



COUNCIL NEIGHBORHOODS COMMITTEE

AGENDA

REGULAR MEETING - THURSDAY, FEBRUARY 17, 2022
VIRTUAL MEETING WITH NO PHYSICAL MEETING LOCATION
6:30 P.M.

During this declared State of Emergency, this meeting will be conducted in accordance with California Government Code Section 54953(e), as authorized by resolution of the City Council. Please contact city.clerk@mountainview.gov to obtain a copy of the applicable resolution. All members of the Council Neighborhoods Committee will participate in the meeting by video conference, with no physical meeting location. Members of the public wishing to comment on an item on the agenda may do so in the following ways:

1. Email comments to Micaela.Hellman-Tincher@mountainview.gov by 5:00 p.m. on the meeting date. Emails will be forwarded to the Council Neighborhoods Committee and City staff. Please identify the Agenda Item number in the subject line of your email. All emails received will be entered into the record for the meeting.
2. Provide oral public comments in open session and/or during the meeting.
 - Online: Register in advance to access the meeting via Zoom Webinar: <https://mountainview.zoom.us/webinar/register/j/85942955321>. You will be asked to enter an email address and a name. Your email address will not be disclosed to the public. After registering, you will receive an email with instructions on how to connect to the meeting.

When the Chair announces the item on which you wish to speak, click the “raise hand” feature in Zoom. Speakers will be notified of their turn shortly before they are called on to speak. For instructions on using the “raise hand” feature in Zoom, visit https://mountainview.gov/raise_hand.

- By phone: Dial: 1-669-900-9128 and enter Webinar ID: 859 4295 5321. When the Chair announces the item on which you wish to speak, dial *9. Phone participants will be called on by the last two digits of their phone number.

When called to speak, please limit your comments to the time allotted (up to three minutes, at the discretion of the Chair).

Interested persons may review the agenda and staff reports at the City Hall kiosk beginning the Monday evening before the meeting at 500 Castro Street. Staff reports and associated attachments are also accessible online at:

<http://laserfiche.mountainview.gov/Weblink/Browse.aspx?id=241325>.

1. **CALL TO ORDER**

2. **ROLL CALL**—Committee members Alison Hicks, Lucas Ramirez, and Chair Patricia Showalter.

3. **MINUTES APPROVAL**

Minutes for the November 18, 2021 meeting have been delivered to Committee members and copies posted on the City Hall bulletin board. If there are no corrections or additions, a motion is in order to approve these minutes.

4. **ORAL COMMUNICATIONS FROM THE PUBLIC**

This portion of the meeting is reserved for persons wishing to address the Committee on any matter not on the agenda. Speakers are limited to three minutes. State law prohibits the Committee from acting on nonagenda items.

5. **UNFINISHED BUSINESS**—None.

6. **NEW BUSINESS**

6.1 **REVIEW NEIGHBORHOOD GRANT PROGRAM GUIDELINES**

Review and discuss extending restaurant purchases pilot program. Recommend any grant guidelines revision to allow or disallow use of funds.

6.2 **2022 COUNCIL NEIGHBORHOODS COMMITTEE WORK PLAN**

1. Review and refine a work plan of three neighborhood meetings, one mobile home park residents meeting, and Neighborhood Grant Program; and
2. Confirm the 2022 meeting calendar.

7. **COMMITTEE/STAFF COMMENTS, QUESTIONS, COMMITTEE REPORTS**

No action will be taken on any questions raised by the Committee at this time.

8. **ADJOURNMENT**

AGENDAS FOR BOARDS, COMMISSIONS, AND COMMITTEES

- The specific location of each meeting is noted on the notice and agenda for each meeting which is posted at least 72 hours in advance of the meeting. Special meetings may be called as necessary by the Committee Chair and noticed at least 24 hours in advance of the meeting.
- Questions and comments regarding the agenda may be directed to Micaela Hellman-Tincher, Community Development Department, at 650-903-6379.
- Interested persons may review the agenda and staff reports at the Mountain View Library (585 Franklin Street) beginning the Monday evening before each regular meeting and at the City Manager's and City Clerk's Offices, 500 Castro Street, Third Floor, beginning the Monday morning before each meeting. Staff reports are also available during each meeting.
- **SPECIAL NOTICE – Reference: Americans with Disabilities Act, 1990**
Anyone who is planning to attend a meeting who is visually or hearing-impaired or has any disability that needs special assistance should call the Community Development Department at 650-903-6379 48 hours in advance of the meeting to arrange for assistance. Upon request by a person with a disability, agendas and writings distributed during the meeting that are public records will be made available in the appropriate alternative format.
- The Board, Commission, or Committee may take action on any matter noticed herein in any manner deemed appropriate by the Board, Commission, or Committee. Their consideration of the matters noticed herein is not limited by the recommendations indicated herein.
- **SPECIAL NOTICE –** Any writings or documents provided to a majority of the Council Neighborhoods Committee regarding any item on this agenda will be made available for public inspection in the Community Development Department, located at 500 Castro Street, during normal business hours and at the meeting location noted on the agenda during the meeting.

ADDRESSING THE BOARD, COMMISSION, OR COMMITTEE

- Interested persons are entitled to speak on any item on the agenda and should make their interest known to the Chair.
- Anyone wishing to address the Board, Commission, or Committee on a nonagenda item may do so during the "Oral Communications" part of the agenda. Speakers are allowed to speak one time on any number of topics for up to three minutes.



MINUTES

REGULAR MEETING – THURSDAY, NOVEMBER 18, 2021
VIRTUAL MEETING WITH NO PHYSICAL MEETING LOCATION
6:00 P.M.

1. **CALL TO ORDER**

The Regular Meeting was called to order at 6:04 p.m. with Committee Chair Showalter presiding.

2. **ROLL CALL**

Present: Committee member Ramirez and Chair Showalter.

Absent: Committee member Lieber.

Staff Present: Micaela Hellman-Tincher, Housing and Neighborhood Services Manager; and Lisa Roche, Secretary.

3. **MINUTES APPROVAL**

Minutes for the May 13, 2021 meeting were approved as submitted.

Motion: M/S Ramirez/Showalter – Carried 2-0; Lieber absent – To approve the minutes from the May 13, 2021 meeting.

4. **ORAL COMMUNICATIONS FROM THE PUBLIC** – None.

5. **UNFINISHED BUSINESS** – None.

6. **NEW BUSINESS**

6.1 **FISCAL YEAR 2021-22 CNC PROGRAMS REVIEW**

Staff presented a PowerPoint summary to review CNC program accomplishments for Fiscal Year 2021-22.

6.2 MIDYEAR NEIGHBORHOOD GRANT APPLICATIONS

Staff included the 2021-22 Midyear Neighborhood Grant Applications summary for Committee review and approval within the Item 6.1 PowerPoint presentation.

The Committee heard public comments from Carole Stepp and Justine Dachille, applicants representing the Springer Meadows Neighborhood Association. Both representatives expressed appreciation for midyear application opportunity and suggested posting in the *Town Crier* so that the application period and deadline reaches more viewers.

Vice Mayor Ramirez thanked staff for efforts in opening and implementing a midyear application opportunity.

Motion: M/S Ramirez/Showalter – Carried 2-0; Lieber absent – To approve the 2021 Midyear Neighborhood Grant funding as presented.

7. COMMITTEE/STAFF COMMENTS, QUESTIONS, COMMITTEE REPORTS

Vice Mayor Ramirez commented that he would like to see the neighborhood meetings return to in-person as they are valuable for greater interaction and may be less intimidating than navigating online meeting tools.

Chair Showalter agreed with Vice Mayor Ramirez regarding in-person meetings. She additionally recommended reaching more community members through the *Town Crier* and to consider larger venues for neighborhood meetings to allow for safe distancing during in-person meetings.

Vice Mayor Ramirez inquired whether or not further information was available from the Matrix study to reassign CNC programming. Staff shared that the topic remains considered.

8. ADJOURNMENT

The meeting was adjourned at 6:24 p.m.

**MEMORANDUM**

Community Development Department

DATE: February 17, 2022

TO: Council Neighborhoods Committee

FROM: Micaela Hellman-Tincher, Housing and Neighborhood Services Manager

SUBJECT: Review Neighborhood Grant Program Guidelines

RECOMMENDATION

It is recommended that the Council Neighborhoods Committee provide input on whether to make the Restaurant Pilot Program permanent and/or make program parameter adjustments.

BACKGROUND

At the September 2021 Special Meeting, the Council Neighborhoods Committee (CNC) voted unanimously to create a pilot program and amended the Grant Program Guidelines as follows:

For the remainder of the Fiscal Year 2021-22, food purchased from restaurants is considered an eligible expense, with the following limitations:

- a. Delivery costs will be reimbursed up to a maximum of \$50.
- b. The maximum per-person amount for restaurant purchases is \$10 per person.
- c. Purchasing of food from food trucks or booking a food truck for an event are eligible uses of funds under the restaurant category.

Full-service catering, that includes preparation, set-up, and serving of food on-site, remains an ineligible use of funds under the Fiscal Year 2021-22 guidelines. In order to be reimbursed for restaurant food, eligible grant groups must contact the Housing Division prior to placing an order to receive authorization. Final cost information should be included with the reimbursement request and should be consistent with initial estimate in order to be reimbursed in full.

This adjustment was made in response to increased demand for prepared foods, rather than traditional barbecues or potlucks.

ANALYSIS

Thus far in the grant year, the restaurant pilot program has not been used significantly, with the exception of an ice cream truck at an ice cream social. The possibility of using this pilot was applauded by neighborhood groups when initially proposed, and neighborhood groups will likely use restaurant food in future events if the pilot program is made permanent.

NEXT STEPS

Staff will update grant program guidelines based on CNC direction.

MHT/LR/4/CDD

843-02-17-22M-1

Attachment: 1. Fiscal Year 2021-22 Neighborhood Grants Program Application Guidelines



FY2021-22 NEIGHBORHOOD GRANTS PROGRAM APPLICATION GUIDELINES

Purpose of the Neighborhood Grant Program

The City of Mountain View is committed to the preservation and renewal of neighborhoods. The City believes that the power to maintain and improve neighborhoods lies in strengthening the civic participation of Mountain View residents in their community. The Neighborhood Grant Program provides financial support to help resident-based groups carry out programs and activities designed to improve participation and neighborhood conditions.

Application Deadline

Applications will be available starting Thursday, April 1, 2021 and are due by 5 p.m. on Friday, April 30, 2021 and should be emailed to anna.salvador@mountainview.gov. The Council Neighborhoods Committee (CNC) will hold a meeting on May 13, 2021 to listen to public comments on the grant proposals and make decisions on the 2021 Neighborhood Grant awards. **Grant funding must be used by June 30, 2022.**

Eligibility Requirements

To be eligible for the Neighborhood Grant Program, all three of the following criteria must be met:

1. Applicants must be representatives of an existing neighborhood association within the City of Mountain View or a group of individuals who are organizing a neighborhood association. Informal neighborhood groups and mobile home park residents committees may also be eligible if their grant proposal builds community and enhances the neighborhood or mobile home park. Individuals, businesses, fraternal or religious groups, universities and public agencies are not eligible to apply. However, organizations that are eligible for neighborhood grants may form partnerships with these ineligible groups to plan and implement projects.

2. Projects must be neighborhood-based and initiated by residents living in the neighborhood or mobile home park.
3. Projects must be aimed at improving communication and participation or improving physical conditions within a neighborhood or mobile home park.

Selection Criteria

The applications will be evaluated by the City Council Neighborhoods Committee using the following criteria:

- **Benefit:** How many people are expected to benefit from the project?
- **Involvement:** How many people are involved in the project?
- **Diversity:** Do members reflect the demographic characteristics of the neighborhood or mobile home park?
- **Program Design:** Is the project well planned and conceptualized?

Project Team

The applicant is required to form a project team consisting of at least four members of the neighborhood or mobile home park who will be responsible for managing the project. The project team will be required to provide a written project summary to document the achievements of the project(s). The team should also be available to provide an oral presentation of the project(s) accomplishments to the City Council Neighborhoods Committee, if requested.

Maximum Grant Awards

Neighborhood Grants may be awarded up to the maximum outlined in the Table 1 below based on the number of households covered by the neighborhood group. Groups applying for a neighborhood grant for the first time are eligible for a \$100 bonus. All grant funds must be used between July 1, 2021 and June 30, 2022 and there is no carryover of funds that are not used within this timeframe.

Table 1: Maximum Grant Awards by Tier

	Maximum Award
Tier A: <500 households	\$1,000
Tier B: 501-1,000 households	\$1,500
Tier C: 1,001-1,500 Households	\$2,000
Tier D: >1,501 Households	\$2,500

Reimbursement of Grant Expenditures

Grant funds are provided to neighborhood groups through the reimbursement of expenses for eligible grant activities. Neighborhood groups should submit receipts and similar verifiable documentation of expenses along with a description of the neighborhood event to the Community Development Department, Housing and Neighborhoods Division for reimbursement. Reimbursement requests must be submitted no later than 60 days after purchase. All reimbursement requests for the year must be submitted prior to June 30, 2022. Reimbursement checks are issued to the neighborhood project team leader.

Examples of Eligible/Ineligible Grant Activities

Many different kinds of activities may be eligible for Neighborhood Grants if they build community, enhance your neighborhood, and are intended to benefit all neighborhood residents. The following are some examples of past neighborhood grant activities that applicants could use as a reference for their grant proposals.

Examples of Eligible Activities

1. Neighborhood Block Parties/Picnics
2. Ice Cream Socials
3. Little Free Libraries
4. Neighborhood Heroes Day
5. Leadership Training
6. Neighborhood Cleanups
7. Neighborhood Beautification
8. Youth Events
9. Neighborhood Garage Sales
10. Research/ Archives for Neighborhood History
11. Neighborhood Association Newsletters
12. Neighborhood Association Web Pages
13. Video call hosting subscriptions
14. Neighborhood Scavenger Hunts
15. Recruitment Events
16. Planning Meetings
17. Mentoring New Associations
18. Advertisements for Association Events
19. Neighborhood Association Incorporation
20. Assistance to Form New Associations

Neighborhood grants must be used for activities that benefit and are open to all households within the neighborhood group. Grant funds cannot be used to directly benefit individuals or homeowner associations. The following are examples of the types of activities and expenditures that would not be eligible for neighborhood grants.

Examples of Ineligible Grant Activities/Expenditures

1. Political activities (campaigns, candidate forums, etc.)
2. Regular neighborhood association meeting supplies/refreshments
3. Homeowner association events, meetings, newsletters, etc.
4. Improvements that directly benefit a household or homeowner association
5. Equipment that could be primarily used by individuals rather than at neighborhood events, such as portable barbeque grills
6. Improvements in the public right-of-way, such as trees or landscaping
7. Restaurant and catered meals
8. Alcoholic beverages

City Agreement

All neighborhood groups receiving neighborhood grants will be required to enter into an agreement with the City of Mountain View concerning the use of grant funds and term of grant funding.

Applications

The Council Neighborhoods Committee encourages interested groups to participate in this program. Please fill out the application available at and thank you for your interest in the Neighborhood Grants Program.

Questions and Comments

If you have questions or comments about the Neighborhood Grant Program, please contact Anna Salvador, Associate Planner, at (650) 903-6379 or by email at anna.salvador@mountainview.gov.

Please Note: On June 10, 2014, the City Council approved funding for a CERT grant program using California Strong Motion Instrumentation Program (SMIP) funds. With the creation of a new CERT grant program, emergency preparedness supplies/equipment is no longer eligible for the Neighborhood Grants Program. For more information about the CERT grant program, please contact Robert Maitland, Office of Emergency Services (OES) Coordinator at robert.maitland@mountainview.gov or 650-903-6825.



FY2021-22 NEIGHBORHOOD GRANTS PROGRAM APPLICATION GUIDELINES September 2021 Amendment

On September 2, 2021, the Council Neighborhoods Committee authorized the creation of a pilot program to update the program requirement related to restaurants and catered meals.

For the remainder of the FY2021-22, food purchased from restaurants is considered an eligible expense, with the following limitations:

- Delivery costs will be reimbursed up to a maximum of \$50.
- The maximum per person amount for restaurant purchases is \$10/per person.
- Purchasing of food from food trucks, or booking a food truck for an event is an eligible use of funds under the restaurant category.

Full Service catering that includes preparation, set up, and serving of food onsite, remains an ineligible use of funds under the FY2021-22 guidelines.

In order to be reimbursed for restaurant food, eligible grant groups must contact the Housing Division prior to placing an order to receive authorization. Final cost information should be included with the reimbursement request and should be consistent with initial estimate in order to be reimbursed in full.

**MEMORANDUM**

Community Development Department

DATE: February 17, 2022

TO: Council Neighborhoods Committee

FROM: Micaela Hellman-Tincher, Housing and Neighborhood Services Manager

SUBJECT: 2022 Council Neighborhoods Committee Work Plan

RECOMMENDATIONS

It is recommended that the Council Neighborhoods Committee:

1. Adopt a work plan of four neighborhood meetings and the Neighborhood Grant Program; and
2. Confirm the 2022 meeting calendar.

BACKGROUND

At the first 2022 Council Neighborhoods Committee (CNC) meeting, the CNC will be adopting a work plan and setting a schedule for the year's activities. The primary work of the CNC this year is proposed to be four neighborhood meetings and the Neighborhood Grant Program. This first meeting of the year allows the CNC to discuss the various components of the work plan and make any desired changes.

ANALYSIS OF WORK PLAN COMPONENTS**Regular Meetings of the CNC**

Until further notice, all CNC meetings will be hosted over Zoom. The CNC typically does not hold a Regular Meeting every month since some months there are no agenda items or there is a neighborhood meeting instead. In addition to the first Regular Meeting, two additional Regular Meetings are typically scheduled every year: one to review and approve Neighborhood Grants for the upcoming fiscal year and the other to wrap up the calendar year and review the 2022 Work Plan. The proposed 2022 calendar, as shown in the staff report below, includes identified target dates as well as alternative dates for the 2022 Regular Meetings.

CNC Neighborhood Meetings

Three neighborhood meetings are generally held each year and are rotated among six neighborhood areas, as shown on the attached map (Attachment 1). Each neighborhood area has a meeting every two years. A neighborhood meeting for mobile home park residents is held every other year, resulting in four neighborhood meetings.

Staff from seven City departments participate and respond to questions at the neighborhood meetings. Those questions that cannot be fully answered at the meeting will be answered in a written follow-up report sent to everyone attending the meeting. Staff also prepares an update on major projects and improvements in the neighborhood as part of the packet of meeting materials available to participants and on the City's website.

Neighborhood meetings usually are scheduled for Thursday nights from 7:00 p.m. to 9:00 p.m. and can be held any week of the month. Until further notice, all neighborhood meetings will be hosted over Zoom, although staff is pursuing options for in-person meetings when they become appropriate. Neighborhood meetings are generally spaced at least a month apart so there is adequate time for meeting preparation and notification. Staff has conducted a review of the Council calendar, religious holidays, and other community events to avoid scheduling conflicts for the neighborhood meetings. The proposed 2022 calendar, as shown in the staff report below, includes identified target dates as well as alternative dates for the 2022 Neighborhood Meetings.

Neighborhood Grant Program

The Neighborhood Grant Program has been successful in supporting existing neighborhood groups and encouraging new ones to form. Neighborhood grants have helped form over a dozen new neighborhood associations in Mountain View since the program began in 1999. Last year, 18 neighborhood grants were awarded by the CNC for a total of \$28,700.

Networking Event

Last year, the networking event was shifted to earlier in the year to give opportunities for neighborhood leaders to share their experiences and for staff to give support on grant guidelines. Staff recommends repeating that experience this year. Depending on circumstance, staff will explore an outdoor, in-person gathering as a possibility and will bring back suggested dates accordingly.

PROPOSED 2022 CALENDAR

The calendar below outlines target and alternative dates in parentheses based on the information provided for the various components of the CNC Work Plan. Dates listed below are Thursdays unless otherwise indicated:

- Grant Road/Sylvan Neighborhood Area – March 10 (or March 3)
- Grant application period – March 24 to April 25
- Regular Meeting – May 12 (or May 5)
- San Antonio/Rengstorff/Del Medio Neighborhood Area – June 9 (or June 16)
- Mobile Home Park Residents Meeting – October 13 (or October 20)
- Monta Loma/Farley/Rock Street Neighborhood Area – November 17 (or October 27)
- Regular Meeting/Work Plan Review – December 8 (or December 1)

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Attachment: 1. Neighborhood Meeting Areas Map



CITY OF MOUNTAIN VIEW

Neighborhood Meeting Areas

