



AGENDA

SENIOR CITIZENS ADVISORY BOARD

Tuesday, March 15, 2016 • 9:00 a.m.
Veterans Memorial 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/ROLL CALL

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF AGENDA

4. APPROVAL OF MINUTES: Approve Minutes of the January 20, 2016 meeting

5. 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.

6. CONSENT CALENDAR: None

7. NEW BUSINESS:

- a. Treasurer's Report – February 2016
- b. Receive and File Monthly Information and Referral, Class Attendance, Nutrition Site Reports and Senior Center Historical Front Desk Sign In Data (Madonich)
- c. Receive and File Minutes of Program Committee, Special Events Committee and Volunteer Committee
- d. Review of Volunteer Recognition Luncheon (Oral Report)
- e. Review and Recommend Quotes for Synthetic Bocce Ball Courts

8. UNFINISHED BUSINESS: None

9. EXCLUDED CONSENT: None

10. ITEMS FROM STAFF:

11. 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 rose by members of the public or by the Board may, at the discretion of the Board, be scheduled for consideration at future meetings.

12. ITEMS FROM MEMBERS AND SUBCOMMITTEE REPORTS

13. ADJOURNMENT

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



MEETING MINUTES

**Senior Citizens Advisory Board
February 16, 2016**

City Clerk, Carol Bonner, installed into office Board Members Donnelly, Green, and Hayes.

1. **Call to Order/Roll Call:** Chair Goff called the meeting of the Senior Citizens Advisory Board to order at 9:01 a.m. Board Members Present: Chair Goff, Vice – Chair Green, Carmichael, Donnelly, Hayes, and Kreisel. Treasurer: Hornung. Board Members Absent: Luzaich. Staff Present: Brewer, Madonich, Tessier, Aker.
2. **PLEDGE OF ALLEGIANCE:**
3. **APPROVAL OF AGENDA:**
4. **APPROVAL OF MINUTES:** **MSC Carmichael/Kreisel** to approve the minutes of the January 20, 2016 meeting. Approved unanimously.
5. **PUBLIC COMMENT:** None.
6. **CONSENT CALENDAR:** None.
7. **CONDUCT OF BUSINESS:**
 - a. Treasurer's Report – January 2016 filed for audit.
 - b. Receive and File Monthly Information and Referral, Class Attendance, Nutrition Site Reports, and Senior Center Historical Front Desk Sign In Data – Monthly Information and Referral Report and Nutrition Site Report were distributed and reviewed, received, and filed.
 - c. Review and Approve Policy Regarding Saving Seats at Parties and Special Events – Board Member Kreisel said in reading the report he agreed with staff's recommendation that tickets be limited to attendees. **MSC Kreisel/Hayes** to limit attendees to 5 tickets for parties and special events. Passed with 4 ayes, Donnelly, Goff, Hayes, and Kreisel, and 2 no's, Carmichael and Green.
8. **UNFINISHED BUSINESS:** None.
9. **EXCLUDED CONSENT:** None.
10. **ITEMS FROM STAFF:** None.

11. **PUBLIC COMMENT:** None.

12. **ITEMS FROM MEMBERS AND SUBCOMMITTEE REPORTS:** Board Member Kreisel requested an update on the hiring of a new Custodian and Bus Driver. Superintendent Brewer replied that they were still in the background check process for the applicant who was offered the position of Custodian and Supervisor Tessier confirmed that the applicant for Bus Driver was in the final stages of hiring. Board Member Kreisel asked if staff had ordered a gate for the Senior Center as well as carry out a check of the wall in the multi-purpose room the Board had requested. Superintendent Brewer confirmed with staff that a gate was on order and would follow up with Facilities Supervisor, Rene Walsh, on the wall.

13. **ADJOURNMENT:** With no other business to be conducted, **Board Member Donnelly** adjourned the meeting at 9:29 a.m.

Respectfully Submitted,

Ludmer Aker
Executive Assistant
City of San Bruno

SENIOR ADVISORY BOARD TRUST FUND REPORT

FEBRUARY 29, 2016

Checking Account Balance 1/31/2016	\$	19,958.92
Interest		
Deposit	\$	-
Checks	\$	(2,712.49)
Fees	\$	<u>(6.00)</u>
Checking Account Balance 2/29/2016	\$	17,240.43
Amount held at City of San Bruno prior 7/1/2013	\$	103,932.20
Amount held at City of San Bruno July 1, 2013 - June 30 2015	\$	31,670.66
Amount deposited to City since 7/1/2015	\$	7,020.85
Deposit made to City account February	\$	159.05
Deposit made to City account February	\$	189.75
Deposit made to City account February	\$	245.55
Deposit made to City account February	\$	240.42
Deposit made to City account February	\$	207.34
Amount deposited to City this fiscal year	\$	8,062.96
TOTAL NET WORTH FEBRUARY 29, 2016	\$	160,906.25

**SENIOR ADVISORY BOARD TRUST FUND REPORT
CORRECTED
JANUARY 31, 2016**

Checking Account Balance 12/31/2015	\$ 19,896.37	
Interest	\$ 0.07	
Deposit		
Checks	\$ (491.52)	
Fees	<u>\$ (6.00)</u>	
Checking Account Balance 1/31/2016		\$ 19,398.92
Amount held at City of San Bruno prior 7/1/2013		\$ 103,932.20
Amount held at City of San Bruno July 1, 2013 - June 30 2015		\$ 31,670.66
Amount deposited to City since 7/1/2015	\$ 6,248.75	
Deposit made to City account January	\$ 173.50	
Deposit made to City account January	\$ 195.00	
Deposit made to City account January	\$ 146.25	
Deposit made to City account January	\$ 257.35	
Amount deposited to City this fiscal year		\$ 7,020.85
TOTAL NET WORTH JANUARY 31, 2016		\$ 162,022.63

2015-16 Information and Referral Statistics

	July	August	September	October	November	December	January	February	March	April	May	June
Housing	8	11	7	9	2		2	1				
Health		5	1			1						
Social Worker Referrals		1										
Legal	1	1		1			1					
Community Outreach						1	2					
Shopping/Food	2	8	3	5	2	1	3					
Aging and Adult												
Info & Referral	6	13	11	9	4	9	10					
Wellfare Check	1	2	1				1					
Insurance	3	4	4	8	5	1	2					
General	7	2	13	4	6	7	5					
Monthly Total	28	47	40	36	19	22	25	0	0	0	0	0

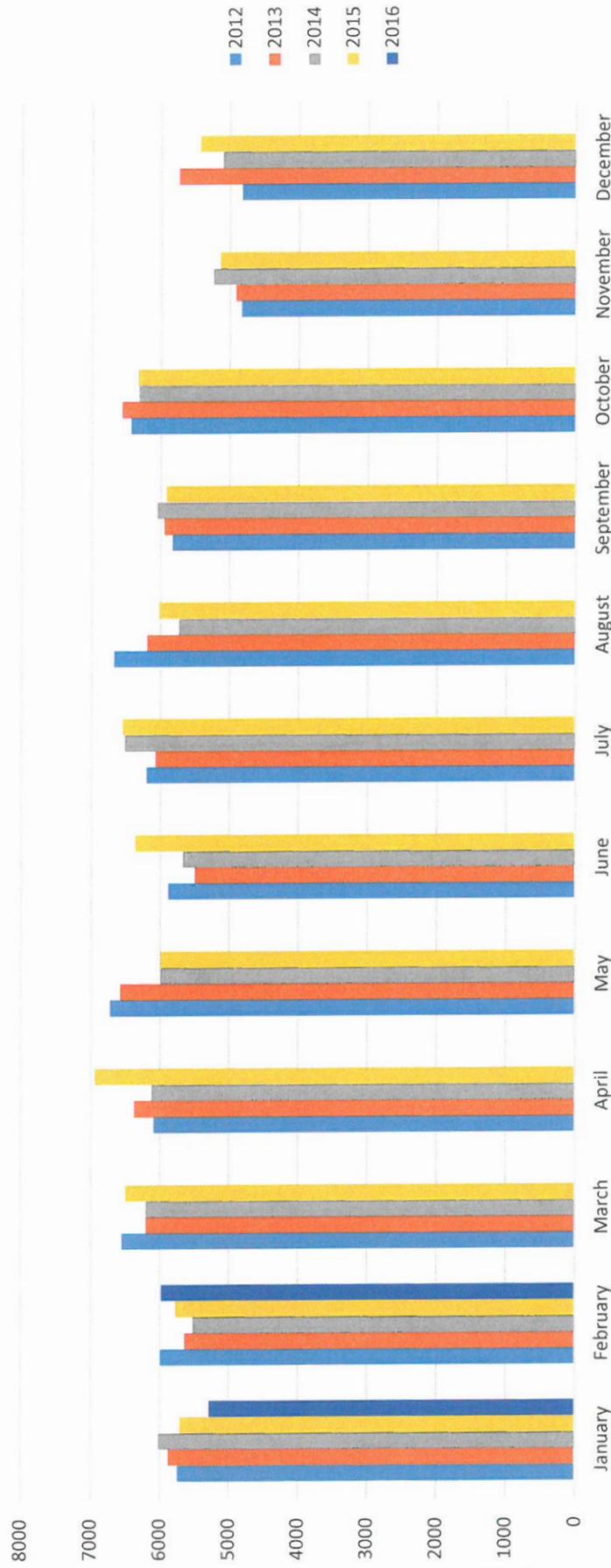
Housing												
Shopping								1				
Transportation								3				
Assisted Living								4				
Legal								2				
Insurance								3				
Welfare Check								8				
Health												
Counseling												
Clean/Repair								6				
General								9				
Monthly Total	56	94	80	72	38	44	50	36	0	0	0	0

Nutrition Site Report - February 2016

Day	Date	Total Prepared Hot Meals & Salads	Total Served Hot Meals	Total Served Salads	Total Served Hot Meals & Salads	Non-Senior Donations
Mon	1	110	98	9	107	27.50
Tues	2	90	79	10	89	5.50
Wed	3	120	100	17	117	22.00
Thur	4	75	60	13	73	27.50
Fri	5	80	73	5	78	11.00
Mon	8	115	100	14	114	16.50
Tues	9	75	67	7	74	11.00
Wed	10	155	141	12	153	11.00
Thur	11	70	62	5	67	5.50
Fri	12	200	199		199	
Mon	15				0	
Tues	16	80	69	10	79	5.50
Wed	17	130	113	13	126	5.50
Thur	18	65	56	5	61	
Fri	19	90	78	10	88	5.50
Mon	22	100	86	10	96	
Tues	23	90	74	16	90	11.00
Wed	24	125	105	16	121	
Thur	25	80	66	12	78	5.50
Fri	26	110	88	13	101	5.50
Mon	29	95	77	17	94	5.50
Total		2055	1791	214	2005	181.5

	January	February	March	April	May	June	July	August	September	October	November	December
2012	5737	5987	6548	6090	6722	5878	6198	6670	5827	6432	4826	4817
2013	5868	5632	6196	6363	6567	5487	6059	6186	5939	6554	4902	5728
2014	6020	5522	6204	6119	5993	5672	6517	5733	6047	6318	5240	5103
2015	5701	5767	6494	6936	5982	6357	6539	6015	5910	6324	5131	5426
2016	5285	5977										

Historical Sign-In Data



PROGRAM COMMITTEE

February 11, 2016

Members in attendance were Tammy Manini, Bill Goff and Barbara Luzaich. Mary Tessier was in attendance.

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

People enjoyed "I'll See You in My Dreams". The **Movies** for March and April will be: "Ricki and the Flash" and "Against the Madding Crowd".

2. **Programs:** The Mills Peninsula Senior Focus annual Health Screening scheduled for February 26th is almost full. There are only 11:00 am appointments left.
The AARP Tax Assistance program has been running smoothly. The appointments are filling up quickly.
Don Cervelli would like to lead a craft project for a group at the center. The committee thought we should display the butterfly magnet and have people sign up if they are interested in this project.
Jeanette Elchuck and Leah are interested in starting a Book Club. The committee thought this was a good idea, so there will be an organizational meeting.
3. **Presentations:** The seven week "Stepping On" Fall Prevention Program filled up with 14 people and will begin on February 19th. In the upcoming months there will be tables or presentations on HIP Housing, the California Telephone Program, Elder Financial Fraud and Cluttering/Reorganizing.
4. ***The next Program Committee meeting will be Monday APRIL 4, 2016 at 10:30 a.m.***

SPECIAL EVENTS COMMITTEE

March 7, 2016

Members in attendance were Raoul Epling and Barbara Luzaich. Mary Tessier took the minutes.

There was discussion about recruiting new members for the Committee or possibly combining the Program and Special Events Committees. Mary will check into these options.

1. Minutes from the January meeting were accepted as written.
2. **Sunday Programs:** The First Sunday Line Dance in February had 40 people. 88 people attended the Third Sunday Dance in February. There were 84 people at the Last Sunday Dance. A new band is interested in playing at the Sunday Dances, but Raoul said the dancers are still happy with the Bob Gutierrez Band. Bob has been advertising the dances online, which has helped bring in new people. Mary will try out the other band at one of the lunch parties.
3. **Trips:** The last two casino trips had 40 people. Judy Steele is doing her best to handle the administrative work for these trips and Marilyn is the escort. June is planning a "Hot August Nights" Reno overnight in August. The day trips with American Stage Tours have not been filling up. We combined with another Senior Center for the Artisan Cheese trip, which Sonja will escort. The Hank Williams tribute show is filling up. Mary is scheduling a few more theatre and lunch trips, since those seem to fill up the best. Marilyn is organizing a cruise to Mexico in May and the California Coast in September.
4. **Birthday Club:** There were 58 people at the Birthday Club Dinner in February for a profit of \$112.
5. **Parties:** The Valentine's Party on February 12th with the "Ron Borelli Trio" went well with 220 people in attendance. The next parties will be St. Patrick's on March 16th with the Bob Gutierrez Extended Band and the Variety Show in April. Mary discussed a few new bands that she would like to try out. Raoul thought we should schedule them, but advertise that they are new bands for our party-goers to come check out. One of the bands does more New Orleans type music and the other does a variety of styles. They will play at the Mother's and Father's Day parties. We will serve Mexican food on Cinco de Mayo and have Vince play a few Mexican songs. The next Variety Show will be on September 23rd.
6. **The next Special Events Meeting will be on Monday March 2, 2016 at 1:00 PM.**

VOLUNTEER COMMITTEE

February 19, 2016

Volunteer Party Evaluation:

The Party was a Super Bowl theme and was held on Saturday, February 6, 2015 from 11:30 am until 1:30 pm.

Entertainment: The "Hot Rods" Band played for most of the party, except for a short break for the Mayor's speech and the Capuchino Cheer Squad routine. The majority of people loved the band and there were quite a few dancers on the floor. The Cheer Squad helped serve and clear plates and ate with some of the volunteers.

Food: The California Catering Company prepared a menu of ribs, baked beans, potato salad, corn on the cob, bread and green salad. The cost was \$10 per person and the food was very good and the portions were generous. Lynn and her husband picked up the food in South San Francisco. Gloria also marinated and baked chicken wings and legs, so the food was plentiful. There were chips and salsa in football platters on the table. We had Its It ice cream for dessert, which we picked up in Burlingame and got at cost. We borrowed the popcorn machine from Marshall Realty and a volunteer was in charge of popping and bagging the popcorn. Beverages included Torani Italian sodas, sparkling cider, cans of beer and wine. There was a Torani table and an alcohol bar. The bar seemed to work well, instead of going around and serving beverages. We also had small bottles of water on the table and a coffee and tea station. We used the paper plates with sections.

Decorations: We decorated 14 round tables with green tablecloths and yellow napkins. Leah and Barbara Cox built a field goal out of PVC pipe and there were football props, which provided great photo opportunities. We used football centerpieces from a past party and attached a football balloon to the middle.

Invitation: Ruth Pallas did a draft for the invitation and then Kelsey from the Recreation Department did the final draft. The logo was "Who are the MVV's? (Most Valuable Volunteers) YOU ARE! It was suggested that we mention the type of attire that is recommended on the invitation next year.

Volunteers: could bring one guest for a fee of \$15. There were 10 guests and approximately 105 volunteers in attendance. There were football name tags for volunteers to write their name and wear. Ruth Pallas greeted the guests.

Gift: Leah ordered green cooler lunch bags with yellow print of a football with "2015 Most Valuable Volunteer" inside and the city logo underneath. There was some sort of goody in each bag. The bags were handed out as volunteers left the party.

We had several people comment that this was one of our best Volunteer parties and we received several thank you notes and cards.

Budget:	
Entertainment: Band: \$500; Cheer Squad \$50	\$ 550.00
Gift:	\$ 613.00
Decorations/Tablecloths	\$ 147.00
Food/Beverages/Plates/Cups	\$2,276.00
Cleanup	\$ 250.00
	\$3,836.00
Income (Guest fees and donations)	-\$ 210.00
<u>Total Expenses</u>	\$3626.00



DATE: March 15, 2016
TO: Senior Citizens Advisory Board
FROM: Danielle Brewer, Community Services Superintendent
SUBJECT: Review and Recommend Quotes for Synthetic Bocce Ball Court

BACKGROUND:

Over the past few years, the Bocce Ball players have taken over the Bocce Ball Court maintenance which has become difficult for them to maintain due to the condition of the courts. The Senior Advisory Board requested information regarding installation of a synthetic Bocce Ball Court. The City of Pacifica installed a synthetic court recently and some of the Board Members were interested in gathering details of cost and maintenance of a synthetic court.

DISCUSSION:

On the recommendation of staff at the City of Pacifica, staff contacted Southwest Greens based in Foster City. They have installed many synthetic Bocce Ball Courts and see it has a trend in the Bocce community. The benefits to the synthetic courts include reduced maintenance, less supplies and material costs and a more consistent court for play.

FISCAL IMPACT:

Staff was provided with three options for the synthetic materials:

Option 1: NYPUTT 12' Landscape Fabric
Cost: \$12,544.75

Option 2: NYPUTT 12' Landscape Fabric with 5mm P250U Cushion
Cost: \$14,479.75

Option 3: Synthetic and Sand in filled Bocce Ball Court
Cost: \$15,085

Disposal of existing oyster shells
Cost: \$1,000 for two 7 Yard Debris Boxes



Add Alternates:

Removal of existing oyster shells
Cost: \$790.00

Annual Maintenance
Cost: Annual Service = \$300-\$500
Bi-Annual Service = \$600-\$900

Option 3 provides the best quality materials as well as the highest quality of installation. This option will have the longest life span and will require the least amount of regular maintenance.

Funds for the project would come from the Senior Advisory Trust Fund. Once the Advisory Board recommends the project, staff will bring it before the City Council for approval. Once approval is given, staff will arrange for installation with the company around the Bocce Ball League schedule.

ATTACHMENTS: Quotes from South West Greens

Project Estimate

Date	Estimate #
2/8/2016	1556

PO Box 4307
 Foster City, CA 94404
 (650)349-4885
 www.sw-greens.com
 License #983689

Prepared for:
 City of San Bruno
 1555 Crystal Springs Road
 San Bruno, CA 94066

			Project
			Senior Center, Bocce ...
Description	Qty	Rate	Total
Installation of synthetic sand infilled Bocce Ball Court 12.5' W x 80' L Top of the Line			
Landscape Fabric, sold by the square foot	1,000	0.50	500.00T
Bocce Ball Materials included: galvanized wire, 4" compacted base materials, 5 mm cushion, SWGBU turf, sand infill (approx 7 lbs/sq ft), colored top dressing	1,000	6.00	6,000.00T
Installation/Labor: required to design and construct synthetic bocce ball court from start to professional completion.	1,000	8.00	8,000.00
Scope of work includes: building up for surface area upon arrival with materials listed above.			
NOT included in scope of work / pricing: removal of existing oyster shells or disposal fees.			
Sales Tax		9.00%	585.00
Southwest Greens would be happy to work with you. Call us at 650.349.4885.		Total	\$15,085.00

Project Estimate

Date	Estimate #
2/8/2016	1554

PO Box 4307
 Foster City, CA 94404
 (650)349-4885
 www.sw-greens.com
 License #983689

Prepared for:
 City of San Bruno
 1555 Crystal Springs Road
 San Bruno, CA 94066

			Project
			Senior Center, Bocce ...
Description	Qty	Rate	Total
Installation of synthetic Bocce Ball Court 12.5' W x 80' L Turf Style: NYPUTT 12' goods			
Landscape Fabric, sold by the square foot. Recommended to ensure newly installed compacted base rock has a proper starting point OPTIONAL / RECOMMENDED	1,000	0.50	500.00T
Nailer Board 2" x 4" w/concrete screws. Installed along the inside perimeter of court.	1	275.00	275.00T
Installation of Nailer Board	1	250.00	250.00
Materials includes: 4" compacted base materials, NYPUTT turf, means to secure turf to base and minimal sand infill.	1,000	5.00	5,000.00T
Installation/Labor: required to design and construct synthetic bocce ball court from start to professional completion.	1,000	6.00	6,000.00
Scope of work includes: building up for surface area upon arrival with materials listed above.			
NOT included in scope of work / pricing: removal of existing oyster shells or disposal fees.			
Sales Tax		9.00%	519.75
Southwest Greens would be happy to work with you. Call us at 650.349.4885.		Total	\$12,544.75

Project Estimate

Date	Estimate #
2/8/2016	1555

PO Box 4307
 Foster City, CA 94404
 (650)349-4885
 www.sw-greens.com
 License #983689

Prepared for:
 City of San Bruno
 1555 Crystal Springs Road
 San Bruno, CA 94066

Project
Senior Center, Bocce ...

Description	Qty	Rate	Total
Installation of synthetic Bocce Ball Court 12.5' W x 80' L Turf Style: NYPUTT 12' goods w/5mm P250U cushion			
Landscape Fabric, sold by the square foot. Recommended to ensure newly installed compacted base rock has a proper starting point OPTIONAL / RECOMMENDED	1,000	0.50	500.00T
Nailer Board 2" x 4" w/concrete screws. Installed along the inside perimeter of court.	1	275.00	275.00T
Installation of Nailer Board	1	250.00	250.00
5mm Cushion. Installed between base material and turf (not visible). Adds a bit of cushion when lobbing balls.	1,000	1.50	1,500.00T
Materials includes: 4" compacted base materials, P250U Cushion, NYPUTT turf, means to secure turf to base and minimal sand infill.	1,000	5.00	5,000.00T
Installation/Labor: required to design and construct synthetic bocce ball court from start to professional completion.	1,000	6.50	6,500.00
Scope of work includes: building up for surface area upon arrival with materials listed above.			
NOT included in scope of work / pricing: removal of existing oyster shells or disposal fees.			
Sales Tax		9.00%	654.75
Southwest Greens would be happy to work with you. Call us at 650.349.4885.		Total	\$14,679.75



Project Estimate

Date	Estimate #
3/2/2016	1562

100 Glenn Way, Suite 3
 San Carlos, CA 94070
 (650) 349-4885
www.sw-greens.com
 License #983689

Prepared for:
 City of San Bruno
 1555 Crystal Springs Road
 San Bruno, CA 94066

			Project
			Senior Center, Bocce ...
Description	Qty	Rate	Total
Removal of existing Oyster Shell in Bocce Ball Court			
Labor to dig out oyster shells and displace into dumpsters staged in parking lot. Billed out at \$79/man hour. Estimation 7-10 man hours. Final Invoice will reflect actual time	10	79.00	790.00
Price does not include dumpsters. Suggest contact Recology San Mateo and inquire about available dumpsters and discounts. Estimation is 13 cubic yards of material needing to be disposed of.			
Sales Tax		9.00%	0.00
Southwest Greens would be happy to work with you. Call us at 650.349.4885.		Total	\$790.00



Project Estimate

Date	Estimate #
3/2/2016	1562

100 Glenn Way, Suite 3
 San Carlos, CA 94070
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Price does not include dumpsters. Suggest contact Recology San Mateo and inquire about available dumpsters and discounts. Estimation is 13 cubic yards of material needing to be disposed of.			
Sales Tax		9.00%	0.00
Southwest Greens would be happy to work with you. Call us at 650.349.4885.		Total	\$790.00