

SAN BRUNO

Community Foundation

Board of Directors

Malissa Netane-Jones, President • Jim Ruane, Vice President • Raul Gomez, Secretary • Pak Lin, Treasurer
Melissa Moreno • Supriya S. Perry • Irving Torres
Leslie Hatamiya, Executive Director

AB-361

CORONAVIRUS COVID-19

On September 16, 2021, the Governor of California signed AB-361 suspending certain provisions of the Ralph M. Brown Act in order to allow for local legislative bodies to conduct their meetings telephonically or by other electronic means. To reduce the spread of COVID-19, meetings of the San Bruno Community Foundation's Board of Directors are being conducted electronically. The meeting is not available for in-person attendance. Members of the public may attend the meeting by video or phone following the links below in this agenda.

If you would like to make a Public Comment on an item not on the agenda, or comment on a particular agenda item, you may address the Board orally during the meeting, or you may email us at info@sbcf.org. The length of all emailed comments should be commensurate with the three minutes customarily allowed per speaker, which is approximately 300 words total. Emails received before the special or regular meeting start time will be forwarded to the Foundation Board of Directors, posted on the Foundation's website and become part of the public record for that meeting. If emailed comments are received after the meeting start time, or after the meeting ends, they will be forwarded to the Foundation Board of Directors and filed with the agenda packet becoming part of the public record for that meeting. Emails received will not be read aloud during the meeting.

Individuals who require special assistance of a disability-related modification or accommodation to participate in this meeting, or who have a disability and wish to request an alternative format for the agenda, agenda packet or other writings that may be distributed at the meeting, should contact Leslie Hatamiya, Executive Director, 48 hours prior to the meeting at (650) 763-0775 or by email at info@sbcf.org. Notification in advance of the meeting will enable the San Bruno Community Foundation to make reasonable arrangements to ensure accessibility to this meeting, the materials related to it, and your ability to comment.

AGENDA

SAN BRUNO COMMUNITY FOUNDATION

Regular Meeting of the Board of Directors

December 7, 2022

7:00 p.m.

Zoom Meeting Details:

<https://us02web.zoom.us/j/84388753113?pwd=VVlIUFlpoem92eUYreEIBWTRsZVgxQT09>

Webinar ID: 843 8875 3113

Passcode: 732806

Dial-in: (669) 900-6833

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1. Call to Order/Welcome

2. Roll Call

3. **Public Comment:** Individuals are allowed three minutes. It is the Board's policy to refer matters raised in this forum to staff for research and/or action where appropriate. The Brown Act prohibits the Board from discussing or acting upon any matter not agendaized pursuant to State Law.

4. Approval of Minutes: November 2, 2022, Regular Board Meeting

5. Executive Director's Report

6. **Consent Calendar:** All items are considered routine or implement an earlier Board action and may be enacted by one motion; there will be no separate discussion unless requested by a Board Member or staff.

- a. Adopt Resolution Declaring the Continued State of Emergency and Need for the San Bruno Community Foundation Board of Directors and Other Foundation Legislative Bodies Subject to the Ralph M. Brown Act to Continue to Teleconference in Order to Ensure the Health and Safety of the Public Pursuant to AB 361
- b. Adopt Resolution Ratifying Election of 2023 Officers
- c. Adopt Resolution Clarifying Strategic Grant Supporting the Centennial Plaza Improvement Project to the City of San Bruno
- d. Receive and Approve Treasurer's Report (October 2022 Financial Statements)

7. Conduct of Business

- a. Receive Recommendation from Community Grants Fund Review Panel and Adopt Resolutions Awarding 2022-2023 Community Grants Totaling \$300,000
- b. Receive Report on Other Programs (Crestmoor Scholarship and Strategic Grants)
- c. Receive Report from Investment Committee

8. Board Member Comments

9. **Adjourn:** The next regular meeting of the Board of Directors is scheduled for Wednesday, January 4, 2023, at 7:00 p.m.

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MINUTES

SAN BRUNO COMMUNITY FOUNDATION

Regular Meeting of the Board of Directors

November 2, 2022

7:00 p.m.

Meeting Conducted via Zoom

- 1. Call to Order/Welcome:** President Netane-Jones called the meeting to order at 7:00 p.m.
- 2. Roll Call:** Board Members Netane-Jones, Ruane, Gomez, Lin, Moreno, and Perry, present; Torres, excused.
- 3. Public Comment:** Sadana Traxler, owner of Twice as Nice on San Mateo Avenue, expressed a desire for more support from the City and the Foundation for downtown San Bruno. Noting that downtown San Bruno was high on the list of needs identified in the Foundation's Community Listening Campaign 2.0, she said that the development of Centennial Park is a great start and encouraged additional community events downtown and the funding of the City's Streetscape Plan.
- 4. Presentation:** "Heart of San Bruno" Pin Presentation to the San Bruno Community Foundation Board of Directors by the City of San Bruno's Community Services Department

City of San Bruno Community Services Director Ann Mottola thanked past and present SBCF Board members for the Foundation's partnership and commitment to supporting recreational opportunities in San Bruno and presented them with "Heart of San Bruno" pins as a demonstration of the City's appreciation. Board members thanked Ms. Mottola and the Community Services Department for the recognition.

- 5. Approval of Minutes:** October 5, 2022, Regular Board Meeting: Treasurer Lin moved to approve the minutes of the October 5, 2022, Regular Board Meeting, seconded by Board Member Perry, approved unanimously by roll call vote (Torres absent).

6. Executive Director's Report

Executive Director Leslie Hatamiya reported on several items. First, she reminded Board members of the regular Board meeting schedule and noted that the Board may need to schedule a special meeting in

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January for a diversity, equity, and inclusion (DEI) study session. She also noted that Governor Newsom has announced his intention to end the COVID-19 state of emergency on February 28, 2023, and that the Board will likely need to return to an in-person or hybrid meeting format after that point.

Ms. Hatamiya reported that she has met with the Foundation's fundraising consultants at the Partnership Resources Group and that their goal is to complete their research by the end of 2022 and present their findings to the Board in early 2023. She also reported that she has selected Jana Kiser of Libertiva as the DEI consultant to partner with the Foundation to continue the work the Board during its 2021 strategic planning process. She said that Ms. Kiser intends to complete individual trainings with the four new Board members and the program manager by the end of 2022 and facilitate on Board session in early 2023.

7. Consent Calendar

- a. Adopt Resolution Declaring the Continued State of Emergency and Need for the San Bruno Community Foundation Board of Directors and Other Foundation Legislative Bodies Subject to the Ralph M. Brown Act to Continue to Teleconference in Order to Ensure the Health and Safety of the Public Pursuant to AB 361
- b. Receive and Approve Treasurer's Report (September 2022 Financial Statements)

Vice President Ruane moved to accept the Consent Calendar as presented, seconded by Board Member Moreno, approved unanimously by roll call vote (Torres absent).

8. Conduct of Business

- a. Receive Report from Audit Committee and Presentation from Novogradac & Company LLP Regarding the San Bruno Community Foundation's Audited Financial Statements for the Year Ended June 30, 2022, and Adopt Resolution Approving the Foundation's Audited Financial Statements for the Year Ended June 30, 2022

Audit Committee Chair Gomez reported that Executive Director Hatamiya and Accounting Consultant Frank Bittner successfully closed the fiscal year 2021-2022 accounting books over the summer and provided all necessary records to the team at Novogradac & Company handling the Foundation's audit. He then introduced Lance Smith, the Novogradac partner in charge of the Foundation's audit. Mr. Smith thanked Ms. Hatamiya and Mr. Bittner for their assistance with the audit. He said he was pleased to issue a clean opinion of the Foundation's financial statements for the year ended June 30, 2022.

Mr. Smith gave an overview of the audited financial statements and noted two highlights in the statements: the recording of the nearly \$40.5 million grant for the construction of the San Bruno Recreation and Aquatic Center (RAC) and a decrease in investments due to payment of the RAC grants and market losses. The firm issued a standard AU-C 260 letter, indicating no significant issues in working with management.

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Chair Gomez noted that Executive Director Hatamiya had distributed a draft of the fiscal year 2021-2022 tax returns to Board members for review prior to the meeting.

Board Member Perry moved to adopt the resolution approving the audited financial statements for the year ended June 30, 2022, seconded by Treasurer Lin, approved unanimously by roll call vote (Torres, absent).

- b. Receive Report from the Ad Hoc Committee on Centennial Plaza Project and Adopt Resolution Approving Strategic Grant Supporting the Centennial Plaza Improvement Project to the City of San Bruno in the Amount of \$500,000

On behalf of the Ad Hoc Committee on Centennial Plaza Project, Committee Chair Perry presented to the Board the Committee's recommendation for a strategic grant supporting the Centennial Plaza Improvement Project. She reported that after the Board received an initial presentation from the City and created the Committee in September, the City submitted a formal proposal for a strategic grant to support the project and that the Committee met in mid-October to discuss the proposal with City staff. She reported that Committee members expressed strong enthusiasm for the project and its potential to serve as a focal point and attractive gathering place in the downtown and that, because City staff's plan is to bring a funding request to the City Council for the remaining \$262,437 to fully fund the project after Foundation Board approval of a \$500,000 grant, Committee members expressed concern about providing the grant funds in the event that the City does not commit the balance of funding needed for the project to be completed. She said the Committee agreed to recommend that the full Board approve a strategic grant in the amount of \$500,000 to the City of San Bruno to support the Centennial Plaza Improvement Project, with payment of the grant contingent on the City Council approving use of City funds to fully fund the project. She also noted that the resolution before the Board included – at the Board's direction – language emphasizing the Foundation's commitment to supporting downtown San Bruno and highlighting the many grants the Foundation has already approved benefiting the downtown area.

Chair Perry then introduced Community Services Director Ann Mottola and Brian Fletcher of Callander Associates Landscape Architecture to give the Board an update on the City's plans for Centennial Plaza. Mr. Fletcher described the existing conditions on the site as well as the City's conceptual plans for the plaza, including trees to provide a buffer between the street and the plaza, a flexible upper plaza with a stage area, picnic tables, and festoon lighting, and a lower family space with seating and a play area for young children. Chair Perry mentioned previous questions raised by the Board and Committee about the project regarding the material used for the play structures, whether the seating will be secured, and whether adjacent businesses have been contacted. Mr. Fletcher responded that the play structure will be designed with material that will not get too hot and will have a safe, rubberized surface underneath. He said that the seating can be bolted down and the team will do additional research on moveable seating. Ms. Mottola said that the City will be sure to communicate with the neighboring businesses as the plans progress. Board members also asked questions about access to San Mateo Avenue from the rear parking lot and whether the construction will affect traffic on San Mateo Avenue.

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Board Member Moreno moved to adopt the resolution approving a strategic grant supporting the Centennial Plaza Improvement Project to the City of San Bruno in the amount of \$500,000, seconded by Secretary Gomez, approved unanimously by roll call vote (Torres absent).

- c. Receive Report from the City of San Bruno on the 2022 Community Day and Adopt Resolution Approving Strategic Grant Supporting the 2023 Community Day to the City of San Bruno in the Amount of \$30,000

President Netane-Jones noted that the Foundation has supported the City of San Bruno's Community Day celebration every year since 2016, except for 2020 and 2021, when the City was unable to hold the event due to the pandemic. She said that in 2022 the Foundation was the lead outside sponsor of the event with a \$30,000 strategic grant and that the City has begun preparations for the 2023 event and is requesting another \$30,000 grant.

She then asked Community Services Director Mottola to report on the 2022 Community Day and present the City's plans for the 2023 event. Ms. Mottola said that the City achieved its two goals for the event in 2022: to relocate the event from San Bruno City Park to San Mateo Avenue while the Recreation and Aquatic Center is under construction and to celebrate San Bruno's cultural diversity. She estimated that attendance was about 5,000, with a sustained crowd throughout the afternoon. She said that the main stage at Centennial Plaza was a hub of activity with cultural performances, while a smaller stage for acoustic musicians provided a more intimate setting. She also mentioned various activities for children, the Art Block with chalk art, artists, and vendors, and the "touch-a-truck" block. She also noted the signage throughout the area that thanked the Foundation for its support.

Ms. Mottola noted several lessons that the City learned with the 2022 event and the City's plans for addressing those issues in 2023, including moving to staff-led vendor coordination, increasing vendor participation, utilizing survey ambassadors to solicit feedback from attendees, and installing more barriers and barricades. She presented the 2023 event budget of \$91,075 and explained that expense increases are primarily attributed to inflation and extra costs for the barricades. She also noted that the City plans to actively solicit approximately \$20,000 in event sponsorships from local businesses.

In response to questions from Board members, Ms. Mottola said that construction on Centennial Plaza should not begin until after Community Day so that it will not affect the event, that the crowd estimate was verified by the Police Department, that the City will make some adjustments to the Kids' Zone and possibly add a beer garden, that feedback on food offerings from San Mateo Avenue restaurants was positive, and that the City's marketing efforts included email blasts, social media, and a card that was distributed at downtown businesses.

Jason Tecson, an owner of Catch 22 Salon and Boutique on San Mateo Avenue, thanked the City and the Foundation for their support of Community Day and said that the event was wonderful for local merchants and for promoting the downtown. He urged the Foundation to support the grant for the 2023 Community Day.

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Board Member Perry moved to adopt the resolution approving a strategic grant supporting the 2023 Community Day to the City of San Bruno in the amount of \$30,000, seconded by Vice President Ruane, approved unanimously by roll call vote (Torres absent).

- d. Receive Report on Other Programs (Community Grants Fund, Crestmoor Scholarship, and Other Strategic Grants)

Executive Director Hatamiya reported on the Community Grants Fund, the Crestmoor Neighborhood Memorial Scholarship, and the San Bruno Recreation and Aquatic Center project.

With regard to the Community Grants Fund, Ms. Hatamiya reported that the Foundation received 44 grant applications by the September 21 deadline and that the applications were in the process of being evaluated by a review panel of community volunteers. She said the Board will consider the panel's grant recommendations at the December 7 Board meeting and that, with a \$100,000 donation from [Google.org/YouTube](https://www.google.org/YouTube), the Foundation will award grants totaling \$300,000 this cycle.

Ms. Hatamiya reported that the 2023 Crestmoor Scholarship will launch in early December, when the online application will be accessible and updated marketing materials will be distributed to local schools and throughout the community. She said that the application deadline will be March 7, 2023.

Ms. Hatamiya then reported on recent grant reports and payments on the six ongoing grants related to the Recreation and Aquatic Center project. She said that the Foundation recently received quarterly grant reports from the City of San Bruno and is in the process of making grant payments totaling approximately \$8.34 million. She said that once those payments are made, the Foundation will have paid out a total of \$32.4 million in RAC grant payments, with a balance of just under \$17.6 million.

- e. Elect Officers for 2023: President, Vice President, Secretary, and Treasurer

President Netane-Jones opened up officer nominations for 2023.

Secretary Gomez nominated Malissa Netane-Jones for President, seconded by Vice President Ruane, approved unanimously by roll call vote (Torres absent).

President Netane-Jones nominated Jim Ruane for Vice President, seconded by Secretary Gomez, approved unanimously by roll call vote (Torres absent).

Treasurer Lin nominated Raul Gomez for Secretary, seconded by Board Member Moreno, approved unanimously by roll call vote (Torres absent).

Vice President Ruane nominated Pak Lin for Treasurer, seconded by Board Member Moreno, approved unanimously by roll call vote (Torres absent).

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9. Board Member Comments: None.

10. Adjourn: Board Member Moreno moved to adjourn the meeting at 8:38 p.m., seconded by Secretary Gomez, approved unanimously.

Respectfully submitted for approval at the Regular Board Meeting of December 7, 2022, by Secretary Raul Gomez and President Malissa Netane-Jones.

Raul Gomez, Secretary

Malissa Netane-Jones, President

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Community Foundation

Memorandum

DATE: December 1, 2022

TO: Board of Directors, San Bruno Community Foundation

FROM: Leslie Hatamiya, Executive Director

SUBJECT: Executive Director's Report

Since the November 2, 2022, Board meeting, I have continued to focus on administering the Community Grants Fund and Crestmoor Scholarship programs, monitoring our strategic grant initiatives, and supporting the Investment Committee, all of which will be covered during the business portion of the December 7, 2022, regular Board meeting. In addition, I have handled a variety of other matters, including the following:

1. Federal and State Tax Returns

Our auditor, Novogradac & Company, completed the Foundation's federal and state tax returns in a timely fashion, and we filed the returns with the appropriate government agencies by the November 15, 2022, deadline. The tax returns as well as the audited financial statements for fiscal year 2021-2022 are posted on the SBCF website at <https://www.sbcf.org/financials>.

2. Accounting Consultant

Frank Bittner has served as the Foundation's accounting consultant and full charge bookkeeper since March 1, 2015. Mr. Bittner has served the Foundation extremely well for seven and a half years. Over the past year, he has continued to play a critical role in working with the auditors to prepare for another successful independent audit, handled routine bookkeeping functions including payroll and other payments, prepared the Foundation's monthly financial reports, made sure the investment portfolio is properly accounted for in the Foundation's accounting books, and been a valuable sounding board and knowledgeable resource as we work to ensure that we properly safeguard the funds with which the Foundation has been entrusted. Various Board members as well as the auditors have complimented his work. I am confident that Mr. Bittner will continue to be an asset to the Foundation as the accounting consultant/full charge bookkeeper.

Mr. Bittner's current contract expires on November 30, 2022. Under my authority as executive director, I am in the process of executing a new one-year contract with Mr. Bittner that

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commences on December 1, 2022, and will terminate on November 30, 2023. All other terms remain the same as in last year's contract.

3. Email Newsletter and Website Hits

Since the November 2 Board meeting, I have sent out one email blast to the Foundation's email distribution list, reporting on the November Board meeting. Of the approximately 800 emails sent, about 51% of the recipients opened the email.

According to Google Analytics, activity on the sbcf.org website has been relatively light. In the November 2-20 time frame, 271 users visited the Foundation website. The most visited pages were the home page and the pages related to the Community Grants Fund and the Crestmoor Scholarship.

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Memorandum

DATE: December 1, 2022

TO: Board of Directors, San Bruno Community Foundation

FROM: Leslie Hatamiya, Executive Director

SUBJECT: Consent Calendar for the December 7, 2022, Regular Board Meeting

For the December 7, 2022, Regular Meeting of the Board of Directors of the San Bruno Community Foundation, the Consent Calendar includes four items related to administrative and operational functions of the Foundation.

1. Adopt Resolution Declaring the Continued State of Emergency and Need for the San Bruno Community Foundation Board of Directors and Other Foundation Legislative Bodies Subject to the Ralph M. Brown Act to Continue to Teleconference in Order to Ensure the Health and Safety of the Public Pursuant to AB 361

On March 4, 2020, Governor Gavin Newsom declared a State of Emergency to make additional resources available, formalize emergency actions already underway across multiple state agencies and departments, and help the State prepare for a broader spread of COVID-19. The Governor's COVID-19 State of Emergency remains in effect.

On March 17, 2020, in response to the COVID-19 pandemic, Governor Newsom issued Executive Order N-29-20, which suspended certain provisions of the Ralph M. Brown Act to allow local legislative bodies to conduct meetings telephonically or by other means. The State also implemented a shelter-in-place order, requiring all non-essential personnel to work from home.

In response to the Executive Order and following the lead of the San Bruno City Council and the City's commissions, boards, and committees, the Foundation's Board of Directors and standing committees (Investment Committee and Audit Committee) have been conducting virtual meetings since April 2020. The usage of Zoom for public meetings has allowed the Foundation to ensure the public's continued access to its meetings while also ensuring the public's safety.

On June 11, 2021, Governor Newsom issued Executive Order N-08-21, which rescinded his prior Executive Order N-29-20 and set a date of October 1, 2021, for agencies to transition back to public meetings held in full compliance with the Ralph M. Brown Act. Since Executive Order N-08-21 was enacted, the Delta and Omicron variants, as well as various subvariants, of the

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COVID-19 virus have emerged, resulting in continually high positive case rates for San Mateo County. The Foundation, like the City of San Bruno, has continued its public meetings in the virtual setting and wishes to maintain this format to preserve the health and safety of its staff, volunteers, and the public.

AB 361 was signed into law by the Governor on September 16, 2021, went into effect immediately as urgency legislation (codified under Government Code § 54953), allowing local legislative bodies to continue to meet remotely beyond the current executive order's expiration of September 30, 2021, in any of the following circumstances:

- The legislative body holds a meeting during a proclaimed state of emergency, and state or local officials have imposed or recommended measures to promote social distancing.
- The legislative body holds a meeting during a proclaimed state of emergency for the purpose of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.
- The legislative body holds a meeting during a proclaimed state of emergency and has determined, by majority vote, pursuant to subparagraph (B), that, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees (Government Code § 54953(e)(1)(A)-(C)).

Staff has determined the following findings can be made to meet the above provisions of AB 361:

- The state of California remains under the COVID-19 state of emergency proclaimed by the Governor pursuant to the California Emergency Services Act.
- The emergency continues to directly impact the ability of members to meet safely in person.
- State or local officials continue to impose or recommend measures to promote social distancing (Government Code § 54953(e)(3)(B)(i)-(ii)).

Every month since November 2021, the Foundation Board has adopted a resolution making necessary findings so that the Foundation can continue to teleconference public meetings without adhering to all of the Brown Act's teleconferencing requirements, in order to ensure the health and safety of the public. The public can attend public meetings by teleconference accessibility via call-in option or an internet-based service option (via the Zoom Webinar platform). Meeting details including the Zoom link and accessible phone numbers are listed on the published agenda for each meeting. The Foundation monitors attendance via teleconference as well as email correspondence received throughout each public meeting and provides access for public comment opportunities in real time both verbally and in writing. Emails received before the meeting start time are forwarded to the Foundation Board of

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Directors, posted on the Foundation's website, and become part of the public record for that meeting. If emailed comments are received after the meeting start time, or after the meeting ends, they are forwarded to the Foundation Board of Directors and filed with the agenda packet becoming part of the public record for that meeting. Emails received are not read aloud during the meeting.

Under AB 361, which will sunset on January 1, 2024, the Foundation Board may continue to teleconference public meetings if the Board makes findings every 30 days. Thus, I recommend that the Board once again adopt the resolution declaring the continued state of emergency and need for the Foundation Board of Directors and other legislative bodies subject to the Ralph M. Brown Act to continue to teleconference in order to ensure the health and safety of the public pursuant to AB 361, as part of the Consent Calendar. If the Board chooses not to adopt the resolution or declare staff's findings, the Foundation may not be subject to the Brown Act exemptions that would be allowed under AB 361.

2. Adopt Resolution Ratifying Election of 2023 Officers

As documented in the minutes, on November 2, 2022, the Board took nominations for each office individually. With separate votes for each office, the Board elected the Foundation's officers for 2023, as follows:

President: Malissa Netane-Jones

Vice President: Jim Ruane

Secretary: Raul Gomez

Treasurer: Pak Lin

Following the Board's tradition of ratifying election results by resolution, the attached resolution would ratify the election results for the 2023 officers.

Pursuant to Article XVI(e) of the Foundation's Bylaws, the San Bruno City Council will consider approving the 2023 officers at its December 13, 2022, regular meeting.

3. Adopt Resolution Clarifying Strategic Grant Supporting the Centennial Plaza Improvement Project to the City of San Bruno

On November 2, 2022, the Board approved a strategic grant in the amount of \$500,000 to the City of San Bruno to support the Centennial Plaza Improvement Project, with the grant contingent on the San Bruno City Council approving an additional \$262,437 in funding to support this project to ensure that the project budget is fully funded. The \$262,437 figure was based on the total project budget provided in the City's grant proposal.

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In our discussions with the City since then, Foundation staff has learned that the total project cost of \$912,437 in the City's proposal is an estimate; that once construction documents are developed, the City will go out to bid for the construction contract, select a contractor to complete the work, and have a more definitive total project cost; and that the San Bruno City Council will then be asked to approve the balance of funding to complete the project, which will likely take place in April or May 2023. As a result, the amount that the City Council will consider approving may be greater or less than the \$262,437 noted in the original resolution awarding the grant.

The Consent Calendar includes a resolution clarifying that the approved grant award for the Centennial Plaza Improvement Project is contingent on the City Council approving sufficient additional funding for the full amount of the project costs, including construction costs, above the amount of the Foundation's \$500,000 grant, so that the project is fully funded, rather than on the City Council approving the specific amount of \$262,437. The resolution does not change the grant amount or any other terms of the grant.

4. Receive and Approve Treasurer's Report (October 2022 Financial Statements)

The October 2022 financial statements consist of a Budget Report and Balance Sheet. The attached Budget Narrative provides a thorough explanation of the financial statements. The Budget Report includes the budget figures approved at the June 1, 2022, Board meeting.

I recommend that the Board approve the three attached resolutions and the Treasurer's Report, as outlined above, as part of the Consent Calendar on December 7, 2022.

Attachments:

1. Resolution Declaring the Continued State of Emergency and Need for the San Bruno Community Foundation Board of Directors and Other Foundation Legislative Bodies Subject to the Ralph M. Brown Act to Continue to Teleconference in Order to Ensure the Health and Safety of the Public Pursuant to AB 361
2. Resolution Ratifying Election of 2023 Officers
3. Resolution Clarifying Strategic Grant Supporting the Centennial Plaza Improvement Project to the City of San Bruno
4. October 2022 Financial Statements

RESOLUTION NO. 2022-__

RESOLUTION OF THE SAN BRUNO COMMUNITY FOUNDATION DECLARING THE CONTINUED STATE OF EMERGENCY AND NEED FOR THE SAN BRUNO COMMUNITY FOUNDATION BOARD OF DIRECTORS AND OTHER FOUNDATION LEGISLATIVE BODIES SUBJECT TO THE RALPH M. BROWN ACT TO CONTINUE TO TELECONFERENCE IN ORDER TO ENSURE THE HEALTH AND SAFETY OF THE PUBLIC PURSUANT TO AB 361

WHEREAS, on March 4, 2020, the Governor of California proclaimed a State of Emergency to exist in California as a result of the threat of novel coronavirus disease 2019 (COVID-19) and that State of Emergency remains in effect;

WHEREAS, on March 17, 2020, the Governor of California executed Executive Order N-29-20, which suspended and modified specified provisions in the Ralph M. Brown Act (Government Code Section § 54950 *et seq.*) and authorized local legislative bodies to hold public meetings via teleconferencing and to make public meeting accessible telephonically or otherwise electronically to all members of the public seeking to observe and address the local legislative body;

WHEREAS, on June 11, 2021, the Governor of California executed Executive Order N-08-21, which extended the provisions of Executive Order N-29-20 concerning teleconference accommodations for public meetings through September 30, 2021;

WHEREAS, the San Bruno Community Foundation, including its Board of Directors and all other legislative bodies subject to the Ralph M. Brown Act (“Brown Act Bodies”), has been holding meetings using teleconferencing and virtual meeting technology in an effort to help protect Foundation officials, staff, volunteers, and the public from COVID-19;

WHEREAS, on August 2, 2021, in response to the Delta variant, the San Mateo County Health Department issued Order C19-12, which required all individuals to wear face coverings when indoors in workplaces and public settings;

WHEREAS, on December 15, 2021, a statewide mask mandate went into effect due to a rise in cases across the state;

WHEREAS, on March 1, 2022, the statewide requirement that unvaccinated individuals mask in indoor public settings moved to a strong recommendation that all persons, regardless of vaccine status, continue indoor masking;

WHEREAS, the San Mateo County Chief Health Officer has likewise recommended the CDC’s masking guidance, finding in February 2022 that transmission rates of COVID-19 remain high, and the risk of COVID-19 variants are still unknown;

WHEREAS, on August 2, 2022 the San Mateo County Chief Health Officer stated that transmission of COVID-19 continues to remain high in the County and strongly recommended wearing a high-quality mask in indoor settings and increasing ventilation to help prevent infection;

WHEREAS, the California Department of Industrial Relocations Division of Occupational Safety and Health (“Cal/OSHA”) has promulgated Section 3205 of Title 8 of the California Code of Regulations, which requires most employers in California to train and instruct employees about measures that can decrease the spread of COVID-19, including physical distancing and other social distancing measures, and those regulations remain in effect;

WHEREAS, because of the rise in COVID-19 cases due to the Delta variant and now the Omicron variant, the Foundation is concerned about the health and safety of all individuals who intend to attend public meetings of the Foundation in person;

WHEREAS, on September 16, 2021, the Governor of California signed into law Assembly Bill 361 (AB 361, Rivas) into law as an urgency measure that went into effect immediately;

WHEREAS, AB 361 authorizes local legislative bodies to continue to conduct meetings using teleconferencing without complying with the Ralph M. Brown Act’s standard teleconferencing requirements if certain conditions are met; and

WHEREAS, the Foundation desires to continue conducting public meetings of its Brown Act Bodies using teleconferencing as authorized by AB 361.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The Foundation Board of Directors hereby finds and determines that the foregoing recitals are true and correct; the recitals are hereby incorporated by reference into each of the findings as though fully set forth therein.
2. In compliance with AB 361, the Foundation Board of Directors makes the following findings:
 - a. The Foundation Board of Directors has reconsidered the circumstances of the state of emergency, and the state of emergency remains active;
 - b. The state of emergency continues to directly impact the ability of the Foundation’s Brown Act Bodies, as well as staff and members of the public, to meet safely in person; and
 - c. State or local officials continue to impose or recommend measures to promote social distancing.

3. Meetings of the Foundation's Brown Act Bodies will continue to be conducted via teleconference, pursuant to AB 361.

This resolution will be effective upon adoption.

Dated: December 7, 2022

ATTEST:

Raul Gomez, Secretary

I, Raul Gomez, Secretary, do hereby certify that the foregoing Resolution No. 2022-__ was duly and regularly passed and adopted by the Board of Directors of the San Bruno Community Foundation on this 7th day of December, 2022, by the following vote:

AYES: Board members:

NOES: Board members:

ABSENT: Board members:

RESOLUTION NO. 2022-__

**RESOLUTION OF THE SAN BRUNO COMMUNITY FOUNDATION
RATIFYING ELECTION OF 2023 OFFICERS**

WHEREAS, Article III, Section 2 of the Bylaws of the San Bruno Community Foundation provides that officers should be elected annually for one-year terms commencing on January 1;

WHEREAS, at a Regular Meeting of the Foundation's Board of Directors on November 2, 2022 nominations were taken for the offices of President, Vice President, Secretary, and Treasurer; and

WHEREAS, the Board of Directors voted unanimously to elect the following officers for 2023:

President: Malissa Netane-Jones
Vice President: Jim Ruane
Secretary: Raul Gomez
Treasurer: Pak Lin

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors ratifies the results of the Board election of 2023 officers held on November 2, 2022, as follows:

President: Malissa Netane-Jones
Vice President: Jim Ruane
Secretary: Raul Gomez
Treasurer: Pak Lin

Dated: December 7, 2022

ATTEST:

Raul Gomez, Secretary

I, Raul Gomez, Secretary, do hereby certify that the foregoing Resolution No. 2022-__ was duly and regularly passed and adopted by the Board of Directors of

the San Bruno Community Foundation on this 7th day of December, 2022, by the following vote:

AYES: Board members:

NOES: Board members:

ABSENT: Board members:

RESOLUTION NO. 2022-__

**RESOLUTION OF THE SAN BRUNO COMMUNITY FOUNDATION
CLARIFYING STRATEGIC GRANT SUPPORTING THE CENTENNIAL PLAZA IMPROVEMENT
PROJECT TO THE CITY OF SAN BRUNO**

WHEREAS, on November 2, 2022, the Board of Directors of The San Bruno Community Foundation approved a strategic grant in the amount of \$500,000 to the City of San Bruno to support the Centennial Plaza Improvement Project, provided that the grant shall be contingent on the San Bruno City Council approving an additional \$262,437 in funding to support this project to ensure that the project budget is fully funded;

WHEREAS, the City of San Bruno has informed the Foundation that the total project cost of \$912,437 in its proposal is an estimate; that once construction documents are developed, the City will go out to bid for the construction contract, select a contractor to complete the work, and have a more definitive total project cost; and that the San Bruno City Council will then be asked to approve the balance of funding to complete the project, which will likely take place in April or May 2023; and

WHEREAS, the Foundation Board of Directors wishes to clarify that the approved grant award for the Centennial Plaza Improvement Project is contingent on the San Bruno City Council approving sufficient additional funding for the full amount of the project costs, including construction costs, above the amount of the Foundation's \$500,000 grant, so that the project is fully funded, rather than on the City Council approving the specific amount of an additional \$262,437 in funding.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors reapproves the strategic grant in the amount of \$500,000 to the City of San Bruno to support the Centennial Plaza Improvement Project that it previously approved on November 2, 2022, provided, however, that the grant is contingent on the San Bruno City Council approving additional funding to cover the full amount of the project costs, including construction costs, above the amount of the Foundation's \$500,000 grant.

BE IT RESOLVED FURTHER that the Board hereby authorizes Executive Director Leslie Hatamiya to finalize, and execute on behalf of the Foundation, a Grant Agreement setting forth the specific terms and conditions, including the specific grant purposes and contingent nature, for such a grant to the City of San Bruno in an amount totaling \$500,000.

Dated: December 7, 2022

ATTEST:

Raul Gomez, Secretary

I, Raul Gomez, Secretary, do hereby certify that the foregoing Resolution No. 2022-__ was duly and regularly passed and adopted by the Board of Directors of the San Bruno Community Foundation on this 7th day of December, 2022, by the following vote:

AYES: Board members:

NOES: Board members:

ABSENT: Board members:

SAN BRUNO

Community Foundation

October 2022

Budget Narrative

This report primarily describes amounts in column a (Actual Year to Date) of the monthly Budget Report. When projections vary from Budget (column b), the changes will be reflected in columns d (Final Projected Amount) and e (Change in Budget) and be explained. First four months equal 33% of the fiscal year.

INCOME

Line 1 Transfers from Quasi Endowment – Transfers planned for later in the year, coinciding with Community Grants and Scholarships payments.

Line 2 Transfers from Strategic Pool – \$21,029,423 transfers are 83.8% of budget.

Line 3 Transfers from Liquidity RAC – \$8,759,369 transfer of account balance is 99.8% of budget.

Line 5 Interest Income - \$61,836 is 586.5% of budget. Balance of Liquidity Pool is \$26,223,658.

EXPENSES

Line 10 Strategic Grants - \$35,000 is 0.6% of budget and has been for San Bruno Park School District Field Trips and Assemblies grant.

Line 11 Other Grants – \$10,000 is the entire budget and was used for Parkside Athletic Field grant.

Line 13 Salaries & Wages – Expense is under budget at 33%.

Line 14 Payroll Taxes & Benefits – Expense (\$8,408) is 33.4% of budget. Social Security/Medicare tax (\$4,504) and retirement (\$3,298) are largest costs with workers' compensation (\$392) and life (\$214) insurances also included.

Line 16 Occupancy – Only cost is office lease (\$5,380). Amount is 32.9% of budget.

Line 17 Insurance – Total (\$6,189) is 31.6% of budget and includes Directors & Officers (\$4,700), crime (\$1,080), and commercial liability (\$409) policies.

Line 18 Telecommunications – Cost (\$793) is 31.1% of budget and includes cell phones (\$361) and internet services (\$315).

Line 19 Postage & Shipping – Cost (\$221) is 5.9% of budget.

Line 20 Marketing & Communications - \$12,994 expense is 72.7% of budget. Costs include Annual Report design and printing (\$12,623) and grant/scholarship application software (\$371).

Line 21 Office Supplies & Equipment – Cost (\$262) is 4.5% of budget.

Line 22 Legal Fees – \$8,020 expense is 17.7% of budget. \$4,888 has been for administrative support and \$3,132 for Strategic Grants.

Line 23 Accounting & Payroll Fees – Total (\$19,005) is 53.1% of budget with \$8,541 for Accounting Consultant, \$10,100 for audit fees, and \$364 for payroll fees.

Line 24 Other Consultants – \$5,000 is 12.9% of budget and has been for fundraising assessment and planning consultant.

Line 25 Travel, Meetings & Conferences – No expense incurred this year.

Line 26 Miscellaneous – Cost (\$502) equals 17.5% of budget. \$200 incurred for State attorney general filing fee.

SUMMARY

Excluding the budget for Scholarships & Grants, total expenses are at 31% of budget, which is below 33.3% benchmark for the first four months of the year. In terms of dollars, the \$140,189 in expense is \$10,769 less than the first four months budget allocation.

Total October Investment net gain or increase in value is \$792,958. This came from the Strategic Pool (\$6,858) and Quasi Endowment (\$786,100). Year-to-date investment loss or decrease in value is \$183,639.

Overall organization year to date net loss or decrease in net assets is \$306,992.

Total Net Assets, as of October 31, 2022 are \$26,940,188 with \$19,588,771 in Quasi Endowment; \$7,280,217 in general Unrestricted funds; and \$101,200 in Donor Restricted Net Assets.

SAN BRUNO

Community Foundation

October 2022 2022-2023 Budget Report

	(a)	(b)	(c)	(d)	(e)
	Actual Year to Date	Budget	Actual as % of Budget (a/b)	Final Projected Amount	Change in Budget (d - b)
INCOME & TRANSFERS					
1 Transfers from Quasi Endowment	\$ -	\$ 285,937	0.0%	\$ 285,937	\$ -
2 Transfers from Strategic Pool	21,029,423	25,088,288	83.8%	21,029,423	(4,058,865)
3 Transfers from Liquidity RAC	8,759,369	8,774,970	99.8%	8,759,369	(15,601)
4 Donations	-	-	-	-	-
5 Interest Income	61,836	10,543	586.5%	10,543	-
6 Miscellaneous Income	-	-	-	-	-
7 Total Available for Operations	29,850,628	34,159,738	87.4%	30,085,272	(4,074,466)
EXPENSES					
8 Crestmoor Scholarships	-	160,000	0.0%	160,000	-
9 Community Grants	-	300,000	0.0%	300,000	-
10 Strategic Grants	35,000	5,500,000	0.6%	5,500,000	-
11 Other Grants	10,000	10,000	100.0%	10,000	-
12 Subtotal Direct Program Expenses	45,000	5,970,000	0.8%	5,970,000	-
13 Salaries & Wages	73,415	223,075	32.9%	223,075	-
14 Payroll Taxes & Benefits	8,408	25,173	33.4%	25,173	-
15 Subtotal Personnel Expenses	81,823	248,248	33.0%	248,248	-
16 Occupancy	5,380	16,349	32.9%	16,349	-
17 Insurance	6,189	19,572	31.6%	19,572	-
18 Telecommunications	793	2,552	31.1%	2,552	-
19 Postage & Shipping	221	3,720	5.9%	3,720	-
20 Marketing & Communications	12,994	17,878	72.7%	17,878	-
21 Office Supplies & Equipment	262	5,800	4.5%	5,800	-
22 Legal Fees	8,020	45,200	17.7%	45,200	-
23 Accounting & Payroll Fees	19,005	35,792	53.1%	35,792	-
24 Other Consultants	5,000	38,870	12.9%	38,870	-
25 Travel, Meetings & Conferences	-	16,031	0.0%	16,031	-
26 Miscellaneous	502	2,863	17.5%	2,863	-
27 Subtotal Non-Personnel	58,366	204,627	28.5%	204,627	-
28 Total Expenses	185,189	6,422,875	2.9%	6,422,875	-
29 Net Surplus/(Loss)	\$ 29,665,439	\$ 27,736,863		\$ 23,662,397	\$ (4,074,466)

SAN BRUNO

Community Foundation

Statement of Financial Position as of October 31, 2022

ASSETS

Cash, Wells Fargo General	\$ 88,203.11	
Cash, Wells Fargo Payroll	49,510.98	
Cash, Fidelity Liquidity Pool - Operating	26,223,658.08	
Total Cash		26,361,372.17
Investments, Fidelity Strategic Pool	7,332,967.67	
Investments, Fidelity Quasi-Endowment	19,558,771.42	
Total Investments		26,891,739.09
Prepaid Rent	1,344.96	
Prepaid Insurance	8,766.25	
Total Other Current Assets		10,111.21
Deposits	909.45	
Total Other Assets		909.45
TOTAL ASSETS		<u>\$ 53,264,131.92</u>

LIABILITIES & NET ASSETS

LIABILITIES

Accounts Payable	13,740.13	
Accrued Grants Payable	26,037,643.82	
Accrued Scholarships Payable	260,000.00	
Accrued Employee PTO	12,559.80	
Total Liabilities		26,323,943.75

NET ASSETS

Unrestricted, Non-QE 7/1/2022 Balance	7,341,872.74	
Year to Date Net Income from Operations	(123,352.89)	
Year to Date Strategic Investment Income	61,696.90	
Total Non-QE Unrestricted Net Assets	7,280,216.75	
Quasi-Endowment 7/1/2022 Balance	19,804,107.76	
Year-to-date QE Investment Income	(245,336.34)	
Total QE Unrestricted Net Assets	19,558,771.42	
Total Unrestricted Net Assets		26,838,988.17
Donor Restricted Net Assets 7/1/2022 Balance	101,200.00	
Year to Date Donor Restricted Net Income	-	
Total Donor Restricted Net Assets		101,200.00
Total Net Assets		<u>26,940,188.17</u>
TOTAL LIABILITIES & NET ASSETS		<u>\$ 53,264,131.92</u>

SAN BRUNO

Community Foundation

Memorandum

DATE: December 1, 2022

TO: Board of Directors, San Bruno Community Foundation

FROM: Leslie Hatamiya, Executive Director

SUBJECT: Recommendation from Community Grants Fund Review Panel and Resolutions Awarding 2022-2023 Community Grants Totaling \$300,000

At the December 7, 2022, Board meeting, Program Manager Jessica Carrillo and I will report on the Community Grants Fund and present for Board approval the recommendations of the Community Grants Fund Review Panel for the 2022-2023 grant awards.

This year the Foundation will distribute \$300,000 in Community Grants, as budgeted in the fiscal year 2022-2023 budget approved in June. Google.org and YouTube contributed \$100,000 of that amount. This is the sixth year that they have jointly provided a \$100,000 donation to the Community Grants Fund.

As you know, the Foundation launched the seventh cycle of the Community Grants Fund at the beginning of July, distributing marketing materials about the grant opportunity throughout the San Bruno community and making the grant application available on the Foundation website. Over the summer, we held two virtual grant workshops, during which we explained the program's eligibility requirements and application process. We also fielded email and phone inquiries from prospective applicants.

By the September 21, 2022, deadline, the Foundation received 44 applications. As part of the due diligence process, staff checked the applications for completeness and also checked to ensure that the applications meet the Foundation's applicant and activity eligibility guidelines. Two applications were found to be incomplete, missing nearly all of the required financial and supplemental documentation. Two Applicant Organizations did not meet the eligibility requirements. In addition, one Applicant Organization withdrew its application from consideration. Therefore, 39 applications were passed on to a volunteer Review Panel made up of 12 community members and individuals with grantmaking and nonprofit experience. The Review Panel evaluated the applications based on the five established program criteria:

- The benefits of the proposed program to the San Bruno community
- The proposal's alignment with one of the Foundation's focus areas
- Program methodology and budget

SAN BRUNO

Community Foundation

Memorandum

- Requested grant amount in relation to the anticipated community benefit
- Organizational track record, stability, and financial health

In its deliberations, the Panel gave the most weight to the first criterion – benefits of the proposal to the San Bruno community.

Based on its evaluation, the Review Panel is recommending that the Board approve 23 grant awards totaling \$300,000, as listed in Exhibits A and B. The Review Panel concluded that the applications for these programs sufficiently satisfy the five criteria. The 23 programs serve a broad cross-section of the San Bruno community, including low-income families, youth, students, and the unhoused. Recommended grant awards range from \$3,000 to \$25,000; 13 of the grants are for at least \$15,000. Fourteen of the recommended grant awards are for specific programs that also received Community Grants funding in past cycles. Those marked with an asterisk (*) in the attached Exhibits also received funding in both 2020-2021 and 2021-2022 and therefore will not be eligible to receive funding next year. Those marked with a double asterisk (**) have received funding in a previous year and will be eligible for funding again in 2023-2024. There are four organizations recommended to receive grant awards that have received Community Grants for programs other than the ones to receive funding this cycle, and they are denoted with a circumflex (^).

Due to the large number of grant applications received and the strong desire to fund many programs that directly address significant community needs caused or exacerbated by the pandemic, the Review Panel was unable to recommend funding to many worthy programs. In order to ensure that a broad assortment of programs serving diverse cross-sections of the community would be funded, many of the recommended grant awards are for less than the amount requested by the applying organization. In the end, the Panel declined to recommend 16 applications for funding. In some cases, the Panel found the programs to be worthwhile, but the proposals were not found to be quite as compelling, based on the five criteria, as those being recommended for funding. Others did not make a strong enough case for need in and/or benefit to San Bruno, failed to provide sufficient details and supporting documentation, failed to clearly explain how the funds would be used, and/or raised questions about the organization's ability to successfully implement the program. The applications not being recommended for funding (including those deemed incomplete or ineligible) came from AINAK, ANCOP Foundation (USA) Inc., Bio-Link Depot. Inc., Catalino Tapia Scholarship Foundation, CuriOdyssey, Innovate Public Schools, Institute of Human and Social Development, Learning Home Volunteers, Mimi Daycare and Preschool, Mimir Learning, Music at Kohl Mansion, Inc., My Digital TAT2, Inc., New Creation Home Ministries, Ombudsman Services of San Mateo County, Inc., San Bruno Lions Foundation (third application), San Francisco International New Concept Film Festival, T-Bone Bucket Boyz Basketball Academy 2, TIFFAN The Institute For Families and Nannies, Tyshondra Reneta Barnes, and YMCA of San Francisco.

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Community Foundation

Memorandum

At the time the packet for the December 7 Board meeting is posted, staff will notify all grant applicants of the Review Panel's recommendations with respect to their specific application and refer them to this memo, including Exhibits A and B. For those applications where the Review Panel declined to recommend any funding, we are offering a phone call to explain the Review Panel's reasoning and provide feedback that could be helpful should the organization choose to apply for funding in the future.

Attached to this memorandum are two resolutions endorsing the Review Panel's recommendations:

- The first resolution awards 21 Community Grants totaling \$280,000 to the following organizations, as listed in Exhibit A: Art in Action, CASA of San Mateo County, Center for Excellence in Nonprofits, CORA (Community Overcoming Relationship Abuse), Edgewood Center for Children and Families, Latino Commission on Alcohol and Drug Abuse Services of San Mateo County, Legal Aid Society of San Mateo County, LifeMoves, Lowen Soccer Club, Music for Minors, Partners and Advocates for Remarkable Children and Adults (PARCA), PIEFEST Limited, San Bruno Amateur Radio Club, San Bruno Education Foundation, San Bruno Girls Softball, Second Harvest of Silicon Valley, Society of St. Vincent de Paul, Particular Council of San Mateo County, Inc., Sonrisas Dental Health Inc., StarVista, Upward Scholars, and Via Heart Project.
- The second resolution awards two Community Grants totaling \$20,000 to the San Bruno Lions Foundation, as listed in Exhibit B (Board Member Irving Torres is choosing to recuse himself from consideration of this resolution because he is a member of the San Bruno Lions Club; he is not involved with the projects recommended for funding).

Mrs. Carrillo and I recommend that the Board approve the two resolutions.

Mrs. Carrillo and I want to commend and thank the members of the Review Panel for their dedication and hard work. They each spent countless hours reading the applications, and at the Panel's Zoom meeting, it was clear that they took their duties very seriously and deliberated thoughtfully to make decisions on the recommended grant awards.

Attachments:

- Resolution Awarding 2022-2023 Community Grants Totaling \$280,000
- Exhibit A: List of Grant Awards Recommended by Community Grants Fund Review Panel
- Resolution Awarding 2022-2023 Community Grants to the San Bruno Lions Foundation Totaling \$20,000
- Exhibit B: List of Grant Awards to the San Bruno Lions Foundation Recommended by Community Grants Fund Review Panel

RESOLUTION NO. 2022-__

**RESOLUTION OF THE SAN BRUNO COMMUNITY FOUNDATION
AWARDING 2022-2023 COMMUNITY GRANTS TOTALING \$280,000**

WHEREAS, the Community Grants Fund is a responsive grantmaking program allowing local community groups to apply for grant funding of up to \$25,000 to support new and existing programs that benefit the San Bruno community;

WHEREAS, the Foundation received 44 grant applications by the September 21, 2022, application deadline;

WHEREAS, the Community Grants Fund Review Panel, a volunteer body of community members and individuals with grantmaking and nonprofit experience appointed by the Executive Director, evaluated the applications based on five established criteria for the program: (a) the benefits of the proposed program to the San Bruno community, (b) the proposal's alignment with one of the Foundation's focus areas; (c) program methodology and budget, (d), requested grant amount in relation to the anticipated community benefit, and (e) organizational track record, stability, and financial health;

WHEREAS, the Review Panel recommends that the Board approve grant awards totaling \$280,000, as listed in Exhibit A, to 21 projects whose applications, it concluded, satisfy the five program criteria; and

WHEREAS, the 21 projects serve a broad cross-section of the San Bruno community.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors approves 21 Community Grants totaling \$280,000 for programs to be implemented in 2023, in the amounts recommended by the Community Grants Fund Review Panel, as listed in Exhibit A.

BE IT RESOLVED FURTHER that the Board hereby authorizes Executive Director Leslie Hatamiya to finalize, and execute on behalf of the Foundation, a Grant Agreement setting forth the specific terms and conditions, including the specific grant purposes, for each of the 21 Community Grants listed in Exhibit A.

Dated: December 7, 2022

ATTEST:

Raul Gomez, Secretary

I, Raul Gomez, Secretary, do hereby certify that the foregoing Resolution No. 2022-__ was duly and regularly passed and adopted by the Board of Directors of the San Bruno Community Foundation on this 7th day of December, 2022, by the following vote:

AYES: Board members:

NOES: Board members:

ABSENT: Board members:

Exhibit A:
Grant Awards Recommended by the CGF Review Panel
December 1, 2022

Applicant Organization	Program	Program Description	Amount Recommended
Art in Action	Expansion of Arts Education to San Bruno Elementary Schools**	To deliver visual arts education curriculum at San Bruno Park School District elementary schools to provide all students, regardless of economic circumstances, with an outlet for creative self-expression	\$22,000
CASA of San Mateo County	Serving San Bruno Foster and Juvenile Youth**	To support San Bruno children in foster care and/or the juvenile justice system by pairing them with trained community volunteers who provide one-on-one support, mentoring, and advocacy in the courtroom and beyond	\$15,000
Center for Excellence in Nonprofits	CENs Professional Development Workshops for San Bruno Nonprofits**	To support nonprofit organizations located in or serving San Bruno through professional development and learning opportunities focused on IDEAL principles, nonprofit performance and effectiveness, capacity building, leadership development, and sustainability	\$3,000
CORA (Community Overcoming Relationship Abuse)	Crisis Support Services for San Bruno Victims/Survivors of Domestic Violence**	To provide San Bruno victims and survivors of domestic violence with 24-hour access to crisis intervention services, including crisis counseling, safety planning, and access to emergency shelter	\$25,000
Edgewood Center for Children and Families^	San Bruno TAY Drop In Center & Mobile Drop By Center	To provide low-income, at-risk, transition-age youth in San Bruno with mental health services, peer support, basic sustenance and hygiene supplies, transportation, computer and internet access, and life skills to improve life outcomes, foster independence, and build resilience	\$15,000
Latino Commission on Alcohol and Drug Abuse Services of San Mateo County	Entre Familia Outpatient Services**	To provide culturally based mental and behavioral health services to primarily Spanish-speaking San Bruno residents in substance abuse recovery	\$15,000
Legal Aid Society of San Mateo County	HomeSavers**	To provide legal assistance to San Bruno residents facing eviction or living in substandard conditions with the goal of keeping them in their homes, preventing homelessness through enforcement of legal rights, and remedying inadequate living conditions through advocacy	\$15,000
LifeMoves^	LifeMoves Homeless Outreach Team Supporting San Bruno Residents	To support unsheltered San Bruno residents, address their behavioral health and medical needs, and provide individualized case management through the Homeless Outreach Team (HOT)	\$20,000
Lowen Soccer Club	Maintenance and Expansion of Soccer Programs**	For maintenance of San Bruno's widely used soccer fields at the former Crestmoor High School site and expansion of youth soccer programs	\$5,000
Music for Minors	Music for Minors In-School Music Education Program	To provide standards-based, in-school music education to TK-2nd grade students at San Bruno Park School District elementary schools	\$15,000
Partners and Advocates for Remarkable Children and Adults (PARCA)	REACH (Recreational Experiences for All Children)*	To support program operating costs and enhance summer camp programming for REACH, an inclusive, licensed before- and after-school day care program for children with and without developmental disabilities based at John Muir Elementary School	\$15,000

Exhibit A:
Grant Awards Recommended by the CGF Review Panel
December 1, 2022

Applicant Organization	Program	Program Description	Amount Recommended
PIEFEST Limited	P.I.E.F.E.S.T. STEM Experiences	To provide engaging and inclusive STEM (science, technology, engineering, and math) experiences to San Bruno Pacific Islander elementary school-age children	\$7,100
San Bruno Amateur Radio Club	Amateur Emergency Equipment Upgrades and Additions	To modernize emergency communications equipment in the City of San Bruno's Emergency Operations Center for use in the event of local disasters or emergencies	\$9,500
San Bruno Education Foundation^	Parkside Mural Project	To support the development of a mural on the campus of Parkside Intermediate School, involving students, faculty, and and artists, in an effort to build community and school spirit	\$15,000
San Bruno Girls Softball	San Bruno Girls Softball	To maintain and improve the athletic fields at Parkside Intermediate School to ensure a safe place to play softball for San Bruno youth	\$5,000
Second Harvest of Silicon Valley	Alleviating Hunger in San Bruno**	To serve San Bruno families and individuals at risk for hunger through the distribution of healthy food	\$15,000
Society of St. Vincent de Paul, Particular Council of San Mateo County, Inc.	Peninsula Family Resource Center - Direct Assistance*	To provide rent, utilities, and food assistance to San Bruno families and individuals at risk of homelessness through the Peninsula Family Resource Center	\$10,000
Sonrisas Dental Health Inc.	Children's Access to Oral Health Care, Screening, and Education Program: San Bruno Park School District*	To increase access to dental care for low-income, minority children in the San Bruno Park School district through the Access to Care Program and school-based screenings	\$10,000
StarVista	Crisis Intervention and Suicide Prevention Center (CISPC)**	To provide school-based mental health education presentations covering such topics as depression, anxiety, coping skills, stress, help-seeking, and suicide prevention, to reduce stigma and increase access to care for San Bruno high school students	\$10,000
Upward Scholars	Promoting Economic Mobility for Adult Immigrants in San Bruno**	To provide financial assistance, academic support, career development opportunities, and mental health support to San Bruno adult immigrants enrolled in community college	\$10,000
Via Heart Project	Peninsula Heart Safe Program*	To treat cardiac arrest and prevent unnecessary deaths by installing AEDs in San Bruno community spaces and providing CPR and AED training to 7th graders at Parkside Intermediate School	\$23,400
		TOTAL	\$280,000
^ Organization previously received funding for a different program	* Program previously funded in 2020-2021 and 2021-2022 (next year will be ineligible for funding)		
	** Program previously funded by SBCF		

RESOLUTION NO. 2022-__

**RESOLUTION OF THE SAN BRUNO COMMUNITY FOUNDATION
AWARDING 2022-2023 COMMUNITY GRANTS TOTALING \$20,000 TO THE SAN BRUNO LIONS
FOUNDATION**

WHEREAS, the Community Grants Fund is a responsive grantmaking program allowing local community groups to apply for grant funding of up to \$25,000 to support new and existing programs that benefit the San Bruno community;

WHEREAS, the Foundation received 44 grant applications by the September 21, 2022, application deadline;

WHEREAS, the Community Grants Fund Review Panel, a volunteer body of community members and individuals with grantmaking and nonprofit experience appointed by the Executive Director, evaluated the applications based on five established criteria for the program: (a) the benefits of the proposed program to the San Bruno community, (b) the proposal's alignment with one of the Foundation's focus areas; (c) program methodology and budget, (d), requested grant amount in relation to the anticipated community benefit, and (e) organizational track record, stability, and financial health; and

WHEREAS, the Review Panel recommends that the Board approve two grant awards totaling \$20,000 to the San Bruno Lions Foundation, as listed in Exhibit B, for the programs whose applications, it concluded, satisfy the five program criteria.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors approves two Community Grants totaling \$20,000 to the San Bruno Lions Foundation for programs to be implemented in 2023, in the amounts recommended by the Community Grants Fund Review Panel, as listed in Exhibit B.

BE IT RESOLVED FURTHER that the Board hereby authorizes Executive Director Leslie Hatamiya to finalize, and execute on behalf of the Foundation, a Grant Agreement setting forth the specific terms and conditions, including the specific grant purposes, for each of the two Community Grants listed in Exhibit B.

Dated: December 7, 2022

ATTEST:

Raul Gomez, Secretary

I, Raul Gomez, Secretary, do hereby certify that the foregoing Resolution No. 2022-__ was duly and regularly passed and adopted by the Board of Directors of the San Bruno Community Foundation on this 7th day of December, 2022, by the following vote:

AYES: Board members:

NOES: Board members:

ABSENT: Board members:

Exhibit B:
 Grant Awards Recommended by the CGF Review Panel
 December 1, 2022

Applicant Organization	Program	Program Description	Amount Recommended
San Bruno Lions Foundation^	Holiday Food Basket	To distribute holiday food baskets to San Bruno families in need through San Bruno public schools	\$15,000
San Bruno Lions Foundation^	Santa for Special Students	To provide a special winter holiday experience for special education students and teachers at El Portal School in San Bruno	\$5,000
		TOTAL	\$20,000
^ Organization previously received funding for a different program			

SAN BRUNO

Community Foundation

Memorandum

DATE: December 1, 2022

TO: Board of Directors, San Bruno Community Foundation

FROM: Leslie Hatamiya, Executive Director

SUBJECT: Report on Other Programs (Crestmoor Scholarship and Strategic Grants)

At the December 7, 2022, Board meeting, I will give an update on the Crestmoor Neighborhood Memorial Scholarship and the Foundation's strategic grants.

1. Crestmoor Neighborhood Memorial Scholarship

The 2023 Crestmoor Neighborhood Memorial Scholarship will launch the week of December 5, when the online application will be accessible and updated marketing materials will be distributed to local schools and throughout the community. We have updated the marketing materials, which have already arrived from the printer. We have worked with our IT consultants at Shake Technologies to update the online application.

We are not making any structural changes to this year's program, although we will continue to improve our outreach efforts to attract more applicants, particularly high school seniors planning to attend community college and community college transfer students. We will offer virtual workshops on the Crestmoor Scholarship application process tailored to high school and community college applicants as well as in-person workshops at Capuchino High School and Skyline College in January and February. The application deadline is March 7, 2023.

Thus far, the Foundation has not received any donations earmarked for the Crestmoor Scholarship and therefore plans to award scholarships totaling \$160,000 in 2023, as approved in the fiscal year 2022-2023 budget. If the Foundation receives any such donations before scholarships are awarded in the spring, staff will bring to the Board a request to increase the budget allocation at a later meeting.

2. San Bruno Recreation and Aquatic Center

The Foundation received quarterly reports for the six active San Bruno Recreation and Aquatic Center (RAC) grants at the end of October and in early November made grant payments totaling \$8,343,195.55. As shown in the table below, as of November 15, 2022, the Foundation has paid

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out a total of \$32,435,551.73 in RAC grant payments and has a balance of \$17,564,448.27.82 left to disburse.

RAC Grant #	For	Total Grant Amount	Total Grant Payments Made as of 11/15/2022	Balance to Pay
1	Conceptual Design	\$416,108.85	\$416,108.85	\$0.00
2	Architectural Services	\$5,420,388.00	\$5,277,246.53	\$143,141.47
3	Project & Construction Management Services	\$1,079,000.00	\$820,657.30	\$258,342.70
4	City Compliance Review	\$1,061,611.00	\$536,669.79	\$524,941.21
5	Temporary Facilities	\$375,000.00	\$96,841.94	\$278,158.06
6	Business Plan	\$60,000.00	\$60,000.00	\$0.00
7	Tom Lara Field Parking Lot	\$1,123,438.00	\$964,709.18	\$158,728.82
8	Construction	\$40,464,454.15	\$24,263,318.14	\$16,201,136.01
	TOTAL	\$50,000,000.00	\$32,435,551.73	\$17,564,448.27

The City will provide its next quarterly RAC update to the Board at the Board's January meeting.

3. School Field Trip and Assembly Grant

At its October 5, 2022, Board meeting, the Board approved a \$35,000 strategic grant to the San Bruno Park School District to support off-campus field trips and on-campus assemblies at all six district schools. Under the grant, \$5,000 is earmarked to support activities at each of the five elementary schools (Belle Air, Allen, John Muir, Portola, and Rollingwood) and \$10,000 to support activities at Parkside Intermediate School during the 2022-2023 school year.

The Foundation and school district executed the grant agreement in late October, and the Foundation delivered the grant check to the district office at the beginning of November.

4. 2023 Community Day Grant

On November 2, 2022, the Board approved a \$30,000 strategic grant to the City of San Bruno to support the 2023 Community Day, which will be held on June 4, 2023, on San Mateo Avenue. With the assistance of nonprofit counsel, Foundation staff has provided the grant agreement to the City and expects to execute the agreement in the near future. The *San Mateo Daily Journal* featured the Community Day and Centennial Plaza grants in a recent [article](#).

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DATE: December 1, 2022

TO: Board of Directors, San Bruno Community Foundation

FROM: Leslie Hatamiya, Executive Director

SUBJECT: Report from Investment Committee

The December 7, 2022, Board meeting will include a report from the Investment Committee regarding its recent quarterly meeting, which was held on November 16, 2022. Treasurer Pak Lin chairs the Committee, on which Board Member Supriya Perry and community members Tony Clifford, Mark Hayes, and Tim Ross also serve.

On November 16, a team representing Sand Hill Global Advisors LLC (SHGA), the Foundation's investment adviser – including Chief Executive Officer Brian Dombkowski, Senior Portfolio Manager Meghan DeGroot Daters, and Senior Wealth Manager Kristin Sun – made its quarterly presentation to the Committee. Mr. Dombkowski gave an overview of the firm's investment outlook, as well as a summary of the firm's current economic forecast, commenting on economic growth, interest rates, inflation, commodity markets, the employment market, corporate earnings, international developed markets, emerging markets, the housing market, and valuation. He highlighted the continuing market volatility but also noted underlying strengths in the economy, which he said do not suggest recessionary conditions.

Ms. Daters then reviewed the Foundation's Investment Dashboard for the third quarter of 2021, including September 30, 2022, balances of \$18,779,127 for the Quasi-Endowment, \$7,621,931 for the Strategic Pool, and \$25,886,954 for the Liquidity Pool, for a total of \$52,288,012 (increased to \$53,187,538 as of October 28, 2022). She also discussed the performance of the underlying funds in the Foundation's Quasi-Endowment, Strategic, and Liquidity pools. She explained the firm's recent portfolio adjustments, including increasing the bond allocation as interest rates continued to rise.

Mr. Dombkowski acknowledged the Committee's guidance at its August meeting to transfer the remaining balance of funds needed to cover future grants payments related to the San Bruno Recreation and Aquatic Center (RAC) project – about \$20.7 million – from the Strategic Pool to the Liquidity Pool in September. This transfer took place in early September, which protected the funds from additional market volatility since then and ensured that the Foundation would be able to fulfill its grant obligations related to the RAC. Committee members then noted that if the Foundation Board decides to transfer all or some portion of the remaining funds in the

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Strategic Pool to the Quasi-Endowment Pool once the RAC grant payments are fully paid out, there would be a natural opportunity to rebalance the portfolio's asset allocation.

The Committee also discussed cash flow strategies related to the RAC grants. Since early 2018, the Foundation has made grant payments totaling \$32,435,552 related to the eight grants supporting the design and construction of the RAC. The latest set of RAC grant payments totaling \$8,343,196 was made in early November based on the City's latest set of quarterly grant reports. The remaining balance of RAC grant payments to be paid is \$17,564,448, including about \$13,685,117 in the second half of the current fiscal year. The Committee agreed to keep discussion of cash flow strategies related to funding the RAC on the next Committee meeting agenda.