

# SAN BRUNO

## Community Foundation

### *Board of Directors*

Frank Hedley, *President* • Emily Roberts, *Vice President* • John P. McGlothlin, *Secretary* • Tim Ross, *Treasurer*  
Patricia Bohm • Nancy A. Kraus • Jim Ruane  
Leslie Hatamiya, *Executive Director*

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## AGENDA

### SAN BRUNO COMMUNITY FOUNDATION

#### Regular Meeting of the Board of Directors

**December 4, 2019**

**7:00 p.m.**

#### **Meeting Location:**

**San Bruno Senior Center, 1555 Crystal Springs Road, San Bruno**

In compliance with the Americans with Disabilities Act, individuals requiring reasonable accommodations or appropriate alternative formats for notices, agendas, and records for this meeting should notify us 48 hours prior to meeting. Please call the City Clerk's Office at 650-616-7058.

**1. Call to Order/Welcome**

**2. Roll Call**

**3. Public Comment:** Individuals are allowed three minutes, groups in attendance, five minutes. If you are unable to remain at the meeting, contact the President to request that the Board consider your comments earlier. 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. Presentations:**

- a. Recognition of San Bruno Vice Mayor Irene O'Connell for her service to the San Bruno community and her support of the San Bruno Community Foundation
- b. Recognition of Frank Hedley and Patricia Bohm for their service on the San Bruno Community Foundation Board of Directors

**5. Approval of Minutes:** November 6, 2019, Regular Board Meeting

**6. Executive Director's Report**

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**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 Ratifying Election of 2020 Officers
- b. Adopt Resolution Designating Signatories on SBCF Wells Fargo Bank Accounts
- c. Adopt Resolution Designating Signatories on SBCF Fidelity Investments Brokerage Accounts
- d. Adopt Resolution Canceling January 1 and February 5, 2020, Regular Meetings of the Board of Directors and Scheduling Special Board Meeting on January 13, 2020
- e. Receive and Approve Treasurer's Report (October 2019 Financial Statements)

### **8. Conduct of Business**

- a. Receive Recommendation from Community Grants Fund Review Panel and Adopt Resolutions Awarding 2019-2020 Community Grants Totaling \$300,000
- b. Receive Report on Community Day from San Bruno Community Services Director Joanne Magrini and Adopt Resolution Approving Strategic Grant to the City of San Bruno to Support Community Day 2020 and Authorizing Receipt of Donations in Support of Community Day
- c. Receive Report on Other Programs (Crestmoor Neighborhood Memorial Scholarship and Other Strategic Grants)
- d. Receive Report from Investment Committee
- e. Receive Report from Audit Committee

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

### **10. Adjourn**

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## MINUTES

### SAN BRUNO COMMUNITY FOUNDATION

#### Regular Meeting of the Board of Directors

**November 6, 2019**

**7:00 p.m.**

#### **Meeting Location:**

**San Bruno Senior Center, 1555 Crystal Springs Road, San Bruno**

- 1. Call to Order/Welcome:** President Frank Hedley called the meeting to order at 7:01 p.m.
- 2. Roll Call:** Board Members Hedley, Roberts, McGlothlin, Ross, Bohm, and Kraus, present; Ruane, excused.
- 3. Public Comment:** None.
- 4. Approval of Minutes:** September 4, 2019, Regular Board Meeting: Board Member Kraus moved to approve the minutes of the September 4, 2019, Regular Board Meeting, seconded by Treasurer Ross, approved unanimously.
- 5. Executive Director's Report:** Executive Director Leslie Hatamiya gave a brief report. She thanked Board members and especially Program Consultant Stephanie Rutgers for their support and assistance as she recovered from a foot injury. She reviewed the 2020 Board meeting schedule and said she would be in touch with the Board to schedule a special meeting in January. She also reported that website traffic and e-newsletter readership have remained stable in recent months.
- 6. Consent Calendar**
  - a. Receive and Approve Treasurer's Report (August and September 2019 Financial Statements)
  - b. Adopt Resolution Ratifying Creation of Ad Hoc Committee on Gift Acceptance Policy

Board Member Kraus moved to accept the Consent Calendar as presented, seconded by Vice President Roberts, approved unanimously.

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## **7. Conduct of Business**

- a. Receive Report from Novogradac & Company LLP Regarding the San Bruno Community Foundation's Audited Financial Statements for the Year Ended June 30, 2019, Adopt Resolution Approving the Audited Financial Statements for the Year Ended June 30, 2019, and Receive Report from Audit Committee

Audit Committee Chair McGlothlin reported that Executive Director Hatamiya and Accounting Consultant Frank Bittner successfully closed the fiscal year 2018-2019 accounting books over the summer and provided all necessary records to the team at Novogradac & Company handling the Foundation's audit. He then introduced Lance Smith, the Novogradac partner in charge of the Foundation's audit. Mr. Smith thanked Executive Director Hatamiya and Accounting Consultant Frank Bittner for their assistance with the audit. He said he was pleased to issue a clean opinion of the Foundation's financial statements for the year ended June 30, 2019.

Mr. Smith gave an overview of the audited financial statements, noting highlights that included an increase in program expenses corresponding with an increase in program activity and investment returns of approximately \$3.5 million. He noted several changes in the accounting standards this year, including a renaming of "temporarily restricted net assets" to "net assets with donor restrictions," reporting of net (rather than gross) investment expenses, and a new standard on the reporting of liquidity. He said the firm issued a standard AU-C 260 letter, indicating no significant issues in working with management.

Ms. Smith noted that Executive Director Hatamiya had distributed a draft of the FY2018-19 tax returns to Board members for review earlier that day and that the Foundation is on schedule to submit the tax returns by the November 15 deadline.

Secretary McGlothlin moved to adopt the resolution approving the audited financial statements for the year ended June 30, 2019, seconded by Treasurer Ross, approved unanimously.

After Mr. Smith departed from the meeting, Chair McGlothlin explained that the Audit Committee and the Board have been happy with the service provided by the Novogradac team, but it is prudent to consider other auditor options and test the market periodically. He reported that in accordance with the Foundation's Fiscal Policies and Procedures, which require the Foundation to issue an RFP for audit services at least every five years, Executive Director Hatamiya with guidance from the Audit Committee prepared a Request for Proposal for Audit and Tax Preparation Services. Ms. Hatamiya explained that the RFP is an updated version of the RFP originally used in 2015, that she will begin distributing the RFP to CPA firms with nonprofit practices in mid-November, and that the deadline for proposals will be January 15, 2020.

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#### b. Receive Report from Ad Hoc Committee on Recreation and Aquatics Center Project

On behalf of the Ad Hoc Committee on Recreation and Aquatics Center Project, President Hedley provided a brief update on the development of the new Recreation and Aquatics Center in San Bruno City Park. He reminded the Board that the Foundation is funding the project through a series of grants and that the grant for architectural design services and the grant for project management services are paid out quarterly based on financial reports received from the City. He said the Foundation recently received reports for both grants and is in the process of paying out grant payments of approximately \$80,000 and \$5,000 to the City.

He reported that the project's Phase 2 – schematic design and construction documents – continues, led by Group 4 Architecture, Research + Planning. Group 4 is currently in the design development stage and is proceeding with developing further detailed renderings and designs for City Council approval and subsequent construction.

With regard to temporary facilities, he reported that City staff continues to work with the San Mateo Union High School District to investigate the use of the former Crestmoor High School site as a satellite Recreation Center while the new Recreation and Aquatics Center is developed. The City believes that most recreation and camp activities can be accommodated at the Crestmoor site or other alternative locations during construction, except for aquatic operations. The existing pool will likely not remain open during the demolition and construction phases due to the close proximity to the main building project and the timing of demolition for both facilities (pool and existing recreation center).

#### c. Receive Report from Ad Hoc Committee on Crestmoor Scholarship and Adopt Resolution Increasing Fiscal Year 2019-2020 Program Budget for the Crestmoor Neighborhood Memorial Scholarship to \$160,000

Board Member Bohm reported on behalf of the Committee, which was created in June to evaluate the Crestmoor Neighborhood Memorial Scholarship program and propose adjustments to the program in order to better achieve its goals of honoring the Crestmoor neighborhood and assisting outstanding San Bruno students in seeking post-secondary educational opportunities. Based on feedback received at the September Board meeting, she presented the Committee's recommendations, including bolstering outreach efforts and increasing the annual program budget by \$40,000 to \$160,000, to be funded by an increase in Quasi-Endowment payout. She said the Committee is not recommending active solicitation of donations to support expansion of the program. Executive Director Hatamiya also noted that the Committee is recommending the creation of an ad hoc committee to research a vocational education strategic initiative, which the Board will consider in early 2020.

Secretary McGlothlin moved to adopt the resolution increasing the fiscal year 2019-2020 program budget for the Crestmoor Neighborhood Memorial Scholarship to \$160,000, seconded by Board Member Kraus, approved unanimously.

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#### d. Receive Report on Other Programs (Community Grants Fund, Other Strategic Grants)

Executive Director Hatamiya and Program Consultant Stephanie Rutgers gave brief updates on the Foundation's other programs. With regard to the Community Grants Fund, Ms. Rutgers reported that the Foundation received 51 grant applications by the September 25 deadline, the largest number of applications received to date, and that the applications are being evaluated by a review panel of community volunteers. She said the Board will consider the panel's grant recommendations at the December 4 Board meeting; with a \$100,000 donation from Google.org/YouTube, the Foundation will award grants totaling \$300,000 this cycle. She also mentioned opportunities to see two of the 2018-2019 Community Grants in action, an exhibit of art by Skyline College students that is currently being held at the Society of West-Coast Artists' gallery on San Mateo Avenue and healthy online habits workshops at San Bruno schools sponsored by My Digital TAT2.

Ms. Hatamiya then reported on various strategic grants. First, she reported on the First Responder Effectiveness Strategic Initiative, as the Board approved in June a second grant to the City of San Bruno, in an amount not to exceed \$303,545, to cover costs related to the acquisition of a mobile command vehicle that can be deployed at the scene of a critical incident, natural disaster, or planned large-scale event. She said the San Bruno Police Department is working with the vendor to finalize plans for the mobile command vehicle and City staff plans to bring the contract for construction and acquisition of the vehicle to the City Council for approval on December 10, 2019.

Second, she reported that progress is being made in the development of a new City-owned park on Florida Avenue, which the Foundation has supported with a \$200,000 grant. On September 24, 2019, the City Council authorized modifications to the Florida Avenue Master Plan in response to the threat of a lawsuit by a group of community members related to the removal of two heritage trees on the site. She reported that City staff and the landscape architect are finalizing design drawings and cost estimates, which are projected to take two to three months, with formal construction bid process to occur shortly thereafter.

#### e. Receive Report from Ad Hoc Committee on Gift Acceptance Policy and Adopt Resolution Adopting Gift Acceptance Policy

On behalf of the Ad Hoc Committee on Gift Acceptance Policy, Board Member Nancy Kraus explained that although the Ad Hoc Committee on Crestmoor Scholarship declined to recommend seeking donations for the Crestmoor Scholarship, it is appropriate for the Foundation to move forward with adopting a gift acceptance policy that follows nonprofit best practices, should unsolicited donations/gifts materialize over time. She said that the primary benefit of a gift acceptance policy is to maintain discipline in gift acceptance and administration; a policy provides staff and the Board with guidance on what types of gifts are generally accepted, what types need further evaluation, and how the evaluation process is to occur. She reported that the Committee met in September and reviewed a preliminary gift acceptance policy Executive Director Hatamiya prepared based on a policy template provided by the Foundation's outside counsel at NEO Law Group. Based on feedback received from the

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Committee on September 24, Executive Director Hatamiya and counsel revised the policy, resulting in the final draft being presented to the Board for approval tonight.

She then briefly highlighted key portions of the policy. She said the section on “Acceptance of Gifts in General” provides the Executive Director with the general authority to accept gifts in accordance with the policy and outlines eight types of gifts that SBCF typically would not accept. When a potential gift falls into one of the categories enumerated in this section or is otherwise called out in another part of the policy, it calls for the Executive Director to consult with the President. If the two of them believe that the potential gift may fall within one of the categories, they will bring the potential gift to the Board to decide whether to accept or decline it. She explained that this provides a mechanism for potentially declining a gift that could harm the Foundation’s reputation or is not in the best interest of the Foundation, among other things. In addition, she explained that the “Type of Gifts” section outlines a long list of different gift vehicles. Although the vast majority of potential gifts to the Foundation will likely be cash donations, she noted that this section will provide guidance in the event that a different type of gift is offered, even if the likelihood of some types of gifts being made is small.

Secretary McGlothlin expressed his concern that the Foundation had previously accepted a donation from PG&E, which has been convicted of felony crimes, and his preference that the Board receive notification of all donations. He and other Board members acknowledged that acceptance of some gifts can be complicated and said they appreciated having a policy in place to guide the donation process.

Board Member Bohm moved to approve the resolution adopting the Gift Acceptance Policy, seconded by Vice President Roberts, approved unanimously.

#### f. Receive Report from Ad Hoc Committee on Board Development

On behalf of the Ad Hoc Committee on Board Development, Vice President Roberts reported on the Committee’s plans to onboard three new Board members. The orientation includes the development of updated Board Resource Binders for all Board members, an electronic folder on Google Drive with key Foundation documents accessible to all Board members, in-person orientation training planned for early December, a study session at the first meeting of 2020 on Board development and operations, and the creation of an ad hoc committee to lead a strategic planning process on the future of the Foundation once the Foundation has funded the Recreation and Aquatics Center. She explained that the new committee would be created in 2020 once the new Board members have officially joined the Board.

#### g. Elect Officers for 2020

President Hedley opened up officer nominations for 2020.

Secretary McGlothlin reiterated the preference he expressed at the September meeting that the Board wait until the new Board members are seated in 2020 to elect new officers.

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Board Member Bohm nominated Emily Roberts for President, seconded by Secretary McGlothlin, approved unanimously.

Treasurer Ross nominated Jim Ruane for Vice President, seconded by Board Member Nancy Kraus, approved unanimously.

Vice President Roberts nominated John McGlothlin for Secretary, seconded by President Frank Hedley, approved unanimously.

Board Member Kraus nominated Tim Ross for Treasurer, seconded by Board Member Bohm, approved unanimously.

President Hedley said that the newly elected slate of officers would be presented to the San Bruno City Council, per the Foundation's Bylaws, on November 26.

### **8. Board Member Comments**

Board member Kraus extended Thanksgiving greetings to the Foundation Board and staff.

**9. Adjourn:** Board Member Kraus moved to adjourn the meeting at 8:02 p.m., seconded by Board Member Bohm, approved unanimously.

Respectfully submitted for approval at the Regular Board Meeting of December 4, 2019, by Secretary John McGlothlin and President Frank Hedley.

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John McGlothlin, Secretary

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Frank Hedley, President



# SAN BRUNO

## Community Foundation

### Memorandum

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**DATE:** November 27, 2019

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

**FROM:** Leslie Hatamiya, Executive Director

**SUBJECT:** Executive Director's Report

Since the November 6, 2019, Board meeting, I have continued to focus on administering the Community Grants Fund and Crestmoor Scholarship Program, partnering with the City on strategic projects, and supporting the Investment and Audit Committees, all of which will be covered during the business portion of the December 4, 2019, regular Board meeting. In addition, I have handled a variety of other matters, including the following:

#### **1. City Council Approval of 2020 Officers**

Under Article XVI(e) of the Foundation's Bylaws, the election of the Foundation's officers requires approval by the San Bruno City Council. Following the Board's election of 2020 officers at the November 6, 2019, Board meeting, the City Council at its regular meeting on November 26, 2019, considered and approved the slate of 2020 officers as part of the Consent Calendar.

#### **2. Federal and State Tax Returns**

Our auditor, Novogradac & Company, completed the Foundation's federal and state tax returns in a timely fashion, and we filed the returns with the appropriate government agencies by the November 15, 2019, deadline.

#### **3. Accounting Consultant**

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

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## Community Foundation

### Memorandum

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Bittner will continue to be an asset to the Foundation as the accounting consultant/full charge bookkeeper.

Mr. Bittner's current contract expires on November 30, 2019. Under my authority as executive director, I have executed a new one-year contract with Mr. Bittner that commences on December 1, 2019, and will terminate on November 30, 2020. All other terms remain the same as in last year's contract.

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

Since the November 6 Board meeting, I have sent out one email blast to the Foundation's email distribution list, reporting on the November Board meeting. Of the approximately 675 emails sent, about 37% of the recipients opened the email.

According to Google Analytics, activity on the sbcf.org website has been relatively light. Between November 6 and November 22, 110 users engaged in 140 sessions on the Foundation website, for a total of 299 page views.

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## Community Foundation

### Memorandum

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**DATE:** November 27, 2019

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

**FROM:** Leslie Hatamiya, Executive Director

**SUBJECT:** Consent Calendar for the December 4, 2019, Regular Board Meeting

For the December 4, 2019, Regular Meeting of the Board of Directors of the San Bruno Community Foundation, the Consent Calendar includes five items related to administrative and operational functions of the Foundation:

#### **1. Adopt Resolution Ratifying Election of 2020 Officers**

As documented in the minutes, on November 6, 2019, the Board took nominations for each office individually. With separate votes for each office, the Board elected the Foundation's officers for 2020, as follows:

President: Emily Roberts  
Vice President: Jim Ruane  
Secretary: John McGlothlin  
Treasurer: Tim Ross

The attached resolution would ratify the election results for the 2020 officers.

#### **2. Approve Resolution Designating Signatories on SBCF Wells Fargo Bank Accounts**

Article XIII, Section 3 of the SBCF Bylaws requires and authorizes the Board to designate individuals to execute (sign and/or initiate) checks, including electronic funds transactions used in lieu of checks. On February 19, 2015, the Board adopted a resolution authorizing the establishment of checking and savings accounts at Wells Fargo Bank.

Section VI.A. of the Foundation's Fiscal Policies and Procedures, most recently amended on June 5, 2019, state that the "President, Treasurer, and Executive Director are the authorized signatories on all bank and investment accounts."

On November 6, 2019, the Board elected Emily Roberts as President and re-elected Tim Ross as Treasurer for the 2020 term. This resolution would designate, effective January 1, 2020, President Roberts, Treasurer Ross, and Executive Director Leslie Hatamiya as the authorized

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## Community Foundation

### Memorandum

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signatories on SBCF's three Wells Fargo accounts. As part of the Foundation's internal financial controls, this resolution also sets forth the requirements for signing checks or authorizing other transfers of funds (*e.g.*, a wire transfer). In particular, it continues the \$2,500 threshold above which all checks and other transfers of funds requires two signatures and prohibits a signatory from signing a check made out to that signatory.

#### **3. Approve Resolution Designating Signatories on SBCF Fidelity Investments Brokerage Accounts**

The Foundation's Investment Policy Statement establishes three pools of investment funds – (1) a quasi-endowment pool to support the annual operating and program expenses of the Foundation over the long term, (2) a strategic pool earmarked to cover the costs of major strategic grant making projects, including capital improvements of community facilities, and (3) a liquidity pool to act as a holding account for expenditures planned in the subsequent 0-24 months from deposit. In April 2016, the Board approved the opening of brokerage accounts with Fidelity Investments for those pools of funds.

Section VI.A. of the Foundation's Fiscal Policies and Procedures, most recently amended on June 5, 2019, states that the "President, Treasurer, and Executive Director are the authorized signatories on all bank and investment accounts.

Consistent with November's election, this resolution designates, effective January 1, 2020, President Roberts, Treasurer Ross, and Executive Director Leslie Hatamiya as the authorized signatories on SBCF's three Fidelity brokerage accounts. As part of the Foundation's internal financial controls, this resolution also sets forth the requirements for authorizing transfers of funds. In particular, it continues the requirement that transfers from the brokerage accounts to non-brokerage accounts must be made from SBCF's liquidity pool brokerage account to SBCF's operating checking account, the \$2,500 threshold above which transfers of funds from the liquidity pool account requires two signatures, and the directive that check-writing capabilities will be disabled for all brokerage accounts.

#### **4. Adopt Resolution Canceling January 1 and February 5, 2020, Regular Meetings of the Board of Directors and Scheduling Special Board Meeting on January 13, 2020**

As discussed at previous Board meetings and following the pattern of the past year, it is not necessary for the Board to meet as frequently as the regular monthly schedule to handle all of the Foundation's business. The Foundation Board is scheduled to have regular monthly meetings on January 1 and February 5, 2020 (the first Wednesday of the month). January 1 is a holiday, and at this time, we do not anticipate the Foundation facing any pressing matters that would require Board attention or action on either date.

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In addition, we would like to schedule a special meeting on January 13, 2020, at 6:00 p.m. This meeting would include a closed session to discuss the executive director's annual performance review, as well as a study session on Board roles and operations. It would be held at San Bruno City Hall, Room 115, 567 El Camino Real, San Bruno.

#### **5. Receive and Approve Treasurer's Report (October 2019 Financial Statements)**

The October 2019 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 5, 2019, Board meeting.

I recommend that the Board ratify by resolution the election results for the 2020 officers, approve the resolution designating signatories on SBCF Wells Fargo bank accounts, approve the resolution designating signatories on SBCF Fidelity Investments brokerage accounts, approve the resolution canceling the January 1 and February 5, 2020, regular Board meetings and scheduling a special Board meeting on January 13, 2020, and receive and approve the Treasurer's Report as part of the Consent Calendar.

#### Attachments:

1. Resolution Ratifying Election of 2019 Officers
2. Resolution Designating Signatories on SBCF Wells Fargo Bank Accounts
3. Resolution Designating Signatories on SBCF Fidelity Investments Brokerage Accounts
4. Resolution Canceling January 1 and February 5, 2020, Regular Meetings of the Board of Directors and Scheduling Special Board Meeting on January 13, 2020
5. October 2019 Financial Statements

**RESOLUTION NO. 2019-\_\_**

**RESOLUTION OF THE SAN BRUNO COMMUNITY FOUNDATION  
RATIFYING ELECTION OF 2020 OFFICERS**

**WHEREAS**, the Bylaws of the San Bruno Community Foundation provide that officers should be elected annually;

**WHEREAS**, at a Regular Meeting of the Foundation's Board of Directors on November 6, 2019, nominations were taken for the offices of President, Vice President, Secretary, and Treasurer;

**WHEREAS**, the Board of Directors voted unanimously to elect the following officers for 2020:

President: Emily Roberts  
Vice President: Jim Ruane  
Secretary: John McGlothlin  
Treasurer: Tim Ross

**WHEREAS**, the San Bruno City Council, pursuant to Article XVI(e) of the Foundation's Bylaws, approved the election of 2020 officers on November 26, 2019.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors ratifies the results of the Board election of 2020 officers held on November 6, 2019, as follows:

President: Emily Roberts  
Vice President: Jim Ruane  
Secretary: John McGlothlin  
Treasurer: Tim Ross

Dated: December 4, 2019

ATTEST:

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John McGlothlin, Secretary

I, John McGlothlin, Secretary, do hereby certify that the foregoing Resolution No. 2019-\_\_ was duly and regularly passed and adopted by the Board of Directors of the San Bruno Community Foundation on this 4<sup>th</sup> day of December, 2019, by the following vote:

AYES:            Board members:

NOES:           Board members:

ABSENT:        Board members:

**RESOLUTION NO. 2019-\_\_**

**RESOLUTION OF THE SAN BRUNO COMMUNITY FOUNDATION  
DESIGNATING SIGNATORIES ON SBCF WELLS FARGO BANK ACCOUNTS**

**WHEREAS**, Article XIII, Section 3 of the SBCF Bylaws requires and authorizes the Board to designate individuals to execute (sign and/or initiate) checks, including electronic funds transactions used in lieu of checks;

**WHEREAS**, on February 19, 2015, the San Bruno Community Foundation Board of Directors authorized the establishment of checking and savings accounts at Wells Fargo Bank;

**WHEREAS**, the Foundation maintains three accounts – business checking, payroll checking, and savings – at Wells Fargo Bank;

**WHEREAS**, Section VI.A. of the Foundation’s Fiscal Policies and Procedures, most recently amended on June 5, 2019, state that the “President, Treasurer, and Executive Director are the authorized signatories on all bank and investment accounts”;

**WHEREAS**, on November 6, 2019, the Board elected its 2020 officers, including Emily Roberts as President and Tim Ross as Treasurer, as ratified by resolution on December 4, 2019, and approved by the San Bruno City Council on November 26, 2019; and

**WHEREAS**, Leslie Hatamiya continues to serve as the Foundation’s Executive Director.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors designates, effective January 1, 2020, President Emily Roberts, Treasurer Tim Ross, and Executive Director Leslie Hatamiya to serve as SBCF’s authorized signatories on its Wells Fargo bank accounts, with the following requirements for the signing of checks and other transfer of funds:

- (a) Any single check or other transfer of funds in excess of \$2,500.00 requires the signature of two of the authorized signatories;
- (b) Any single check or other transfer of funds not exceeding \$2,500.00 requires the signature of any one of the authorized signatories;
- (c) Payment for a particular invoice, bill, expense report, or similar obligation in excess of \$2,500.00 may not be split into multiple checks or other transfers of funds to evade the two-signature requirement of (a) above; and
- (d) No authorized signatory may sign any check that names that person as the payee.



Dated: December 4, 2019

ATTEST:

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John McGlothlin, Secretary

I, John McGlothlin, Secretary, do hereby certify that the foregoing Resolution No. 2019-\_\_ was duly and regularly passed and adopted by the Board of Directors of the San Bruno Community Foundation on this 4<sup>th</sup> day of December, 2019, by the following vote:

AYES:            Board members:

NOES:           Board members:

ABSENT:        Board members:

**RESOLUTION NO. 2019-\_\_**

**RESOLUTION OF THE SAN BRUNO COMMUNITY FOUNDATION  
DESIGNATING SIGNATORIES ON SBCF FIDELITY INVESTMENTS BROKERAGE ACCOUNTS**

**WHEREAS**, the Foundation’s Investment Policy Statement establishes three pools of investment funds – (1) a quasi-endowment pool to support the annual operating and program expenses of the Foundation over the long term, (2) a strategic pool earmarked to cover the costs of major strategic grant making projects, including capital improvements of community facilities, and (3) a liquidity pool to act as a holding account for expenditures planned in the subsequent 0-24 months from deposit;

**WHEREAS**, on April 6, 2016, the San Bruno Community Foundation Board of Directors authorized the establishment of three brokerage accounts with Fidelity Investments to hold the Foundation’s investment funds;

**WHEREAS**, Section VI.A. of the Foundation’s Fiscal Policies and Procedures, most recently amended on June 5, 2019, state that the “President, Treasurer, and Executive Director are the authorized signatories on all bank and investment accounts”;

**WHEREAS**, on November 6, 2019, the Board elected its 2020 officers, including Emily Roberts as President and Tim Ross as Treasurer, as ratified by resolution on December 4, 2019, and approved by the San Bruno City Council on November 26, 2019; and

**WHEREAS**, Leslie Hatamiya serves as the Foundation’s Executive Director.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors designates, effective January 1, 2020, President Emily Roberts, Treasurer Tim Ross, and Executive Director Leslie Hatamiya to serve as SBCF’s authorized signatories on its Fidelity brokerage accounts, with the following requirements for the signing of checks and other transfer of funds, with the following requirements for the transfer of funds from the Fidelity accounts to SBCF’s operating bank accounts:

- (a) Transfers from the brokerage accounts to non-brokerage accounts are to be made exclusively from SBCF’s liquidity pool brokerage account to SBCF’s operating checking account;
- (b) Any single transfer of funds from the liquidity pool brokerage account in excess of \$2,500 requires the written approval of two of the authorized signatories;
- (c) Any single transfer of funds from the liquidity pool brokerage account not exceeding \$2,500 requires the written approval of any one of the authorized signatories;

(d) Payment for an obligation in excess of \$2,500 may not be split into multiple transfers of funds to evade the dual-approval requirement of (b) above; and

(e) Check-writing capabilities will be disabled for all brokerage accounts.

Dated: December 4, 2019

ATTEST:

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John McGlothlin, Secretary

I, John McGlothlin, Secretary, do hereby certify that the foregoing Resolution No. 2019-\_\_ was duly and regularly passed and adopted by the Board of Directors of the San Bruno Community Foundation on this 4<sup>th</sup> day of December, 2019, by the following vote:

AYES:            Board members:

NOES:           Board members:

ABSENT:        Board members:

**RESOLUTION NO. 2019-\_\_**

**RESOLUTION OF THE SAN BRUNO COMMUNITY FOUNDATION  
CANCELING THE JANUARY 1 AND FEBRUARY 5, 2020, REGULAR MEETINGS OF THE BOARD OF  
DIRECTORS AND SCHEDULING SPECIAL BOARD MEETING ON JANUARY 13, 2020**

**WHEREAS**, the January Regular Meeting of the San Bruno Community Foundation's Board of Directors is scheduled for January 1, 2020, and the February Regular Board Meeting is scheduled for February 5, 2020;

**WHEREAS**, no business items requiring Board action are anticipated for either meeting;  
and

**WHEREAS**, the Board seeks to hold a special meeting, including a closed session to consider the Executive Director's annual performance review, on January 13, 2020.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors cancels its Regular Board Meetings of January 1 and February 5, 2020.

**RESOLVED FURTHER** that the Board of Directors schedules a Special Board Meeting at 6:00 p.m. on January 13, 2020, at San Bruno City Hall, Room 115, 567 El Camino Real, San Bruno.

Dated: December 4, 2019

ATTEST:

---

John McGlothlin, Secretary

I, John McGlothlin, Secretary, do hereby certify that the foregoing Resolution No. 2019-\_\_ was duly and regularly passed and adopted by the Board of Directors of the San Bruno Community Foundation on this 4<sup>th</sup> day of December, 2019, by the following vote:

AYES:        Board members:

NOES:        Board members:

ABSENT:     Board members:

# SAN BRUNO

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## Community Foundation

October 2019

### 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 Expected Amount) and e (Change in Budget), and also be explained. First four months equal 33.3% 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** – Year-to-date transfers of \$1,700,000, are 35.6% of budget.

**Line 4 Interest Income** – \$6,707 is 34.7% of budget. Liquidity Pool – Operating balance is currently \$1,433,500.

**Line 5 Miscellaneous Income** – \$5,000 unbudgeted amount is scholarship payable write off resulting from the early graduation of a recipient.

### EXPENSES

**Line 11 Subtotal Direct Program Expenses** – There have been no Grants or Scholarships awarded this year.

**Line 12 Salaries & Wages** – Expense is exactly on budget at 33.3%.

**Line 13 Payroll Taxes & Benefits** – Expense (\$6,893) is 30.7% of budget. Social Security/Medicare (\$3,241) is the largest cost and will be lower at the end of the calendar year. Other costs include retirement (\$3,202); and workers' compensation (\$236) and life (\$214) insurances.

**Line 15 Occupancy** – Only cost is office lease (\$5,017). Amount is 32% of budget.

**Line 16 Insurance** – Total (\$6,026) is exactly on budget and includes Directors & Officers (\$4,792), crime (\$850), and commercial package (\$384) policies.

**Line 17 Telecommunications** – Cost (\$604) is 31.5% of budget and includes cell phone (\$252) and internet (\$234).

**Line 18 Postage & Shipping** – Cost (\$1,478) is 73.9% of budget. Annual Report mailing to San Bruno residents (\$1,370) represents 93% of the total.

**Line 19 Marketing & Communications** - \$7,545 expense is 51.5% of budget. Design and production of the Annual Report (\$7,147) represents 95% of the total.

**Line 20 Office Supplies & Equipment** – Total (\$2,626) is 49.3% of budget. A new laptop (\$2,019) is 77% of the total. Another \$386 used for toner.

**Line 21 Legal Fees** – \$5,398 expense is 14% of budget. First quarter cost of City attorney (\$4,618) and legal fees for administrative issues (\$645) are included.

**Line 22 Accounting & Payroll Fees** – Total (\$16,112) is 47.2% of budget. Cost of financial statement audit and tax preparation (\$8,600), Accounting Consultant (\$7,209), and payroll fees (\$303) make up the total.

**Line 23 Other Consultants** - Cost (\$13,043) is 25.5% of budget and is for Program (\$12,128) and Administrative (\$525) support and Technology (\$390) consultants.

**Line 24 Travel, Meetings & Conferences** – \$782 expense is 18.1% of budget and the total is for Board meetings.

**Line 25 Miscellaneous** – Cost (\$712) equals 31% of budget with an organizational membership (\$400) as the largest cost.

### **SUMMARY**

Excluding the budget for Scholarships & Grants, total expenses are at 32.4% of budget, which is below 33.3% benchmark for the first four months of the year. In terms of dollars, the \$130,288 in year-to-date expense is \$3,925 less than the first four months budget allocation. Four line-items are significantly over budget. Postage & Shipping (73.9% of budget) and Marketing & Communications (51.5%) are both over budget due to timing of Annual Report related expenses. Office Supplies & Equipment (49.3%) is over budget because of laptop purchase, and Accounting & Payroll Fees (47.2%) variance is due to annual payment in full for CPA services. (None of these are expected to remain over budget by year-end.)

The Fidelity Liquidity Pool – RAC, was created with a \$10 million July 2018 transfer. The balance as of October 31, 2019 is \$10,344,666, including market value gain of \$24,580 in October.

Total October investment net income or increase in value is \$566,647. This came from the Strategic Pool (\$286,249), Quasi Endowment (\$255,818), and Liquidity Pool – RAC (\$24,580). Year-to-date investment gains are \$1,348,755 and come from Strategic Pool (\$915,856), Quasi Endowment (\$339,296), and Liquidity Pool – RAC (\$93,603).

Overall organization year to date net income or increase in net assets is \$1,230,174.

Total Net Assets, as of October 31 2019 are \$70,277,850 with \$18,319,987 in Quasi Endowment; \$51,553,117 in general Unrestricted funds; and \$404,746 in Temporarily Restricted Net Assets.

# SAN BRUNO

## Community Foundation

### October 2019 2019-2020 Budget Report

	(a)	(b)	(c)	(d)	(e)
	Actual Year to Date	Budget	Actual as % of Budget (a/b)	Final Expected Amount	Change in Budget (d - b)
<b>INCOME &amp; TRANSFERS</b>					
1 Transfers from Quasi Endowment	\$ -	\$ 317,510	-	\$ 317,510	\$ -
2 Transfers from Strategic Pool	1,700,000	4,781,214	35.6%	4,781,214	-
3 Restricted Donations	-	-	-	-	-
4 Interest Income	6,707	19,329	34.7%	19,329	-
5 Miscellaneous Income	5,000	-	-	5,000	5,000
<b>6 Total Available for Operations</b>	<b>1,711,707</b>	<b>5,118,053</b>	<b>33.4%</b>	<b>5,123,053</b>	<b>5,000</b>
<b>EXPENSES</b>					
7 Crestmoor Scholarships	-	120,000	0.0%	120,000	-
8 Community Grants	-	200,000	0.0%	200,000	-
9 Strategic Grants	-	808,545	0.0%	808,545	-
10 Other Grants	-	10,000	0.0%	10,000	-
<b>11 Subtotal Direct Program Expenses</b>	<b>-</b>	<b>1,138,545</b>	<b>0.0%</b>	<b>1,138,545</b>	<b>-</b>
12 Salaries & Wages	64,052	192,156	33.3%	192,156	-
13 Payroll Taxes & Benefits	6,893	22,485	30.7%	22,485	-
<b>14 Subtotal Personnel Expenses</b>	<b>70,945</b>	<b>214,641</b>	<b>33.1%</b>	<b>214,641</b>	<b>-</b>
15 Occupancy	5,017	15,690	32.0%	15,690	-
16 Insurance	6,026	18,085	33.3%	18,085	-
17 Telecommunications	604	1,920	31.5%	1,920	-
18 Postage & Shipping	1,478	2,000	73.9%	2,000	-
19 Marketing & Communications	7,545	14,638	51.5%	14,638	-
20 Office Supplies & Equipment	2,626	5,325	49.3%	5,325	-
21 Legal Fees	5,398	38,471	14.0%	38,471	-
22 Accounting & Payroll Fees	16,112	34,160	47.2%	34,160	-
23 Other Consultants	13,043	51,080	25.5%	51,080	-
24 Travel, Meetings & Conferences	782	4,330	18.1%	4,330	-
25 Miscellaneous	712	2,300	31.0%	2,300	-
<b>26 Subtotal Non-Personnel</b>	<b>59,343</b>	<b>187,999</b>	<b>31.6%</b>	<b>187,999</b>	<b>-</b>
<b>27 Total Expenses</b>	<b>130,288</b>	<b>1,541,185</b>	<b>8.5%</b>	<b>1,541,185</b>	<b>-</b>
<b>27 Net Surplus/(Loss)</b>	<b>\$ 1,581,419</b>	<b>\$ 3,576,868</b>		<b>\$ 3,581,868</b>	<b>\$ 5,000</b>

# SAN BRUNO

## Community Foundation

### Statement of Financial Position as of October 31, 2019

#### ASSETS

Cash, Wells Fargo General	\$ 35,053.03	
Cash, Wells Fargo Payroll	21,095.78	
Cash, Wells Fargo Savings	54,079.19	
Cash, Fidelity Liquidity Pool - Operating	1,433,499.80	
<b>Total Cash</b>		1,543,727.80
Investments, Fidelity Liquidity Pool - RAC	10,344,666.12	
Investments, Fidelity Strategic Pool	46,000,130.79	
Investments, Fidelity Quasi-Endowment	18,319,986.53	
Accrued Interest Receivable	2,210.69	
<b>Total Investments</b>		74,666,994.13
Prepaid Rent	1,254.22	
Prepaid Insurance	8,075.50	
<b>Total Other Current Assets</b>		9,329.72
Deposits	1,253.45	
<b>Total Other Assets</b>		1,253.45
<b>TOTAL ASSETS</b>		<u>\$ 76,221,305.10</u>

#### LIABILITIES & NET ASSETS

##### LIABILITIES

Accounts Payable	20,243.45	
Accrued Grants Payable	5,768,431.25	
Accrued Scholarships Payable	140,000.00	
Accrued Employee PTO	14,780.80	
<b>Total Liabilities</b>		5,943,455.50

##### NET ASSETS

Unrestricted, Non-QE 7/1/2019 Balance	50,662,240.34	
Year to Date Net Income from Operations	(118,581.05)	
Year to Date Strategic Investment Income	1,009,458.24	
<b>Total Non-QE Unrestricted Net Assets</b>	51,553,117.53	
Quasi-Endowment 7/1/2019 Balance	17,980,690.19	
Year-to-date QE Investment Income	339,296.34	
<b>Total QE Unrestricted Net Assets</b>	18,319,986.53	
<b>Total Unrestricted Net Assets</b>		69,873,104.06
Temporarily Restricted Net Assets	404,745.54	
<b>Total Temporarily Restricted Net Assets</b>		404,745.54
<b>Total Net Assets</b>		<u>70,277,849.60</u>
<b>TOTAL LIABILITIES &amp; NET ASSETS</b>		<u>\$ 76,221,305.10</u>



# SAN BRUNO

## Community Foundation

### Memorandum

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**DATE:** November 27, 2019

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

**FROM:** Leslie Hatamiya, Executive Director

**SUBJECT:** Recommendation from Community Grants Fund Review Panel and Resolutions Awarding 2019-2020 Community Grants Totaling \$300,000

At the December 4, 2019, Board meeting, Program Consultant Stephanie Rutgers and I will report on the Community Grants Fund and present for Board approval the recommendations of the Community Grants Fund Review Panel for the 2019-2020 grant awards.

#### **1. 2019-2020 Grant Cycle**

This year the Foundation will distribute \$300,000 in Community Grants. The budget approved by the Board in June includes \$200,000 for Community Grants Fund disbursements. As previously reported, Google.org and YouTube donated, for the third year in a row, \$100,000 to the Community Grants Fund for distribution this year.

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

By the September 25, 2019, deadline, the Foundation received 51 applications. After an initial review for completeness and eligibility, 50 applications were passed on to a volunteer Review Panel made up of 14 community members and individuals with grantmaking and nonprofit experience. The Review Panel evaluated the applications based on the five established program criteria:

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

# SAN BRUNO

## Community Foundation

### Memorandum

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In its deliberations, the Panel gave the most weight to the first criterion – benefits of the proposal to the San Bruno community. Based on its evaluation, the Review Panel is recommending that the Board approve 29 grant awards totaling \$300,000, as listed in Exhibits A, B, C, D, E, and F. The Review Panel concluded that the applications for these projects sufficiently satisfy the five criteria. The 29 projects serve a broad cross-section of the San Bruno community, including students, low-income and marginalized families, children, seniors, and different ethnicities. Recommended grant awards range from \$900 to \$25,000; eight of the grants are for at least \$15,000. Seventeen of the recommended grant awards are for programs that also received Community Grants funding in past cycles; those marked with an asterisk (\*) in the attached Exhibits received funding in 2018-2019, and those marked with a double asterisk (\*\*) received funding in both 2017-2018 and 2018-2019. The latter group of programs are receiving their third consecutive year of funding and will not be eligible to receive funding next year. There are also three organizations recommended to receive grant awards that have received Community Grants in the past, but for programs other than the ones to receive funding this cycle.

Due to the large number of grant applications received this year, the Review Panel was unable to recommend funding many worthy projects. In order to ensure that a broad assortment of projects serving diverse cross-sections of the community would be funded, many of the recommended grant awards are for less than the amount requested by the applying organization. In the end, the Review Panel declined to recommend grant awards for 22 applications. Many of those applications generally fell within two categories: the proposal did not make a strong enough case for need in and/or benefit to San Bruno, or the proposal was premature, failed to provide sufficient details and supporting documentation, and/or failed to clearly explain how the funds would be used. In some cases, the Panel found the projects to be worthwhile, but the proposals were not found to be quite as compelling, based on the five criteria, as those being recommended for funding. In others, the Panel had questions about the organization's ability to successfully implement the program. The applications not being recommended for funding came from Art in Action, Boys & Girls Clubs of North San Mateo County, Center for Independence of Individuals with Disabilities, City San Bruno - Police Department, Community Initiatives as fiscal sponsor for Manzanita Works, County of San Mateo - Jobs for Youth, EnCorps, Inc., Fenixia Foundation, Inc., Good2Know Partners, Greater Farallones Association, IEP Collaborative, Inc., Jefferson Union High School District, LymeLight Foundation, Parent Boosters of 72, Parkside Boosters, Rebuilding Together Peninsula, San Francisco International New Concept Film Festival, San Mateo Adult School, Sustainable West Seattle, Tahirih Justice Center, Tax-Aid, and Via Heart Project.

At the time the packet for the December 4 Board meeting is posted, staff will notify all grant applicants of the Review Panel's recommendations with respect to their specific application and refer them to this memo, including Exhibits A-F. For those applications where the Review Panel declined to recommend any funding, we are offering a phone call to explain the Review Panel's

# SAN BRUNO

## Community Foundation

### Memorandum

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reasoning and provide feedback that could be helpful should the organization choose to apply for funding in the future.

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

- The first resolution awards 22 Community Grants totaling \$216,000.
- The second resolution awards one Community Grant in the amount of \$4,000 to the American Association of University Women (AAUW) North Peninsula Chapter (Secretary John McGlothlin will recuse himself from consideration of this resolution due to his spouse's volunteer affiliation with the AAUW North Peninsula Chapter).
- The third resolution awards one Community Grant in the amount of \$10,000 to the Capuchino High School Alumni Association and one Community Grant in the amount of \$25,000 to the San Bruno Education Foundation (Board Member Nancy Kraus will recuse herself from consideration of this resolution due to her former volunteer affiliation with CHSAA and her professional association with the San Bruno Park School District).
- The fourth resolution awards one Community Grant in the amount of \$10,000 to the Legal Aid Society of San Mateo County (Vice President Emily Roberts will recuse herself from consideration of this resolution because her employer, First 5 San Mateo County, provides funding to another Legal Aid Society program).
- The fifth resolution awards one Community Grant in the amount of \$5,000 to StarVista (Board Member Emily Roberts will recuse herself from consideration of this resolution because her employer, First 5 San Mateo County, provides funding to StarVista, while Board Member Pat Bohm will recuse herself from consideration of this resolution because the organization of which she is the Executive Director (Daly City Partnership) is a partner with StarVista on one collaboration related to the SMC Pride Center).
- The sixth resolution awards one Community Grant in the amount of \$20,000 to Peninsula Volunteers, Inc., and another Community Grant in the amount of \$10,000 to Second Harvest of Silicon Valley (Board Member Bohm will recuse herself from consideration of this resolution because her employer funds the Peninsula Volunteers program with Measure K funds and Second Harvest supplies DCP's food pantries).

Ms. Rutgers and I recommend that the Board approve all six resolutions.

# SAN BRUNO

## Community Foundation

### Memorandum

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

#### **2. 2016-2017 Grant Cycle**

We also want to report on an adjustment made to one 2016-2017 Community Grant. In 2016, the Board approved a \$25,000 Community Grant to the San Bruno Lions Foundation for the renovation of the City-owned Belle Air Community Building. In late 2017 we extended the grant period to December 31, 2018, due to a delay in the project. In the fall of 2018, the Lions informed us that they and the City had decided to cease plans to rehabilitate the Belle Air Community Building and, in December, formally requested that the \$25,000 grant be redirected toward a new project in partnership with the City of San Bruno – the renovation of the City-owned Tom Lara Field grandstand and concession stand located in San Bruno City Park. I executed an amendment to the grant agreement with the Lions changing the Grant Purposes from renovations on the Belle Air Community Building to renovations on the Lara Field concession stand and extended the grant period to December 31, 2019. The project will include a complete cleaning and water blasting of the exterior grandstand seating area, clearing out all water damaged equipment and material in the interior snack bar area, applying several coats of silicon coating to the exterior grandstand area to waterproof it, restoring and replacing equipment to interior snack bar, and undertaking other miscellaneous repairs. The project budget exceeds the \$25,000 in grant funds and includes monetary and in-kind donations from the Lions.

This project was delayed when the City determined that the grandstand above the concession stand leaked and required additional upgrades prior to the Lions renovating the concession stand. With the support of Supervisors Dave Pine and David Canepa, this fall the City sought and obtained \$150,000 in Measure K funding from the County of San Mateo for the site improvement work. The City is moving forward with the grandstand renovations, and, once those are complete, the Lions will begin work on the concession stand renovations. The goal is to complete the renovations prior to the spring 2020 baseball season commencing. As a result, I recently executed a third amendment to the grant agreement with the Lions, extending the grant period another six months to June 30, 2020.

#### Attachments:

- Resolution Awarding 2019-2020 Community Grants Totaling \$216,000
- Exhibit A: List of Grant Awards Recommended by Community Grants Fund Review Panel
- Resolution Awarding 2019-2020 Community Grant to the American Association of University Women (AAUW) North Peninsula Chapter in the Amount of \$4,000

# SAN BRUNO

## Community Foundation

### Memorandum

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- Exhibit B: List of Grant Award to the American Association of University Women (AAUW) North Peninsula Chapter Recommended by Community Grants Fund Review Panel
- Resolution Awarding 2019-2020 Community Grants to Capuchino High School Alumni Association and San Bruno Education Foundation Totaling \$35,000
- Exhibit C: List of Grant Awards to Capuchino High School Alumni Association and San Bruno Education Foundation Recommended by Community Grants Fund Review Panel
- Resolution Awarding 2019-2020 Community Grant to Legal Aid Society of San Mateo County in the Amount of \$10,000
- Exhibit D: List of Grant Award to Legal Aid Society of San Mateo County Recommended by Community Grants Fund Review Panel
- Resolution Awarding 2019-2020 Community Grant to StarVista in the Amount of \$5,000
- Exhibit E: List of Grant Award to StarVista Recommended by Community Grants Fund Review Panel
- Resolution Awarding 2019-2020 Community Grants to Peninsula Volunteers, Inc., and Second Harvest of Silicon Valley Totaling \$30,000
- Exhibit F: List of Grant Awards to Peninsula Volunteers, Inc., and Second Harvest of Silicon Valley Recommended by Community Grants Fund Review Panel

**RESOLUTION NO. 2019-\_\_**

**RESOLUTION OF THE SAN BRUNO COMMUNITY FOUNDATION  
AWARDING 2019-2020 COMMUNITY GRANTS TOTALING \$216,000**

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

**WHEREAS**, the Foundation received 51 grant applications by the September 25, 2019, application deadline;

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

**WHEREAS**, the Review Panel recommends that the Board approve grant awards totaling \$216,000, as listed in Exhibit A, to 22 projects whose applications, it concluded, satisfy the five program criteria; and

**WHEREAS**, the 22 projects serve a broad cross-section of the San Bruno community.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors approves 22 Community Grants totaling \$216,000 for programs to be implemented in 2020, in the amounts recommended by the Community Grants Fund Review Panel, as listed in Exhibit A.

Dated: December 4, 2019

ATTEST:

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John McGlothlin, Secretary

I, John McGlothlin, Secretary, do hereby certify that the foregoing Resolution No. 2019-\_\_ was duly and regularly passed and adopted by the Board of Directors of the San Bruno Community Foundation on this 4<sup>th</sup> day of December, 2019, by the following vote:

AYES:            Board members:

NOES:           Board members:

ABSENT:        Board members:

Exhibit A:  
Grant Awards Recommended by the CGF Review Panel  
November 27, 2019

<b>Applicant Organization:</b>	<b>Program</b>	<b>Program Description</b>	<b>Amount Recommended</b>
Bay Area Bioscience Education Community	Biotechnology Education Support for San Bruno Schools *	To provide San Bruno high school and community college teachers with the technical skills, knowledge, and resources to empower them to teach biotechnology curriculum.	\$10,000
Catholic Worker Hospitality House	Homeless Shelter **	For the continued operation of its emergency homeless shelter located at St. Bruno's Catholic Church in downtown San Bruno.	\$22,000
City of San Bruno	San Bruno - Narita Sister City Exchange Program **	To support the Narita, Japan Sister City Exchange Program, which offers a cultural and educational exchange between San Bruno and Narita middle school students, in its 30th anniversary year.	\$8,000
Community Overcoming Relationship Abuse	Crisis Intervention Services for San Bruno Families Impacted by Intimate Partner Abuse **	To provide San Bruno families impacted by intimate partner abuse with 24-hour access to crisis intervention services, including crisis counseling, safety planning, and access to emergency shelter.	\$10,000
Edgewood Center for Children and Families	San Bruno Kinship Support Network **	To provide support services to kinship families (where relatives assume parenting responsibilities when children can no longer remain with parents, thereby preventing the need for those children to be placed in foster care) in San Bruno.	\$10,000
Junior Achievement of Northern California	JA Youth Economic Empowerment Program for San Bruno	To provide workforce readiness training, including in-class curriculum and on-site shadowing with Bay Area employers, to underserved students at Capuchino High School through the Youth Economic Empowerment Program.	\$3,000
Latino Commission on Alcohol and Drug Abuse Services of San Mateo County	Entre Familia Outpatient Services **	To expand mental and behavioral health services for individuals in substance abuse recovery in San Bruno.	\$15,000
LifeMoves	Caring for San Bruno's Homeless at Family Crossroads	To provide shelter and comprehensive supportive services to homeless families from San Bruno at the Family Crossroads facility.	\$15,000
Marine Science Institute	Discover Our Bay – San Bruno *	To provide students from low-income San Bruno schools with engaging and interactive marine science instruction through the Discover Our Bay program.	\$5,000
My Digital TAT2, Inc.	Supporting Low-Income Fourth and Fifth Graders to Become Safe and Responsible Participants in our Connected World *	To educate San Bruno Park School District 4th and 5th graders, parents, and teachers on building healthy online habits, behavior, and critical thinking skills.	\$15,000
Ombudsman Services of San Mateo County, Inc	Long Term Care Ombudsman Program *	To protect the rights of San Bruno residents of long-term care facilities through education, advocacy, and support services.	\$10,000
Parents Helping Parents Inc	Special Education Training Classes *	To empower San Bruno parents to effectively advocate for their special needs children and navigate the educational, legal, and social service systems of care.	\$5,000



Exhibit A:  
Grant Awards Recommended by the CGF Review Panel  
November 27, 2019

<b>Applicant Organization:</b>	<b>Program</b>	<b>Program Description</b>	<b>Amount Recommended</b>
Partners and Advocates for Remarkable Children and Adults	Family Support Services	To offer advocacy, family support groups, information and referral, parent education, inclusive recreation opportunities, and community outreach to San Bruno families with developmentally disabled members.	\$10,000
Peninsula Conflict Resolution Center	Pacific Islander Health Ambassadors Program **	To educate youth in San Bruno's Pacific Islander community on diabetes prevention and treatment through the Pacific Islander Health Ambassador Program.	\$10,000
Rape Trauma Services: A Center for Healing and Violence Prevention	Sexual Assault Services	To provide a wide array of prevention and healing services for survivors of sexual abuse/assault in San Bruno.	\$15,000
Regents of the University of California	San Bruno/SSF 4-H Club	To support experiential learning, leadership, and community outreach activities for youth through the San Bruno/South San Francisco 4-H Club.	\$9,100
Rising Sun Center for Opportunity	Climate Careers	To enable two San Bruno youth to participate in an eight-week summer earn-and-learn experience as energy specialists, providing residential energy- and water-efficiency services in the local community.	\$8,000
Samoan Solutions, Inc.	"Fagogo o Samoa" Workshops and Theater Production **	For a Samoan cultural educational workshop series, culminating in a stage performance of Samoan legends open to all San Bruno residents.	\$10,000
Society of West-Coast Artists	Skyline College & Beyond Art Exhibit *	To host a month-long exhibition of visual artwork by art students at Skyline College and other local colleges at its gallery in downtown San Bruno.	\$3,000
Upward Scholars	Low-Income Community College Education in San Bruno	To provide language skills, financial assistance, and mentoring to low-income students, many of them adult immigrants, enrolled in college/vocational classes at Skyline College and participating in the Upward Scholars program.	\$5,000
YMCA of San Francisco	Diaper Program	To provide diapers to low-income San Bruno families with young children through the YMCA's Community Resource Center.	\$900
YMCA of San Francisco	Mental Health Services at Parkside Intermediate School	To provide mental health services, including crisis intervention and group and individual counseling, to students at Parkside Intermediate School.	\$17,000
		<b>TOTAL</b>	<b>\$216,000</b>

**RESOLUTION NO. 2019-\_\_**

**RESOLUTION OF THE SAN BRUNO COMMUNITY FOUNDATION  
AWARDING 2019-2020 COMMUNITY GRANT TO AMERICAN ASSOCIATION OF UNIVERSITY  
WOMEN (AAUW) NORTH PENINSULA CHAPTER IN THE AMOUNT OF \$4,000**

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

**WHEREAS**, the Foundation received 51 grant applications by the September 25, 2019, application deadline;

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

**WHEREAS**, the Review Panel recommends that the Board approve a grant award to American Association of University Women (AAUW) North Peninsula Chapter in the amount of \$4,000, as listed in Exhibit B, for a program whose application, it concluded, satisfies the five program criteria.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors approves one Community Grant in the amount of \$4,000 to American Association of University Women (AAUW) North Peninsula Chapter for a program to be implemented in 2020, as recommended by the Community Grants Fund Review Panel and listed in Exhibit B.

Dated: December 4, 2019

ATTEST:

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John McGlothlin, Secretary

I, John McGlothlin, Secretary, do hereby certify that the foregoing Resolution No. 2019-\_\_ was duly and regularly passed and adopted by the Board of Directors of the San Bruno Community Foundation on this 4<sup>th</sup> day of December, 2019, by the following vote:

AYES:            Board members:

NOES:           Board members:

ABSENT:        Board members:

Exhibit B:  
Grant Awards Recommended by the CGF Review Panel  
November 27, 2019

<b>Applicant Organization:</b>	<b>Program</b>	<b>Program Description</b>	<b>Amount Recommended</b>
American Association of University Women (AAUW) North Peninsula, CA	Tech Trek of North Peninsula AAUW, CA **	To enable three San Bruno middle school students to attend the Tech Trek science and math summer camp for girls held at Stanford University.	\$4,000
		<b>TOTAL</b>	<b>\$4,000</b>

**RESOLUTION NO. 2019-\_\_**

**RESOLUTION OF THE SAN BRUNO COMMUNITY FOUNDATION  
AWARDING 2019-2020 COMMUNITY GRANTS TO CAPUCHINO HIGH SCHOOL ALUMNI  
ASSOCIATION AND SAN BRUNO EDUCATION FOUNDATION TOTALING \$35,000**

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

**WHEREAS**, the Foundation received 51 grant applications by the September 25, 2019, application deadline;

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

**WHEREAS**, the Review Panel recommends that the Board approve grant awards to the Capuchino High School Alumni Association and the San Bruno Education Foundation totaling \$35,000, as listed in Exhibit C, for programs whose applications, it concluded, satisfy the five program criteria.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors approves grant awards to the Capuchino High School Alumni Association and the San Bruno Education Foundation totaling \$35,000, for programs to be implemented in 2020, as recommended by the Community Grants Fund Review Panel and listed in Exhibit C.

Dated: December 4, 2019

ATTEST:

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John McGlothlin, Secretary

I, John McGlothlin, Secretary, do hereby certify that the foregoing Resolution No. 2019-\_\_ was duly and regularly passed and adopted by the Board of Directors of the San Bruno Community Foundation on this 4<sup>th</sup> day of December, 2019, by the following vote:

AYES:            Board members:

NOES:           Board members:

ABSENT:        Board members:

Exhibit C:  
Grant Awards Recommended by the CGF Review Panel  
November 27, 2019

<b>Applicant Organization:</b>	<b>Program</b>	<b>Program Description</b>	<b>Amount Recommended</b>
Capuchino High School Alumni Association	Smart TV Grant	To support the purchase and installation of smart televisions for instructional use at Capuchino High School.	\$10,000
San Bruno Education Foundation	STEM Support for San Bruno Park School District	To support Science, Technology, Engineering, and Math programming in the San Bruno Park School District by empowering teachers and staff to develop Next Generation Science Standard (NGSS) teaching methodologies and promote problem-solving skills and technological competency in students.	\$25,000
		<b>TOTAL</b>	<b>\$35,000</b>

**RESOLUTION NO. 2019-\_\_**

**RESOLUTION OF THE SAN BRUNO COMMUNITY FOUNDATION  
AWARDING 2019-2020 COMMUNITY GRANT TO LEGAL AID SOCIETY OF SAN MATEO COUNTY  
IN THE AMOUNT OF \$10,000**

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

**WHEREAS**, the Foundation received 51 grant applications by the September 25, 2019, application deadline;

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

**WHEREAS**, the Review Panel recommends that the Board approve a grant award to Legal Aid Society of San Mateo County, in the amount of \$10,000, as listed in Exhibit D, for a program whose application, it concluded, satisfies the five program criteria.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors approves one Community Grant in the amount of \$10,000 to Legal Aid Society of San Mateo County for a program to be implemented in 2020, as recommended by the Community Grants Fund Review Panel and listed in Exhibit D.

Dated: December 4, 2019

ATTEST:

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John McGlothlin, Secretary



I, John McGlothlin, Secretary, do hereby certify that the foregoing Resolution No. 2019-\_\_ was duly and regularly passed and adopted by the Board of Directors of the San Bruno Community Foundation on this 4<sup>th</sup> day of December, 2019, by the following vote:

AYES:            Board members:

NOES:           Board members:

ABSENT:        Board members:

Exhibit D:  
Grant Awards Recommended by the CGF Review Panel  
November 27, 2019

<b>Applicant Organization:</b>	<b>Program</b>	<b>Program Description</b>	<b>Amount Recommended</b>
Legal Aid Society of San Mateo County	HomeSavers Program *	To provide legal assistance to San Bruno residents facing eviction or living in substandard conditions with the goal of keeping them in their homes through the HomeSavers Program.	\$10,000
		<b>TOTAL</b>	<b>\$10,000</b>

**RESOLUTION NO. 2019-\_\_**

**RESOLUTION OF THE SAN BRUNO COMMUNITY FOUNDATION  
AWARDING 2019-2020 COMMUNITY GRANT TO STARVISTA IN THE AMOUNT OF \$5,000**

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

**WHEREAS**, the Foundation received 51 grant applications by the September 25, 2019, application deadline;

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

**WHEREAS**, the Review Panel recommends that the Board approve a grant award to StarVista in the amount of \$5,000, as listed in Exhibit E, for a program whose application, it concluded, satisfies the five program criteria.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors approves one Community Grant in the amount of \$5,000 to StarVista for a program to be implemented in 2020, as recommended by the Community Grants Fund Review Panel and listed in Exhibit E.

Dated: December 4, 2019

ATTEST:

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John McGlothlin, Secretary

I, John McGlothlin, Secretary, do hereby certify that the foregoing Resolution No. 2019-\_\_ was duly and regularly passed and adopted by the Board of Directors of

the San Bruno Community Foundation on this 4<sup>th</sup> day of December, 2019, by the following vote:

AYES:        Board members:

NOES:        Board members:

ABSENT:     Board members:

Exhibit E:  
Grant Awards Recommended by the CGF Review Panel  
November 27, 2019

Applicant Organization:	Program	Program Description	Amount Recommended
StarVista	Healthy Homes Parent/Caregiver Support Services *	To provide at-risk San Bruno parents and caregivers with support group services that build parent/caregiver capacity, increase their knowledge of stressor impacts and available resources, help them establish supportive networks, improve the caregiver-child relationship, and reduce the causes and effects of toxic stress.	\$5,000
		<b>TOTAL</b>	<b>\$5,000</b>

**RESOLUTION NO. 2019-\_\_**

**RESOLUTION OF THE SAN BRUNO COMMUNITY FOUNDATION  
AWARDING 2019-2020 COMMUNITY GRANTS TO PENINSULA VOLUNTEERS, INC., AND  
SECOND HARVEST OF SILICON VALLEY TOTALING \$30,000**

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

**WHEREAS**, the Foundation received 51 grant applications by the September 25, 2019, application deadline;

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

**WHEREAS**, the Review Panel recommends that the Board approve grant awards to Peninsula Volunteers, Inc., and Second Harvest of Silicon Valley totaling \$30,000, as listed in Exhibit F, for programs whose applications, it concluded, satisfy the five program criteria.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors approves grant awards to Peninsula Volunteers, Inc., and Second Harvest of Silicon Valley totaling \$30,000, for programs to be implemented in 2020, as recommended by the Community Grants Fund Review Panel and listed in Exhibit F.

Dated: December 4, 2019

ATTEST:

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John McGlothlin, Secretary

I, John McGlothlin, Secretary, do hereby certify that the foregoing Resolution No. 2019-\_\_ was duly and regularly passed and adopted by the Board of Directors of the San Bruno Community Foundation on this 4<sup>th</sup> day of December, 2019, by the following vote:

AYES:            Board members:

NOES:           Board members:

ABSENT:        Board members:

Exhibit F:  
Grant Awards Recommended by the CGF Review Panel  
November 27, 2019

<b>Applicant Organization:</b>	<b>Program</b>	<b>Program Description</b>	<b>Amount Recommended</b>
Peninsula Volunteers, Inc.	Meals on Wheels	To increase food security and alleviate hunger of older adults and adults with disabilities in San Bruno through proper nutritional support and the home delivery of hot meals.	\$20,000
Second Harvest of Silicon Valley	Building a Healthier Community *	To serve San Bruno families and individuals at risk for hunger through the distribution of healthy food.	\$10,000
		<b>TOTAL</b>	<b>\$30,000</b>



# SAN BRUNO

## Community Foundation

### Memorandum

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**DATE:** November 27, 2019

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

**FROM:** Leslie Hatamiya, Executive Director

**SUBJECT:** Report on Community Day from San Bruno Community Services Director Joanne Magrini and Resolution Approving Strategic Grant to the City of San Bruno to Support Community Day 2020 and Authorizing Receipt of Donations in Support of Community Day

At the December 4, 2019, Board meeting, San Bruno Community Services Director Joanne Magrini will report on the 2019 Community Day and the City's plans for Community Day in 2020. The City has requested that the Foundation provide grant funding of \$20,000 for Community Day 2020 and to continue to help solicit additional event sponsors.

In 2016, the Foundation agreed to serve as the primary underwriter of Community Day with a \$30,000 strategic grant. In each of the past three years, 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 – \$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 (Sammuth 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 (Sammuth 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

# SAN BRUNO

## Community Foundation

### Memorandum

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(Skyline College, San Bruno Police Officers Association, 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, this year the Police Department significantly increased its staffing model for the event, in light of recent large community event incidents that have occurred in other communities; the City expects police presence at this capacity to be the norm for San Bruno (and other cities hosting these types of events) moving forward.

The City has provided a request, which includes an event budget, for a \$20,000 grant from the Foundation and its assistance in securing additional sponsorships from community partners to support Community Day 2020. This is a \$10,000 decrease from the previous years. In a change since the Foundation began serving as the main sponsor for Community Day in 2016, this year the City has committed \$35,000 toward the event. The City expects expenses (\$72,800) to be similar to the amount spent in 2019 and is conservatively budgeting revenue from ride wristband sales at \$9,000 (it was \$12,000 in previous years and then dropped to \$9,330 in 2018, increasing slightly to nearly \$10,100 in 2019). As a result, at least \$8,800 in additional sponsorships and donations will be needed to meet the event budget. To the extent that the City with assistance from the Foundation is able to attract sponsors beyond this target level so that event funding exceeds expenses, the City has suggested that the City and the Foundation split the savings 50/50 (which would thereby decrease the Foundation's grant, similar to what happened in 2017 and 2018). Director Magrini will elaborate on the City's request and answer any questions you may have about the event on December 4.

In our discussions with City staff over the last several years, the Foundation President, Vice President, and I have stressed the need for the City to take on more of the responsibility of funding the event, through a contribution from the City and/or handling fundraising for the event. These conversations have referenced the Board'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 new City Manager and Director of Community Services, who experienced their first Community Day in 2019, have been committed to increasing the City's responsibility for funding the event, as evidenced by their significantly enhanced involvement in securing event sponsors and including event funding in the City's FY2019-2020 budget, which the City Council approved. The Foundation would approach the community partners from which it has secured event funding in past years, while

# SAN BRUNO

## Community Foundation

### Memorandum

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the City would continue to increase its fundraising outreach efforts. Sponsors would have the option of making their tax-deductible contributions to the Foundation as a 501(c)(3); they could also provide financial support directly to the City (also tax-deductible) if that is their preference. In the spirit of partnership, a \$20,000 request for funding for 2020 (a decrease of 33%), coupled with continued fundraising support by the Foundation, seems reasonable and consistent with the Foundation's desire to continue to support the event but also decrease its level of funding over time.

Given the success of the past four Community days that the Foundation has supported and the continued community benefits the event produces, I recommend that the Foundation adopt the attached resolution committing to a grant of up to \$20,000 to the City to help fund Community Day 2020 and authorizing staff to again receive donations earmarked for Community Day from corporate and other donors.

Attachment:

1. Letter from San Bruno Community Services Director Joanne Magrini to the San Bruno Community Foundation Board of Directors Requesting SBCF Support for Community Day 2020, dated November 15, 2019
2. Resolution Approving Strategic Grant to the City of San Bruno to Support Community Day 2020 and Authorizing Receipt of Donations in Support of Community Day



## CITY OF SAN BRUNO

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COMMUNITY SERVICES DEPARTMENT  
Facilities / Library / Parks / Recreation / Seniors  
*Providing Quality Programs, Places & Services*

November 15, 2019

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

Dear President Hedley and Board of Directors,

The City of San Bruno appreciates and values its partnership with the San Bruno Community Foundation. The City is able to bring the annual Community Day in the Park event to the community through your generous sponsorship and assistance you provide in securing monetary donations from the City's corporate and educational partners.

The City is again seeking your sponsorship for the 7<sup>th</sup> Annual Community Day in the Park scheduled for Sunday, June 7, 2020. This event is something the community looks forward to each year as it brings families and friends together in City Park for an afternoon of camaraderie, fun, food, and music. For the fifth consecutive year, the event is scheduled to coincide with the Lions Club Posy Parade. By combining both events, the attendance for both have increased over the past few years with approximately 3,000 people attending last year's event.

Community Day in the Park provides an opportunity for community-based volunteer groups such as the Boy Scouts, Rotary and Lions Clubs', Interact and Leos Clubs', youth sports groups, and community church groups to provide service within their community. It also gives the community organizations such as the Citizens Crime Prevention and Community Preparedness Committee as well as City Departments such as Police, Fire, City Clerk's Office, Community Development, and Community Services the opportunity to provide beneficial public information and outreach.

The City relies on the generous grant and donations from the San Bruno Community Foundation and San Bruno corporate and education partners such as YouTube/Google, Recology, and Skyline College. The City estimates the cost to offer the 2020 Community Day in the Park at approximately \$72,000 as shown below:

*Event Supplies and Services*

Publicity – signage, postcards, flyers	\$ 6,200
Rides	29,400
Entertainment	4,900
Food & Beverage Cost	1,100
Logistic – Games, Wristbands, etc.	1,200
Event Staffing – Preplanning & Day of Staffing	<u>30,000</u>
Total Event Cost	<b>\$72,800</b>


*Event Projected Revenue & Funding (based on 2019)*

Committed Funds from City of San Bruno	\$35,000
Ride Wrist Band Sales	<u>9,000</u>
Total Event Funding/Revenue	<b>\$44,000</b>

Based on the projected revenue of the ride wrist band sales, committed City funding, and potential solicited donations, additional funding will be necessary to continue to deliver the Community Day in the Park at the current level. The City of San Bruno is requesting the San Bruno Community Foundation's assistance of \$20,000 through a grant or sponsorship as well as assistance in securing sponsorships from the community's corporate partners. The City is working on enhancing sponsorship packages to entice businesses to donate to this highly valued event in our community.

On behalf of the City of San Bruno, we look forward to your ongoing support of Community Day in the Park and look forward to working in partnership with you on the 7<sup>th</sup> Annual Community Day in the Park on June 7, 2020.

Sincerely,



Joanne Magrini  
Community Services Director

**RESOLUTION NO. 2019-\_\_**

**RESOLUTION OF THE SAN BRUNO COMMUNITY FOUNDATION  
APPROVING GRANT TO THE CITY OF SAN BRUNO TO SUPPORT COMMUNITY DAY 2020 AND  
AUTHORIZING RECEIPT OF DONATIONS IN SUPPORT OF COMMUNITY DAY**

**WHEREAS**, building upon the success of the past six Community Day events, the City of San Bruno intends to host Community Day in June 2020;

**WHEREAS**, the City requested \$20,000 in grant funding and fundraising assistance from the San Bruno Community Foundation to support Community Day 2020;

**WHEREAS**, some potential corporate sponsors for Community Day have expressed a preference for supporting Community Day through donations to the Foundation;

**WHEREAS**, the Foundation can accept restricted donations and grant funds to the City for a restricted charitable purpose;

**WHEREAS**, on November 6, 2019, the Foundation Board adopted a Gift Acceptance Policy to guide the Foundation's acceptance and administration of donations; and

**WHEREAS**, Community Day has been a successful, well-attended event that builds community relationships, thanks San Bruno community members for their many contributions to the City, fosters community spirit, provides opportunities for community-based volunteer groups to provide services and promote educational resources and information to the San Bruno community, and is consistent with the Foundation's strategic priority of community-building.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors approves a strategic grant in an amount not to exceed \$20,000 to the City of San Bruno to help underwrite the costs of holding the seventh annual Community Day in 2020.

**FURTHER BE IT RESOLVED** that the Board of Directors authorizes the Executive Director to receive restricted donations earmarked for Community Day, in accordance with the Foundation's Gift Acceptance Policy, and to grant those restricted donations to the City in support of Community Day.

Dated: December 4, 2019

ATTEST:

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John McGlothlin, Secretary

I, John McGlothlin, Secretary, do hereby certify that the foregoing Resolution No. 2019-\_\_ was duly and regularly passed and adopted by the Board of Directors of the San Bruno Community Foundation on this 4<sup>th</sup> day of December, 2019, by the following vote:

AYES:        Board members:

NOES:        Board members:

ABSENT:     Board members:

# SAN BRUNO

## Community Foundation

### Memorandum

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**DATE:** November 27, 2019

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

**FROM:** Leslie Hatamiya, Executive Director

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

At the December 4, 2019, Board meeting, Program Consultant Stephanie Rutgers and I will give an update on the Crestmoor Neighborhood Memorial Scholarship and the Foundation's other strategic grants.

#### **1. Crestmoor Neighborhood Memorial Scholarship**

The 2020 Crestmoor Neighborhood Memorial Scholarship will launch the week of December 9, when the online application will be accessible and updated marketing materials will be distributed to local schools and throughout the community. Ms. Rutgers will continue to handle the day-to-day management of the program. We have updated the marketing materials, which should arrive from the printer in early December. Ms. Rutgers is working with our IT consultants at Shake Technologies to update the online application. Again this year, the online application will feed directly into our Salesforce database, streamlining the review process, our tracking of program winners, and the overall management of the program.

As recommended by the Ad Hoc Committee on Crestmoor Scholarship, we are not making any structural changes to this year's program, although we will continue to improve our outreach efforts to attract more applicants, particularly high school seniors planning to attend community college. We will offer workshops on the Crestmoor Scholarship and the application process at Capuchino High School and Skyline College in January and February. The application deadline is March 3, 2020.

As approved by the Board in November, program disbursements for the Crestmoor Scholarship will increase to \$160,000 in 2020, allowing for two additional awards in the High School to Four-Year College category. We anticipate awarding 11 Crestmoor Scholarships in the spring.



# SAN BRUNO

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## Community Foundation

### Memorandum

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#### **2. Other Strategic Grants**

In June, the Board approved a second grant to the City of San Bruno under the First Responder Strategic Initiative, in an amount not to exceed \$303,545, to cover costs related to the acquisition of a mobile command vehicle that can be deployed at the scene of a critical incident, natural disaster, or planned large-scale event. The funds for this grant were donated by Google.org and employees of Google and YouTube after the 2018 shooting at YouTube's San Bruno headquarters. On November 26, 2019, the San Bruno City Council approved the receipt of the \$303,545 in grant funding from the Foundation and the execution of an agreement with Braun Northwest Inc. for the purchase of a mobile command vehicle in the amount of \$234,842. The remaining balance of \$68,703 is dedicated to the purchase of communications, electronic, and emergency equipment necessary to make the vehicle operational as well as to prepare an area for the secure storage of the vehicle. Ongoing costs, beyond those covered within the warranty, will be absorbed within the Police and Fire Departments' operating budgets beginning in the City's fiscal year 2020-21 budget. I will soon begin working with the City to finalize and execute the grant agreement for this First Responder Effectiveness strategic grant.

The Board received thorough reports on the following strategic grants in September and November – Recreation and Aquatics Center, Music Education Strategic Initiative, and Florida Avenue Park Development – and there have been no updates of significance since then.

# SAN BRUNO

## Community Foundation

### Memorandum

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**DATE:** November 27, 2019

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

**FROM:** Leslie Hatamiya, Executive Director

**SUBJECT:** Report from Investment Committee

The December 4, 2019, Board meeting will include a report from the Investment Committee regarding its recent quarterly meeting, which was held on November 20, 2019. Treasurer Tim Ross chairs the Committee, on which Vice President Frank Hedley and community members Tony Clifford, Mark Hayes, and Georganne Perkins also serve.

On November 20, a team representing Sand Hill Global Advisors LLC (SHGA), the Foundation's investment adviser – including Chief Executive Officer Brian Dombkowski and Senior Wealth Manager Kristin Sun – made its quarterly presentation to the Committee. Mr. Dombkowski gave an overview of the firm's investment outlook, describing the current stage of the economic cycle as late cycle with some equity market volatility and lower interest rates. He gave a summary of the firm's current economic forecast for the fourth quarter of 2019, commenting on economic growth, interest rates, the employment market, corporate earnings, international developed markets, emerging markets, inflation, commodity markets, valuation, and the housing market.

Ms. Sun then reviewed the Foundation's Investment Dashboard for the third quarter of 2019, including September 30, 2019, balances of \$18,074,612 for the Quasi-Endowment, \$46,762,777 for the Strategic Pool, and \$10,757,265 for the Liquidity Pool. Mr. Dombkowski and Ms. Sun also reviewed performance data of the underlying funds in the Foundation's Quasi-Endowment, Strategic, and Liquidity pools. Mr. Dombkowski explained the firm's defensive positioning, particularly in the fixed income portfolio, at this late-cycle stage.

# SAN BRUNO

## Community Foundation

### Memorandum

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**DATE:** November 27, 2019

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

**FROM:** Leslie Hatamiya, Executive Director

**SUBJECT:** Report from Audit Committee

At the December 4, 2019 Board meeting, Audit Committee Chair John McGlothlin will provide a report on behalf of the Committee updating the Board on the Request for Proposal for Nonprofit Audit and Tax Preparation Services that the Foundation has issued. Board Member Pat Bohm 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)." For the past five years, the Foundation has used Novogradac & Company LLP to conduct the audit of the Foundation's financial statements and prepare the Foundation's annual federal and state tax returns.

The Foundation's Fiscal Policies and Procedures require the Foundation to issue a Request for Proposal (RFP) for audit and tax preparation services at least every five years. Under the Bylaws, the duties of the Audit Committee include "[a]ssisting the Board in choosing an independent auditor and recommending termination of the auditor, if necessary."

The Foundation last issued an RFP for audit and tax preparation services in 2015, when the Board selected Novogradac and Company as its auditor. Because Novogradac has prepared the Foundation's audited financial statements and tax returns for five consecutive years, the time has come for the Foundation to issue a new RFP for the fiscal year 2019-2020 audit and tax preparation. While the Fiscal Policies and Procedures require issuing an RFP at least every five years, they do not require that the Board make a change in CPA firms – that is, the Board could select Novogradac to prepare the FY2019-2020 audited financial statements and tax returns.

At the November 6, 2019, meeting, the Audit Committee presented a draft of an RFP for audit and tax preparation services to the Board. The RFP provides background information on the Foundation, a list of expected annual audit and tax services deliverables, the list of information sought from responding CPA firms, and the deadline for responses. Based on feedback received, I finalized the RFP and began distributing it to about a dozen Bay Area CPA firms with

# SAN BRUNO

## Community Foundation

### Memorandum

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nonprofit audit and tax practices. The RFP is posted on the Foundation's website at <https://www.sbcf.org/audit-rfp>.

Thus far, several CPA firms have contact me regarding the RFP. Several have indicated their intention to submit a proposal, while only one has let me know that the firm does not plan to respond to the RFP.

The deadline for RFP submission is January 15, 2020. The Committee will then review submitted proposals, narrow the field to a group of finalists, conducts interviews of the finalists, and checks references. I am hopeful that the Committee will be able to make a recommendation on a CPA firm to conduct the Foundation's audit for the fiscal year ending June 30, 2020, and to prepare federal and state tax returns to the Board for approval at the March Board meeting. If the Committee needs more time for its review, it can present its recommendation at the June Board meeting.