



## PARKS AND RECREATION DEPARTMENT

QUINLAN COMMUNITY CENTER  
10185 NORTH STELLING ROAD • CUPERTINO, CA 95014-5732  
TELEPHONE: (408) 777-3120 • FAX: (408) 777-1305  
CUPERTINO.ORG

### CITY COUNCIL INFORMATIONAL MEMORANDUM

Meeting: March 5, 2024

To: Cupertino City Council

From: Parks and Recreation Department

Re: Cupertino Senior Center Bingo and Hidden Treasures

#### Background

##### *Senior Center Bingo Activities*

The bingo operation by Senior Advisory Council has been a continuous part of the Senior Center activities since 1994. Bingo offerings are regulated by the Municipal Code Chapter 5.32. In 2018, staff worked with the City Attorney's Office to bring forward a fee waiver for room use pertaining to the bingo program. Staffing changes have allowed for a more accurate interpretation of the Municipal Code requirements governing how the bingo program should be administered in Senior Center. The Director of Parks and Recreation, working with the City Attorney, has refined and clarified the process to meet those requirements.

The bingo program is operated by the Senior Advisory Council. The Senior Advisory Council treasurer oversees the Advisory Council's bank account and payments for the Bingo applications. The Senior Advisory Council appoints Bingo committee members responsible for any proceeds brought in by the Bingo operation and then disbursed in the daily winnings. Bingo funds, purchasing of supplies, and cards are all administered through the Senior Advisory Board's bank account. Volunteers for the Senior Advisory Board will assist in selling supplies and running bingo games. If there are not enough volunteers available for the game, bingo is canceled for that day. City staff will only be responsible for setting up the room, which is consistent with any rental at the Senior Center.

Consistent with state law, staff are not involved in the operation, running the game, sales or purchasing of any equipment.

### *Hidden Treasures*

The first Hidden Treasures event took place at the Senior Center in 2002. Hidden Treasures is a staff run event with immense support from senior center volunteers. The event accepts donations from the community and in turn sells the donations for reasonable prices. The proceeds are then used to cover the direct costs of the event, including rental expenses, marketing, and materials and supplies. The remaining amount is incorporated into the Stay Active Fund. The Stay Active Fund is a city administered fund that helps members ages 50 and over remain active and engaged at the Cupertino Senior Center. This fund provides financial assistance through scholarships for members to offset the cost of a Senior Center membership and registration for classes and events. This fund is also used to bring in specialized speakers, secure educational films, and purchase resource materials, etc. for events and programs that promote prevention and preparedness of aging issues such as the Health Fair. The Stay Active Fund is a general fund account within the Senior Center budget. The use of funds from the proceeds of the Hidden Treasures event are submitted for Council approval in one of the Quarterly budget updates each year. On February 21, 2024, the City Council accepted the City Manager's mid-year financial report for fiscal year 2023-24. The key recommendations in that report included "Increase revenues by \$12,414 and appropriations by \$10,057 to account for Hidden Treasures proceeds." The October 2023 Hidden Treasures revenue covered \$1,168 in rental expenses, \$457 in marketing, and \$732 in materials and supplies. The remaining revenue is added to the Senior Center's Stay Active Fund.

### Sustainability Impact

No Sustainability Impact.

### Fiscal Impact

Bingo – \$17,750 for five years of facility fee waivers (approved by City Council July 16, 2019)

Hidden Treasures – Fiscal year 2023-2024 increase revenues by \$12,414 and appropriations by \$10,057 (approved by City Council February 21, 2024)

### California Environmental Quality Act

Not Applicable.

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Prepared by: Rachelle Sander, Director of Parks and Recreation

Reviewed by: Matt Morley, Assistant City Manager

Chris Jensen, City Attorney

Approved for Submission by: Pamela Wu, City Manager