



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, July 19, 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:** June 21, 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 (May and June), and Senior Center Historical Front Desk Sign In Data
 - b. Review and Discuss Congregate Nutrition Suggested Donation and Under 60 Fee
 - c. Receive Report on Senior Advisory Board Trust Fund Revenue Detail
8. **NEW BUSINESS:**
9. **ITEMS FROM BOARD MEMBERS:**
10. **ITEMS FROM STAFF:**
 - a. Oral Update on Senior Parking Lot and Trash Enclosure Construction Project
11. **ADJOURNMENT**

The next regular Senior Citizens Advisory Board Meeting will be held
on August 16, 2022, at 9:00 a.m. via Zoom.



MEETING MINUTES

Senior Citizens Advisory Board June 21, 2022

1. **Call to Order/Roll Call:** Chair **Epperson** called the meeting of the Senior Citizens Advisory Board to order at 9:01 a.m. Board Members Present: Chair Bunny Epperson, Vice Chair Priscilla Martinez, Herb Chu, Barbara Cox, Linda Holman, Ralph Olcese, and Joyce Satow. Staff Present: Danielle Brewer.
2. **PLEDGE OF ALLEGIANCE:** Chair **Epperson** led the Pledge of Allegiance.
3. **REVIEW OF AGENDA:** No changes.
4. **ACCEPTANCE OF MINUTES:** The Board accepted the minutes of the May 17, 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.
Board Member Cox mentioned that numbers were high due to the comeback bingo event. She stated that more people were attending the big bingo days.
Superintendent Brewer asked about the return of Thursday night bingo. **Board Member Cox** stated that it was still being talked about.
Superintendent Brewer stated that the Senior Donations column of the Nutrition Site Report would be filled in and resubmitted next month.
Discussion about sign in data.
8. **NEW BUSINESS:** None.
9. **ITEMS FROM BOARD MEMBERS:**

Board Member Holman reported on Community Day. She stated that Board Member Satow stayed the whole day. She stated that she would like to take a more active role in planning the Board's table for next year. Maybe have a banner, giveaways, and games.

Superintendent Brewer stated that a banner or two could be purchased now as well as a tablecloth. They could be used for other events. She suggested that the Senior Center could have its own logo and stated that she knew a couple of people that could do a design and said Recreation Coordinator Carlisle was one of them.

Board Member Chu thanked Board Member Holman and Board Member Satow for staffing the table.

Board Member Chu gave a shoutout to Mayor Medina and the people involved with the rededication of the Bob Greenberg Junior Giants Field. He described the changes made and stated that they were done without any money coming from the City. **Superintendent Brewer** stated that the City did contribute \$30,000 towards the bleachers.

Board Member Olcese asked about the landscaping that was removed on Crystal Springs. **Superintendent Brewer** stated that the City would be replacing it once the project was completed.

Chair Epperson stated that she had been approached about people not properly wearing their masks. She stated that she would, at the least, like more announcements made on how important it was to keep masks up since it was what the City had mandated for the Senior Center. She asked if there was something that could be done for repeat offenders and whether there could be consequences. Board members had a discussion. **Superintendent Brewer** stated that she would talk to Director Mottola.

10. ITEMS FROM STAFF:

a. Oral Update on Senior Parking Lot and Trash Enclosure Construction Project – **Superintendent Brewer** stated that the parking lot from the entrance to the very end of the parking lot towards the park was completed. She stated that the contractor was still waiting on approval for the trash enclosure. The project became more intricate because the codes changed. She stated that Crystal Springs was closed this week for tree work so detours were needed to get to the Senior Center.

Superintendent Brewer stated that the lunch revenues report and the County program report would be on July's agenda so Director Mottola could participate in the discussion.

Chair Epperson stated that there was now a speed bump in the parking lot outside the kitchen where the tar was up. **Superintendent Brewer** stated she would check on it and would contact the contractor to fix. People had been speeding in the parking lot because of the detour so slow down signs were posted.

Superintendent Brewer announced that Concerts in the Park on Fridays in August and Movies in the Park on Fridays in September would be returning by the tennis courts. She stated that parties weren't selling out the first day anymore. Bocce would be starting up on July 18th. Kathy Gordon had been helping with the coordination because of the way the department had been reorganized. Supervisor Tessier's position wouldn't be hired for because the deputy director had just been hired. She stated that many of her recreation duties had been given to the deputy director and she had assumed all the Senior Center supervisor's duties. Eventually another person would be hired, but it wouldn't happen for at least six months so the right person could be hired for what was needed. She stated that she was happy that stuff was taken away from her and that she had a couple less responsibilities. **Superintendent Brewer** explained that the Community Services Deputy Director, Damian Sandholm, would be working on the program and aquatic plans for the new building. She stated that Recreation Coordinator Carlisle now had a good mentor for how they would build the year-round aquatics program with two pools.

Chair Epperson asked if the building was still on target for fall 2023. **Superintendent Brewer** replied yes.

Superintendent Brewer stated that the County was at the Senior Center last Thursday for the annual audit. The County person stated to Superintendent Brewer that the Senior Center was an anomaly and the most active. Most lunch programs were at 35 – 40 people, but the San Bruno Senior Center was daily at 100 – 120 people.

Board Member Olcese stated that the Senior Center had a lot of great volunteers. **Superintendent Brewer** stated that it wouldn't run without the volunteers and Covid turned everyone into a closer family.

11. ADJOURNMENT: Meeting was adjourned at 9:50 a.m.

Class Attendance Month of June 2022

Mondays	
Class	Attendance
Hiking	62
Ceramics	21
Mahjong	56
Bocce	6
Tap	39
Billiards	38
Computer Club	21
Bingo	197
Pilates/Yoga	33
Yoga	22
Art Appreciation	8

Thursdays	
Class	Attendance
Softball	15
Fun & Fitness	46
Creative Writing	33
Yoga	32
Pedro	98
Music & Motion	52
American Line Dancing	42
Painting	26
Computer Club	9
Billiards	34

Tuesdays	
Class	Attendance
Spanish	34
Bocce	12
Zumba Gold	105
Sit & Be Fit	42
Beginner Line Dance	104
Ukulele	22
Billiards	49
Computer Club	18

Fridays	
Class	Attendance
Hiking	59
Knitting	8
Movie	10
Zumba Gold	94
Bingo	209
Ping Pong	15
Billiards	23
Bridge	10
Seated Yoga	10
Party	150

Wednesdays	
Class	Attendance
Hiking	69
Stained Glass	32
Advanced Line Dance	15
Beginner Line Dance Review: Dolly	60
Billiards	24
Horseshoes	15
American Line Dance	32
Bingo	318
Current Events	34
Computer Club	16
Presentation	13
Book Club	0

Sundays	
Class	Attendance
Line Dance 6/12/22	36
Ballroom Dance 6/19/22	40
Ballroom Dance 6/26/22	35
	111

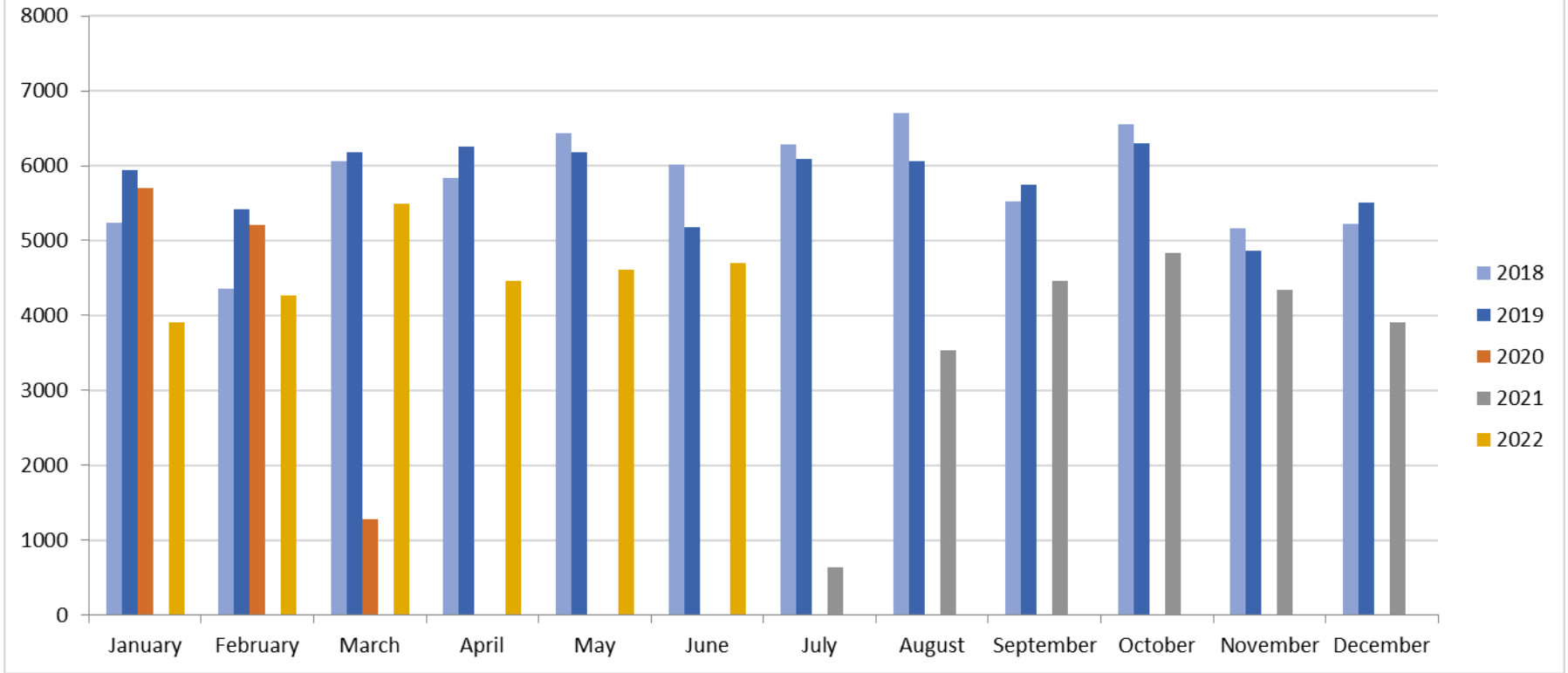
Nutrition Site Report - May 2022

Day	Date	Congregate Meals	Guests	Disabled Under 60	Total Meals	Senior Donations	Guest Fees
Mon	2	114	1	0	115	226.00	5.50
Tues	3	102	2	0	104	263.00	11.00
Wed	4	99	1	0	100	216.00	5.50
Thur	5	90	1	0	91	275.50	5.50
Fri	6	94	2	0	96	226.00	11.00
Mon	9	113	1	0	114	349.00	5.50
Tues	10	111	1	0	112	232.00	5.50
Wed	11	92	1	1	94	202.50	5.50
Thur	12	87	1	0	88	241.50	5.50
Fri	13	113	1	0	114	242.50	5.50
Mon	16	111	2	0	113	158.00	11.00
Tues	17	117	0	0	117	230.50	0.00
Wed	18	164	5	0	169	267.05	27.50
Thur	19	76	1	0	77	205.50	5.50
Fri	20	92	1	0	93	279.00	5.50
Mon	23	119	2	0	121	297.00	11.00
Tues	24	96	1	0	97	235.00	5.50
Wed	25	127	1	0	128	241.00	5.50
Thur	26	79	1	0	80	300.00	5.50
Fri	27	114	1	0	115	210.00	5.50
Mon	30						
Tues	31	81	0	1	82	282.00	0.00
Total		2,191	27	2	2,220	5,179	148.50

Nutrition Site Report - June 2022

Day	Date	Congregate Meals	Guests	Disabled Under 60	Total Meals	Guest Fees	Senior Donations	Raffle Revenue
Wed	1	79	1	0	80	5.50	135.00	
Thur	2	65	1	0	66	5.50	164.00	
Fri	3	96	2	0	98	11.00	297.00	
Mon	6	104	1	0	105	5.50	159.00	
Tues	7	111	1	0	112	5.50	230.00	
Wed	8	111	1	0	112	5.50	186.00	
Thur	9	77	0	0	77	0.00	143.00	
Fri	10	120	4	0	124	22.00	359.75	
Mon	13	110	0	0	110	0.00	271.00	
Tues	14	124	0	0	124	0.00	358.00	
Wed	15	144	1	0	145	5.50	312.00	
Thur	16	69	0	0	69	0.00	153.00	
Fri	17	140	11	1	152	60.50	914.00	307.00
Mon	20	129	0	1	130	0.00	347.00	
Tues	21	116	1	1	118	5.50	163.00	
Wed	22	112	4	0	116	22.00	255.50	
Thur	23	68	0	0	68	0.00	148.00	
Fri	24	125	2	0	127	11.00	468.50	
Mon	27	130	2	0	132	11.00	229.50	
Tues	28	116	0	0	116	0.00	238.00	
Wed	29	120	1	0	121	5.50	274.00	
Thur	30	78	0	0	78	0.00	148.00	
Total		2,344	33	3	2,380	181.50	5,953.25	307.00

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	5499	4461	4609	4695						



DATE: July 19, 2022
TO: Senior Citizens Advisory Board
FROM: Danielle Brewer, Community Services Superintendent
SUBJECT: Review and Discuss Congregate Nutrition Suggested Donation and Under 60 Fee

BACKGROUND:

At the February Senior Citizens Advisory Board meeting, the Board members asked that staff bring back information regarding the suggested donation and guest fee for the congregate lunch program.

The daily Congregate Nutrition Lunch program is federally funded by the Older Adults Act Grant and managed through the County of San Mateo. Due to the funding source, the City is allowed to accept donations from seniors 60 and over. The grant also requires that a fee is charged to participants under 60 years of age. In addition, when there are special parties attached to the lunch program, the City can charge a higher fee to cover the extra cost of the party. Any senior over 60 can still pay a donation they are comfortable with, but the guest under 60 must pay the full fee.

DISCUSSION:

According to the Older Adults Act Grant, the fee and the suggested donation may be set by the organization.

The current fee and requested donation are as follows:

Suggested Donation: \$3.00
Under 60 Guest Fee: \$5.50
Party Fee: \$6.00

Staff has contacted surrounding lunch programs to survey the cost for similar lunch programs.

Congregate Lunch Price Survey

City	Suggested Donation	60 & Under Fee
San Bruno	\$3.00	\$5.50
Fair Oaks (RWC)	\$2.50	\$6.55
Pacifica	\$3.00	\$5.00
Daly City	\$3.50	\$7.00
Coastside (HMB)	\$4.00	\$10.00
San Mateo	\$4.00	\$7.50
Belmont	\$5.00	\$10.00
South San Francisco	\$6.00	\$6.00
Average	\$3.88	\$7.19

The programs indicated in the chart above are the only programs that participate in the Older Adults Act Grant. This does not include those Cities that have their own unique lunch program. Please note many of these programs are still only providing grab and go services and the Senior Centers are not open to the public. Currently, only the City of Pacifica is allowing on site dining.

The Board members requested information regarding the lunch program. Several years of expense to revenue are provided below so you can see the overall cost of program. The timeframe below includes a period when only grab and go and home delivered meals were being offered due to COVID.

Following is the information requested:

	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22
EXPENSE				
Staffing	247,510	274,008	353,109	276,284
Non-Perishable and Food	158,917	135,087	132,983	162,247
Other Expense (Nutrition Education)	100	100	100	100
TOTAL EXPENSE	406,527	409,195	486,192	438,631
REVENUE				
Participant Revenue	\$77,711	\$70,154	60,025	64,120
Annual Grant Amount	107,263	121,706	*403,849	134,931
** Nutrition Site Council	91,000	91,000	0	0
TOTAL REVENUE	276,974	282,860	463,874	199,051
NET COST	129,553	126,335	22,318	239,580
COST RECOVERY	68.1%	69.1%	100%	45.3%

* Includes onetime funding through the CARES Act to support the Grab and Go and Home Delivery program during COVID-19. The City did not spend the full amount granted therefore \$22,318 was returned to the County.

**Please note – Nutrition Site Council Annual Funding for Lunch Program is uncommitted for this fiscal year.

With the exception of the year where the City received CARES Act funding, the cost recovery for this program has averaged 60.8%. For programs of this nature – those that promote a balanced individual and community benefit – the City has a target cost recovery range of 40% to 79%. The chart above demonstrates the program is recovering the City’s target.

The Guest Fee charged to patrons under 60 years old typically impacts caregivers. That is, if not for their taking care of a family member or care client, they would not be attending the Lunch Program. The percentage guests who are caregivers is 85%. The remaining guests are often family members of our seniors who visit every once in a while, with the senior patron.

FISCAL IMPACT:

Members of the Board have expressed interest in increasing the Under 60 Guest Fee by \$.50. Should the fee increase, the additional revenue increase for guest fees is approximately 9%. As an example, the 2018/19 guest fee would increase from \$4,713 to \$5,138 which is a net gain of \$425. If we were to increase the Under 60 Guest Fee, we would increase the cost recovery from 45.3% to 45.4% in FY 2021/22.

ATTACHMENTS:

None



DATE: July 19, 2022

TO: Senior Citizens Advisory Board

FROM: Danielle Brewer, Community Services Superintendent

SUBJECT: Receive Report on Senior Advisory Board Trust Fund Revenue Detail

BACKGROUND:

At the February Senior Citizens Advisory Board Meeting, the Board requested an update on the revenue and expense detail for the Senior Citizens Advisory Board Trust Fund.

The Senior Citizens Advisory Board Trust Fund is a fund held in the City’s restricted accounts. These funds can only be used for Senior Center programs, services, or projects.

DISCUSSION:

The San Bruno Senior Center has multiple streams of funding to pay for the various services, programs, and events offered. The attached Senior Center funding chart explains the flow of the revenue and expenditures.

As staff receives money, it is input into the cash register in the office. The categories are:

- (1) Classes
- (2) Newsletter Subscription
- (3) General Donations
- (4) Sports
- (5) Trips
- (6) Sunday Dance
- (7) Locker Rental
- (8) Craft Sales

Deposits are tallied up by category and deposited into the Senior Citizens Advisory Trust Fund monthly.

Included in this report is a spreadsheet of the past two fiscal years’ deposits and this current fiscal year to date. Below is a summary of the past 6 years’ deposits.

Fiscal Year	Classes	Newsletter	Donation	Sports	Trips	Dances	Locker	Crafts
*2021-22		70.00	4,065.50	370.00		631.00	81.00	82.00
2020-21		10.00	3,807.00					
2019-20	797.50	685.00	7,132.00	2,195.25	263.00	744.00	30.00	135.35
2018-19	5,604.45	1,110.03	8,721.44	2,446.20	887.73	1,965.40		84.00
2017-18	4,759.08	711.00	528.00	2,235.01	933.50	1,731.50		70.00
2016-17	4,258.05	956.00	511.54	2,113.85	1,320.50	1,978.00		140.00

*Does not include final 2021-22 deposits.

As of May 9, 2022, the fund balance in the Senior Advisory Board Trust Fund balance reflects the balance in the chart below. This spreadsheet was provided to staff from the Finance Department.

	Senior Trust Funds Balance
July 1, 20 Beginning Cash Balance	167,930.01
Revenues	4,427.00
Expenditures	(1,859.00)
June 30, 21 Ending Cash Balance	170,498.01
Revenues	24,688.41
Expenditures	-
Ending Cash Balance (as of 4.30.22)	195,186.42

Staff is working on a new process to deposit money through the CivicRec system used by the department. This system will allow staff to pull reports more efficiently.

FISCAL IMPACT:

Informational Only

ATTACHMENTS:

None.