



**RECREATION AND COMMUNITY SERVICES DEPARTMENT**

SENIOR CENTER

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**CITY COUNCIL STAFF REPORT**

Meeting: August 21, 2018

Subject

Facility fee waiver request from the Cupertino Senior Coordinating Council.

Recommended Action

Approve fee waiver request for approximately \$4,175 in facility use fees, for the use of the Senior Center Reception Hall on most Fridays, August 24, 2018 - June 28, 2019, for Bingo.

Background

Bingo has been a part of the Senior Center offerings for over 20 years. Previously, there was a general agreement about the free use of the building for this program. As part of the bingo permit renewal process in December 2017, staff recommended a protocol review to ensure a clear separation between the Bingo operator and the City. Staff consulted with the City Attorney's Office, which advised that proper protocol under the law is to have a facility use agreement for bingo activities with the Cupertino Senior Coordinating Council (commonly known as the Senior Volunteer Advisory Council) to document the separation between the Bingo operator and the City. Staff was also advised that it could formalize the past practice of allowing the group to use the Senior Center location by requesting a waiver of rental fees from City Council.

Discussion

The Senior Volunteer Advisory Council has scheduled use of the Cupertino Senior Center Reception Hall on Fridays, August 24, 2018 – June 28, 2019 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.

Given the renewal of the Bingo permit was delayed, staff paused the regular program to ensure proper protocols were in place. With advice from the City Attorney's Office the City recently issued the Senior Volunteer Advisory Council a Rental Permit (Attachment A), which is required by law. Staff also established the proper protocol for Bingo Permit (Attachment B) approval.

The Senior Volunteer Advisory Council is requesting that the City Council waive rental

fees of \$4,175, 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 FY 2018-19. Moving forward, the Senior Volunteer Advisory Council will request rental fee waivers from City Council through the annual Community Funding process.

#### Fiscal Impact

While the value of the waiver is \$4,175, there is no budgetary impact to revenue estimates as this waiver was assumed in the budget.

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Prepared by: Kim Frey, Recreation Supervisor, Recreation and Community Services

Reviewed by: Christine Hanel, Assistant Director of Recreation and Community Services  
and Jaqui Guzmán, Deputy City Manager

Approved for Submission by: Amy Chan, Acting City Manager

Attachments:

A – Rental Permit

B – Bingo Permit