



“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 May 19, 2026 9:00 AM

<p>IN PERSON* MEETING LOCATION</p> <p>San Bruno Senior Center 1555 Crystal Springs Road, Conference Room San Bruno, CA 94066</p> <p>*Please turn off all electronic devices before the start of the meeting to prevent disruptions*</p>	<p>Zoom Link: https://sanbruno-ca-gov.zoom.us/j/81809218045</p> <p>Phone Line: 1-669-444-9171 Webinar ID: 818 0921 8045 Webinar Password: 049403</p> <p>*Teleconference broadcasting is offered in the meeting via Zoom as a courtesy to the public.</p> <p>**No public comment accepted via Zoom</p>
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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. 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.

*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:** April 21, 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 April 2026
 - b. Report Out - Nutrition Site Council
 - c. Receive and Recommend FY 2026/27 Nutrition Site Council MOU

- d. Discussion – Ideas for July – Parks and Recreation Month
- e. Discussion – Volunteers for Community Day 2026 Booth
- f. Receive FY 2026/27 Master Fee Schedule updates

7. UNFINISHED BUSINESS

- a. Senior Center Improvements Update
- b. FY 2026/27 Work Plan
- c. Update to Senior Advisory Board By-Laws
- d. Updates from Ad-Hoc Subcommittees:
 - i. Volunteer Appreciation Event
 - ii. Senior Membership 2027
 - iii. Age Friendly City Initiative
 - iv. Senior Nutrition Program Education and Funding
 - v. 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. Update on staffing, including: new City work week, new part time staff, June scheduling

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 June 16, 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 May 14, 2026, by 6:00 p.m.



Meghan Rosin, Senior Services Manager



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MEETING MINUTES

Senior Advisory Board April 21, 2026

1. **CALL TO ORDER/ROLL CALL:** **Senior Service Manager Rosin** called the meeting of the Senior Advisory Board to order at 9:01 a.m. Board Members Present: Vice Chair Linda Boscono, Bonnie Bonzani, Carolyn Chin, Joanna Dunn, Liz Hom, and Pam Madden. Excused Absence: Satow. Staff Present: Karlen, Rosin, and Wallace.
2. **PLEDGE OF ALLEGIANCE:** **Vice Chair Boscono** 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 March 17, 2026 meeting. **Senior Services Manager Rosin** announced that Board Member Dunn would be replacing Chair Satow on the Senior Memberships 2027 Ad-Hoc Subcommittee.
5. **PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA:** None.
6. **NEW BUSINESS**
 - a. Receive and File Historical Front Desk Sign-In Data, Monthly Class Attendance, and Monthly Meal Statistics for March 2026 – **Senior Services Manager Rosin** presented. **Vice Chair Boscono** asked for suggestions to improve Thursday attendance. **Director Karlen** advised caution in expanding the nutrition program until funding was clarified. **Senior Services Manager Rosin** emphasized maintaining healthy and active programs and not overprogramming due to the upcoming building improvements.

Board Member Dunn asked how the Senior Center was being evaluated as far as residents versus non-residents. **Director Karlen** stated that serving San Bruno residents remained the priority and noted that the nutrition program served 49% residents and 51% non-residents. Discussion about activity participation between residents and non-residents. **Director Karlen** added that fee increases would be discussed at next month's meeting to address rising operational costs.
 - b. Report Out - Nutrition Site Council – **Board Member Madden** reported that they had been focusing on their MOU with the City. She stated there would be big bingo next week and added that overall revenue was lower compared to last year.
7. **UNFINISHED BUSINESS**
 - a. Senior Center Improvements Update – **Director Karlen** reported that there would be a meeting with the designers this week. The roof assessment was just completed. City Council allocated \$3.2 million for the project and funding sources for the additional \$2 million needed were still being explored. He was given authorization from the City Manager to issue a solicitation for a project manager.
 - b. Approval of the Fiscal Year 2026-27 Advisory Board Work Plan – **Senior Services Manager Rosin** presented. **Board Member Dunn** inquired about more volunteers. **Director Karlen** responded that volunteers could be added to Work Plan Item #1. **Board Member Bonzani** asked about Community Day on June 7th and **Senior Services Manager Rosin** confirmed that the Senior Center would have a presence. **Board**

Member Dunn asked about promoting the need for volunteers. **Director Karlen** noted that the RAC had a video board where information could be displayed.

- c. Updates from Ad-Hoc Subcommittees:
 - i. Volunteer Appreciation Event – **Board Member Hom** reported that invitations had been sent out and they were in the final stages of hiring a comedy magician. Respectable Bird had been secured for catering. A total of 32 businesses had been contacted for donations. **Senior Services Manager Rosin** stated that no responses had been received so far. **Vice Chair Boscono** added that she would be following up with those businesses. **Board Member Hom** also reviewed additional event details.
- d. Senior Advisory Board By-Laws Update – **Senior Services Manager Rosin** reported that she and **Community Services Superintendent Wallace** met with legal. The proposed revisions were currently being reviewed to ensure consistency with the municipal code. The final draft would be presented at the May meeting. **Director Karlen** clarified that the changes focused on what the board did, rather than restrictions.

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 new City work week – **Senior Services Manager Rosin** stated the City's 36 hour work week would begin May 4th. She noted that staff coverage would continue to be provided Monday through Friday.

Community Services Superintendent Wallace introduced himself and shared that he would be working on initiatives and projects for the Senior Center.

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.

Board Member Dunn received some complaints about patrons submitting reservation forms and not being placed on the list. **Senior Services Manager Rosin** asked to discuss this offline since it was operational.

Board Member Bonzani requested current numbers for memberships and newsletter only subscriptions. **Senior Services Manager Rosin** reported, that at last count, there were a little over 200 memberships and just over 70 for newsletters.

Board Member Bonzani asked about the collection of bocce ball league fees. **Senior Services Manager Rosin** explained that fees were per season and requested to talk about this offline.

Board Member Bonzani reported receiving complaints that the pastry table was unable to open on time due to the need to wrap food. **Senior Services Manager Rosin** stated this was an operational matter and would be covered during training.

Board Member Dunn asked about the ad-hoc committee meetings. **Senior Services Manager Rosin** stated that she would be initiating the meeting schedules.

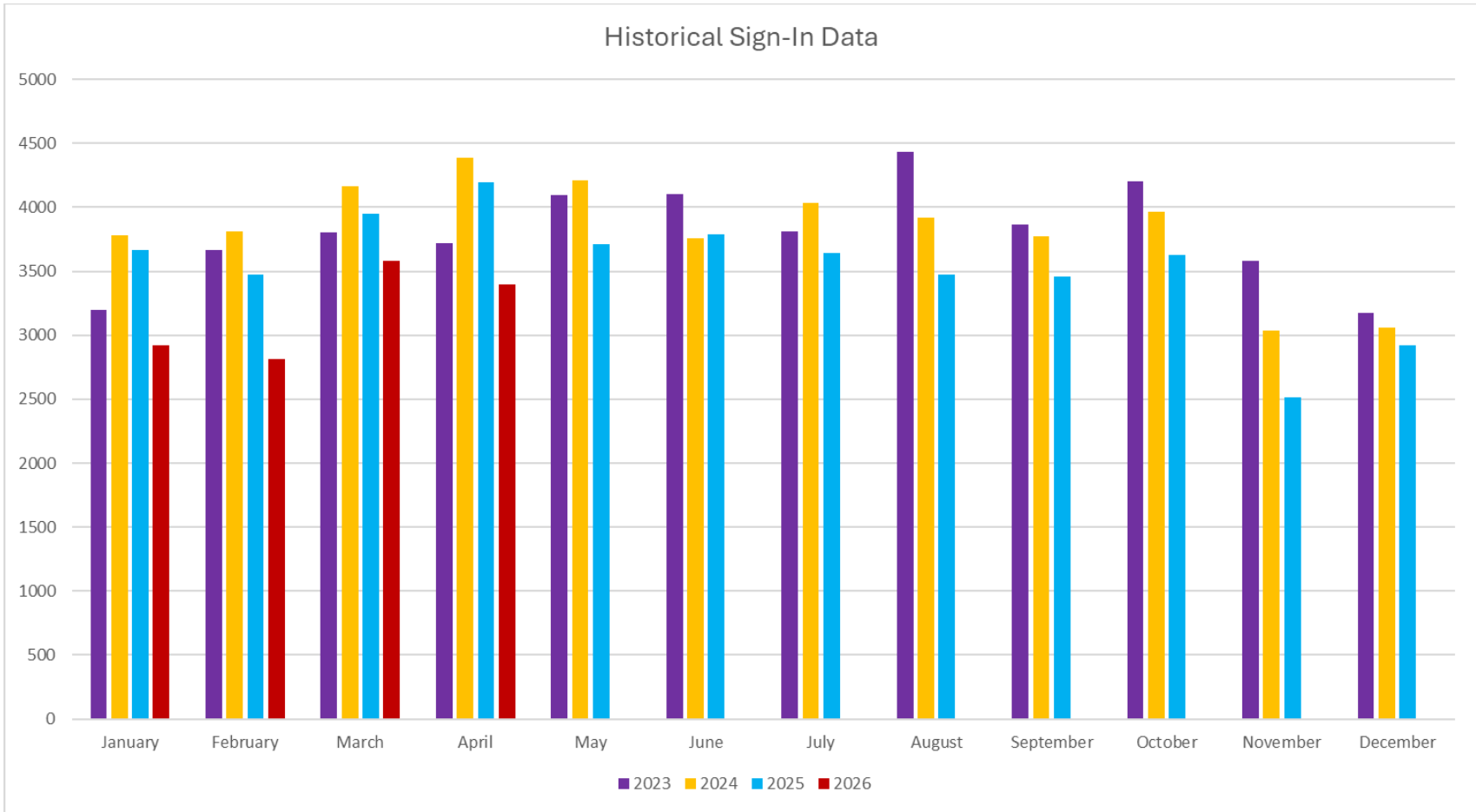
Vice Chair Boscono asked about starting a bridge class. **Senior Services Manager Rosin** stated she would present the idea to **Coordinator Bangayan**.

Board Member Madden asked whether any submissions had been received in the suggestion box regarding unfavored musicians. **Senior Services Manager Rosin** stated she had not received any such submissions.

Board Member Chin asked about a May Day celebration. **Senior Services Manager Rosin** stated that staff were planning something small for this year and intended to plan something more for next year.

10. **ADJOURNMENT:** Meeting was adjourned at 9:49 a.m.

DRAFT



	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								

Class Attendance April 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

Monday			
Class	FREQ	2025	2026
Billiards	W	24	24
BINGO	W	195	148
Bocce	W	56	92
Ceramics	W	33	18
Gentle Yoga	W	24	46
Hiking	W	52	41
MahJong	W	68	84
Pilates/Yoga Fusion	W	36	43
Tap	W	45	32
Art Appreciation	M1	2	7
Tech Talk (Mandarin)	M1	NA	6
Circle Dance	M3	NA	16

Thursday			
Class	FREQ	2025	2026
American Line Dance	W	33	34
Billiards	W	18	20
Creative Writing	W	51	50
Music & Motion	W	75	90
Painting	W	11	29
Pedro	W	104	140
Senior Softball	W	0	65
Yoga for Health	W	67	56
Escape Artist Book Club	M1	7	8
Grief Support Group	M1	10	43

Tuesday			
Class	FREQ	2025	2026
Beginner Line Dance	W	113	109
Billiards	W	37	26
Creative Writing	W	71	20
Sit & Workout	W	66	57
Spanish	W	37	24
Ukulele	W	261	4
Zumba Gold	W	NA	188
Let's Talk About Death and Dying	M1	NA	10
Origami	M1	58	18
AARP Tax Prep	SP	NA	20
Bocce: Intro for Beginners	SP	NA	8
Subsidized Housing	SP	NA	17
Transportation Resources	SP	NA	5

Friday			
Class	FREQ	2025	2026
Billiards	W	27	21
BINGO	W	234	215
Hiking	W	49	48
Knitting & Crocheting	W	35	37
Ping Pong	W	49	48
Stretch with Joy	W	27	30
Zumba Gold	W	176	198
Movie: The Intern	M1	5	6
Orientation	M1	NA	2
Pole Walking for Mobility	M1	NA	Canc

Sunday			
Class	FREQ	2025	2026
Come Back BINGO	SP	NA	120

Wednesday			
Class	FREQ	2025	2026
American Line Dancing	W	19	30
Beginner Line Review w/Dolly	W	33	54
Billiards	W	326	25
BINGO	W	64	265
Hiking	W	59	56
Hula	W	61	49
Stained Glass	W	NA	56
Sound Bath	M1	NA	21

Nutrition Site Report - April 2026

Day	Date	Congregate Meals	Guests	Disabled Under 60	Total Meals	Guest Fees
Wed	1	98			98	
Thu	2	86			86	
Fri	3	100	2		102	\$16.00
Mon	6	98			98	
Tue	7	118	2		120	\$16.00
Wed	8	114	2		116	\$16.00
Thu	9	78	2		80	\$16.00
Fri	10	120			120	
Mon	13	97	2		99	\$16.00
Tue	14	103	2		105	\$16.00
Wed	15	120			120	
Thu	16	79	1		80	\$8.00
Fri	17	94			94	
Mon	20	94			94	
Tue	21	103	4		107	\$32.00
Wed	22	120			120	
Thu	23	84	1		85	\$8.00
Fri	24	106			106	
Mon	27	97	1		98	\$8.00
Tue	28	105	3		108	\$24.00
Wed	29	119	1		120	\$8.00
Thu	30	90			90	
Total		2,223	23	0	2,246	\$184.00



DATE: May 19, 2026
TO: Senior Advisory Board
FROM: Meghan Rosin, Senior Services Manager
SUBJECT: Nutrition Site Council MOU – FY 2026/27

BACKGROUND:

The Nutrition Site Council (NSC) was established in September 1993 to support nutrition, transportation, and social service programs for older adults in the San Bruno community. Since its inception, the City of San Bruno and the NSC have worked collaboratively to support programs, services, events, and fundraising efforts that benefit older adults and strengthen the Senior Center community.

The purpose of the Memorandum of Understanding (MOU) is to formally document and define the ongoing partnership and collaborative relationship between the City and the NSC.

DISCUSSION:

The Community Services Department oversees operations of the San Bruno Senior Center and continues to work in partnership with organizations such as the Nutrition Site Council to enhance services, programming, and opportunities for adults aged 50 and older.

The proposed FY 2026/27 MOU formalizes the continued collaboration between the City and the NSC in support of programs and activities including:

- Bingo
- Lunch entertainment
- Senior Nutrition and Transportation Programs
- Freddie’s Café operations
- Various fundraising events

The updated MOU further clarifies operational responsibilities, funding structures, volunteer expectations, use of City facilities, storage space, collaborative marketing efforts, and partnership coordination between the City and the NSC.

As part of the proposed agreement, the City is requesting funding not to exceed \$125,000 in support from the NSC to assist with operational and program costs associated with senior services programming, including nutrition and transportation programs, lunch entertainment, facility use, and staff support.

The proposed MOU reflects the continued shared commitment of both organizations to support quality programs, services, and opportunities for older adults in San Bruno.

The agreement remains subject to final review and approval by the City Attorney and City administration prior to City Council consideration.

Senior Advisory Board
May 19, 2026
Subject: Nutrition Site Council MOU – FY 2026/27

The Senior Advisory Board is requested to review the proposed Memorandum of Understanding and provide a recommendation to the City Council regarding approval of the agreement.

FISCAL IMPACT:

The fiscal impact is a loss of revenue in the amount of approximately \$110,000 from rental fees and auxiliary rental charges. This amount does not include office space rental or storage. Approval of the MOU would generate \$125,000 in earmarked funding supporting lunchtime entertainment, nutrition program, transportation and other senior programming.

RECOMMENDATION:

Review MOU and make a recommendation to the City Council to approve the MOU with the NSC.

ALTERNATIVES:

None.

ATTACHMENTS:

1. MOU between City of San Bruno and Nutrition Site Council



MEMORANDUM OF UNDERSTANDING

Nutrition Site Council

1555 Crystal Springs Road
San Bruno CA 94066

July 1, 2026 – June 30, 2027



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MEMORANDUM OF UNDERSTANDING BETWEEN CITY OF SAN BRUNO AND NUTRITION SITE COUNCIL

The City of San Bruno, hereinafter referred to as CITY, and the Nutrition Site Council, hereinafter referred to as NSC, enter into this Memorandum of Understanding (“MOU”), dated as of July 1, 2026, for providing and funding programs and events for adults 50 years of age and older (“adults 50 plus”) at the San Bruno Senior Center (“Senior Center”).

I. PURPOSE

The purpose of this MOU is to document the relationship between the parties. The CITY and NSC desire to work cooperatively to provide and fund mutually agreed upon programs and events for adults 50 plus.

NSC was established in September 1993 to support Nutrition, Transportation, and Social Service programs and services for seniors, including adults 50 plus. NSC, in partnership with the CITY, seeks to collaborate through providing quality programs, fundraising, marketing, and advocacy to serve adults 50 plus.

The parties agree that their agents, employees, and contractors do not act as officers, employees or agents of the other party. NSC employees and agents have no authority, express or implied, to bind the City to any obligation whatsoever.

II. DESCRIPTION OF COLLABORATION

CITY and NSC desire to work cooperatively to provide the following (collectively, the “Programs”):

- Bingo
- Lunch Entertainment
- Senior Nutrition Program
- Various fundraising events
- Cafe Operations

A. CITY will, subject to the review and approval of the Director of Community Services (the “Director”):

1. Provide event venue for Bingo on Mondays, Wednesdays, and Fridays from 1:00pm to 3:00pm, and up to six pre-determined Sundays for FY 2026-2027 from 9:00am to 4:00pm.
2. Provide table and chair setup as part of normal Bingo operations, and per submitted layout via the facility rental process for Sundays.
3. Provide a venue for NSC events or programs outside of normal hours of



operation, provided that NSC pays for one building attendant at the rate as indicated by the Master Fee Schedule, and janitorial services at full cost recovery.

4. Provide to City staff a printed reference guide for City staff who assist with connecting and disconnecting the Bingo machine by July 1, 2026.
5. Provide limited bingo board support, which generally includes assisting with connecting the Bingo machine to video monitors for Bingo program. The CITY is not responsible for the bingo board, including but not limited to its storage, repairs, and supporting equipment. The Bingo board and supporting equipment are the responsibility of the NSC.
6. Maintain the video wall monitors in the Assembly Room as part of normal building operations.
7. Provide an office workspace free of charge at the San Bruno Senior Center. The City will not require a permit or charge a fee.
8. Provide entertainment for the lunch program, which includes contracting for such entertainment. NSC input and suggestions are welcomed and may be considered, final decisions will be made by City staff and are not bound by such recommendations.
9. Include NSC information and events in the Senior Center Newsletter.
10. Provide up to two designated storage closets for NSC supplies at the Senior Center. NSC acknowledges that the City of San Bruno is not liable for items that are lost, stolen or damaged while stored at the San Bruno Senior Center.
11. Provide meeting space for NSC Board meetings during normal business hours. The City will not require a permit or charge a fee.
12. Provide space for the operation of the Café, subject to such rules for operation as deemed appropriate by the Director. The City will not require a permit or charge a fee.
13. Apply for grants in partnership with NSC, as determined appropriate by the Director.
14. Include NSC branding in all associated flyers, posters, press releases, social media, print, and web advertisements on partnered events.
15. Make formal requests for funding which will be reviewed by the NSC for consideration.
16. Give a 2 week notice in the event that space is not available for a provided program.
17. Provide to NSC accurate accounting of funding used at Mid-Year and End of



Year Closeout.

B. NSC will:

1. To support essential programs and services for FY 2025–26, the City respectfully requests that the NSC allocate \$125,000 to the City, with \$60,000 to be paid at the execution of the MOU. The remaining balance would be paid upon a written request from the City, accompanied by an expenditure report detailing the use of funds. This request reflects the rising costs of operating key programs – such as the Nutrition and Transportation services – driven by cost-of-living adjustments, increased inventory costs, and inflation. While the City continues working to keep expenses stable and efficient, the following revised funding structure is proposed to meet the needs of the coming year:
 - Entertainment – Not to Exceed \$40,000
 - Grant Operations – Not to Exceed \$70,000
 - Inclusive of: Nutrition and Transportation Programs
 - Use of Space – Not to Exceed \$10,000
 - Inclusive of: Storage, Staff Office, Cafe
 - Staff Support – Not to Exceed \$5,000
2. Operate the Café, which includes:
 - Coordinate and administer all County Health requirements.
 - Coordinate all supply deliveries during normal operating hours and have a NSC representative present at the time of delivery.
 - Operate the café daily based on volunteer availability.
 - Provide a lead volunteer daily to oversee and operate the Café.
 - Provide a contact number and email address for NSC to receive and respond to concerns regarding the Café.
3. Acquire and pay for all necessary licenses and permits to operate Bingo.
4. Have any staff assigned to assist with the Bingo machine be trained by the NSC Bingo Manager.
5. The Nutrition Site Council is fully responsible for handling, managing, and securing all funds related to its activities. All funds must be secured at the end of each shift. The City (or Facility) is not responsible for any loss or mismanagement of these funds.
6. Consider requests for funding by the Director, or the Director's designee,



and respond to requests within thirty (30) calendar days.

7. Provide NSC representation in line with Senior Advisory Board By-Laws.
8. Promote programs at the Senior Center as "In partnership with the City of San Bruno."
9. Issue invitations to the City Council and appropriate CITY staff, as applicable.
10. Provide volunteers and support at the Senior Center during all NSC programs and events.
11. Provide NSC volunteers the onboarding process set by the CITY's Human Resources Department for senior center volunteers.
12. NSC volunteers will be required to follow the Code of Conduct for the Senior Center

C. CITY and NSC will agree to:

1. Partner and collaborate on programs and events for the benefit of the senior community to include administration, organization, marketing, and publicity.
2. Develop an overall general timeline regarding programming and events, as mutually agreed upon by both parties as it relates to NSC utilizing space at the senior center. NSC acknowledges that the availability of facilities is subject to the discretion of the Director and in the event that the facilities are not available on a day or at a time specified in this MOU, or otherwise agreed to by the parties, the Director will provide notice to NSC at least 2 weeks in advance.
3. Meet quarterly to engage on programs, events, and funding needs for the Center as well as communication regarding the partnership.
4. Organize with NSC and City representatives to carry out management, staffing and volunteer responsibilities, along with event set up, take down, and clean up.

Print and web promotional materials, brochures, and event signage shall be presented in accordance with guidelines, as mutually agreed upon by both parties. NSC acknowledges that any information included in any City materials is at the discretion of the Director.

III. TERM

The term of this MOU shall commence on July 1, 2026 and continue through June 30, 2027. This MOU contains all the terms and conditions agreed upon by the parties



regarding the subject matter of this MOU and supersedes any prior agreement, oral or written, and all other communications between parties related to such subject matter.

IV. TERMINATION FOR CONVENIENCE

Either party may, in its reasonable discretion, with or without cause, terminate this MOU upon the giving of ten (10) days prior written notice to the other party. In the event of termination, NSC agrees to pay CITY for Programs provided prior to the date of termination.

V. AMENDMENTS OR MODIFICATIONS

This MOU may not be amended except by a writing duly executed by the parties hereto. The CITY shall have the right to grant reasonable extensions of time to NSC for any purpose or for the performance of any obligation or NSC hereunder.

VI. INDEMNIFICATION

To the fullest extent permitted by law, NSC shall defend (with legal counsel reasonably acceptable to the CITY), indemnify and hold harmless CITY and its Council, officers, agents, departments, officials, representatives and employees (collectively "Indemnitees") from and against any and all claims, suits, actions, losses, costs, damages, injuries (including, without limitation, economic harm, injury to or death of an employee of NSC or its subcontractors), expenses and liabilities of every kind, nature and description, at law or equity (including, without limitation, incidental and consequential damages), and reasonable attorneys' fees and costs, litigation expenses, court costs, and fees of expert consultants or expert witnesses, and costs of investigation (collectively "Defense Costs") that arise from, relate to or pertain to, directly or indirectly, in whole or in part, any negligent or reckless act or omission or any willful misconduct of NSC, any subcontractor, anyone directly or indirectly employed by them, or anyone that they control (collectively "Liabilities"). NSC shall pay and satisfy any judgment, award or decree that may be rendered against the Indemnitees except to the extent that liability is caused by the Indemnitees' sole negligence, active negligence, or willful misconduct, but shall apply to all other Liabilities.

Notwithstanding the foregoing, nothing herein shall be construed to require NSC to defend or indemnify the Indemnified Parties from any Claim arising from the sole negligence, active negligence, or willful misconduct of the Indemnified Parties. Nothing in this indemnity shall be construed as authorizing any award of attorney's fees in any action on or to enforce the terms of this Agreement. This indemnity shall apply to all claims and liability regardless of whether any insurance policies are



applicable. The policy limits do not act as a limitation upon the amount of indemnification to be provided by NSC. This section shall survive termination of this MOU.

VII. INSURANCE

- A. Throughout the term of this Agreement, NSC shall obtain and maintain, at its own expense, the minimum insurance coverage set forth below. The CITY and its elected officials, officers, and employees shall be named as additional insureds using ISO endorsement forms CG 20 10 and 20 37 or their equivalents. This MOU is expressly contingent upon the insurance requirements being met, as evidenced by adequate proof of insurance. All insurance required by this section is to be placed with insurers with a Bests' rating of no less than A:VII.
1. Statutory Worker's Compensation Insurance and Employer's Liability Insurance for any and all persons employed directly or indirectly for Contractor with limits not less than \$2,000,000, including a waiver of subrogation endorsement in favor of the CITY, its officers, agents, employees, and volunteers.
 2. Commercial General and Automobile Liability insurance in an amount not less than \$2,000,000 per occurrence.
- B. If applicable, NSC shall not allow any subcontractors to commence work on any subcontract until all insurance required of the NSC has also been obtained for the subcontractor in the amounts indicated herein.

VIII. MOU IN WRITING

This MOU contains and embraces the entire MOU between the parties hereto and it, nor any part of it, may not be changed, altered, modified, limited, or extended, orally or by any MOU between the parties unless such MOU be expressed in writing, signed, and acknowledged by the CITY and NSC or their successors in interest.

IX. NOTICES

Any notices, consents or approvals permitted or required to be given in accordance with this Agreement shall be sent by regular U.S. mail, overnight mail service, or personal delivery, addressed as follows, and shall be deemed to have been delivered: (i) if sent by U.S. mail, on the fourth (4th) business day following deposit in the United States mail, (ii) if sent by overnight mail, on the date that it is recorded as delivered to the intended recipient, or (iii) if personally delivered, upon receipt.



COMMUNITY SERVICES DEPARTMENT
Senior Services Division

In Witness whereof, the parties hereto have caused this MOU to be executed effective as of this _____ day of _____ 2026.

CITY

NUTRITION SITE COUNCIL

Alex D. McIntyre, City Manager | Date
567 El Camino Real
San Bruno, CA 94066

Karen Hornung, President | Date

APPROVED AS TO FORM

Trisha Ortiz, City Attorney | Date

MOU Approved by City Council **DATE TBD,** Resolution No. _____

ATTEST

Lupita Huerta, City Clerk | Date



DATE: May 19, 2026
TO: Senior Advisory Board
FROM: Meghan Rosin, Senior Services Manager
SUBJECT: Parks and Recreation Month Discussion and Activity Ideas

BACKGROUND:

July is nationally recognized as Parks and Recreation Month, an annual celebration led by the National Recreation and Park Association (“NRPA”) to highlight the positive impact parks, recreation, and community services have on health, wellness, social connection, and quality of life.

The San Bruno Senior Center plays an important role in supporting older adults through recreation, wellness programs, social opportunities, lifelong learning, volunteerism, and community connection. Parks and Recreation Month provides an opportunity to celebrate these services while encouraging engagement and visibility within the community.

DISCUSSION:

Staff is seeking feedback and ideas from the Senior Advisory Board regarding potential activities, recognitions, or outreach efforts in celebration of Parks and Recreation Month during July 2026.

Potential goals of participation may include:

- Promoting awareness of Senior Center programs and services
- Encouraging social connection and community participation
- Highlighting the importance of recreation, wellness, and lifelong learning for older adults
- Recognizing volunteers, participants, and community partnerships
- Creating fun and welcoming opportunities for intergenerational engagement
- Possible activity ideas for discussion include:
 - “Throwback Recreation Day” featuring classic games such as bingo, horseshoes, cornhole, bocce, cards, or trivia
 - Parks and Recreation themed photo booth or “Why I Love the Senior Center” display wall
 - Recreation Olympics or friendly competition week
 - Outdoor picnic, ice cream social, or barbecue gathering
 - Nature walk or guided stroll through a local park
 - “Decades Day” themed lunches or dances celebrating music and recreation through the years
 - “Passport to Recreation” challenge encouraging participation in different programs throughout the month

Senior Advisory Board
May 19, 2026
Subject: Parks and Recreation Month Discussion and Activity Ideas

The Board is encouraged to discuss ideas, identify priorities, and provide feedback regarding potential activities or opportunities for collaboration during Parks and Recreation Month.

FISCAL IMPACT:

Any activities or events would be planned within the approved Senior Services budget or through existing program partnerships and sponsorships.

RECOMMENDATION:

Discuss Parks and Recreation Month participation opportunities and provide feedback or recommendations regarding possible activities and events for July 2026.

ALTERNATIVES:

None.

ATTACHMENTS:

None.



DATE: May 19, 2026
TO: Senior Advisory Board
FROM: Meghan Rosin, Senior Services Manager
SUBJECT: Master Fee Schedule Updates FY 2026/27

BACKGROUND:

Each fiscal year, the City reviews and updates the Master Fee Schedule to reflect operational costs, market conditions, cost recovery goals, and program sustainability. Proposed updates for Fiscal Year 2026-27 include adjustments across multiple Community Services program areas, including Senior Services and Senior Center operations.

In general, proposed fee adjustments reflect an approximate 3% Consumer Price Index (CPI) increase, along with select program-specific adjustments intended to improve administrative consistency, clarify existing practices, and support the long-term sustainability of City programs and services.

The Senior Advisory Board is being provided an overview of the proposed fee updates related to Senior Services and the Senior Center prior to consideration by the City Council.

DISCUSSION:

Staff is proposing several updates to Senior Services and Senior Center-related fees as part of the Fiscal Year 2026-27 Master Fee Schedule review process. These updates are intended to balance affordability and accessibility for older adults while supporting rising operational, staffing, and facility costs associated with providing programs and services.

Senior Center Memberships and Programs

Proposed updates include adjustments to voluntary Senior Center membership fee ranges, newsletter subscription fees, Senior Center class fees, and member discount ranges. The proposed fee structure maintains flexibility to continue offering affordable programming opportunities while allowing staff to respond to varying program costs and market conditions. These ranges also allow for the Senior Advisory Board's ad-hoc subcommittees to be creative in how they accomplish tasks such as growing membership, increasing Nutrition and Transportation Program support, and more.

Proposed fee ranges include:

- Voluntary Membership Fee: \$26-\$250 for residents, \$31-\$300 for non-residents
- Newsletter Subscription Fee: \$16-\$100 for residents and non-residents
- Senior Center Classes: \$5-\$100
- Event Booth Fees: \$10-\$80 for residents, \$15-\$100 for non-residents

- Senior Center Member Class Discounts: \$1-\$20 for residents, \$1-\$15 for non-residents
- Senior Center Member League Discounts: \$1-\$20 for residents, \$1-\$15 for non-residents

These adjustments are intended to preserve access to programs and services while supporting operational sustainability and maintaining the quality of programming offered at the Senior Center.

Senior Nutrition and Transportation Programs

The proposed Master Fee Schedule maintains the existing flexible fee structure for Senior Nutrition Program meals and Senior Transportation services. This structure allows the City to continue adapting to changing operational costs while maintaining access to essential services for older adults.

Proposed fee ranges include:

- Senior Nutrition Program Meals (qualifying participants aged 60 and over): \$5.00 through true cost
- Senior Nutrition Program Meals (non-qualifying participants aged 59 and under): \$10.00 through true cost
- Senior Transportation Program: \$2.00-\$10.00 for qualifying San Bruno residents aged 60 and over (Single or Round Trip)

Staff remain committed to maintaining affordable access to nutrition and transportation services while continuing to evaluate program sustainability, grant funding requirements, and actual service delivery costs.

Senior Center Rentals and Event Fees

Proposed updates related to Senior Center rental operations primarily reflect CPI-based adjustments and administrative clarifications intended to improve consistency and ease of implementation.

Proposed hourly rental rates for Senior Center spaces include:

- Conference Room: \$113.00
- Craft Room: \$113.00
- Assembly Room: \$196.00
- Kitchen Rental (without Assembly Room): \$238.00 hourly
- Kitchen Rental (with Assembly Room): \$120.00 flat rate

Additional updates include clarification of the multi-room discount structure to better define kitchen rentals as an add-on amenity connected to larger facility rentals, rather than a standalone rental space. These clarifications are intended to improve consistency in billing, customer communication, and fee application.

The proposed fee schedule also includes updated rental-related administrative fees, deposits, and event support fees intended to align with current operational practices and support cost recovery associated with facility use and event administration.

Overall, the proposed updates are intended to support continued high-quality Senior Center operations while balancing affordability, accessibility, and responsible fiscal stewardship. The Senior Advisory Board is invited to receive this information, discuss the proposed updates, and provide feedback or a recommendation to the City Council regarding the proposed Fiscal Year 2026-27 Master Fee Schedule updates related to Senior Services

FISCAL IMPACT:

The proposed fee updates are intended to support partial cost recovery associated with Senior Services operations, facility maintenance, staffing, program delivery, and administrative support. Actual fiscal impacts will vary depending on participation levels, rental activity, and program utilization.

RECOMMENDATION:

Receive information regarding the proposed Fiscal Year 2026-27 Master Fee Schedule updates related to Senior Services and provide feedback or a recommendation to the City Council, if desired.

ALTERNATIVES:

None.

ATTACHMENTS:

1. Draft Fiscal Year 2026-27 Master Fee Schedule Updates – Community Services Department

CHAPTER 9: PARK AND RECREATION

I. INDOOR RENTALS

Community Centers (Hourly Base Rate)	FY2026-27
Senior Center (Hourly Base Rate)	
Conference Room	\$113.00
Craft Room	\$113.00
Assembly Room	\$196.00
Kitchen Rental (Hourly Rate Without Assembly Room)	\$238.00
Kitchen Rental (Flat Rate With Assembly Room)	\$120.00

II. DISCOUNTS/DEPOSITS/CANCELLATION & OTHER FEES FOR INDOOR/OUTDOOR RENTALS ABOVE

Discounts (Applied to Base Rates Above for Community Centers, Senior Center, Library Only)	FY2026-27
San Bruno Based Non-Profit or Community Organization services that benefit San Bruno community	50%
San Bruno Resident or Business	
Extended Rental (at least 6 months/year & 2 days/month)	20%
Multi Room Rental	
Deposits (Refundable)	FY2026-27
All other Rooms at Community Centers, Library, Senior Center (without Alcohol)	\$250.00
All other Rooms at Community Centers, Library, Senior Center (with Alcohol)	\$500.00
Rental Cancellation/Change Fees – Per Total Rental	FY2026-27
6 months prior to the event (181 days or more prior)	0%
31 to 180 days prior to the event	50%
30 days prior to the event	100%
Rental Cancellation Administration Fee	\$67.00
Rental Change Fee (Less Than 14 Days Notice)	\$20.00
Rental Change Fee (Less Than 30 Days Notice)	\$10.00
Service/Administrative Fees	FY2026-27
Staffing – Hourly Per Staff Member	\$30.00
Final Payment Late Fee (per day)	\$52.00
Approved Vendor Fee	\$67.00
Garbage and Recycling Fee	\$129.00
Janitorial Fee-Market Rate Value	MRV
Permits	
Alcohol Permit Processing Fee (does not include permit to sell)	\$45.00
Equipment Usage Fees	
Lectern	\$16.00
Microphone	\$11.00

III. SENIOR CENTER FEES

Membership/Transportation/Meals/Events	FY2026-27	
	RESIDENT	NON-RESIDENT
Voluntary Membership Fee	\$26-\$250	\$31-\$300
Newsletter Subscription Fee	\$16-\$100	\$16-\$150
Senior Center Classes	\$5-\$100	\$5-\$100.00
Seasonal Camps (Half Day – weekly)	\$100 - \$300	\$150-\$350
Senior Transportation Program (Qualifying San Bruno Residents, aged 60 and over)	\$2-\$10	\$2-\$10
Senior Nutrition Program Meals (Qualifying, aged 60 and over)	\$5–Full Cost	\$5–Full Cost
Senior Nutrition Program Meals (Non Qualifying, aged 59 and under)	\$10–Full Cost	\$10–Full Cost
Event Booth Fee	\$10-\$80	\$15-\$100
Event Table Rental Fee	\$10-\$30	\$12-\$40
Senior Center Member Discount for Classes <i>(As noted per class)</i>	\$1-\$20	\$1-\$15
Senior Center Member Discount for Leagues <i>(As noted per League)</i>	\$1-\$20	\$1-\$15

For services with a fee range, fees will be determined in negotiation with outside vendors and approved by the Community Services Director based on market rate and desired cost recovery for the program.

Master Fee Schedule Explanation of Updates
Chapter 9: Community Services

VIII. Senior Center Fees

Indoor Rentals

In addition, staff recommends clarifying the existing **multi-room discount structure** to improve consistency and reduce misinterpretation during application.

Discounts, Deposits, Cancellation, and Miscellaneous Fees (Indoor/Outdoor Rentals)

Staff recommends updating this section of the Master Fee Schedule to include clearer identification of **group associations and organizational categories**, consistent with existing City policy. This update is intended to improve ease of use for staff and renters, reduce administrative interpretation discrepancies, and ensure consistent application of discounts and eligibility criteria across indoor and outdoor rental facilities.

Equipment Usage Fees

Staff recommends updating **South Community Center (SC) equipment usage fees** to reflect current operational costs and equipment lifecycle considerations. Updates include revising existing fee structures and incorporating either a defined range or an approximate **3% CPI-based adjustment (rounded up where appropriate)**. This adjustment ensures that equipment usage fees remain aligned with replacement costs, maintenance demands, and comparable facility pricing.

Program Fees

Staff recommends including larger ranges to better reflect and allow for program needs. Staff has also added in some new fee types in anticipation of future programming options.



DATE: May 19, 2026
TO: Senior Advisory Board
FROM: Meghan Rosin, Senior Services Manager
SUBJECT: Review of the Fiscal Year 2026/27 Advisory Board Work Plan

BACKGROUND:

The Senior Advisory Board serves in an advisory capacity to City staff and the City Council on matters affecting older adults and programs offered through the San Bruno Senior Center. In addition to reviewing program updates and providing feedback on specific topics, the Board identifies key priorities and focus areas during each fiscal year.

Establishing a clear work plan allows the Board to focus its efforts, collaborate effectively with City staff, and provide meaningful recommendations that support older adults in the San Bruno community. The work plan also helps align Board priorities with broader City initiatives and community needs.

At previous meetings, the Board discussed potential priority areas for Fiscal Year 2026-27. Based on those discussions and additional refinement by staff, a revised draft work plan has been prepared for final Board review and recommendation to the City Council.

City Council Initiatives include:

- **Building Better in San Bruno – Long Range Economic Development**
Focused on strengthening fiscal health by encouraging real estate investment and establishing funding districts for public improvements and public safety.
- **Main Street 2030 – Downtown Strategic Planning**
Development of a strategic plan to support the downtown area in response to evolving economic conditions and retail trends.
- **Reaffirming Our Legacy – Senior Center Remodel**
Renovations and accessibility improvements to the Senior Center facility, originally constructed in 1987.
- **Catalyzing Innovation – Software Overhaul**
Implementation of new enterprise resource planning and asset management software to modernize City operations.
- **“Ready San Bruno” Emergency Preparedness Project**
Modernization of emergency response tools and expanded community preparedness education and engagement.

DISCUSSION:

The proposed Fiscal Year 2026-27 Senior Advisory Board Work Plan outlines key focus areas where the Board can provide meaningful input, support community engagement, and advance initiatives impacting older adults in San Bruno. The work plan is intended to remain flexible while providing a structured framework for Board priorities and activities throughout the fiscal year.

The updated draft work plan includes the following focus areas:

- Attendance at events and encouraging participation for residents and visitors
- Supporting implementation of the Age-Friendly City Initiative
- Providing input on programming during the Senior Center Remodel
- Supporting older adult engagement in downtown development efforts
- Supporting education and outreach for the Senior Center Nutrition Program
- Providing input on emergency preparedness efforts for older adults
- Supporting the Senior Center 40th Anniversary Celebration in January 2027

The revised draft work plan also further clarifies intended outcomes, participating commissioners or subcommittees, and anticipated timelines associated with each priority area. These updates are intended to improve clarity, support accountability, and better align the Board's efforts with ongoing City initiatives and community needs.

Staff is requesting that the Senior Advisory Board conduct a final review of the proposed work plan, discuss any remaining refinements or modifications, and consider recommending the Fiscal Year 2026-27 Senior Advisory Board Work Plan to the City Council for approval.

FISCAL IMPACT:

No direct fiscal impact is associated with this report. Individual projects, events, or initiatives identified within the work plan may be evaluated separately for fiscal impact as needed.

RECOMMENDATION:

Conduct a final review of the proposed Fiscal Year 2026/27 Senior Advisory Board Work Plan and recommend approval of the work plan to the City Council.

ALTERNATIVES:

None.

ATTACHMENTS:

1. Draft Fiscal Year 2026-27 Senior Advisory Board Work Plan

Attachment 1 – Draft Fiscal Year 2026-27 Senior Advisory Board Work Plan

City of San Bruno Senior Advisory Board Work Plan FY 2026/27

Commission Approval: May 19, 2026 (Proposed)

Council Approval: June 9, 2026 (Proposed)

#	Work Plan Item	Commissioners Involved	Timeline	Intended Outcomes
1	Attendance at Events and Encouraging Participation for Residents and Visitors	All	Ongoing	To strengthen commissioner connection to the community, increase visibility of the Board, and gather firsthand insight into programs and services to better inform recommendations and advisory input. Commissioners are encouraged to attend at least two events annually.
2	Supporting Implementation of the Age-Friendly City Initiative	Ad-Hoc Subcommittee (Bonnie Bonzani, Joanna Dunn, Carolyn Chin), and All	FY 2026–2027	To evaluate the status of previous Age-Friendly efforts, identify priority focus areas, and provide recommendations that support an updated, actionable work plan aligned with community needs and City initiatives, while supporting continued progress toward maintaining San Bruno’s Age-Friendly City designation.
3	Providing Input on Programming During the Senior Center Remodel	Ad-Hoc Subcommittee (Liz Hom, Pam Madden, Joyce Satow), and All	FY 2026–2027	To provide input on program continuity and alternative service delivery strategies during the remodel period, ensuring older adults remain engaged and supported throughout the transition.

#	Work Plan Item	Commissioners Involved	Timeline	Intended Outcomes
4	Supporting Older Adult Engagement in Downtown Development Efforts	All	FY 2026–2027	To provide recommendations that promote an age-inclusive downtown, ensuring older adults can safely access, participate in, and benefit from economic development, transportation, and community spaces.
5	Supporting Education and Outreach for the Senior Center Nutrition Program	Ad-Hoc Subcommittee (Linda Boscano, Liz Hom, Joyce Satow), and All	FY 2026–2027	To increase awareness of the Nutrition Program, encourage participation, and support long-term sustainability through education on program benefits and voluntary contributions.
6	Providing Input on Emergency Preparedness Efforts for Older Adults	All	FY 2026–2027	To support improved preparedness for older adults through accessible information, targeted outreach, and coordination with City initiatives, helping ensure residents are better equipped to respond to emergencies at home and within the community.
7	Supporting the Senior Center 40th Anniversary Celebration	All	January 2027	To celebrate the history and impact of the Senior Center, strengthen community connection, and increase visibility through events, storytelling, and outreach that engage both current participants and the broader community.



DATE: May 19, 2026
TO: Senior Advisory Board
FROM: Meghan Rosin, Senior Services Manager
SUBJECT: Senior Advisory Board By-Laws Update

BACKGROUND:

The San Bruno Senior Advisory Board (“Board”) serves in an advisory capacity to the City Council and Community Services Department regarding programs, services, and issues impacting older adults in the San Bruno community.

The Board’s current By-Laws establish procedures related to Board organization, meetings, officer roles, public participation, attendance, and governance practices. Periodic updates are necessary to ensure the By-Laws remain consistent with current operational practices, City policies, and applicable legal requirements.

Proposed revisions were developed in coordination with Community Services staff and the City Attorney’s office to ensure consistency with current governance practices and applicable legal requirements.

Staff has prepared a proposed updated version of the By-Laws for Board review and recommendation to the City Council.

DISCUSSION:

The proposed updates to the Senior Advisory Board By-Laws are intended to clarify the Board’s advisory role, improve administrative consistency, and reflect current operational practices of the Senior Center and Community Services Department.

Key updates include:

- Clarification that the Board serves in an advisory capacity, while operational authority remains with City staff
- Clarification that external organizations operate independently from the Board
- Updated meeting procedures and agenda processes to align with current practices and Brown Act requirements
- Updated language related to officer roles, attendance expectations, and Board procedures
- Clarification regarding subcommittee structure and responsibilities
- Updates to Board membership and voting structure
- Addition of a seventh voting board member
- Addition of a provision allowing the Nutrition Site Council, while operating under a fully executed Memorandum of Understanding with the City, to appoint one non-voting representative to serve on the Board

- General formatting, numbering, and administrative updates for consistency and readability

The proposed changes are intended to support transparency, clarify governance procedures, and ensure the Board continues to operate effectively in its advisory role.

Discussions with the City's Legal team identified the potential for conflicts of interest if outside organizations were granted voting authority on the Board. The proposed By-Laws therefore allow the Nutrition Site Council, while operating under a fully executed Memorandum of Understanding with the City, to appoint one non-voting representative to the Board. This structure supports collaboration and direct participation while maintaining voting authority with the appointed Board members outlined in the By-Laws.

The Board is requested to review the proposed By-Laws and provide a recommendation to the City Council regarding adoption of the updated document.

FISCAL IMPACT:

There is no direct fiscal impact associated with the proposed By-Laws updates.

RECOMMENDATION:

Review the proposed Senior Advisory Board By-Laws and make a recommendation to the City Council to approve the updated By-Laws.

ALTERNATIVES:

None.

ATTACHMENTS:

1. Proposed Senior Advisory Board By-Laws

**SAN BRUNO SENIOR ADVISORY BOARD
BY-LAWS**

1. **Purpose and Intent.** The Senior Advisory Board (“Board”) shall make recommendations to the City Council regarding Senior Citizens programs and services at the Senior Center and, when applicable, throughout the City in conjunction with the Community Services Director.

The role of a Board Member is to provide a communication link between the community, the governing body and staff as the agency strives towards contributions to a better quality of life.

The Board serves in an advisory capacity, providing input and recommendations to City staff and the City Council. Operational responsibilities and the administration of programs, services, and facilities remain under the authority and management of City staff.

The Board shall make decisions within the framework of the programs and policies of the Board as reflected in the Municipal Code (as outlined in Chapter 9.10) and the by-laws.

County programs, AARP, and the Nutrition Site Council operate independently from the Board. Additionally, the Board does not have the authority to expand government programs or initiate new programs that require funding without prior approval from the City Council.

2. **Meetings.** The Board shall conduct its business in accordance with the San Bruno Municipal Code, these by-laws, the Ralph M. Brown Act (Government Code Section 54950 et seq.) and the Code of Conduct adopted by the City Council (as outlined in the San Bruno Senior Center Code of Conduct).

- 2.1 **Regular Meetings.** The Board shall hold regular meetings at 9:00a.m. on the third Tuesday of each month, except that no meeting shall be held if a regular meeting day falls on a legal holiday. Regular meetings shall be held at the San Bruno Senior Center.

- 2.2 **Special Meetings.** Special meetings may be called at any time by the Chair or by a majority of the Board, by delivering written notice to each Board Member and by posting the notice in the designated posting locations. Such notice may be delivered by any means and must be received at least twenty-four hours before the time of such meeting as specified in the notice, unless notice is waived in writing. The notice shall specify the time and place of the special meeting and the business to be transacted, and no other business shall be transacted at that meeting other than that contained in the notice.

- 2.3 **Adjourned Meetings.** All meetings may be adjourned to another specified time, place and date, but not beyond the next regular meeting. If all Members are absent from any regular or adjourned regular meeting the Secretary may declare the meeting adjourned to a stated time and place, and shall cause a written notice of the adjournment to be given in the same manner as provided in paragraph 2.2 above for special meetings. A copy of the notice of adjournment shall be conspicuously posted on or near the door of the place where the meeting was held within 24 hours after the time of the adjournment.
- 2.4 **Study Sessions.** The Board may, from time to time, as part of a regular, adjourned or special meeting, meet in study session to focus on a particular matter within its jurisdiction. Action shall not be taken during a study session.
- 2.5 **Public Meetings.** All meetings and study sessions of the Board shall be open to the public. Closed sessions may be held only when specifically authorized by the Brown Act.
- 2.6 **Cancellation of Regular Meetings.** The Board may cancel an upcoming regular meeting for lack of a quorum. Notice of the cancellation shall be posted in lieu of an agenda.

3. **Organization of the Board.**

- 3.1 **Officers.** The Board shall elect from its membership a Chair, who shall preside over Board meetings. The Board shall also elect a Vice Chair, who shall preside in the absence of the Chair. The Chair and Vice Chair are sometimes referred to herein as the “presiding officer.” The Chair shall have the following powers:
 - 3.1.1 To call to order the Board meeting and to conduct the order of business as set forth in the agenda.
 - 3.1.2 To adjust the agenda, if needed, at the time of the meeting with the approval of the Board;
 - 3.1.3 To move, second, debate and vote;
 - 3.1.4 To rule motions in or out of order;
 - 3.1.5 To determine whether a speaker from the audience has exceeded their time or is otherwise out of order;

- 3.1.6 To rule on questions of parliamentary procedure based generally on Robert's Rules of Order;
- 3.1.7 To sign all resolutions and other documents necessitating their signature;
- 3.1.8 To call a brief recess during a meeting;
- 3.1.9 To appoint Members to subcommittees with the approval of the Board; and
- 3.1.10 To maintain decorum.

The presiding officer's determination as to any of the above matters may be overruled by a majority of the Board Members present.

- 3.2 **Appointment of General Board Members.** Seven members of the Board shall be appointed by a ballot process. Three members shall be appointed in odd-numbered years and four members shall be appointed in even-numbered years, so that only half of the Board is appointed in any given year. Each year, the candidates receiving the highest number of ballots shall be appointed to the Board for the term provided in Section 9.10.050 of the Municipal Code. Any San Bruno resident fifty years of age or older shall be eligible to cast a ballot. Ballots shall be cast at the Senior Center each January and the tally shall be verified by the City Clerk.
- 3.3 **Appointment of Nutrition Site Council Appointee.** While a fully executed Memorandum of Understanding ("MOU") is in effect between the City and the Nutrition Site Council, the Nutrition Site Council may appoint one individual to serve on the Board as a non-voting member. The appointee may participate in Board discussions, provide input on matters before the Board, and serve on subcommittees, but shall not make motions or vote on Board actions.
- 3.4 **Organizational Meeting.** At its first meeting in February, the members of the Board shall elect a Chair and Vice Chair from among its Members.
- 3.5 **Term of the Chair and Vice Chair.** The term of office of the Chair and Vice Chair shall be one year. A Board Member may serve more than one consecutive term as Chair or Vice Chair. Nothing shall prevent the Board from removing and replacing the Chair or Vice Chair at any time during their respective terms, provided that the item is properly on the agenda of the meeting.
- 3.6 **Vacancy in the Office of Chair or Vice Chair.** A vacancy in the office of Chair or Vice Chair shall be filled for the remainder of the

unexpired term by election at the next meeting provided the election has been noticed on the agenda.

- 3.7 Vacancy of a Board Member's Seat.** In the event of an unscheduled vacancy of any Board Member's seat prior to the expiration of their term, a successor for the remainder of the term of such member shall be appointed as provided in Section 9.10.070 of the Municipal Code. The newly appointed Member shall take and subscribe to the oath of office before the next regular meeting after their appointment by the City Council.
- 3.8 Quorum.** A majority of the total membership of the Board shall constitute a quorum for the transaction of business. Where there is not a quorum present, the Secretary of the Board shall announce that no meeting will be held due to lack of a quorum, and shall announce the date of the next regular or adjourned meeting. When a member of the Board is disqualified due to a financial conflict of interest, their presence shall not be considered in determining the presence of a quorum. Any decision of the Board shall require a vote of the majority of the Board present and qualified to vote.
- 3.9 Subcommittees.** The Board may from time to time establish either standing or ad hoc subcommittees consisting of any number less than a quorum of its membership for the purposes of studying a specific area of concern. Standing subcommittees (which have a regular meeting schedule or continuing subject matter jurisdiction) are subject to all of the requirements of the Brown Act. The Board may refer matters to a subcommittee to report back to the full Board at a future date. The subcommittee report will be considered advisory and its recommendations are subject to action by the full Board.
- 3.10 Absences from meetings.** If a member of the Board is absent from two successive regular meetings without being excused by the Board, or is absent for any reason for more than six regular meetings in any twelve-month period, the office of such Member shall be vacated and the Chair shall immediately notify the Secretary, who shall notify the City Council that said office is vacant. Upon such notification, a successor for the remainder of the term of such member shall be appointed as provided in Section 9.10.070 of the Municipal Code. In order to request an excused absence, a Board Member must notify the Chair or the Secretary of the anticipated absence in advance of the meeting and the request must be noted during call of the roll and reflected in the minutes of the meeting. Such request is subject to denial by the Board.
- 3.11 Oath of Office.** Newly appointed Board Members shall take and subscribe to the oath of office before assuming their duties. The

oath may be given by a City official authorized to do so by State law.

4. The Advisory Board Agenda.

4.1 Preparation of the agenda. The Secretary of the Board shall formulate and prepare the agenda for Board meetings.

4.2 Posting of the agenda. The City Clerk shall cause to be posted an agenda for each regular meeting in the designated posting locations not less than 72 hours prior to the meeting. Agendas for adjourned meetings shall be posted in the same fashion, unless the business to be undertaken is limited to the items on the agenda of the meeting at which the adjournment occurs and the meeting is adjourned to a date within five days of the adjournment. Agendas of special meetings shall be posted and provided along with the notice of the meeting as provided in paragraph 2.2 above.

4.3 Affidavit of posting. Immediately following the posting of the agenda, the City Clerk shall cause to be completed an affidavit of posting. The affidavit shall indicate the time and location of posting, and shall be signed under penalty of perjury. The City Clerk shall retain all such affidavits in accordance with the City's records retention policy.

4.4 Order of Business. Items shall be placed on the agenda substantially according to the following "Order of Business." Upon review of the agenda at the beginning of any meeting, the Board may change the order of business in order to promote the efficiency of the meeting. The Order of Business for each regular Board meeting shall be as follows:

1. Call to Order/Roll call
2. Pledge of Allegiance
3. Approval of the Agenda
4. Approval of Minutes
5. Public Comments on Matters Not on the Agenda
6. New Business
7. Unfinished Business
8. Items from Staff
9. Items from Advisory Board Members
10. Adjournment

4.5 Description of Matters on the Agenda. All items of business to be transacted shall be described briefly on the agenda in sufficient detail so that a reasonable person can determine the general nature of the matter under consideration. Not every recommendation or

conceivable action or alternative need be listed. Generally, each item on the agenda shall contain a staff recommendation and the specific action requested to be taken by the Board.

4.6 Adding Items of Business to the Agenda. The Board shall not discuss or take action on any item of business not listed on the posted agenda unless any of the following circumstances applies:

4.6.1 Upon a majority determination of the existence of an “emergency situation” as that term is defined in the Brown Act (Government Code Section 54956.5).

4.6.2 Upon a determination by a two-thirds vote of the members present, or if less than two-thirds of the membership is present, upon a unanimous vote, that there is an immediate need to take action and that the need to take action came to the attention of the City subsequent to the posting of the agenda. If the Board makes this determination, the minutes of the meeting shall reflect what circumstances gave rise to the need to take action after the posting of the agenda.

4.6.3 Where the item upon which action is to be taken was included on a properly posted agenda for a prior meeting of the Board occurring not more than five calendar days prior to the date of the meeting at which the item is to be considered, and the item was continued to an adjourned meeting.

4.7 Adding Items of Business to a Future Agenda. Any member of the Board may, during the “Items from Advisory Board Members” agenda item, request that an item of business within the Board’s subject matter jurisdiction be added to a future agenda. Such requests require a consensus from the majority of the Board.

4.8 Public Comments. Members of the public shall be permitted to speak on each item of business on the agenda when the item is taken up and before action is taken on the item by the Board. Each speaker shall have up to a three (3) minute period to speak; time cannot be ceded to another speaker. In order to facilitate the conduct of the meeting, the Chair or the Board may lengthen or shorten the three-minute period for all speakers on a particular agenda item based on the number of persons in attendance wishing to speak or the complexity of the matter under consideration. An individual may speak only once during the “Public Comments” item.

5. **Minutes.** The minutes of Board meetings shall be kept by the Secretary in accordance with the following Board policy:
 - 5.1 Minutes shall contain a record of all proceedings, motions, and actions, but shall only contain a summary of the discussion and not a verbatim transcription. The minutes shall accurately reflect what occurred at the meeting.
 - 5.2 All motions, whether carried or not, shall be recorded, disclosing the author of the motion and the second, and the roll call vote.
 - 5.3 An audiotape recording of all Board meetings shall be made, and said recording tapes shall be kept for a period not less than thirty days following the Board's approval of the minutes and shall be subject to disclosure during that time.

6. **Secretary.** A representative(s) from the Community Services Department designated by the City Manager shall serve as Secretary for the Board. The Secretary shall:
 - 6.1 Keep the minutes of all meetings of the Board and transmit approved minutes to the City Clerk;
 - 6.2 Give or serve all notices required by law or by these rules;
 - 6.3 Formulate and prepare the agenda for all meetings of the Board;
 - 6.4 Be custodian of Board records;
 - 6.5 Inform the Board of correspondence relating to business of the Board and attend to such correspondence;
 - 6.6 Managing funds allocated by the City Council for Board initiatives, as directed by the applicable Department Director, and in accordance with its directives, the law, and City regulations; and
 - 6.7 Sign official documents of the Board.

7. **Conduct of Board Meetings.**
 - 7.1 **Action by the Board.** The Board shall proceed by way of motion. Any Member, including the Chair, may make a motion and any Member may second the motion except that the same person who made the motion cannot second it. A Member may make only one motion at a time and a motion or second may be withdrawn by the maker at any time before a vote.

7.2 Adoption by Majority Vote. A motion shall be adopted by an affirmative vote of a majority of the Board present provided a quorum is determined to exist. Board Members have a duty to vote "aye", or "nay" on each motion. Abstentions shall be cast only if the Board Member declares:

7.2.1 The existence of a conflict of interest or other disqualification from voting; or

7.2.2 A lack of sufficient information upon which to base a vote due to absence from a previous meeting.

Abstentions are not counted in the vote tally.

7.4. Rules of Decorum.

7.4.1 Rules for Advisory Board Members. Members of the Board shall conduct themselves in compliance with the Code of Conduct approved by City Council.

a. Communication with Board Members.

1. Members should request the floor of the Presiding Officer before speaking.
2. A Member who is speaking shall attempt to avoid repetition and shall limit their comments to the subject matter at hand. Members should express their views without engaging in lengthy debates.
3. When one Member is speaking, other Members shall not interrupt or otherwise disturb the speaker.

b. Communication with Members of the Public Addressing the Board.

1. Members may ask clarifying questions to a person addressing the Board at the conclusion of the person's comments or upon expiration of the person's time to speak. Such questions shall be directed to the person through the Presiding Officer.
2. Members shall not engage the person addressing the board in a dialogue with the Board or City staff, but shall confine communication to a question and answer format conducted through the Presiding Officer.
3. If a member of the audience has addressed the Board on matters that are not on the agenda, Members shall refrain from discussion of the matter.

7.4.2 Rules for City Staff.

- a. Decorum. When addressed by the Board, staff shall respond in a polite and respectful manner.

7.4.3 Enforcement.

- a. The Chair shall follow the following procedure to maintain decorum:
 1. Warning. The Presiding Officer shall request that a person who is disrupting the meeting cease such conduct. If after receiving a warning from the Presiding Officer, the person persists in the violation, the Presiding Officer shall order the person to leave the Board meeting.
 2. Motion to Enforce. If the Presiding Officer fails to enforce the rules of order and decorum set forth above, any member of the Board may move to require the Presiding Officer to do so, and an affirmative vote of a majority of the Board shall require the Presiding Officer to do so. If the Presiding Officer fails to carry out the will of the majority of the Board, the majority may designate another member of the Board to act as Presiding Officer for the purpose of enforcing the rules of order and decorum established above.
 3. Clearing the Room. If a meeting of the Board is disturbed or disrupted in such a manner as to make infeasible or improbable the restoration of order, the Presiding Officer or a majority of the Board may exercise the authority granted in California Government Code Section 54957.9 by ordering the meeting room cleared and continuing in session in the manner authorized by Section 54957.9 of the Government Code. Members of the press shall be permitted to remain unless they have participated in the disruption.

- 7.5 **Adjournment of Meetings.** Board meetings shall adjourn not later than 10:30 a.m., or as soon thereafter as the Board completes the item of business on the table at that hour, in which event items of business not yet addressed shall be continued to the next regular meeting or to an adjourned meeting. The Board may by majority vote

extend the meeting beyond 10:30 a.m. in order to complete more of its agenda.

8. **Robert's Rules of Order.** If a matter arises that is not covered by these rules, the Brown Act, or Chapter 9.10 of the Municipal Code, the procedures of the Board shall be governed by the latest revised edition of Robert's Rules of Order to the extent not inconsistent with laws governing public agencies.
9. **Amendments to By-Laws.** These by-laws may not be amended unless the proposed amendment has been presented to and approved by the City Council.