $3425 in requested funding, exceeding the programs budget of $2500.

Neighborhood Applicant	2025 Proposed Use(s)	Criteria Met	Total Request	Proposed Funding:
Campbell Village Neighborhood Association	National Night Out, flyers, website	A, B and C	$750.00	$600.00
Downtown Campbell Neighborhood Association	National Night Out, PO Box Rental website, printing and insurance fees	A, B and C	$1325.00	$800.00
Hamann Park Neighborhood Association	National Night Out, safety meetings, cleanup events and activities	A, B, C and D	$500.00	$500.00
Moreland West Neighborhood Association	Social Events, NNO	A,B and C	$850.00	$600.00

The Commission engaged in a thorough discussion of each application, considering factors such as the applicant's expenses, locations of meetings and alignment with the City of Campbell's grant criteria.

With the exception of Hamann Park, the Commission allocated funding at approximately 80% of each applicant's requested amount.

Final consideration for grant funding will commence during the Special Meeting of the Commission following the Study Session.

The Commission discussed the possibility of incorporating a deadline for submitting receipts into the grant agreement, noting that such a requirement could improve compliance and streamline the application process. It was observed that most long-standing applicants are familiar with the requirement to submit receipts, while newer applicants may be less aware.

Staff indicated that receipts had only been received from one applicant at the time of the meeting. Commissioners expressed concern that applicants should be able to provide supporting documentation. It was suggested that future funding allocations could be made contingent upon the submission of receipts.

The Commission also reviewed the grant policy requirement that all documentation be submitted by the end of the funding cycle period, identified as the fiscal year ending June 30. Commissioners noted that, since funding is being allocated for the upcoming fiscal year, applicants should already have receipts available for prior events and expenses, such as National Night Out and insurance costs.

It was further discussed that, in some cases, applicants may have already incurred expenses exceeding the grant amounts requested, as the program is intended to supplement existing neighborhood association budgets. The Commission acknowledged that funding requests are generally consistent from year to year, with only minor variations.

ADJOURN:

The meeting was adjourned at 5:48 pm

Respectfully submitted,

Diana Johnson

Diana Johnson, Recording Secretary

Angelique Gaeta

Angelique Gaeta, Assistant City Manager