



## “The City with a Heart”

Joyce Satow, Chair  
Linda Boscono, Vice Chair  
Bonnie Bonzani  
Carolyn Chin  
Joanna Dunn  
Liz Hom  
Pam Madden

### AGENDA SENIOR ADVISORY BOARD REGULAR MEETING June 16, 2026 9:00 AM

<b>IN PERSON* MEETING LOCATION</b>  San Bruno Senior Center 1555 Crystal Springs Road, Conference Room San Bruno, CA 94066  *Please turn off all electronic devices before the start of the meeting to prevent disruptions*	<b>Zoom Link:</b> <a href="https://sanbruno-ca-gov.zoom.us/j/81809218045">https://sanbruno-ca-gov.zoom.us/j/81809218045</a>  <b>Phone Line:</b> 1-669-444-9171 <b>Webinar ID:</b> 818 0921 8045 <b>Webinar Password:</b> 049403  *Teleconference broadcasting is offered in the meeting via Zoom as a courtesy to the public.  **No public comment accepted via Zoom
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**PUBLIC COMMENT:** In person attendees who want to provide public comment will be asked to fill out a speaker card and turn it into Meghan Rosin. Public comment may also be emailed to [Mrosin@sanbruno.ca.gov](mailto:Mrosin@sanbruno.ca.gov). Comments received via email will not be read aloud during the meeting.

**ACCESSIBILITY:** In compliance with the Americans with Disabilities Act, individuals requiring special accommodations or modifications to participate in this meeting should contact Meghan Rosin 48 hours prior to the meeting at (650) 616-7151 or via email at [Mrosin@sanbruno.ca.gov](mailto:Mrosin@sanbruno.ca.gov).

\*Any disclosable public writings related to an open session item on a regular meeting agenda and distributed by the City to at least a majority of the Senior Advisory Board less than 72 hours prior to that meeting are available for public inspection at the City Clerk's Office at City Hall located at 567 El Camino Real, San Bruno, California during normal business hours. In addition, the City may also post such documents on the City's Website at <https://www.sanbruno.ca.gov/AgendaCenter>.

- 1. CALL TO ORDER/ROLL CALL** – Chair Joyce Satow, Vice Chair Linda Boscono, Bonnie Bonzani, Carolyn Chin, Joanna Dunn, Liz Hom, Pam Madden
- 2. PLEDGE OF ALLEGIANCE**
- 3. APPROVAL OF AGENDA**
- 4. APPROVAL OF MINUTES:** May 19, 2026
- 5. PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA**  
*Individuals allowed up to three minutes, subject to the Chair's discretion based on the anticipated length in the meeting. It is the Senior Advisory Board's policy to refer matters raised in this forum to staff for investigation and/or action where appropriate. The Brown Act prohibits the Senior Advisory Board from discussing or acting upon any matter not agendaized pursuant to State Law.*

## 6. NEW BUSINESS

- a. Receive and File Historical Front Desk Sign-In Data, Monthly Class Attendance, and Monthly Meal Statistics for May 2026
- b. Report Out - Nutrition Site Council
- c. Review and Discuss Senior Nutrition and Transportation Program Ideas for Program Sustainability
- d. Approve the Special Election Process and Timeline to Fill Senior Advisory Board Vacancy

## 7. UNFINISHED BUSINESS

- a. Senior Center Improvements Update
- b. FY 2026/27 Work Plan Approval (Tentative June 23, 2026)
- c. Senior Advisory Board Bylaws Approved
- d. Nutrition Site Council MOU Approved
- e. Updates from Ad-Hoc Subcommittees:
  - i. Senior Membership 2027
  - ii. Age Friendly City Initiative
  - iii. Senior Nutrition Program Education and Funding
  - iv. Senior Programming Prioritization

## 8. ITEMS FROM STAFF

City staff are always available to discuss matters of concern with the public around Senior Services and the San Bruno Senior Center, from informal quick chats to scheduled meetings – the door is always open.

- a. Thank You – Community Day volunteers, and support

## 9. ITEMS FROM BOARD MEMBERS:

*This is a report out from board members. No discussion will occur on items reported out by board members unless they are specifically listed for discussion.*

## 10. ADJOURNMENT

**The next regular Senior Advisory Board Meeting will be held on July 21, 2026 at 9:00 a.m. at the San Bruno Senior Center.**

POSTING: I declare a copy of this agenda was posted at City Hall, 567 El Camino Real, San Bruno, among other locations in the city limits of San Bruno, on June 11, 2026, by 6:00 p.m.



Meghan Rosin, Senior Services Manager



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### MEETING MINUTES

#### Senior Advisory Board May 19, 2026

1. **CALL TO ORDER/ROLL CALL:** Senior Service Manager Rosin called the meeting of the Senior Advisory Board to order at 9:00 a.m. Board Members Present: Chair Joyce Satow, Vice Chair Linda Boscono, Bonnie Bonzani, Carolyn Chin, Liz Hom, and Pam Madden. Excused Absence: Joanna Dunn. Staff Present: Karlen, Rosin, and Wallace.
2. **PLEDGE OF ALLEGIANCE:** Chair Satow led the Pledge of Allegiance.
3. **APPROVAL OF THE AGENDA:** The Board accepted the agenda.
4. **APPROVAL OF MINUTES:** The Board accepted the minutes of the April 21, 2026 meeting.
5. **PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA:**  
**Bill Katkiss** spoke about attending the April 18<sup>th</sup> Climate Resilience Community Event and gathering information from individuals who may be interested in speaking at the Senior Center.
6. **NEW BUSINESS**
  - a. Receive and File Historical Front Desk Sign-In Data, Monthly Class Attendance, and Monthly Meal Statistics for April 2026 – **Senior Services Manager Rosin** presented. She stated that the front desk volunteers had been reminding patrons to sign in which helped capture who was utilizing the Senior Center. Questions about 2025 ukulele and billiard numbers.
  - b. Report Out - Nutrition Site Council – **Board Member Madden** reported. She stated that the MOU had been accepted. Discussion about volunteer onboarding.
  - c. Receive and Recommend FY 2026/27 Nutrition Site Council MOU – **Senior Services Manager Rosin** presented. MSC Satow/Madden. 6-0.
  - d. Discussion – Ideas for July – Parks and Recreation Month – **Senior Services Manager Rosin** presented. Discussion about promoting on Community Day and highlighting Senior Center activities that focused on exercise. **Director Karlen** discussed a video being produced for the Community Services Department to promote the department’s programs and services. **Superintendent Wallace** encouraged everyone to share ideas with staff prior to the next meeting.
  - e. Discussion – Volunteers for Community Day 2026 Booth – **Senior Services Manager Rosin** discussed the upcoming Posy Parade and Community Day on June 7<sup>th</sup>. She noted that the Senior Center and Senior Advisory Board would share a combined table to provide information about Senior Center programs and the work of the ad-hoc sub committees. **Board Member Madden** suggested having a computer to display a video collage. **Chair Satow** suggested distributing information regarding the Senior Center rental program. **Director Karlen** advised caution due to the upcoming construction. Vice Chair Boscono, Chair Satow, Board Members

Madden, Bonzani, and Chin volunteered. **Senior Services Manager Rosin** stated that she would create a sign-up sheet with one-hour shifts.

- f. Receive FY 2026/27 Master Fee Schedule updates – **Director Karlen** stated that fees were being evaluated citywide due to increased operational costs and the need to identify strategic ways to increase additional revenue for programs and services. **Senior Services Manager Rosin** presented the staff report.

**Board Member Madden** asked about different pay structures for members vs non-members and residents vs non-residents participating in the meal program. **Director Karlen** stated this was a valid point and explained that the County Grant required the meal program to operate on a voluntary contribution basis. He noted that a set fee could be mandated if the program wasn't supported by the County Grant.

Discussion about memberships and facility rental change and cancellation fees. **Board Member Hom** asked when the fees would take effect. **Senior Services Manager Rosin** stated that they would be presented to City Council in June to be effective July 1<sup>st</sup>. **Director Karlen** added that the implementation timeline hadn't been determined, but stated that there would be an appropriate timeframe to allow people to adjust to the new fees.

## 7. UNFINISHED BUSINESS

- a. Senior Center Improvements Update – **Director Karlen** reported that he would be meeting with Public Works tomorrow. Next steps would be getting the project manager started.
- b. FY 2026/27 Work Plan – **Senior Services Manager Rosin** presented the staff report. Discussion about the Downtown Development Efforts. MSC Boscono/Hom. Unanimous.
- c. Update to Senior Advisory Board By-Laws – **Senior Services Manager Rosin** presented the staff report. **Board Member Hom** stated that there was no section 7.3. **Board Member Madden** asked whether she would be prohibited from running for a voting position. **Director Karlen** stated he would report back. MSC Boscono/Chin. Passed 5-0-1.
- d. Updates from Ad-Hoc Subcommittees:
  - i. Volunteer Appreciation Event – Discussion about the success of the event. A suggestion was made to draw names for prizes. **Director Karlen** shared the Mayor's comments that the event was well planned with a great theme.
  - ii. Senior Membership 2027 – **Board Member Boscono** stated they would be meeting later today.
  - iii. Age Friendly City Initiative – **Board Member Boscono** commented that it would be helpful to know how long it took other cities to implement. She stated that a questionnaire would be available at Community Day to gather feedback regarding what people were looking for.
  - iv. Senior Nutrition Program Education and Funding – **Board Member Satow** stated they would be meeting later today.
  - v. Senior Programming Prioritization – **Board Member Hom** stated they met the previous day and agreed that the survey would be a good place to start.

## 8. ITEMS FROM STAFF

City staff are always available to discuss matters of concern with the public around Senior Services and the San Bruno Senior Center, from informal quick chats to scheduled meetings – the door is always open.

- a. Update on staffing, including: new City work week, new part time staff, June scheduling – **Senior Services Manager Rosin** reported that two people had successfully completed the part-time staff hiring process and that several volunteers were going through the onboarding process. She discussed the new four-day work week for full-time staff. She stated that June schedules would be released shortly.

**Board Member Hom** asked whether a designated staff person was responsible for ensuring volunteers had what they needed. **Senior Services Manager Rosin** explained that Accounting and Customer Service Representative Marquez-Quinonez was the staff person to go to for the nutrition and transportation programs, while anything outside of that would be herself or Coordinator Bangayan.

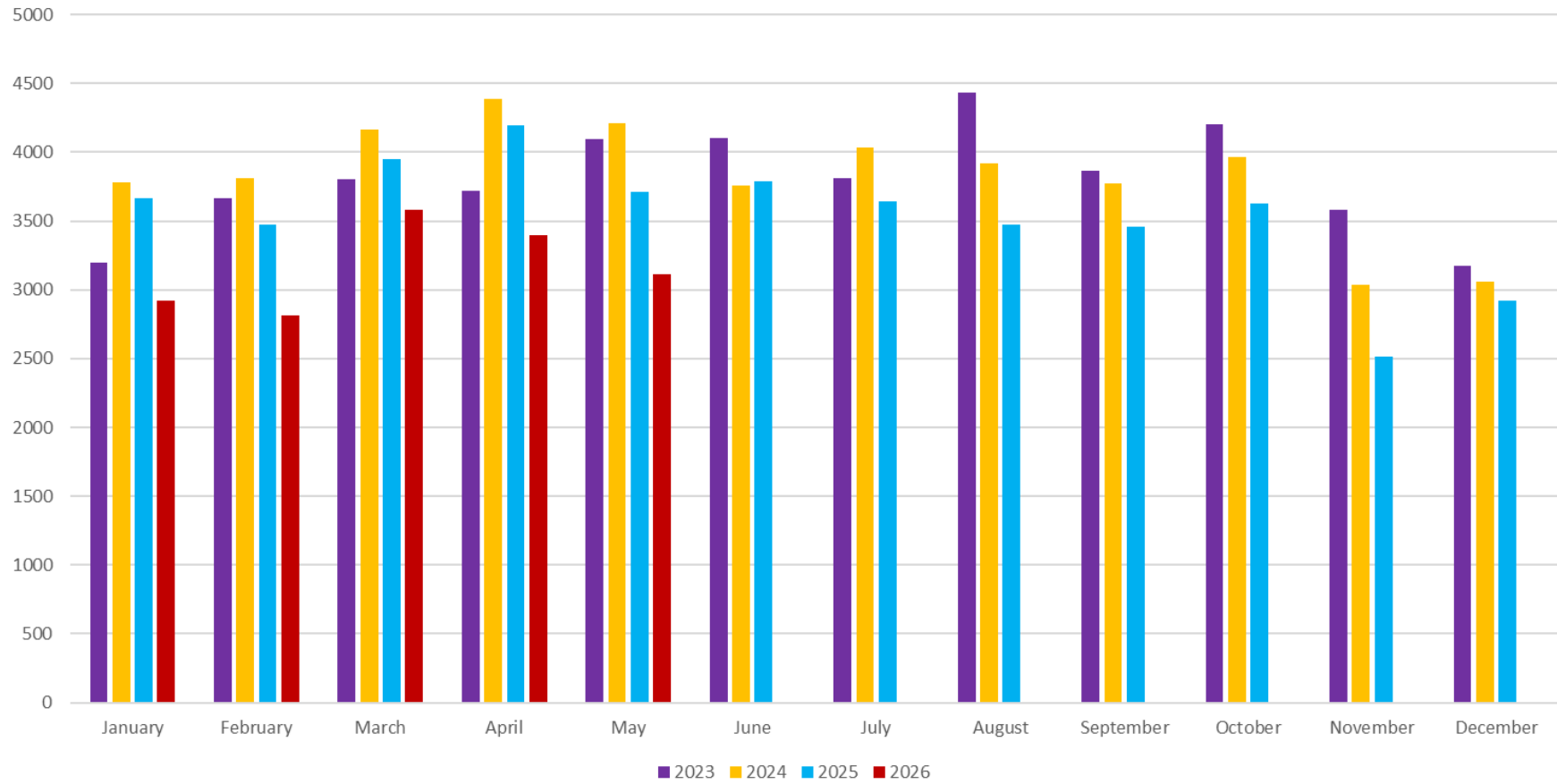
**Board Member Bonzani** asked about how complaints would be handled on Fridays. **Senior Services Manager Rosin** stated that complaints could be directed to Coordinator Bangayan, who worked on Fridays. Otherwise, the information could be collected and she would follow-up when she returned on Monday.

## 9. ITEMS FROM BOARD MEMBERS: None.

*This is a report out from board members. No discussion will occur on items reported out by board members unless they are specifically listed for discussion.*

## 10. ADJOURNMENT: Meeting was adjourned at 10:24 a.m.

### Historical Sign-In Data



	January	February	March	April	May	June	July	August	September	October	November	December
2023	3195	3663	3805	3718	4098	4107	3813	4434	3867	4204	3585	3177
2024	3781	3814	4165	4387	4207	3755	4031	3919	3772	3967	3040	3058
2025	3664	3476	3947	4196	3713	3787	3639	3472	3460	3624	2518	2919
2026	2922	2812	3578	3399	3110							

## Class Attendance May 2026 Totals

**Coding:**           W   Weekly Program  
                   M#   Monthly Program x # times per month  
                   SP   Special Program - not regular  
                   A    By Appointment w/Justine  
                   SE   Special Event

<b>Monday: CLOSED 5/25</b>			
<b>Class</b>	<b>FREQ</b>	<b>2025</b>	<b>2026</b>
Billiards	W	13	21
BINGO	W	144	137
Bocce	W	77	96
Ceramics	W	15	24
Gentle Yoga	W	16	30
Hiking	W	35	33
MahJong	W	48	63
Pilates/Yoga Fusion	W	26	46
Tap	W	29	21
Art Appreciation	M1	6	6
Tech Class (Mandarin)	M1	NA	3

<b>Thursday</b>			
<b>Class</b>	<b>FREQ</b>	<b>2025</b>	<b>2026</b>
American Line Dance	W	67	33
Billiards	W	25	19
Creative Writing	W	52	42
Music & Motion	W	93	75
Painting	W	25	28
Pedro	W	116	104
Senior Softball	W	NA	57
Yoga for Health	W	61	72
Escape Artist Book Club	M1	8	17
Grief Support Group	M1	11	12

<b>Tuesday</b>			
<b>Class</b>	<b>FREQ</b>	<b>2025</b>	<b>2026</b>
Beginner Line Dance	W	110	113
Billiards	W	20	20
Sit & Workout	W	65	50
Spanish	W	48	22
Ukulele	W	20	33
Zumba Gold	W	136	190
Let's Talk About Death and Dying	M1	NA	9
Origami	M1	33	15
Bocce: Intro for Beginners	SP	NA	5
Puzzle Showdown	SP	NA	9

<b>Friday</b>			
<b>Class</b>	<b>FREQ</b>	<b>2025</b>	<b>2026</b>
Billiards	W	42	14
BINGO	W	272	232
Hiking	W	75	60
Knitting & Crochet	W	42	33
Ping Pong	W	34	36
Stretch with Joy	W	70	51
Zumba Gold	W	178	136
Movie	M1	0	5
Orientation	M1	NA	3
Pole Walking for Mobility	M1	NA	5

<b>Wednesday</b>			
<b>Class</b>	<b>FREQ</b>	<b>2025</b>	<b>2026</b>
American Line Dancing	W	47	17
Beginner Line Review w/Dolly	W	40	38
Billiards	W	24	18
BINGO	W	251	274
Hiking	W	50	46
Hula	W	65	47
Stained Glass	W	28	40
Sound Bath	M1	23	11
Tools to Stay Independent	SP	NA	13

## Nutrition Site Report - May 2026

Day	Date	Congregate Meals	Guests	Disabled Under 60	Total Meals	Guest Fees
Fri	1	115	1		116	\$8.00
Mon	4	103			103	
Tue	5	103	2		105	\$16.00
Wed	6	118			118	
Thu	7	95	2		97	\$16.00
Fri	8	92	2		94	\$16.00
Mon	11	99	2		101	\$16.00
Tue	12	106	3		109	\$24.00
Wed	13	107			107	
Thu	14	98			98	
Fri	15	108	8		116	\$64.00
Mon	18	101			101	
Tue	19	111	4		115	\$32.00
Wed	20	107			107	
Thu	21	86			86	
Fri	22	110	1		111	\$8.00
Mon	25					
Tue	26	99	3		102	\$24.00
Wed	27	103	1		104	\$8.00
Thu	28	100			100	
Fri	29	107			107	
<b>Total</b>		<b>2,068</b>	<b>29</b>	<b>0</b>	<b>2,097</b>	<b>\$232.00</b>



**DATE:** June 16, 2026  
**TO:** Senior Advisory Board  
**FROM:** Meghan Rosin, Senior Services Manager  
**SUBJECT:** Review and Discuss Senior Nutrition and Transportation Program Ideas for Program Sustainability

**BACKGROUND:**

The San Bruno Senior Center currently operates both the Senior Nutrition and Transportation Programs through a grant from the San Mateo County Area Agency on Aging. This agreement provides partial grant funding through the Older Americans Act, which supports nutrition and transportation services for adults aged 60 and older.

Through this current model, eligible participants aged 60 and over are asked to provide a voluntary suggested contribution of \$4 per meal, and \$1 per one-way ride for residents. Participants are not denied service if they are unable to contribute, and all contributions must remain anonymous under the grant requirements. Participants who do not meet the eligibility requirements currently pay \$8 per meal.

The Senior Nutrition Program currently serves more than 100 participants each weekday and is delivered through a catering service model. The Transportation Program serves San Bruno residents of the same general senior population.

The City is at a decision point regarding whether to enter into a new four-year agreement with San Mateo County or to explore an alternative service delivery model that could be funded and operated independently by the City. There is some flexibility as the proposed agreement does contain a termination clause. A decision of this nature could have some implications for program access, however it would be:

- More fiscally sustainable,
- Require less staff hours for grant reporting
- Provide operational flexibility
- Offer options for continued resident and non-resident participation
- Offer more flexibility during the Senior Center renovation closure

**DISCUSSION:**

Two options have been identified for feedback from the Senior Advisory Board:

***Option A: Continue with the San Mateo County Area Agency on Aging Grant***

Under this option, the City would enter into a new four-year agreement with the San Mateo County Area Agency on Aging and continue operating the Senior Nutrition and Transportation Programs under the current grant-supported model. This agreement does have a termination clause and does not lock the City in.

The estimated grant reimbursement for Fiscal Year 2026–27 is approximately \$164,000, while total program expenditures are projected to exceed \$800,000. Although the grant provides a meaningful partial subsidy, it covers only a fraction of overall program costs. In fact, it could be argued that the reimbursement is insufficient to fully offset the administrative and reporting requirements associated with managing the grant.

**Benefits of continuing with the grant model include:**

- Maintains continuity for seniors who rely on the lunch and transportation programs.
- Provides partial funding to offset City costs.
- Preserves the current voluntary contribution model, which supports access for seniors on fixed incomes.
- Aligns San Bruno with the broader countywide senior nutrition network.
- Reduces the likelihood of immediate disruption for participants, volunteers, and staff.
- Allows the City to continue serving eligible seniors regardless of ability to pay.

**Challenges of continuing with the grant model include:**

- Requires a four-year commitment, which limits the City's flexibility to restructure the program while under contract.
- The City does not have the ability to restrict access to non-residents or prioritize residents over non-residents.
- The City may not mandate payments from eligible participants.
- The grant requires significant staff time for reporting, compliance, meal monitoring, documentation, and coordination with the County.
- The grant funding does not keep pace with the full cost of operating the program, and varies year to year.
- Program costs are expected to continue increasing due to catering, staffing, food, and operational expenses.
- The current structure may limit the City's ability to adapt during the upcoming Senior Center renovation closure.

***Option B: Transition to an Independently Funded City Model***

Under this option, the City would **NOT** enter into the new four-year grant agreement and would instead operate the Senior Nutrition and Transportation Programs independently. The City would have greater control over program structure, fees, eligibility, menus, staffing, and service delivery.

One potential pricing model reviewed by staff would charge resident seniors \$6.50 per meal, reflecting a 50% City subsidy, while non-resident seniors would be charged approximately \$13.00 per meal, reflecting full cost recovery. This model is presented for discussion purposes only and has not been formally recommended or adopted. Under this model: transportation would be limited to San Bruno residents and would include a mandatory payment of \$2.00 per one-way ride. These fees would be reviewed annually through the City's Master Fee Schedule process.

**Benefits of transitioning to an independent model include:**

- Provides the City with full control over program design, fees, eligibility, and service delivery.

- Allows the City to distinguish between resident and non-resident participation.
- Creates the ability to require payment rather than rely on voluntary contributions.
- Reduce the projected General Fund subsidy compared to the current grant model.
- Provides flexibility to adjust the program annually based on budget, participation, staffing, and community needs.
- Allows the City to explore alternative models during the Senior Center renovation closure, including boxed meal distribution or alternate meal locations.
- Eliminates grant-related administrative and reporting requirements.
- Allows staff capacity currently dedicated to grant compliance to be redirected to other priorities.

**Challenges of transitioning to an independent model include:**

- Reduction in County grant funding (approximately \$164,000) in Fiscal Year 2026-27.
- If the City declines the grant, the next application opportunity is not anticipated until 2030.
- Mandatory meal and transportation fees may create a barrier for seniors on fixed incomes (Possible Free and Reduced Meals Program – Through Sponsorships)
- Requiring non-residents to pay the full cost of meals may result in lower participation and could affect the overall sense of community fostered by the program.
- Moving away from the existing grant structure may require thoughtful outreach to ensure participants understand how services and support will be maintained.
- Participation levels may decrease if fees increase and/or become mandatory.
- Additional analysis would be needed to understand long-term participation, staffing, service delivery, and equity impacts.
- Nutrition Site Council support under a new model is still to be determined.

**KEY CONSIDERATIONS**

**Fiscal Sustainability**

The Senior Nutrition and Transportation Programs require a significant General Fund subsidy under either model. The current grant model provides partial support, but the grant does not cover the full cost of service delivery. The independent model may reduce the projected General Fund subsidy, but it would also eliminate grant revenue and shift a greater portion of cost recovery directly to participants.

**Resident and Non-Resident Participation**

On average, only approximately 49% of meal program participants are San Bruno residents, meaning that more meals are served to individuals who reside outside the City than for San Bruno residents. Based on current program costs, an estimated \$210,000 subsidy annually is required to provide meals to non-resident participants, with these costs largely subsidized through City resources funded by San Bruno taxpayers.

Under the current grant structure, participation cannot be restricted based on residency. However, under an independently operated model, the City could consider differential pricing for residents and non-residents to better align subsidies with local taxpayer support. In addition, transportation services could be prioritized for or limited to San Bruno residents.

### **Program Access and Equity**

The current voluntary contribution model is intended to preserve access for older adults, including those with limited or fixed incomes. Any transition to mandatory payments would need to be carefully evaluated to ensure the program remains accessible to participants who rely on it most. There may also be an opportunity to explore sponsorships or a dedicated assistance fund to support individuals unable to pay. The feasibility and sustainability of such an approach, including the identification of potential funding partners, would need to be assessed.

### **Operational Flexibility**

The grant model includes compliance requirements, reporting standards, contribution rules, eligibility requirements, and meal quality benchmarks. An independent model would give the City greater flexibility to restructure the program, especially during the upcoming Senior Center renovation closure.

### **Transportation Linkage**

The Nutrition and Transportation Programs are both connected to the County grant structure. Any decision about the nutrition grant would also impact the transportation program and should be evaluated as a combined service model.

### **Senior Center Renovation Closure**

The upcoming Senior Center renovation closure may require changes to how meals and transportation services are delivered. Transitioning to an independent model before the closure could allow the City to test more flexible service options, while continuing with the grant model may provide more stability but less flexibility.

### **FISCAL IMPACT:**

The preliminary budget analysis compares the estimated impact of both options for Fiscal Year 2026-27.

Under Option A, total program expenditures are estimated at approximately \$816,792, with projected revenues of approximately \$206,496, including grant funding, meal contributions, booklet sales, and transportation donations. This estimate does not include support provided through the Nutrition Site Council. Based on these figures, the projected General Fund subsidy is approximately \$550,296. In Fiscal Year 2026–27, Nutrition Site Council support is estimated at approximately \$75,000.

Under Option B, total program expenditures are estimated at approximately \$696,370, with projected revenues of approximately \$320,418 from required meal payments, booklet sales, and transportation payments. The projected General Fund subsidy is approximately \$375,953. Nutrition Site Council support under this option is still to be determined.

These projections are preliminary and intended to support policy discussion. Final fiscal impacts may vary based on participation levels, fee adoption, staffing assignments, food service model, transportation demand, and the final service delivery structure selected by the City.

Senior Advisory Board

June 16, 2026

Subject: Review and Discuss Senior Nutrition and Transportation Program Funding Options

**RECOMMENDATION:**

Staff is requesting that the Senior Advisory Board discuss the two options and provide feedback on the following questions:

1. What are the Board's primary concerns regarding continuation of the current grant model?
2. What are the Board's primary concerns regarding a transition to an independently funded City model?
3. How should the City balance fiscal sustainability with affordability and access for older adults?
4. Should the City prioritize resident benefits, or continue serving the broader regional senior community?
5. What other feedback does the Senior Advisory Board have to advise the City Council?

**ALTERNATIVES:**

None.

**ATTACHMENTS:**

1. Analysis and Budget Comparison

## **Attachment 1 – Analysis and Budget Comparison**

### **Senior Nutrition Analysis**

#### **1. Purpose**

This analysis is presented to the Senior Advisory Board to support an informed discussion with City Staff regarding a critical decision about the future management of San Bruno's Senior Nutrition and Transportation Programs. Specifically, staff is interested in engaging on a conversation about whether the City should enter into a new four-year co-sponsorship agreement with the San Mateo County Area Agency on Aging (AAA), which serves as a partial funding mechanism for the program, or consider an alternative model for the delivery and management of senior nutrition services.

Both options carry significant implications for program continuity, fiscal responsibility, operational flexibility, and the well-being of the more than 100 seniors who rely on this service each weekday.

#### **2. How the Current Program Is Funded**

Understanding the funding structure is essential to evaluating both options. The Senior Nutrition and Transportation Programs currently operates with support from a grant:

- The federal Older Americans Act (OAA) provides Title III grants to support nutrition and transportation services for adults aged 60 and older. Funds are allocated to states based on their share of the 60+ population.
- The California Department of Aging distributes the state's allocation to local Area Agencies on Aging.
- San Mateo County's Aging and Disability Services (ADS) serves as the designated Area Agency on Aging, administering federal, state, and local funds to support a coordinated network of senior services throughout the county.
- The San Bruno Senior Center receives funding through a co-sponsorship arrangement with the AAA, which partially subsidizes daily congregate meals and the transportation program.

Under this arrangement, eligible seniors are asked for a suggested contribution of \$4 per meal and \$1 per one-way ride, and no one is turned away due to inability to pay. Participants who do not meet eligibility requirements currently pay \$8 per meal. The grant also requires that contributions remain anonymous.

The program currently serves over 100 participants daily through a hybrid caterer and supplemental delivery model, Monday through Friday. Notably, an average of 49% of meal participants are San Bruno residents.

### 3. Regional Participation in San Mateo County

The San Mateo County Area Agency on Aging administers and contracts for senior nutrition programs throughout San Mateo County, including both congregate meal sites (senior lunches/community dining) and home-delivered meals. County and provider information specifically references participation and services in the following cities:

San Bruno	Colma	San Carlos
South San Francisco	San Mateo	Redwood City
Daly City	Burlingame	Half Moon Bay
Brisbane	Belmont	Coastside

The County notes that there are “a number of group dining sites throughout the County,” with Older Americans Act (OAA) funded congregate meal sites operated through partnerships with cities, senior centers, and nonprofit providers.

For North County specifically, Meals on Wheels San Francisco became the primary provider for home-delivered meals in San Bruno, South San Francisco, Daly City, Brisbane, Pacifica and Colma in partnership with the county nutrition network.

### 4. The Decision

San Bruno is approaching a decision point that requires a formal commitment or an intentional pivot. The two paths to consider are:

#### Option A — Commit to a 4-Year Agreement with San Mateo County AAA

The City would enter into a new four-year co-sponsorship agreement with the San Mateo County Area Agency on Aging, continuing the current model. Under this option:

- The AAA would continue to provide federal and state grant funding to subsidize the cost of congregate meals and senior transportation. The grant reimbursement for FY 2026/27 will be approximately \$164K. The program expenditures are expected to be over \$800K.
- The City would be required to meet AAA program standards, reporting requirements, and meal quality benchmarks established under the Older Americans Act.
- Operational continuity would be ensured for seniors who rely on the program, with little to no disruption.
- The four-year commitment provides funding stability but limits the City's flexibility to restructure, rebrand, or independently manage the program during that period. **The City cannot restrict non-residents nor mandate contributions.**
- The four-year subsidy will continue to rise year after year as the cost of doing business continues to grow.
- The Budget Analysis for this option is indicated in Green Below.

## Option B — Explore Alternative Program Model

Rather than renewing the county agreement, the City could adopt another model for delivering senior nutrition services.

- The City independently funds and operates the meal program, with full operational control over menus, scheduling, and staffing and no commitment for future years.
- Instead of a donation-based nutrition model, the City would require payment at a 50% subsidy for meals for residents and a full cost recovery of meals for non-residents. (For FY 2026-27 this would equate to \$6.50 for resident meals and \$13.00 for non-resident meals.)
- Instead of a donation-based transportation model, the City would require payment at \$2.00 per one way ride and the program would only be available to residents. This cost would be reviewed annually with the presentation of the fee schedule.
- The Budget Analysis for this option is indicated in Blue Below.

## 5. Budget Analysis for Option A and B

Option A		All Patrons	Option B		Resident	Non Residents	Total
No. of Meals/Mo		2084	No. of Meals/Mo		1054	1030	2084
Caterer Cost Per Meal		<b>\$13</b>	Caterer Cost Per Meal		<b>\$13</b>	<b>\$13</b>	
Produce & Misc.		<b>\$8</b>	Produce & Misc.		<b>\$8</b>	<b>\$8</b>	
Sub Total (Meals/Mo)		\$43,754	Sub Total (Meals/Mo)		\$22,138	\$21,630	\$43,768
Total Annual Meal Cost		\$525,042	Total Annual Meal Cost		\$265,650	\$259,560	\$525,210
<b>PERSONNEL</b>			<b>PERSONNEL</b>		<b>PROJECTIONS</b>	<b>PROJECTIONS</b>	<b>Total Projection</b>
ACSR		\$5,446	ACSR		\$800	\$776	\$1,576
Lead/ACSR		\$1,400	Lead/ACSR		\$0	\$0	\$0
Rec. Manager		\$8,216	Rec. Manager		\$1,205	\$1,157	\$2,362
Part Staff (Nutrition)		\$7,167	Part Staff (Nutrition)		\$4,203	\$4,039	\$8,242
Part Staff (Transportation)		\$2,083	Part Staff (Transportation)		\$2,083	\$0	\$2,083
Sub Total (Personnel)		\$24,312	Sub Total Monthly (Personnel)		\$8,291	\$5,972	\$14,263
Overall Annual Cost		\$291,750	Overall Annual Cost		\$99,496	\$71,664	\$171,160
TOTAL EXPENDITURES		\$816,792	TOTAL EXPENDITURES		\$365,146	\$331,224	\$696,370
<b>REVENUE</b>			<b>REVENUE</b>		<b>Resident</b>	<b>Non Resident</b>	<b>Total Projection</b>
Meals Cash Donation/Month		\$5,750	Meals Cash Donation Estimates		\$0	\$0	\$0
Meals Mandatory Payment		\$0	Meals Mandatory Payment		\$6,852	\$13,390	\$20,242
Sub Total (Meals Annual Rev)		\$69,000	Sub (Meals Annual Rev)		\$82,225	\$160,680	\$242,905
Booklet Sales/Month		\$2,500	Booklet Sales		\$3,906	\$1,953	\$5,859
Sub-Total (Booklets Annual Rev)		\$30,000	Sub-Total (Booklets)		\$46,875	\$23,438	\$70,313
Transportation Cash Donations		\$300	Transportation Cash Donations		\$0	\$0	\$0
Transportation Mandatory Payment		\$0	Transportation Mandatory Payment		\$600	\$0	\$600
Sub-Total (Transportation Annual)		\$3,600	Sub-Total (Transportation Annual)		\$7,200	\$0	\$7,200
OAA Grant (Nutrition)		\$155,000	OAA Grant (Nutrition)		\$0	\$0	\$0
OAA Grant (Transportation)		\$8,896	OAA Grant (Transportation)		\$0	\$0	\$0
Sub-Total Grant		\$163,896	Sub-Total Grant		\$0	\$0	\$0
TOTAL REVENUE		\$266,496	TOTAL REVENUE		\$136,300	\$184,118	\$320,418
General Fund Subsidy		\$550,296	General Fund Subsidy		\$228,846	\$147,107	\$375,953
NSC Support (Estimate)		\$75,000	NSC Support (Estimate)		TBD		

## 6. Key Considerations

### Fiscal Impact

The AAA co-sponsorship model partially offsets the cost of the nutrition program through federal and state grants. If the City were to exit this agreement, those grant dollars would not transfer. A full cost analysis comparing the current subsidized model versus independent operation is illustrated under section 5. If the City made the decision to decline the grant funding, the next application period would not be until year 2030.

### Operational Flexibility

A four-year AAA agreement comes with compliance requirements tied to the Older Americans Act including eligibility criteria, contribution guidelines, and reporting standards. While these standards are designed to protect participants, they also limit how the City may customize or restructure the program. Option A requires a great deal of staff time for coordination and reporting to the County. An independently managed program would offer greater flexibility in the event that the City needed to shift the model due to financial concerns.

### Transportation Program Linkage

The transportation program is also co-sponsored by the AAA. Any decision regarding the nutrition agreement will align with the transportation program, which serves the same population and operates under the same funding structure.

### Staff Shift:

The operational shift away from grant funding reflects a \$120K reduction in budgeted FTE costs. This change does not reduce overall staffing; instead, the affected employees would be reassigned to other departmental priorities and operational needs, effectively providing the department with approximately 0.75 FTE capacity to support those efforts.

### Closure Support:

Transitioning the nutrition program prior to the Senior Center renovation would provide greater operational flexibility in service delivery during construction. Establishing an alternative model in advance would allow the City to proactively adjust operations, reduce service disruptions, and assess long-term options that may improve accessibility and efficiency.

This approach would also enable service delivery through multiple community-based locations, rather than a single facility, and support expanded methods such as boxed meal pick-up and potential home-delivered meals for seniors with mobility or transportation challenges.

Overall, an early transition would help maintain continuity of service while allowing the City to explore more flexible, responsive delivery models aligned with the evolving needs of the senior community.



**DATE:** June 16, 2026  
**TO:** Senior Advisory Board  
**FROM:** Meghan Rosin, Senior Services Manager  
**SUBJECT:** Approve the Special Election Process and Timeline to Fill Senior Advisory Board Vacancy

**BACKGROUND:**

The Senior Advisory Board serves as an advisory body to the City on matters affecting older adults, Senior Center programs, services, and community needs. Board members provide input, support community engagement, participate in subcommittees, and assist staff in identifying priorities that enhance the quality of life for San Bruno's older adult community.

A vacancy currently exists on the Senior Advisory Board due to changes in By-Laws. In order to maintain full Board participation and provide an opportunity for interested community members to serve, staff recommend holding a special election to fill the vacant position.

The special election would allow the City to begin outreach immediately, provide interested individuals with information about the role and responsibilities of Board membership, and hold the election during the week prior to the July 21, 2026 Senior Advisory Board meeting. The newly elected member would serve a term through February 2028, consistent with the Board's term structure.

**DISCUSSION:**

Staff recommend proceeding with a special election process to fill the current vacancy on the Senior Advisory Board. The purpose of holding a special election is to provide a fair, transparent, and timely process for interested candidates and eligible voters.

The proposed process would include publicizing the vacancy and election timeline through Senior Center communication channels, including the Senior Center newsletter, flyers, email distribution lists, announcements during programs, and postings at the Senior Center. Interested candidates would be provided with information regarding Board expectations, meeting attendance, subcommittee participation, and the advisory role of the Board.

The election would be held the week prior to the July 21, 2026 Senior Advisory Board meeting. This timeline would allow staff to announce the results prior to the meeting and have the new Board member begin their term at the July meeting. The individual elected through this special election would serve a term through February 2028.

Senior Advisory Board

June 16, 2026

Subject: Approve the Special Election Process and Timeline to Fill Senior Advisory Board Vacancy

**PROPOSED TIMELINE**

**June 2026**

Release information regarding the Senior Advisory Board vacancy, candidate process, eligibility, and election timeline.

**June to Early July 2026**

Interested candidates submit their names and any required candidate information to staff.

**July 15, 2026**

Special election is held on Wednesday, July 15, 9:00am-3:30pm.

**July 16, 2026**

Election results are announced.

**July 21, 2026 Meeting**

8:45am the newly elected Board member take their oath of office. Prior to the August 18, 2026 meeting staff will fully onboard them, including review of Board responsibilities, meeting procedures, Brown Act requirements, subcommittee participation, and current Board priorities.

**FISCAL IMPACT:**

There is no significant fiscal impact associated with holding the special election. Staff time will be required to prepare outreach materials, coordinate candidate information, administer the election, and onboard the newly elected Board member. Any printing or posting costs can be absorbed within the existing Senior Services operating budget.

**RECOMMENDATION:**

Approve the proposed special election process and timeline.

**ALTERNATIVES:**

None.

**ATTACHMENTS:**

None.