

# SAN BRUNO

## Community Foundation

### *Board of Directors*

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

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## AGENDA

### SAN BRUNO COMMUNITY FOUNDATION

#### Regular Meeting of the Board of Directors

**December 6, 2017**

**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. Approval of Minutes:** November 1, 2017, Regular Board Meeting

**4. Presentations:** Recognition of San Bruno Mayor Jim Ruane, City Councilmember Ken Ibarra, City Treasurer John Marty, City Clerk Carol Bonner, City Manager Connie Jackson, and Director of Community Services Kerry Burns for their service to the San Bruno community and their support of the San Bruno Community Foundation

**5. Board Member Comments**

- a. President
- b. Others

**6. Executive Director's Report**

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

- a. Adopt Resolution Ratifying Election of 2018 Officers

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- b. Adopt Resolution Canceling January 3 and February 7, 2018, Regular Meetings of the Board of Directors and Scheduling Special Board Meeting on January 29, 2018
- c. Receive and Approve Treasurer's Report (October 2017 Financial Statements)

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

- a. Receive Report on YouTube/Google.Org Donation to Community Grants Fund, Receive Recommendation from Community Grants Fund Review Panel, and Adopt Resolutions Awarding 2017-2018 Community Grants Totaling \$300,000
- b. Receive Report from Ad Hoc Committee on Program Strategy Development Regarding Strategic Initiatives in Partnership with the City of San Bruno and Adopt Resolution Approving Strategic Grant to the City of San Bruno to Support Community Day 2018 and Authorizing Receipt of Donations in Support of Community Day
- c. Receive Report on Other Programs (Crestmoor Neighborhood Memorial Scholarship, Music Education Strategic Initiative)
- d. Receive Report from Investment Committee
- e. Receive Report from Ad Hoc Committee on First Responder Effectiveness Strategic Initiative

- 9. 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.

### **10. Adjourn**

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## MINUTES

### SAN BRUNO COMMUNITY FOUNDATION

#### Regular Meeting of the Board of Directors

**November 1, 2017**

**7:00 p.m.**

#### **Meeting Location:**

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

**1. Call to Order/Welcome:** President Nancy Kraus called the meeting to order at 7:00 p.m. She called for a moment of silence to recognize those who have lost life or who are suffering consequent to the recent tragedies of hurricanes, fires, mass shootings and terrorism and to honor Carolyn Livengood, longtime San Bruno resident who supported the Foundation's work and the community, and former City Councilmember Chris Pallas, who also served the community for decades.

**2. Roll Call:** Board Members Kraus, Hedley, McGlothlin, Ross, Bohm, Roberts, and Stanback Stroud, present.

**3. Approval of Minutes:** September 6, 2017, Regular Board Meeting: Board Member Stanback Stroud moved to approve the minutes of the September 6, 2017, Regular Board Meeting, seconded by Treasurer Ross, approved unanimously.

#### **4. Board Member Comments**

a. President: In the spirit of Thanksgiving, President Kraus acknowledged and thanked San Bruno Mayor Jim Ruane, whose tenure on the City Council comes to an end this month, City Manager Connie Jackson, who recently announced her retirement, the City Attorney, Executive Director, consultants, and her colleagues on the Board of Directors.

b. Others: None.

**5. Executive Director's Report:** Executive Director Hatamiya gave a brief report on several items not covered in the business portion of the agenda. With regard to the Foundation's online presence, she reported that website traffic and e-newsletter readership have been stable and encouraged Board members to visit the Foundation's Facebook page at [facebook.com/sanbrunocommunityfoundation](https://facebook.com/sanbrunocommunityfoundation). She also reminded Board members that the

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Board would not have its regular January meeting and announced that instead it would have a special meeting at 6:00 p.m. on January 29, 2018, location forthcoming.

### **6. Consent Calendar**

- a. Receive and Approve Treasurer's Report (August and September 2017 Financial Statements)

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

### **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, 2017, and Adopt Resolution Approving the Audited Financial Statements for the Year Ended June 30, 2017

Audit Committee Chair McGlothlin 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 an unqualified, or clean, opinion of the Foundation's financial statements for the year ended June 30, 2017.

Mr. Smith gave an overview of the audited financial statements, noting highlights that included an increase of \$2.9 million in assets based on investment income, an increase in program expenses corresponding with an increase in program activity, and a slight decrease in administrative expenses. He thanked the Audit Committee and commended the Foundation staff for its careful recordkeeping and its attention to ensuring that the Foundation's financial internal controls are properly followed.

Chair McGlothlin noted that under new accounting rules, there will be some changes in the presentation of the financial statements, and he thanked Mr. Bittner and Ms. Hatamiya on closing the Foundation's accounting books and preparing for the audit in a timely fashion. He also reported that the Foundation's tax returns will soon be ready for the Board to review.

Treasurer Ross moved to adopt the resolution approving the audited financial statements for the year ended June 30, 2017, seconded by Board Member Stanback Stroud, approved unanimously.

- b. Receive Report from Ad Hoc Committee on Program Strategy Development Regarding Strategic Initiatives in Partnership with the City of San Bruno and Adopt Resolution Approving Strategic Grant to the City of San Bruno for the Conceptual Design of a New Recreation Center and Aquatic Center in an Amount Not to Exceed \$550,000

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On behalf of the Ad Hoc Committee on Program Strategy Development, Chair Kraus gave an update on three of the projects on which the Foundation is partnering with the City of San Bruno.

Regarding the Florida Avenue park development, President Kraus reported that the Executive Director will be executing an amendment to the Foundation's grant agreement awarding \$200,000 for the design and construction of the park. The amendment will extend the grant period from December 2017 to the middle of 2018, as completion of the park construction has been delayed.

Regarding the pedestrian safety initiative, she reported that the City Council approved a construction contract with St. Francis Electric for the installation of flashing beacons at three sites near San Bruno public schools, with a project budget of \$165,229. She also reported that staff has proposed, and the Traffic Safety and Parking Committee has approved, installing stop signs at one of the intersections originally intended for flashing beacon crosswalk in the downtown area, so the Committee has asked the City to identify at least one more downtown location, probably on San Bruno Avenue, for an additional flashing beacon installation. She noted that the Executive Director will execute a grant agreement with the City for at least five flashing beacon installations (three at school sites and at least two downtown) for the pedestrian safety initiative for an amount not to exceed \$263,952.

With regard to the recreation center/pool facility project, President Kraus reported that in response to a request for qualifications/proposals, the City received ten responses from architectural firms to undertake the conceptual design phase of the recreation center and pool project and that the Foundation's Executive Director participated on the review panel that interviewed finalists earlier in the week. She said the City intends to select the firm to do the conceptual design work in November and bring the award of contract for conceptual design work to the City Council on November 28. After the Executive Director's discussion with legal counsel regarding the complexities associated with the magnitude of such a project, the Committee agreed to propose a multi-stage approach to the project funding, starting with a grant to the City for just the conceptual design stage. She then presented to the Board a resolution approving a strategic grant to the City for the conceptual design stage of the project, which would cover expenses related to the City hiring an architectural firm to do the conceptual design as well as needed project management services.

Secretary McGlothlin moved to adopt the resolution approving a strategic grant to the City of San Bruno for the conceptual design of a new recreation center and aquatic center in an amount not to exceed \$550,000, seconded by Vice President Frank Hedley, approved unanimously.

- c. Discuss Proposal to Consider Development of First Responder Effectiveness Strategic Initiative in Partnership with the City of San Bruno and Adopt Resolution Creating Ad Hoc Committee on First Responder Effectiveness Strategic Initiative

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Executive Director Hatamiya reviewed the Foundation's strategic grantmaking priorities and, following that framework, presented a proposal to create an ad hoc committee to develop a proposal for a First Responder Effectiveness Strategic Initiative. She explained that the idea originated out of the Community Grants Fund, as the City of San Bruno applied for grants to fund two first responder effectiveness projects, both at the \$25,000 level. The first project, under the auspices of the Fire Department, is to establish emergency shelter operations for San Bruno residents in the event of a disaster; she explained that the City does not currently have its own inventory of shelter supplies and would rely on the county and the American Red Cross, which recently announced to cut back its shelter supplies in the county by nearly 50 percent, for emergency shelter supplies if the need arose. The City's second grant proposal is to empower San Bruno police officers to better serve the community through participation in an established resiliency, compassion, and mindfulness training program. Although the SBPD generally has a good relationship with the community, it is aware of the broader national narrative suggesting a tenuous relationship between police officers and the public they serve, and the SBPD has been investigating new and better ways to connect officers with the community. The training seeks to transition police officers' perspective from the conventional warrior viewpoint to more of a guardian perspective, better connecting them to the citizens they serve, through an introduction of the practice of mindfulness and compassion. This training is also intended to have positive mental health benefits for the officers themselves, who must deal with the stress of their jobs on an ongoing basis. Both the emergency sheltering project and the mindfulness and compassion training are two initiatives that could greatly enhance the effectiveness of San Bruno's first responders, but are not considered core departmental functions and are not currently funded by the City budget.

In presenting the proposal, Ms. Hatamiya recognized the Foundation's origins, arising out of the devastating 2010 gas pipeline explosion in the Crestmoor neighborhood, and, in light of recent disasters in Northern California and other parts of the United States, acknowledged the critical importance of ensuring that San Bruno's first responders are well prepared to handle a variety of situations, both at times of crisis and on an everyday basis, that affect the local community.

Under the proposal, she said the committee would work with the City Manager and the Fire and Police chiefs to develop a package of program enhancements, including but not limited to the emergency sheltering project and the mindfulness and compassion training, that would bolster the effectiveness of the City's first responders in a meaningful way but the City is unable to support through the General Fund. The resolution would name Vice President Frank Hedley as chair of the committee, with Secretary John McGlothlin and Treasurer Tim Ross serving as committee members.

Both Secretary McGlothlin and Treasurer Ross expressed their excitement in working on this initiative. Board Member Roberts said she looked forward to seeing what the committee develops and raised two questions: (1) what does the current Police Department training budget cover and will it be able to cover additional mindfulness training once SBCF funding has sunset, and (2) the rationale of the American Red Cross in its decision to cut back on emergency shelter supplies.

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Board Member Roberts moved to adopt the resolution creating an ad hoc committee on First Responder Effectiveness Strategic Initiative, seconded by Board Member Bohm, approved unanimously.

- d. Receive Report on Other Programs (Community Grants Fund, Crestmoor Neighborhood Memorial Scholarship, Music Education Strategic Initiative)

Executive Director Hatamiya and Program Consultant Stephanie Rutgers reported on the Foundation's other programs, including the Community Grants Fund, the Crestmoor Neighborhood Memorial Scholarship, and the Music Education Strategic Initiative.

Executive Director Hatamiya first thanked Vice President Hedley for presenting the Community Grants check to Social Good Fund as fiscal sponsor for the American Legion Post 409 at last Saturday's pancake breakfast. Ms. Rutgers then reported on the 2017-2018 Community Grants Fund application cycle. She reported that the Foundation received 36 applications for Community Grants by the September 27 deadline, which represented more than a 50% increase over the previous year. She explained that in the first stage of due diligence, she reviewed the applications for completeness and checked to ensure that the applications met the Foundation's applicant and activity eligibility guidelines. She then reported that the applications are currently in the second stage of review, with a review panel of 12 individuals (community members and/or individuals with experience in grantmaking and the nonprofit sector) reviewing and rating the applications based on the five criteria set forth in the program guidelines. She said the panel will meet to discuss the applications and make a recommendation on grant awards to the Board. The goal is for the Board to consider and approve grant awards at the December 6 Board meeting.

With regard to the Crestmoor Neighborhood Memorial Scholarship, Ms. Rutgers reported that the 2018 cycle will launch in December, when the online application will be accessible and updated marketing materials will be distributed to local schools and throughout the community. She said that she and Ms. Hatamiya are in the process of reviewing the program and do not anticipate making any significant changes. She said that the application deadline will be March 14, 2018.

Finally, Ms. Hatamiya reported that implementation of the Music Education Strategic Initiative, which includes strategic grants to the San Bruno Education Foundation (SBEF) and the Capuchino High School Alumni Association (CHSAA) totaling \$495,000 to make music education a hallmark of San Bruno's public schools, is proceeding on schedule. She said that Bryan Vander Lugt of SBEF has taken the lead in coordinating the steering committee, which includes representatives of SBEF, CHSAA, Cap Music Boosters, Parkside Music Boosters, elementary school PTAs, and the music teachers at Capuchino High School and Parkside Intermediate School. She reported that she is representing the Foundation on the steering committee and that SBEF has hired a fundraising consultant to develop the strategy for a



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community-wide fundraising event to be held in the spring to support K-12 music education in San Bruno's public schools, which the steering committee is helping to plan.

e. Elect Officers for 2018

President Kraus opened up officer nominations for 2018.

Board Member Stanback Stroud nominated Nancy Kraus for President, seconded by Secretary McGlothlin, approved unanimously.

Board Member Stanback Stroud nominated Frank Hedley for Vice President, seconded by Treasurer Ross, approved unanimously.

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

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

Executive Director Hatamiya said that the newly elected slate of officers would be presented to the San Bruno City Council, per the Foundation's Bylaws, on November 14.

**8. Public Comment:** None.

**10. Adjourn:** Vice President Hedley moved to adjourn the meeting at 7:51 p.m., seconded by Board Member Stanback Stroud, approved unanimously.

Respectfully submitted for approval at the Regular Board Meeting of December 6, 2017, by Secretary John McGlothlin and President Nancy Kraus.

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John McGlothlin, Secretary

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Nancy Kraus, President



# SAN BRUNO

## Community Foundation

### Memorandum

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**DATE:** December 1, 2017

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

**FROM:** Leslie Hatamiya, Executive Director

**SUBJECT:** Executive Director's Report

Since the November 1, 2017, Board meeting, I have continued to focus on administering the Community Grants Fund and Crestmoor Scholarship Program, partnering with the City on strategic projects, supporting the Investment Committee and the Ad Hoc Committee on First Responder Effectiveness Strategic Initiative, all of which will be covered during the business portion of the December 6, 2017, regular Board meeting.

In addition, I have handled a variety of other matters, including the following:

#### **1. City Council Approval of 2018 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 2018 officers at the November 1, 2017, Board meeting, the City Council at its regular meeting on November 14, 2017, considered and approved the slate of 2018 officers as part of the Consent Calendar.

#### **2. Accounting Consultant**

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

Mr. Bittner's last contract expired on November 30, 2017. Under my authority as executive director, in November I signed a new one-year contract with Mr. Bittner that

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## Community Foundation

### Memorandum

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commences on December 1, 2017, and will terminate on November 30, 2018. All other terms remain the same as in last year's contract.

#### **3. 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, 2017, deadline.

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

Since the November 1 Board meeting, I sent out one email blast to the Foundation's email distribution list, which reported on the November Board meeting. The reach of the e-newsletter blasts was comparable to other recent blasts. Of the 588 emails sent, 36% of the recipients opened the email, and the e-newsletter was viewed, either in email or as posted on the web, 486 times.

According to Google Analytics, website activity was slightly down in the past month. This is not surprising, as neither Community Grants nor the Crestmoor Scholarship is in the application phase, which is when we see increased website activity. Since the November Board meeting, 98 users engaged in 179 sessions on the Foundation website, for a total of 403 page views. The most website activity occurred around the November 13 email blast and the November 28 pedestrian safety press release.

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### Memorandum

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**DATE:** December 1, 2017

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

**FROM:** Leslie Hatamiya, Executive Director

**SUBJECT:** Consent Calendar for the December 6, 2017, Regular Board Meeting

For the December 6, 2017, Regular Meeting of the Board of Directors of the San Bruno Community Foundation, the Consent Calendar includes three items related to administrative and operational functions of the Foundation:

#### **1. Adopt Resolution Ratifying Election of 2018 Officers**

As documented in the minutes, on November 1, 2017, the Board took nominations for each office individually. With separate votes for each office, the Board elected the Foundation's officers for 2018, as follows:

President: Nancy Kraus  
Vice President: Frank Hedley  
Secretary: John McGlothlin  
Treasurer: Tim Ross

The attached resolution would ratify the election results for the 2018 officers.

#### **2. Adopt Resolution Canceling January 3 and February 7, 2018, Regular Meetings of the Board of Directors and Scheduling Special Board Meeting on January 29, 2018**

As discussed at previous Board meetings, as we move forward, President Kraus and I anticipate that the Board will need to meet less frequently. The Foundation Board is scheduled to have regular monthly meetings on January 3 and February 7, 2018 (the first Wednesday of the month). At this time, we do not anticipate the Foundation facing any pressing matters that would require Board attention or action on either date. In addition, we would like to schedule a special meeting on Monday, January 29, 2018, at 6:00 p.m. This meeting would include a closed session to discuss the executive director's annual performance evaluation. The meeting would be held at San Bruno City Hall, Room 101, 567 El Camino Real, San Bruno.

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## Community Foundation

### Memorandum

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#### **3. Receive and Approve Treasurer's Report (October 2017 Financial Statements)**

The October 2017 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 7, 2017, Board meeting. Note that per the auditor's recommendation, fees for the accounting consultant are now tracked under the category "Accounting & Payroll Fees" (which was originally titled "Auditor & Payroll Fees"); they had previously appeared under "Other Consultants."

I recommend that the Board ratify by resolution the election results for the 2018 officers, approve the resolution canceling the January 3 and February 7, 2018, regular Board meetings and scheduling a special Board meeting on January 29, 2018, and receive and approve the Treasurer's Report as part of the Consent Calendar.

#### Attachments:

1. Resolution Ratifying Election of 2018 Officers
2. Resolution Canceling January 3 and February 7, 2018, Regular Meetings of the Board of Directors and Scheduling Special Board Meeting on January 29, 2018
3. October 2017 Financial Statements

**RESOLUTION NO. 2017-\_\_**

**RESOLUTION OF THE SAN BRUNO COMMUNITY FOUNDATION  
RATIFYING ELECTION OF 2018 OFFICERS**

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

**WHEREAS**, at a Regular Meeting on November 1, 2017, nominations were taken for the offices of President, Vice President, Secretary, and Treasurer;

**WHEREAS**, the Foundation Board of Directors voted unanimously to appoint the following officers for 2018:

President: Nancy Kraus  
Vice President: Frank Hedley  
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 2018 officers on November 14, 2017.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors ratifies the results of the Board election of 2018 officers held on November 1, 2017, as follows:

President: Nancy Kraus  
Vice President: Frank Hedley  
Secretary: John McGlothlin  
Treasurer: Tim Ross

Dated: December 6, 2017

ATTEST:

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John McGlothlin, Secretary

I, John McGlothlin, Secretary, do hereby certify that the foregoing Resolution No. 2017-\_\_ was duly and regularly passed and adopted by

the Board of Directors of the San Bruno Community Foundation on this 6<sup>th</sup>  
day of December, 2017, by the following vote:

AYES: Board members:

NOES: Board members:

ABSENT: Board members:

**RESOLUTION NO. 2017-\_\_**

**RESOLUTION OF THE SAN BRUNO COMMUNITY FOUNDATION  
CANCELING THE JANUARY 3 AND FEBRUARY 7, 2018, REGULAR MEETINGS OF  
THE BOARD OF DIRECTORS AND SCHEDULING SPECIAL BOARD MEETING ON  
JANUARY 29, 2018**

**WHEREAS**, the January Regular Meeting of the San Bruno Community Foundation's Board of Directors is scheduled for January 3, 2018, and the February Regular Board Meeting is scheduled for February 7, 2018;

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

**WHEREAS**, the Board seeks to hold a special meeting with a closed session to consider the executive director's annual performance review on January 29, 2018.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors cancels the Regular Board Meetings of January 3 and February 7, 2018.

**RESOLVED FURTHER** that the Board of Directors schedules a Special Meeting at 6:00 p.m. on January 29, 2018, at San Bruno City Hall, Room 101, 567 El Camino Real, San Bruno.

Dated: December 6, 2017

ATTEST:

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John McGlothlin, Secretary

I, John McGlothlin, Secretary, do hereby certify that the foregoing Resolution No. 2017-\_\_ was duly and regularly passed and adopted by the Board of Directors of the San Bruno Community Foundation on this 6<sup>th</sup> day of December, 2017, by the following vote:

AYES: Board members:

NOES: Board members:

ABSENT: Board members:



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## Community Foundation

October 2017

### 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.

**Line 2 Transfers from Strategic Pool** – Initial transfer of \$700,000 made on November 1.

**Line 3 Restricted Donations** – Unbudgeted amount of \$100,000 received in October.

**Line 4 Interest Income** – \$610 is 7.6% of budget. Liquidity Pool has been less than \$100,000 so far this year.

### EXPENSES

**Line 9 Subtotal Direct Program Expenses** – No Scholarships or Grants have been awarded in the first third of the year.

**Line 10 Salaries & Wages** – Expense is exactly on budget at 33.3%.

**Line 11 Payroll Taxes & Benefits** – Expense (\$6,665) is 29.5% of budget. Costs include: Social Security/Medicare (\$3,179); retirement (\$3,019); and Workers' Compensation Insurance (\$409).

**Line 13 Occupancy** – Only cost is office lease (\$4,644). Amount is 32.9% of budget.

**Line 14 Insurance** – Total (\$5,953) is exactly on budget and policies include: Directors & Officers (\$4,481); crime (\$1,136); and commercial liability (\$336).

**Line 15 Telecommunications** – Cost (\$602) is 33.4% of budget.

**Line 16 Postage & Shipping** – Cost (\$1,396) is 69.8% of budget. Most of this cost (\$1,246) incurred to distribute annual report to community.

**Line 17 Marketing & Communications** - \$6,962 expense is 45.9% of budget, with most of the cost for printing (\$6,331) and graphic design (\$485) of annual report.

**Line 18 Office Supplies & Equipment** – Total (\$549) is 15.7% of budget. Office printer required repair and maintenance costing \$371.

**Line 19 Legal Fees** – Cost (\$10,424) is 27.5% of budget. Entire amount related to Recreation Center and Pedestrian Safety Strategic Grants.

**Line 20 Accounting & Payroll Fees** – Total (\$13,825) is 43.6% of budget. Consistent with Audited Financial Statement and IRS 990 presentation, this line item now includes Accounting fees, which were formerly included

in Other Consultants (Line 21). Year to date total includes Audit (\$7,000), Accounting (\$6,239), and Payroll (\$586) fees.

**Line 21 Other Consultants** - Cost (\$9,205) is 20.8% of budget and is entirely for Program Support consultant.

**Line 22 Travel, Meetings & Conferences** – Total (\$602) is 12.8% of budget and almost entirely related to Board meetings.

**Line 23 Miscellaneous** – Cost (\$513) equals 25.7% of budget with an organizational membership (\$350) representing most of the cost.

### **SUMMARY**

Excluding the budget for Scholarships & Grants, total expenses are at 32.1% of budget, which is below the 33.3% benchmark for the first four months of the year. In terms of dollars, the \$121,715 in year to date expense is \$4,566 less than the first four months' budget allocation. The three line items exceeding 25% of budget (Postage & Shipping; Marketing & Communications; and Accounting & Payroll Fees) are at those levels only due to the timing of annual report and auditing expenses.

October net Investment income is \$481,185 and came from the Strategic Pool (\$254,330) and Quasi Endowment (\$226,855). Year to date net investment income is \$1,858,601 with \$1,095,342 from Strategic and \$763,259 from Quasi Endowment.

Total Net Assets, as of October 31, 2017 grew to \$73,390,501 with \$17,377,671 in Quasi Endowment and \$56,012,380 in general Unrestricted funds.

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### October 2017 2017-2018 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	\$ -	\$ 352,921	0.0%	\$ 352,921	\$ -
2 Transfers from Strategic Pool	-	1,071,764	0.0%	1,071,764	-
3 Restricted Donations	100,000	-		100,000	100,000
4 Interest Income	610	8,000	7.6%	8,000	-
<b>5 Total Available for Operations</b>	<b>100,610</b>	<b>1,432,685</b>	<b>7.0%</b>	<b>1,532,685</b>	<b>100,000</b>
<b>EXPENSES</b>					
6 Crestmoor Scholarships	-	120,000	0.0%	120,000	-
7 Community Grants Fund	-	200,000	0.0%	200,000	-
8 Strategic Grants	-	50,293,952	0.0%	50,293,952	-
<b>9 Subtotal Direct Program Expenses</b>	<b>-</b>	<b>50,613,952</b>	<b>0.0%</b>	<b>50,613,952</b>	<b>-</b>
10 Salaries & Wages	60,375	181,125	33.3%	181,125	-
11 Payroll Taxes & Benefits	6,665	22,594	29.5%	22,594	-
<b>12 Subtotal Personnel Expenses</b>	<b>67,040</b>	<b>203,719</b>	<b>32.9%</b>	<b>203,719</b>	<b>-</b>
13 Occupancy	4,644	14,104	32.9%	14,104	-
14 Insurance	5,953	17,851	33.3%	17,851	-
15 Telecommunications	602	1,800	33.4%	1,800	-
16 Postage & Shipping	1,396	2,000	69.8%	2,000	-
17 Marketing & Communications	6,962	15,158	45.9%	15,158	-
18 Office Supplies & Equipment	549	3,490	15.7%	3,490	-
19 Legal Fees	10,424	37,917	27.5%	37,917	-
20 Accounting & Payroll Fees	13,825	31,733	43.6%	31,733	-
21 Other Consultants	9,205	44,350	20.8%	44,350	-
22 Travel, Meetings & Conferences	602	4,720	12.8%	4,720	-
23 Miscellaneous	513	2,000	25.7%	2,000	-
<b>24 Subtotal Non-Personnel</b>	<b>54,675</b>	<b>175,123</b>	<b>31.2%</b>	<b>175,123</b>	<b>-</b>
<b>25 Total Expenses</b>	<b>121,715</b>	<b>50,992,794</b>	<b>0.2%</b>	<b>50,992,794</b>	<b>-</b>
<b>26 Net Surplus/(Loss)</b>	<b>\$ (21,105)</b>	<b>\$ (49,560,109)</b>		<b>\$ (49,460,109)</b>	<b>\$ 100,000</b>

# SAN BRUNO

## Community Foundation

### Statement of Financial Position as of October 31, 2017

#### ASSETS

Cash, Wells Fargo General	\$ 125,657.16	
Cash, Wells Fargo Payroll	35,438.30	
Cash, Wells Fargo Savings	22,077.41	
Cash, Fidelity Liquidity Pool	89,271.25	
<b>Total Cash</b>		272,444.12
Investments, Fidelity Quasi-Endowment	17,377,670.63	
Investments, Fidelity Strategic Pool	56,305,442.39	
Accrued Interest Receivable	48,032.13	
<b>Total Investments</b>		73,731,145.15
Prepaid Rent	1,161.00	
Prepaid Insurance	5,973.00	
<b>Total Other Current Assets</b>		7,134.00
Deposits	1,335.45	
<b>Total Other Assets</b>		1,335.45
<b>TOTAL ASSETS</b>		<u>\$ 74,012,058.72</u>

#### LIABILITIES & NET ASSETS

##### **LIABILITIES**

Accounts Payable	16,224.02	
Accrued Grants Payable	472,562.00	
Accrued Scholarships Payable	120,000.00	
Accrued Employee PTO	12,771.73	
<b>Total Liabilities</b>		621,557.75

##### **NET ASSETS**

Unrestricted, Non-QE 7/1/2017 Balance	54,938,593.61	
Year to Date Net Income	(21,104.99)	
Investment Income	1,095,341.72	
<b>Total Non-QE Net Assets</b>	56,012,830.34	
Quasi-Endowment 7/1/2017 Balance	16,614,410.94	
Year-to-date QE Net Investment Income	763,259.69	
<b>Total Quasi-Endowment Net Assets</b>	17,377,670.63	
<b>Total Unrestricted Net Assets</b>		73,390,500.97
<b>TOTAL LIABILITIES &amp; NET ASSETS</b>		<u>\$ 74,012,058.72</u>

# SAN BRUNO

## Community Foundation

### Memorandum

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**DATE:** December 1, 2017

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

**FROM:** Leslie Hatamiya, Executive Director

**SUBJECT:** Report on YouTube/Google.Org Donation to Community Grants Fund, Recommendation from Community Grants Fund Review Panel, and Resolutions Awarding 2017-2018 Community Grants Totaling \$300,000

At the December 6, 2017, 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 2017-2018 grant awards.

#### **1. Report on YouTube/Google.Org Donation to the Community Grants Fund**

On January 4, 2017, the Board approved a program disbursement budget of \$200,000 in grant awards through the Community Grants Fund in the 2017-2018 fiscal year. The 2017-2018 budget, which the Board passed on June 7, 2017, also included \$200,000 in program disbursements for the Community Grants Fund.

I am thrilled to report that in the interest of supporting San Bruno's thriving community organizations, YouTube/Google.Org (Google's philanthropic foundation) has donated \$100,000 to the Community Grants Fund, increasing the total funds available for Community Grants this year by 50 percent to \$300,000. Today we are issuing a press release announcing the Board's consideration of the recommended grant awards and YouTube/Google.Org's donation to the Community Grants Fund (download at <https://www.sbcf.org/in-the-news>). Representatives of YouTube/Google.Org will attend the meeting to celebrate with the Foundation the awarding of this year's Community Grants.

I would like to thank Adrian Schurr, Bay Area Giving Manager for Google.Org, and Rebecca Prozan, Chief of Public Policy, Community, and Government Affairs, Bay Area, for Google, for their leadership in securing the \$100,000 donation to the Community Grants Fund.

# SAN BRUNO

## Community Foundation

### Memorandum

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#### **2. Administration of the Community Grants Fund Application Process and Recommendations of the Community Grants Fund Review Panel**

This year Program Consultant Rutgers handled the day-to-day administration of the Community Grants Fund. We launched the program 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 three 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 27, 2017, deadline, the Foundation received 36 applications. During the review process, four applications were withdrawn from consideration (one found alternate funding for the program, another had submitted two applications and ultimately decided to move forward with only one, and two from the City of San Bruno were pulled from Community Grants Fund consideration and are being considered as part of the First Responder Effectiveness Strategic Initiative). After an initial review for completeness and eligibility, 32 applications were passed on to a volunteer Review Panel made up of 11 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 project or program to the San Bruno community
- The proposal's alignment with one of the Foundation's focus areas
- Project/program methodology and budget
- Requested grant amount in relation to the anticipated community benefit
- Organizational track record, stability, and financial health

In its deliberations, the Panel gave the most weight to the first criteria – benefits of the proposal to the San Bruno community. Based on its evaluation, the Review Panel is recommending that the Board approve 23 grant awards totaling \$300,000, as listed in Exhibits A, B, C, and D. The Review Panel concluded that the applications for these projects sufficiently satisfy the five criteria. The 23 projects serve a broad cross-section of the San Bruno community, including students, people with disabilities, low-income and marginalized families, children, teenagers, different ethnicities, and veterans. Recommended grant awards range from \$1,500 to \$25,000; 14 of the grants are for at least \$15,000. Six of the recommended grant awards are for projects that also received Community Grants funding in 2016-2017 (these projects are marked with an asterisk (\*) in Exhibit A). Several of the recommended grant awards are for less than the amount requested by the applying organization; many of the repeat grantees fall into this category, as the Panel did not want organizations to become overly dependent on Foundation funding for the project's continuation, while it also wanted to ensure that a broad array of organizations received funding. For some, the Review Panel

# SAN BRUNO

## Community Foundation

### Memorandum

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recommends that the award be subject to certain conditions, which are also articulated in Exhibits A, B, C, and D.

Upon review, the Review Panel declined to recommend grant awards for nine applications. 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. These applications came from CuriOdyssey, Lowen Soccer Club (second application submitted), Mills-Peninsula Hospital Foundation, Prospects Basketball Academy, Rebuilding Together Peninsula, San Francisco International New Concept Film Festival, Skyline College Art Gallery, Social Good Fund (as fiscal sponsor for San Bruno Murals), and Society of Western Artists.

At the time the packet for the December 6 Board meeting is posted, staff will notify all grant applicants of the Review Panel's recommendation with respect to their specific application and refer them to this memo, including Exhibits A, B, C, and D. For those applications where the Review Panel recommended partial funding or declined to recommend any funding, we are offering a phone call to explain the Review Panel's reasoning and provide feedback that could be helpful should the organization choose to apply for funding in the future.

Attached to this memorandum are four resolutions endorsing the Review Panel's recommendations. The first resolution awards 19 Community Grants totaling \$242,560. The second resolution awards two Community Grants totaling \$38,700 – one to the Capuchino High School Alumni Association for an upgrade in science equipment at Capuchino High School and one to the San Bruno Education Foundation for the creation of a Gifted and Talented Education program for students in the San Bruno Park School District (President Nancy Kraus will recuse herself from consideration of this resolution due to her past association with the Capuchino High School Alumni Association and her professional association with the San Bruno Park School District). The third resolution awards one Community Grant to First 5 San Mateo County for an analysis of the shortage of child care and preschool services in San Bruno in the amount of \$15,740 (Board Member Emily Roberts will recuse herself from consideration of this resolution due to her employment at First 5, 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) has received funding from First 5). The fourth resolution awards one Community Grant for \$3,000 to the Skyline College Music Department to bolster its chorale music program (Board Member Regina Stanback Stroud will recuse herself from consideration of this resolution due to her position as president of Skyline College). Ms. Rutgers and I recommend that the Board approve all four 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 come to agreement on the recommended grant awards.

At the end of the Review Panel's meeting, we had a "post mortem" discussion, during which I received valuable feedback from the Panelists about what worked well in the review process this year and what we could improve in the future. Staff will consider this feedback as it begins plans for the third cycle of the program in 2018-2019.

#### Attachments:

- Resolution Awarding 2017-2018 Community Grants Totaling \$242,560
- Exhibit A: List of Grant Awards Recommended by Community Grants Fund Review Panel
- Resolution Awarding 2017-2018 Community Grants to the Capuchino High School Alumni Association and the San Bruno Education Foundation Totaling \$38,700
- Exhibit B: List of Grant Awards to the San Bruno Education Foundation and the Capuchino High School Alumni Association Recommended by Community Grants Fund Review Panel
- Resolution Awarding 2017-2018 Community Grant to First 5 San Mateo County in the Amount of \$15,740
- Exhibit C: List of Grant Award to First 5 San Mateo County Recommended by Community Grants Fund Review Panel
- Resolution Awarding 2017-2018 Community Grant to the Skyline College Music Department in the Amount of \$3,000
- Exhibit D: List of Grant Award to the Skyline College Music Department Recommended by Community Grants Fund Review Panel

**RESOLUTION NO. 2017-\_\_**

**RESOLUTION OF THE SAN BRUNO COMMUNITY FOUNDATION  
AWARDING 2017-2018 COMMUNITY GRANTS TOTALING \$242,560**

**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 36 grant applications by the September 27, 2017, 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 project or program to the San Bruno community, (b) the proposal's alignment with one of the Foundation's focus areas; (c) project/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 \$242,560, as listed in Exhibit A, to 19 projects whose applications, it concluded, satisfy the five program criteria; and

**WHEREAS**, the 19 projects serve a broad cross-section of the San Bruno community.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors approves 19 Community Grants totaling \$242,560 for projects to be completed in 2018, in the amounts and with the conditions recommended by the Community Grants Fund Review Panel, as listed in Exhibit A.

Dated: December 6, 2017

ATTEST:

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John McGlothlin, Secretary

I, John McGlothlin, Secretary, do hereby certify that the foregoing Resolution No. 2017-\_\_ was duly and regularly passed and adopted by the Board of Directors of the San Bruno Community Foundation on this 6<sup>th</sup> day of December, 2017, by the following vote:

AYES:      Board members:

NOES:      Board members:

ABSENT:   Board members:

Exhibit A:  
Community Grants Fund, Grant Awards Recommended by the CGF Review Panel  
December 1, 2017

Applicant Organization	Project/Program Name	Project Description	Amount Recommended	Conditions
American Association of University Women (AAUW) North Peninsula, CA	Tech Trek of North Peninsula, CA AAUW	To provide funding for San Bruno middle school students to attend the Tech Trek science and math summer camp for girls held at Stanford University.	\$4,000	
Boys & Girls Clubs of North San Mateo County	Triple Play Sports and Wellness at the Boys & Girls Clubs	To support the Triple Play Sports and Wellness program for San Bruno families and youth.	\$5,000	
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.	\$15,000	
Center for Independence of Individuals with Disabilities	Emergency Preparedness for Vulnerable Populations*	To provide emergency preparedness training to seniors and individuals with disabilities.	\$15,000	
City of San Bruno	San Bruno-Narita Sister City Exchange Program	To support the Narita Sister City Exchange Program, which offers a cultural and educational exchange between San Bruno and Narita middle school students.	\$5,000	
City of San Bruno	Bike Fix-It Station at San Bruno BART	To install a Bike Fix-It Station located at the San Bruno BART Station to aid cyclists with their bike maintenance needs.	\$1,600	
Community Overcoming Relationship Abuse (CORA)	Crisis Intervention Services for San Bruno Victims/Survivors of Domestic Violence	To provide San Bruno victims and survivors of domestic violence with 24-hour access to crisis intervention services, including crisis counseling, safety planning, and access to emergency shelter.	\$20,000	
County of San Mateo	Al Tegli Jobs for Youth Scholarships	To support a San Bruno student pursuing higher education through the Al Tegli Jobs for Youth Scholarship Program.	\$1,500	Scholarship must be given to a San Bruno student.
Edgewood Center for Children and Families	Step Up San Bruno: Supporting Kinship Families, Restoring Lives	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	
Latino Commission on Alcohol and Drug Abuse Services of San Mateo County	Entre Familia Outpatient Services Relocation	To expand mental and behavioral health services for adults and developmental activities for youth in San Bruno.	\$15,000	
Lowen Soccer Club	Lowen Field Maintenance Program	For maintenance of and improvements to San Bruno's widely used soccer fields.	\$15,000	
Partners and Advocates for Remarkable Children and Adults (Parca)	REACH (Recreational Experiences for All Children)*	To support program operating costs and enhance summer field trip opportunities for REACH, an inclusive, licensed day- and after-school program for children with and without developmental disabilities.	\$15,460	

Exhibit A:  
Community Grants Fund, Grant Awards Recommended by the CGF Review Panel  
December 1, 2017

Applicant Organization	Project/Program Name	Project Description	Amount Recommended	Conditions
Peninsula Conflict Resolution Center	Pacific Islander Health Ambassador Program	To educate San Bruno's Pacific Islander community on diabetes prevention and treatment through the Pacific Islander Health Ambassador Program.	\$15,000	
Project Read	Learning Wheels*	To continue expansion of literacy services to low-income San Bruno parents and children through Learning Wheels, Project Read's literacy van.	\$25,000	
Project Sentinel	Project Sentinel	To create a comprehensive housing counseling program that will provide fair housing outreach, education, and advocacy to underserved, low-income households in San Bruno.	\$20,000	
Samoan Solutions	Samoan Legends: A Cultural Community Workshop Series	For a Samoan cultural educational workshop series, culminating in a stage performance of Samoan legends open to all San Bruno residents.	\$15,000	
Social Good Fund, Inc. as fiscal sponsor for American Legion Post 409	Post 409 Building Upgrade*	For continued community building rehabilitation and renovations.	\$20,000	Grant restricted to construction only (not to be used for planning). Funds transmitted only once all necessary approvals have been received and construction has begun.
Society of St. Vincent de Paul, Particular Council of San Mateo, Inc.	SVdP's Peninsula Family Resource Center*	To provide services to San Bruno families and individuals at risk of homelessness through the organization's Peninsula Family Resource Center and San Bruno Store.	\$20,000	
Via Foundation (Via Heart Project)	CPR in Schools*	To provide hands-on CPR and AED training to students at San Bruno's Parkside Intermediate School.	\$5,000	
			\$242,560	

**RESOLUTION NO. 2017-\_\_**

**RESOLUTION OF THE SAN BRUNO COMMUNITY FOUNDATION  
AWARDING 2017-2018 COMMUNITY GRANTS TO THE CAPUCHINO HIGH  
SCHOOL ALUMNI ASSOCIATION AND THE SAN BRUNO EDUCATION  
FOUNDATION TOTALING \$38,700**

**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 36 grant applications by the September 27, 2017, 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 project or program to the San Bruno community, (b) the proposal's alignment with one of the Foundation's focus areas; (c) project/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 to the Capuchino High School Alumni Association and the San Bruno Education Foundation totaling \$38,700, as listed in Exhibit B, for projects whose applications, it concluded, satisfy the five program criteria.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors approves two Community Grants totaling \$38,700 – one to the Capuchino High School Alumni Association and one to the San Bruno Education Foundation – for projects to be completed in 2018, in the amounts recommended by the Community Grants Fund Review Panel, as listed in Exhibit B.

Dated: December 6, 2017

ATTEST:

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John McGlothlin, Secretary

I, John McGlothlin, Secretary, do hereby certify that the foregoing Resolution No. 2017-\_\_ was duly and regularly passed and adopted by the Board of Directors of the San Bruno Community Foundation on this 6<sup>th</sup> day of December, 2017, by the following vote:

AYES:      Board members:

NOES:      Board members:

ABSENT:   Board members:



Exhibit B:  
Community Grants Fund, Grant Awards Recommended by the CGF Review Panel  
December 1, 2017

Applicant Organization	Project/Program Name	Project Description	Amount Recommended	Conditions
Capuchino High School Alumni Association	Capuchino Science Department Equipment	To upgrade science equipment at Capuchino High School to support curriculum transition to Next Generation Science Standards.	\$13,700	
San Bruno Education Foundation	Establishment of GATE program for SBPSD schools	To establish a Gifted and Talented Education (GATE) program to engage accelerated learners and highly creative students in the San Bruno Park School District.	\$25,000	
			\$38,700	

**RESOLUTION NO. 2017-\_\_**

**RESOLUTION OF THE SAN BRUNO COMMUNITY FOUNDATION  
AWARDING 2017-2018 COMMUNITY GRANT TO FIRST 5 SAN MATEO COUNTY IN  
THE AMOUNT OF \$15,740**

**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 36 grant applications by the September 27, 2017, 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 project or program to the San Bruno community, (b) the proposal's alignment with one of the Foundation's focus areas; (c) project/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 a grant award to First 5 San Mateo County in the amount of \$15,740, as listed in Exhibit C, for a project 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 \$15,740 to First 5 San Mateo County Life for a project to be completed in 2018, as recommended by the Community Grants Fund Review Panel and listed in Exhibit C.

Dated: December 6, 2017

ATTEST:

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John McGlothlin, Secretary

I, John McGlothlin, Secretary, do hereby certify that the foregoing Resolution No. 2017-\_\_ was duly and regularly passed and adopted by the Board of Directors of the San Bruno Community Foundation on this 6<sup>th</sup> day of December, 2017, by the following vote:

AYES:      Board members:

NOES:      Board members:

ABSENT:   Board members:

Exhibit C:  
Community Grants Fund, Grant Awards Recommended by the CGF Review Panel  
December 1, 2017

Applicant Organization	Project/Program Name	Project Description	Amount Recommended	Conditions
First 5 San Mateo County	Build up for San Bruno's Children: Mapping and Planning for Child Care and Preschool in the San Bruno Community	To analyze the shortage of child care and preschool services in San Bruno, using maps to create recommendations for future child care and preschool expansion.	\$15,740	Grantee must include City of San Bruno in the collaboration.
			\$15,740	

**RESOLUTION NO. 2017-\_\_**

**RESOLUTION OF THE SAN BRUNO COMMUNITY FOUNDATION  
AWARDING 2017-2018 COMMUNITY GRANT TO SKYLINE COLLEGE MUSIC  
DEPARTMENT IN THE AMOUNT OF \$3,000**

**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 36 grant applications by the September 27, 2017, 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 project or program to the San Bruno community, (b) the proposal's alignment with one of the Foundation's focus areas; (c) project/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 a grant award to Skyline College Music Department in the amount of \$3,000, as listed in Exhibit D, for a project 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 \$3,000 to Skyline College Music Department for a project to be completed in 2018, as recommended by the Community Grants Fund Review Panel and listed in Exhibit D.

Dated: December 6, 2017

ATTEST:

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John McGlothlin, Secretary

I, John McGlothlin, Secretary, do hereby certify that the foregoing Resolution No. 2017-\_\_ was duly and regularly passed and adopted by the Board of Directors of the San Bruno Community Foundation on this 6<sup>th</sup> day of December, 2017, by the following vote:

AYES:      Board members:

NOES:      Board members:

ABSENT:   Board members:

Exhibit D:  
Community Grants Fund, Grant Awards Recommended by the CGF Review Panel  
December 1, 2017

Applicant Organization	Project/Program Name	Project Description	Amount Recommended	Conditions
Skyline College Music Department	Skyline College Choral Program	For enhancement of the choral program, including increased choral education opportunities and participation in music competitions and festivals.	\$3,000	
			\$3,000	

# SAN BRUNO

## Community Foundation

### Memorandum

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**DATE:** December 1, 2017

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

**FROM:** Leslie Hatamiya, Executive Director

**SUBJECT:** Report from Ad Hoc Committee on Program Strategy Development Regarding Strategic Initiatives in Partnership with the City of San Bruno, Including Resolution Approving Strategic Grant to the City of San Bruno to Support Community Day 2018 and Authorizing Receipt of Donations in Support of Community Day

Since January 2016, the Ad Hoc Committee on Program Strategy Development has been working with a corresponding subcommittee of the San Bruno City Council (consisting of Mayor Jim Ruane and Councilmember Irene O'Connell) on a series of strategic grant opportunities in partnership with the City. At the December 6, 2017, Board meeting, President Nancy Kraus, as chair of the Ad Hoc Committee on Program Strategy Development (which also includes Vice President Frank Hedley and Board Member Regina Stanback Stroud), will provide the Board with an update on four of the projects.

#### 1. Pedestrian Safety Improvements

As you know, the Foundation continues to partner with the City on a package of efforts to enhance pedestrian safety in San Bruno. On June 7, the Board authorized increasing the allocation for the pedestrian safety improvements to \$263,952 (from \$170,000), using the balance of funds left over from the Community Facilities Vision Plan project, to fund flashing beacons at up to six unsignalized or mid-block crosswalks in San Bruno and related planning studies (three at sites near San Bruno public schools and two in the downtown area).

On November 28, 2017, the Foundation held a “groundbreaking” at the crosswalk in front of Portola Elementary School on Amador Avenue, the site of the first flashing beacon installation. Attendees at the groundbreaking included San Bruno Mayor Jim Ruane, YouTube Director of Real Estate & Workplace Services Drew Sherwood, San Bruno Park School District Superintendent Stella M. Kemp, San Bruno City Manager Connie Jackson, City of San Bruno Director of Public Services Jimmy Tan, several Portola students, as well as Pat Bohm representing the SBCF Board and me. That same day, the Foundation in partnership with YouTube issued a press release (download at <https://www.sbcf.org/in-the-news>) announcing the “Pedestrian Safety Initiative” in San Bruno as a collaboration between the Foundation, YouTube, the City,



# SAN BRUNO

## Community Foundation

### Memorandum

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and the San Bruno Park School District. As stated in the press release, of the total \$263,952 in grant funding to support the project, YouTube is providing \$126,000 and the Foundation is providing \$137,952 of its own funds. The San Mateo Daily Journal covered the news in an article on November 29, 2017

([http://www.smdailyjournal.com/news/local/creating-a-safer-san-bruno/article\\_cfeaf50e-d4ba-11e7-af91-c35ac8b556a5.html](http://www.smdailyjournal.com/news/local/creating-a-safer-san-bruno/article_cfeaf50e-d4ba-11e7-af91-c35ac8b556a5.html)).

The City Manager and I continue our discussions on the grant agreement for the pedestrian safety initiative, which we hope to execute soon. President Kraus and I feel that it is important to memorialize the partnership between the Foundation, YouTube, and the City with a plaque at the base of each flashing beacon. With the City Manager planning to retire in early 2018, we would like to include language in the grant agreement about the plaque signage at each flashing beacon. I am working with City staff about the logistics of the plaques, and the appropriate language will be incorporated into the grant agreement.

## **2. Florida Avenue Park**

The Foundation has committed \$200,000 to the City's plans to build a new neighborhood park on Florida Avenue on the east side of San Bruno. As reported previously, in August the City Council approved execution of the construction contracts to build the park. However, an unanticipated issue arose with the landscape construction drawings, which requires start of the park's construction (which was to have started this fall) to be delayed by several months. Construction likely will begin sometime in the spring, after the construction drawings have been revised, with completion of the park construction in the second half of 2018.

The grant period in the Foundation's grant agreement with the City for this project is set to end on December 31, 2017. As reported at the last Board meeting, the City Manager and I had been in discussions to execute an amendment to the grant agreement extending the grant period until June 30, 2018. After further discussion, we have decided not to extend the grant period, and since the City has already spent more than \$200,000 in designing the park, the Foundation will disburse the grant to the City, per the terms of the grant agreement, upon receipt of the grant report detailing the costs thus far of the project.

We are planning to execute an amendment to the grant agreement that would add an explicit provision ensuring that a sign acknowledging the Foundation's contribution to the park would be placed in the park. Over the life of this project, President Kraus and I have had several conversations with City staff about such signage, but it had not been specifically included in the grant agreement. Similar to the situation with the pedestrian safety grant agreement, given the City Manager's upcoming retirement, we felt it was important to document the understanding in writing.

# SAN BRUNO

## Community Foundation

### Memorandum

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#### **3. Recreation Center/Pool Facility Project**

On March 1, 2017, the Board approved a resolution supporting the concept of a \$50 million strategic grant to the City for the design and construction of a new recreation center-swimming pool joint facility and directing the Executive Director to proceed with negotiating such a grant arrangement with the City. At the last Board meeting, I explained that the Foundation will be taking a multi-stage approach in its funding relationship with the City on this project, and the Board approved a grant of up to \$550,000 to the City for the conceptual design stage.

In September the City issued a request for qualifications and proposals (RFQ/P) for the conceptual design work on the recreation center/pool project. As reported last month, the City received 10 responses to the RFQ/P, and a review panel on which I participated interviewed five of the firms. The City is in discussions with two finalists and plans to bring the award of contract to the City Council for consideration at the first special meeting on December 12 (prior to the swearing in of the new Mayor and Council). The City Manager had originally planned to bring the item before the Council on November 28, but the Council requested that only items that could be handled by the consent calendar be included on that agenda so that the meeting could be focused on recognizing the retiring City elected officials.

The City Manager and I are finalizing the details of the conceptual design grant agreement and hope to execute it by the time the Council approves the conceptual design contract with the selected architectural firm.

#### **4. Community Day**

On November 2, 2016, the Board approved a strategic grant of up to \$30,000 to the City of San Bruno to sponsor Community Day 2017 and authorized staff to receive restricted donations earmarked for Community Day and to grant those restricted donations to the City in support of Community Day. On December 13, 2016, the City Manager and I executed a grant agreement under which the Foundation would provide the City with a grant of up to \$50,000 for Community Day 2017 – up to \$30,000 of the Foundation's own funds and up to an additional \$20,000 if the Foundation received restricted donations for Community Day. The Foundation ultimately received \$15,000 in restricted donations earmarked for Community Day (\$10,000 from Walmart and \$5,000 from YouTube). The Foundation assisted the City in securing one additional event sponsorship, and Skyline College elected to disburse its \$5,000 directly to the City.

In November we received from the City its grant report for Community Day 2017, which is required for disbursement of the grant funds. Total expenses for the event including staff time were \$60,500. Event revenues included \$12,500 from ride wristband sales,

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\$20,000 from the three other event sponsors (Walmart, YouTube, and Skyline College), and the Foundation's \$30,000 grant, for a total of \$62,500. Since expenses came in \$2,000 under anticipated revenues, and the Foundation, in underwriting the event, did not intend for the City to receive a net gain from the Foundation's grant, the Foundation will disburse a total of \$43,000 to the City for the event (\$28,000 of its own funds, \$10,000 from Walmart, and \$5,000 from YouTube).

Along with the Community Day 2017 grant report, we received from the City, under the signature of Mayor Ruane, a written request for a \$30,000 grant from the Foundation and its assistance in securing \$20,000 in sponsorships from community partners to support Community Day 2018. After four years of holding Community Day, the City has mastered the logistics of putting on the event and does not anticipate more than minor adjustments in its plans for 2018. As a result, City staff is fairly confident in its budget estimates of \$62,500 in expenses for the 2018 event. Ride wristband sales have been relatively consistent the last several years, resulting in a need for an additional \$50,000 to deliver the event.

Given the success of the past two Community days that the Foundation has supported and the continued community benefits the event produces, the Committee recommends that the Foundation adopt the attached resolution committing to a grant of up to \$30,000 to the City to help fund Community Day 2018 and authorizing staff to again receive donations earmarked for Community Day from corporate and other donors. The Foundation would approach the community partners that supported Community Day 2017 with sponsorships as well as seek out new sponsors. Sponsors would have the option of making their contributions to the Foundation as a 501(c)(3); they could also provide financial support directly to the City if that is their preference.

#### Attachment:

1. Resolution Approving Strategic Grant to the City of San Bruno to Support Community Day 2018 and Authorizing Receipt of Donations in Support of Community Day

**RESOLUTION NO. 2017-\_\_**

**RESOLUTION OF THE SAN BRUNO COMMUNITY FOUNDATION  
APPROVING GRANT TO THE CITY OF SAN BRUNO TO SUPPORT COMMUNITY  
DAY 2018 AND AUTHORIZING RECEIPT OF DONATIONS IN SUPPORT OF  
COMMUNITY DAY**

**WHEREAS**, building upon the success of the past four Community Day events, the City of San Bruno intends to host Community Day in June 2018;

**WHEREAS**, the City requested \$30,000 in grant funding from the San Bruno Community Foundation to support Community Day 2018;

**WHEREAS**, 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**, 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; and

**WHEREAS**, the Ad Hoc Committee on Program Strategy Development recommends that the Board of Directors approve a strategic grant of up to \$30,000 to the City in support of Community Day 2018 and that the Board authorize the Foundation to accept restricted donations earmarked for Community Day and to grant the funds to the City for Community Day.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors approves a strategic grant of up to \$30,000 to the City to help underwrite the costs of holding the fifth annual Community Day in 2018.

**FURTHER BE IT RESOLVED** that the Board of Directors authorizes the Executive Director to receive restricted donations earmarked for Community Day and to grant those restricted donations to the City in support of Community Day.

Dated: December 6, 2017

ATTEST:

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John McGlothlin, Secretary

I, John McGlothlin, Secretary, do hereby certify that the foregoing Resolution No. 2017-\_\_ was duly and regularly passed and adopted by the Board of Directors of the San Bruno Community Foundation on this 6<sup>th</sup> day of December, 2017, by the following vote:

AYES:      Board members:

NOES:      Board members:

ABSENT:   Board members:

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### Memorandum

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**DATE:** December 1, 2017

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

**FROM:** Leslie Hatamiya, Executive Director

**SUBJECT:** Report on Other Programs (Crestmoor Neighborhood Memorial Scholarship and Music Education Strategic Initiative)

At the December 6, 2017, Board meeting, Program Consultant Stephanie Rutgers and I will give an update on the Crestmoor Neighborhood Memorial Scholarship and the Music Education Strategic Initiative.

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

The 2018 Crestmoor Neighborhood Memorial Scholarship will launch on or soon after December 11, 2017, 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. Updated marketing materials have recently arrived from the printer, and 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.

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 Scholarship and the application process at Capuchino High School and Skyline College in January and February. The application deadline will be March 14, 2018.

In the budget approved by the Board in June, the 2018 Crestmoor Scholarship is budgeted at \$120,000 (same as 2017).

#### **2. Music Education Strategic Initiative**

In May the Board approved strategic grants to the San Bruno Education Foundation and the Capuchino High School Alumni Association totaling \$495,000 to support implementation of the Music Education Strategic Initiative, with the goal of making music education a hallmark of San Bruno's public schools. In June, per the terms of the two grant agreements, the Foundation made the first year installments of the strategic

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## Community Foundation

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grants to the San Bruno Education Foundation (SBEF) (\$201,618) and the Capuchino High School Alumni Association (CHSAA) (\$90,820).

Implementation of the initiative is proceeding on schedule. The initiative's steering committee recently met on November 30 and is focused on plans for a spring fundraiser. As you know, the Foundation's financial support declines over the three-year period and terminates at the end of the 2019-2020 school year. Under the leadership of SBEF, the steering committee is developing its fundraising strategy, which will include involvement of the school PTAs/PTOs, Parkside Music Boosters, and Cap Music Boosters, to ensure that the programmatic enhancements supported by the initiative are sustainable once SBCF funding sunsets. The spring fundraiser is likely to be a two-part event – a concert that is open to the community and showcases the music programs, and a reception for donors and corporate sponsors.

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## Community Foundation

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**DATE:** December 1, 2017

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

**FROM:** Leslie Hatamiya, Executive Director

**SUBJECT:** Report from Investment Committee

The December 6, 2017, Board meeting will include a report from the Investment Committee regarding its recent quarterly meeting, which was held on November 15, 2017. 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 15, a team representing Sand Hill Global Advisors LLC (SHGA), the Foundation's investment adviser – including Chief Executive Officer Brian Dombkowski, Chief Investment Officer Brenda Vingiello, 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 mid-to-late cycle. He gave a summary of the firm's current economic forecast for the fourth quarter of 2017, commenting on economic growth, interest rates, the employment market, corporate earnings, international developed markets, emerging markets, inflation, commodity markets, valuation, and the housing market.

Mr. Dombkowski then reviewed the Foundation's Investment Dashboard for the third quarter of 2017, including September 30, 2017, balances of \$17,159,092 for the Quasi-Endowment, \$56,140,460 for the Strategic Pool, and \$89,109 for the Liquidity Pool. He reported that in the third quarter, SHGA increased the Foundation's holdings in European equities as economic growth in Europe continued to strengthen; attractive valuation, along with strong fundamentals, led SHGA to increase exposure to the small cap stocks while reducing exposure to mid cap stocks.

Ms. Vingiello reviewed the portfolio's active managers and gave the Committee a preview of its plans to invest a small portion of the Foundation's Quasi-Endowment portfolio in an insurance-linked securities fund.

The Committee also changed the date of two of its 2018 quarterly meetings due to vacation and travel schedules. It will now meet on Wednesday, August 22 (instead of August 15), and Wednesday, November 14 (instead of November 21), both at 4:30 p.m., at San Bruno City Hall, Room 101.



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## Community Foundation

### Memorandum

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**DATE:** December 1, 2017

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

**FROM:** Leslie Hatamiya, Executive Director

**SUBJECT:** Report from Ad Hoc Committee on First Responder Effectiveness Strategic Initiative

At its November 1, 2017, meeting, the Board approved the creation of an Ad Hoc Committee on First Responder Effectiveness Strategic Initiative, naming Vice President Frank Hedley as chair and Secretary John McGlothlin and Treasurer Tim Ross as Committee members.

The Committee was charged to develop a package of program enhancements that would bolster the effectiveness of the City of San Bruno's first responders in a meaningful way and that the City is unable to support through the General Fund. Such an initiative would address two of the Foundation's strategic grantmaking priority areas (community-building and human and social services) as well as one other highly relevant focus area (community health and safety). The initiative seems particularly appropriate given recent events around the state and country (including the fires that destroyed large swaths of Northern California and the hurricanes that wreaked havoc in Texas, Florida, Puerto Rico, U.S. Virgin Islands, and other parts of the southeastern United States) as well as the Foundation's origins, resulting from the aftermath of the devastating 2010 gas pipeline explosion in the Crestmoor neighborhood. The San Bruno community knows first-hand the importance of its first responders, and what better way to honor the Crestmoor neighborhood and the roots of this Foundation than to develop a strategic initiative to bolster the effectiveness of the City's first responders, both in their daily interactions with the community and in the event of another serious disaster like the gas pipeline explosion.

On November 6, 2017, the Committee met with City Manager Connie Jackson, Police Chief Ed Barberini, and Fire Chief Dave Cresta. The Committee first asked the three City staffers to give an overview of the City's finances with regards to the Police and Fire Departments and why Foundation funding could help fill some important gaps in their current needs. The three explained that while about 60 percent of the City budget is dedicated to the Police and Fire Departments, these departments are expensive to operate and General Fund monies are able to support only the highest priority and mandated services. They said that the public safety budgets are not immune to the City's overall budget constraints and that for most of the past 15 years the City has maintained a tight budget development platform – "hold the line" budgeting – whereby

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any expenditures beyond the most basic and routine operations are closely scrutinized. As a result, the Police and Fire Departments have been unable to undertake a wide variety of programs and projects with tangible community benefits and resulting in increased departmental effectiveness due to lack of funds.

The group then discussed various project ideas identified by the two departments for possible inclusion in the initiative. The list focused on community-oriented projects the departments have wanted to undertake but lacked the funding through the General Fund to do so. The departments had unsuccessfully sought out grant funding from other sources for many of the projects.

After extensive discussion of the various project ideas, the Committee decided to build the initiative around three core projects that would bolster the effectiveness of the Police and Fire Departments in fundamental and meaningful ways:

- Emergency shelter supplies (led by the Fire Department)
- Critical facilities site assessments, incident action plans, and joint public safety training (collaboration of the Police and Fire Departments)
- Police officer mindfulness, compassion, and resiliency training

The Committee asked the departments to prepare proposals and budgets for the three projects, targeting a one-time total budget of about \$150,000. At the December 6, 2017, Board meeting, the Committee, with assistance from representatives of the Police and Fire Departments, will present the proposals and engage the Board in a discussion of the proposed initiative and solicit feedback. Please be prepared to come with your questions and comments regarding the proposals to ensure a productive discussion on December 6. With that feedback, the Committee will further deliberate and consult with City staff and other key community stakeholders. The Committee hopes to bring a proposal for the initiative for Board consideration in the first quarter of 2018.

Below are summaries of the three projects currently under consideration. The total budget for all three projects as described below is \$157,846.

#### **1. Emergency Shelter Supplies**

##### **a. Project Description**

During a disaster, the City has the responsibility to provide emergency sheltering to residents. The City has trained members of the Community Services Department in shelter operations and management. The San Bruno Recreation Center and the San Bruno Senior Center have been identified as prime locations for emergency shelter operations. However, the City does not own its own portable sheltering supplies and would have to rely on external entities, such as the San Mateo County Office of

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Emergency Services or the American Red Cross, in the event of an emergency requiring shelter operations.

This program would allow the City to purchase shelter equipment and a trailer to safely and securely store and transport the equipment, allowing the City to operate a standalone shelter if the need arose. This equipment includes items such as cots, blankets, first aid kits, food and beverage serving supplies, and hygiene supplies. Since the most ideal shelter location would likely depend on the specifics of a particular disaster, it is important that these supplies be portable, so a storage trailer is a critical purchase. The trailer would be built specifically to house the supplies the City intends to keep in inventory. Existing City vehicles would be used to transport the trailer to the desired shelter location.

Currently if the need arose for emergency sheltering, the City would rely on the San Mateo County Office of Emergency Services and/or the American Red Cross for sheltering supplies. Historically, the American Red Cross maintained eight trailers with shelter supplies for the entire population of San Mateo County, but it has recently advised the San Mateo County Emergency Managers Association that it will be reducing its inventory to four trailers this year. The Red Cross does not have the funds to replenish much of its inventory of supplies that were acquired many years ago through grants and are now considered obsolete.

In addition, as experienced during the December 2014 winter storm, due to circumstances of staffing and supplies, the San Mateo County Office of Emergency Services decided to open a single shelter at the College of San Mateo. During that event, there were displaced residents from Redwood City, Belmont and South San Francisco. Due to the distance residents would need to travel for work or school, the City of South San Francisco decided to open and operate its own shelter. South San Francisco was able to do this because that city has the necessary shelter equipment. If the City of San Bruno faced a similar situation and had the necessary shelter supplies, it would be able to sustain shelter operations in San Bruno that would benefit the community.

Even in smaller events, having the ability to provide shelter locally can be a tremendous benefit to residents. One concern regarding the need for emergency sheltering is the limited supply of available hotel rooms. San Bruno recently experienced a fire at the Shelter Creek condominium complex that displaced nine residents from one unit. In cases like this, the Red Cross will provide vouchers for hotel rooms, but due to limited available hotel rooms in the area, the City almost had to open a shelter. If this incident had involved multiple units, then a City-run shelter option would have been necessary.

The San Bruno Community Preparedness Committee has long been an advocate of the City having supplies to establish emergency sheltering and is excited about the

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possibility of the Foundation funding this project. The Fire Chief has also discussed emergency sheltering needs with Benjamin McMullan from the Center for Independence of Individuals with Disabilities, which is interested in assisting the City with ideas on incorporating people with access and functional needs in the planning process.

#### b. Timeline

Under the auspices of the Fire Department, which has responsibility for emergency management functions in San Bruno, delivery and implementation of this project is expected to take one to two months. Tasks during that time frame include:

- Request bids for the desired equipment and purchase the trailer and supplies
- Work with the other City departments responsible for sheltering and identify a safe and secure location to store the trailer
- Develop a policy for use of the equipment and begin training necessary staff on its use and operations; the policy will include proper maintenance and inspection of the equipment

#### c. Budget

Portable trailer:	\$11,908
Shelter kits (for 150):	\$10,500
Four 4.7-gallon beverage cambros:	\$703
60 unisex hygiene kits:	\$126
Three inflatable 600-watt lights:	\$5,847
Two medical responder kits:	\$450
Shipping/freight costs:	\$1,112
<u>Trailer maintenance supplies:</u>	<u>\$200</u>
Total:	\$30,846

#### d. Why Are SBCF Funds Needed?

A majority of the funding capacity for emergency preparedness in the General Fund is dedicated to infrastructure, including upgrades to the emergency operation center, computers, telephones, and radio equipment. In addition, staff training for emergency operations center positions is prioritized. The General Fund has not been able to fund the emergency shelter supplies outlined in this project proposal.

The biggest source of funding for emergency preparedness comes from the Bay Area Urban Areas Initiative (BAUASI). BAUASI uses Federal Homeland Security Grants to fund analyze regional risks, identify capability gaps, and build a secure, prepared and resilient region. Most of these funds go to develop training and exercise programs.

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Moreover, these grants address regional issues rather than needs of a specific jurisdiction.

#### e. Sustainability

The vast majority of the items purchased through this project, including trailer, cots, blankets, beverage containers, and lights, would likely last a minimum of ten years with proper maintenance. The single-use medical and hygiene items would need to be replaced after use. If not used, certain items like toothpaste and ointments would need to be replaced after two to three years. All are low cost items that the City would likely be able to replenish as needed.

## **2. Critical Facilities Site Assessments, Incident Action Plans, and Joint Public Safety Training**

#### a. Project Description

Within its borders the City of San Bruno has multiple locations that would be considered higher probability targets for major public safety incidents, including acts of terrorism, active shooters, mass casualty incidents, fire emergencies, and natural disaster emergencies, and managing such incidents would present the City's first responders with significant challenges. Examples of some of these locations include the U.S. Marine Reserve Center, the Shops at Tanforan, Skyline College, Capuchino High School, Peninsula High School, Parkside Intermediate School, the public elementary schools, the San Bruno BART station, the San Bruno CalTrain station, the National Guard Armory, and the National Archives Complex.

Over the past several years, public safety professionals have realized that minimizing casualties and optimizing response effectiveness in major incidents at these types of locations is heavily dependent upon prior planning. This planning must include thorough site assessments performed jointly by police and fire professionals, along with other City departments that are likely to be called upon in a major event. The planning must also include the development of detailed but flexible Incident Action Plans (IAPs) for each site, including joint response maps. Finally, the planning must include regular joint training, to include simulated incidents, involving Police, Fire and other City entities that are likely to be involved in these incidents.

Conducting a thorough site assessment of higher probability targets, before the need to respond to a major event, can be the deciding factor in how well such an event is handled. Site assessments involve multiple site visits by Police and Fire leaders, working with the stakeholders at those sites, to determine some of the more likely emergencies that might be encountered there. During these site visits, these teams

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play out several potential emergencies at the location, determining the challenges they will face, and agreeing on how to address those challenges.

From the site assessment, Police and Fire personnel work together to develop an IAP for that location. The IAP includes critical information about the site and designates essential locations such as command posts, staging areas, triage, and Emergency Response Team (ERT) staging. The IAP also includes contact information for important site-specific stakeholders and resources, as well as keys and/or codes to ensure emergency access to all areas. IAPs also contain detailed joint response maps. These maps establish detailed grids for each location and allow first responders to use these grids to ensure coordinated response. Each site will end up with its own IAP binder/file, which both Police and Fire will maintain for use in an actual emergency.

Finally, proper preparation must include site-specific joint training exercises. These exercises not only provide critical practice and develop familiarity with the sites, but they also provide a safe environment in which to test the IAPs and make appropriate adjustments.

Grant funds would be used to hire an experienced consulting firm to guide Police and Fire leaders with the process of conducting the necessary site assessments, developing IAPs, and implementing training exercises. Funds would also be used to purchase materials needed for IAPs. (Staff overtime associated with the site assessments and training would be paid from the respective department budgets.)

This program would initially target four critical facilities within the City of San Bruno: Capuchino High School, Peninsula High School, Parkside Middle School, and the U.S. Marine Reserve Center for the 23rd Marine Regiment. Internal assessments have identified these four sites as the most probable public facilities targets.

Police and Fire Personnel would then use the procedure learned from these initial four facilities to duplicate this effort, without the use of the consultants, for the remaining critical public facilities within the City, such as Skyline College, the elementary schools, the San Bruno BART station, the San Bruno CalTrain station, the National Guard Armory, City Hall, the Veteran's War Memorial Recreation Center, San Bruno Public Library, and the National Archives Complex. The departments would also use the IAPs as an example in meetings with private critical facilities (for example, YouTube and Walmart office buildings) to encourage them to cover the costs of completing similar assessments for their buildings, in concert with Police and Fire personnel.

The end result of this program would be the establishment of critical site assessments, joint response maps, IAPs, and joint training exercises at all of the critical facilities within the City of San Bruno. This program would make San Bruno's first responders



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exponentially better prepared to respond to a major incident at any of these locations, which should result in minimized casualties and reduced liability.

#### b. Timeline

##### Day 1 – 30

- Secure the contractual relationship with the chosen consulting group
- Consulting group begins their initial site assessments

##### Day 30 – 180

- Develop joint response maps for all four facilities
- Develop incident action plans for multiple events at all four facilities
- Assemble hard copy and digital binders containing the joint response maps and incident action plans for all four facilities

##### Day 180 – 365

- Develop joint training programs for all action plans at all four facilities
- Conduct joint training programs at all four facilities
- Develop a plan for completing site assessments, joint response maps and incident action plans for additional critical facilities, using the first four as a template
- Schedule meetings with private entities within the City that control other critical facilities in an effort to get them to sponsor assessments of their buildings

#### c. Budget

Consulting Fees:	\$50,000
<u>Supplies/Materials:</u>	<u>\$2,000</u>
Total:	\$52,000

#### d. Why Are SBCF Funds Needed?

With dwindling federal and state budgets over the past several years, funding for critical first responder training has been drastically reduced. Simultaneously, mandated training requirements in the constantly evolving world of public safety have continually expanded. While the City has increased department training budgets in an effort to respond to this crisis, it is unable to keep pace. Virtually all of the annual training budgets are needed simply to cover training that governing bodies require for the Police and Fire Departments to maintain their public safety certifications. Although research has made it clear that the proper planning and regular training are the key components of effective public safety, especially when handling critical incidents, government funding is rarely available to make this a reality.

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#### e. Sustainability

By actively participating in the assessments of these four facilities with the consulting group, San Bruno's Police and Fire Departments will develop the ability to conduct similar assessments on their own. As a result, the departments will be able to repeat the site assessment process for all critical public facilities in the City, with minimal ongoing expense that can likely be shouldered by departmental budgets. Additionally, Police and Fire leaders plan to use the site assessments as examples to encourage private sector partnerships that will result in similar assessments of dozens of private facilities within the City.

### **3. Police Officer Mindfulness, Compassion, and Resiliency Training**

#### a. Project Description

The Police Department is continually engaged in the process of seeking out ways to better serve the public safety needs of the San Bruno community and is focused, on an ongoing basis, on building trust with the people that live, work, and play in San Bruno. Over the last three years, the department has been particularly focused on embracing ways that law enforcement can more effectively interact with the public it serves. This effort has resulted in greater transparency and information sharing, de-escalation training, a body worn camera program, real-time crime reporting, and more.

Through a long-standing commitment to providing the highest possible level of police services to San Bruno, the Police Department has built an environment of trust and joint mission with the citizens of San Bruno. The department excels when it comes to investigating crimes, identifying suspects, making arrests, and ensuring prosecutions. It is also widely regarded as one of the most pro-active police departments in San Mateo County, priding itself on ferreting out criminal activity before it occurs.

However, one of the challenges the department faces pertains to the national narrative suggesting a degrading relationship between police officers and the public. While this narrative is generally inaccurate in San Bruno, the disconnection that it can sometimes cause SBPD officers to feel is not only counterproductive to their joint mission but is also unhealthy. The department seeks to pursue new and better ways to further connect officers with members of the public, celebrating similarities rather than emphasizing differences. Doing so, however, requires training and programs that are not traditionally available to police officers, and are generally not funded.

To maintain the quality relationship that the San Bruno Police Department currently enjoys with the community, and to further build and strengthen that relationship, the



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department seeks to make some fundamental changes in the way that officers see themselves and in the way that officers view the public they serve.

Additionally, the negative impact that a law enforcement career can have on a person's physical health, emotional health, and family life has been well-documented over the last few decades. The Mindful Badge Initiative was initiated by a mindfulness training expert named Richard Goerling, who is a lieutenant with the Portland Police Department. This initiative aims at committing police officers to more of a guardian perspective, as opposed to the conventional warrior perspective, through an introduction to the practice of mindfulness and compassion.

The Police Department would like to implement a department-wide mindfulness and resiliency program. This program provides a deep exploration into the science and experience of mindfulness as it relates to resiliency, warrior ethos, and the hero's journey, with a focus on mindfulness skill building to enhance self-awareness, attunement to others, compassion, wisdom and peak performance. Participants learn skills that can be translated to their personal and professional lives. Mindfulness enhances human performance in situational awareness, physical health, cognitive performance (sense making and decision making), leadership, and balancing operational demands with life beyond the watch. This training provides an overview of the latest science of well-being, looking at stress and coping from a mindfulness and positive psychology lens. This training focuses on the application of mindfulness as a means to develop stronger emotional and social intelligence skills as a foundation of effective leadership. Key components of this program include:

- Host multiple 2.5-day, residential immersion mindfulness courses facilitated by the Mindful Badge Initiative for all full-time Police Department personnel (68 people)
- Certify at least two department members as mindfulness coaches through the Mindful Badge Initiative
- Implement an ongoing program of mindfulness-based coaching for department members
- Integrate this program with the department's Peer Support/Officer Resiliency Program

San Bruno Police Lieutenant Ryan Johansen has been practicing mindfulness and mindfulness meditation for over six years. He will oversee this project from the start and will become certified as one of the mindfulness coaches to ensure the program's sustainability. The founder of The Mindful Badge Initiative, Lt. Goerling has served in civilian law enforcement for over 20 years and has extensive experience in patrol operations and criminal investigations. Through his education and experience, he has developed a training specialization in first responder resiliency and human performance (operations and leadership). Over the last decade, Lt. Goerling has spearheaded the

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introduction of mindfulness training into policing in the United States as part of a larger cultural transformation toward a compassionate, skillful and resilient warrior ethos. Richard is a co-investigator in ongoing National Institutes of Health funded research on the impact of mindfulness training for police officers. He holds an affiliate assistant professor appointment at Pacific University in the Graduate School of Psychology. Richard will be leading the 2.5-day immersion program and mentoring the coaches appointed within the department.

#### b. Timeline

##### Day 1 – 60

- Secure contractual agreement with the Mindful Badge Initiative
- Identify a venue for two residential immersion courses
- Select dates for two separate residential immersion courses

##### Day 60 – 270

- Host two 2.5-day residential immersion mindfulness courses; each course to include approximately half of the Police Department's total personnel

##### Day 270 – 365

- Certify two department members as mindfulness coaches through the Mindful Badge Initiative
- Implement an ongoing program of mindfulness-based coaching for department members
- Integrate this program with the department's Peer Support Program

#### c. Budget

Consulting Fees:	\$50,000
Facility Rental:	\$25,000
Total:	\$75,000

#### d. Why Are SBCF Funds Needed?

With dwindling federal and state budgets over the past several years, funding for critical first responder training has been drastically reduced. Simultaneously, mandated training requirements in the constantly evolving world of public safety have continually expanded. While the City has increased department training budgets in an effort to respond to this crisis, it is unable to keep pace. Virtually all of the department's annual training budgets are needed simply to cover training that governing bodies require for the department's to maintain its public safety certifications. The future of policing will require a more stable, trust-based relationship between police officers and the communities they serve. Training police to be increasingly mindful of their emotions,

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reactions, and responsibilities is the surest path to these trusting relationships. Unfortunately, the funding is rarely available for relatively new, forward-thinking concepts like this.

#### e. Sustainability

This program will put all department personnel through the immersion program and train up to four department personnel to function as mindfulness coaches. These coaches will be able to provide ongoing mindfulness training and meditation for department personnel on a voluntary basis, with minimal ongoing costs. This should enable the department to use one-time funding to create a long-term cultural shift toward the mindful guardian mentality, without the need for significant ongoing funding.