

RECREATION & FACILITIES DEPARTMENT

The Recreation & Facilities Department offers a wide variety of diverse activities and programs for people of all ages through both the Recreation and Teen Services. In addition, the Department administers the Facility Rental program for community groups and the public at the City's parks, Community Center, Warner Hutton House, and North Campus Buildings.

The Recreation & Facilities Department provides classes, camps, programs, and activities. The benefits of these programs include building self-esteem in children, adding more balance to the lives of residents, promoting physical fitness, providing opportunities for social interaction, helping to reduce stress, enhancing or learning new skills, helping to eliminate loneliness in older citizens, and promoting sensitivity to cultural diversity. By offering a variety of classes, camps, trips, a pre-school program, youth and teen activities, a comprehensive dance program, and fee-based special events, the Department helps create a sense of community and provides opportunities for residents to get to know their neighbors and live happier, healthier lives.

The Recreation & Facilities Department's goal is to provide safe, high quality recreation services at reasonable costs. While there is a paradox between the two interests, the City continues to make strides toward reducing service costs in relation to revenues. Staff continues to assess program and activity costs in relation to the community's interests and needs. While some programs and activities are not cost effective, it may be determined that community need is of greater importance. This is often the case with excursions and teen programs.

BUDGET OVERVIEW

The Department's FY 2008/09 budget reflects minor changes from last fiscal year. Building maintenance activities continue to be broken out from the recreation and facility rental activities and included in an Internal Service Fund program, as these functions provide citywide janitorial and building maintenance services that are now allocated to all departments. Some small re-allocation of staff time was performed to better reflect actual work performed as well as time spent in individual service areas. The Recreation Supervisor position will be under filled at the Coordinator level, resulting in a budget savings in Recreation Services, while an increase in a Facilities Worker position level I to level II slightly increased the Building Maintenance staffing budget.

CITY OF SARATOGA
RECREATION & FACILITIES DEPARTMENT

GENERAL FUND REVENUES AND EXPENDITURES

	2005/06	2006/07	2007/08	2007/08	2008/09
	Actuals	Actuals	Adjusted	Estimated	Adopted
REVENUES					
Taxes	-	-	-	-	-
Fees, Licenses and Permits	-	-	-	-	-
Intergovernmental Revenues	13,000	84,039	-	-	-
Charge for Services	657,480	629,296	875,100	648,792	857,000
Rental Income	218,370	186,932	174,350	188,960	175,000
Other Sources	11,200	464	9,000	9,174	-
Internal Service Charges	-	-	-	-	-
TOTAL REVENUES	\$ 900,050	\$ 900,731	\$ 1,058,450	\$ 846,926	\$ 1,032,000
EXPENDITURES					
Salaries and Benefits	944,878	996,594	792,485	721,791	789,866
Operating Expenditures					
<i>Materials & Supplies</i>	54,208	72,324	51,450	29,549	50,000
<i>Fees & Charges</i>	112,036	126,946	17,000	19,044	16,850
<i>Consultants & Contract Services</i>	406,714	407,681	412,700	349,374	409,100
<i>Meetings, Events & Training</i>	2,217	2,141	7,750	4,427	6,200
<i>Building Maintenance Projects</i>	79,742	106,526	-	-	-
Total Operating Expenditures	654,917	715,618	488,900	402,394	482,150
Fixed Assets	-	-	-	-	-
Internal Service Charges	-	-	244,811	244,811	272,910
TOTAL EXPENDITURES	\$ 1,599,795	\$ 1,712,212	\$ 1,526,196	\$ 1,368,996	\$ 1,544,926

DEPARTMENTAL EXPENDITURES BY PROGRAM

	2005/06	2006/07	2007/08	2007/08	2008/09
	Actuals	Actuals	Adjusted	Estimated	Adopted
GENERAL FUND					
Recreation Services	842,848	862,295	1,057,944	941,212	1,093,189
Teen Services	94,964	113,566	141,198	123,250	132,881
Facility Rentals	661,983	736,351	327,054	304,534	318,856
TOTAL GENERAL FUNDS	\$ 1,599,795	\$ 1,712,212	\$ 1,526,196	\$ 1,368,996	\$ 1,544,926
INTERNAL SERVICES FUNDS					
Building Maintenance	46,454	89,088	724,311	642,264	807,082
TOTAL INTERNAL SERVICES	\$ 46,454	\$ 89,088	\$ 724,311	\$ 642,264	\$ 807,082
TOTAL EXPENDITURES	\$ 1,646,249	\$ 1,801,300	\$ 2,250,508	\$ 2,011,260	\$ 2,352,008

CITY OF SARATOGA
RECREATION & FACILITIES DEPARTMENT

RECREATION DEPARTMENT STAFFING

Full Time Equivalent (FTE)

<i>City Staff</i>	2004/05 Funded	2005/06 Funded	2006/07 Funded	2007/08 Funded	2008/09 Funded
Recreation Department Director	1.00	1.00	1.00	1.00	1.00
Senior Recreation Supervisor	1.00	1.00	1.00	1.00	1.00
Recreation Supervisor	1.00	1.00	2.00	2.00	1.00
Recreation Program Coordinator	1.00	1.00	-	-	1.00
Facility Coordinator	0.60	0.60	0.60	0.60	0.60
Office Specialist I, II, III	1.75	1.75	2.00	2.00	2.00
Facility Maintenance Supervisor	1.00	1.00	1.00	1.00	1.00
Facility Maintenance Lead	-	-	1.00	1.00	1.00
Facility Maintenance Worker I, II, III	3.00	3.00	2.00	2.00	2.00
Total FTEs	10.35	10.35	10.60	10.60	10.60

<i>Temporary Staff</i>	2004/05 Funded	2005/06 Funded	2006/07 Funded	2007/08 Funded	2008/09 Funded
Facility Attendent	2,025	1,700	1,700	1,700	1,700
Recreation Leader	8,883	5,390	4,300	4,300	4,300
Total Annual Hours	10,908	7,090	6,000	6,000	6,000



RECREATION SERVICES

Recreation Services plans, organizes, schedules, promotes, supervises, and evaluates approximately 800 classes and activities per year. This includes managing over 100 independent contractors, overseeing approximately 140 summer camps at 18 different parks and facilities, holding a holiday camp, planning 22 excursions and trips per year, conducting quarterly e-mail promotional campaigns, and publishing a quarterly recreation program brochure that is mailed to all residents and non-resident users. Recreation Services also provides a preschool program 5 days a week, works cooperatively with Redwood Middle School and Saratoga High School for use of their facilities for Department programs, and provides a Children's Camp program with classes, workshops, demonstrations, and activities.

BUDGET OVERVIEW

The Recreation Services budget reflects a slight reduction in revenues, a realignment of staffing allocations, and a status quo budget for operational expenses. A Recreation Supervisor position will be under filled to a Coordinator level for a small budget savings. Staff allocations across service areas were also re-evaluated to better reflect time spent and work performed.

Recreation Services has three revenue sources to support recreation services. For FY 2008/09, this includes \$180,000 in camp fees, \$92,000 in excursion fees, and \$565,000 from classes and special program fees. The availability of the North Campus Fellowship Hall for the last half of the fiscal year is expected to generate minimal revenue growth for this budget but will allow for future increases as programming develops.

Notable ongoing expenditures in the Recreation Services budget include \$300,000 for instructors, \$62,000 for excursions, \$25,000 for materials and camp supplies, \$27,100 for recreation brochure printing and \$12,400 for mailing costs, \$13,000 for credit card fees, \$2,000 for off-site facility rentals, and \$4,500 for the Recreation Department's RecTrac system support. Class revenue is tied directly to the cost for instructors as each class contract identifies the proportion of class revenue the instructor receives. The remaining ongoing expenditures are for operational expenses and internal service charges.

CITY OF SARATOGA
RECREATION & FACILITIES DEPARTMENT

RECREATION SERVICES

GENERAL FUND REVENUES AND EXPENDITURES

	2005/06	2006/07	2007/08	2007/08	2008/09
	Actuals	Actuals	Adjusted	Estimated	Adopted
REVENUES					
<i>Fees, Licenses and Permits</i>	-	-	-	-	-
<i>Intergovernmental Revenues</i>	-	-	-	-	-
<i>Charge for Services</i>	612,444	613,748	837,000	646,708	837,000
<i>Rental Income</i>	158,622	172,357	-	-	-
<i>Other Sources</i>	-	-	-	-	-
TOTAL REVENUES	\$ 771,066	\$ 786,105	\$ 837,000	\$ 646,708	\$ 837,000
EXPENDITURES					
<i>Salaries and Benefits</i>	493,982	509,908	509,540	469,144	543,281
<i>Operating Expenditures</i>					
<i>Materials & Supplies</i>	20,704	31,516	46,900	27,129	46,400
<i>Fees & Charges</i>	14,126	17,615	16,250	19,044	16,250
<i>Consultants & Contract Services</i>	311,947	301,215	397,000	337,914	395,900
<i>Meetings, Events & Training</i>	2,089	2,041	3,200	2,927	2,900
<i>Total Operating Expenditures</i>	348,866	352,387	463,350	387,014	461,450
<i>Fixed Assets</i>	-	-	-	-	-
<i>Internal Service Charges</i>	-	-	85,054	85,054	88,458
TOTAL EXPENDITURES	\$ 842,848	\$ 862,295	\$ 1,057,944	\$ 941,212	\$ 1,093,189

FY 2008/09 OBJECTIVES

Quality of Life – The Recreation Department strives to improve the quality of Saratoga life by providing high quality, affordable, safe, and enjoyable activities that are convenient for residents and help to create community. Staff plans a continuing audit and assessment of activities in FY 2008/09 to determine the community’s desire for class offerings, inadvertent class duplication, and/or gaps in services.

Economic Development – Recreation strives to contribute to the economic vitality of the community by creating a desirable environment for businesses to locate and by providing residents an opportunity to conduct revenue generating events, activities, and contract classes. With the goal of “better not bigger,” staff plans to: 1) actively recruit service providers, solicit partnerships, and develop collaborations in FY 2008/09; 2) conduct activities that serve the needs of the residents of Saratoga based on the audit and assessment of services; and 3) encourage economic development by providing facility space and promotional assistance to recreation service providers.

CITY OF SARATOGA
RECREATION & FACILITIES DEPARTMENT

RECREATION SERVICES

Public Safety – The Recreation Department acts as a partner in the public safety of Saratoga residents by offering safe and secure places and positive choice activities for the youth of the community. Staff will seek collaborations to assist in providing increased and improved after-school and school-break activities for youth and middle school students.

North Campus Programs - With the availability of the North Campus Administration and Fellowship Hall buildings, staff's goals are to: 1) diversify select Recreation Service activities to the site to increase convenience to the neighborhood; 2) accommodate overflow at the Community Center; and 3) increase exposure to the facility in order to promote rentals.

KEY SERVICES

- Plan, organize, schedule, promote, supervise, and evaluate program classes, activities, and events for all ages
- Publish a recreation activity guide 4 times a year
- Provide approximately 800 classes, 140 summer and holiday camps, and 22 excursions and trips per year
- Provide a preschool program 5 days a week
- Provide a Children's Camp program with age appropriate activities that build developmental assets for youth
- Collaborate with local schools and community based organizations to provide activities

RECREATION SERVICES STAFF

Full Time Equivalents (FTE)

	2004/05	2005/06	2006/07	2007/08	2008/09
<i>City Staff</i>	Funded	Funded	Funded	Funded	Funded
Recreation Department Director	0.50	0.45	0.45	0.45	0.50
Senior Recreation Supervisor	0.90	0.90	0.90	0.90	0.90
Recreation Supervisor	0.90	1.00	1.55	1.55	0.80
Recreation Program Coordinator	0.30	0.65	-	-	0.75
Facility Coordinator	-	0.60	0.60	-	-
Office Specialist I, II, III	1.37	1.30	1.50	1.50	1.50
Facility Maintenance Supervisor	0.30	-	-	-	-
Facility Maintenance Lead	-	-	-	-	-
Facility Maintenance Worker I, II, III	0.70	-	-	-	-
Total FTE's	4.97	4.90	5.00	4.40	4.45
<i>Temporary Staff</i>	2004/05	2005/06	2006/07	2007/08	2008/09
	Funded	Funded	Funded	Funded	Funded
Facility Attendent	-	-	-	-	-
Recreation Leader	6,583	5,160	4,180	4,180	4,180
Total Annual Hours	6,583	5,160	4,180	4,180	4,180



TEEN SERVICES

The Teen Services program includes all pre-teen and teen activities sponsored by the Recreation Department. The City Council established a Youth Commission in 1988 to play a key role in all City-sponsored programs for Teens in Saratoga. The Teen Services staff and Youth Commission work together to: sponsor five to six middle school dances per year; coordinate and supervise two annual Snow trips; sponsor three to four high school- aged concerts; oversee the *Teen Scene* at the Saratoga Chamber of Commerce's annual festival; supervise two week-long *Teen Xtreme Summer Camps*; hold one to two *Chill Nights* at the Warner Hutton House; administer the Youth Commission overnight training; provide oversight to the saratogateen website; sponsor the annual *Teen Inspiration Lecture Series*; and sponsor three to four special events each year.

The goal of the Teen Services program is to provide education, community involvement and recreation for all teens in Saratoga, regardless of school or district. The connection with the Youth Commission helps to provide an opportunity and training ground for teens to serve as positive role models in the community, to encourage teens throughout the City to become active, contributing citizens, and to develop leadership skills to train future community leaders.

BUDGET OVERVIEW

Revenues for the Teen Services program comes from the classes and events conducted. Due to reduced attendance at the Middle School dances in 2007-08, revenue projections were lowered for fiscal 2008/09.

The FY 2008/09 Teen Services budget reflects the same staffing levels as last year, including under filling the Recreation Supervisor position as a Recreation Coordinator position thereby offsetting annual increases, resulting in a slight overall decrease in annual salary and benefit expenses. Operating expenses decreased as a result of the reduction in teen dances. The remainder of operating expenses for this program remained consistent, with \$16,000 budgeted for teen excursions, dances, and special events.

CITY OF SARATOGA
RECREATION & FACILITIES DEPARTMENT

TEEN SERVICES

GENERAL FUND REVENUES AND EXPENDITURES

	2005/06	2006/07	2007/08	2007/08	2008/09
	Actuals	Actuals	Adjusted	Estimated	Adopted
REVENUES					
<i>Fees, Licenses and Permits</i>	-	-	-	-	-
<i>Intergovernmental Revenues</i>	-	-	-	-	-
<i>Charge for Services</i>	45,036	15,548	38,100	2,084	20,000
<i>Other Sources</i>	11,200	464	9,000	9,174	-
TOTAL REVENUES	\$ 56,236	\$ 16,012	\$ 47,100	\$ 11,258	\$ 20,000
EXPENDITURES					
<i>Salaries and Benefits</i>	75,766	96,654	102,740	96,088	99,858
<i>Operating Expenditures</i>					
<i>Materials & Supplies</i>	2,899	2,573	4,100	886	2,000
<i>Fees & Charges</i>	-	-	-	-	-
<i>Consultants & Contract Services</i>	16,211	14,339	15,700	10,568	12,000
<i>Meetings, Events & Training</i>	88	-	4,450	1,500	2,000
<i>Total Operating Expenditures</i>	19,198	16,912	24,250	12,954	16,000
<i>Fixed Assets</i>	-	-	-	-	-
<i>Internal Service Charges</i>	-	-	14,208	14,208	17,023
TOTAL EXPENDITURES	\$ 94,964	\$ 113,566	\$ 141,198	\$ 123,250	\$ 132,881

FY 2008/09 OBJECTIVES

Collaboration – The Teen Services program will collaborate with the neighboring Monte Sereno and Los Gatos’ Youth Commissions during FY 2008/09 in sponsoring events such as the annual Snow Trip, dances, concerts, lectures series, etc.

Expansion in Representation – Teen Services will increase efforts to reach out to young Saratogans, to bring a wider representation of schools to Youth Commission sponsored events.

CITY OF SARATOGA
RECREATION & FACILITIES DEPARTMENT

TEEN SERVICES

KEY SERVICES

- Provide classes, activities, and special events for pre-teens and teens in the community
- Provide opportunities and a training ground for teens to learn leadership skills and become contributing citizens to the community
- Liaison with Youth Commission to communicate the interests of the youth population to the City
- Build the developmental assets of the youth of Saratoga
- Evaluate and assess the needs of local teens to determine new programming

TEEN SERVICES STAFF

Full Time Equivalents (FTE)

	2004/05	2005/06	2006/07	2007/08	2008/09
<i>City Staff</i>	Funded	Funded	Funded	Funded	Funded
Recreation Department Director	0.15	0.15	0.15	0.15	0.10
Senior Recreation Supervisor	0.10	0.10	0.10	0.10	0.10
Recreation Supervisor	0.10	-	0.45	0.45	0.20
Recreation Program Coordinator	0.70	0.35	-	-	0.25
Facility Coordinator	-	-	-	-	-
Office Specialist I, II, III	0.23	0.20	0.25	0.25	0.25
Facility Maintenance Supervisor	-	-	-	-	-
Facility Maintenance Lead	-	-	-	-	-
Facility Maintenance Worker I, II, III	-	-	-	-	-
Total FTE's	1.28	0.80	0.95	0.95	0.90

	2004/05	2005/06	2006/07	2007/08	2008/09
<i>Temporary Staff</i>	Funded	Funded	Funded	Funded	Funded
Facility Attendent	-	-	-	-	-
Recreation Leader	2,300	230	120	120	120
Total Annual Hours	2,300	230	120	120	120



FACILITY RENTALS

The Facility Rentals program provides the community with facilities for private individuals, non-profit or profit-based groups to use for receptions, parties, events, meetings, workshops, or other activities. Therefore, the Facility Rental Program reflects only those revenues and expenditures related to the cost of renting and operating City facilities.

BUDGET OVERVIEW

Revenues for this program are expected to bring in about \$72,000 for Community Center rentals, another \$22,200 for Senior Center rentals, and \$9,000 for the Warner Hutton House. The Civic Center Theater will bring in approximately \$45,000, and the North Campus buildings about \$8,000. Revenue projections for the North Campus are expected to increase after the Fellowship Hall building becomes available for rental. Blaney Plaza banner rentals will bring in approximately \$8,000, the Community Garden Plot at El Quito Park another \$2,800, and rentals from the City's parks (exclusive of sport user agreements) will bring in around \$8,000 over the year.

Expenditures for this program reflect staffing by the Facility Coordinator, whose function is to rent the facilities, portions of the Recreation Director and support staff to assist with facility duties and rentals, and temporary facility attendants. Salary and benefit costs decreased in FY 2008/09 as the Director's time was reallocated to better represent the greater emphasis of duties on building maintenance and improvements.

Over time, temporary staffing expenses are anticipated to increase in this program as the need for facility attendants to supervise activities at the North Campus increases. With the facility expected to be open only part of the year, and use expected to build over time, additional attendant hours were not initially built into this budget, however if shifting of attendant staffing is not sufficient for the new usage, an adjustment may be requested in the later part of the fiscal year.

Direct costs for this program are minimal, with \$1,600 budgeted for operational supplies. The largest expense is the internal service charge as the Facility Rentals program accounts for a large percentage of building maintenance expenses. Ongoing costs are expected to grow minimally in future years.

CITY OF SARATOGA
RECREATION & FACILITIES DEPARTMENT

FACILITY RENTALS

GENERAL FUND REVENUES AND EXPENDITURES

	2005/06	2006/07	2007/08	2007/08	2008/09
	Actuals	Actuals	Adjusted	Estimated	Adopted
REVENUES					
<i>Fees, Licenses and Permits</i>	-	-	-	-	-
<i>Intergovernmental Revenues</i>	13,000	84,039	-	-	-
<i>Charge for Services</i>	-	-	-	-	-
<i>Other Sources</i>	-	-	-	-	-
<i>Rental Income</i>	59,748	14,575	174,350	188,960	175,000
<i>Pass-Through Accounts</i>	-	-	-	-	-
TOTAL REVENUES	\$ 72,748	\$ 98,614	\$ 174,350	\$ 188,960	\$ 175,000
EXPENDITURES					
<i>Salaries and Benefits</i>	375,130	390,032	180,205	156,559	146,727
<i>Operating Expenditures</i>					
<i>Materials & Supplies</i>	30,605	38,235	450	1,534	1,600
<i>Fees & Charges</i>	97,910	109,331	750	-	600
<i>Consultants & Contract Services</i>	78,556	92,127	-	892	1,200
<i>Meetings, Events & Training</i>	40	100	100	-	1,300
<i>Total Operating Expenditures</i>	207,111	239,793	1,300	2,426	4,700
<i>Building Maint Projects</i>	79,742	106,526	-	-	-
<i>Fixed Assets</i>	-	-	-	-	-
<i>Internal Service Charges</i>	-	-	145,549	145,549	167,429
TOTAL EXPENDITURES	\$ 661,983	\$ 736,351	\$ 327,054	\$ 304,534	\$ 318,856

FY 2008/09 OBJECTIVES

North Campus Building Rentals - With the availability of the North Campus Fellowship Hall building in the third quarter of FY 2008/09, staff will focus on increasing exposure of the facility in order to promote rentals.

Place to Recreate - The Recreation Department's goal is to improve the quality of life in Saratoga by providing high quality, affordable, safe, clean, and enjoyable facilities that are convenient to residents to create community by increasing the number of rentals for meetings, parties, receptions, and gatherings at the Community Center, Senior Center, North Campus, Warner Hutton House, and City parks.

CITY OF SARATOGA
RECREATION & FACILITIES DEPARTMENT

FACILITY RENTALS

KEY SERVICES

- Provide pleasant and clean facilities for use by the general public
- Support tenant needs in the leased buildings
- Provide affordable and safe venues at the Saratoga Community Center, Senior Center, and North Campus for community use

FACILITY RENTALS STAFF

Full Time Equivalent (FTE)

	2004/05	2005/06	2006/07	2007/08	2008/09
<i>City Staff</i>	Funded	Funded	Funded	Funded	Funded
Recreation Department Director	0.35	0.40	0.40	0.40	0.20
Senior Recreation Supervisor	-	-	-	-	-
Recreation Supervisor	-	-	-	-	-
Recreation Program Coordinator	-	-	-	-	-
Facility Coordinator	0.60	-	-	0.60	0.60
Office Specialist I, II, III	0.15	0.25	0.25	0.25	0.25
Facility Maintenance Supervisor	0.70	1.00	1.00	-	-
Facility Maintenance Lead	-	-	1.00	0.10	0.10
Facility Maintenance Worker I, II, III	2.30	3.00	2.00	0.15	0.15
Total FTE's	4.10	4.65	4.65	1.50	1.30
<i>Temporary Staff</i>	Funded	Funded	Funded	Funded	Funded
Facility Attendent	2,025	1,700	1,700	1,700	1,700
Recreation Leader	-	-	-	-	-
Total Annual Hours	2,025	1,700	1,700	1,700	1,700

CITY OF SARATOGA
RECREATION & FACILITIES DEPARTMENT

RECREATION DEPARTMENT
FACILITY RENTALS



BUILDING MAINTENANCE FUND

Building Maintenance provides services to ensure City facilities are safe and functional for the general public and employee use. This program is a citywide support function for custodial, maintenance, repair services, and building improvements for all facilities at the Civic Center and North Campus, and supports the needs of the tenants of City leased buildings as defined in lease agreements. Building Maintenance staff plan, schedule, and manage small and large building facility maintenance, repair, and improvement projects.

The Building Maintenance staff ensures the City's facilities are in a clean and usable condition at all times for employees and the general public. Custodial services such as vacuuming, trash removal, window washing, restroom cleaning, carpet cleaning, and floor stripping and sealing, are all on a regular schedule. Regular maintenance services are also on a schedule, which includes items such as painting, roof maintenance, pest control, and HVAC servicing. Other maintenance repair services such as electrical and plumbing repairs are provided, on contract, on an as needed basis. The Building Maintenance program also incorporates citywide facility expenses such as utilities, and citywide maintenance and janitorial supplies. City departments are charged an allocated amount to recognize the cost associated with the custodial and building maintenance in order to more fully account for operational expenses associated with providing these services.

BUDGET OVERVIEW

Effective with the FY 2007/08 budget, the Building Maintenance program incorporated the staffing and expenses associated with facility custodial and maintenance services, as well as the revenues earned from charging back to the departments. With one year of history-based data on the actual expenses, minor revisions are included in the FY 2008/09 budget to better reflect actual amounts, including improved allocation of staff time.

Expenditures include ongoing facility supplies, building expenses, and contract services for maintenance and repairs. The addition of the North Campus Fellowship Hall resulted in increased maintenance costs for November through June. Continued efforts to "go green" are also reflected in the costs of maintenance supplies and equipment. Other planned facility projects are located in the Capital Improvement Plan.

CITY OF SARATOGA
RECREATION & FACILITIES DEPARTMENT

BUILDING MAINTENANCE FUND

SOURCE & USE OF FUNDS

	2005/06	2006/07	2007/08	2007/08	2008/09
	Actuals	Actuals	Adjusted	Estimated	Adopted
SOURCE OF FUNDS					
Beginning Fund Balance					
Designated	-	-	-	-	-
Undesignated	-	53,546	14,458	29,457	111,707
Total Beginning Fund Balance	\$ -	\$ 53,546	\$ 14,458	\$ 29,457	\$ 111,707
Revenues					
Charge for Services	-	-	-	-	-
Other Sources	-	-	-	203	-
Internal Service Charges	-	-	724,311	724,311	807,082
Total Revenues	\$ -	\$ -	\$ 724,311	\$ 724,514	\$ 807,082
Operating Transfers In					
Transfer In from General Fund	100,000	50,000	-	-	-
Transfer In from Library Deposit	-	-	15,000	-	-
Total Operating Transfers In	\$ 100,000	\$ 50,000	\$ 15,000	\$ -	\$ -
TOTAL SOURCE OF FUNDS	\$ 100,000	\$ 103,546	\$ 753,769	\$ 753,971	\$ 918,789
USE OF FUNDS					
Expenditures					
Salaries and Benefits	-	-	362,115	336,358	426,719
Operating Expenditures					
<i>Materials & Supplies</i>	-	-	40,000	42,040	43,000
<i>Fees & Charges</i>	-	18	148,900	122,706	159,200
<i>Consultants & Contract Services</i>	-	-	99,500	70,343	111,000
<i>Meetings, Events & Training</i>	-	-	2,250	271	2,500
<i>Building Maint Projects</i>	46,454	21,800	15,000	14,000	-
Fixed Assets	-	67,270	-	-	-
Internal Service Charges	-	-	56,546	56,546	64,663
Total Expenditures	\$ 46,454	\$ 89,088	\$ 724,311	\$ 642,264	\$ 807,082
Operating Transfers					
Transfer Out to General Fund	-	-	-	-	-
Total Operating Transfers	\$ -				
Ending Fund Balance					
Designated	-	-	-	-	-
Undesignated	53,546	14,458	29,457	111,707	111,707
Total Ending Fund Balance	\$ 53,546	\$ 14,458	\$ 29,457	\$ 111,707	\$ 111,707
TOTAL USE OF FUNDS	\$ 100,000	\$ 103,546	\$ 753,769	\$ 753,971	\$ 918,789

CITY OF SARATOGA
RECREATION & FACILITIES DEPARTMENT

BUILDING MAINTENANCE FUND

FY 2008/09 OBJECTIVES

Facility Improvement Project Management – Facility staff will oversee services to undertake the planned facility improvement projects for FY 2008/09. These include installation of ADA compliant seating in the Civic Theater, replacement of the range/oven in the Senior Center, and ergonomic improvements to various workspaces throughout the City.

Library Building Repairs – Staff will work with Santa Clara County Library staff to upgrade the lobby and repair the lighting in the Children’s Section of the Saratoga Library building in the summer of 2009.

KEY SERVICES

- Provide buildings that are clean, usable, and safe, for the general public and employees
- Maintain facilities on a regular schedule to provide efficient and cost effective maintenance

BUILDING MAINTENANCE STAFF

Full Time Equivalent (FTE)

	2004/05	2005/06	2006/07	2007/08	2008/09
	Funded	Funded	Funded	Funded	Funded
<i>City Staff</i>					
Recreation Department Director	-	-	-	-	0.20
Senior Recreation Supervisor	-	-	-	-	-
Recreation Supervisor	-	-	-	-	-
Recreation Program Coordinator	-	-	-	-	-
Facility Coordinator	-	-	-	-	-
Office Specialist I, II, III	-	-	-	-	-
Facility Maintenance Supervisor	-	-	-	1.00	1.00
Facility Maintenance Lead	-	-	-	0.90	0.90
Facility Maintenance Worker I, II, III	-	-	-	1.85	1.85
Total FTE's	-	-	-	3.75	3.95
<i>Temporary Staff</i>					
Facility Attendent	-	-	-	-	-
Recreation Leader	-	-	-	-	-
Total Annual Hours	-	-	-	-	-

