

# 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

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### **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](mailto: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](mailto: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

**November 2, 2022**

**7:00 p.m.**

#### **Zoom Meeting Details:**

<https://us02web.zoom.us/j/82835115210?pwd=NGpLSEV4bzI4djR1QTM0TEhmcnVKZz09>

Webinar ID: 828 3511 5210

Passcode: 634564

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. **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

5. **Approval of Minutes:** October 5, 2022, Regular Board Meeting

### 6. Executive Director's Report

7. **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. Receive and Approve Treasurer's Report (September 2022 Financial Statements)

### 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

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

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

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

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

### **9. Board Member Comments**

**10. Adjourn:** The next regular meeting of the Board of Directors is scheduled for Wednesday, December 7, 2022, at 7:00 p.m.

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## MINUTES

### SAN BRUNO COMMUNITY FOUNDATION

#### Regular Meeting of the Board of Directors

October 5, 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, Perry, and Torres, present.
- 3. Public Comment:** None.
- 4. Approval of Minutes:** September 7, 2022, Regular Board Meeting: Vice President Ruane moved to approve the minutes of the September 7, 2022, Regular Board Meeting, seconded by Board Member Moreno, approved unanimously by roll call vote.
- 5. Executive Director's Report**

Executive Director Leslie Hatamiya reported on several items from her written Executive Director's Report. First, she noted that the Foundation's 2022 Annual Report was mailed to all San Bruno addresses earlier in the week and has begun to arrive in mailboxes, and that a PDF of the Annual Report is posted on the Foundation website.

Ms. Hatamiya reported that the fiscal year 2021-2022 audit is underway. She said that the Foundation's auditors at Novogradac & Company have committed to preparing draft audited financial statements by October 10, the Audit Committee will meet on Monday, October 17, at 3:00 p.m. on Zoom to discuss the audit with the Novogradac team, and Novogradac's Lance Smith is scheduled to present the audited financial statements to the Foundation Board at its November 2 meeting.

Ms. Hatamiya also reported that the Foundation has contracted with the Partnership Resources Group – which is based in San Rafael and has been providing strategic fund development counsel to Bay Area nonprofits since 1990 – to provide a high-level analysis of both SBCF's fundraising potential and the projected cost of implementing an active fundraising operation. She noted that the professional

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services agreement was recently executed, with their fee set at \$15,000, which is the budgeted amount. She said the goal is for PRG to complete its analysis by the end of 2022, with a presentation of its findings to the Board in early 2023. She also reported that she is also working on securing the services of a diversity, equity, and inclusion (DEI) consultant to support the organization on DEI matters and hopes to announce the selection of a consultant soon.

### **6. 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 (August 2022 Financial Statements)

Board Member Moreno moved to accept the Consent Calendar as presented, seconded by Board Member Torres, approved unanimously by roll call vote.

### **7. Conduct of Business**

- a. Receive Report on the San Bruno Recreation and Aquatic Center from the City of San Bruno

On behalf of the City of San Bruno, Project Manager Rod Macaraeg and Community Services Director Ann Mottola reported to the Board on recent progress on the Recreation and Aquatic Center Project. They reviewed work recently completed and upcoming work scheduled at the construction site, anticipated road closures and public outreach related to those closures, and progress on plans to install a solar photovoltaic system at the center. Board members asked questions about the water and sewer improvements, creek realignment, and the flexibility of storage space at the facility. Ms. Mottola ended the presentation by thanking the Foundation and the Board for their longstanding support and enthusiasm for the project.

- b. Receive Report on the Tanforan Memorial from the Tanforan Assembly Center Memorial Committee

Doug Yamamoto of the Tanforan Assembly Center Memorial Committee (TACMC) updated the Board on the Memorial Project. He expressed gratitude to the Foundation, saying SBCF's support was essential to completing the construction of the memorial in the late summer. Mr. Yamamoto shared photos of the fully constructed memorial and the August 27 ribbon-cutting ceremony, which attracted approximately 750 guests including more than 40 survivors of the Tanforan Assembly Center and other World War II Japanese American incarceration camps.

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- c. Receive Report from the Ad Hoc Committee on Education Initiatives and Adopt Resolution Approving School Field Trip and Transportation Grant to the San Bruno Park School District in the Amount of \$35,000

On behalf of the Ad Hoc Committee on Education Initiatives, Chair Gomez summarized the Committee's activities for the Board. He reported that last spring the Committee surveyed the leadership of the six San Bruno Park School District parent-teacher organizations, which revealed different needs at each school, but also made clear that all of the schools would benefit from additional financial support, especially after the past two years of substantial impact from the pandemic. He said that in particular, most of the schools identified a need for more funding related to field trips, including the fifth grade Outdoor Education program, and that over the past two years, the pandemic has limited the ability of schools to offer field trips. He noted that the Committee sees tremendous value in field trips for elementary and middle school students – the opportunity to leave the school campus and be exposed to new experiences at museums, parks, concerts, and other community venues – especially after more than two years of the pandemic, when youth have faced mental health challenges with social distancing and isolation, as well as value in supporting school assemblies, which bring presenters and performers to campus.

To provide some relief to the schools and parent associations in supporting the schools, and to enable San Bruno students to partake in valuable educational experiences outside the classroom, the Committee presented to the Board its proposal for COVID relief grants to support the six San Bruno Park School District schools:

- Grant Amount: Total of \$35,000; \$5,000 earmarked to support activities at each of the five elementary schools and \$10,000 earmarked to support activities at Parkside Intermediate School
- Grant Purposes: To be used to provide support for off-campus field trips, including the San Mateo County 5th grade Outdoor Education program, and on-campus assemblies
- Grant Period: Funds to be used during the 2022-2023 school year
- Grantee: Grant to be made to the San Bruno Park School District
- Consultation: The school district will consider the input and advice from the individual schools and their parent-teacher organizations in making decisions as to how to spend the grant consistent with the applicable purposes

Chair Gomez explained that the Committee originally proposed that grants would be made directly to the parent-teacher organizations at each of the six schools. However, SBCF is limited in making grants to eligible organizations, and the Committee could not confirm that all of the parent-teacher organizations are either stand-alone 501(c)(3) public charities or PTA chapters in good standing covered by the California State PTA's 501(c)(3) public charity status. He said that staff approached new SBPSD Superintendent Matt Duffy about the school district receiving a grant for the purpose of supporting field trips for each of the schools, and he and his administrative team willingly agreed to receive and administer the grant for the schools.

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He then reiterated the Committee's enthusiastic support for this proposal to provide some relief to the schools, who have struggled both in fundraising and providing enrichment programs to the students, over the past two school years.

Board Member Moreno moved to adopt Resolution Approving School Field Trip and Transportation Grant to the San Bruno Park School District in the Amount of \$35,000, seconded by Treasurer Lin, approved unanimously by roll call vote.

- d. Receive Report on Strategic Grantmaking Priorities and the City of San Bruno's Downtown from the Ad Hoc Committee on Program Development and Provide Any Direction to Staff

On behalf of the Ad Hoc Committee on Program Development, Chair Jim Ruane reported on the Committee's recent deliberations regarding its assignment to consider developing a statement emphasizing the importance of addressing needs in the downtown area for the Board to adopt. This charge from the Board followed a request from the San Bruno City Council to reconsider the Foundation's priorities to include San Bruno's downtown since it was ranked as a top community need in the Foundation's 2021 Community Listening Campaign 2.0. Chair Ruane noted that the Board expressed a desire to keep the list of priorities as currently constructed, as the priorities focus on types of activities, rather than specific geographic areas of San Bruno, and many of the current priorities, particularly economic vitality, community-building, and community health, safety, and wellness, apply to the downtown. Noting that the Board will likely consider a grant proposal to fund the City's plans to renovate Centennial Plaza on San Mateo Avenue as a public gathering space in the next few months and that project is the City's main downtown-focused initiative at the present time, he said the Committee determined that a potential resolution approving a Centennial Plaza grant would be the appropriate venue to highlight the various grants that the Foundation has already funded benefiting the downtown and explicitly state its interest in supporting downtown San Bruno. The Board agreed with the Committee's recommendation.

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

Executive Director Leslie Hatamiya reported on the Foundation's other programs and initiatives. With regard to the Community Grants Fund, Ms. Hatamiya reported that the Foundation received 44 Community Grant applications by the September 21 deadline and that staff is in the due diligence process, reviewing the applications for completeness, confirming that the applications meet the applicant and activity guidelines, and verifying that applicants are organizations properly registered with the relevant state and federal agencies. She noted that once the due diligence process is completed, the applications will be distributed to a volunteer review panel for evaluation. The Board will consider the panel's grant recommendations at the December 7 Board meeting. With a \$100,000 donation from [Google.org/YouTube](https://www.google.org/YouTube), the Foundation will award grants totaling \$300,000 this cycle.

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Regarding the Crestmoor Neighborhood Memorial Scholarship, Ms. Hatamiya reported that nearly all of this year's annual payments to 2019, 2020, 2021, and 2022 Crestmoor Scholars have been distributed. She said 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.

Ms. Hatamiya reported on one strategic grant. She said that the Foundation received the final grant report from the City of San Bruno on the 2022 Community Day grant and that Community Services Director Ann Mottola will attend the November Board meeting to provide an oral report on the 2022 event and present the City's plans for the 2023 Community Day.

f. Discuss Upcoming Officer Elections for 2023 Term

President Netane-Jones noted that under the Board's officer elections process, the subject of officer elections is agendaized at the meeting prior to taking nominations and holding the election to allow for Board discussion on this topic. Board members commended the current officers for their leadership, and the officers expressed their willingness to continue in their roles in 2023.

**8. Board Member Comments:** None.

**9. Adjourn:** Board Member Moreno moved to adjourn the meeting at 8:22 p.m., seconded by Secretary Gomez, approved unanimously.

Respectfully submitted for approval at the Regular Board Meeting of November 2, 2022, by Secretary Raul Gomez and President Malissa Netane-Jones.

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Raul Gomez, Secretary

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Malissa Netane-Jones, President



# SAN BRUNO

## Community Foundation

### Memorandum

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**DATE:** October 28, 2022

**TO:** Board of Directors, San Bruno Community Foundation

**FROM:** Leslie Hatamiya, Executive Director

**SUBJECT:** Executive Director's Report

Since the October 5, 2022, Board meeting, I have continued to focus on administering the Community Grants Fund and Crestmoor Scholarship programs, overseeing strategic grants, and handling the FY2021-2022 audit, all of which will be covered during the business portion of the November 2, 2022, regular Board meeting. In addition, I have handled a variety of other matters, including the following:

#### 1. 2023 Board Meeting Calendar

Our Bylaws list the first Wednesday of each month as the Board's regular meeting schedule. Board members should plan to hold on their calendars the evening of the first Wednesday of each month in 2023: January 4, February 1, March 1, April 5, May 3, June 7, July 5, August 2, September 6, October 4, November 1, and December 6. We may also schedule a special meeting in January for a diversity, equity, and inclusion (DEI) study session. Governor Newsom has announced that he will end the COVID-19 state of emergency on February 28, 2023, and at that point, the Board likely will need to return to an in-person (or hybrid) meeting format.

#### 2. Fundraising Analysis

As reported last month, we have contracted with the [Partnership Resources Group](#) to provide a high-level analysis of SBCF's fundraising potential and the projected costs of implementing an active fundraising operation. I am scheduled to meet with the PRG consultants on October 28, the day this Board meeting packet is posted, and I will provide an oral update on this project at the November 2 meeting. The goal is for PRG to complete its analysis by the end of 2022, with a presentation of its findings to the Board in early 2023.

#### 3. DEI Training

I have been in discussions with DEI consultants to continue the work the Board began during its 2021 strategic planning process. I am pleased to report that I have selected [Jana Kiser](#) of Libertiva as the DEI consultant to partner with the Foundation. Ms. Kiser is a social

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## Community Foundation

### Memorandum

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entrepreneur and educator with more than twenty years of experience in the DEI space. Based in the Bay Area, she has experience working in San Mateo County, as she served as Executive Director of Redwood City 2020 (now called Redwood City Together) for six years and is currently the chief consultant to the City of Redwood City on its DEI efforts. We recently executed the professional services consulting agreement, and I will have my first planning meeting with Ms. Kiser soon. The goal is for Ms. Kiser to complete individual trainings with the four new Board members and the Program Manager by the end of 2022 and facilitate one Board study session on a DEI topic in early 2023.

#### **4. Email Newsletter and Website Hits**

Since the October 5 Board meeting, I have sent out one email blast to the Foundation's email distribution list reporting on the October Board meeting. Of the approximately 800 emails sent, 47% of the recipients opened the email.

According to Google Analytics, activity on the sbcf.org website was relatively light this past month. In the October 5-26 time period, 306 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

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**DATE:** October 28, 2022

**TO:** Board of Directors, San Bruno Community Foundation

**FROM:** Leslie Hatamiya, Executive Director

**SUBJECT:** Consent Calendar for the November 2, 2022, Regular Board Meeting

For the November 2, 2022, Regular Meeting of the Board of Directors of the San Bruno Community Foundation, the Consent Calendar includes two 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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## Community Foundation

### Memorandum

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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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### Memorandum

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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. Receive and Approve Treasurer's Report (September 2022 Financial Statements)**

The September 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 attached resolution and the Treasurer's Report, as outlined above, as part of the Consent Calendar on November 2, 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. September 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: November 2, 2022

ATTEST:

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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 2<sup>nd</sup> day of November, 2022, by the following vote:

AYES: Board members:

NOES: Board members:

ABSENT: Board members:



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## Community Foundation

September 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 three months equal 25% 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** – \$20,706,423 transfer in September is 82.5% of budget.

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

**Line 5 Interest Income** - \$8,392 is 79.6% of budget.

#### EXPENSES

**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 24.1%.

**Line 14 Payroll Taxes & Benefits** – Expense (\$7,013) is 27.9% of budget. Social Security/Medicare tax (\$4,030) and retirement (\$2,475) are largest costs with workers' compensation (\$294) and life (\$214) insurances also included.

**Line 16 Occupancy** – Only cost is office lease (\$4,035). Amount is 24.7% of budget.

**Line 17 Insurance** – Total (\$4,642) is 23.7% of budget and includes Directors & Officers (\$3,525), crime (\$810), and commercial liability (\$307) policies.

**Line 18 Telecommunications** – Cost (\$595) is 23.3% of budget and includes cell phones (\$271) and internet services (\$236).

**Line 19 Postage & Shipping** – Cost (\$89) is 2.4% of budget.

**Line 20 Marketing & Communications** - \$863 expense is 4.8% of budget. Costs include Annual Report design (\$589) and grant/scholarship application software (\$274).

**Line 21 Office Supplies & Equipment** – Cost (\$195) is 3.4% of budget.

**Line 22 Legal Fees** – \$2,167 expense is 4.8% of budget. \$1,567 has been for administrative support and \$480 for Strategic Grants.

**Line 23 Accounting & Payroll Fees** – Total (\$12,879) is 36% of budget with \$6,606 for Accounting Consultant, \$6,000 for audit fees, and \$273 for payroll fees.

**Line 24 Other Consultants** – No expense incurred so far this year.

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

**Line 26 Miscellaneous** – Cost (\$163) equals 5.7% of budget.

### **SUMMARY**

Excluding the budget for Scholarships & Grants, total expenses are at 19.1% of budget, which is well below 25% benchmark for the first quarter of the year. In terms of dollars, the \$86,499 in first quarter expense is \$26,720 less than the first quarter budget allocation.

Total September Investment net loss or decrease in value is \$1,909,803. This came from the Strategic Pool (\$383,315) and Quasi Endowment (\$1,526,288). Year-to-date investment loss or decrease in value is \$976,597.

Overall organization year to date net loss or decrease in net assets is \$1,064,704.

Total Net Assets, as of September 30, 2022 are \$26,182,476 with \$28,772,672 in Quasi Endowment; \$7,308,604 in general Unrestricted funds; and \$101,200 in Donor Restricted Net Assets.

# SAN BRUNO

## Community Foundation

### September 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)
<b>INCOME &amp; TRANSFERS</b>					
1 Transfers from Quasi Endowment	\$ -	\$ 285,937	0.0%	\$ 285,937	\$ -
2 Transfers from Strategic Pool	20,706,423	25,088,288	82.5%	20,706,423	(4,381,865)
3 Transfers from Liquidity RAC	8,759,369	8,774,970	99.8%	8,759,369	(15,601)
4 Donations	-	-	-	-	-
5 Interest Income	8,392	10,543	79.6%	10,543	-
6 Miscellaneous Income	-	-	-	-	-
<b>7 Total Available for Operations</b>	<b>29,474,184</b>	<b>34,159,738</b>	<b>86.3%</b>	<b>29,762,272</b>	<b>(4,397,466)</b>
<b>EXPENSES</b>					
8 Crestmoor Scholarships	-	160,000	0.0%	160,000	-
9 Community Grants	-	300,000	0.0%	300,000	-
10 Strategic Grants	-	5,500,000	0.0%	5,500,000	-
11 Other Grants	10,000	10,000	100.0%	10,000	-
<b>12 Subtotal Direct Program Expenses</b>	<b>10,000</b>	<b>5,970,000</b>	<b>0.2%</b>	<b>5,970,000</b>	<b>-</b>
13 Salaries & Wages	53,858	223,075	24.1%	223,075	-
14 Payroll Taxes & Benefits	7,013	25,173	27.9%	25,173	-
<b>15 Subtotal Personnel Expenses</b>	<b>60,871</b>	<b>248,248</b>	<b>24.5%</b>	<b>248,248</b>	<b>-</b>
16 Occupancy	4,035	16,349	24.7%	16,349	-
17 Insurance	4,642	19,572	23.7%	19,572	-
18 Telecommunications	595	2,552	23.3%	2,552	-
19 Postage & Shipping	89	3,720	2.4%	3,720	-
20 Marketing & Communications	863	17,878	4.8%	17,878	-
21 Office Supplies & Equipment	195	5,800	3.4%	5,800	-
22 Legal Fees	2,167	45,200	4.8%	45,200	-
23 Accounting & Payroll Fees	12,879	35,792	36.0%	35,792	-
24 Other Consultants	-	38,870	0.0%	38,870	-
25 Travel, Meetings & Conferences	-	16,031	0.0%	16,031	-
26 Miscellaneous	163	2,863	5.7%	2,863	-
<b>27 Subtotal Non-Personnel</b>	<b>25,628</b>	<b>204,627</b>	<b>12.5%</b>	<b>204,627</b>	<b>-</b>
<b>28 Total Expenses</b>	<b>96,499</b>	<b>6,422,875</b>	<b>1.5%</b>	<b>6,422,875</b>	<b>-</b>
<b>29 Net Surplus/(Loss)</b>	<b>\$ 29,377,685</b>	<b>\$ 27,736,863</b>		<b>\$ 23,339,397</b>	<b>\$ (4,397,466)</b>

# SAN BRUNO

## Community Foundation

### Statement of Financial Position as of September 30, 2022

#### ASSETS

Cash, Wells Fargo General	\$ 223,838.76	
Cash, Wells Fargo Payroll	11,270.67	
Cash, Fidelity Liquidity Pool - Operating	25,880,917.17	
<b>Total Cash</b>		26,116,026.60
Investments, Fidelity Strategic Pool	7,615,406.37	
Investments, Fidelity Quasi-Endowment	18,772,671.87	
<b>Total Investments</b>		26,388,078.24
Prepaid Rent	1,344.96	
Prepaid Insurance	10,411.50	
<b>Total Other Current Assets</b>		11,756.46
Deposits	909.45	
<b>Total Other Assets</b>		909.45
<b>TOTAL ASSETS</b>		\$ 52,516,770.75

#### LIABILITIES & NET ASSETS

##### **LIABILITIES**

Accounts Payable	24,090.92	
Accrued Grants Payable	26,037,643.82	
Accrued Scholarships Payable	260,000.00	
Accrued Employee PTO	12,559.80	
<b>Total Liabilities</b>		26,334,294.54

##### **NET ASSETS**

Unrestricted, Non-QE 7/1/2022 Balance	7,341,872.74	
Year to Date Net Income from Operations	(88,107.26)	
Year to Date Strategic Investment Income	54,838.86	
<b>Total Non-QE Unrestricted Net Assets</b>		7,308,604.34
Quasi-Endowment 7/1/2022 Balance	19,804,107.76	
Year-to-date QE Investment Income	(1,031,435.89)	
<b>Total QE Unrestricted Net Assets</b>		18,772,671.87
<b>Total Unrestricted Net Assets</b>		26,081,276.21
Donor Restricted Net Assets 7/1/2022 Balance	101,200.00	
Year to Date Donor Restricted Net Income	-	
<b>Total Donor Restricted Net Assets</b>		101,200.00
<b>Total Net Assets</b>		26,182,476.21
<b>TOTAL LIABILITIES &amp; NET ASSETS</b>		\$ 52,516,770.75

# SAN BRUNO

## Community Foundation

### Memorandum

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**DATE:** October 28, 2022

**TO:** Board of Directors, San Bruno Community Foundation

**FROM:** Leslie Hatamiya, Executive Director

**SUBJECT:** Report from Novogradac & Company LLP Regarding the San Bruno Community Foundation's Audited Financial Statements for the Year Ended June 30, 2022, and Resolution Approving the Audited Financial Statements for the Year Ended June 30, 2022

On October 17, 2022, the Audit Committee met to discuss the fiscal year 2021-2022 audited financial statements. At the November 2, 2022, Board meeting, Committee Chair Raul Gomez will provide a report on behalf of the Committee as well as introduce the audit team who will present the audited financial statements. Board Member Melissa Moreno also serves on the Audit Committee.

Article XIII, Section 4, of the San Bruno Community Foundation's Bylaws states that the Foundation "shall retain an independent auditor and conduct annual independent audits in accordance with the applicable provisions of the Supervision of Trustees and Fundraisers for Charitable Purposes Act (commencing with Section 12586 of the California Government Code)." As authorized by the Board on April 4, 2022, the Foundation is using Novogradac & Company LLP to conduct the audit of the Foundation's financial statements for the year ended June 30, 2022, and to prepare the Foundation's annual federal and state tax returns. Engagement partner Lance Smith is again heading up the Novogradac team assigned to the Foundation.

In July, Accounting Consultant Frank Bittner and I began preparing the financial reports and documentation Novogradac requested to begin work on the audit. We submitted all of the requested materials by August 22. Since then, the Novogradac team has examined the Foundation's financial records, accounts, business transactions, accounting practices, and internal controls. Mr. Bittner and I have responded to several follow-up requests for additional information from the Novogradac team.

On October 17, the Audit Committee reviewed the audited financial statements. The Committee discussed the audit with Mr. Smith and did not express concerns with accepting it. Attached to this agenda is the attached final financial statements and audit report, which covers the Foundation's finances from July 1, 2021, through June 30, 2022. Novogradac's report states its unqualified opinion that "the financial statements...present fairly, in all

# SAN BRUNO

## Community Foundation

### Memorandum

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material respects, the financial position of The San Bruno Community Foundation as of June 30, 2022, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.” Novogradac has also issued a standard AU-C 260 letter, as it has in past years.

At the November 2, 2022, Board meeting, Mr. Smith will present the audited financial statements to the Board, review his team’s findings with regard to the Foundation’s financial records, accounts, business transactions, accounting practices, and internal controls, and field questions from the Board. Attached to this memo are the audited financial statements and AU-C 260 letter from Novogradac.

At the conclusion of Mr. Smith’s report, I recommend that the Board adopt the attached resolution approving the Foundation’s audited financial statements for the year ended June 30, 2022.

On a related note, the Novogradac team has prepared a first draft of the Foundation’s annual federal and state tax returns (IRS Form 990 and California Form 199), which Accounting Consultant Frank Bittner and I have reviewed. We hope to have a revised draft to share with the Board by the Board meeting, with the goal of submitting the returns by their November 15, 2022, deadline. Assuming I am able to circulate the tax returns prior to November 2, Mr. Smith and I will be able to answer any questions Board members may have about the tax returns at the Board meeting.

#### Attachments:

1. Resolution Approving the San Bruno Community Foundation’s Audited Financial Statements for the Year Ended June 30, 2022
2. The San Bruno Community Foundation Financial Statements and Report of Independent Auditors for the year ended June 30, 2022, with comparative totals as of and for the year ended June 30, 2021
3. AU-C 260 letter from Novogradac

**RESOLUTION NO. 2022-\_\_**

**RESOLUTION OF THE SAN BRUNO COMMUNITY FOUNDATION  
APPROVING THE FOUNDATION'S AUDITED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 30, 2022**

**WHEREAS**, Article XIII, Section 4, of the Bylaws calls for the retention of an independent auditor to conduct an annual audit of the San Bruno Community Foundation's financial statements and records;

**WHEREAS**, on April 4, 2022, the Board of Directors authorized President Malissa Netane-Jones to execute a contract with Novogradac & Company LLP to conduct the audit of the Foundation's financial statements for the year ended June 30, 2022, and to prepare the Foundation's annual federal and state tax returns;

**WHEREAS**, on April 5, 2022, President Netane-Jones executed a contract with Novogradac & Company LLP to conduct an audit of the Foundation's financial statements for the year ended June 30, 2022, and to prepare the Foundation's federal and state tax returns;

**WHEREAS**, Novogradac & Company LLP examined the Foundation's financial records, accounts, business transactions, accounting practices, and internal controls;

**WHEREAS**, Novogradac has produced audited financial statements for the Foundation for the year ended June 30, 2022, and issued an unqualified opinion that the Foundation's financial statements present fairly, in all material respects, the Foundation's financial position as of June 30, 2022, in accordance with accounting principles generally accepted in the United States; and

**WHEREAS**, Lance Smith, the Novogradac engagement partner assigned to the Foundation's account, will present the audited financial statements to the Board at the Foundation's November 2, 2022, regular Board meeting.

**WHEREAS**, On October 17, 2022 the San Bruno Community Foundation Audit Committee reviewed the audit and did not express concerns with accepting it.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors approves the audited financial statements for the year ended June 30, 2022, as prepared by Novogradac & Company LLP.

Dated: November 2, 2022

ATTEST:

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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 2<sup>nd</sup> day of November, 2022, by the following vote:

AYES: Board members:

NOES: Board members:

ABSENT: Board members:



# THE SAN BRUNO COMMUNITY FOUNDATION

**Financial Statements and  
Report of Independent Auditors**

**For the year ended June 30, 2022  
with comparative totals as of and  
for the year ended June 30, 2021**

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Report of Independent Auditors

To the Board of Directors of  
The San Bruno Community Foundation:

**Opinion**

We have audited the accompanying financial statements of The San Bruno Community Foundation, which comprise the statement of financial position as of June 30, 2022, and the related statements of activities and changes in net assets, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of The San Bruno Community Foundation as of June 30, 2022, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

**Basis for Opinion**

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of The San Bruno Community Foundation and to meet our other ethical responsibilities in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

**Responsibilities of Management for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about The San Bruno Community Foundation's ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

**Auditors' Responsibilities for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements, including omissions, are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of The San Bruno Community Foundation's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about The San Bruno Community Foundation's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

#### **Report on Summarized Comparative Information**

We have previously audited The San Bruno Community Foundation's financial statements for the year ended June 30, 2021, and our report dated October 19, 2021 expressed an unmodified opinion on those financial statements. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2021, is consistent, in all material respects, with the audited financial statements from which it has been derived.

A handwritten signature in blue ink that reads "Novogradac & Company LLP". The signature is written in a cursive, flowing style.

Petaluma, California  
October 19, 2022

**THE SAN BRUNO COMMUNITY FOUNDATION**  
**STATEMENT OF FINANCIAL POSITION**  
June 30, 2022  
with comparative totals as of June 30, 2021

**ASSETS**

	<u>2022</u>	<u>2021</u>
Cash and cash equivalents	\$ 307,978	\$ 582,323
Investments (See Note 4)	57,055,703	78,762,935
Prepaid expenses	16,692	20,053
Deposits	<u>909</u>	<u>909</u>
 Total assets	 <u>\$ 57,381,282</u>	 <u>\$ 79,366,220</u>

**LIABILITIES**

Accounts payable	\$ 28,310	\$ 36,636
Accrued scholarships	320,000	315,000
Accrued grants payable	<u>29,785,792</u>	<u>4,151,188</u>
Total liabilities	30,134,102	4,502,824

**NET ASSETS**

Without donor restriction		
Board designated	19,804,108	22,908,701
Non-designated	7,341,872	51,853,495
With donor restriction	<u>101,200</u>	<u>101,200</u>
Total net assets	<u>27,247,180</u>	<u>74,863,396</u>
 Total liabilities and net assets	 <u>\$ 57,381,282</u>	 <u>\$ 79,366,220</u>

see accompanying notes

**THE SAN BRUNO COMMUNITY FOUNDATION**  
**STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS**  
For the year ended June 30, 2022  
with comparative totals for the year ended June 30, 2021

	2022			2021
	Without donor restriction	With donor restriction	Total	Total
<b>REVENUE AND OTHER SUPPORT</b>				
Donations	\$ 6	\$ 171,000	\$ 171,006	\$ 179,336
Investment return, net	(6,067,172)	-	(6,067,172)	7,813,404
Miscellaneous income	-	-	-	6,718
Net assets released from restrictions	171,000	(171,000)	-	-
	<u>(5,896,166)</u>	<u>-</u>	<u>(5,896,166)</u>	<u>7,999,458</u>
<b>EXPENSES</b>				
Program services	41,551,952	-	41,551,952	2,801,661
Management and general	168,098	-	168,098	218,072
	<u>41,720,050</u>	<u>-</u>	<u>41,720,050</u>	<u>3,019,733</u>
<b>CHANGE IN NET ASSETS</b>	(47,616,216)	-	(47,616,216)	4,979,725
<b>NET ASSETS AT BEGINNING OF YEAR</b>	<u>74,762,196</u>	<u>101,200</u>	<u>74,863,396</u>	<u>69,883,671</u>
<b>NET ASSETS AT END OF YEAR</b>	<u>\$ 27,145,980</u>	<u>\$ 101,200</u>	<u>\$ 27,247,180</u>	<u>\$ 74,863,396</u>

see accompanying notes

**THE SAN BRUNO COMMUNITY FOUNDATION**  
**STATEMENT OF FUNCTIONAL EXPENSES**  
For the year ended June 30, 2022  
with comparative totals for the year ended June 30, 2021

	<u>Program Services</u>	<u>Management and General</u>	<u>Total</u>	<u>2021 Total</u>
<b>PERSONNEL EXPENSES</b>				
Salaries and wages	\$ 157,238	\$ 69,272	\$ 226,510	\$ 225,557
Payroll taxes and benefits	<u>21,503</u>	<u>10,443</u>	<u>31,946</u>	<u>26,803</u>
Total personnel expenses	178,741	79,715	258,456	252,360
<b>OTHER EXPENSES</b>				
Scholarships	190,000	-	190,000	195,000
Grants	41,144,454	-	41,144,454	2,375,438
Rent	10,903	4,802	15,705	15,063
Insurance	-	22,005	22,005	22,584
Telecommunications	1,795	790	2,585	2,527
Postage and shipping	1,480	651	2,131	4,239
Marketing and communications	9,409	2,831	12,240	11,546
Office supplies	2,152	1,160	3,312	2,964
Legal fees	7,348	17,250	24,598	41,334
Accounting and payroll fees	-	33,532	33,532	31,945
Other professional services	5,648	2,823	8,471	62,283
Travel, meetings and conferences	22	700	722	1,068
Miscellaneous	<u>-</u>	<u>1,839</u>	<u>1,839</u>	<u>1,382</u>
Total other expenses	<u>41,373,211</u>	<u>88,383</u>	<u>41,461,594</u>	<u>2,767,373</u>
<b>TOTAL EXPENSES</b>	<u>\$ 41,551,952</u>	<u>\$ 168,098</u>	<u>\$ 41,720,050</u>	<u>\$ 3,019,733</u>

see accompanying notes

**THE SAN BRUNO COMMUNITY FOUNDATION**  
**STATEMENT OF CASH FLOWS**  
For the year ended June 30, 2022  
with comparative totals for the year ended June 30, 2021

	<b>2022</b>	<b>2021</b>
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
Change in net assets	\$ (47,616,216)	\$ 4,979,725
Adjustments to reconcile change in net assets to net cash used in operating activities:		
Net realized/unrealized loss (gain) on investments	7,738,735	(6,213,011)
(Increase) decrease in assets:		
Prepaid expenses	3,361	(805)
(Decrease) increase in liabilities:		
Accounts payable	(8,326)	3,996
Accrued scholarships	5,000	40,000
Accrued grants payable	<u>25,634,604</u>	<u>(1,056,962)</u>
Net cash used in operating activities	<u>(14,242,842)</u>	<u>(2,247,057)</u>
 <b>CASH FLOWS FROM INVESTING ACTIVITIES</b>		
Net sales of securities	<u>13,968,497</u>	<u>2,170,660</u>
 Net change in cash, and cash equivalents	 (274,345)	 (76,397)
Cash and cash equivalents at beginning of year	<u>582,323</u>	<u>658,720</u>
Cash, cash equivalents and restricted cash at end of year	<u><u>\$ 307,978</u></u>	<u><u>\$ 582,323</u></u>

see accompanying notes



# THE SAN BRUNO COMMUNITY FOUNDATION

Notes to Financial Statements

June 30, 2022

with comparative totals as of and for the year ended June 30, 2021

## 1. Organization

The San Bruno Community Foundation (the "Foundation"), a California nonprofit corporation, was organized in 2013 as a public benefit 501(c)(3) nonprofit corporation and has been determined to be a Type I supporting organization under Section 509(a)(3) of the Internal Revenue Code ("IRC"). Pursuant to the settlement agreement dated March 12, 2012, between Pacific Gas & Electric Company ("PG&E") and the City of San Bruno (the "City"), both parties agreed to resolve and settle all claims arising out of the September 9, 2010 pipeline incident (the "Settlement Agreement"). The terms required PG&E to contribute a total of \$70 million to the City, which comprised of 1) five vacant plots of land in the Glenview (Crestmoor) neighborhood, which had a total fair market value of \$1,250,000 and 2) \$68,750,000 in cash, to transfer to a tax-exempt, nonprofit public purpose entity. Hence, the Foundation was created from the Settlement Agreement. The Foundation engages primarily in the administration of PG&E restitution funds and building community partnerships.

The Foundation's goals serve the San Bruno community by investing in projects, programs, services, and facilities that have significant and lasting benefits. Through making grants, leveraging partnerships, and taking advantage of other resources, the Foundation assists and enables the community to maximize shared investments and realize their subsequent enhancements and benefits.

## 2. Summary of significant accounting policies

### Basis of accounting

The Foundation prepares its financial statements on the accrual basis of accounting consistent with accounting principles generally accepted in the United States of America. The Foundation's year end for tax and financial reporting purposes is June 30.

### Basis of presentation

The Foundation is required to report information regarding its financial position and activities according to the following net asset classifications:

#### *Net Assets without donor restrictions:*

Net assets available for use in general operations and not subject to donor restrictions. The Foundation's governing board has designated, from net assets without donor restriction, long-term funds held in the quasi-endowment pool.

#### *Net assets with donor restrictions:*

Net assets subject to stipulations imposed by donors and grantors. Some donor restrictions are temporary in nature, which will be met by actions of the Foundation or by the passage of time. Other donor restrictions are perpetual in nature, whereby the donor has stipulated the funds be maintained in perpetuity.

### Prior period comparison

The financial statements include certain prior-period summarized comparative information in total but not by net asset class. Such information does not include sufficient detail to constitute a presentation in accordance with generally accepted accounting principles. Accordingly, such information should be read in conjunction with the Foundation's financial statements for the year ended June 30, 2021, from which the summarized information was derived.

### Estimates

The preparation of financial statements in accordance with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying notes. Actual results could differ from those estimates.

**THE SAN BRUNO COMMUNITY FOUNDATION**  
Notes to Financial Statements  
June 30, 2022  
with comparative totals as of and for the year ended June 30, 2021

2. Summary of significant accounting policies (continued)

Cash and cash equivalents

Cash and cash equivalents include all cash balances on deposit with financial institutions and highly liquid investments with a maturity of three months or less at the date of acquisition. As of June 30, 2022 and 2021, cash and cash equivalents consist of the following:

	<u>2022</u>	<u>2021</u>
Cash - operating	\$ 192,481	\$ 184,386
Liquidity fund cash	115,497	397,937
Total cash and cash equivalents	<u>\$ 307,978</u>	<u>\$ 582,323</u>

Concentration of credit risk

Financial instruments that potentially subject the Foundation to concentrations of credit risk consist principally of temporary cash investments. The Foundation places its temporary cash investments with high credit quality financial institutions and, by policy, limits the amount of credit exposed to any one financial institution. The Foundation has not experienced any losses in such accounts.

Investments

The Foundation carries investments in various investment pools with readily determinable fair values and all investments are stated at their fair values in the Statement of Financial Position. Unrealized gains and losses are included in the change in net assets in the accompanying Statement of Activities and Changes in Net Assets.

Accounts receivable

Management considers receivables to be fully collectible. If amounts become uncollectible, they are charged to operations in the period in which that determination is made. Accounting principles generally accepted in the United States of America require that the allowance method be used to recognize bad debts; however, the effect of using the direct write-off method is not materially different from the results that would have been obtained under the allowance method.

Fair value measurements

The Foundation applies the accounting provisions related to fair value measurements. These provisions define fair value as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date, establish a hierarchy that prioritizes the information used in developing fair value estimates and require disclosure of fair value measurements by level within the fair value hierarchy. The hierarchy gives the highest priority to quoted prices in active markets (Level 1 measurements) and the lowest priority to unobservable data (Level 3 measurements), such as the reporting entity's own data. These provisions also provide valuation techniques, such as the market approach (comparable market prices), the income approach (present value of future income or cash flows) and the cost approach (cost to replace the service capacity of an asset or replacement cost).

A financial instrument's categorization within the valuation hierarchy is based upon the lowest level of input that is significant to the fair value measurement. The three levels of valuation hierarchy are defined as follows:

- Level 1:* Observable inputs such as quoted prices (unadjusted) for identical assets or liabilities in active markets.
- Level 2:* Inputs other than quoted prices for similar assets and liabilities in active markets, and inputs that are observable for the asset or liability, either directly or indirectly, for substantially the full term of the financial instrument.
- Level 3:* Unobservable inputs that reflect the Foundation's own assumptions.

**THE SAN BRUNO COMMUNITY FOUNDATION**  
Notes to Financial Statements  
June 30, 2022  
with comparative totals as of and for the year ended June 30, 2021

2. Summary of significant accounting policies (continued)

Income taxes

The Foundation is a not-for-profit corporation under Section 501(c)(3) of the IRC and Section 23701(d) of the California Revenue and Taxation Code and therefore, is generally exempt from both federal and state income taxes, except on net income derived from unrelated business activities.

The preparation of financial statements in accordance with accounting principles generally accepted in the United States of America requires the Foundation to report information regarding its exposure to various tax positions taken. Management has determined whether any tax positions have met the recognition threshold and has measured its exposure to those tax positions. Management believes that the Foundation has adequately addressed all relevant tax positions and that there are no unrecorded tax liabilities. Federal tax authorities generally have the right to examine and audit the previous three years of tax returns filed. California tax authorities generally have the right to examine and audit the previous four years of tax returns filed. Any interest or penalties assessed to the Foundation are recorded in operating expenses. No interest or penalties from federal or state tax authorities were recorded in the accompanying financial statements.

Miscellaneous income

Miscellaneous income consists mostly of prior year grant and scholarship expenses that were written off as the actual amount due was less than the amount originally recorded. For the years ended June 30, 2022 and 2021, miscellaneous income was \$0 and \$6,718, respectively.

Scholarships expense

The Foundation offers three types of scholarships, which are defined as follows:

1. \$5,000 each year for four years, totaling \$20,000, for a high school student to attend a 4-year college.
2. \$2,500 each year for two years, totaling \$5,000, for a high school student to attend a 2-year community college.
3. \$5,000 each year for two years, totaling \$10,000, for a community college student who transfers to a 4-year college.

Members of the San Bruno community are eligible to apply for a scholarship. Scholarships are recognized when they have been awarded. Recipients are required to renew their scholarships for each year by submitting proof of full-time enrollment for the following fall and certification of status as a student in good standing, by June 1 of each year. For the years ended June 30, 2022 and 2021, scholarship expense was \$190,000 and \$195,000, respectively. As of June 30, 2022 and 2021, accrued scholarships payable was \$320,000 and \$315,000, respectively.

Grant expense

Grants are recognized when they are approved by the board, all significant conditions are met, all due diligence has been completed, and grant agreements have been executed. Grant refunds are recorded as a reduction of grant expense if the refund or notice of refund is received in the same fiscal year as the grant was expensed. For the years ended June 30, 2022 and 2021, grant expense was \$41,144,454 and \$2,375,438, respectively. Grant expense for the year ended June 30, 2022, included \$40,464,454 for the construction of the San Bruno community recreation and aquatic center and related costs, of which \$27,577,916 was payable as of June 30, 2022. As of June 30, 2022 and 2021, accrued grants payable was \$29,785,792 and \$4,151,188, respectively.

**THE SAN BRUNO COMMUNITY FOUNDATION**  
Notes to Financial Statements  
June 30, 2022  
with comparative totals as of and for the year ended June 30, 2021

2. Summary of significant accounting policies (continued)

Functional allocation of expenses

The Statement of Functional Expenses reports expenses by both natural and functional classification. Certain categories of expenses are attributed to more than one program or supporting function. Therefore, expenses require allocation on a reasonable basis that is consistently applied. Costs are directly applied to the related program or supporting service category when identifiable and possible. Other expenses have been allocated to programs and management and general based on estimates of time and effort.

Recent and pending accounting pronouncements

In February 2016, the FASB issued ASU 2016-02, Leases (Topic 842), which supersedes FASB ASC Topic 840, Leases, and makes other conforming amendments to U.S. GAAP. ASU 2016-02 requires, among other changes to the lease accounting guidance, lessees to recognize most leases on-balance sheet via the right of use asset and lease liability, and additional qualitative and quantitative disclosures. The standard will be effective for the Company for annual periods beginning after December 15, 2021, permits early adoption, and mandates a modified retrospective transition method. The Foundation is currently evaluating the effect of the standard on the financial statements. It is not expected to have a material effect.

Subsequent events

Subsequent events have been evaluated through October 19, 2022, which is the date the financial statements were available to be issued, and there are no subsequent events requiring disclosure.

3. Liquidity and availability of financial assets

The following represents the Foundation's financial assets as of June 30:

Financial assets at year end:	<u>2022</u>	<u>2021</u>
Cash and cash equivalents	\$ 307,978	\$ 582,323
Investments	<u>57,055,703</u>	<u>78,762,935</u>
Total financial assets	<u>57,363,681</u>	<u>79,345,258</u>
Less amounts not available due to:		
Net assets with donor restrictions	101,200	101,200
Board designated quasi-endowment fund	19,804,108	22,908,701
Grants payable	29,785,792	4,151,188
Scholarships payable	<u>320,000</u>	<u>315,000</u>
	<u>50,011,100</u>	<u>27,476,089</u>
Financial assets available to meet general expenditures over the next twelve months	<u>\$ 7,352,581</u>	<u>\$ 51,869,169</u>

The Foundation's goal is generally to maintain financial assets to meet its operating and budgeted needs. As part of its liquidity plan, excess cash is invested in short-term investments, including mutual funds.

**THE SAN BRUNO COMMUNITY FOUNDATION**  
Notes to Financial Statements  
June 30, 2022  
with comparative totals as of and for the year ended June 30, 2021

4. Investments

The following tables present the Foundation's assets that are measured and recognized at fair value on a recurring basis classified under the appropriate level of the fair value hierarchy as of June 30, 2022 and 2021:

		June 30, 2022			
		Level 1	Level 2	Level 3	Fair Value Measurements
Assets					
<b>Liquidity pool</b>					
Mutual funds	\$	2,307,459	\$ -	\$ -	\$ 2,307,459
Exchange traded products and ETFs		6,652,247	-	-	6,652,247
<b>Total liquidity pool</b>		<b>8,959,706</b>	<b>-</b>	<b>-</b>	<b>8,959,706</b>
<b>Strategic pool</b>					
Cash reserves		617,318	-	-	617,318
Mutual funds		18,950,158	-	-	18,950,158
Exchange traded products and ETFs		8,724,413	-	-	8,724,413
<b>Total strategic pool</b>		<b>28,291,889</b>	<b>-</b>	<b>-</b>	<b>28,291,889</b>
<b>Quasi-endowment pool</b>					
Cash reserves		615,172	-	-	615,172
Mutual funds		7,409,761	-	-	7,409,761
Exchange traded products and ETFs		11,779,175	-	-	11,779,175
<b>Total quasi-endowment pool</b>		<b>19,804,108</b>	<b>-</b>	<b>-</b>	<b>19,804,108</b>
<b>Total assets</b>	<b>\$</b>	<b>57,055,703</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 57,055,703</b>
		June 30, 2021			
		Level 1	Level 2	Level 3	Fair Value Measurements
Assets					
<b>Liquidity pool</b>					
Mutual funds	\$	2,685,565	\$ -	\$ -	\$ 2,685,565
Exchange traded products and ETFs		21,266,609	-	-	21,266,609
<b>Total liquidity pool</b>		<b>23,952,174</b>	<b>-</b>	<b>-</b>	<b>23,952,174</b>
<b>Strategic pool</b>					
Cash reserves		40,616	-	-	40,616
Mutual funds		21,255,215	-	-	21,255,215
Exchange traded products and ETFs		10,216,299	-	-	10,216,299
<b>Total strategic pool</b>		<b>31,902,060</b>	<b>-</b>	<b>-</b>	<b>31,902,060</b>
<b>Quasi-endowment pool</b>					
Cash reserves		427,554	-	-	427,554
Mutual funds		9,804,801	-	-	9,804,801
Exchange traded products and ETFs		12,676,346	-	-	12,676,346
<b>Total quasi-endowment pool</b>		<b>22,908,701</b>	<b>-</b>	<b>-</b>	<b>22,908,701</b>
<b>Total assets</b>	<b>\$</b>	<b>78,762,935</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 78,762,935</b>

**THE SAN BRUNO COMMUNITY FOUNDATION**  
Notes to Financial Statements  
June 30, 2022  
with comparative totals as of and for the year ended June 30, 2021

4. Investments (continued)

The Foundation's investments consisted of the following cost basis when originally acquired:

	<u>2022</u>	<u>2021</u>
Liquidity pool	\$ 9,067,541	\$ 23,894,129
Strategic pool	29,016,091	29,221,384
Quasi-endowment pool	<u>17,400,934</u>	<u>17,369,109</u>
Total securities	<u>\$ 55,484,566</u>	<u>\$ 70,484,622</u>

5. Office lease

The Foundation entered into an amended office lease with San Bruno Office Associates, LLC, which expires on March 31, 2025. Current monthly payments are \$1,314. The monthly rent increases annually at a rate of 3% on April 1 of each year. For the years ended June 30, 2022 and 2021, office lease payments were \$15,705 and \$15,063, respectively.

Future minimum lease payments under the operating lease are as follows:

April 2022-March 2023	\$	1,314 per month
April 2023-March 2024	\$	1,353 per month
April 2024-March 2025	\$	1,394 per month

6. Employee benefit plan

Effective January 1, 2015, the Foundation established a tax-deferred annuity plan qualified under Section 403(b) of the IRC for its employees. The Foundation makes non-matching contributions equal to 5% of the gross salary for individual employees. For the years ended June 30, 2022 and 2021, \$19,792 and \$9,896, respectively, was contributed by the Foundation on behalf of its employees.

7. Net assets with donor restriction

Net assets with donor restriction consist of the following as of June 30:

	<u>2022</u>	<u>2021</u>
Community Grants Fund	\$ 100,000	\$ 100,000
Recreation & Aquatic Memorial Bench	<u>1,200</u>	<u>1,200</u>
Total net assets with donor restriction	<u>\$ 101,200</u>	<u>\$ 101,200</u>

Net assets were released from restrictions by incurring expenses satisfying the restricted purpose or by the expiration of time as follows:

	<u>2022</u>	<u>2021</u>
Community Grants Fund	\$ 100,000	\$ 100,000
CNM Scholarships	<u>71,000</u>	<u>78,349</u>
Total net assets released from restrictions	<u>\$ 171,000</u>	<u>\$ 178,349</u>

**THE SAN BRUNO COMMUNITY FOUNDATION**

Notes to Financial Statements

June 30, 2022

with comparative totals as of and for the year ended June 30, 2021

8. Vulnerability – Impact of COVID-19

The severity of the impact of COVID-19 on the Foundation's operations will depend on a number of factors, including, but not limited to, the duration and severity of the pandemic and the extent and severity of the impact on the Foundation's investments, all of which are uncertain and cannot be predicted. The Foundation's future results could be adversely impacted by delays in donations and impacts on the US market. Management is unable to predict with absolute certainty the impact of COVID-19 on its financial condition, results of operations or cash flows.



NOVOGRADAC  
& COMPANY LLP®

October 19, 2022

To the Audit Committee and Board of Directors of  
The San Bruno Community Foundation:

We have audited the financial statements of The San Bruno Community Foundation (the “Foundation”) as of and for the year ended June 30, 2022, and have issued our report thereon dated October 19, 2022. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our engagement letter dated March 11, 2022. Professional standards also require that we communicate to you the following information related to our audit.

## Significant Audit Matters

### Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Foundation are described in Note 2 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during 2022. We noted no transactions entered into by the Foundation during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements and are based on management’s knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were:

Management’s estimates affecting the financial statements based on subjective and objective factors including the allocation of assets, liabilities, revenues and expenses among funds, and the fair market value of investments.

Management’s estimate of the fair market value of investments is based on an evaluation of third party information obtained.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting the financial statements were:

The disclosure of investments in the notes to the financial statements. This note contains a description of the composition of the investment balance as of June 30, 2022 and 2021.

The disclosure of net assets in the notes to the financial statements. This note contains a description of the composition of net assets with donor restriction and net assets without donor restriction.

The financial statement disclosures are neutral, consistent, and clear.

### Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

### Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. There are no such misstatements.



To the Audit Committee and Board of Directors of  
The San Bruno Community Foundation  
October 19, 2022  
Page 2 of 2

### **Disagreements with Management**

For purposes of this letter, a disagreement with management is a disagreement on a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditors' report. We are pleased to report that no such disagreements arose during the course of our audit.

### **Management Representations**

We have requested certain representations from management that are included in the management representation letter dated October 19, 2022.

### **Management Consultations with Other Independent Accountants**

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Foundation's financial statements or a determination of the type of auditors' opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

### **Other Audit Findings or Issues**

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Foundation's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

This information is intended solely for the use of the Audit Committee, Board of Directors and management of the Foundation and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,



NOVOGRADAC & COMPANY LLP

# SAN BRUNO

## Community Foundation

### Memorandum

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**DATE:** October 28, 2022

**TO:** Board of Directors, San Bruno Community Foundation

**FROM:** Leslie Hatamiya, Executive Director

**SUBJECT:** Report from Ad Hoc Committee on Centennial Plaza Project and Resolution Approving Strategic Grant for the Centennial Plaza Improvement Project to the City of San Bruno in the Amount of \$500,000

At its November 2, 2022, regular meeting, the Foundation Board will receive a report from the Ad Hoc Committee on Centennial Plaza Project and consider a resolution approving a strategic grant for the Centennial Plaza Improvement Project to the City of San Bruno in the amount of \$500,000. The Board created the ad hoc, advisory committee in September 2022 to research the Centennial Plaza Improvement Project and report back to the Board with a possible funding recommendation. Committee Chair Supriya Perry will make the report on behalf of the Committee. Vice President Jim Ruane and Board Member Melissa Moreno also serve on the Committee.

#### **1. Centennial Plaza Improvement Project**

Located at the intersection of Jenevein Avenue and San Mateo Avenue in downtown San Bruno, Centennial Plaza is currently closed to members of the public and barricaded with ropes because the area has never been landscaped for public use and subsurface footings from a prior structure on the site have not been mitigated or removed. The City of San Bruno has been exploring ways to enhance and beautify segments of San Mateo Avenue as part of a “Downtown Streetscape Greening and Landscaping and Park Improvements” effort. Led by the City’s City Council Downtown Committee, the City has developed a plan to renovate Centennial Plaza into a useable community gathering space that can be used for resting, outdoor dining, and entertainment in a park setting. On August 23, 2022, City staff and Callander Associates Landscape Architecture (CALA) presented the City Council with the conceptual design for the plaza. The conceptual design includes a small stage, café style flexible seating, picnic tables, a play area, and appropriate landscaping, among other features. They also presented an estimate of total project costs, including design, construction documents, and construction, of \$912,437. As the City Council has already committed \$150,000 for the project, the project requires about \$762,000 in additional funding. On August 23, the City Council directed staff to move forward with the conceptual design and to work with the San Bruno Community

# SAN BRUNO

## Community Foundation

### Memorandum

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Foundation and other community partners to identify additional sources of funding for the project.

On September 7, Community Services Director Ann Mottola gave a presentation to the Board, providing an overview of the project. Ms. Mottola displayed images of the conceptual design for the plaza, which includes a small stage, seating and picnic tables, a play area, and landscaping, with the goal of creating a flexible urban plaza for the downtown area. She noted the City's need for additional funding for the project and the City Council's request for a Foundation grant to support the project.

Following the Board's usual process for evaluating potential strategic grant opportunities, the Board approved a resolution creating the Ad Hoc Committee on Centennial Plaza Project to research the Centennial Plaza Improvement Project and considering bringing a funding recommendation to the Board.

The City of San Bruno provided the attached strategic grant proposal for the Centennial Plaza Improvement Project, and the Committee met on October 17 to discuss the proposal. The Committee received updates on the project from Ms. Mottola and Brian Fletcher of CALA. They reviewed the project budget and timeline and answered questions from the Committee, which included inquiries about the juxtaposition of the plaza next to the building housing West Coast Café, the sustainability of the materials used for the seating, the security of the seating, the age range for the play structure, ongoing maintenance costs for the City, sufficiency of the electrical system planned, plans for artwork on the adjacent building, environmental issues, and traffic impacts during construction.

After Ms. Mottola and Mr. Fletcher departed from the meeting, the Committee discussed the project. Committee members expressed strong enthusiasm for the project and its potential to serve as a focal point and attractive gathering place in the downtown. 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. After discussion, 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 \$262,437 in City funds to fully fund the project.

# SAN BRUNO

## Community Foundation

### Memorandum

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#### **2. Resolution Approving Strategic Grant for the Centennial Plaza Improvement Project to the City of San Bruno in the Amount of \$500,000**

On November 2, Chair Perry will report on the Committee's deliberations, and Ms. Mottola and Mr. Fletcher will give a brief update on the Centennial Plaza Improvement Project and answer any questions Board members may have about the project. The Board will then consider the attached resolution, as recommended by the Committee, approving a strategic grant for the Centennial Plaza Improvement Project to the City of San Bruno in the amount of \$500,000.

As requested by the Board, consistent with the recommendation of the Ad Hoc Committee on Program Development, at its October 5 meeting, the resolution includes 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, which demonstrate this ongoing commitment.

The resolution also includes language making payment of the grant funds contingent on the San Bruno City Council approving an additional \$262,437 in funding to the project to ensure that the project is fully funded.

As context for this grant proposal, please note that the Foundation's fiscal year 2022-2023 budget includes \$5.5 million for strategic grants, which could include additional funding for the Recreation and Aquatic Center project if requested by the City and other smaller strategic grants, including the Centennial Plaza Improvement Project. Thus far this fiscal year, the Board has approved one strategic grant in the amount of \$35,000 – to the San Bruno Park School District for school field trips and assemblies – and, on November 2, the Board will also consider a \$30,000 grant request from the City to support the 2023 Community Day.

#### Attachments:

1. Strategic Grant Proposal for the Centennial Plaza Improvement Project from the City of San Bruno
2. Resolution Approving Strategic Grant Supporting the Centennial Plaza Improvement Project to the City of San Bruno in the Amount of \$500,000



October 3, 2022

San Bruno Community Foundation  
901 Sneath Lane, Suite 209  
San Bruno, CA 94066

Dear President Netane-Jones and Board of Directors,

I am excited to present to you this Strategic Grant Proposal requesting \$500,000 for the Centennial Plaza Improvement Project.

Work on potential improvements to Centennial Plaza began in April 2021, when Staff presented a series of proposed improvement projects to the City Council, including a temporary solution to renovate the Plaza. After more than a year working on site reviews and scope modifications, we have a Concept Plan for the site that, when executed, will be transformative to San Bruno's downtown.

In the attached proposal, I reference that the Plaza in its current state as a visual and symbolic barrier to revitalization. I agree with so many who ponder why we have a park that is roped off to public access! Particularly in our downtown, it would be rather exciting to create a space where people can enter, gather, and celebrate. There certainly seems to be a strong alignment within the community at this time to focus on downtown improvements. In your recent Listening Campaign, it was interesting that downtown revitalization was one of the themes. Perhaps the timing is right to consider this project as Centennial Plaza is a highly visible site that can have real impact on our downtown.

A full grant proposal for the Centennial Plaza project including timeline and budget is attached for your consideration. Please let me know if you would like for me to provide you with additional information.

Kind regards,

Ann Mottola  
Community Services Director

# SBCF Strategic Grant Proposal for Centennial Plaza Improvement Project



- 1. Program Description and Implementation Plan: What is the initiative for which the organization seeks funding? What is its purpose? How will it be implemented? What is its end result? We need a detailed description of what the program is and how it will be implemented (e.g., stages of program, key staff involved, technology/equipment needed, goals, deliverables).**

## **INITIATIVE**

The **Centennial Plaza Improvement Project** will transform Centennial Plaza into a downtown focal point and activity hub by activating the space with improvements to accommodate outdoor dining, entertainment, and provide a flexible space for the community to gather.

## **PROGRAM PHASING – DESIGN**

The City began initial discussions about making improvements to Centennial Plaza in April 2021, when Staff proposed several downtown improvement projects to City Council at a special meeting/study session. The presentation included projects which endeavored to enhance and beautify segments of San Mateo Avenue (downtown), including a temporary solution to renovate Centennial Plaza.

In May 2021, Council allocated \$150,000 of Park In Lieu Funds for temporary renovations to make Centennial Plaza an attractive, useable, activated space. Staff began work with Callander Associates Landscape Architecture (CALA) in July 2021 to develop a short-term design solution. This initial work focused on making temporary aesthetic improvements to refresh the Plaza. The concept work went through several iterations with input from Council who requested that the Plaza accommodate entertainment and include lighting for evening use.

As work progressed, the project grew in complexity as technical issues surfaced. The grading of the site and its impact to accessibility and drainage was of concern. Additionally, the desire to activate the space as a location that could accommodate performances indicated the need for examination of electrical by an electrical engineer. Rather than a simple aesthetic refresh, site challenges were identified that would require construction documents to properly address these issues.

With the realization that this would be costlier than a \$150,000 refresh, CALA worked the City Council Downtown Committee to refine the design of the Plaza. CALA guided the Committee through a process to define program space within the Plaza, and to visualize the relationship between those spaces where multiple activities could exist including: entertainment, dining areas, passive/play space, and flexible space that could accommodate a variety of programs and events.

This proposed Centennial Plaza Improvement Concept Plan was presented to Council in August 2022. Council supported the project, but also directed Staff to seek funding from the San Bruno Community Foundation to partner in realizing this vision.

- **Attachment 1 – Centennial Plaza Improvement Concept Plan.pdf** – Presented to City Council in August 2022.
- **Attachment 2 – Visual Simulations.pdf** – Renderings of Centennial Plaza after construction of the improvements.

#### **PROGRAM PHASING – CONSTRUCTION**

Pending grant approval by the San Bruno Community Foundation, Staff will present the project to City Council to request the remainder of the funding necessary to complete the project. Pending Council approval of funding, the City estimates 13 months from approval of funding to completion of construction. (A more detailed timeline is included in Section 3.)

#### **KEY STAFF**

- Community Services Department (Director Ann Mottola) is the lead department through design, and client department through construction.
- Public Works (Director Matt Lee) is the lead department from bid through construction.
- Callander Associates Landscape Architecture (CALA), Brian Fletcher, Principal

- 2. Value Proposition/Community Impact: Why is the initiative needed? What is its value to the organization? To the broader San Bruno community? Identify the needs, problems, and/or opportunities to be addressed. Explain how the initiative contributes to and/or impacts the San Bruno community specifically, using both quantitative and qualitative measures when possible, and how you will measure the initiative’s success.**

The Centennial Plaza Improvement Project is needed as a catalyst to influence transformation of the downtown. In its current state, the Plaza is a visual and symbolic barrier to revitalization. Centennial Plaza serves as the visual entrance for those that enter downtown via Jenevein Avenue. Yet the Plaza is closed to members of the public and barricaded with ropes because the area has never been landscaped for public use, and subsurface footings from a prior structure on the site have not been mitigated or removed.

The project truly serves all of San Bruno. As a highly visible investment in revitalization efforts, this project will positively influence the business district by improving the downtown with an attractive

focal point and entry to San Bruno's downtown during passive use, and will foster community by creating a truly useable Plaza that serves as a central event hub when activated for community gatherings.

There also seems to be alignment within the community to invest in revitalization of the downtown. One of the themes from the San Bruno Community Foundation 2021 Listening Campaign is:

- *Downtown Revitalization, Beautification, and Maintenance – Participants expressed the desire for the main downtown area, primarily along San Mateo Avenue and El Camino Real, to be revitalized and developed to become a more vibrant city center that attracts local residents and out-of-town visitors.*

Two of the Strategic Initiatives set during the City Council's May 2022 Strategic Planning and Goal Setting Session include:

- *Implementation of the Transit Corridor Vision to Revitalize Downtown and Commercial Corridor*
- *Protect and Improve Community Aesthetics and Safety*

Additionally, there has been recent use of the Plaza to demonstrate the impact of placemaking to the vitality of the downtown. In the past year, the Community Services Department used Centennial Plaza as the focal point for the new Downtown Holiday Tree Lighting; and to create a central main stage for a CommUNITY Day reimaged in its downtown location. In both instances, the use of the Plaza transformed downtown, providing a place for the community to gather and celebrate.

The permanent improvements to the Plaza will allow increased programming year-round. We also hope the investment in this project will spur improvement projects by property owners in the downtown corridor. These will both be measures for success.

### **3. Timeline: Provide a time schedule for implementing the initiative.**

Pending grant approval by the San Bruno Community Foundation, Staff will present the project to City Council to request the remainder of the funding necessary to complete the project. Pending Council approval of funding, the City estimates 13 months from approval of funding to completion of construction.

- **5 months** (105 days) to completion of construction documents
- **1.5 months** (30 days) to prepare RFP and bid
- **1 month** (30 days) to bring contract to Council for approval and award
- **5.5 months** (120 days) construction completion

Please see attached: **ATTACHMENT 3 – Timeline.pdf** – Based on a January 1, 2023, start date.

### **4. Budget: Provide an overall budget for the initiative. Show anticipated costs by category (e.g., personnel, consultants, supplies/materials, technology/equipment, and marketing/outreach).**

The total project cost is estimated at \$912,437. The City currently has a design contract with CALA in the amount of \$70,031. The additional estimated cost for taking this design from concept, through construction documents and construction is \$842,406.



<b>Centennial Plaza Project Cost</b>	
Current Design Services Contract with CALA	70,031
Estimated Cost to Complete Project	842,406
<b>* TOTAL Project Cost</b>	<b>912,437</b>

\* Please see attached: **ATTACHMENT 4 – Estimated Budget.pdf** - A detailed budget is provided.

On May 25, 2021, Council allocated \$150,000 of Park In Lieu Funds to the project. As a result, the project will require \$762,437 in additional funding. At City Council’s direction, Staff is requesting that the San Bruno Community Foundation consider a grant in the amount of \$500,000 to support this project. Pending the Foundation’s support of this grant request, Staff will bring a funding request to City Council in the amount of \$262,437. Based on prior discussions with Council about this project and the partnership with the Foundation, Staff anticipates Council will support the request.

<b>Centennial Plaza Project Funding</b>	
Allocated Parks In Lieu Funds	150,000
Request to San Bruno Community Foundation	500,000
Request to City Council	262,437
<b>TOTAL Project Funding</b>	<b>912,437</b>

**5. Why are SBCF funds needed? And what other sources of funding are possibly available for this initiative?**

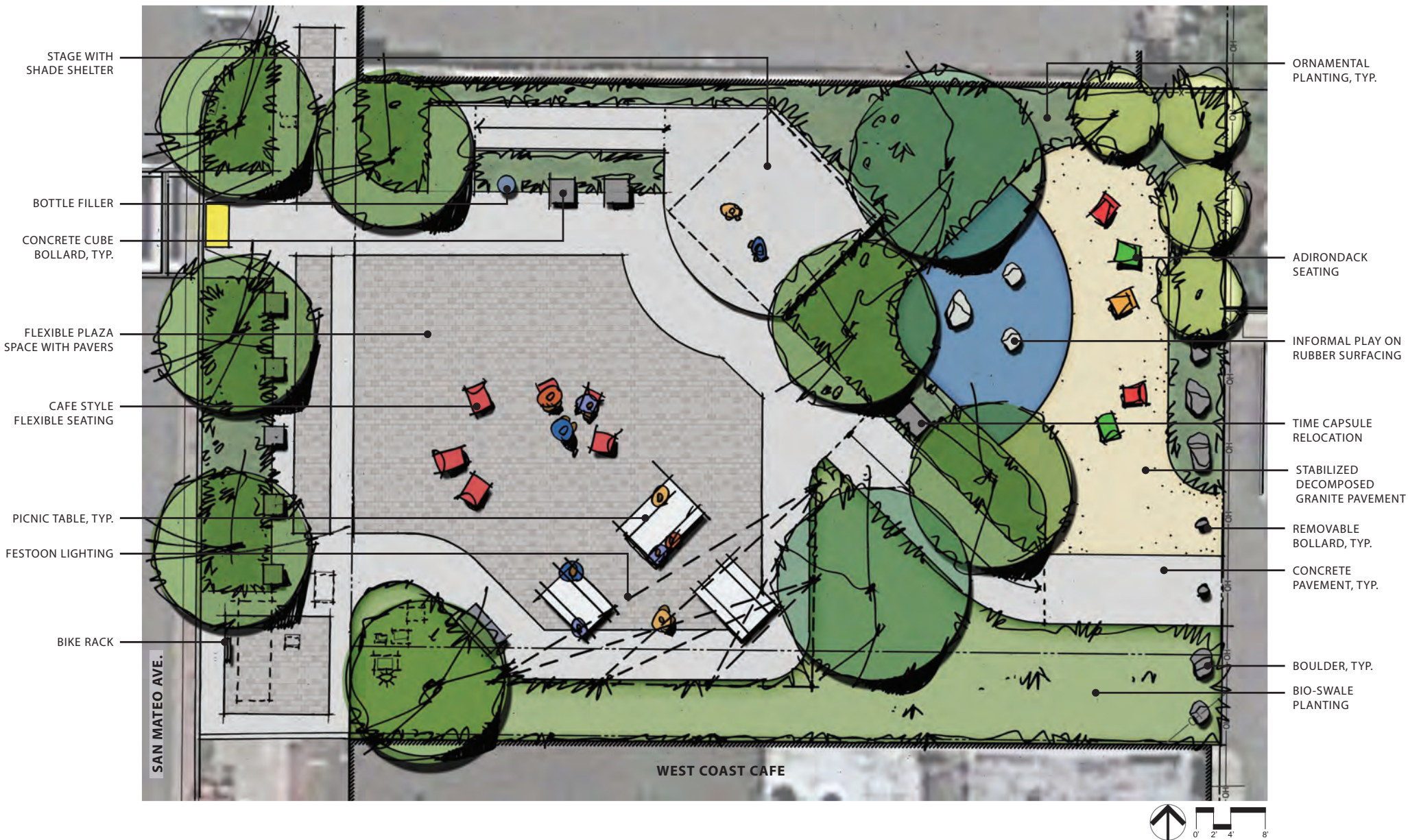
City Council is interested in pursuing this project in a partnership with the San Bruno Community Foundation. There are no additional funding sources identified at this time.

**6. Collaboration: If the initiative is a collaboration with other organizations, identify the collaborating organizations and explain their roles in the collaboration.**

N/A

**7. Sustainability: How will the organization support the initiative once SBCF funding has concluded?**

The Plaza is being designed with respect to the impact on maintenance. Once construction is complete, the ongoing maintenance will be performed by the City of San Bruno’s Parks Maintenance Division of Community Services. The Parks Division recently performed an operational assessment to create efficiencies in its service delivery model. Based on this recent evaluation, the Division has adequate resources to assume maintenance of the improvements at Centennial Plaza.



**CONCEPT PLAN**  
**CENTENNIAL PLAZA IMPROVEMENTS**  
 City of San Bruno, California

July 19, 2022  
 21042\_ReviseConceptPlan2.indd



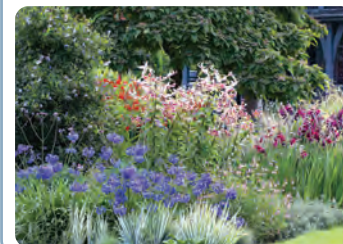
INFORMAL PLAY



BIO-SWALE PLANTING



ORNAMENTAL PLANTING



STAGE W/ SHADE SHELTER



BOTTLE FILLER



BOULDER



FESTOON LIGHTING



PAVER STONE PLAZA



CAFE STYLE SEATING



CONCRETE CUBE BOLLARD



PICNIC TABLE



ADIRONDACK SEATING



BIKE RACK



REMOVABLE BOLLARD



DECOMPOSED GRANITE



INSPIRATION IMAGERY  
CENTENNIAL PLAZA IMPROVEMENTS  
City of San Bruno, California





**VISUAL SIMULATION** (View 1)  
**CENTENNIAL PLAZA IMPROVEMENTS**  
City of San Bruno, California



July 19, 2022  
21042\_Visim.indd





**VISUAL SIMULATION** (View 2)  
**CENTENNIAL PLAZA IMPROVEMENTS**  
City of San Bruno, California



July 19, 2022  
21042\_Visim.indd



Preliminary Project Schedule  
Centennial Plaza - Implementation

ID	Task Mode	Task Name	Duration	Start	Finish	Predecessors	Qtr 1, 2023												Qtr 2, 2023			Qtr 3, 2023			Qtr 4, 2023			Qtr 1, 2024			Qtr 2, 2024			Qtr 3, 2024								
							Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul				
1		<b>Construction Documents (lump sum)</b>	<b>105 days</b>	<b>Mon 01/02/23</b>	<b>Fri 05/26/23</b>		[Gantt bar from Dec 2022 to May 2023]																																			
2		Cd Kick-off Meeting	5 days	Mon 01/02/23	Fri 01/06/23		[Gantt bar from Jan 2 to Jan 6, 2023]																																			
3		Base Data	5 days	Mon 01/09/23	Fri 01/13/23	2	[Gantt bar from Jan 9 to Jan 13, 2023]																																			
4		Geotech Report	15 days	Mon 01/09/23	Fri 01/27/23	2	[Gantt bar from Jan 9 to Jan 27, 2023]																																			
5		Coordination	100 days	Mon 01/02/23	Fri 05/19/23		[Gantt bar from Jan 2 to May 19, 2023]																																			
6		35% Submittal	25 days	Mon 01/16/23	Fri 02/17/23	3	[Gantt bar from Jan 16 to Feb 17, 2023]																																			
7		<b>City Review Period</b>	10 days	Mon 02/20/23	Fri 03/03/23	6	[Gantt bar from Feb 20 to Mar 3, 2023]																																			
8		Review with City Staff	5 days	Mon 03/06/23	Fri 03/10/23	7	[Gantt bar from Mar 6 to Mar 10, 2023]																																			
9		95% Submittal	20 days	Mon 03/13/23	Fri 04/07/23	8	[Gantt bar from Mar 13 to Apr 7, 2023]																																			
10		<b>City Review Period</b>	10 days	Mon 04/10/23	Fri 04/21/23	9	[Gantt bar from Apr 10 to Apr 21, 2023]																																			
11		Review with City Staff	5 days	Mon 04/24/23	Fri 04/28/23	10	[Gantt bar from Apr 24 to Apr 28, 2023]																																			
12		Bid Submittal	15 days	Mon 05/01/23	Fri 05/19/23	11	[Gantt bar from May 1 to May 19, 2023]																																			
13		Project Archiving	5 days	Mon 05/22/23	Fri 05/26/23	12	[Gantt bar from May 22 to May 26, 2023]																																			
14		<b>Bidding and Construction</b>	<b>270 days</b>	<b>Mon 05/29/23</b>	<b>Fri 06/07/24</b>		[Gantt bar from May 29, 2023 to Jun 7, 2024]																																			
15		Prepare Bid Package (City)	15 days	Mon 05/29/23	Fri 06/16/23	13	[Gantt bar from May 29 to Jun 16, 2023]																																			
16		Bid Period	15 days	Mon 06/19/23	Fri 07/07/23	15	[Gantt bar from Jun 19 to Jul 7, 2023]																																			
17		Contract Approval	30 days	Mon 07/10/23	Fri 08/18/23	16	[Gantt bar from Jul 10 to Aug 18, 2023]																																			
18		Construction Period	120 days	Mon 08/21/23	Fri 02/02/24	17	[Gantt bar from Aug 21, 2023 to Feb 2, 2024]																																			
19		Post Construction Maintenance	90 days	Mon 02/05/24	Fri 06/07/24	18	[Gantt bar from Feb 5, 2024 to Jun 7, 2024]																																			

Project: 21042\_SCH\_ASA3  
Date: Mon 10/03/22

Task		Project Summary		Manual Task		Start-only		Deadline	
Split		Inactive Task		Duration-only		Finish-only		Progress	
Milestone		Inactive Milestone		Manual Summary Rollup		External Tasks		Manual Progress	
Summary		Inactive Summary		Manual Summary		External Milestone			

Estimate of Probable Construction Costs						Centennial Plaza Interim Improvements	Concept Plan
prepared for the						prepared on: 7/19/2022	
City of San Bruno						prepared by: DC	
						checked by: ZK/BF	
Item #	Description	Qty	Unit	Cost	Item Total	Subtotal	
<b>A. Project Start-up</b>							
1.	Bonding and mobilization	ALLOW	8.0%	\$ 44,092.80	\$ 44,092.80		
2.	Construction staking	ALLOW	8.0%	\$ 43,632.80	\$ 43,632.80		
3.	Construction fencing	125	LF	\$ 6.00	\$ 750.00		
4.	Traffic Control	ALLOW	LS	\$ 5,000.00	\$ 5,000.00		
						\$ 93,480.00	
<b>B. Demolition and Erosion Control</b>							
1.	Clear and grub	5,390	SF	\$ 1.50	\$ 8,085.00		
2.	Remove and dispose of river rock	95	SF	\$ 5.00	\$ 475.00		
3.	Concrete pavement	1,855	SF	\$ 10.00	\$ 18,550.00		
4.	Asphalt pavement	1,290	SF	\$ 6.00	\$ 7,740.00		
5.	Concrete curb	55	LF	\$ 20.00	\$ 1,100.00		
6.	Headerboard	155	LF	\$ 4.00	\$ 620.00		
7.	Planters	4	EA	\$ 750.00	\$ 3,000.00		
8.	Post and cable	31	EA	\$ 200.00	\$ 6,200.00		
9.	Sawcut	45	LF	\$ 20.00	\$ 900.00		
10.	Fiber roll	140	LF	\$ 8.00	\$ 1,120.00		
11.	Bench	2	EA	\$ 200.00	\$ 400.00		
12.	Murals and footing	To be decommissioned by others					
						\$ 48,190.00	
<b>C. Earthwork, Grading and Utilities</b>							
1.	Rough grading, assume 6"	220	CY	\$ 180.00	\$ 39,600.00		
2.	Soil offhaul, 6" avg. depth	140	CY	\$ 215.00	\$ 30,100.00		
3.	Rock cobble	150	SF	\$ 35.00	\$ 5,250.00		
4.	Miscellaneous drainage	ALLOW	LS	\$ 13,000.00	\$ 13,000.00		
5.	Domestic water POC	1	EA	\$ 2,300.00	\$ 2,300.00		
6.	Domestic water backflow	1	EA	\$ 3,350.00	\$ 3,350.00		
7.	Domestic water line	85	LF	\$ 130.00	\$ 11,050.00		
8.	Sewer POC	1	EA	\$ 2,300.00	\$ 2,300.00		
9.	Sewer line, 4" PVC	75	LF	\$ 125.00	\$ 9,375.00		
10.	Sewer clean out	1	EA	\$ 850.00	\$ 850.00		
						\$ 117,180.00	
<b>D. Site Construction</b>							
1.	Concrete pavement	400	SF	\$ 20.00	\$ 8,000.00		
2.	Concrete band	70	LF	\$ 50.00	\$ 3,500.00		
3.	Concrete ramp	160	SF	\$ 25.00	\$ 4,000.00		
4.	Curb ramp	1	EA	\$ 3,500.00	\$ 3,500.00		
5.	Pavers	3,630	SF	\$ 22.00	\$ 79,860.00		
6.	Stabilized decomposed granite pavement	775	SF	\$ 15.00	\$ 11,625.00		
7.	Rubber surfacing	310	SF	\$ 35.00	\$ 10,850.00		

Estimate of Probable Construction Costs						Concept Plan
prepared for the City of San Bruno						prepared on: 7/19/2022 prepared by: DC checked by: ZK/BF
Item #	Description	Qty	Unit	Cost	Item Total	Subtotal
8.	Metal edging	340	LF	\$ 15.00	\$ 5,100.00	
9.	Concrete stage (18" high max.)	390	SF	\$ 100.00	\$ 39,000.00	
10.	Time capsule relocation	ALLOW	LS	\$ 1,000.00	\$ 1,000.00	
11.	Street repair	ALLOW	LS	\$ 5,000.00	\$ 5,000.00	
						\$ 171,440.00
<b>E.</b>	<b>Site Furnishings</b>					
1.	Shade structure (17'x17')	ALLOW	LS	\$ 50,000.00	\$ 50,000.00	
2.	Café tables and chairs	3	EA	\$ 2,500.00	\$ 7,500.00	
3.	Picnic table	3	EA	\$ 1,740.00	\$ 5,220.00	
4.	Adirondack chairs	5	EA	\$ 1,000.00	\$ 5,000.00	
5.	Informal play elements	ALLOW	LS	\$ 15,000.00	\$ 15,000.00	
6.	Relocated trash receptacle	2	EA	\$ 2,200.00	\$ 4,400.00	
7.	Festoon lighting, posts, footing and POC	ALLOW	LS	\$ 10,000.00	\$ 10,000.00	
8.	Additional electrical	ALLOW	LS	\$ 35,000.00	\$ 35,000.00	
9.	Removable bollard	2	EA	\$ 700.00	\$ 1,400.00	
10.	Concrete cube bollard	8	EA	\$ 895.00	\$ 7,160.00	
11.	Boulders, large	5	EA	\$ 1,000.00	\$ 5,000.00	
12.	Bike rack	1	EA	\$ 1,170.00	\$ 1,170.00	
13.	Bottle filler	1	EA	\$ 8,000.00	\$ 8,000.00	
						\$ 154,850.00
<b>F.</b>	<b>Irrigation</b>					
1.	Irrigation point of connection	1	EA	\$ 2,000.00	\$ 2,000.00	
2.	Drip irrigation system	3,230	SF	\$ 3.50	\$ 11,305.00	
3.	Mainline	100	LF	\$ 12.00	\$ 1,200.00	
4.	Remote control valve	1	EA	\$ 800.00	\$ 800.00	
5.	Drip valve	3	EA	\$ 1,000.00	\$ 3,000.00	
6.	Flush valve	3	EA	\$ 50.00	\$ 150.00	
7.	Tree bubbler	26	EA	\$ 100.00	\$ 2,600.00	
8.	Quick coupling valve	1	EA	\$ 500.00	\$ 500.00	
9.	Gate valve	1	EA	\$ 500.00	\$ 500.00	
10.	Drip irrigation indicator	3	EA	\$ 50.00	\$ 150.00	
11.	Water meter				Existing	
12.	Backflow				Existing	
13.	Controller	1	EA	\$ 7,000.00	\$ 7,000.00	
						\$ 29,210.00
<b>G.</b>	<b>Soil Preparation</b>					
1.	Soil preparation and fine grading	3,230	SF	\$ 1.25	\$ 4,037.50	
						\$ 4,040.00



prepared for the City of San Bruno	Estimate of Probable Construction Costs Centennial Plaza Interim Improvements Concept Plan
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prepared on: 7/19/2022  
prepared by: DC  
checked by: ZK/BF

Item #	Description	Qty	Unit	Cost	Item Total	Subtotal
<b>H.</b>	<b>Planting</b>					
1.	Trees, 24" box	13	EA	\$ 530.00	\$ 6,890.00	
2.	Shrubs, 5 gallon (assume 5' o.c. spacing)	52	EA	\$ 45.00	\$ 2,322.00	
3.	Shrubs, 1 gallon (Assume 3' o.c. spacing)	213	EA	\$ 20.00	\$ 4,268.00	
4.	Mulch	3,230	SF	\$ 1.25	\$ 4,037.50	
						\$ 17,520.00
<b>I.</b>	<b>Landscape Maintenance</b>					
1.	Landscape Maintenance	3	MO	\$ 1,000.00	\$ 3,000.00	
						\$ 3,000.00
<b>J.</b>	<b>Total Estimated Construction Costs</b>					\$ 638,910.00
<b>K</b>	<b>Contingencies</b>					
1.	Design contingency	ALLOW	10%	\$ 63,891.00	\$ 63,891.00	
2.	Construction contingency	ALLOW	10%	\$ 63,891.00	\$ 63,891.00	
						\$ 127,780.00
<b>L.</b>	<b>TOTAL ESTIMATED CONSTRUCTION COSTS &amp; CONTINGENCIES</b>					\$ 766,690.00
<b>M.</b>	<b>Professional Services for Project Completion</b>					
1.	Construction documents	ALLOW	10%	\$ 76,669.00	\$ 76,669.00	
2.	Construction administration	ALLOW	3%	\$ 23,001.00	\$ 23,001.00	
3.	Reimbursables	ALLOW	LS	\$ 6,977.00	\$ 6,977.00	
4.	Remaining fees & reimbursables from original contracts	ALLOW	LS	\$ (30,531.00)	\$ (30,531.00)	
	Subtotal of professional services for project completion (minus remainig fee from original contracts)					\$ 76,116.00
<b>N.</b>	<b>TOTAL ESTIMATED PROJECT COSTS</b>					\$ 842,806.00

**Based on drawing titled "Concept Plan", dated "7/19/22"**

The above items, amounts, quantities, and related information are based on Callander Associates' judgment at this level document preparation and is offered only as reference data. Callander Associates Landscape Architecture, Inc. has no control over construction costs and related factors affecting costs, and advises the client that significant variation may occur between this estimate of probable construction costs and actual construction prices.

**RESOLUTION NO. 2022-\_\_**

**RESOLUTION OF THE SAN BRUNO COMMUNITY FOUNDATION  
APPROVING STRATEGIC GRANT SUPPORTING THE CENTENNIAL PLAZA IMPROVEMENT  
PROJECT TO THE CITY OF SAN BRUNO IN THE AMOUNT OF \$500,000**

**WHEREAS**, the San Bruno Community Foundation is committed to supporting downtown San Bruno as an important economic and cultural neighborhood for the benefit of the community and has demonstrated its commitment through a series of grants related to the downtown area, including COVID-19 relief grants totaling \$407,000 supporting struggling San Bruno small businesses; the Pedestrian Safety Strategic Initiative, which funded flashing beacons at high pedestrian traffic intersections including one set on San Mateo Avenue; a grant as the lead sponsor of the 2022 Community Day, which took place in downtown San Bruno and showcased local businesses and other community organizations; and several Community Grants that have invested in the American Legion Post #409 building renovation and community art shows by the Society of West-Coast Artists, both located on San Mateo Avenue;

**WHEREAS**, the City of San Bruno has shared with the Foundation its plans to develop Centennial Plaza, an underutilized open space in the downtown area at the intersection of Jenevein Avenue and San Mateo Avenue, into a useable community gathering space that can be used for resting, outdoor dining, and entertainment in a park setting;

**WHEREAS**, the Foundation Board of Directors believes that the Centennial Plaza Improvement Project will provide significant community benefits to the residents of San Bruno, creating a downtown focal point and community hub in an effort to transform San Mateo Avenue into a vibrant commercial district and community gathering space, and serve as a critical component of the City's efforts to revitalize the downtown area;

**WHEREAS**, the City has requested \$500,000 in grant funding from the San Bruno Community Foundation to support the Centennial Plaza Improvement Project;

**WHEREAS**, the City has already committed \$150,000 to this project and will consider funding the remaining project balance of \$262,437; and

**WHEREAS**, supporting the Centennial Plaza Improvement Project is consistent with the Foundation's strategic grantmaking priorities of park improvements, economic vitality, and community-building, as well as with the Foundation's commitment to supporting downtown San Bruno for the benefit of the public, as articulated above.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors approves a strategic grant in the amount of \$500,000 to the City of San Bruno to support the Centennial Plaza Improvement Project; provided, however, 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.

**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: November 2, 2022

ATTEST:

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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 2<sup>nd</sup> day of November, 2022, by the following vote:

AYES: Board members:

NOES: Board members:

ABSENT: Board members:

# SAN BRUNO

## Community Foundation

### Memorandum

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**DATE:** October 28, 2022

**TO:** Board of Directors, San Bruno Community Foundation

**FROM:** Leslie Hatamiya, Executive Director

**SUBJECT:** Report from the City of San Bruno on the 2022 Community Day and Resolution Approving Strategic Grant Supporting the 2023 Community Day to the City of San Bruno in the Amount of \$30,000

On November 2, 2022, the Foundation Board will receive a report from the City of San Bruno on the 2022 Community Day and consider a resolution approving a strategic grant to the City of San Bruno to support the 2023 Community Day in the amount of \$30,000.

#### **1. Background on the Foundation's Support of Community Day**

Pre-pandemic, Community Day consisted of thousands of community members convening at San Bruno City Park to enjoy carnival rides, games, music, food booths, information tables, baseball games, and community spirit. After a two-year hiatus, in 2022 the City relaunched Community Day as a street fair along San Mateo Avenue to much success.

In its 2015 Community Listening Campaign, the Foundation consistently heard San Bruno residents express a desire for more community events and activities that would create a stronger, more engaged sense of community in our city. In particular, the Foundation heard support for making the 2014 Centennial Celebration's Community Day in the Park into an annual event. The City held a Community Day event in the fall of 2015 to mixed reviews, and the Foundation urged the City to continue holding the event, with some adjustments made to format and timing, with SBCF financial support.

In 2016, the Foundation agreed to serve as the primary underwriter of Community Day with a \$30,000 strategic grant. The event was moved to the first Sunday of June to coincide with the San Bruno Lions Club's annual Posy Parade, which benefited both events, and the two events have been jointly held since then. In 2017 and 2018, the Board approved a strategic grant of up to \$30,000 to the City of San Bruno to sponsor Community Day and also authorized staff to receive restricted donations earmarked for Community Day and to grant those restricted donations to the City in support of Community Day. In 2017 and 2018, the Foundation's eventual contribution ended up being slightly less than \$30,000 due to funding from other sources. For Community Day 2017, the Foundation disbursed a grant of \$43,000 to the City –

# SAN BRUNO

## Community Foundation

### Memorandum

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\$28,000 of the Foundation's funds and \$15,000 from community partners (YouTube and Walmart). In addition, the City directly received one additional Foundation-solicited sponsorship of \$5,000 (Skyline College) for the event and had ride wristband revenues of \$12,550. Total expenses for the event were \$60,550.

For Community Day 2018, the Foundation disbursed a grant of \$49,225 to the City – \$28,225 of the Foundation's funds and \$21,000 from community partners (Sammut Family Foundation, YouTube, PG&E, and Recology San Bruno). In addition, the City directly received Foundation-solicited sponsorships totaling \$5,250 (Skyline College and Jack's Restaurant and Bar) and had ride wristband revenues of \$9,330. Total expenses for the event were \$63,805.

For Community Day 2019, the Foundation disbursed a grant of \$47,500 to the City - \$30,000 from the Foundation and \$17,500 from community partners (Sammut Family Foundation, YouTube, Recology San Bruno, and OMARSHALL Realty). In addition, the City began actively participating in the solicitation process and directly received sponsorships totaling \$14,000 (Skyline College, San Bruno Police Officers Association, anonymous donor in memory of Carolyn Livengood, Watson-Marshall Realty, San Francisco Police Credit Union, Camp St. Andrews, San Bruno Lions Club, San Bruno Fire Association, San Bruno Rotary Club, and San Bruno Youth Baseball). Total expenses for the event were \$72,299, an increase of nearly \$9,000 over 2018 expenses. The reason for the increase, which was primarily in staffing costs, was two-fold: First, some of the staff time involved in hosting the event, including comp time for different departments like Recreation/Library, Parks and Facilities, Police, and Public Works, had not been previously tracked but was included in the 2019 compilation of expenses as a more accurate accounting of costs. Second, the Police Department significantly increased its staffing model for the event, in light of large community event incidents that had recently occurred in other communities.

In 2020, the Foundation approved a \$20,000 grant for Community Day and again agreed to help secure additional sponsorships from community partners. In a change since the Foundation began serving as the main sponsor for Community Day in 2016, the City committed \$35,000 toward the event and planned to take over the main responsibility for soliciting additional sponsorships (with the goal of raising at least \$8,800). The smaller grant from the Foundation was consistent with the Foundation's decision to fund the event for the first time in 2016 with a \$30,000 grant (no additional fundraising involved), with the intention of scaling back its support over time (perhaps to the \$15,000 or \$20,000 level) as the City ramped up its ability to secure sponsorships from other partners. The 2020 Community Day was ultimately canceled due to the COVID-19 pandemic, and the City and Foundation formally canceled the grant agreement for the 2022 grant. The pandemic also prevented the City from holding the event in 2021.

# SAN BRUNO

## Community Foundation

### Memorandum

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The City successfully relaunched Community Day in 2022, and the Foundation supported the event with a \$30,000 grant. The event took on a different form, as construction of the new San Bruno Recreation and Aquatic Center necessitated moving the event from its prior location in San Bruno City Park to San Mateo Avenue, and the event showcased downtown San Bruno and the range of stores and restaurants along The Avenue as well as the community's cultural diversity. The event included cultural performances, vendors and information booths, community art activities, and a play area for children. At the November 2 Board meeting, Community Services Director Ann Mottola will provide an oral report on the 2022 event. Excerpts from the City's Grant Report are also attached to this memorandum.

#### **2. 2023 Community Day Grant Request**

For the 2023 Community Day, the City plans to host the event again along San Mateo Avenue (as San Bruno City Park remains a construction site for the Recreation and Aquatic Center) and to build upon the 2022 format by creating an expanded artist and maker vendor area and potentially adding a lounge or beer garden. It will continue as a street fair celebrating the cultural diversity of San Bruno, with activities for all ages, performances, and opportunities to purchase food and drinks. The event will again be held on the first Sunday in June immediately following the San Bruno Lions Club's Posy Parade. The attached document details the City's plans for the event this year, and Ms. Mottola will give an overview of the City's 2023 plans at the November 2 meeting.

Similar to 2022, the City is requesting a \$30,000 grant from the Foundation for the 2023 Community Day. The City has estimated the event budget to total \$91,075, which is a 19% (\$14,782) increase from 2022 actual costs. The budget is based on 2022 actuals and lessons learned, with adjustments for increases for inflation and fuel adjustments, increases in staffing costs based on recently approved MOUs, and an increase in logistics and barricades/barrier rental. In 2022, the City used a combination of rented barricades/barriers and City vehicles to secure road closures at the event site, but for the 2023 event, the City believes it is preferable to replace the vehicles with actual barricades/barriers, which brings an added expense.

For the 2022 event, the City did not actively solicit sponsorship funding beyond the SBCF grant as it had done prior to the pandemic, as many local businesses were still struggling financially due to COVID-19 and the event was following a new concept. In addition, due to the new event location and arrangements, City staff time was focused on event logistics, and with Recreation staff levels reduced since 2020, the department did not have the staff to dedicate to sponsorship solicitation from community partners. For the 2023 event, the City intends to seek at least \$20,000 in additional sponsorships and is optimistic it can reach that goal based on sponsor activity it is experiencing with other programs this year. Moreover, the department has additional staff who can facilitate a sponsorship program.

# SAN BRUNO

## Community Foundation

### Memorandum

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In addition to sponsorships, the City intends to fund the balance of the event budget through the General Fund (\$34,575), the City Art Fund (\$2,500), wristband sales for the Kid's Zone attractions (\$2,000), and artist/maker vendor fees (\$2,000).

Because the Foundation has provided \$30,000 in grant funding to the City for Community Day five previous times, I am bringing this request for a 2023 Community Day grant directly to the full Board for consideration. Based on the Foundation's experience working with the City on Community Day since 2016, I believe that the City's proposal is a reasonable request and plan for 2023, building on the successes of the reimagined 2022 event and including plans to ramp up its sponsorship activities and seek additional funding sources. When the Foundation originally began funding Community Day, the hope was that an effort to attract additional sponsorships would enable the City to eventually decrease its reliance on SBCF grant funding for the event. As the City enjoys a second year of the downtown event format and builds up its capacity to seek event sponsorships from a range of community partners, we are hopeful that the City will rely less heavily on SBCF funding moving forward.

As context for this grant proposal, please note that the Foundation's fiscal year 2022-2023 budget includes \$5.5 million for strategic grants, which could include additional funding for the Recreation and Aquatic Center project if requested by the City and other smaller strategic grants, including Community Day. Thus far this fiscal year, the Board has approved one strategic grant in the amount of \$35,000 – to the San Bruno Park School District for school field trips and assemblies – and, on November 2, the Board will also consider a \$500,000 grant request from the City to support the Centennial Plaza Improvement Project.

Given the success of the past five Community days that the Foundation has supported and the continued community benefits the event produces, I recommend that the Foundation adopt the attached resolution approving a strategic grant to the City of San Bruno supporting the 2023 Community Day in the amount of \$30,000.

#### Attachments:

1. Excerpts from the City of San Bruno's Grant Report on the 2022 Community Day Grant
2. Strategic Grant Proposal for the 2023 Community Day from the City of San Bruno
3. Resolution Approving Strategic Grant Supporting the 2023 Community Day to the City of San Bruno in the Amount of \$30,000

**B. Statement of Revenues and Expenditures**

2022 CommUNITY Day Estimated to Actuals Budget				
EXPENSE	ESTIMATED (for Grant)		ACTUAL	
<b>Entertainment</b>	8,050.00			
Rahiti Polynesian Dance & Music			1,500.00	
Ballet Folklorico Mexico Vivo			800.00	
San Francisco Taiko			500.00	
Fresh Crew & DJ Qbert			1,600.00	
Marcus Cappellazzo Soloist			350.00	
David Blood			350.00	
Jason Movrich Soloist			350.00	
The Lizard Lady			500.00	
Art Block Artists			1,000.00	
Stage Management			375.00	
Talent Management			1,430.00	
Wave Bay Area Face Painters			1,236.00	
Photographer			500.00	
Big Blu Float Quartet			1,200.00	
<b>Subtotal</b>	<b>8,050.00</b>			<b>11,691.00</b>
<b>Stage, Sound &amp; Sound Tech</b>	5,675.00			
Stage, Sound & Sound Tech			4,920.00	
<b>Subtotal</b>	<b>5,675.00</b>			<b>4,920.00</b>
<b>Inflatables &amp; Games</b>	6,155.00			
Jumbo Slide with Mini Jump			260.00	
Safety Mat for Jumbo Slide			10.00	
Alcatraz Obstacle Course			1,875.00	
Jurassic Adventure Slide			2,362.50	
Three Person Rock Wall			2,030.00	
Wisper Generator			407.50	
Discount			(649.50)	
Bean Bags			24.16	
Mini Golf			1,717.00	
<b>Subtotal</b>	<b>6,155.00</b>			<b>8,036.66</b>
<b>Promotions</b>	5,200.00			
Postcard Printing				
Postcard Printing				
<b>Subtotal</b>	<b>5,200.00</b>			<b>-</b>
<b>Logistics   Supply</b>	12,250.00			
Vendor Coordination Services-Art Block			1,000.00	
Two Way Radio Rental			514.63	
Porta Potties and Sinks			868.77	
Canopy, Table & Chair Rental			3,848.00	
Staff Shirt			2,132.67	
Art Block Supplies			704.03	
Wayfinding and Event Signage			4,926.34	
Event Supplies (wrist bands, small tools)			697.33	
Staff Staging Area Supplies			1,598.38	
Barricades/Barriers				
<b>Subtotal</b>	<b>12,250.00</b>			<b>16,290.15</b>
<b>Staffing</b>	36,170.00			
Pre-Planning (Public Works only)			9,106.76	
Event Day				
Part Time (Community Services)			2,117.42	
Parks (OT)			1,567.81	
Recreation (OT)			2,298.78	
Senior Center (OT)			680.50	
Library (OT)			1,019.52	
Police (OT)			10,547.72	
Public Services (OT)			8,016.20	
<b>Subtotal</b>	<b>36,170.00</b>			<b>35,354.71</b>
<b>TOTAL</b>		<b>73,500.00</b>		<b>76,292.52</b>

REVENUE				
Wrist Band Sales	(5,000.00)		(1,555.00)	
Pacific Clean Energy (PCE)			(2,500.00)	
City Art Fund	(2,500.00)		(2,500.00)	
SBCF	(30,000.00)		(30,000.00)	
General Fund	(36,000.00)		(39,737.52)	
<b>TOTAL</b>		<b>(73,500.00)</b>		<b>(76,292.52)</b>



## C. Programmatic Accomplishment(s)

- 1. What were the major accomplishments achieved with the Grant? Describe the goals for the funded program and the community needs that were intended to be addressed by the program. Then describe the Grantee's success in meeting those goals, using both quantitative and qualitative measures.**

The two main accomplishments of Community Day were: a successful relocation of the event to downtown San Bruno on San Mateo Avenue; and reimagining the event as a celebration of the cultural diversity of San Bruno.

Relocating Community Day from its traditional location in City Park was a necessity due to the disruption of useable areas at the park resulting from construction of the Recreation and Aquatic Center. San Mateo Avenue was identified due to the City's interest in reenergizing the downtown. Our intention was to encourage a rediscovery of our downtown and bring in new visitors to the area.

The undertaking of a street festival was a new venture for the Community Services Department, who produced this event in partnership with the Police and Public Works Departments. The complexity of planning for a sustained road closure required creative deployment of resources from all departments to ensure a safe event environment. Additionally, the sequencing of the Posy Parade marching through the event site added a layer of coordination that required a precisely executed logistics plan.

The event was executed beautifully by the City team. There were minimal hiccups with the relocation from a logistical standpoint. From an event experience perspective, the feedback on the street festival format was enthusiastically received. We intentionally used the backdrop of the downtown's diverse restaurant community as an event attraction rather than including temporary food vendors. This, too, was well received although there were comments that it would have been beneficial for restaurants to offer grab and go options. There were also numerous comments about adding a beer garden in future years.

Reimagining the event as a showcase of the cultural diversity of San Bruno was also quite successful. In addition to highlighting the diversity of foods on the Avenue, the line-up of performers at the main stage at Centennial Plaza was an eclectic mix of cultural dance performance and musical acts. This stage had a sustained audience throughout the duration the event.

The overall event experience was successful in providing a variety of interactive experiences for guests of all ages to participate in including: a rock-climbing wall, mini golf, and inflatables at the Kids Zone; Touch a Truck; ping pong and corn hole; and the Arts Block that was an exciting gathering of local artisans and artists engaging the community in a dynamic street chalk art activity.

We also had good participation from what we called the Heart of San Bruno – City Departments and organizations who provide service to the community. These included: San Bruno Police, Fire, Library, and Human Services Departments; San Bruno Education Foundation; Senior Advisory Committee, Bicycle and Pedestrian Committee; Emergency Preparedness Committee, the Parks and Recreation Commission; and numerous contract program providers.

- 2. Approximately how many members of the San Bruno community did the funded program benefit during the Grant Period? Please give your best estimate in the form of a single, whole number (rather than a range of numbers) – e.g., 150 community members (not 100-200 community members).**

We estimate the attendance throughout the day to be approximately 5,000. The event began immediately following the Posy Parade. This allowed parade participants to populate the event at the start. We anticipated

that there might be a drop off in attendance once the parade crowd dissipated, but the crowd never diminished. It was sustained throughout the day with the stage at Centennial Plaza being well attended throughout the day.

**3. What challenges did Grantee experience that may have prevented accomplishing its goals or completing the funded program, if any?**

For a first-time reimagined event, we experienced only minor challenges. There are two of note that we have planned to remedy in the future.

There was one issue with a community member who appropriated the event as their own and provided inaccurate arrival and loading/unloading information to vendors. However, our staff was able to get ahead of the misinformation and worked with the Police Department to address this at the event and ensure a safe load in and load out.

The second issue is regarding surveying. We intended to gather patron feedback about Community Day and invited the community to participate in a survey that was available via QR code at the Information and Wrist Band Sales booth located near the Kids Zone. Unfortunately, we only gathered nine responses. This is largely due to staff oversight in actively facilitating customer engagement. With this being a new event, and staff taking on many new roles and responsibilities, it was unfortunately overlooked – but easily remedied for future years by assigning an ambassador role so there is staff actively seeking participation in the survey vs having a passive sign that a customer may opt to scan.

**4. What are Grantee's plans for the funded program in the future? How will Grantee sustain it in the coming years?**

We are planning a sponsorship effort for the 2023 event with a target of \$20,000 in sponsorships. We hope to use a combination of sponsorships and grant funding from the San Bruno Community Foundation to offset the event impact the General Fund. As we evaluate the best way to deploy resources for street closures, we were creative in using vehicles in locations where it would be best to use K-rails. We anticipate an increase in operational expense to address this, so the additional sponsorships will be essential to minimize any additional impact to the General Fund.

**5. Please share any success stories or evaluation data from those who benefited from the funded program. Provide at least one anecdote about how this Grant and the activities in furtherance of the Grant Purposes impacted an individual, group, or the community as a whole.**

As mentioned in Question 4, we were not as successful as we hoped with the survey, we created to gather information at the event, but attached is a report with the nine responses we did receive.

One of the most impactful results of the grant was that it allowed the City to successfully activate the downtown as an event space. The ability to create places where communities can gather and to activate those spaces is vital to the health and vitality of a community. This event success has created a clear vision of the potential of the downtown and has been used as an example of what is possible in discussions of more permanent improvements such as Centennial Plaza.



October 22, 2022

San Bruno Community Foundation  
901 Sneath Lane, Suite 209  
San Bruno, CA 94066

Dear President Netane-Jones and Board of Directors,

On behalf of the City of San Bruno, I am excited to submit this grant proposal for the **2023 COMMUNITY DAY** celebration, scheduled for Sunday, June 4, 2023.

Thanks to the generosity of the San Bruno Community Foundation in 2022, we were successful in relocating the event to downtown San Bruno's on San Mateo Avenue and creating a new experience for the community that celebrated the rich diversity of our community. In 2023, we plan to grow upon the event format of last year by creating an expanded artist and maker vendor area, and potentially adding a lounge or beer garden.

The City estimates the cost to produce the 2023 **COMMUNITY DAY** celebration at approximately \$91,075 and is asking for a grant of \$30,000. The balance expense will be covered by the General Fund and City Art Fund and local sponsors that we hope to attract now that we have demonstrated the success of the event in the downtown location.

We hope to offset the impact to the City General Fund through sponsorships, vendor fees, and event-day wristband sales for Kid's Zone attractions. Given the sponsor activity of the City's other community events as we end this calendar year, we believe we will be successful in securing sponsorships for the 2023 event.

A full grant proposal for the **COMMUNITY DAY 2023** event including timeline and budget is attached for your consideration.

Sincerely,

Ann Mottola  
Community Services Director

**SBCF Strategic Grant Proposal**  
*for*  
**SAN BRUNO COMMUNITY DAY 2023**



1. **Program Description and Implementation Plan:** What is the initiative for which the organization seeks funding? What is its purpose? How will it be implemented? What is its end result? We need a detailed description of what the program is and how it will be implemented (e.g., stages of program, key staff involved, technology/equipment needed, goals, deliverables).

The City of San Bruno is seeking funding for its **2023 COMMUNITY DAY** celebration. The event will be produced and implemented by the Community Services Department with support from the Police, Fire, and Public Works Departments.

In 2022, this event was relocated from City Park to San Mateo Avenue and was reimagined as a street festival celebrating the cultural diversity of San Bruno. The event proved to be an example of how the downtown can be used effectively for a special event venue. The event incorporates the backdrop of the downtown's diverse restaurant community as a multi-cultural event attraction. The main stage at Centennial Plaza is an eclectic mix of cultural dance performance and musical acts celebrating San Bruno's diversity. The following attachment contains a detailed description of the program.

- **Attachment 1 – 2023 Community Day Program Description.pdf** – This document is a detailed narrative description of the event program.

2. **Value Proposition/Community Impact:** Why is the initiative needed? What is its value to the organization? To the broader San Bruno community? Identify the needs, problems, and/or opportunities to be addressed. Explain how the initiative contributes to and/or impacts the San Bruno community specifically, using both quantitative and qualitative measures when possible, and how you will measure the initiative's success.

Community events have a significant influence on creating a sense of unity *within* and belonging *to* a community. The attendance of an estimated 5000 patrons at the 2022 event demonstrates a desire for community events. The attendance was sustained throughout the day. This is particularly impressive given that there were also other community functions taking place concurrently at City Park as well.

The location on San Mateo Avenue is also rather important in creating a new vision of the downtown as a community center. With several projects on the horizon including the Centennial Plaza renovation and potential improvements to Posy Park, events activate the downtown in a way that encourages discovery and influences ongoing patronage to our business and restaurant community.

For the 2023 event, we will be assigning Staff “Ambassadors” to actively seek participation in an event survey. Our execution of surveying event participants did not go as planned in 2022. We intended to gather patron feedback by inviting event goers to participate in a survey that was available via QR code at the Information and Wrist Band Sales booth located near the Kids Zone. Unfortunately, this was a passive effort as Staff was not actively engaging event goers in the survey. The Ambassadors will activate the survey element. We will ask for a more subjective assessment of the COMMUNITY DAY patrons. For instance, did they seem to be a local crowd, out of towners, visiting San Mateo Avenue for the first time?

We also will improve our follow up with our downtown partners about their experience, and ask about their overall business at COMMUNITY DAY compared to other Sundays.

3. **Timeline:** Provide a time schedule for implementing the initiative.

- Please see attached: **ATTACHMENT 2 – 2023 Community Day Task Timeline.pdf**

4. **Budget:** Provide an overall budget for the initiative. Show anticipated costs by category (e.g., personnel, consultants, supplies/materials, technology/equipment, and marketing/outreach).

The estimated budget for CommUNITY Day 2023 is based on actuals from 2022 with adjustments for: minor increases for inflation and fuel adjustments; increases to Staffing based on recently approved MOU’s; and an increase in a Logistics and Supply line item for Barricades/Barrier Rental. Last year we were successful in using a combination of rented barricades/barriers and City vehicles to secure hard road closures at the event site. In some locations, it is preferable to replace the vehicle with a barricade or barrier, so the additional funding for this line item has been included.

- Please see attached: **ATTACHMENT 3 – 2023 Community Day ESTIMATED Budget.pdf**

5. **Why are SBCF funds needed?** And what other sources of funding are possibly available for this initiative?

Last year, there was only one funder in addition to the San Bruno Community Foundation. Based on sponsor activity we are experiencing with other programs as we end calendar year 2022, we are optimistic that we will be considerably more successful in sponsor efforts as compared to last year. Also different from last year, we have additional staff who can facilitate a sponsorship program.

6. **Collaboration:** If the initiative is a collaboration with other organizations, identify the collaborating organizations and explain their roles in the collaboration.

There is coordination with the Lions Club as the Posy Parade also takes place on the same date. The parade site is the same as the event site – San Mateo Avenue. Given this, there is coordination with timing, staging, and other logistics that are being developed collaboratively.

There will be an art activity sponsored by the Culture and Arts Commission and funded by the City Art Fund. In 2022, we partnered with local artists to facilitate a street chalk art activity that engaged participants of all ages in the creative process. We will be working with local artists to develop a group participation activity for the 2023 event.

We will also be reaching out to local non-profits and community groups such as the Crime Prevention Committee and Community Preparedness Committee to be on hand to provide information to the community. City Departments such as the Community Services, Community Development, Police, and Fire will also be on hand to make connections to the community we serve.

7. **Sustainability:** How will the organization support the initiative once SBCF funding has concluded?

Our goal is to seek sponsors to offset the SBCF grant by launching a robust sponsorship effort. We anticipate that we will be successful in sponsorship solicitations for the 2023 event given the tremendous success of COMMUNITY DAY 2023 and the trend in sponsorships we are experiencing in other City events.



# 2023 COMMUNITY DAY | PROGRAM DESCRIPTION

Sunday, June 4, 2023 • 11:30 AM – 5:00 PM • San Mateo Avenue

On Sunday, June 4, 2023, COMMUNITY DAY returns to San Mateo Avenue with minor modifications to the relocated and reimagined 2022 event. The event will begin immediately following the Posy Parade at approximately 11:30 AM. Staff will continue to build upon the event to showcase the vibrant cultural diversity of San Bruno with the following event components:

- **GLOBAL CUISINE:** San Mateo Avenue restaurant community will allow serve as the event “food vendors” offering a selection of flavors from around the world.
- **CULTURALLY DIVERSE ENTERTAINMENT:** Entertainment will again showcase cultural dance and music performances: Polynesian dance and music, ballet folklorico, taiko drummers. There will also be a small acoustic stage and attractions similar to the face painter and “Lizard Lady” hosted in 2022 to add interest to the event in between the stages.
- **ART ACTIVITY:** Staff will identify a community engagement activity similar to last year’s chalk art experience where event goers can work alongside artists in a creative process.
- **ARTISTS | MAKER VENDORS:** We invited local artists and makers to create a vendor area in last year’s event and will be looking to expand this element in the 2023 event.
- **KID’S ZONE:** A play area for kids big and small will include a variety of items such as inflatable obstacle courses, slides, climbing wall and mini golf.
- **TOUCH A TRUCK:** Public Works, Police, and Fire will provide vehicles on display ready for exploration.
- **THIS & THAT:** In 2022, we filled gaps in the layout with activities like jumbo Connect Four, ping pong table and corn hole games. We are planning to incorporate activity areas throughout the site as the layout requires.
- **COMMUNITY GROUP EXHIBITS:** Local non-profits and community groups like Crime Prevention Committee and Community Preparedness Committee; and City Departments such as the Community Services, Community Development, Police, and Fire will also be on hand to make connections with the community.
- **LOUNGE | BEER GARDEN:** The comment we heard most in 2022 was a request for some sort of beer garden. We are exploring this for the 2023 event.



# 2023 COMMUNITY DAY | ESTIMATED BUDGET

<b>EXPENSE</b>		
<b>Entertainment</b>		
Centennial Plaza Main Stage	6,000	
Acoustic Stage	1,200	
Strolling Entertainment	1,000	
Artists   Art Activity Facilitators	1,250	
Stage Management	400	
Talent Management	1,500	
Face Painters	1,200	
Photographer	500	
<b>Subtotal</b>		<b>13,050</b>
<b>Logistics Support</b>		
Stage, Sound & Sound Tech	5,000	
Two Way Radio Rental	550	
Porta Potties and Sinks	900	
Canopy, Table & Chair Rental	4,000	
<b>Subtotal</b>		<b>10,450</b>
<b>Inflatables &amp; Games</b>		
Inflatables	4,500	
Three Person Rock Wall	2,100	
Wisper Generator	650	
Mini Golf	1,800	
<b>Subtotal</b>		<b>9,050</b>
<b>Printing + Promotions</b>		
Postcard + Poster Printing	500	
Wayfinding and Event Signage	4,000	
<b>Subtotal</b>		<b>4,500</b>
<b>Logistics   Supply</b>		
Staff Shirt	2,000	
Art Activity Supplies	1,250	
Event Supplies (wrist bands, small tools)	1,000	
Staff Staging Area Supplies	1,600	
Barricades/Barriers Rental	10,000	
<b>Subtotal</b>		<b>15,850</b>
<b>Staffing</b>		
Pre-Planning (Public Works only)	9,850	
Event Day		
Part Time (Community Services)	2,224	
Parks (OT)	1,696	
Recreation (OT)	2,487	
Senior Center (OT)	737	
Library (OT)	1,103	
Police (OT)	11,409	
Public Works (OT)	8,670	
<b>Subtotal</b>		<b>38,175</b>
<b>TOTAL ESTIMATE EXPENSE</b>		<b>91,075</b>

<b>REVENUE</b>		
San Bruno Community Foundation	(30,000)	
Wrist Band Sales	(2,000)	
Artist + Maker Vendor Fees	(2,000)	
Sponsorshps	(20,000)	
City Art Fund	(2,500)	
General Fund	(34,575)	
<b>TOTAL ESTIMATED REVENUE</b>		<b>(91,075)</b>



# 2023 COMMUNITY DAY | IMPLEMENTATION TIMELINE

Category	Sub-Category	Task	Target
Logistics	Event Layout	Review Event Layout/Changes	01/27/22
Promotions	Miscellaneous	Select Novelty Items for Sale	03/31/22
Administration	Budget	Confirm Budget	12/16/22
Entertainment	Entertainment	Contact Booking Agent	12/16/22
Participants	Vendors	Finalize Artist + Maker Vendor Application	01/20/23
Participants	City Departments	Reach out to Departments for Interest in Participation	01/20/23
Administration	Contract	Contract Executed with Booking Agent	02/03/23
Participants	Non-Profits	Letter of Invitation to Non-Profit Organizations to Exhibit	02/16/23
Participants	Restaurants	Letter of Invitation to San Mateo Avenue Restaurants	02/16/23
Participants	Restaurants	Walk San Mateo Avenue to Engage Restaurants	02/16/23
Participants	Vendors	Promotion and Recruitment of Artist + Maker Vendors	02/16/23
Participants	City Departments	Reminder to Departments to Confirm Participation	02/16/23
Entertainment	Kids Area	Review/Select Attractions Vendor(s)	02/24/23
Entertainment	Main Stage	Select/Contract Stage & Sound Vendor	02/24/23
Entertainment	Stages	Develop Stage Schedule	02/24/23
Administration	Contract	Contract Executed with Stage & Sound Vendor	03/03/23
Logistics	Order	Order: Porta Potties	03/03/23
Logistics	Order	Order: Radios	03/03/23
Logistics	Order	Order: Tables & Chairs	03/03/23
Logistics	Order	Order: Dumpsters	03/03/23
Procurement	Order	Contact and Reserve Rental Equipment	03/03/23
Graphics	T-shirt	Staff/VIP Shirts Designed	03/10/23
Graphics	T-shirt	Staff/VIP Shirts to Printer	03/24/23
Logistics	Logistics	Confirm use of Bank Parking Lots	03/24/23
Logistics	Logistics	Coordinate with Fire for Review of Festival Layout	03/24/23
Logistics	Logistics	Coordinate with Police for Street Closure	03/24/23
Administration	Contract	Contract Executed with Attractions Vendor(s)	03/31/23
Entertainment	ALL	Entertainment Line-Up Confirmed	03/31/23
Participants	Food (If Applicable)	Coordinate Health Permit Application	03/31/23
Participants	Non-Profits	Finalize Non-Profit Participation Application	04/01/23
Graphics	Logistics	Finalize Event Layout/Map	04/07/23
Graphics	Miscellaneous	Graphics for Novelty Items	04/07/23
Graphics	Signage	Stage Banner Designed	04/07/23
Graphics	Signage	Stage Schedule Designed	04/07/23
Graphics	Signage	Wayfinding Designed	04/07/23
Graphics	Signage	Festival Signage Plan Finalized	04/07/23
Graphics	Signage	Signs to Print	04/14/23
Promotions	Social Media	Event Feature Highlight	04/17/23
Promotions	Web Page	Launch	04/17/23
Promotions	Social Media	Event Feature Highlight	04/20/23

# 2023 COMMUNITY DAY | IMPLEMENTATION TIMELINE

Category	Sub-Category	Task	Target
Promotions	Web Page	Monitor and Update	04/20/23
Promotions	SBTV	Coordinate Filming w/SBTV	04/24/23
Promotions	Social Media	Event Feature Highlight	04/24/23
Promotions	Web Page	Monitor and Update	04/24/23
Staffing	Staffing	Staffing Plan	04/24/23
Promotions	Social Media	Event Feature Highlight	04/27/23
Promotions	Web Page	Monitor and Update	04/27/23
Participants	Restaurants	Finalize Restaurant Participation List	04/28/23
Promotions	Social Media	Event Feature Highlight	05/01/23
Promotions	Web Page	Monitor and Update	05/01/23
Staffing	Staffing	Confirm 'Day of' Event Staff	05/01/23
Promotions	Social Media	Event Feature Highlight	05/04/23
Promotions	Web Page	Monitor and Update	05/04/23
Administration	Budget	Check Requests/Process Invoices for Vendor Payments	05/05/23
Administration	Budget	On-Site Box Office Set Up	05/05/23
Logistics	Cash Handling	Review Cash Collection Process/Need for Escort	05/05/23
Promotions	Social Media	Event Feature Highlight	05/08/23
Promotions	Web Page	Monitor and Update	05/08/23
Promotions	Social Media	Event Feature Highlight	05/11/23
Promotions	Web Page	Monitor and Update	05/11/23
Logistics	Equipment/Supplies	Develop Radio Distribution Plan	05/12/23
Logistics	Logistics	Coordinate with Fire for Festival Inspection	05/12/23
Logistics	Logistics	Develop Detailed "Week of" Task Schedule	05/12/23
Logistics	Logistics	Develop Load-In/Load-Out Sequence	05/12/23
Logistics	Signage	Supplies for Signage Posts Purchased	05/12/23
Participants	Non Profit	Letters to Non-Profits with Number/Space Assignment	05/12/23
Participants	Vendors	Letters to Artists + Makers w Number/Space Assignment	05/12/23
Participants	City Departments	Email Departments w Number/Space Assignment	05/12/23
Promotions	Social Media	Event Feature Highlight	05/15/23
Promotions	Web Page	Monitor and Update	05/15/23
Promotions	Social Media	Event Feature Highlight	05/18/23
Promotions	Web Page	Monitor and Update	05/18/23
Graphics	T-shirt	Staff/VIP Shirts Delivered	05/19/23
Logistics	Equipment/Supplies	Compile List of Items & Supplies for Info Booths	05/19/23
Logistics	Equipment/Supplies	Assemble Info Booth Totes	05/19/23
Logistics	Signage	Signage Posts Assembled	05/19/23
Promotions	Social Media	Event Feature Highlight	05/22/23
Promotions	Web Page	Monitor and Update	05/22/23
Promotions	Social Media	Event Feature Highlight	05/25/23
Promotions	Web Page	Monitor and Update	05/25/23
City Council	Council	Final Event Schedule to CM for Council	05/26/23

# 2023 COMMUNITY DAY | IMPLEMENTATION TIMELINE

Category	Sub-Category	Task	Target
Entertainment	Kids Area	Call/Email to Confirm Attractions Vendor(s)	05/26/23
Entertainment	Sound	Entertainment Schedule to Sound Tech	05/26/23
Entertainment	Stages	Call/Email to Confirm Entertainment	05/26/23
Entertainment	Stages	Call/Email to Confirm Stage & Sound Vendor	05/26/23
Graphics	Signage	Signage Delivered to City	05/26/23
Logistics	Equipment/Supplies	Confirm Delivery of Porta Potties	05/26/23
Logistics	Equipment/Supplies	Confirm Delivery of Radios	05/26/23
Logistics	Signage	Signage Staged on Posts	05/26/23
Promotions	Social Media	Event Feature Highlight	05/29/23
Promotions	Web Page	Monitor and Update	05/29/23
Promotions	Social Media	Event Feature Highlight	06/01/23
Promotions	Web Page	Monitor and Update	06/01/23
Staffing	Staffing	Staff Training & Walkthrough	06/01/23
Logistics	Load-In	Stage Supplies & Equipment for Loading	06/02/23
Logistics	Load-In	Mark Street for Set Up	06/03/23
		<b>EVENT DAY!</b>	<b>06/04/23</b>

**RESOLUTION NO. 2022-\_\_**

**RESOLUTION OF THE SAN BRUNO COMMUNITY FOUNDATION  
APPROVING STRATEGIC GRANT SUPPORTING THE 2023 COMMUNITY DAY TO THE CITY OF  
SAN BRUNO IN THE AMOUNT OF \$30,000**

**WHEREAS**, Community Day is a successful, well-attended event, originally held in San Bruno City Park and now held on San Mateo Avenue, that helps build community relationships, thanks San Bruno community members for their many contributions to the City, fosters community spirit, celebrates San Bruno's cultural diversity, and provides opportunities for community-based volunteer groups to provide services and promote educational resources and information to the San Bruno community;

**WHEREAS**, building upon the success of the past Community Day events, the City of San Bruno intends to host Community Day in June 2023;

**WHEREAS**, the event will again be held as a street fair in downtown San Bruno, showcasing cultural performances, local artists, small businesses and restaurants, and community organizations, for the benefit of the San Bruno community;

**WHEREAS**, the City has requested \$30,000 in grant funding from the San Bruno Community Foundation to support the 2023 Community Day;

**WHEREAS**, supporting the City's Community Day is consistent with the Foundation's strategic priority of community-building; and

**WHEREAS**, the Foundation has awarded strategic grants to the City to support the Community Day events in 2016, 2017, 2018, 2019, and 2022.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors approves a strategic grant in the amount of \$30,000 to the City of San Bruno to cover expenses associated with organizing the 2023 Community Day, which is an annual event intended to build community relationships, thank San Bruno community members for their many contributions to the City, foster community spirit, celebrate San Bruno's cultural diversity, and provide opportunities for community-based volunteer groups to provide services and promote educational resources and information to the San Bruno community.

**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 such a grant to the City of San Bruno in an amount totaling \$30,000.

Dated: November 2, 2022

ATTEST:

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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 2<sup>nd</sup> day of November, 2022, by the following vote:

AYES: Board members:

NOES: Board members:

ABSENT: Board members:

# SAN BRUNO

## Community Foundation

### Memorandum

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**DATE:** October 28, 2022

**TO:** Board of Directors, San Bruno Community Foundation

**FROM:** Leslie Hatamiya, Executive Director

**SUBJECT:** Report on Other Programs (Community Grants Fund, Crestmoor Scholarship, and Other Strategic Grants)

At the November 2, 2022, Board meeting, I will give an update on the Community Grants Fund, Crestmoor Scholarship, and the Foundation's other strategic grants.

#### 1. Community Grants Fund

As reported at the last Board meeting, the Foundation received 44 applications for Community Grants by the September 21 deadline. A volunteer review panel of 12 individuals (community members and/or individuals with experience in grantmaking and the nonprofit sector) is in the process of reviewing and rating the applications based on the five criteria set forth in the program guidelines:

- Benefits of the proposed program to the San Bruno community
- Proposal's alignment with one of the Foundation's focus areas
- Program methodology and budget
- Requested grant amount in relation to the anticipated community benefit
- Organizational track record, stability, and financial health

All panelists attended a review process training session in mid-October, and new members of the review panel received a diversity, equity, and inclusion (DEI) training, led by Board Member Malissa Netane-Jones, which introduced the concept of cultural humility and encouraged panelists to follow a process of description, interpretation, and evaluation when reviewing the grant applications.

After independently reviewing the applications, the panel will meet to discuss the applications. With assistance of the Executive Director and Program Manager, the panel will ultimately make a recommendation on grant awards to the Board. The goal is for the Board to consider and approve grant awards at the December 7 Board meeting. With the \$100,000 donation from Google.org and YouTube announced over the summer, the Foundation plans to award grants totaling \$300,000 this cycle.

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#### 2. Crestmoor Neighborhood Memorial Scholarship

The 2023 Crestmoor Neighborhood Memorial Scholarship will launch in December, when the online application will be accessible and updated marketing materials will be distributed to local schools and throughout the community. We are in the process of reviewing the program and at this time do not anticipate making any significant changes.

Program Manager Jessica Carrillo and I will soon begin working on updating the online application and developing new marketing materials. Staff will offer in-person workshops on the Scholarship and the application process at Capuchino High School and Skyline College as well as virtual workshops for those who attend other high schools or community colleges. The application deadline will be Tuesday, March 7, 2023.

#### 3. Recreation and Aquatic Center

The quarterly report for the Recreation and Aquatic Center (RAC) Grant #8 (Construction) was due on October 15, but due to the departure of Finance Director Qianyu Sun and the transition to Interim Finance Director Bobby Magee, the City is delayed in submitting the grant report this quarter. I expect to receive quarterly reports for RAC Grant #8 as well as RAC Grants #2, 3, 4, 5, and 7 by October 31, 2022, after which the Foundation will make grant payments on all six grants. As shown in the table below, as of September 30, 2022, the Foundation has paid out a total of \$24,092,356.18 in RAC grant payments and has a balance of \$25,907,643.82 left to pay (no change from last month's report).

RAC Grant #	For	Total Grant Amount	Total Grant Payments Made as of 9/30/2022	Balance to Pay
1	Conceptual Design	\$416,108.85	\$416,108.85	\$0.00
2	Architectural Services	\$5,420,388.00	\$5,111,544.79	\$308,843.21
3	Project & Construction Management Services	\$1,079,000.00	\$704,511.99	\$374,488.01
4	City Compliance Review	\$1,061,611.00	\$534,183.19	\$527,427.81
5	Temporary Facilities	\$375,000.00	\$86,621.55	\$288,378.45
6	Business Plan	\$60,000.00	\$60,000.00	\$0.00
7	Tom Lara Field Parking Lot	\$1,123,438.00	\$964,354.24	\$159,083.76
8	Construction	\$40,464,454.15	\$16,215,031.57	\$24,249,422.58
	<b>TOTAL</b>	<b>\$50,000,000.00</b>	<b>\$24,092,356.18</b>	<b>\$25,907,643.82</b>

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

#### **4. 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.

We notified the school principals and parent-teacher organization presidents at each of the six district schools soon after the Board approved the grant and then issued a press release announcing the grant on October 13. The *San Mateo Daily Journal* featured the grant in an October 25, 2022, [article](#).

Our nonprofit counsel at the NEO Law Group helped prepare the grant agreement, which the Foundation and school district executed. We expect to make the grant payment in the near future.



# SAN BRUNO

## Community Foundation

### Memorandum

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**DATE:** October 28, 2022

**TO:** Board of Directors, San Bruno Community Foundation

**FROM:** Leslie Hatamiya, Executive Director

**SUBJECT:** Election of Officers for 2023

The San Bruno Community Foundation has four elected officers: President, Vice President, Secretary, and Treasurer. Article VIII, Section 2, of the Bylaws states:

The officers of the Corporation, except the Executive Director and those appointed under Section 3 of this Article [meaning those other than the President, Vice President, Secretary, and Treasurer], shall be chosen annually by the Board for one-year terms starting on January 1 and shall serve at the pleasure of the Board, subject to the rights, if any, of any officer under any contract of employment, and subject to the approval of the City Council.

At its September 7, 2016, meeting, the Foundation Board adopted two documents – (1) San Bruno Community Foundation General Principles Regarding Election of Officers, and (2) San Bruno Community Foundation Process for Electing Officers – which now govern the Foundation’s election of officers.

Under the Process for Electing Officers:

Officer elections are held no later than the Board’s regular November meeting, so that, per the Bylaws, the San Bruno City Council can consider and approve the officers by December 31. Prior to the making of nominations, the subject of elections will be agendaized to give Board members the opportunity to comment.

Pursuant to this item, the agenda for the Board’s October 5, 2022, meeting included a discussion regarding the election of officers for 2023.

Under the process, the officers shall be elected by the Board of Directors, in the following order:

- President
- Vice President

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- Secretary
- Treasurer

Nominations, including self-nominations, for an office are made orally at the meeting. A nomination must receive a second prior to any vote on that nomination. A Director nominated for an office may decline the nomination, even if the nomination has been seconded. After nominations for a particular office are taken, the Board is to take a vote. If there is more than one candidate for an office, the Secretary shall conduct a roll-call vote, with each Director casting his/her vote for one candidate. To be elected, a candidate must receive votes from a majority of Directors participating in the meeting.

Following this process, officer elections for 2023 will take place at the Board's November 2, 2022, Regular Meeting. The City Council will consider approving the slate of elected officers for 2023, which will likely take place at the Council's December 13, 2022, Regular Meeting.