



**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](mailto: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](mailto: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, March 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:** Chair Bunny Epperson, Vice Chair Priscilla Martinez, Herb Chu, Barbara Cox, Linda Holman, Ralph Olcese, Joyce Satow
2. **PLEDGE OF ALLEGIANCE:**
3. **REVIEW OF AGENDA:**
4. **ACCEPTANCE OF MINUTES:** February 15, 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. Presentation from City Attorney Marc Zafferano Regarding Brown Act and Robert's Rules of Order
  - b. Presentation from Principal Civil Engineer David Wong Regarding Parking Lot and Trash Enclosure Construction
9. **ITEMS FROM BOARD MEMBERS:**
10. **ITEMS FROM STAFF:**
11. **ADJOURNMENT**

The next regular Senior Citizens Advisory Board Meeting will be held on April 19, 2022, at 9:00 a.m. via Zoom.



MEETING MINUTES

Senior Citizens Advisory Board  
February 15, 2022

1. **Call to Order/Roll Call:** **Bunny Epperson** called the meeting of the Senior Citizens Advisory Board to order at 9:01 a.m. Board Members Present: Herb Chu, Barbara Cox, Bunny Epperson, Linda Holman, Priscilla Martinez, Ralph Olcese, Joyce Satow. Staff Present: Danielle Brewer, Ann Mottola, Mary Tessier.
2. **PLEDGE OF ALLEGIANCE:** **Board Member Epperson** led the Pledge of Allegiance.
3. **REVIEW OF AGENDA:** No changes.
4. **ACCEPTANCE OF MINUTES:** The Board accepted the minutes of the January 18, 2022 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. She explained that the person at the front desk takes a tally for class attendance and Supervisor Tessier compiles the data at the end of the month. As part of the nutrition grant, the Senior Center can't accept fees for people 60 and over. Instead there is a suggested donation. The fees in the report are from people who are under 60. The historical data is compiled by Barbara Cox from the front desk sign in.
8. **NEW BUSINESS:**
  - a. Senior Citizens Advisory Board Members Introduction and Election  
**Board Member Holman** nominated Bunny Epperson for chair.  
**M/S Holman/Cox.** Passed unanimously.  
**Board Member Olcese** nominated Priscilla Martinez for vice chair.  
**M/S Olcese/Epperson.** Passed unanimously.
  - b. Update Receive Report on Senior Advisory Board Trust Fund and Bequest Fund Balances – **Superintendent Brewer** presented. She explained that the Senior Center is funded in a few different ways. One is by the Senior Advisory Board Trust Fund. This fund is used specifically for Senior Center items. The current balance is \$175,771. A second funding source is the Bequest Fund. The fund comes from when people leave large sums of money from their estate to the Senior Center. This fund is used only for Senior Center projects. The parking lot and the trash enclosure will be funded from here.

**Board Member Cox** asked if there are detailed accounting spreadsheets broken down to where the funds come from. **Supervisor Tessier** explained that when she does a deposit, the money is categorized by activity. **Superintendent Brewer** stated that this information can be compiled annually. **Director Mottola** asked what would be helpful for what she is interested

in. **Board Member Cox** would like the breakdown source of the revenues and expenditures. Staff will work on a report. Discussion about how things are accounted for and discrepancies. **Board Member Epperson** thought that the money for the parking lot and the trash enclosure had already been taken. **Superintendent Brewer** stated that none of the money has been taken yet. Discussion and review of the parking lot and the trash enclosure projects. Pre-construction meetings will be happening soon.

9. **ITEMS FROM BOARD MEMBERS:**

**Board Member Chu** thanked outgoing chair Dorothy Carmichael for her service.

**Board Member Olcese** asked about the possibility of a couple of new replacement chairs. He also asked if the soda machine is being monitored on weekends when there are parties since it always seems to be empty on Mondays. **Superintendent Brewer** said they could talk about the chairs and staff will figure out some way to secure the soda machine.

10. **ITEMS FROM STAFF:**

a. Update on Parking Lot and Trash Enclosure – **Superintendent Brewer** stated that they will have a better idea of the schedule once the pre-construction meeting takes place.

**Director Mottola** stated that she would like to have one-on-ones with each board member to get to know them and to find out what their visions are. Her executive assistant will reach out.

11. **ADJOURNMENT:** Meeting was adjourned at 9:40 a.m.

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## Class Attendance Month of February 2022

<b>Mondays</b>	
<b>Class</b>	<b>Attendance</b>
Hiking	48
Ceramics	43
Mahjong	64
Bocce	0
Tap	32
Billiards	37
Computer Club	64
Bingo	167
Pilates/Yoga	19
Yoga	44
Art Appreciation	5
Party	155
<b>Tuesdays</b>	
<b>Class</b>	<b>Attendance</b>
Spanish	61
Bocce	10
Zumba Gold	128
Sit & Be Fit	47
Beginner Line Dance	135
Ukulele	25
Billiards	71
Computer Club	5
Taxes	80
<b>Wednesdays</b>	
<b>Class</b>	<b>Attendance</b>
Hiking	61
Stained Glass	32
Advanced Line Dance	24
Beginner Line Dance Review: Dolly	57
Billiards	54
Horseshoes	30
American Line Dance	23
Bingo	373
Current Events	59
Computer Club	39
Presentation	8

<b>Thursdays</b>	
<b>Class</b>	<b>Attendance</b>
Softball	46
Fun & Fitness	34
Creative Writing	28
Yoga	73
Pedro	119
Music & Motion	55
American Line Dancing	48
Painting	28
Computer Club	20
Billiards	57

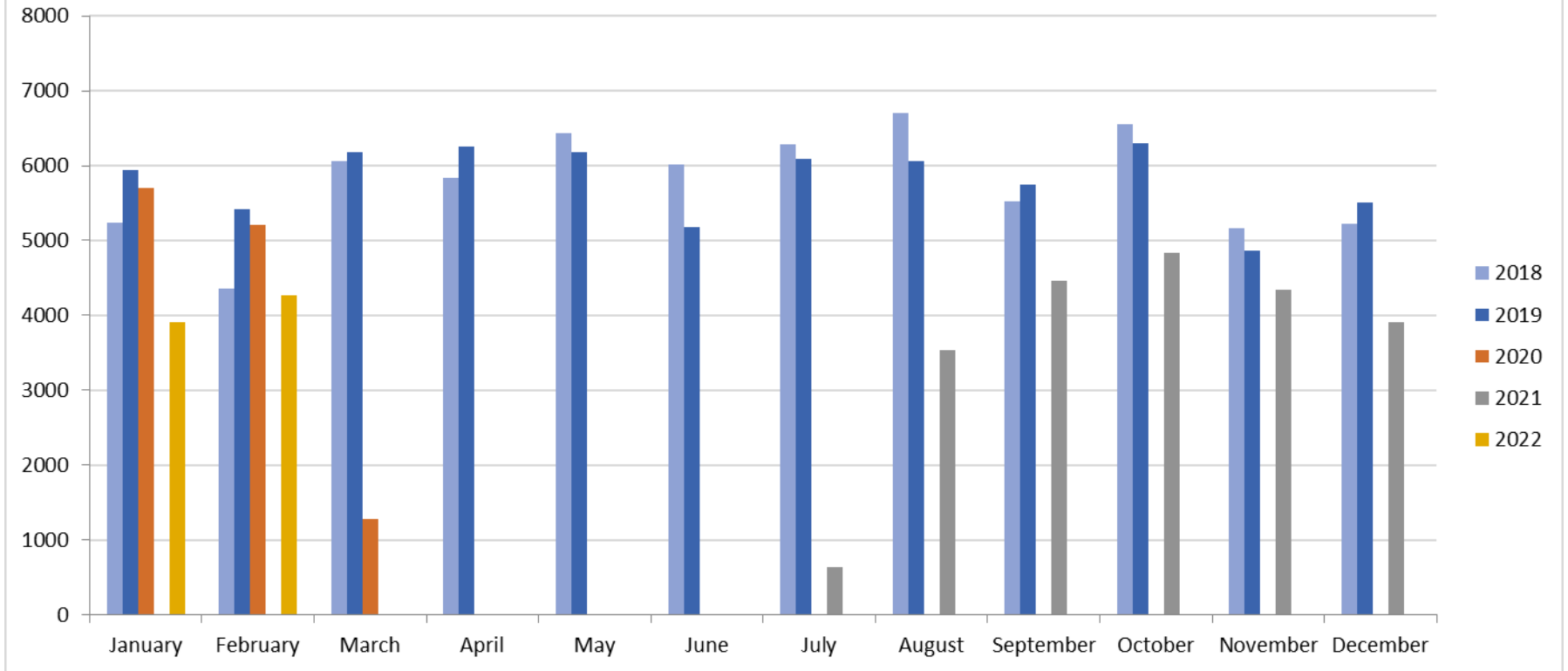
<b>Fridays</b>	
<b>Class</b>	<b>Attendance</b>
Hiking	54
Crocheting	0
Knitting	6
Movie	10
Zumba Gold	119
Bingo	303
Ping Pong	44
Billiards	51
Presentation	0
Seated Yoga	38

<b>Sundays</b>	
<b>Class</b>	<b>Attendance</b>
Line Dance 2/6	30
American Line Dance 2/13	17
Ballroom Dance 2/20	57
Ballroom Dance 2/27	46
	150

**Nutrition Site Report - February 2022**

<b>Day</b>	<b>Date</b>	<b>Congragate Meals</b>	<b>Guests</b>	<b>Total Meals</b>	<b>Guest Fees</b>
Tues	1	114	1	115	5.50
Wed	2	104	2	106	11.00
Thur	3	89	1	90	5.50
Fri	4	94	2	96	11.00
Mon	7	108	1	109	5.50
Tues	8	113	1	114	5.50
Wed	9	113	3	116	16.50
Thur	10	94	2	96	11.00
Fri	11	96	1	97	5.50
Mon	14	148	0	148	0.00
Tues	15	107	2	109	11.00
Wed	16	119	2	121	11.00
Thur	17	81	1	82	5.50
Fri	18	85	2	87	11.00
Mon	21				
Tues	22	120	3	123	16.50
Wed	23	116	3	119	16.50
Thur	24	86	4	90	22.00
Fri	25	93	3	96	16.50
Mon	28	106	1	107	5.50
<b>Total</b>		<b>1,986</b>	<b>35</b>	<b>2,021</b>	<b>192.50</b>

Historical Sign-In Data



	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	4260										