



CITY OF SAN BRUNO
COMMUNITY SERVICES DEPARTMENT

GOVERNOR'S EXECUTIVE ORDER N-29-20****
CORONAVIRUS COVID-19
AND SAN MATEO COUNTY HEALTH DIRECTIVE
FROM MARCH 14, 2020

On March 17, 2020, the Governor of California issued Executive Order N-29-20 suspending certain provisions of the Ralph M. Brown Act in order to allow for local legislative bodies to conduct their meetings telephonically or by other electronic means. Pursuant to the current Shelter-In-Place Order issued by the San Mateo County Health Officer which became effective on March 17, 2020, and which was updated and extended on April 29, 2020; the statewide Shelter-In-Place Order issued by the Governor in Executive Order N-33-20 on March 19, 2020; and the CDC's social distancing guidelines which discourage large public gatherings, San Bruno City Hall is no longer open to the public for meetings of the Parks and Recreation Commission.

If you would like to make a Public Comment on an item not on the agenda, or comment on a particular agenda item, please email us at sbcs@sanbruno.ca.gov. The length of all emailed comments should be commensurate with the three minutes customarily allowed per speaker, which is approximately 300 words total. Emails received before the special or regular meeting start time will be forwarded to the Parks and Recreation Commission, posted on the City's website and will become part of the public record for that meeting. If emailed comments are received after the meeting start time, or after the meeting ends, they will be forwarded to the Parks and Recreation Commission and filed with the agenda packet becoming part of the public record for that meeting.

Individuals who require special assistance of a disability-related modification or accommodation to participate in this meeting, or who have a disability and wish to request an alternative format for the agenda, agenda packet or other writings that may be distributed at the meeting, should contact Amy Bohlen, Executive Assistant, 48 hours prior to the meeting at (650) 616-7180 or by email at sbcs@sanbruno.ca.gov. Notification in advance of the meeting will enable the City of San Bruno to make reasonable arrangements to ensure accessibility to this meeting, the materials related to it, and your ability to comment.

AGENDA
SENIOR CITIZENS ADVISORY BOARD

Tuesday, February 15, 2022 • 9:00 a.m.

WELCOME TO OUR ADVISORY BOARD MEETING: If you wish to speak on an item under discussion by the Board and appearing on the agenda, you may do so upon receiving recognition from the Board Chair. If you wish to speak on a matter not appearing on the agenda, you may do so during PUBLIC COMMENT. In compliance with the American Disabilities Act, individuals requiring accommodation for this meeting should notify us 48 hours prior to the meeting (616-7150).

Zoom Meeting Details:

Join Zoom Meeting
<https://us06web.zoom.us/j/85638310528?pwd=cGFpRmtaWHU1c1BGUU5xMzJTZWl2UT09>

Meeting ID: 856 3831 0528
Passcode: 653662
One tap mobile 1-720-707-2699 US

1. **CALL TO ORDER/ROLL CALL:** Herb Chu, Barbara Cox, Bunny Epperson, Linda Holman, Priscilla Martinez, Ralph Olcese, Joyce Satow
2. **PLEDGE OF ALLEGIANCE:**
3. **REVIEW OF AGENDA:**
4. **ACCEPTANCE OF MINUTES:** January 18, 2022
5. **CONSENT CALENDAR:**
6. **PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA:** Note: Board policy is to refer matters raised in this forum to staff for investigation and/or action where appropriate. State Law, known as the "Brown Act", prohibits Board from discussing or acting upon any matter that is not on the agenda. Non-agenda issues raised by members of the public or by the Board may, at the discretion of the Board, be scheduled for consideration at future meetings.
7. **UNFINISHED BUSINESS:**
 - a. Receive and File Monthly Class Attendance, Nutrition Site Reports, and Senior Center Historical Front Desk Sign In Data
8. **NEW BUSINESS:**
 - a. Senior Citizens Advisory Board Members Introduction and Election
 - b. Receive Report on Senior Advisory Board Trust Fund and Bequest Fund Balances
9. **ITEMS FROM BOARD MEMBERS:**
10. **ITEMS FROM STAFF:**
 - a. Update on Parking Lot and Trash Enclosure – Verbal Report
11. **ADJOURNMENT**

The next regular Senior Citizens Advisory Board Meeting will be held
on March 15, 2022, at 9:00 a.m. via Zoom.



MEETING MINUTES

Senior Citizens Advisory Board January 18, 2022

1. **Call to Order/Roll Call:** Chair Carmichael called the meeting of the Senior Citizens Advisory Board to order at 9:00 a.m. Board Members Present: Chair Carmichael, Chu, Epperson, and Martinez. Staff Present: Brewer and Mottola.
2. **PLEDGE OF ALLEGIANCE:** Chair Carmichael led the Pledge of Allegiance.
3. **REVIEW OF AGENDA:** No changes.
4. **ACCEPTANCE OF MINUTES:** The Board accepted the minutes of the November 16, 2021 meeting.
5. **CONSENT CALENDAR:** None.
6. **PUBLIC COMMENT:** None.
7. **UNFINISHED BUSINESS:**
 - a. Receive and File Monthly Class Attendance, Nutrition Site Reports, and Senior Center Historical Front Desk Sign In Data – **Superintendent Brewer** presented.

Board Member Chu asked about cornhole numbers on Thursdays. He expressed concern about setting up the boards when there is no attendance. **Superintendent Brewer** stated that boards aren't being set up until someone asks to play. Staff is working on creating more interest for the spring season.

Board Member Epperson asked about the number for December 17th Holiday Party on the Nutrition Site Report. She stated that if the event was sold out, shouldn't the number be more. **Superintendent Brewer** explained that the report only reflects the people that filled out intake forms. All others were considered guests. For the January party, intake forms were filled out as tickets were sold. Also to end the issues of ticket trading and to have an accurate roster, placemats were numbered and alphabetized lists were checked as people arrived for the party. Ticket purchase has been limited to two. The February newsletter will state that tickets can be refunded by staff rather than giving the ticket to someone else. The ticket can then be resold to someone on the waitlist. Staff is trying to make it fair for everyone.

Superintendent Brewer thanked Barbara Cox for all of work she does with entering the daily sign ins.
8. **NEW BUSINESS:**
 - a. Senior Advisory Board Election – **Superintendent Brewer** presented the staff report. There was no election in 2020 and 2021 due to Covid. Five applications have been collected so far. Applications will be accepted until Friday. If the applications stay at five, then all will be congratulated. If there are more than five, there will be an election in February. The election will be announced in the newsletter that will be going out in late January. Regarding the nutrition spot, staff is waiting to hear back from Wendy to see if the position has been filled.

- b. Update on Recent Bequest Fund Donations – **Superintendent Brewer** will present the fund balance at the February meeting. There have been a lot of ongoing donations recently. The only cost is the perpetual plaque by the fireplace for people who donate a certain amount of money.

Board Member Epperson asked if the newsletter can go back to thanking people for their donations. **Superintendent Brewer** stated that this could be done.

9. **ITEMS FROM BOARD MEMBERS:**

Board Member Chu asked about changing the cost of the meals and parties. He requested a cost analysis for the parties in particular. There are certain fixed costs that can't be changed and that will just exacerbate the deficit. He stated that it can't be expected that the Nutrition Site Council fill in the difference since they haven't been in operation either. **Superintendent Brewer** stated that she will redo the numbers she did a few years ago and report back at the next meeting.

Board Member Martinez asked if there will come a time where a Covid card or proof of vaccination will be asked for when people come in. **Superintendent Brewer** stated that it is something that we must wait for the County or the State to allow us to do as a public agency.

10. **ITEMS FROM STAFF:**

- a. Update on Parking Lot and Trash Enclosure – **Superintendent Brewer** stated that she spoke with David Wong, Project Manager. He didn't have an update. They are still working on getting the bonds and contracts signed by the company doing the work. Next time he has some good information, he will do a presentation through Zoom.

Board Member Epperson stated that she feels every month it is the same and they aren't getting any kind of priority or consideration that this has been going on for years.

11. **ADJOURNMENT:** Meeting was adjourned at 9:23 a.m.

Class Attendance Month of January 2022

Mondays	
Class	Attendance
Hiking	50
Ceramics	17
Mahjong	55
Bocce	0
Tap	41
Billiards	48
Computer Club	16
Bingo	219
Pilates/Yoga	9
Yoga	42
Art Appreciation	0

Thursdays	
Class	Attendance
Softball	44
Fun & Fitness	20
Creative Writing	31
Yoga	59
Pedro	84
Music & Motion	36
American Line Dancing	33
Painting	16
Computer Club	0
Billiards	47
	14

Tuesdays	
Class	Attendance
Spanish	35
Bocce	8
Zumba Gold	67
Sit & Be Fit	8
Beginner Line Dance	42
Ukulele	18
Billiards	54
Computer Club	7

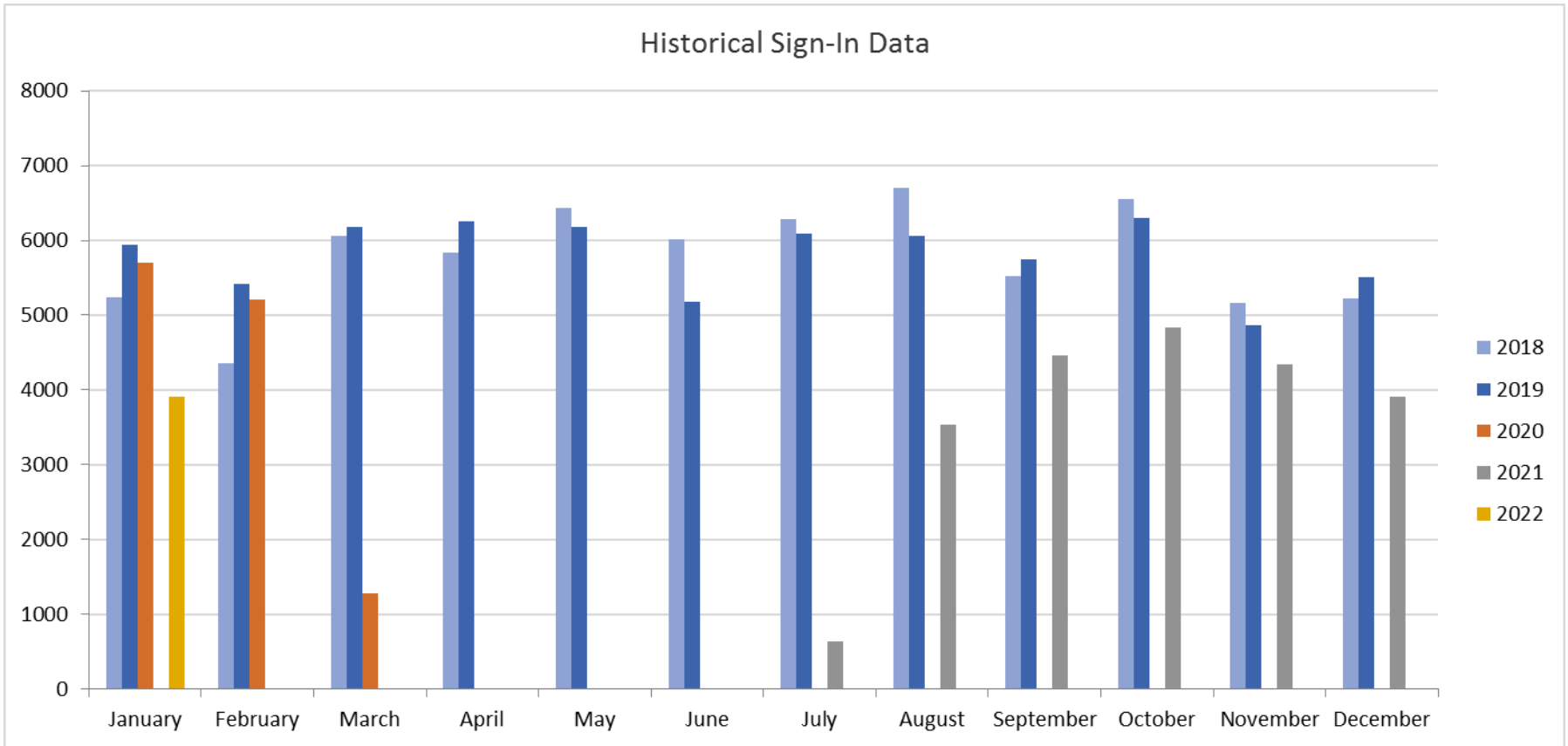
Fridays	
Class	Attendance
Hiking	51
Crocheting	0
Knitting	13
Movie	10
Zumba Gold	45
Bingo	206
Ping Pong	24
Billiards	19
Presentation	20
Party	150

Wednesdays	
Class	Attendance
Hiking	53
Stained Glass	29
Advanced Line Dance	12
Beginner Line Dance Review: Dolly	61
Billiards	54
Horseshoes	8
American Line Dance	27
Bingo	293
Current Events	36
Computer Club	25
Presentation	12

Sundays	
Class	Attendance
Line Dance 1/2	29
American Line Dance 1/9	15
Ballroom Dance 1/16	31
Ballroom Dance 1/30	38
	113

Nutrition Site Report - January 2022

Day	Date	Congragate Meals	Guests	Total Meals	Guest Fees
Mon	3	97	1	98	5.50
Tues	4	110	1	111	5.50
Wed	5	91	2	93	11.00
Thur	6	73	1	74	5.50
Fri	7	77	0	77	0.00
Mon	10	85	1	86	5.50
Tues	11	109	1	110	5.50
Wed	12	99	3	102	16.50
Thur	13	69	0	69	0.00
Fri	14	138	0	138	0.00
Mon	17				
Tues	18	91	1	92	5.50
Wed	19	98	0	98	0.00
Thur	20	84	0	84	0.00
Fri	21	84	2	86	11.00
Mon	24	105	0	105	0.00
Tues	25	110	3	113	16.50
Wed	26	133	3	136	16.50
Thur	27	56	1	57	5.50
Fri	28	101	1	102	5.50
Mon	31	98	1	99	5.50
Total		1,908	22	1,930	121.00



	January	February	March	April	May	June	July	August	September	October	November	December
2018	5241	4364	6055	5832	6436	6019	6292	6706	5519	6548	5168	5231
2019	5936	5424	6176	6249	6177	5179	6098	6066	5748	6293	4869	5503
2020	5709	5206	1284	0	0	0	0	0	0	0	0	0
2021	0	0	0	0	0	0	642	3540	4460	4834	4345	3914
2022	3902											



DATE: February 15, 2022
TO: Senior Citizens Advisory Board
FROM: Danielle Brewer, Community Services Superintendent
SUBJECT: Senior Citizens Advisory Board Members Introduction and Election

BACKGROUND:

According to the Senior Citizen Advisory Board By-Laws, all adults 50 and over residing in San Bruno will elect Board members to serve on the Senior Advisory Board. The nominations will be taken a minimum of three weeks prior to the election and nominations from the floor at the January Board meeting are permitted. The Center shall hold the election on the 1st Wednesday in February and the elected Board Members will start their term at the February Board meeting.

At the meeting in February, the Board shall hold an election to elect a Chair and Vice-Chair each year.

DISCUSSION:

The Commission will discuss and elect a Chair and Vice-Chair from amongst its members for 2022.

FISCAL IMPACT:

None.

ATTACHMENTS:

None.



DATE: February 15, 2022
TO: Senior Citizens Advisory Board
FROM: Danielle Brewer, Community Services Superintendent
SUBJECT: Receive Report on Senior Advisory Board Trust Fund and Bequest Fund Balances

BACKGROUND:

At the January Senior Advisory Board Meeting, the Board requested an update on the fund balances for the Senior Advisory Board Trust Fund and the Senior Center Bequest Fund.

DISCUSSION:

Senior Advisory Board Trust Fund

As of January 31, 2022, the fund balance in the Senior Advisory Board Trust Fund is \$175,771.17. The funding sources for the Trust Fund come from revenues the following programs:

- Locker Rental
- Sports Leagues
- Newsletter Subscription
- Day Trips
- Special Events
- Voluntary Membership
- Sunday Dances

Senior Trust Fund Balance	
July 1, 2020 Beginning Cash Balance	167,930.01
Revenues	4,427.00
Expenditures	(1,859.00)
June 30, 2021 Ending Cash Balance	170,498.01
Revenues	16,625.41
Expenditures	(11,352.25)
Ending Cash Balance (as of 1.31.22)	175,771.17

Bequest Fund

The Bequest Fund is funded by donations to the City specifically for the Senior Center. As of February 1, 2022, the fund balance in the Senior Center Bequest Fund is \$805,882.66. The funding sources for this account come from three sources. Please note, these funds have been earmarked for the Parking Lot Project.

Bequest Fund Balance	
Brian P. Smith Estate	777,073.43
Ethlyn I. Ward Estate	23,884.23
Small One Time Bequests	4,925.00
Ending Fund Balance (as of 2.1.22)	805,882.66

FISCAL IMPACT:

Informational Only

ATTACHMENTS:

- Project Accounting Funding Source Status Report – Bequest Fund

Project Accounting Funding Source Status Report

City of San Bruno

7/1/2014 through 6/30/2022

String #		Budget	Received	Allocated	YTD Received	YTD Allocated	End balance	% Rcvd
Project #	00008	SENIOR CENTER BEQUESTS						
50	OTHER SOURCES							
50	OTHER SOURCES							
		0.00	0.00	0.00	0.00	0.00	0.00	0
50-500	DONATIONS TO SENIOR							
50-500-100	SMALL/ONE-TIME BEQU	0.00	4,925.00	0.00	4,925.00	0.00	-4,925.00	0
50-500-514	BRIAN P. SMITH ESTATE	0.00	777,073.43	0.00	777,073.43	0.00	-777,073.43	0
50-500-515	ETHLYN I. WARD ESTATI	0.00	23,884.23	0.00	23,884.23	0.00	-23,884.23	0
	AGENCY 500 total:	0.00	805,882.66	0.00	805,882.66	0.00	-805,882.66	0
	ENTITY 50 total:	0.00	805,882.66	0.00	805,882.66	0.00	-805,882.66	0
	Project 00008 total:	0.00	805,882.66	0.00	805,882.66	0.00	-805,882.66	0
	GRAND TOTAL:	0.00	805,882.66	0.00	805,882.66	0.00	-805,882.66	
