



PARKS AND RECREATION DEPARTMENT

QUINLAN COMMUNITY CENTER
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CITY COUNCIL STAFF REPORT

Meeting: July 16, 2019

Subject

Facility fee waiver request from the Cupertino Senior Coordinating Council

Recommended Action

Approve fee waiver request for approximately \$17,750 in facility use fees, for the use of the Senior Center Reception Hall on selected Fridays, for a period of five years, with a retroactive start date of July 5, 2019 and ending June 28, 2024 for Bingo.

Discussion

Bingo has been a part of the Senior Center offerings for over 20 years.

Bingo is regulated in Chapter 5.32 of the Municipal Code (Attachment A). The code requires that a non-profit operate Bingo under a permit issued by the City and must be open to the public. The Municipal Code, 5.32.060 mandates that a bingo game shall be operated and staffed by members of the authorized organization that organized it, and those members shall not receive a profit, wage or salary from any bingo game. As a result, upon advice from the City Attorney's Office, a facility rental permit for Bingo activities (issued July 2019) with the Cupertino Senior Coordinating Council (commonly known as the Senior Volunteer Advisory Council) is in place to document the separation between the Bingo operator and the City (Attachment B).

Previously, there was a general agreement about the free use of the building for this program but to ensure proper separation and compliance with the Municipal Code, a waiver of rental fees was requested and approved for the period of August 24, 2018 to June 28, 2019.

Bingo is offered on approximately fifty (50) Friday afternoons from 1:00 p.m. to 3:15 p.m., with participation numbers generally around 35 seniors. The Senior Volunteer Advisory Council has scheduled use of the Cupertino Senior Center Reception Hall for the socialization of seniors and to run the Bingo Program. The Bingo Program serves the oldest and frailest population and it is very popular with the seniors. Cash prizes are based on revenue received from the Bingo program but never exceed \$25.00 per game. All revenue (100%) received is disbursed to participating members during the bingo games.

The Senior Coordinating Council meets every other month. All Advisory Board members are members of the Cupertino Senior Center and only members are allowed to attend the Senior Coordinating Council meetings. The Senior Coordinating Council Treasurer oversees the Council’s account and payments for Bingo applications. The Senior Coordinating Council appoints Bingo Committee Members who handles the Bingo money that is received and then disbursed in the daily pots.

There are 12 rounds of Bingo. Each round has a different way of winning. The last round is blackout. Participants pay for a pack of Bingo cards before the game. The total amount of money received from bingo card purchases is split evenly across 12 rounds. The number of packs of cards purchased are at minimum the same number as attendees. Bingo cards are tracked to ensure proper internal controls. The cards are pre-numbered and Bingo committee members maintain an inventory of bingo cards. The cards are sold in packs only as follows, with sales totaling approximately \$200 per day:

Pack 1	48 cards	\$4.00
Pack 2	72 cards	\$5.00
Pack 3	120 cards	\$6.00
Pack 4	144 cards	\$7.00

Bingo games are played using a professional Bingo machine that ensures numbers are called at random.



The Senior Center staff participates in the set-up, take down and sells Bingo daubers (large felt pens for marking bingo cards) for a dollar. Funds are collected for the daubers with funds deposited into city accounts.

Each year, as part of the budget process, City Council approves the waiving of fees for non-profit partners for one-time events. Total fees waived for the Fiscal Year 2019/2020 are \$112,101.85. To support these one-time events, the City directly spends \$36,025.82. In addition, Santa Clara Public Safety (Fire, Sheriff), the State of California, Sister Cities, the Registrar of Voters, and the Historical Society have standing fee waivers for use of City

facilities.

Each City Council Member also has opportunity to waive fees up to \$500.00 per year for other non-profits. Parks and Recreation staff at the front office of the Quinlan Community Center maintain these budgets, which can be accessed by emailing the Recreation Supervisor, Rachele Sander. Last FY, only one council member used this waiver for \$320.00.

Approved Fee Waivers for FY 2019-2020			Waived Fees			City Paid Expenses		
Festival	Date	Non-Profit	Parks & Recreation	Facility, Road, Permits	Public Works	Sheriff	Materials	Total
Kids 'N Fun Festival - ESTIMATED	Aug. 10, 2019	Taiwanese Cultural and Sports Association	\$1,385	\$10,802	\$2,871	\$5,853	\$0	\$20,911
Fall Festival - ESTIMATED	Sept. 14, 2019	Cupertino Rotary	\$1,472	\$6,998	\$3,047	\$5,853	\$0	\$17,370
Diwali - ESTIMATED	October 10, 2019	Cupertino Chamber of Commerce	\$1,555	\$6,710	\$3,070	\$5,853	\$0	\$17,187
Veteran's Day - ESTIMATED	Nov. 11, 2019	Cupertino Veteran's Memorial	\$612	\$1,000	\$18	\$0	\$1,593	\$3,223
Ikebana Flower Show	March 7-8, 2020	WAFU Ikebana Society	\$294	\$19,065	\$0	\$0	\$0	\$19,359
Egg Hunt - ESTIMATED	April 4, 2020	Home of Christ Church	\$483	\$2,120	\$23	\$0	\$0	\$2,626
Holi - ESTIMATED	March 29, 2020	Cupertino Chamber of Commerce	\$1,122	\$3,000	\$18	\$965	\$0	\$5,106
Cherry Blossom - ESTIMATED	April 25-26, 2020	Toyokawa Sister City	\$3,496	\$17,826	\$5,892	\$4,826	\$0	\$32,040
World Journal - ESTIMATED	May 9, 2020	World Journal/Cupertino Chinese School	\$1,564	\$4,960	\$3,043	\$4,908	\$0	\$14,475
Tournament of Bands	October 11, 2019	Cupertino Tournament of Bands	\$0	\$3,220	\$0	\$3,000	\$175	\$6,395
CEEF 5k	Aug. 24, 2019			\$3,220		\$3,000	\$0	\$6,220
Heroes Run	Nov. 2019	County of Santa Clara	\$0	\$3,220	\$74	\$0	\$0	\$3,294
Costs for FY 18/19 Events			\$11,983	\$82,141	\$18,058	\$34,258	\$1,768	\$148,207
			TOTAL	\$112,181		Total	\$36,025	

In December 2018, The City Clerk's Office issued the Senior Coordinating Council a Bingo License for 2019 (Attachment C).

The Senior Volunteer Advisory Council is requesting that the City Council waive rental fees of \$3,550 per year for each of the next five years, so the seniors can continue to play bingo and enjoy the socialization benefits that go along with it. Without the waiver, it would be cost prohibitive for the Senior Volunteer Advisory Council to run the program.

Staff recommends that City Council waive rental fees for the Senior Volunteer Advisory Council for five years, beginning with FY 19/20.

Sustainability Impact

No sustainability impact.

Fiscal Impact

The value of the waiver is lost opportunity to rent the space to another group of \$3,550 per year or \$17,750 for the five year waiver. However, there is no budgetary impact to revenue estimates as this waiver was assumed in the budget.

Prepared by: Kim Frey, Recreation Supervisor, Parks and Recreation

Reviewed by: Jeff Milkes, Director of Parks and Recreation

Approved for Submission by: Deborah Feng, City Manager

Attachments:

A – Cupertino Municipal Code 5.32

B – Facility Rental Permit

C – Bingo License 2019