



# A G E N D A

CHINO HILLS COMMUNITY FOUNDATION  
REGULAR MEETING  
MONDAY, JANUARY 11, 2021

4:00 P.M. PUBLIC MEETING/PUBLIC HEARINGS

TELECONFERENCE VIA ZOOM WEBINAR  
WEBINAR ID 833-1619-0103

**PUBLIC ADVISORY: THE CHINO HILLS COMMUNITY ROOM WILL  
NOT BE OPEN TO THE PUBLIC**

Pursuant to Section 3 of Executive Order N-29-20, issued by Governor Newsom on March 17, 2020, the regular meeting of the Chino Hills Community Foundation for November 9, 2020 will be conducted remotely through Zoom. Please be advised that pursuant to the Executive Order, and to ensure the health and safety of the public by limiting human contact that could spread the COVID-19 virus, the Chino Hills Community Room will not be open for the meeting. Board Members will be participating remotely and will not be physically present in the Community Room.

If you would like to speak on an agenda item, you can access the meeting remotely:  
Join from a PC, Mac, iPad, iPhone, or Android device, or by phone. Please use this  
URL <https://us02web.zoom.us/j/833-1619-0103>.

If you do not wish for your name to appear on the screen, then use the drop down menu and  
click on "rename" to rename yourself to be anonymous.

Or join by phone:  
1-669-900-6833  
Enter Meeting ID: 833-1619-0103

If you want to comment during the public comment portion of the agenda, Press \*9 and we  
will select you from the meeting cue.

**NOTE: Your phone number will appear on the screen unless you first dial \*67 before  
dialing the numbers as shown above.**

The Community Foundation wants you to know that you can also submit your comments via  
email to [rrogers@chinohills.org](mailto:rrogers@chinohills.org). To give staff adequate time to print out your comments for  
consideration at the meeting, please submit your written comments prior to 3:30 p.m.; or if you  
are unable to email, please call the Chino Hills Community Services Department at (909) 364-  
2712 by 3:30 p.m.

If you wish to have your comments read to the Board during the appropriate Public Comment  
period, please indicate in the Subject Line "FOR PUBLIC COMMENT" and list the item  
number you wish to comment on. Comments that you want read to the Council will be subject  
to the three-minute time limitation (approximately 350 words). Written comments that are only  
to be provided to Board and not read at the meeting will be distributed to the Board prior to  
the meeting.

This agenda contains a brief general description of each item to be considered. Except as otherwise provided by law, no action shall be taken on any item not appearing on the agenda, unless the Chino Hills Community Foundation makes a determination that an emergency exists or that a need to take immediate action on the item came to the attention of the Foundation subsequent to the posting of the agenda. The Chino Hills Community Foundation has on file copies of written documentation relating to each item of business on this Agenda available for public inspection at <http://chinohillsfoundation.com/chcf-board/>. Materials related to an item on this Agenda submitted to the Chino Hills Community Foundation after distribution of the agenda packet are available for public inspection at <http://chinohillsfoundation.com/chcf-board/>.

Pursuant to the Executive Order, and in compliance with the Americans with Disabilities Act, if you need special assistance to participate in the Council meeting, please contact the Community Services Department, (909) 364-2710 within 48 hours of the meeting.

The Community Foundation thanks you in advance for taking all precautions to prevent spreading the COVID 19 virus.

#### FOUNDATION BOARD MEMBERS

PETER J. ROGERS, CHAIR  
CYNTHIA MORAN, VICE CHAIR  
MARY FAULHABER, SECRETARY  
PETER PIRRITANO, TREASURER

BILL HUGHES  
DARRYLL GOODMAN  
GLEN ANDERSON  
SYLVIA NASH

DAN CAPENER  
DAVID KRAMER  
GRACE CAPPS  
KATHLEEN SMITH

DARRIN LEE  
DELINIA LEWIS  
SPENCER BOGNER

#### **4:00 P.M. – CALL TO ORDER/ROLL CALL**

#### **PLEDGE OF ALLEGIANCE TO THE FLAG**

1. **PUBLIC COMMENTS:** At this time members of the public may address the Board Members regarding any items within the subject jurisdiction of the Board – Individual audience participation is limited to three minutes per speaker. Please complete and submit a speaker card to the Foundation Secretary.

**FOUNDATION DEPARTMENT BUSINESS - DISCUSSION CALENDAR** – This portion of the Foundation Agenda is for all matters where staff and public participation is anticipated. Individual audience participation is limited to three minutes. Please complete and submit a speaker card to the Foundation secretary.

2. Approve November 9, 2020 Foundation Meeting Minutes.
3. Receive and file Financial Report as of December 31, 2020.
4. Discuss donation request for inclusive playground equipment.
5. Discuss donation request for the utility box art program.
6. Discuss changes to the scholarship program.
7. Discuss Charitable Giving Program.
8. Review calendar.

#### **COMMITTEE REPORTS**

#### **BOARD COMMENTS**

#### **ADJOURNMENT:**

## **MINUTES**

### **CHINO HILLS COMMUNITY FOUNDATION**

NOVEMBER 9, 2020  
REGULAR MEETING

CHINO HILLS, CALIFORNIA

The Regular meeting of the Chino Hills Community Foundation was held pursuant to Section 3 of Executive Order N-29-20 issued by Governor Newsom on March 17, 2020 and all members joined this meeting remotely through Zoom

### **CALL TO ORDER**

Chair Peter Rogers called the Chino Hills Community Foundation Meeting to order at 4:01 p.m.

### **ROLL CALL**

|          |                |                                  |
|----------|----------------|----------------------------------|
| PRESENT: | BOARD MEMBERS: |                                  |
|          | PETER ROGERS   | CYNTHIA MORAN                    |
|          | SYLVIA NASH    | PETER PIRRITANO                  |
|          | SPENCER BOGNER | BILL HUGHES                      |
|          | DAN CAPENER    | KATHLEEN SMITH – Arrived at 4:17 |
|          | GLEN ANDERSON  | GRACE CAPPS                      |
|          | DARRIN LEE     | DARRYLL GOODMAN                  |
|          | DAVID KRAMER   | DELINIA LEWIS – Arrived at 4:17  |

ABSENT: BOARD MEMBERS:  
MARY FAULHABER

ALSO PRESENT: JONATHAN MARSHALL, COMMUNITY SERVICES DIRECTOR  
MELISSA ARMIT, COMMUNITY SERVICES SUPERVISOR  
ALMA HERNANDEZ, SR. MANAGEMENT ANALYST  
ROBYN ROGERS, FOUNDATION SECRETARY

### **PLEDGE OF ALLEGIANCE TO THE FLAG**

Board Member Darrin Lee led the Assembly for the Pledge of Allegiance.

### **FOUNDATION DEPARTMENT BUSINESS – DISCUSSION CALENDAR**

Chair Rogers pulled the following items out of order from the posted agenda:

- Discuss Appointment to the Public Art Committee (PAC)

- Discuss Inclusive Playground Equipment Donation Request

### **DISCUSS APPOINTMENT TO THE PUBLIC ART COMMITTEE (PAC)**

Community Services Director Jonathan Marshall briefed Board Members on the Utility Box Art Program, which requires the appointment of one Foundation chARTS Member to join the Public Art Committee (PAC). The PAC will meet once a year to choose the artwork that will be displayed on utility boxes throughout the City.

Motion was made by Board Chair Peter Rogers and seconded by Board Member Darryll Goodman to nominate Board Member Glen Anderson to serve on the Public Art Committee for the Utility Box Art Program.

Motion carried as follows:

AYES: BOARD MEMBERS: ROGERS, MORAN, BOGNER, CAPPS, CAPENER, GOODMAN, HUGHES, LEE, NASH, PIRRITANO.

NOES: BOARD MEMBERS: NONE.

ABSTAIN: BOARD MEMBERS: ANDERSON, KRAMER.

ABSENT: BOARD MEMBERS: FAULHABER, LEWIS, SMITH.

### **DISCUSS INCLUSIVE PLAYGROUND EQUIPMENT DONATION REQUEST**

Community Services Director Jonathan Marshall explained that City staff would like to replace the existing playground at Crossroads Park with an all-inclusive playground. The City is pursuing grant funds in the about of \$267,000 and is requesting a donation in the amount of \$98,700.

After discussion the Board decided the Strategic Committee should review the item and return to the January 2021 meeting with a recommendation.

### **APPROVE SEPTEMBER 14, 2020 FOUNDATION MEETING MINUTES**

Motion was made by Board Member Sylvia Nash and seconded by Board Member Peter Pirritano to approve the meeting minutes, as presented.

Motion carried as follows:

AYES: BOARD MEMBERS: MORAN, ANDERSON, CAPPS, CAPENER, GOODMAN, HUGHES, KRAMER, LEE, LEWIS, NASH, PIRRITANO, SMITH.

NOES: BOARD MEMBERS: NONE.

ABSTAIN: BOARD MEMBERS: BOGNER.

ABSENT: BOARD MEMBERS: FAULHABER, ROGERS.

### **RECEIVE AND FILE PRELIMINARY FINANCIAL REPORT AS OF OCTOBER 31, 2020**

Board Members received and filed a copy of the Preliminary Financial Report.

### **RECEIVE AND FILE QUARTERLY INVESTMENT REPORT AS OF SEPTEMBER 30, 2020**

Board Members received and filed a copy of the Quarterly Investment Report.

### **DISCUSS DONOR RECOGNITION POLICY**

Board Member Sylvia Nash presented the Donor Recognition Policy to be approved as presented.

Motion was made by Board Member Sylvia Nash and seconded by Board Member Darryll Goodman to approve the Donor Recognition Policy as written.

Motion carried as follows:

AYES: BOARD MEMBERS: MORAN, ANDERSON, BOGNER, CAPPS, CAPENER, GOODMAN, HUGHES, KRAMER, LEE, LEWIS, NASH, PIRRITANO, SMITH.

NOES: BOARD MEMBERS: NONE.

ABSTAIN: BOARD MEMBERS:

ABSENT: BOARD MEMBERS: FAULHABER, ROGERS.

### **DISCUSS FOUNDATION LOGO REDESIGN**

Community Services Supervisor Melissa Armit briefed Board Members on three options for the Foundation Logo Redesign. After discussion, the Board decided to keep all three logo options to be used for various purposes.

Motion was made by Board Member Kathleen Smith and seconded by Board Member Glen Anderson to accept all three Foundation logos.

Motion carried as follows:

AYES: BOARD MEMBERS: MORAN, ANDERSON, BOGNER, CAPPS, CAPENER, GOODMAN, HUGHES, KRAMER, LEE, LEWIS, NASH, PIRRITANO, SMITH.

NOES: BOARD MEMBERS: NONE.

ABSTAIN: BOARD MEMBERS:

ABSENT: BOARD MEMBERS: FAULHABER, ROGERS.

## **REVIEW CALENDAR**

Board Members reviewed the tentative calendar for 2021. The chARTS Committee will provide tentative dates for the 2021 Concert Series. Board Member Sylvia Nash said the Home Tour will be cancelled if 3 homes aren't booked by early January 2021.

## **COMMITTEE REPORTS**

### **FUND DEVELOPMENT COMMITTEE**

Board Member Grace Capps said the Strategic Committee meeting to discuss the Charitable Giving Program was been rescheduled to November 17, 2020.

## **BOARD COMMENTS**

**Kramer:** Board Member Kramer said he would like to have a conversation about a mission or logo statement for the Foundation. He quoted several cities' logo statements.

**Anderson:** Board Member Anderson said the Kid's Art Expo will likely be pushed back from the regularly scheduled event in March.

**Capps:** Board Member Capps wished everyone Happy Holidays.

**Bogner:** Board Member Bogner said he likes the adaptive playground idea and feels the Foundation should strongly consider donating.

**Nash:** Board Member Nash wished everyone a Happy Thanksgiving, Merry Christmas, and Happy New Year.

**Moran:** Vice Chair Moran informed the Board that there will be a drive through donation event from 8:00 a.m. to noon at the Shoppes on November 14, 2020 to collect gift cards purchased from local businesses. Gift cards will be distributed by the Chino Valley Fire Foundation and given to families in need during the holiday season. She thanked Board Member Goodman and the Shoppes for funding City events for the community. Vice Chair Moran wished all a Happy Holiday Season.

## **ADJOURNMENT**

Vice Chair Moran adjourned the meeting at 4:51 p.m. until the next meeting scheduled on January 11, 2021, at 4:00 p.m. at the Chino Hills City Hall Community Room.

Respectfully submitted by:

---

Robyn Rogers  
Community Services Department

Signed by:

---

Mary Faulhaber, Board Secretary  
Chino Hills Community Foundation





## STAFF REPORT

---

DATE: JANUARY 11, 2021

TO: CHINO HILLS COMMUNITY FOUNDATION BOARD

FROM: JONATHAN MARSHALL, COMMUNITY SERVICES DIRECTOR

**SUBJECT:** FINANCIAL REPORT

---

### RECOMMENDATION:

Receive and file the Preliminary Financial Report as of December 31, 2020.

### BACKGROUND/ANALYSIS:

The Financial Report as of December 31, 2020 is attached for your review. The purpose of the Financial Report is to inform the Board about the financial progress of the Foundation in meeting its service mission. The information includes the budgetary information for the Foundation's annual financial plan as well as the actual resources received and the use of these resources in fulfilling the financial plan.

### Unrestricted Funds:

These funds are donations that are available to use for any purpose. These funds may go towards operating expenses or to a particular project. Unrestricted balance as of December 31, 2020 is \$295,544.

### Temporarily Restricted:

These funds are donations which the donor has designated or restricted the use to a particular purpose or project.

- A. Chino Hills Community Center Fund – The board designated the funds collected from the Buy-A-Brick program to be used for enhancements to the Community Center. The board, at the March 2016 meeting, approved a donation of \$10,000; at the September 2019 meeting, an additional \$6,700 was approved.
- B. Brighton – Brighton Collectibles designated these funds to only be used for Children's Art programs.

- C. Cultural Arts Committee – The board designated the funds raised from certain “cultural” events be used for the purpose of organizing more events with the same purpose.
- D. Trails Enhancement Program – The board, at the March 2016 board meeting, approved a donation in the amount \$50,000 to the City of Chino Hills for enhancements to the City’s trails; at the September 2018 board meeting, an additional \$25,000 was approved.
- E. S.B. County – In May 2019, Supervisor Curt Hagman donated \$2,500 to the Chino Hills Community Foundation. This donation was given with a restriction, but details are pending.
- F. Applebaum Foundation – In December 2019, the Applebaum Foundation donated \$3,000 for special needs programs.
- G. The California Community Foundation, which usually donates to the Endowment Fund, this year, donated \$5,000 towards the scholarship program.

Permanently Restricted:

The purpose of the Foundation is to establish a permanent endowment fund to assist the government of the City of Chino Hills, hereinafter referred to as the “City,” in improving the cultural, educational and recreational facilities and services for the citizens of the City. A “permanent endowment” is money or property that was originally meant to be held by a charity forever. The permanently restricted balance as of December 31, 2020 is \$155,792.

**CHINO HILLS COMMUNITY FOUNDATION**  
**Statement of Activities**  
**As of December 31, 2020**

|                                   | Adjusted<br>Budget | Amended<br>Budget | Actuals           |   |   |   |   |  |  |   |  | Total             |
|-----------------------------------|--------------------|-------------------|-------------------|---|---|---|---|--|--|---|--|-------------------|
|                                   |                    |                   | Unrestricted      | Community<br>Center Fund<br>Temporarily<br>Restricted (A) | Children Art's<br>Programs<br>Temporarily<br>Restricted (B) | Cultural Arts<br>Committee<br>Temporarily<br>Restricted (C) | Trail<br>Enhancement<br>Donation<br>Temporarily<br>Restricted (D) | S.B. County<br>Temporarily<br>Restricted (E) | Special Needs<br>Temporarily<br>Restricted (G) | Scholarship<br>Funds<br>Temporarily<br>Restricted (H) | Endowment<br>Fund<br>Permanently<br>Restricted |                   |
| Operating Revenue:                |                    |                   |                   |   |   |   |   |  |  |   |  |                   |
| Contributions:                    |                    |                   |                   |   |   |   |   |  |  |   |  |                   |
| Donations                         | \$ -               | \$ -              | \$ 5,375          | \$ -  | \$ -  | \$ -  | \$ -  | \$ -   | \$ -   | \$ -  | \$ -   | \$ 5,375          |
| Special Events                    | 161,100            | 161,100           | 250               |   | -   | -   |   |  |  |   |  | 250               |
| Interest Income                   |                    | -                 | 1,654             |   |   |   |   |  |  |   | 711  | 2,364             |
| Total Operating Revenue           | 161,100            | 161,100           | 7,279             | -   | -   | -   | -   | -  | -  | -   | 711  | 7,989             |
| Operating Expenses:               |                    |                   |                   |   |   |   |   |  |  |   |  |                   |
| Program Services:                 |                    |                   |                   |   |   |   |   |  |  |   |  |                   |
| Adopt-A-Family Program            | 1,228              | 1,228             |                   |   |   |   |   |  |  |   |  | -                 |
| Aquatics Scholarship              | 3,150              | 3,150             |                   |   |   |   |   |  |  |   |  | -                 |
| Concerts in the Parking Lot       |                    | 3,000             | 3,000             |   |   |   |   |  |  |   |  | 3,000             |
| Cultural Arts                     |                    |                   |                   |   | -   | -   | -   | -  | -  | -   |  | -                 |
| Military Banner Program           | 7,700              | 7,700             |                   |   |   |   |   |  |  |   |  | -                 |
| Summer Day Camps                  | 9,856              | 9,856             |                   |   |   |   |   |  |  |   |  | -                 |
| Total Program Expenses            | 21,934             | 24,934            | 3,000             | -   | -   | -   | -   | -  | -  | -   | -  | 3,000             |
| Supporting Services:              |                    |                   |                   |   |   |   |   |  |  |   |  |                   |
| Fundraising                       | 42,200             | 42,200            | 656               |   |   | -   |   |  |  |   |  | 656               |
| Administration                    | 11,600             | 11,600            | 4,804             |   |   |   |   |  |  |   |  | 4,804             |
| Total Support Services            | 53,800             | 53,800            | 5,460             | -   | -   | -   | -   | -  | -  | -   | -  | 5,460             |
| Total Operating Expenses          | 75,734             | 78,734            | 8,460             | -   | -   | -   | -   | -  | -  | -   | -  | 8,460             |
| Interfund Transfers:              | -                  | -                 | -                 | -   | -   | -   |   |  |  |   | -  | -                 |
| Changes in Net Assets             | \$ 85,366          | \$ 82,366         | \$ (1,182)        | \$ -  | \$ -  | \$ -  | \$ -  | \$ -   | \$ -   | \$ -  | \$ 711   | \$ (471)          |
| Net Assets, beginning of the year | 513,090            | 513,090           | 296,726           | 15,531  | 2,067   | 21,070  | 12,115  | 2,500  | 3,000  | 5,000   | 155,081  | 513,090           |
| Net Assets, end of the year       | <u>\$ 598,456</u>  | <u>\$ 595,456</u> | <u>\$ 295,544</u> | <u>\$ 15,531</u>  | <u>\$ 2,067</u>   | <u>\$ 21,070</u>  | <u>\$ 12,115</u>  | <u>\$ 2,500</u>                              | <u>\$ 3,000</u>                                | <u>\$ 5,000</u>                                       | <u>\$ 155,792</u>                              | <u>\$ 512,619</u> |

**CHINO HILLS COMMUNITY FOUNDATION**  
**Statement of Functional Activities**  
**As of December 31, 2020**

|                               | <b>PROGRAM<br/>SERVICES</b> |                   |                           |                          |                      |             |                 | <b>Administration</b> |                 |
|-------------------------------|-----------------------------|-------------------|---------------------------|--------------------------|----------------------|-------------|-----------------|-----------------------|-----------------|
|                               |                             | 2020<br>Wine Walk | 2019 Holiday<br>Home Tour | Volunteer<br>Recognition | Donor<br>Recognition | chARTS      | Total           | General<br>Management | Total           |
|                               | Donations                   |                   |                           |                          |                      |             |                 |                       |                 |
| Operating Revenues:           |                             |                   |                           |                          |                      |             |                 |                       |                 |
| Contributions:                |                             |                   |                           |                          |                      |             |                 |                       |                 |
| Sales                         | \$ -                        | \$ -              | \$ -                      |                          |                      | \$ -        | \$ -            | \$ -                  | \$ -            |
| Donations/Sponsorships        | 5,375                       |                   |                           |                          |                      |             | -               |                       | 5,375           |
| Advertising                   |                             |                   | 250                       |                          |                      |             | 250             |                       | 250             |
| Other Revenues                |                             |                   |                           |                          |                      |             | -               |                       | -               |
| Interest Income               | 2,364                       |                   |                           |                          |                      |             | -               |                       | 2,364           |
|                               | <u>7,739</u>                | <u>-</u>          | <u>250</u>                |                          |                      | <u>-</u>    | <u>250</u>      | <u>-</u>              | <u>7,989</u>    |
| Operating expenses:           |                             |                   |                           |                          |                      |             |                 |                       |                 |
| Licenses & Permits            |                             |                   |                           |                          |                      |             | -               |                       | -               |
| Memberships                   |                             |                   |                           |                          |                      |             |                 | 25                    | 25              |
| Liability Insurance           |                             |                   |                           |                          |                      |             | -               | 4,440                 | 4,440           |
| Financial Services            |                             |                   |                           |                          |                      |             | -               | 112                   | 112             |
| Computer Services             |                             |                   |                           |                          |                      |             | -               | 161                   | 161             |
| Contractual Services          |                             |                   |                           |                          |                      |             | -               |                       | -               |
| Advertising & Promotion       |                             |                   |                           |                          |                      |             | -               |                       | -               |
| Printing Services             |                             |                   |                           |                          | 22                   |             | 22              |                       | 22              |
| Postage                       |                             |                   |                           |                          | 68                   |             | 68              |                       | 68              |
| Office Supplies               |                             |                   |                           |                          |                      |             | -               | 67                    | 67              |
| Special Parts and Supplies    |                             |                   |                           |                          | 567                  |             | 567             |                       | 567             |
| Concessions                   |                             |                   |                           |                          |                      |             | -               |                       | -               |
| Administrative Overhead       |                             |                   |                           |                          |                      |             | -               |                       | -               |
| Entertainment                 |                             |                   |                           |                          |                      |             | -               |                       | -               |
| Catering and Refreshments     |                             |                   |                           |                          |                      |             | -               |                       | -               |
| Rentals                       |                             |                   |                           |                          |                      |             | -               |                       | -               |
| Taxes                         |                             |                   |                           |                          |                      |             | -               |                       | -               |
| Scholarships, Grants & Awards |                             |                   |                           |                          |                      |             | -               |                       | -               |
| Donations                     | 3,000                       |                   |                           |                          |                      |             | -               |                       | 3,000           |
|                               | <u>\$ 3,000</u>             | <u>\$ -</u>       | <u>\$ -</u>               | <u>\$ -</u>              | <u>\$ 656</u>        | <u>\$ -</u> | <u>\$ 656</u>   | <u>\$ 4,804</u>       | <u>\$ 8,460</u> |
| Changes in Net Assets         | <u>\$ 4,739</u>             | <u>\$ -</u>       | <u>\$ 250</u>             | <u>\$ -</u>              | <u>\$ (656)</u>      | <u>\$ -</u> | <u>\$ (406)</u> | <u>\$ (4,804)</u>     | <u>\$ (471)</u> |



## STAFF REPORT

---

DATE: JANUARY 11, 2021

TO: CHINO HILLS COMMUNITY FOUNDATION BOARD

FROM: JONATHAN MARSHALL, COMMUNITY SERVICES DIRECTOR

**SUBJECT:** INCLUSIVE PLAYGROUND

---

RECOMMENDATION:

Approve Strategic Committee's recommendation to donate \$50,000 to the City of Chino Hills for an inclusive playground at Crossroads Park.


BACKGROUND/ANALYSIS:

See attached.

# Idea Page

|                             |   |                              |                   |  |
|-----------------------------|---|------------------------------|-------------------|--|
| <b>Idea Name</b>            | Crossroads Park All inclusive Playground  |                              | <b>Idea Log #</b> |  |
| <b>Board Member Sponsor</b> |   |                              |                   |  |
| <b>Planned Start Period</b> | 12/01/2020  | <b>Planned Finish Period</b> | 06/30/2021        |  |
| <b>Total Project Cost</b>   | \$ 98,700   |                              |                   |  |
| <b>Current State</b>        | The Crossroads Park playground is in need of replacement.   |                              |                   |  |
| <b>Desired End State</b>    | <p>For some time staff has discussed the possibility of replacing the existing playground with an all-inclusive playground that can accommodate “any” user. An all-inclusive playground would be one of a kind in the City. Yes all City playgrounds are accessible but not all are inclusive to the needs of all.</p> <p>Game Time is one of two City “standard” companies that provides playground equipment. They have a special Grant Program that reduces the costs of playground equipment. Attached is a cost estimate of \$98,627.11 for the proposed all-inclusive playground for Crossroads Park. Also attached are pictures of the proposed playground for your review. The big difference between all-inclusive playgrounds from other playgrounds you see throughout Chino Hills is the amount of ramping included as part of the design. Ramping allows those in wheelchairs or those that use crutches a way of gaining access to all playground amenities.</p> <p>The cost estimate is for equipment only, not installation nor surfacing for which the City will need to find additional funding, which would make the Foundation’s donation like the one made for Los Serranos Park. The hope is that the City will be able to use grant funding to pay for all other items, which staff has preliminarily identified.</p> <p>This project could check yet another box of successful projects funded by the Foundation.</p> |                              |                   |  |

**Improve Local Facilities**  
 Improve current community facilities



**Enhance Education**  
 Provide opportunities for personal development and knowledge

**Protect Environment**  
 Mitigate risks to and sustain the beauty of our surroundings

**Promote the Arts**  
 Support the growth of and the exposure to the arts in the community



**Crossroads Park Playground-Project 73379-02-Opt 3**  
**Chino Hills, CA**



**A STRONG FOUNDATION IN PLAY FOR OVER 50 YEARS**

**P: (435) 245-5055 / F: 435 245-5057 Myles@gwpark.com**





**Crossroads Park Playground-Project 73379-02-Opt 3  
Chino Hills, CA**



**A STRONG FOUNDATION IN PLAY FOR OVER 50 YEARS**

**P: (435) 245-5055 / F: 435 245-5057 Myles@gwpark.com**





**Crossroads Park Playground-Project 73379-02-Opt 3**  
**Chino Hills, CA**



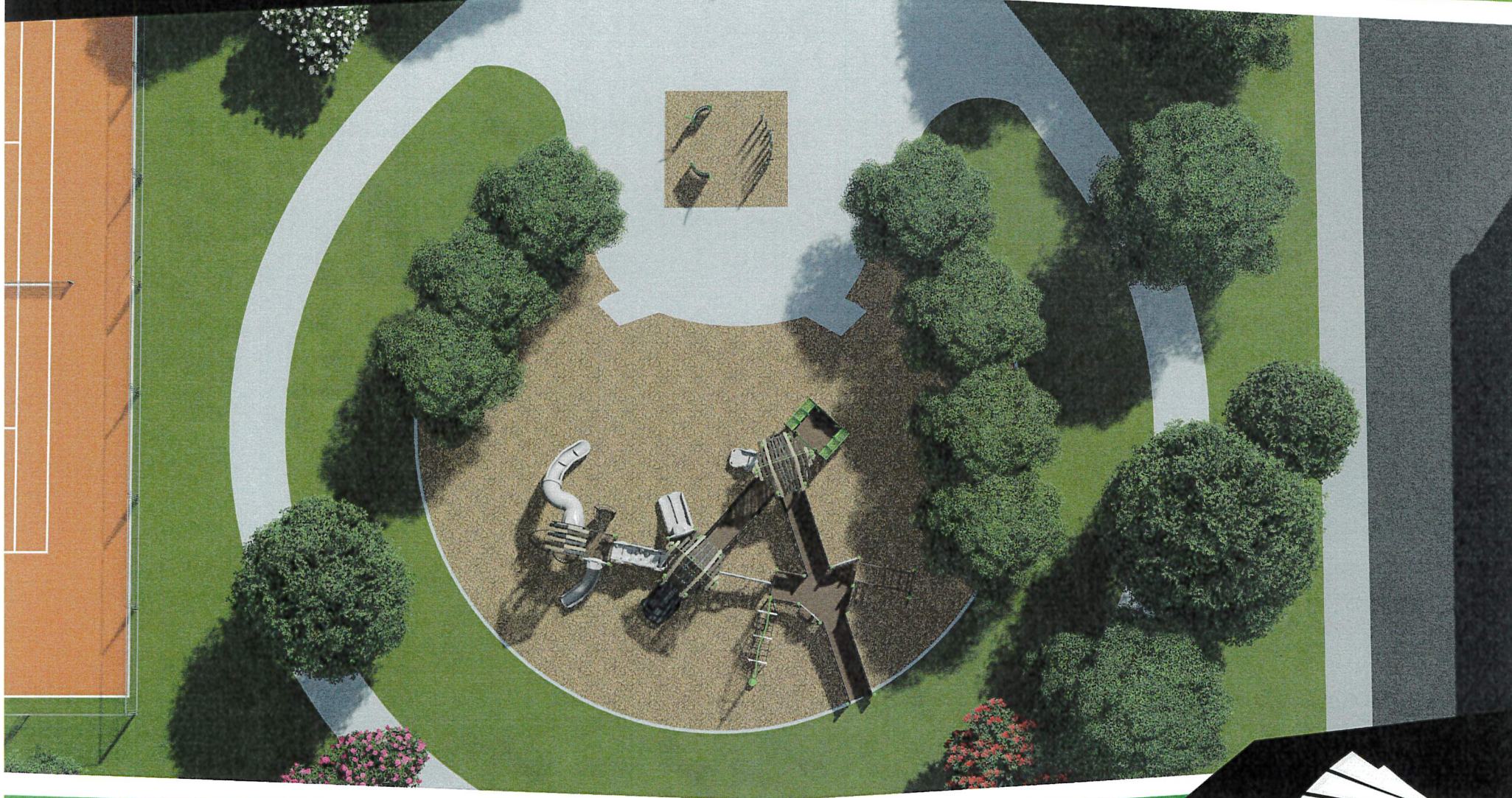
**A STRONG FOUNDATION IN PLAY FOR OVER 50 YEARS**

**P: (435) 245-5055 / F: 435 245-5057 Myles@gwpark.com**





**Crossroads Park Playground-Project 73379-02-Opt 3**  
**Chino Hills, CA**



**A STRONG FOUNDATION IN PLAY FOR OVER 50 YEARS**

**P: (435) 245-5055 / F: 435 245-5057 Myles@gwpark.com**







## STAFF REPORT

---

DATE: JANUARY 11, 2021

TO: CHINO HILLS COMMUNITY FOUNDATION BOARD

FROM: JONATHAN MARSHALL, COMMUNITY SERVICES DIRECTOR

**SUBJECT:** UTILITY ART BOX PROGRAM

---

RECOMMENDATION:

Approve Strategic Committee's recommendation to donate \$3,660 to the City of Chino Hills for six utility boxes. The Strategic Committee also recommends that staff bring the program to the Board for review before funding of additional years.

BACKGROUND/ANALYSIS:

See attached.

# Idea Page

|                             |  |                              |                   |  |
|-----------------------------|--|------------------------------|-------------------|--|
| <b>Idea Name</b>            | Utility Box Art Donation   |                              | <b>Idea Log #</b> |  |
| <b>Board Member Sponsor</b> |  |                              |                   |  |
| <b>Planned Start Period</b> | 03/01/2021   | <b>Planned Finish Period</b> | 01/31/2025        |  |
| <b>Total Project Cost</b>   | \$ 27,600  |                              |                   |  |
| <b>Current State</b>        | <p>The Utility Box Art program is in the development stages with the recent establishment of the Public Art Committee (PAC). The administrative policy is pending Council approval (slated for vote on January 26). Upon approval, the PAC will initiate the pilot program by selecting 4 high-quality photographs to be transferred to vinyl and affixed to utility boxes around the City.</p>  |                              |                   |  |
| <b>Desired End State</b>    | <p>The vision for the Utility Box Art program is to have an annual submission period for residents to submit photos to aesthetically enhance utility boxes around the City. The PAC will meet annually to select photos and subsequently, staff will work with the vendor to coordinate the installation of the artwork. The vinyl wraps have an estimated lifespan of 5 years and are easily repaired or replaced in the event of vandalism or damage occurs.</p> <p>The financial request is as follows:<br/>         2021 - \$3,660 for 6 boxes (funding for 4 pilot program boxes will come from the General Fund)<br/>         2022 - \$6,100 for 10 boxes<br/>         2023 - \$6,100 for 10 boxes<br/>         2024 - \$6,100 for 10 boxes<br/>         2025 - \$6,100 for 10 boxes</p> |                              |                   |  |

**Improve Local Facilities**  
 Improve current community facilities

✓

**Enhance Education**  
 Provide opportunities for personal development and knowledge

**Protect Environment**  
 Mitigate risks to and sustain the beauty of our surroundings

**Promote the Arts**  
 Support the growth of and the exposure to the arts in the community

✓



## STAFF REPORT

DATE: JANUARY 11, 2021

TO: CHINO HILLS COMMUNITY FOUNDATION BOARD

FROM: JONATHAN MARSHALL, COMMUNITY SERVICES SUPERVISOR

**SUBJECT:** PROPOSED CHANGES TO SCHOLARSHIP PROGRAM

### RECOMMENDATION:

Approve proposed changes to the scholarship program. This item was reviewed by the Strategic Committee.

### BACKGROUND/ANALYSIS:

Currently the Foundation funds two scholarship programs: Day Camp and Aquatics. The Day Camp Scholarship Program has been in existence since at least 2012. Summer 2020 was the launch of the Aquatics Scholarship Program, but due to COVID-19 the aquatics program was canceled. The Aquatics Scholarship Program was created to replace the Recreation Scholarship Program, which allowed scholarship recipients to register for any recreation class. One of the reasons for the change in program was the lack of participation in the Recreation Scholarship Program.

Over the years, it has become evident that the Day Camp Scholarship Program is by far the most popular. Every year we have a waiting list of participants because there is not enough funding. Over the past three years, we have received an average of 20 Day Camp Scholarship applications each year but have only been able to award an average of 8 scholarships per year.

As is evident with the number of participants on the waiting list each year, there is a greater interest in the Day Camp Scholarship Program. In the past, to maximize the funds available in the Day Camp Scholarship Program, staff has offered participants on the waitlist less than the 9 weeks of day camp. Meanwhile, the past Recreation Scholarship Program and the Aquatics Scholarship Program have had unspent funds each year.

Therefore, staff is requesting that the scholarship programs be restructured as follows:

- |   |  |
|---|--|
| 1. Eliminate the Aquatics Scholarship Program | It was only the first year of the program, but interest was minimal. |
|---|--|

- |   |  |
|---|--|
| 2. Reallocate funds from the Aquatics Scholarship Program to the Day Camp Scholarship Program | Current funding for the Aquatics Program is \$4,500; Current funding for the Day Camp Program is \$8,932; combined it would total \$13,432   |
| 3. Decrease the number of weeks funded by the Day Camp Scholarship Program from 9 to 4 weeks  | In combination with the additional funding and decreased number of weeks, the number of scholarships that could be awarded per year would be approximately 20.   |
| 4. Limit the number of family members awarded a scholarship to a maximum of 2                 | Over the last three years, staff has seen an increase in the number of children per household that have applied for scholarships. Due to the limited funding, it would not be unlikely that 3 or 4 households would be the only ones to benefit from the scholarship program due to the number of children in the household. |



## STAFF REPORT

---

DATE: JANUARY 11, 2021

TO: CHINO HILLS COMMUNITY FOUNDATION BOARD

FROM: JONATHAN MARSHALL, COMMUNITY SERVICES DIRECTOR

**SUBJECT:** CHARITABLE GIVING PROGRAM

---

RECOMMENDATION:

Discuss the Charitable Giving Program

BACKGROUND/ANALYSIS:

The Charitable Giving Program was first presented at the September 14, 2020 board meeting. Attached is a copy of the presentation from that meeting.

Below is an excerpt from the September 14, 2020 minutes regarding the discussion of the program:

**DISCUSS CHARITABLE GIVING PROGRAM**

Board Member Grace Capps presented the Charitable Giving Program that will focus on long-term funding such as bequests and grants. After discussion, and without formal motion, the Board decided that Board Member Capps would meet with various committee chairs to develop action items and return the item to a future meeting with a recommendation.



# Charitable Giving Program

## Idea Presentation

as of September 14, 2020



# Idea Page - Charitable Giving Program



|                             |   |                              |                   |  |
|-----------------------------|---|------------------------------|-------------------|--|
| <b>Idea Name</b>            | Charitable Giving Program Planning  |                              | <b>Idea Log #</b> |  |
| <b>Board Member Sponsor</b> | Glen Anderson   |                              |                   |  |
| <b>Planned Start Period</b> | Jul-20  | <b>Planned Finish Period</b> | Jun-21            |  |
| <b>Total Project Cost</b>   |   |                              |                   |  |
|                             | <p>Currently, the Foundation's operating budget is primarily based on signature fundraising events scheduled throughout the year. There is potential untapped donors who are open to charitable giving in lieu of purchasing tickets to a fundraising event.</p> <p>No current process exists to identify long-term giving either through Board member outreach or through the Foundation website.</p>  |                              |                   |  |
| <b>Desired End State</b>    | <p>To increase donor contributions, the Foundation creates a Charitable Giving Program in order to obtain long-term funding and allow people to contribute for generations to come.</p> <ul style="list-style-type: none"> <li>• Bequests - Trusts and Wills</li> <li>• Annual Giving / Living Income Giving</li> <li>• Grants</li> <li>• Gifts of Property</li> <li>• Society</li> <li>• Beneficiary Designations</li> <li>• Charitable Trust</li> </ul> |                              |                   |  |

|   |   |
|---|---|
| <b>Improve Local Facilities</b><br>Improve current community facilities | X |
|---|---|

|  |   |
|--|---|
| <b>Enhance Education</b><br>Provide opportunities for personal development and knowledge | X |
|--|---|

|  |   |
|--|---|
| <b>Protect Environment</b><br>Mitigate risks to and sustain the beauty of our surroundings | X |
|--|---|

|  |   |
|--|---|
| <b>Promote the Arts</b><br>Support the growth of and the exposure to the arts in the community | X |
|--|---|

# Planning Areas for 2020/2021 Fiscal Year



| Target Area        | Description   | Examples  | Board Committees To Address   |
|--------------------|---|---|---|
| Community Outreach | Enhance the existing content to appeal to a variety of potential donors   | <ul style="list-style-type: none"> <li>• Brochure enhancement - include donor-specified options (frequency, specific programs)</li> <li>• Consider a separate Giving Society</li> </ul>   | <ul style="list-style-type: none"> <li>• Public Affairs</li> <li>• Fund Development</li> <li>• Volunteer</li> </ul> |
| Bequests           | Charitable bequests combine philanthropy and tax benefits for the donor. They are gifts that are made as part of a will or trust  | <ul style="list-style-type: none"> <li>• Fixed gift amount</li> <li>• Specific gifted item</li> <li>• A residuary amount after all bequests, debts and taxes paid</li> <li>• A gift upon condition of a certain event</li> </ul>  | <ul style="list-style-type: none"> <li>• Fund Development</li> <li>• Finance</li> <li>• Volunteer</li> </ul>        |
| Grants             | Grants are non-repayable funds given by one party, often a government department, corporation, foundation or trust, to a recipient, often a nonprofit entity, educational institution, business or an individual. | <ul style="list-style-type: none"> <li>• Government – <ul style="list-style-type: none"> <li>• Federal</li> </ul> </li> <li>• Corporate <ul style="list-style-type: none"> <li>• Bank of America</li> <li>• Coca Cola</li> </ul> </li> </ul> <p>See Appendix for web links to a few sources</p> | <ul style="list-style-type: none"> <li>• Finance</li> <li>• Fund Development</li> <li>• Volunteer</li> </ul>        |

| Next Steps  | Target Date            |
|---|------------------------|
| <ul style="list-style-type: none"> <li>• Identify Board leaders for each target area</li> <li>• Identify knowledgeable volunteers able to help</li> <li>• Meet at least once to brainstorming and plan (can leverage Pepperdine Foundation's setup)</li> <li>• Provide a status update at the next Board Meeting</li> </ul> | November Board Meeting |



# Appendix

# Web Links

---



## Grants

### Government –

- Federal – [grant.gov](https://www.grant.gov)
- California -  
<https://www.cfcc.ca.gov/grant-program/>

### Corporate

- <https://www.fundraiserhelp.com/corporate-grants-source-list.htm>

## Examples of Charitable Giving Programs

### Pepperdine:

<https://www.pepperdine.edu/giving/how/estimate-and-gift/>

### Dartmouth:

<https://giftplanning.dartmouth.edu/bequests>

### Amherst:

<https://giftplanning.amherst.edu/why-give/support-our-mission/bequest-language>

# Community Outreach – Establishing a Giving Group



## Example Draft Description: “The Preservation Society”

A Chino Hills partnership with all our citizens to maintain and enhance the quality of life in Chino Hills for generations to come by supporting the Arts, Green initiatives and the general health & well-being of residents.

Donations of all types including cash, trust designations, and property can be assigned per the donor’s designation, and help us develop a charitable fund that build for our future.

The new Preservation Society will be managed through our existing Chino Hills Community Foundation and will launch in XXXX. The Preservation Society will strive to create increased financial resources to help support key initiatives of the Chino Hills Community Foundation and the City of Chino Hills.

Memberships will be open to all Chino Hills residents based on their interest & contributions. No donation is too small or too large to help support our plans for the future.

We need you to please join us today and support the Preservation Society.

## DRAFT \_OUTREACH LETTER

Happy New Year to our wonderful and dedicated Chino Hills Community Foundation volunteers. We hope you enjoyed a safe Holiday Season.

The Foundation is looking to take the next step in our community outreach and giving programs. In 2021, we are developing plans for new initiatives for a post-pandemic world in our community. As we research and develop some exciting new charitable giving programs and grant opportunities, we are also looking to enhance our Foundation marketing outreach. We are looking for individuals from our volunteer and community base with specific skill sets. These volunteers will work closely with the Board of Directors to lead the Foundation to the next level in Chino Hills. Do you have professional experience in the following subjects and are willing to volunteer for your community?

1. Marketing, including social media
2. Grant writing for applicable State & Federal grants. (We are a non-profit 501 C3)
3. Legal experience with personal estates or corporate bequeaths.

If so, please contact Foundation Board Members Peter Rogers ([photomayor@gmail.com](mailto:photomayor@gmail.com)) or Cynthia Moran ([rwcevents@verizon.net](mailto:rwcevents@verizon.net)) for more details.

Cheers to a better 2021 for all!

Thank you,

Board of Directors  
Chino Hills Community Foundation

CHINO HILLS COMMUNITY FOUNDATION  
THREE YEAR EVENT PLANNING SCHEDULE

\*\*\* Dates should be scheduled at least 6 months in advance \*\*\*

|                     | 2020   | 2021  | 2022   |
|---------------------|--|---|--|
| JANUARY             | 9 Volunteer Reception - Send Invitations<br>13 Board Meeting<br>30 Design Donor Recognition Invites<br>30 Donor Recognition - Save the Date  | 11 Board Meeting  | 3 Volunteer Reception - Send Invitations<br>10 Board Meeting<br>TBD Donor Recognition - Send Invitations   |
| FEBRUARY            | 3 Volunteer Recognition<br>18 Donor Recognition - Send Invitations<br>25 Concert Series #1: Tickets on Sale  |   | 7 Volunteer Recognition<br>TBD Concert Series #1: Tickets on Sale<br>TBD Spring Home Tour Ticket on Sale   |
| MARCH               | 9 Board Meeting<br>9 Concert Series webpage LIVE   | 8 Board Meeting<br>TBD Kids Art Exploration   | TBD Donor Recognition<br>14 Board Meeting<br>TBD Kids Art Exploration<br>TBD Concert Series #1: TBD  |
| APRIL               |  | 48 Spring Home Tour   | 10 Spring Home Tour  |
| MAY                 | 11 Board Meeting   | 1 Wine Walk Planning Begins<br>10 Board Meeting<br>TBD Concert Series - TBD<br>31 Wine Walk Webpage LIVE<br>TBD Play - TBD  | 1 Wine Walk Planning Begins<br>9 Board Meeting<br>TBD Concert Series #2 - TBD<br>30 Wine Walk Webpage LIVE<br>TBD Play - TBD   |
| JUNE                |  |   |  |
| JULY                | 13 Board Meeting   | 12 Board Meeting  | 11 Board Meeting   |
| AUGUST              | *** Date Due: 2021 Concert Series  | 9 Wine Walk Tickets on Sale<br>TBD Concert Series - TBD   | 8 Wine Walk Tickets on Sale<br>TBD Concert Series #3 - TBD   |
| SEPT.               | 14 Board Meeting   | 13 Board Meeting  | 12 Board Meeting   |
| OCT.                |  | 9 Chino Hills Wine Walk   | 8 Chino Hills Wine Walk  |
| NOVEMBER            | TBD Concert Series Planning Begins<br>9 Board Meeting<br>*** Date Due: Donor Recognition 2021<br><del>Design Volunteer Reception Invites</del><br><del>Design Donor Recognition Invites</del><br><del>Spring Home Tour Planning Begins</del> | TBD Concert Series Planning Begins<br>8 Board Meeting<br>*** Date Due: Donor Recognition 2022<br>Design Volunteer Reception Invites<br>Design Donor Recognition Invites | TBD Concert Series Planning Begins<br>14 Board Meeting<br>*** Date Due: Donor Recognition 2023<br>Design Volunteer Reception Invites<br>Design Donor Recognition Invites |
| DECEMBER            | TBD Volunteer Reception - Save the Date<br>(email blast)<br><del>TBD Donor Recognition - Save the Date</del><br><del>TBD Concert Series webpage LIVE</del>   | TBD Volunteer Reception - Save the Date<br>(email blast)<br>TBD Donor Recognition - Save the Date<br>TBD Concert Series webpage LIVE                                    | TBD Volunteer Reception - Save the Date<br>(email blast)<br>TBD Donor Recognition - Save the Date<br>TBD Concert Series webpage LIVE                                     |
| POSTPONED<br>EVENTS | Donor Recognition<br>Kids Art Exploration<br>Concert Series #1: Will Breman<br>Concert Series #2 - Derek Bordeaux<br>Concert Series #3 - Barbara Morrison<br>Wine Walk   | Volunteer Reception<br>Donor Recognition<br>Concert Series #1 - TBD<br>Spring Home Tour   |  |