

SAN BRUNO

Community Foundation

Board of Directors

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

AB-361

CORONAVIRUS COVID-19

On September 16, 2021, the Governor of California signed AB-361 suspending certain provisions of the Ralph M. Brown Act in order to allow for local legislative bodies to conduct their meetings telephonically or by other electronic means. Pursuant to the CDC's social distancing guidelines which discourage large public gatherings, 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 Council orally during the meeting, or you may email us at info@sbcf.org. The length of all emailed comments should be commensurate with the three minutes customarily allowed per speaker, which is approximately 300 words total. Emails received before the special or regular meeting start time will be forwarded to the Foundation Board of Directors, posted on the Foundation's website and become part of the public record for that meeting. If emailed comments are received after the meeting start time, or after the meeting ends, they will be forwarded to the Foundation Board of Directors and filed with the agenda packet becoming part of the public record for that meeting. Emails received will not be read aloud during the meeting.

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

AGENDA

SAN BRUNO COMMUNITY FOUNDATION

Regular Meeting of the Board of Directors

July 6, 2022

7:00 p.m.

Zoom Meeting Details:

https://us02web.zoom.us/j/81647565025?pwd=ydaOo_WsFcgN9gBN4CspPeOri-IK8F.1

Webinar ID: 816 4756 5025

Passcode: 791000

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: Recognition of Frank Hedley for his service on the SBCF Investment Committee

5. Approval of Minutes: June 1, 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 Local Emergency and Need for the San Bruno Community Foundation Board of Directors and Other Foundation Legislative Bodies Subject to the Ralph M. Brown Act to Continue to Teleconference in Order to Ensure the Health and Safety of the Public Pursuant to AB 361

b. Adopt Resolution Approving Appointments to the Investment Committee

c. Receive and Approve Treasurer's Report (May 2022 Financial Statements)

8. Conduct of Business

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

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

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

d. Receive Report from the Investment Committee

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9. Board Member Comments

10. Adjourn: The next regular meeting of the Board of Directors is scheduled for Wednesday, August 3, 2022, at 7:00 p.m.

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MINUTES

SAN BRUNO COMMUNITY FOUNDATION

Regular Meeting of the Board of Directors

June 1, 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. **Presentation:** Recognition of the 2022 Crestmoor Neighborhood Memorial Scholarship Recipients

President Netane-Jones acknowledged the leadership of the Foundation's Executive Director, Leslie Hatamiya, and Program Manager, Jessica Carrillo, in administering the Crestmoor Neighborhood Memorial Scholarship program and thanked the volunteers who served on the selection panel. She acknowledged dignitaries present, including San Bruno Mayor Rico Medina, City Attorney Marc Zafferano, Randy Torrijos of Supervisor Dave Pine's office, program sponsor Mary Lou Johnson, and Capuchino High School Principal Jesse Boise.

She then gave a brief summary of the creation of the Crestmoor Scholarship, which honors the community members who most directly endured the destruction of the 2010 gas pipeline explosion and resulting fire in San Bruno's Crestmoor neighborhood, and thanked the Joseph W Welch Jr Foundation and Allan and Mary Lou Johnson for financially supporting the program this year. She addressed the 12 scholarship recipients and expressed admiration for their accomplishments in school as well as their success as young adults in recognizing the importance of being positive contributors to society.

Vice President Ruane then introduced the 12 Crestmoor Scholars – Capuchino High School graduating seniors Waine Louie, Samantha Paschner, Rawan Alayan, Sabina Beerawi, Myla Brignardello, Adrienne Chen, Raymond Gonzales, Isabella Guzman Quijano, Raef Makrai, and Mason Rofii, and Skyline College students Isabel Martin and Patricia Mae Sumang – and read short biographies about each.

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On behalf of the high school and community college recipients, respectively, Mr. Makrai and Ms. Sumang expressed thanks to the Foundation for the scholarship recognition. Lauren Valles, a 2018 Crestmoor Scholar who is graduating from UCLA this spring, reflected on what the Crestmoor Scholarship has meant to her and the importance of giving back to one's community.

Mayor Medina then congratulated the Crestmoor Scholars and reminded them of the circumstances behind the creation of the scholarship program. Mr. Torrijos spoke on behalf of Supervisor Pine and said that the Crestmoor Scholars would receive commendations from the San Mateo County Board of Supervisors. Program sponsor Ms. Johnson congratulated the Crestmoor Scholars.

Several Board Members commended the Crestmoor Scholars and their commitment to the San Bruno community.

At the conclusion of the presentation, the Board took a brief pause to allow those attending the Scholarship Presentation only to depart from Zoom and then resumed the meeting.

5. Approval of Minutes: May 4, 2022, Regular Board Meeting: Board Member Moreno moved to approve the minutes of the May 4, 2022, Regular Board Meeting, seconded by Treasurer Lin, approved unanimously by roll call vote.

6. Executive Director's Report

Executive Director Leslie Hatamiya gave a brief update on her activities over the past month and referenced her written report in the Board meeting packet.

7. Consent Calendar

- a. Adopt Resolution Declaring the Continued State of Local 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 (April 2022 Financial Statements)

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

8. Conduct of Business

- a. Receive Report from the City of San Bruno on Community Day 2022

Representing the City of San Bruno's Community Services Department, Recreation Services Coordinators Kelsey Clyma and Jackie Carlisle provided an update on the City's plans for Community Day 2022, which

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took place along San Mateo Avenue in downtown San Bruno on Sunday, June 5. They previewed the various activities and performances scheduled for the event, which aimed to showcase the cultural diversity of the local community, downtown San Bruno, and the stores and restaurants along The Avenue.

b. Receive Report from the Ad Hoc Committee on Education Initiatives

On behalf of the Ad Hoc Committee on Education Initiatives, Secretary Raul Gomez reported on the Committee's recent survey of parent-teacher organizations at San Bruno Park School District schools about current funding needs. He then presented, for Board feedback, a draft proposal to provide COVID relief grants to the schools to underwrite transportation and field trip costs, including those related to the Outdoor Education program, for the 2022-2023 academic year. Board members expressed support for the proposal to help the schools post-COVID. Mr. Gomez said that the Committee would review the Board's feedback and bring a formal proposal for Board consideration at a future Board meeting.

c. Receive Report on Other Programs (Community Grants Fund and Other Strategic Grants)

Executive Director Hatamiya gave a brief report on the Foundation's other programs. She reported that the seventh annual cycle of the Community Grants Fund will launch at the beginning of July, when the online application will be available and staff will begin distributing marketing materials, and follow the same timeline as last year: the online application available at the beginning of July, grant workshops held over the summer, an application deadline of September 21, and Board consideration of a review panel's recommendations in December.

With regard to strategic grants, she reported that in July the Board will receive an update on the San Bruno Recreation and Aquatic Center project from the City of San Bruno as well as an update on the construction of the Tanforan Memorial from the Tanforan Assembly Center Memorial Committee.

d. Receive Report from Investment Committee

Investment Committee Chair Pak Lin reported on the Committee's latest quarterly meeting on May 18, 2022. She gave highlights of the report from Sand Hill Global Advisors, the Foundation's investment adviser, which included the firm's investment outlook and a review of the performance of the Foundation's three investment accounts (Quasi-Endowment, Strategic Pool, and Liquidity Pool). Ms. Lin reported that the Sand Hill team discussed the current volatility in the market, confirmed that the Foundation is on track to meet its goal of funding the Recreation and Aquatic Center grants, and noted that market performance could impact the Foundation's future investment strategies.

Ms. Lin reported that the Committee decided to follow the practice of recommending to the Board a Quasi-Endowment payout rate that would result in an amount sufficient to meet the cash flow needs for the Crestmoor Scholarship and the Community Grants Fund for the upcoming fiscal year and recommended that the fiscal year 2022-2023 Quasi-Endowment payout rate be set at 1.41%. The

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Committee also advised on the timing of transfers from the Foundation's investment accounts to its operating accounts to cover grant payments related to the Recreation and Aquatic Center project.

Chair Lin also reported that the Committee conducted its annual review of the Foundation's Investment Policy Statement and its Investment Operating Plan with Sand Hill, declining to recommend any amendments to either document.

- e. Adopt Resolution Approving Fiscal Year 2022-2023 Budget, Setting the Quasi-Endowment Payout Rate for Fiscal Year 2022-2023, Approving Transfer from the Strategic Pool Investment Account to the Liquidity-Operating Subaccount for Fiscal Year 2022-2023, and Approving Transfer from the Liquidity-RAC Investment Subaccount to the Liquidity-Operating Subaccount for Fiscal Year 2022-2023

Executive Director Hatamiya presented the fiscal year 2022-2023 budget to the Board. She noted the overall financial health of the organization, with assets of \$60 million at the end of the last quarter. She said the Foundation has benefited from a robust stock market (despite recent unrealized losses due to market volatility and inflation), prudent investment management by and guidance from the team at Sand Hill, and solid fiscal management practices and policies by the Board and staff.

She explained that, unlike most nonprofit budgets, the Foundation's budget is expense-driven rather than income-driven, and that the Foundation does not seek to achieve a balanced budget, as the Foundation's cash needs, which drive the income portion of the budget (primarily transfers from investments) do not necessarily match recorded expenses in a given year.

She then went through the three categories of expenses (direct program expenses of \$5,970,000, including \$5.5 million for strategic grants; direct personnel expenses of 248,248; and non-personnel support costs - \$174,698), for a total of \$6,418,163.

She noted that the Foundation's cash-flow requirements drive the transfers from investments, the Foundation's primary source of "income." She explained the Foundation's cash-flow needs, with the Quasi-Endowment payout based on cash needs for the Crestmoor Scholarship and the Community Grants Fund and transfers from the Strategic Pool and the Liquidity-RAC Pool to cover Strategic Grants and operating expenses. Based on the Foundation's cash-flow needs, the Quasi-Endowment payout of 1.41%, as recommended by the Investment Committee, will be \$285,937.

Ms. Hatamiya explained that the main driver behind the transfers from the Strategic Pool and the Liquidity-RAC subaccount is the remaining set of Recreation and Aquatic Center (RAC) grant payments. Although the Board has made an overall \$50 million commitment to the City for the RAC, the Foundation is funding the project through a series of eight grants supporting different components of the project. Thus far, the Foundation has made grant payments totaling \$20,534,208. She noted that given the expected construction timeline (completion in the fall of 2023), all remaining RAC grant payments, which total \$29,465,792, will likely fall within the 0-24 month window for the Liquidity Pool. As a result, she noted that the Investment Committee recommends that the fiscal year 2022-2023

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budget include transfers covering the full amount of the remaining funds needed to meet all potential remaining RAC grant payment obligations. She explained that RAC cash needs will be covered through three sources: (a) Strategic Carry Forward from fiscal year 2021-2022, (b) closing out the Liquidity-RAC subaccount, and (c) Strategic Payout for fiscal year 2022-2023.

Ms. Hatamiya noted that in addition to the RAC grants, other grants and operating expenses will also be covered by the Strategic Payout. With total strategic cash needs of \$35,613,955, \$1.8 million will be covered by the Strategic Carry Forward from fiscal year 2021-2022, the Liquidity-RAC subaccount will be closed out, which should cover at least \$8.77 million, and operating income will cover about \$10,500, resulting in a Strategic Payout of nearly \$25.1 million.

She asked the Board to approve a multi-part resolution: (1) approving the fiscal year 2022-2023 budget and directing the Executive Director to submit the budget to the City Council for consideration, (2) approving the 2022-2023 Quasi-Endowment payout rate of 1.41%, resulting in a transfer of \$285,937, (3) approving a transfer of \$25,083,576 from the Strategic Pool to the Liquidity-Operating Pool, and (4) approving a transfer of approximately \$8,774,970 from the Liquidity-RAC Pool to the Liquidity-Operating Pool and closure of the Liquidity-RAC subaccount. She further noted that the transfer amounts are all ceilings and that the resolution gives the Executive Director the discretion to divide the transfers into smaller increments, set the timing of the transfer of those increments, and transfer less than the approved amount, based on the Foundation's cash flow needs.

Ms. Hatamiya reported that the previous evening she gave a similar budget presentation to the San Bruno City Council. She said that Councilmembers were appreciative of the Foundation's support of the City and the San Bruno community and that they asked several questions and made comments about the presentation, including the process for identifying strategic grants, Strategic Plan 2.0, and operational costs including personnel.

Board Member Moreno moved to adopt the resolution approving the fiscal year 2022-2023 budget, setting the Quasi-Endowment payout rate for fiscal year 2022-2023, approving a transfer from the Strategic Pool investment account to the Liquidity-Operating subaccount for fiscal year 2022-2023, and approving a transfer from the Liquidity-RAC investment subaccount to the Liquidity-Operating subaccount for fiscal year 2022-2023, seconded by Treasurer Lin, passed unanimously by roll call vote.

9. Board Member Comments: None.

10. Adjourn: Board Member Perry moved to adjourn the meeting at 8:59 p.m., seconded by Vice President Ruane, approved unanimously.

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Respectfully submitted for approval at the Regular Board Meeting of July 6, 2022, by Secretary Raul Gomez and President Malissa Netane-Jones.

Raul Gomez, Secretary

Malissa Netane-Jones, President

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Memorandum

DATE: July 1, 2022

TO: Board of Directors, San Bruno Community Foundation

FROM: Leslie Hatamiya, Executive Director

SUBJECT: Executive Director's Report

Since the June 1, 2022, Board meeting, I have continued to focus on administering the Community Grants Fund and Crestmoor Scholarship programs and monitoring and developing strategic projects, all of which will be covered during the business portion of the July 6, 2022, regular Board meeting. In addition, I have handled a variety of other matters, including the following:

1. Fiscal Year 2022-2023 Budget

At a special meeting on June 28, the San Bruno City Council formally approved the Foundation's fiscal year 2022-2023 budget, by a vote of 4-1. The budget includes total expenses of \$6.42 million (including \$5.97 million in direct program disbursements for the Crestmoor Neighborhood Memorial Scholarship, the Community Grants Fund, and strategic grant initiatives) and funds available for operations totaling \$34.16 million, most of which will be used to disburse grant payments for the Recreation and Aquatic Center (RAC) project.

Several questions were raised during the Council's review. Several involved the role and composition of the Investment Committee, and one concerned the Board giving the Executive Director, per the Investment Committee's recommendation, the discretion to manage transfers from investment accounts to the Liquidity account, including the discretion to divide each category of transfers into smaller increments, set the timing of the incremental transfers based on the Foundation's cash flow needs, and transfer less than the approved transfer amounts as circumstances may warrant. As was noted at the meeting, this discretion is operational in nature, allowing the Executive Director to work with the Foundation's advisers at Sand Hill Global Advisors, the Treasurer, and the Investment Committee to determine the amount and timing of transfers from the Foundation's investment accounts to its operating accounts – transfers that have already been approved by the Board – as the funds are needed to pay out approved disbursements. Also noted at the meeting, most of the approved transfers – about \$30 million of the approximately \$34 million approved – are to disburse RAC grant payments in response to the City's quarterly RAC grant reports.

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It was also requested at the meeting that the Board consider specifically adding “the downtown” to its list of strategic grantmaking priorities based on feedback received during Community Listening Campaign 2.0. As noted at the Foundation’s initial budget presentation on May 31, “economic vitality” is one of the strategic grantmaking priorities the Board identified in the aftermath of Strategic Plan 2.0, a term that is broader than but certainly includes the downtown area. The Foundation is and has been open to strategic grant ideas related to downtown. Since 2020, the Foundation has awarded \$507,000 in COVID-19 relief grants that have benefitted struggling San Bruno businesses, many of which are located downtown. The Pedestrian Safety Initiative also benefitted the downtown by funding a set of flashing beacons on the south end of San Mateo Avenue. In addition, the 2022-2023 budget includes at least \$500,000 for smaller strategic grants (under \$1 million in size). Foundation leadership has been in discussion with City staff about the City’s plans to develop Centennial Park into a community gathering space on San Mateo Avenue. The Foundation is interested in supporting these plans to enhance downtown San Bruno and, once the City finalizes its plans and budget for the project, welcomes from the City a concrete Centennial Park grant proposal.

2. Outside Counsel

With the retirement of Marc Zafferano as San Bruno City Attorney in early June, I have begun searching for outside counsel to provide assistance on public and municipal law matters, particularly those pertaining to the Brown Act, Public Records Act requests, conflicts of interest, and other ethics issues to the Foundation. The firm the Foundation uses for nonprofit law matters, NEO Law Group, is a small firm that does not handle public law matters. I intend to identify outside counsel to retain for public and municipal law matters over the summer.

3. Email Newsletter and Website Hits

Since the June 1 Board meeting, I have sent out one email blast to the Foundation’s email distribution list, which highlighted the Crestmoor Scholars presentation and other business at the June 1 meeting. Of the approximately 800 emails sent, 48% of the recipients opened the email.

According to Google Analytics, activity on the sbcf.org website was relatively light this past month. Between June 2 and June 23, about 400 users visited the Foundation website. The most visited pages were the home page, the page featuring the Recreation and Aquatic Center, and pages related to the Community Grants Fund.

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Memorandum

DATE: July 1, 2022

TO: Board of Directors, San Bruno Community Foundation

FROM: Leslie Hatamiya, Executive Director

SUBJECT: Consent Calendar for the July 6, 2022, Regular Board Meeting

For the July 6, 2022, Regular Meeting of the Board of Directors of the San Bruno Community Foundation, the Consent Calendar includes three items related to administrative and operational functions of the Foundation.

1. Adopt Resolution Declaring the Continued State of Local 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.

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 COVID-19 virus have emerged, resulting in continually high positive case rates for San Mateo

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County. San Mateo County Health Department issued Health Order C19-12 on August 2, 2021, which re-implemented mask guidelines regardless of vaccination status. Taking these factors into account, 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.

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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 during the proclaimed state of emergency. Thus, I recommend that the Board once again adopt the resolution declaring the continued state of local 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. Resolution Approving Appointments to the Investment Committee

Article VII, Section 3, of the San Bruno Community Foundation's Bylaws empowers the Foundation's Board of Directors to create advisory committees that may contain any number of Director and non-Director committee members. On June 1, 2016, the Board created the Investment Committee as an advisory body charged with providing guidance to the Board on all aspects of the investment management process, as outlined in the Charter of the Investment Committee. The Committee Charter states that the Committee shall consist of the Board Treasurer, who serves in an ex officio capacity as chair, along with one other Director member and three non-Director members whose experience in finance and investment management may assist the Committee and the Board in the performance of their investment oversight responsibilities. The four Committee members other than the Treasurer are appointed by the Board.

Treasurer Pak Lin serves as Committee chair as a function of her role as Treasurer. In June 2020, the Board appointed then-Secretary John McGlothlin, Anthony Clifford, Mark Hayes, and Frank Hedley to two-year terms on the Investment Committee commencing on July 1, 2020, and concluding on June 30, 2022. After Mr. McGlothlin's second term on the Board concluded on December 31, 2021, the Board appointed Board Member Supriya Perry to serve the remainder of Mr. McGlothlin's term on the Committee.

Board Member Perry, Mr. Clifford, Dr. Hayes, and Mr. Hedley have diligently and capably served on the Committee. Mr. Hedley has declined to seek an additional term on the Committee, and former SBCF Treasurer Tim Ross has agreed to rejoin the Committee as one of the non-Director members. As an investment professional, Mr. Ross would bring invaluable experience and expertise to the Committee's deliberations. In the interest of continuity and sustained productivity of the Committee, the appointment of Ms. Perry, Mr. Clifford, Dr. Hayes, and Mr. Ross to new two-year terms on the Committee would be an asset to the Foundation. The

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attached resolution would appoint the four of them to new two-year terms commencing on July 1, 2022, and concluding on June 30, 2024.

3. Receive and Approve Treasurer's Report (May 2022 Financial Statements)

The May 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 2, 2021, Board meeting.

I recommend that the Board approve the two attached resolutions and the Treasurer's Report, as outlined above, as part of the Consent Calendar on July 6, 2022.

Attachments:

1. Resolution Declaring the Continued State of Local Emergency and Need for the San Bruno Community Foundation Board of Directors and Other Foundation Legislative Bodies Subject to the Ralph M. Brown Act to Continue to Teleconference in Order to Ensure the Health and Safety of the Public Pursuant to AB 361
2. Resolution Approving Appointments to the Investment Committee
3. May 2022 Financial Statements

RESOLUTION NO. 2022-__

RESOLUTION OF THE SAN BRUNO COMMUNITY FOUNDATION DECLARING THE CONTINUED STATE OF LOCAL 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);

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 requires all individuals to wear face coverings when indoors in workplaces and public settings;

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;

WHEREAS, AB 361 requires local findings that meeting in person would present an imminent risk to the health and safety of attendees; 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: July 6, 2022

ATTEST:

Raul Gomez, Secretary

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

the San Bruno Community Foundation on this 6th day of July, 2022, by the following vote:

AYES: Board members:

NOES: Board members:

ABSENT: Board members:

RESOLUTION NO. 2022-__

**RESOLUTION OF THE SAN BRUNO COMMUNITY FOUNDATION
APPROVING APPOINTMENTS TO THE INVESTMENT COMMITTEE**

WHEREAS, on June 1, 2016, the Foundation’s Board of Directors created the Investment Committee as an advisory body charged with providing guidance to the Board on all aspects of the investment management process, as outlined in the Charter of the Investment Committee;

WHEREAS, the Committee Charter states that the Committee shall consist of the Board Treasurer, who serves in an ex officio capacity, along with one other Director member and three non-Director members whose experience in finance and investment management may assist the Committee and the Board in the performance of their investment oversight responsibilities and who are appointed by the Board;

WHEREAS, the current terms of Board Member Supriya Perry and community members Anthony Clifford, Mark Hayes, and Frank Hedley as members of the Committee concluded on June 30, 2022;

WHEREAS, Ms. Perry, Mr. Clifford, and Dr. Hayes have diligently and capably served on the Committee and have expressed interest in continuing to serve on the Committee; and

WHEREAS, former SBCF Treasurer Tim Ross, who retired from the SBCF Board at the end of 2021, would bring valuable experience and expertise as an investment professional to the Committee; and

WHEREAS, Treasurer Pak Lin continues to serve ex officio as the Committee Chair.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors hereby appoints Board Member Supriya Perry as a Director member of the Investment Committee and Anthony Clifford, Mark Hayes, and Tim Ross as the three non-Director Committee members to two-year terms on the Investment Committee commencing on July 1, 2022, and concluding on June 30, 2024.

Dated: July 6, 2022

ATTEST:

Raul Gomez, Secretary

I, Raul Gomez, Secretary, do hereby certify that the foregoing Resolution No. 2022-__ was duly and regularly passed and adopted by the Board of Directors of the San Bruno Community Foundation on this 6th day of July, 2022, by the following vote:

AYES: Board members:

NOES: Board members:

ABSENT: Board members:

SAN BRUNO

Community Foundation

May 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 eleven months equal 91.7% of the fiscal year.

INCOME

Line 1 Transfers from Quasi Endowment – \$312,932 is 100% of budget.

Line 2 Transfers from Strategic Pool – Initial transfer of \$500,000 in September is 1.9% of budget. There will be no additional transfers this fiscal year.

Line 3 Transfers from Liquidity RAC – \$1,700,000 April transfer is 16% of budget. There will be no additional transfers this year.

Line 4 Donations - \$171,006 unbudgeted amount is mostly restricted for Community Grants (\$100,000 from Google/You Tube) and Scholarships (\$71,000 with \$70,000 from the Joseph W. Welch Jr. Foundation).

Line 5 Interest Income – \$17,572 is 44.9% of budget. Liquidity Pool – Operating balance is currently \$324,115. This balance has been and will continue to decline as RAC Construction grant payments are made. Final projected amount reduced \$21,601.

EXPENSES

Line 8 Scholarships – \$190,000 is 118.8% of budget. Board approved the budget increase of \$30,000.

Line 9 Community Grants – \$300,000 expense incurred is 100% of budget. All grants for the year have been expensed.

Line 10 Strategic Grants – \$40,834,454 total is 88.8% of budget. RAC Construction (\$40,464,454), music education (\$290,000), Community Day (\$30,000), and Tanforan Memorial (\$50,000) grants comprise the total.

Line 11 Other Grants – \$10,000 is 100% of budget. Total is for SBFD Covid 19 tests grant.

Line 13 Salaries & Wages – Expense is 93.3% of budget. There has been turnover in the Program Manager position including some overlap for training. Final expected projection is \$4,323 more than budget.

Line 14 Payroll Taxes & Benefits – Expense (\$32,777) is 133% of budget. Social Security/Medicare tax (\$12,536) and retirement (\$18,967) are the largest costs. Other costs include workers' compensation (\$1,060) and life (\$214) insurance. Final expected amount is \$10,542 more than budget.

Line 16 Occupancy – Only cost is office lease (\$14,360). Amount is 91.1% of budget.

Line 17 Insurance – Total (\$20,453) is 84.3% of budget and includes Directors & Officers (\$16,767), crime (\$2,561), and commercial liability (\$1,125) policies. Final projected amount is \$2,219 less than budget.

Line 18 Telecommunications – Cost (\$2,389) is 83.8% of budget, with cell phones (\$1,125), internet (\$940), and land-line services (\$324) making up the total.

Line 19 Postage & Shipping – Cost (\$2,057) is 58.8% of budget. 75% of the total or \$1,537 is for Annual Report mailing.

Line 20 Marketing & Communications - \$11,440 expense is 66.5% of budget. \$8,278 or 72% of the total has been for Annual Report design and printing. \$1,077 has been for Scholarship flyers and promotions. \$1,695 has been for Grant & Scholarship application software. Final projected amount is \$5,098 less than budget.

Line 21 Office Supplies & Equipment – Cost (\$3,221) is 52.8% of budget. Laptop for Program Manager (\$2,184) accounts for 68% of the total. Final projected amount is \$2,225 less than budget.

Line 22 Legal Fees – \$21,355 expense is 51.4% of budget. Costs include \$13,917 for San Bruno City Attorney, \$5,893 related to Strategic Grants, and \$1,365 for Community Grants. Final projected amount is \$14,351 less than budget.

Line 23 Accounting & Payroll Fees – Total (\$32,037) is 90.7% of budget with \$20,673 for Accounting Consultant, \$9,750 for annual audit and tax preparation fees, \$1,041 for payroll processing fees, and \$540 for accounting software.

Line 24 Other Consultants – \$4,539 is 21.7% of budget and has been for IT consultant (\$2,789) and City Council presentation (\$1,750). Final projected amount is \$12,331 less than budget.

Line 25 Travel, Meetings & Conferences – \$22 expense is 0.5% of budget. Final projected amount is \$3,398 less than budget.

Line 26 Miscellaneous – Cost (\$1,807) equals 59% of budget. \$950 incurred for organizational membership and \$423 for Board recognition expenses.

SUMMARY

Excluding the budget for Scholarships & Grants, total expenses are at 83.9% of budget, which is well below the 91.7% benchmark for the first eleven months of the year. In terms of dollars, the \$354,992 in year-to-date expense is \$32,698 less than the first eleven months budget allocation.

The Fidelity Liquidity Pool – RAC, was created with a \$10 million July 2018 transfer. The balance as of May 31, 2022, is \$8,771,774, including market value loss of \$3,196 in May.

Total May investment net gain or increase in value is \$43,231. This came from the Strategic Pool (\$37,693) and Quasi Endowment (\$8,734), less Liquidity Pool loss (\$3,196). Year-to-date investment net loss or decrease in value is \$3,838,651.

Overall organization year to date net loss or decrease in net assets is \$45,339,520. Most of this is the RAC 8 Construction grant (\$40,464,454) investment.

Total Net Assets, as of May 31, 2022 are \$29,523,877 with \$21,076,310 in Quasi Endowment; \$8,346,367 in general Unrestricted funds; and \$101,200 in Donor Restricted Net Assets.

SAN BRUNO

Community Foundation

May 2022 2021-2022 Budget Report

	(a)	(b)	(c)	(d)	(e)
	Actual Year to Date	Budget	Actual as % of Budget (a/b)	Final Projected Amount	Change in Budget (d - b)
INCOME & TRANSFERS					
1 Transfers from Quasi Endowment	\$ 312,932	\$ 312,932	100.0%	\$ 312,932	\$ -
2 Transfers from Strategic Pool	500,000	26,456,233	1.9%	500,000	(25,956,233)
3 Transfers from Liquidity RAC	1,700,000	10,631,501	16.0%	1,700,000	(8,931,501)
4 Donations	171,006	-	-	171,006	171,006
5 Interest Income	17,572	39,173	44.9%	17,572	(21,601)
6 Miscellaneous Income	-	-	-	-	-
7 Total Available for Operations	2,701,510	37,439,839	7.2%	2,701,510	(34,738,329)
EXPENSES					
8 Crestmoor Scholarships	190,000	160,000	118.8%	190,000	30,000
9 Community Grants	300,000	300,000	100.0%	300,000	-
10 Strategic Grants	40,834,454	45,964,454	88.8%	40,834,454	(5,130,000)
11 Other Grants	10,000	10,000	100.0%	10,000	-
12 Subtotal Direct Program Expenses	41,334,454	46,434,454	89.0%	41,334,454	(5,100,000)
13 Salaries & Wages	208,535	223,600	93.3%	227,923	4,323
14 Payroll Taxes & Benefits	32,777	24,636	133.0%	35,178	10,542
15 Subtotal Personnel Expenses	241,312	248,236	97.2%	263,101	14,865
16 Occupancy	14,360	15,758	91.1%	15,705	(53)
17 Insurance	20,453	24,248	84.3%	22,029	(2,219)
18 Telecommunications	2,389	2,851	83.8%	2,593	(258)
19 Postage & Shipping	2,057	3,500	58.8%	2,132	(1,368)
20 Marketing & Communications	11,440	17,200	66.5%	12,102	(5,098)
21 Office Supplies & Equipment	3,221	6,100	52.8%	3,875	(2,225)
22 Legal Fees	21,355	41,556	51.4%	27,205	(14,351)
23 Accounting & Payroll Fees	32,037	35,332	90.7%	34,615	(717)
24 Other Consultants	4,539	20,870	21.7%	8,539	(12,331)
25 Travel, Meetings & Conferences	22	4,220	0.5%	822	(3,398)
26 Miscellaneous	1,807	3,063	59.0%	2,805	(258)
27 Subtotal Non-Personnel	113,680	174,698	65.1%	132,422	(42,276)
28 Total Expenses	41,689,446	46,857,388	89.0%	41,729,977	(5,127,411)
29 Net Surplus/(Loss)	\$ (38,987,936)	\$ (9,417,549)		\$ (39,028,467)	\$ (29,610,918)

SAN BRUNO

Community Foundation

Statement of Financial Position as of May 31, 2022

ASSETS

Cash, Wells Fargo General	\$	249,967.63	
Cash, Wells Fargo Payroll		42,574.52	
Cash, Fidelity Liquidity Pool - Operating		324,114.80	
Total Cash		616,656.95	616,656.95
Investments, Fidelity Liquidity Pool - RAC		8,771,773.92	
Investments, Fidelity Strategic Pool		29,245,093.99	
Investments, Fidelity Quasi-Endowment		21,076,309.64	
Total Investments		59,093,177.55	59,093,177.55
Prepaid Rent		1,344.96	
Prepaid Insurance		16,996.50	
Total Other Current Assets		18,341.46	18,341.46
Deposits		909.45	
Total Other Assets		909.45	909.45
TOTAL ASSETS			\$ 59,729,085.41

LIABILITIES & NET ASSETS

LIABILITIES

Accounts Payable		9,192.90	
Accrued Grants Payable		29,785,791.78	
Accrued Scholarships Payable		395,000.00	
Accrued Employee PTO		15,224.00	
Total Liabilities		30,205,208.68	30,205,208.68

NET ASSETS

Unrestricted, Non-QE 7/1/2021 Balance		51,853,495.41	
Transfer from Quasi-Endowment		312,932.00	
Year to Date Net Income from Operations		(41,500,868.34)	
Year to Date Strategic Investment Income		(2,319,191.98)	
Total Non-QE Unrestricted Net Assets		8,346,367.09	
Quasi-Endowment 7/1/2021 Balance		22,908,700.87	
Transfer to Liquidity for Operations		(312,932.00)	
Year-to-date QE Investment Income		(1,519,459.23)	
Total QE Unrestricted Net Assets		21,076,309.64	
Total Unrestricted Net Assets		29,422,676.73	29,422,676.73
Donor Restricted Net Assets 7/1/2021 Balance		101,200.00	
Year to Date Donor Restricted Net Income		-	
Total Donor Restricted Net Assets		101,200.00	101,200.00
Total Net Assets		29,523,876.73	29,523,876.73
TOTAL LIABILITIES & NET ASSETS			\$ 59,729,085.41

SAN BRUNO

Community Foundation

Memorandum

DATE: July 1, 2022

TO: Board of Directors, San Bruno Community Foundation

FROM: Leslie Hatamiya, Executive Director

SUBJECT: Report on the San Bruno Recreation and Aquatic Center from the City of San Bruno

At the June 6, 2022, regular meeting, the Board of Directors will receive its quarterly update on the San Bruno Recreation and Aquatic Center (RAC) project from the City of San Bruno. As you know, the City is in the middle of the construction process in San Bruno City Park. A team from the City, including Project Manager Rod Macaraeg and Community Services Director Ann Mottola, will give the presentation.

In addition, on behalf of the Foundation's Ad Hoc Committee on Recreation and Aquatic Center Project, President Malissa Netane-Jones will give a brief update on the eight grants totaling \$50 million that the Foundation has awarded to the City in conjunction with the RAC project. As reported at the June meeting, in April and May 2022, the Foundation made quarterly RAC grant payments totaling \$5,824,130.89. As shown in the table below, as of June 15, 2022, the Foundation has paid out a total of \$20,534,208.22 in RAC grant payments and has a balance of \$29,465,791.78 left to pay. The City will be submitting its next set of RAC grant reports in July, after which the Foundation will make payments on RAC Grants 2, 3, 4, 5, 7, and 8.

RAC Grant #	For	Total Grant Amount	Total Grant	
			Payments Made as of 6/15/2022	Balance to Pay
1	Conceptual Design	\$416,108.85	\$416,108.85	\$0.00
2	Architectural Services	\$5,420,388.00	\$4,978,524.07	\$441,863.93
3	Project & Construction Management Services	\$1,079,000.00	\$658,830.51	\$420,169.49
4	City Compliance Review	\$1,061,611.00	\$526,826.54	\$534,784.46
5	Temporary Facilities	\$375,000.00	\$84,538.20	\$290,461.80
6	Business Plan	\$60,000.00	\$60,000.00	\$0.00
7	Tom Lara Field Parking Lot	\$1,123,438.00	\$922,841.57	\$200,596.43
8	Construction	\$40,464,454.15	\$12,886,538.48	\$27,577,915.67
	TOTAL	\$50,000,000.00	\$20,534,208.22	\$29,465,791.78

SAN BRUNO

Community Foundation

Memorandum

DATE: July 1, 2022

TO: Board of Directors, San Bruno Community Foundation

FROM: Leslie Hatamiya, Executive Director

SUBJECT: Report on the Tanforan Memorial Project from the Tanforan Assembly Center Memorial Committee

At its July 6, 2022, meeting, the Foundation Board will receive an update on the Tanforan Memorial project from Doug Yamamoto, president of the Tanforan Assembly Center Memorial Committee (TACMC).

In April, the Board approved increasing strategic grant funding to the Tanforan Assembly Center Memorial Committee (TACMC) in support of construction of the Tanforan Memorial by the amount of \$50,000. TACMC and I executed an amendment to the grant agreement increasing the grant amount by \$50,000, to \$200,000, and we provided the additional grant payment of \$50,000 in May.

Construction of the Tanforan Memorial is proceeding. TACMC is currently planning for a ribbon-cutting event at 1:00 p.m. on Saturday, August 27, 2022. President Malissa Netane-Jones will represent the Foundation during the ceremony, and all Board members are invited to attend.

SAN BRUNO

Community Foundation

Memorandum

DATE: July 1, 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 July 6, 2022, Board meeting, I will give a brief update on the Community Grants Fund and Crestmoor Scholarship programs as well as other strategic grants.

1. Community Grants Fund

Following our usual schedule, today we are launching the 2022-2023 cycle of the Community Grants Fund. We are not making any significant changes to the program in 2022-2023. We will continue to offer virtual Grant Workshops over the summer to educate potential applicants on the program and the application process.

Key dates for the 2022-2023 grant cycle include:

- July 1, 2022: Program launches; application available online; begin distribution of marketing materials
- August 16, 2022, 6:30 p.m., and September 8, 2022, 12:00 p.m.: Grant Workshops via Zoom
- September 21, 2022, 5:00 p.m.: Application deadline
- December 7, 2022: Board consideration of grant awards

The Foundation plans to award \$300,000 in Community Grants in December. The program is partially funded by a 100,000 donation YouTube and Google.org. Please see the attached press release announcing the launch of this grant cycle and the donation from YouTube and Google.org. Also attached are this year's program flyer and poster.

2. Crestmoor Scholarship

Upon receipt of the proper documentation from each student, we have begun distributing this year's annual payments to 2019, 2020, 2021, and 2022 Crestmoor Scholars. Each of the past

SAN BRUNO

Community Foundation

Memorandum

years' recipients provided a brief summary of their academics and activities over the last school year. To receive continued funding, students are required to provide a certificate of good standing from their college and proof of enrollment for the fall term. The 2022 Crestmoor Scholars are required to provide proof of enrollment for the fall term to receive their first scholarship payments. Not quite 40% of this year's scholarship payments have been disbursed thus far, and we will distribute the remaining payments over the summer as we receive the required documentation from the Crestmoor Scholars.

3. 2022 Community Day

On Sunday, June 5, 2022, the City of San Bruno hosted – after a two-year break due to the COVID-19 pandemic – its annual Community Day. This year, the festivities took place downtown on San Mateo Avenue while the new Recreation and Aquatic Center is undergoing construction in San Bruno City Park. As shown in the photos below, the event included cultural performances, vendors and information booths, community art activities, and a play area for children, while restaurants and other businesses along San Mateo Avenue welcomed community members. SBCF was the major outside funder of the event with a \$30,000 strategic grant.



SAN BRUNO

Community Foundation

Memorandum

The City of San Bruno will submit its grant report for the Community Day grant by August 31, 2022. We will have City staff provide a report on the 2022 event and plans for its 2023 Community Day activities at a Board meeting later this year.

Attachments:

1. SBCF Press Release Announcing Launch of 2022-2023 Community Grants Fund Cycle, issued July 1, 2022
2. 2022-2023 Community Grants Fund Flyer
3. 2022-2023 Community Grants Fund Poster

SAN BRUNO

Community Foundation

FOR IMMEDIATE RELEASE

CONTACT:

Leslie Hatamiya

Executive Director

O: (650) 763-0775 / M: (650) 922-1223

lhatamiya-sbcf@sanbruno.ca.gov

**SAN BRUNO COMMUNITY FOUNDATION LAUNCHES
2022-2023 COMMUNITY GRANTS FUND
TO BENEFIT THE SAN BRUNO COMMUNITY**

***With Support from YouTube and Google.org,
SBCF Will Distribute \$300,000 in Community Grants***

San Bruno, California, July 1, 2022 – Today, the San Bruno Community Foundation launched the seventh annual cycle of its Community Grants Fund, which allows local community organizations to apply for grants of up to \$25,000 for programs that benefit the San Bruno community. Partnering with YouTube and Google.org, Google’s philanthropy, the Foundation plans to award grants totaling \$300,000 at the end of 2022.

As they have in past years, YouTube and Google.org are generously providing \$100,000 to the Community Grants Fund. The Foundation is funding the other \$200,000 in Community Grants with investment proceeds from a portion of the restitution funds that resulted from the City of San Bruno’s settlement with Pacific Gas & Electric Company following the devastating 2010 gas pipeline explosion in San Bruno’s Crestmoor neighborhood.

“Through the Community Grants Fund, we are thrilled to offer local organizations providing critical programs and services in San Bruno – groups that serve our youth, our seniors, our

diverse ethnic communities, those struggling economically, and the broader San Bruno community – the opportunity to apply for a Community Grant this year,” said Foundation President Malissa Netane-Jones. “With YouTube and Google.org’s support, for which we are extremely grateful, we are able to invest in many community organizations doing important and meaningful work throughout the San Bruno community.”

“The impact of the Community Grants Fund – through its investment in social service, educational, cultural, and other community programs – is felt throughout San Bruno, YouTube’s home,” said Drew Sherwood, YouTube’s Real Estate Director. “YouTube and Google.org are thrilled to partner once again with the San Bruno Community Foundation to support community groups providing innovative and much-needed services to the local community.”

The Community Grants Fund provides grant funding to programs that benefit the San Bruno community. Grant awards will be based on a variety of factors, including the benefits of the proposed program to the San Bruno community, the proposal’s alignment with one of the Foundation’s focus areas, program methodology and budget, requested grant amount in relation to the anticipated community benefit, and the organization’s track record, stability, and financial health.

Eligible organizations can apply for a grant through the Foundation’s online application, which is posted at www.sbcf.org. For the 2022-2023 grant cycle, the application deadline is Wednesday, September 21, 2022. The Foundation intends to announce in December 2022 this year’s Community Grant awards, which will be used to fund activities taking place in 2023. Detailed program guidelines for the Community Grants Fund, including eligibility requirements and the application process, as well as descriptions of past grantees, can be found on the Foundation’s website at www.sbcf.org.

In addition, the Foundation will host two optional Grant Workshops via Zoom for organizations interested in learning more about the Community Grants Fund and the application process. The workshops will be held via Zoom on Tuesday, August 16, 2022, at 6:30 p.m., and Thursday,

September 8, 2022, at 12:00 p.m. Potential applications may register for the workshops at www.sbcf.org.

Programs funded by Community Grants in past years include home delivery of nutritious meals to seniors, shelter and supportive services to homeless families, support services for foster youth, dental care for low-income children, culturally based mental and behavioral health services to primarily Spanish-speaking San Bruno residents in substance abuse recovery, CPR training at Parkside Intermediate School, a community food pantry program to distribute groceries to San Bruno families experiencing hunger, and art and music programming for elementary school students.

About the San Bruno Community Foundation

The San Bruno Community Foundation is the nonprofit organization created by the City of San Bruno to administer the \$70 million in restitution funds received from PG&E after the devastating 2010 gas pipeline explosion in San Bruno's Crestmoor neighborhood. The Foundation serves 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, SBCF assists and enables the community to maximize shared investments and realize their subsequent enhancements and benefits. For more information, visit www.sbcf.org.

About Google.org

Google.org, Google's philanthropy, supports nonprofits that address humanitarian issues and apply scalable, data-driven innovation to solving the world's biggest challenges. We accelerate their progress by connecting them with a unique blend of support that includes funding, products, and technical expertise from Google volunteers. We engage with these believers-turned-doers who make a significant impact on the communities they represent, and whose work has the potential to produce meaningful change. We want a world that works for everyone – and we believe technology and innovation can move the needle.

#

SAN BRUNO


Community Foundation

Community Grants Fund

APPLICATION DEADLINE: WEDNESDAY, SEPTEMBER 21, 2022, 5:00 P.M.

APPLY ONLINE AT www.sbcf.org

The Community Grants Fund allows local community groups to apply, on an annual basis, for grant funding of up to \$25,000 for new or existing programs that **benefit the San Bruno community**.

The Community Grants Fund is funded with support from  YouTube  Google.org

ELIGIBLE ORGANIZATIONS

The Community Grants Fund is generally open to the following types of organizations that engage in activities that **benefit the San Bruno community**:

- 501(c)(3)* public charities
- 501(c)(4), 501(c)(5), and 501(c)(6) organizations that meet the public support tests described in 509(a)(2)
- Governmental units that are described in 170(b)(1)(A)

*All numerical references are to specific sections of the Internal Revenue Code.

The Foundation recommends that any organization with questions about eligibility for a grant in connection with the Community Grants Fund, particularly 501(c)(4), 501(c)(5), and 501(c)(6) organizations, contact Foundation staff at grants@sbcf.org prior to completing an application.

GRANT AWARDS

For the 2022-2023 grant cycle, the Foundation intends to award, in connection with the Community Grants Fund, multiple grants totaling \$300,000 that benefit a diverse cross-section of the San Bruno community. The number of grants provided will depend on a variety of factors, including the number and quality of applications received. Grants to an organization will not exceed \$25,000 in a grant cycle.

Grant awards are to be used within a one-year period (the 2023 calendar year for this grant cycle).

ACTIVITIES ELIGIBLE FOR FUNDING

The Foundation offers two types of grant funding:

- Programmatic support
- Capacity-building support

FUNDING PRIORITIES

Applications must be for programs that (1) **benefit the San Bruno community** and (2) fall within one of the Foundation's focus areas:

- Publicly owned community facilities
- Community health and safety
- Sports and recreation
- Education
- Youth activities
- Public spaces, parks, and open space
- Community building
- Human and social services for all
- Economic vitality
- Intra-San Bruno transit
- Healthy, stable, and affordable housing

CRITERIA

Grant Applications will be evaluated on a variety of factors, including but not limited to:

- 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
- Organization's track record, stability, and financial health

APPLICATION CHECKLIST

- ✓ **Executive Summary:** Complete form with information about the Applicant Organization and the Community Grant Proposal
- ✓ **Narrative:** Respond to questions regarding:
 - Organizational Information
 - Purpose of Grant
- ✓ **Supporting Documentation:**
 - Marketing Collateral
 - Organization's Financial Statements from most recent fiscal year
 - Organization's Budget
 - Program Budget
 - Signature Page
 - *For 501(c)(3) public charities and 501(c)(4), 501(c)(5), and 501(c)(6) organizations:* Proof of federal tax-exempt status
 - *For 501(c)(4), 501(c)(5), and 501(c)(6) organizations:* Completed IRS Form 990, Schedule A, Part III and related documentation

GRANT WORKSHOPS

To learn about the Community Grants Fund application process, attend an optional workshop to be held via Zoom:

Tuesday, Aug. 16, 6:30 p.m.
Thursday, Sept. 8, 12:00 p.m.

Register to attend at
www.sbcf.org

Questions? Email grants@sbcf.org or call (650) 763-0775
For full program guidelines and to apply, please visit www.sbcf.org



SAN BRUNO

Community Foundation

El Fondo de Subvenciones de la Comunidad

PLAZO PARA SOLICITAR: MIÉRCOLES 21 DE SEPTIEMBRE DE 2022, 5:00 P.M.
SOLICITE EN LÍNEA: www.sbcf.org

El Fondo de Subvenciones de la Comunidad permite que los grupos locales soliciten, anualmente, subvenciones de hasta \$25,000 para programas nuevos o programas ya existentes que puedan **beneficiar a la comunidad de San Bruno**.

El Fondo de Subvenciones de la Comunidad se financia con el patrocinio de  YouTube  Google.org

ORGANIZACIONES ELEGIBLES

El Fondo de Subvenciones de la Comunidad está generalmente abierto a los siguientes tipos de organizaciones que se dedican a actividades en **beneficio de la comunidad de San Bruno**:

- 501(c)(3)* caridad pública
- 501(c)(4), 501(c)(5), y 501(c)(6) organizaciones que cumplan con las pruebas públicas de apoyo descritas en 509(a)(2)
- Las unidades Gubernamentales que se describen en 170(b)(1)(A)

* Todas las referencias numéricas son para secciones específicas del Código de Impuestos Internos.

La Fundación recomienda que cualquier organización con preguntas de derecho a una beca de conexión con el Fondo de Subvenciones de la Comunidad, en particular 501(c)(4), 501(c)(5), y 501(c)(6) organizaciones, se pongan en contacto con el personal de la Fundación en grants@sbcf.org antes de completar una aplicación.

SUBVENCIÓN

Para el 2022-2023 ciclo de subsidios, la Fundación propone adjudicar, en relación con el Fondo de Subvenciones de la Comunidad, múltiples subvenciones por un total \$300,000 que se benefician de un grupo diverso de la comunidad de San Bruno. El número de subvenciones concedidas dependerá de varios factores, incluyendo el número y la calidad de las solicitudes recibidas. Subvenciones a una organización no excederán de \$25,000 en un ciclo de subsidios.

La concesión de subvenciones se van a utilizar dentro de un período de un año (para el año 2023 del calendario para este ciclo de subsidios).

ACTIVIDADES ELEGIBLES

La Fundación ofrece dos tipos de subvenciones:

- Apoyo programático
- Apoyo para la creación de capacidad

LAS PRIORIDADES DE FONDOS

Las solicitudes deben ser para programas que (1) **beneficiará a la comunidad de San Bruno** y (2) dentro de una de las áreas de enfoque de la Fundación:

- Propiedad pública equipamientos comunitarios
- La salud y la seguridad de la comunidad
- Deportes y recreación
- Educación
- Actividades de los jóvenes
- Espacios públicos, parques y espacios abiertos
- Construir una comunidad
- Servicios humanos y sociales para todos
- Vitalidad económica
- Intra-San Bruno tránsito
- Vivienda económica, sana y estable

CRITERIOS

Las solicitudes de subvención se evaluarán a partir en una variedad de factores, incluyendo pero no limitado a:

- Beneficios del programa propuesto para la comunidad de San Bruno
- La alineación de la propuesta con una de las áreas de enfoque de la Fundación
- Metodología del programa y presupuesto
- Importe de la subvención solicitada en relación con el beneficio colectivo previsto
- Historia de la organización, la estabilidad y la salud financiera

LISTA DE REQUISITOS

- ✓ **Sumario Ejecutivo:** Completar el formulario con la información sobre la organización solicitante y de la comunidad propuesta subvención.
- ✓ **Narrativa:** Responder a las preguntas con respecto:
 - Información de la organización
 - Propósito de la subvención
- ✓ **Documentos de soporte:**
 - Materiales de mercadotecnia
 - Los estados financieros de la organización de año fiscal más reciente
 - Presupuesto de la organización
 - Presupuesto del programa
 - Hoja de firma
 - *Para 501(c)(3) caridades públicas y 501(c)(4), 501(c)(5), y 501(c)(6) organizaciones:* Prueba de exenta de impuestos federales
 - *Para 501(c)(4), 501(c)(5), y 501(c)(6) organizaciones:* Forma completa IRS 990, Planificar A, Parte III y documentación relacionada

SEMINARIOS DE BECAS

Para saber más del proceso de solicitudes del Fondo de Subvenciones, asista a un seminario opcional que se realizará por Zoom:

**Martes 16 de agosto,
6:30 p.m.**

**Jueves 8 de septiembre,
12:00 p.m.**

Regístrese para asistir a
www.sbcf.org

¿Preguntas? Email grants@sbcf.org o llame al (650) 763-0775
Para la guía del programa completa, por favor visite www.sbcf.org

SAN BRUNO

Community Foundation



Funded by a Community Grant, Via Heart Project provides CPR training to Parkside Intermediate School students

Apply for a Community Grant!

Local organizations may apply for grants of up to \$25,000 to support programs that benefit the San Bruno community

To learn about the Community Grants Fund, Eligibility Requirements and Program Guidelines, visit www.sbcf.org or email grants@sbcf.org


Apply online at www.sbcf.org

Community Grants Fund
Application Deadline:
Wednesday, September 21, 2022, 5:00 p.m.

Optional Grant Workshops Offered Via Zoom

Tuesday, August 16, 6:30 p.m. • Thursday, September 8, 12:00 p.m.

Register to attend at www.sbcf.org

The Community Grants Fund is funded with support from  YouTube  Google.org

SAN BRUNO

Community Foundation

Memorandum

DATE: July 1, 2022

TO: Board of Directors, San Bruno Community Foundation

FROM: Leslie Hatamiya, Executive Director

SUBJECT: Report from Investment Committee

At the July 6, 2022, Board meeting, Treasurer and Investment Committee Chair Pak Lin will give a brief report on the Foundation's investment portfolio and recent discussions with our investment advisers at Sand Hill Global Advisors. As a result of inflation, supply chain issues, the pandemic, international crises including the war in Ukraine, and other factors, the U.S. economy is currently experiencing significant volatility, which is negatively affecting the Foundation's investment portfolio. Treasurer Lin and I have been in touch with our team at Sand Hill to discuss the situation and to seek their guidance regarding upcoming transfers of funds from the Foundation's investment accounts to the operating budget, particularly those needed to disburse the remaining \$29.5 million in Recreation and Aquatic Center grant payments over the next 12-18 months.