



AGENDA

SENIOR CITIZENS ADVISORY BOARD

Tuesday, February 17, 2015 • 9:00 a.m.

San Bruno Recreation Center, 251 City Park Way

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).

1. **CALL TO ORDER:**
2. **ROLL CALL/ PLEDGE OF ALLEGIANCE:**
3. **ANNOUNCEMENTS:** Change Location for March Meeting – San Bruno Recreation Center
4. **PRESENTATIONS:** None
5. **REVIEW OF AGENDA:**
6. **APPROVAL OF MINUTES:** Approve Minutes of the January 20, 2015 meeting
7. **PUBLIC COMMENT ON ITEMS NOT ON 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 rose by members of the public or by the Board may, at the discretion of the Board, be scheduled for consideration at future meetings.
8. **CONDUCT OF BUSINESS:**
 - a. Advisory Board Nominations and Vote (Brewer)
 - b. Treasurer’s Report (Treasurer)
 - c. Monthly Information and Referral, Class Attendance and Nutrition Site Reports (Tessier)
 - d. Review Volunteer, Special Events and Program Committees Meeting Minutes (Tessier)
 - e. Update on Meeting with Pedro Group (Burns)
 - f. Update on Senior Nutrition Site Program Refrigerator Replacement (Brewer)
 - g. Update on Scheduling of SMC Adult Abuse Prevention Committee Presentation (Brewer)
 - h. Update on Senior Volunteer Party (Brewer)
 - i. Update on Senior Center Recreation Services Coordinator Recruitment (Brewer)
 - j. Discussion Regarding Updates to Senior Center By-Laws (Board/Burns/Brewer)
9. **CORRESPONDENCE:** None
10. **COMMENTS FROM BOARD MEMBERS:**
11. **AGENDA BUILDING:**
 - Update on Disabled Parking in the Senior Center Parking Lot (Brewer – March Meeting)
 - Update on Options for a Senior Center Reader Board Sign (Brewer – March Meeting)
12. **ADJOURNMENT:**

**** POSTED PURSUANT TO LAW ****

MINUTES
SENIOR CITIZENS ADVISORY BOARD
Tuesday, January 20, 2015 • 9:00 a.m.
San Bruno Senior Center, 1555 Crystal Springs Road

WELCOME TO OUR ADVISORY BOARD MEETING

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1. **CALL TO ORDER:** Chair Goff called the meeting to order at 9:02 am
2. **ROLL CALL/ PLEDGE OF ALLEGIANCE:** Present: Chair Bill Goff, Ellen Donnelly, Dorothy Carmichael, Flori Green and Karen Hornung, Elisa Geraldi and Ken Kreisel. Absent: Vice Chair Barbara Luzaich. Staff Present: Danielle Brewer, Kerry Burns, and Mary Tessier. Transcriber: Mary Tessier. Guests: Sandra Lang, Bill Kaktis and Bob Elliott.
3. **ANNOUNCEMENTS:**
 - A. The February and March meetings will be held in the Conference Room at the Recreation Center. Superintendent Brewer will send email reminders to Board Members.
4. **PRESENTATIONS:** Sandra Lang from the County Commission on Aging reported on Elder Financial Abuse. Members of the Commission and the Adult Abuse Prevention Committee have put together a performance that they have been presenting at Senior Centers in the area. They would like to come to San Bruno in May to present "Making the Invisible Visible". The Board thought that we should cancel Bingo one day and schedule this performance after lunch.
5. **REVIEW OF AGENDA:**
6. **APPROVAL OF MINUTES:** M/S Geraldi/Green approved the minutes of the December 16, 2014 meeting.
7. **PUBLIC COMMENT ON ITEMS NOT ON 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 rose by members of the public or by the Board may, at the discretion of the Board, be scheduled for consideration at future meetings.)
8. **CONDUCT OF BUSINESS:**
 - A. Treasurer's Report – Board Member, Hornung reported that there were five deposits for the month and no checks written. The money in this checking account is restricted for Senior Center use.
 - B. Advisory Board Nominations and Vote - Bill Katkis introduced himself to the Board. He will be running for one of the two open positions on the Board along with Bill Goff and Dorothy Carmichael. Voting will be held on February 4 in the Senior Center Lobby. There will be candidate introductions at Noon on February 2.
 - C. Status of Recruitment to Fill Vacant Recreation Services Coordinator and Senior Bus Driver – Director Burns reported that the first interviews for the coordinator position would be held on January 27. She hopes to have someone in this position by mid-February. Senior Bus Driver, Ron Miles resigned after the New Year. Lynn Bick has been filling in for Ron and Alyssa. Human Resources is recruiting for a new driver.

- D. Monthly Information and Referral Report – Recreation Leader, Laura Agostini has been handling these calls and inquiries.
 - E. Monthly Class Attendance Report – Class numbers are down a little due to holiday closures and class breaks.
 - F. Monthly Nutrition Site Report – Mondays and Wednesdays are the busier lunch days.
9. **CORRESPONDENCE:** Donation thank you letters were written to AARP, Peter Kwan and Bernie and Barbara Vas.
10. **COMMITTEE REPORTS:** The Special Events and Volunteer Committee Meeting minutes were inadvertently left out of the agenda. Supervisor Tessier reported that the Volunteer Recognition Party would be on Saturday, February 28 and it would be a circus theme.
11. **COMMENTS FROM BOARD MEMBERS:**
- A. Board Member Kreisel asked about the status of the new refrigerator. Director Burns reported that the new refrigerator is on the January 27 City Council Agenda. Any purchase or improvement to a City Facility over \$5,000 requires Council approval.
 - B. Board Member Kreisel inquired about Pedro. Director Burns explained that gaming in a public place is not legal and the City cannot accept any proceeds from a gaming activity. There will be a meeting with the Pedro organizers, Dorothy Carmichael and staff in the next few weeks.
 - C. Board Member Kreisel asked about the status of the gate in the kitchen to protect equipment from rentals. Superintendent Brewer reported that the gate will exceed \$5,000, so it will need to go in the next fiscal year budget.
 - D. Board Member Kreisel commented that the clean up before rentals on Fridays is inadequate. Many times the building attendant for the Saturday rental has to fill paper products and clean. Director Burns reported that this issue is being addressed.
 - E. Board Member Green suggested that the Exercise Instructors make an announcement to ask their students to park across the street or further down the parking lot.
12. **AGENDA BUILDING:**
- A. Pedro
 - B. Status of the Coordinator position
 - C. Refrigerator update
 - D. Handicapped Parking
13. **ADJOURNMENT:** Chair Goff adjourned the meeting at 10:15 am

**** POSTED PURSUANT TO LAW ****

**Senior Advisory Board Trust Fund Report
January 2015**

Checking Account Balance 12/31/2014	\$ 22,678.98	
Income checking account	\$ 0.20	
Checks	\$ (729.19)	
Fees	<u>\$ (6.00)</u>	
Checking Account Balance 1/31/2015		\$ 21,943.99
Amount held at City of San Bruno prior 7/1/2013		\$ 103,932.20
Amount held at City of San Bruno fiscal year 2013-2014		\$ 24,184.45
Amount deposited to City since 7/1/2014	\$ 7,786.33	
Deposit made to City account January	\$ 206.50	
Deposit made to City account January	\$ 222.50	
Deposit made to City account January	\$ 680.25	
Deposit made to City account January	\$ 444.25	
Amount deposited to City this fiscal year		\$ 9,339.83
TOTAL NET WORTH JANUARY 31, 2015		\$ 159,400.47

**Information and Referral Report
Fiscal Year 2014-15
July 2014 through January 2015**

	July	August	September	October	November	December	January
Housing	3	7	3	2	4	2	4
Health	2	1	0	2	0	0	0
Social Worker Referrals	1	1	0	0	0	0	0
Legal	1	2	1	2	1	1	2
Community Outreach	2	0	0	0	0	0	0
Shopping/Food	2	3	4	2	0	4	0
Aging and Adult	0	3	1	2	1	0	0
Info & Referral	0	4	7	8	8	9	15
Welfare Check	0	0	0	0	1	0	0
Insurance	0	1	2	1	3	0	2
General	10	5	4	3	4	2	5
Total	21	27	22	22	22	18	28/160

**Nutrition Site Report
Fiscal Year 2014-15
January 2015**

Day	Date	Prepared Hot Meals and Salads	Served Hot Meals	Served Salads	Served Hot Meals and Salads	Total Non-Senior Donations
Thursday	1	Holiday				
Friday	2	65	60	3	63	7.00
Monday	5	115	103	10	113	7.00
Tuesday	6	85	72	13	85	7.00
Wednesday	7	130	120	8	128	10.50
Thursday	8	70	62	8	70	7.00
Friday	9	80	67	12	79	7.00
Monday	12	105	96	5	101	7.00
Tuesday	13	110	91	16	107	14.00
Wednesday	14	135	117	15	132	7.00
Thursday	15	65	61	4	65	10.50
Friday	16	210	207	0	207	0
Monday	19	Holiday				
Tuesday	20	70	56	11	67	0
Wednesday	21	125	104	19	123	7.00
Thursday	22	65	57	6	63	7.00
Friday	23	90	75	11	86	7.00
Monday	26	135	126	7	133	7.00
Tuesday	27	75	69	5	74	7.00
Wednesday	28	125	105	17	122	10.50
Thursday	29	75	67	8	75	7.00
Friday	30	105	96	8	104	7.00
TOTAL		2,035	1,811	186	1,997	\$143.50

VOLUNTEER COMMITTEE MEETING MINUTES
January 21, 2015

Members in attendance were: Frank Beare, Tina Beare, Elisa Gerald, Tammy Manini, Ruth Pallas and Barbara Cox. Staff in Attendance: Laura Agostini, Danielle Brewer and Mary Tessier

Minutes from the January 7th meeting were distributed to those in attendance.

Volunteer Party: The Party will be on Saturday, February 28, 2015 from 11:30 am until 1:30 pm and will be a circus theme.

Entertainment: Danielle reported that the Circus School could send two roving performers at \$250 each for an hour. They would entertain the crowd with stilt walking, juggling and magic. The "Happy Time Banjos" are available to play music on the stage for two hours for \$300.

Food: Danielle spoke to the Carnival Caterer and he had some menu ideas that would cost \$8.00 per person. The Committee decided on: all beef hot dogs, chili and macaroni & cheese. Members thought that corn on the cob was too hard to chew. Danielle will see if we can get cold slaw added to the menu. We will check with Marshall Realty to borrow their popcorn machine. Volunteers from Torani Syrup are available to make drinks and assist at the event. Beverages will include lemonade, bottled water, coffee, tea and beer. Danielle will check on the price of a keg. We will have ice cream sundae cups for dessert.

Decorations: We will decorate the round tables with a variety of bright colored tablecloths purchased from Party City and colored napkins. We will order circus cut outs and clown centerpieces from Amazon. Danielle offered that there are extra multi-colored balloons at the Recreation Center that we can use. We may also purchase clown noses to put at the table.

Invitation: The Committee liked Ruth's draft of the flyer. She has some fun Barnum & Bailey stamps, which can be added to the flyer. Amy from the Recreation Department will take Ruth's ideas and do a final draft. There was discussion about guests and the group decided to have the volunteers RSVP at the Front Desk. Volunteers will be able to bring one guest for a fee of \$15. Staff will print the Volunteer List, so we can start checking it for accuracy.

Gift: Tina & Frank brought a sample of the cotton candy. The Committee decided to go with the box of animal cookies, which can be purchased through Amazon. We could add a "Thank You Volunteers" sticker to the box.

Schedule: The Band will play from 11:30 am – 1:30 pm. The Mayor can make a speech at Noon and the food can be served after that. The Circus performers can entertain from 12:15 – 1:15 pm.

Revised Tentative Budget

Entertainment:	\$ 800.00
Gift:	360.00
Decorations	195.00
Food/Beverages/Plates/Cups/Tablecloths	2,500.00
Cleanup	<u>250.00</u>
	<u>\$ 4,105.00</u>

SPECIAL EVENTS COMMITTEE MEETING MINUTES
January 5, 2015

Members in attendance were Marie Samora, Raoul Epling and Elisa Geraldi. Mary Tessier took Minutes.

Minutes from the November meeting were accepted as written.

Sunday Programs: The First Sunday Line Dance in December had 36 people. 72 people attended the Third Sunday Dance in December. There were 78 people at the Last Sunday Dance.

Trips: The casino trips are scheduled for the first four months of 2105. The January trip will be to Cache Creek. June had a very successful Reno Christmas trip. 44 people attended the trip to Beach Blanket Babylon for a profit of \$383. Dorothy's New Year's overnight trip to Southern California went very smoothly and included many fun activities. In February there will be a French Circus performance at Zellerbach Hall.

Birthday Club: There were 54 people at the Birthday Club Dinner in December for a profit of \$96. There are 57 people signed up for the January dinner so far. There was a profit of \$1,220 for 2014.

New Year's Eve Party: The New Year's Eve Party was sold out by December 28th. The party went very well, but was a lot of work. The crowd really enjoyed the "George Campi Band" and they were easy to work with. The salmon and tri-tip choices were good. The receptionists need to do a better job at signing people up and indicating the food choice. There was a lot of incomplete information. Staff need to have a meeting with the receptionists to go over the procedure for party ticket sales. The Noon toast went well and ran on time with Raoul doing the countdown. Each table received a bottle of champagne and a table captain was assigned to pour. We have party horns in storage for next year.

Other Parties: Our 28th Anniversary Party will be on January 16th. We will have a Chicken Cordon Bleu lunch and Greg Hutto and the "Full House Band" will perform. Westborough Royale will provide an Anniversary Cake. A City Council representative will say a few words at 11:30 am before the cake cutting. We will celebrate Valentine's Day on February 13th. We will serve Chicken Scaloppini and the "Ron Borelli Trio" will perform.

The next Special Events Meeting will be on Monday March 2, 2015 at 1:00 PM.

PROGRAM COMMITTEE MEETING MINUTES

February 8, 2015

Members in attendance were Bill Goff, Barbara Luzaich and Tammy Manini. Mary Tessier took the minutes.

1. Minutes for the December meeting were approved as written.

The **Movie** for March will be "The Hundred-Foot Journey" with Helen Mirren. Other movie ideas are "Non-Stop" or a few of the recent releases.

2. **Programs:** The Mills Peninsula Senior Focus blood pressure and glucose readings were very popular in January. The seniors liked having the old format back, which includes glucose readings. There is currently no replacement for the "Famous Faces and Places" class, but Jeri from the San Mateo Adult School is looking into an instructor for the next semester. The tax appointments are filling up quickly.

3. **Presentations:** The presentation on Home Care Assistance is scheduled for February 25, 2015. There will be another six week series on "Living Well with Chronic Conditions" in May. There will be a pre-registration to see if there is enough interest. There will be a play on elder financial abuse entitled: "Making the Invisible Visible". This play will be presented in June by the Adult Prevention Committee from Aging and Adult Services.

Mary presented information on some presentations. **The Committee recommends that we schedule sessions on "Sleep Like A Baby?: The Latest Research on Sleep and Aging"; "Foot Care for Seniors" and "Do's & Don'ts When Downsizing", which will include the topics of decluttering and downsizing.** Another possible session was on "Your Retirement Income: Making it Last and Enjoying It", but the Committee is more interested in living trusts and wills. Mary will check to see if these topics can be offered.

4. **The next Program Committee meeting will be Monday APRIL 13, 2015 at 10:30 a.m.**



DATE: February 17, 2015
TO: Senior Citizens Advisory Board
FROM: Danielle Brewer, Community Services Superintendent
SUBJECT: Discussion Regarding Updating San Bruno Senior Citizen Advisory Board By-Laws

BACKGROUND:

The Senior Citizens Advisory Board By-Laws were adopted by the City Council a little over 16 years ago on December 15, 1998. Since their adoption, the Parks and Recreation Department has been renamed to the Community Services Department and the San Bruno Senior Citizens Club disbanded. These changes have not been incorporated into the By-Laws.

DISCUSSION:

Included are the current By-Laws with four recommended changes highlighted in red.

1. Since the adoption of the By-Laws, the San Bruno Parks and Recreation Department has been renamed the San Bruno Community Services Department.
2. Removal of the San Bruno Senior Citizens Club throughout the document as the club is no longer in existence.
3. Removal of the San Bruno Senior Citizens Club appointed member to the Senior Citizens Advisory Board.
4. Proposal to add one additional elected Member-At-Large on the Senior Citizen Advisory Board to replace the Senior Citizens Club appointed member.

Staff recommends the above changes to the By-Laws. Any changes to the By-Laws must first be approved by the Senior Citizens Advisory Board, then brought forward to the City Council for final approval. The Board may also choose to recommend additional changes to the By-Laws, if it so chooses.

FISCAL IMPACT:

None.

ATTACHMENTS:

Draft Senior Citizen Advisory Board By-Laws

San Bruno Senior Citizens Advisory Board

BY-LAWS

Adopted 12/15/1998

ARTICLE 1. – NAME

The name of this organization shall be San Bruno Senior Citizens Advisory Board, hereinafter referred to as the Board.

ARTICLE 2. – PURPOSE

The Board shall make recommendations to the City Council regarding Senior Citizens programs and activities at the Senior Center; the oversight and coordination of Senior Citizens programs and activities within the Senior Center.

The purpose of the Board will be to provide a communication link between the community and the governing body and staff as the agency strives towards contributions to a better quality of life. The Board is advisory in nature.

The Board shall make decisions within the framework of the programs and policies of the Board as reflected in the Municipal Code (as outlined in Section 9.10) and the Bylaws.

County Programs and AARP are separate from the Board. No Board funds can be used to fund projects for AARP or the County Programs. The Board is not authorized to expand government programs or to expand programs requiring funding without first obtaining City Council approval.

ARTICLE 3. – MEMBERS

A. The members of this Board shall consist of seven (7) representatives either appointed or elected from the following categories:

1. San Bruno AARP #2895 – one member. The AARP member shall be appointed by AARP Chapter #2895.
2. San Bruno Senior Nutrition – one member. The San Bruno Senior Nutrition member shall be appointed by the San Bruno Senior Nutrition Council.
3. .
4. Five (5) Member-At-Large – All four Member-At-Large shall be elected by seniors who are San Bruno Residents and 50 years of age or older.

B. Election

1. The Advisory Board shall elect a new Chair and Vice-Chair in compliance with Ordinance 9.10.080 at the February meeting of the Board.
2. The newly elected officers shall assume their responsibilities at the close of the February meeting.

C. Installation

1. The outgoing Chairman of the Board shall appoint an individual to install and administer the Oath of Office to all Board Members at the February meeting.
2. Oath of Office for Board Members:

In the presence of all here assembled, I _____, do solemnly promise I will work faithfully for the good of the Senior Citizens activities and programs at the Senior Center and all Senior people in this community. I will be impartial and attentive to all requests and problems coming before the Board, so that I, as a member of this Board, can make a fair and equitable decision. I further promise that I will not advocate or try to advance directly or indirectly the cause of any special group or organization. I also promise that I will abide by the bylaws, and rules and regulations of the Board.

ARTICLE 4. – QUALIFICATIONS

Members of this Board shall be San Bruno Residents 50 years of age or older, who have lived in San Bruno for at least two (2) years immediately preceding appointment or election.

ARTICLE 5. – TERMS OF OFFICE

The term of office of each member shall be one continuous two (2) year term.

ARTICLE 6. – OFFICER'S DUTIES

The Board shall have a Chairman and Vice Chairman:

- A. The Chairman shall conduct all meetings and appoint and/or dissolve committees with the concurrence of the Board. The Chairman shall represent the Board at community meetings when deemed appropriate by the Board or may appoint an alternate representative to such meetings from the Board when he/she is unavailable.
- B. The Vice Chairman shall act in the absence of the Chairman.

ARTICLE 7. – EX-OFFICIO MEMBER

A representative(s) from the Community Services Department shall serve as an Ex-officio, non-voting member, of the Board, and shall serve as Secretary to the Board.

ARTICLE 8. – TREASURER

The Board shall appoint a Treasurer who shall be a San Bruno resident 50 years of age or older, and shall serve at the pleasure of the Board. The Treasurer shall account for all income and expenditures authorized by the Board, and keep accurate records available for audit at any time.

ARTICLE 9. – REMOVAL OR VACANCY

A member of the Board may be removed by a majority vote of the City Council. A vacancy is filled in the same manner as the original appointment or election. A person appointed or elected to fill a vacancy serves for the remainder of the unexpired term.

ARTICLE 10. – ELECTION OF MEMBERS-AT-LARGE

- A. Candidates shall sign up a minimum of three weeks prior to the election date.
- B. Nominations from the floor at the January Board meeting will be permitted.
- C. Each senior, wishing to vote, will receive a ballot after proof of age and San Bruno residency had been established.
- D. No absentee ballots will be permitted.
- E. Candidates must sign an agreement that he/she will abide by election protocol. A duplicate copy will be kept on file.
- F. Each candidate will present a "Statement of Purpose" when filing for office.
- G. Elections shall be held annually the first Wednesday in February from 9:00 am to 3:30 pm within the Senior Center. Voters may vote for one (1) or two (2) candidates. Votes will be tallied at 3:30pm by the City Clerk and staff. Candidates will be notified of the results. Results will be posted at the Senior Center and City Hall for one week immediately following the election.

ARTICLE 11. – ELECTIONS & CAMPAIGNING

- A. No campaigning is permitted within the building or within 100 feet of the polling area on the day of the election.
- B. No visible campaigning (buttons, signs, handout, etc.) will be permitted in the San Bruno Senior Center on Election Day.
- C. Campaigning will include scheduled campaign speeches where each candidate has an opportunity to express his/her views. Candidate will speak (three minutes is suggested) at the Senior Center on Wednesday noon before the election.

ARTICLE 12. – MEETING; REGULAR & SPECIAL

- A. Meetings shall be held once monthly at 9:00am on the third Tuesday of each month in the Conference Room of the Senior Center.
- B. Special meetings may be called by the Chairman or by a majority of the regular membership by filing a written request for a special meeting with the ex-officio member.
- C. The regular meeting time or location may be changed by a majority vote of the Board.

ARTICLE 13. – QUORUM

- A. A quorum shall consist of four (4) members.
- B. A majority vote shall be the majority of the quorum present.

ARTICLE 14. – CONDUCT OF MEETINGS

- A. Meetings shall be presided over the Chairman of the Board.
- B. Meetings shall be governed by the latest revision of Robert’s Rules of Order.
- C. Members shall obtain the floor through recognition by the Chairman before speaking.

ARTICLE 15. – COMMITTEES

- A. Committees shall consist of the Program Committee, Special Events, Volunteer, Rules, Facility Use, Art and Finance, Election or such Committees as may be created by the board. Any such committees may be dissolved by the Board.
- B. The Board shall appoint committee members, and will consider any recommendations. The size of each committee will be determined by the duties and purposes of the committee as decided by the Advisory Board. At least ¾ of each committee shall be residents of San Bruno.
- C. At least one Board Representative shall serve on each committee.
- D. The Chairman of each committee shall be determined by the members of the committee.
- E. A representative of the Senior Center Staff shall serve as the secretary for each of the committees.

ARTICLE 16. – BOARD EXPENDITURES

Expenditures from the Senior Center Program/Activities Trust Fund shall be processed through the Community Services Department subject to appropriate funding by the City Council. An operating fund not to exceed \$5,000 may be maintained. Unencumbered funds may be used as needed to fund trips, supplies, special events, and approved programs. Any expenditure must be approved by the Board. The Board shall designate two members (one of which shall be the Treasurer) who will be authorized to sign 13checks on behalf of the Board. Expenditures shall be authorized by one signature of either of the designated members of the Board and one designated staff member (the City Manager shall designate the staff member). Annual reconciliation of all revenue within the revolving funds shall be completed by the Treasurer.

ARTICLE 17. – DONATIONS – GIFTS

- A. No group may raise funds in the name of the Board, Senior Center or City of San Bruno without the approval of the Board and the City Council.
- B. The Board may receive donations, gifts, legacies, endowments or bequests made to the City or to the Board for or on behalf of the City for the Senior Center. Donations or gifts may be raised in the name of the Board or Senior Center so long as any such donations or gifts are not raised for the purposes of expanding City programs, modifying the Senior Center facility, or funding programs that would require specific additional funding from the City, unless specific approval is received from the City Council.

- C. All donations, gifts, legacies, endowments and bequests so received shall be turned over to the Director of Finance and shall be kept in a special fund (Senior Citizens Program/Activities Trust Fund), designated for Senior Center purposes. No funds shall be used to fund projects for AARP, County Programs, private clubs and groups.

ARTICLE 18. – AMENDMENTS

These Bylaws may be altered, amended, or repealed by a majority vote of the Board and approved by the City Council.

ARTICLE 19. – ENDORSEMENTS

The Board shall not endorse any political candidate.

ARTICLE 20. – CLUBS – SPECIAL INTEREST GROUPS

Senior Citizens clubs or special interest groups using the Senior Center for their activities must have the approval of the board and the City Council. All such clubs shall be at least 60% San Bruno residents; members must be 50 or older and the club must be non-profit. Such groups may make application/agreement with the City Council to use equipment and facilities at the Senior Center. Priority I groups as specified in the facility use information may rent the facility for special events/parties/fund raisers no more than three times per calendar year.