

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 divisions. 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, as well as overseeing facility maintenance for City buildings (City Hall, Corporation Yard, Theatre, Community Center, Warner Hutton House and North Campus Buildings).

Recreational services provided by the department include classes, camps, programs, and activities. The benefits of these programs include building self-esteem in children and providing them opportunities to build life skills for their future, 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, pre-school programs, youth and teen activities, dance programs, 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 teen programs.

BUDGET OVERVIEW

The Department's FY 2009/10 budget reflects significant changes from last fiscal year. With the Council's directive for the department to operate at a cost recovery rate which meets or exceeds the Park & Recreation departmental statewide average (of approximately 65%), and with recreation revenues declining in the weak economy, departmental expenditures were reduced. The most visible departmental reduction includes a vacant Recreation Coordinator position that will be de-funded, and an Account Clerk position that will be reduced from a 1.0 FTE to a .75 FTE position. Recreation staff time was reviewed and re-allocated to better reflect program support services in line with these planned reductions.

Building maintenance activities continue to be broken out from the recreation and facility rental activities and accounted for as an Internal Service Fund program, as these functions provide citywide janitorial and building maintenance services that are now allocated to all departments. As facility services represent a separate function and purpose from recreation services, the Building Maintenance program is not included in the cost recovery analysis.

CITY OF SARATOGA
RECREATION & FACILITIES DEPARTMENT

GENERAL FUND REVENUES AND EXPENDITURES

	2006/07	2007/08	2008/09	2008/09	2009/10
	Actuals	Actuals	Adjusted	Estimated	Adopted
REVENUES					
Taxes	-	-	-	-	-
Fees, Licenses and Permits	-	-	-	10,150	9,150
Intergovernmental Revenues	84,039	-	-	-	-
Charge for Services	629,296	648,792	857,000	595,015	636,893
Rental Income	186,932	242,127	175,000	182,531	183,900
Other Sources	464	9,174	-	117	-
TOTAL REVENUES	\$ 900,731	\$ 900,093	\$ 1,032,000	\$ 787,813	\$ 829,943
EXPENDITURES					
Salaries and Benefits	996,594	722,028	789,866	756,414	628,144
Operating Expenditures					
<i>Materials & Supplies</i>	72,324	29,549	50,000	24,268	33,150
<i>Fees & Charges</i>	126,946	19,044	16,850	22,610	19,260
<i>Consultants & Contract Services</i>	407,681	349,374	409,100	344,137	344,040
<i>Meetings, Events & Training</i>	2,141	4,427	6,200	4,081	5,800
<i>Building Maintenance Projects</i>	106,526	-	-	-	-
Total Operating Expenditures	715,618	402,394	482,150	395,097	402,250
Fixed Assets	-	-	-	-	-
Internal Service Charges	-	244,811	272,910	272,910	247,513
TOTAL EXPENDITURES	\$ 1,712,212	\$ 1,369,233	\$ 1,544,926	\$ 1,424,421	\$ 1,277,907

TOTAL DEPARTMENTAL EXPENDITURES BY PROGRAM

	2006/07	2007/08	2008/09	2008/09	2009/10
	Actuals	Actuals	Adjusted	Estimated	Adopted
GENERAL FUND					
Recreation Services	862,295	941,212	1,093,189	981,619	902,345
Teen Services	113,566	123,487	132,881	121,343	68,618
Facility Rentals	736,351	304,534	318,856	321,459	306,944
TOTAL GENERAL FUNDS	\$ 1,712,212	\$ 1,369,233	\$ 1,544,926	\$ 1,424,421	\$ 1,277,907
INTERNAL SERVICES FUNDS					
Building Maintenance	89,088	612,189	807,081	700,207	790,706
TOTAL INTERNAL SERVICES	\$ 89,088	\$ 612,189	\$ 807,081	\$ 700,207	\$ 790,706
TOTAL EXPENDITURES	\$ 1,801,300	\$ 1,981,422	\$ 2,352,007	\$ 2,124,628	\$ 2,068,613

CITY OF SARATOGA
RECREATION & FACILITIES DEPARTMENT

RECREATION DEPARTMENT STAFFING

Full Time Equivalents (FTE)

<i>City Staff</i>	FY 2005/06	FY 2006/07	FY 2007/08	FY 2008/09	FY 2009/10
	Funded	Funded	Funded	Funded	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	2.00	2.00	1.00	1.00
Recreation Program Coordinator	1.00	-	-	1.00	-
Facility Coordinator	0.60	0.60	0.60	0.60	0.60
Office Specialist I, II, III	1.75	2.00	2.00	1.00	1.00
Account Clerk	-	-	-	1.00	0.75
Facility Maintenance Supervisor	1.00	1.00	1.00	1.00	1.00
Facility Maintenance Lead	-	1.00	1.00	1.00	1.00
Facility Maintenance Worker I, II, III	3.00	2.00	2.00	2.00	2.00
Total FTEs	10.35	10.60	10.60	10.60	9.35

<i>Temporary Staff</i>	FY 2005/06	FY 2006/07	FY 2007/08	FY 2008/09	FY 2009/10
	Funded	Funded	Funded	Funded	Funded
Facility Attendants	1,700	1,700	1,700	1,700	1,200
Recreation Leaders	5,390	4,300	4,300	4,300	2,034
Total Annual Hours	7,090	6,000	6,000	6,000	3,234



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 12 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 reduction and realignment of staffing allocations, and a status quo budget for operational expenses. To obtain budget savings, a vacant Recreation Coordinator position will be de-funded, and an Account Clerk position will be reduced from 1.0 FTE to .75 FTE. Staff allocations across service areas were re-aligned to better reflect planned service changes.

The Recreation Services program has four revenue sources to support services. For FY 2009/10, this includes \$61,126 in camp fees, \$80,283 in excursion fees, \$492,984 from classes and special program fees, and \$9,150 from advertisements in the Recreation Guide. 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 class programming develops.

Notable ongoing expenditures in the Recreation Services budget include \$263,000 for instructors, \$50,000 for excursions, \$21,640 for camp materials and supplies, \$15,500 for recreation brochure printing and \$10,000 for mailing costs, \$16,000 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 minor operational expenses and internal service charges.

CITY OF SARATOGA
RECREATION & FACILITIES DEPARTMENT

RECREATION SERVICES

GENERAL FUND REVENUES AND EXPENDITURES

	2006/07	2007/08	2008/09	2008/09	2009/10
	Actuals	Actuals	Adjusted	Estimated	Adopted
REVENUES					
<i>Fees, Licenses and Permits</i>	-	-	-	10,150	9,150
<i>Intergovernmental Revenues</i>	-	-	-	-	-
<i>Charge for Services</i>	613,748	646,708	837,000	592,025	634,393
<i>Rental Income</i>	172,357	-	-	-	-
<i>Other Sources</i>	-	-	-	-	-
TOTAL REVENUES	\$ 786,105	\$ 646,708	\$ 837,000	\$ 602,175	\$ 643,543
EXPENDITURES					
<i>Salaries and Benefits</i>	509,908	469,144	543,281	506,975	429,548
<i>Operating Expenditures</i>					
<i>Materials & Supplies</i>	31,516	27,129	46,400	21,012	30,000
<i>Fees & Charges</i>	17,615	19,044	16,250	22,610	19,260
<i>Consultants & Contract Services</i>	301,215	337,914	395,900	340,346	343,440
<i>Meetings, Events & Training</i>	2,041	2,927	2,900	2,218	3,500
<i>Total Operating Expenditures</i>	352,387	387,014	461,450	386,186	396,200
<i>Fixed Assets</i>	-	-	-	-	-
<i>Internal Service Charges</i>	-	85,054	88,458	88,458	76,597
TOTAL EXPENDITURES	\$ 862,295	\$ 941,212	\$ 1,093,189	\$ 981,619	\$ 902,345

FY 2009/10 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 2009/10 to determine the community’s desire for class offerings, inadvertent class duplication, and/or gaps in services.

Economic Vitality – 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 2009/10; 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.

Public Safety Partnerships – 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.

CITY OF SARATOGA
RECREATION & FACILITIES DEPARTMENT

RECREATION SERVICES

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 at 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 12 excursions 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 that will give them life skills for the future
- Collaborate with local schools and community based organizations to provide activities

RECREATION SERVICES STAFF

Full Time Equivalent (FTE)

	FY 2005/06	FY 2006/07	FY 2007/08	FY 2008/09	FY 2009/10
<i>City Staff</i>	Funded	Funded	Funded	Funded	Funded
Recreation Department Director	0.45	0.45	0.45	0.50	0.40
Senior Recreation Supervisor	0.90	0.90	0.90	0.90	0.90
Recreation Supervisor	1.00	1.55	1.55	0.80	0.75
Recreation Program Coordinator	0.65	-	-	0.75	-
Facility Coordinator	0.60	0.60	-	-	-
Office Specialist I, II, III	1.30	1.50	1.50	0.75	0.75
Account Clerk	-	-	-	0.75	0.75
Facility Maintenance Supervisor	-	-	-	-	-
Facility Maintenance Lead	-	-	-	-	-
Facility Maintenance Worker I, II, III	-	-	-	-	-
Total FTE's	4.90	5.00	4.40	4.45	3.55

	FY 2005/06	FY 2006/07	FY 2007/08	FY 2008/09	FY 2009/10
<i>Temporary Staff</i>	Funded	Funded	Funded	Funded	Funded
Facility Attendants	-	-	-	-	-
Recreation Leaders	5,160	4,180	4,180	4,180	2,034
Total Annual Hours	5,160	4,180	4,180	4,180	2,034



TEEN SERVICES

The Teen Services program includes the Youth Commission that the City Council established 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 high school-aged concerts; administer the Youth Commission training; provide oversight to the saratogateen website; 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 events conducted. The FY 2009/10 Teen Services budget reflects a reduced staffing level from last year, including de-funding the department's recreation coordinator position and redistributing the Recreation Supervisors and office support staffing assignments. With the shift of all recreation class revenues and expenses to the Recreation Services program last year, Teen Services staffing levels were reduced from a total of .90 FTE to .40 FTE to reflect staff support for Youth Commission activities only. Operating expenses were also reduced.

CITY OF SARATOGA
RECREATION & FACILITIES DEPARTMENT

TEEN SERVICES

GENERAL FUND REVENUES AND EXPENDITURES

	2006/07	2007/08	2008/09	2008/09	2009/10
	Actuals	Actuals	Adjusted	Estimated	Adopted
REVENUES					
<i>Fees, Licenses and Permits</i>	-	-	-	-	-
<i>Intergovernmental Revenues</i>	-	-	-	-	-
<i>Charge for Services</i>	15,548	2,084	20,000	2,991	2,500
<i>Other Sources</i>	464	9,174	-	117	-
TOTAL REVENUES	\$ 16,012	\$ 11,258	\$ 20,000	\$ 3,108	\$ 2,500
EXPENDITURES					
<i>Salaries and Benefits</i>	96,654	96,325	99,858	97,280	50,982
<i>Operating Expenditures</i>					
<i>Materials & Supplies</i>	2,573	886	2,000	1,679	1,850
<i>Fees & Charges</i>	-	-	-	-	-
<i>Consultants & Contract Services</i>	14,339	10,568	12,000	3,499	-
<i>Meetings, Events & Training</i>	-	1,500	2,000	1,863	1,000
<i>Total Operating Expenditures</i>	16,912	12,954	16,000	7,040	2,850
<i>Fixed Assets</i>	-	-	-	-	-
<i>Internal Service Charges</i>	-	14,208	17,023	17,023	14,786
TOTAL EXPENDITURES	\$ 113,566	\$ 123,487	\$ 132,881	\$ 121,343	\$ 68,618

FY 2009/10 OBJECTIVES

Collaboration – The Teen Services program will collaborate with the neighboring Monte Sereno and Los Gatos’ Youth Commissions during FY 2009/10 in sponsoring special events for local teens.

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 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 Equivalent (FTE)

<i>City Staff</i>	FY 2005/06	FY 2006/07	FY 2007/08	FY 2008/09	FY 2009/10
	Funded	Funded	Funded	Funded	Funded
Recreation Department Director	0.15	0.15	0.15	0.10	0.10
Senior Recreation Supervisor	0.10	0.10	0.10	0.10	0.05
Recreation Supervisor	-	0.45	0.45	0.20	0.25
Recreation Program Coordinator	0.35	-	-	0.25	-
Facility Coordinator	-	-	-	-	-
Office Specialist I, II, III	0.20	0.25	0.25	-	-
Account Clerk	-	-	-	0.25	-
Facility Maintenance Supervisor	-	-	-	-	-
Facility Maintenance Lead	-	-	-	-	-
Facility Maintenance Worker I, II, III	-	-	-	-	-
Total FTE's	0.80	0.95	0.95	0.90	0.40

<i>Temporary Staff</i>	FY 2005/06	FY 2006/07	FY 2007/08	FY 2008/09	FY 2009/10
	Funded	Funded	Funded	Funded	Funded
Facility Attendants	-	-	-	-	-
Recreation Leaders	230	120	120	120	-
Total Annual Hours	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. 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 \$85,000 for Community Center rentals, another \$11,000 for Senior Center rentals, and \$12,000 for the Warner Hutton House. The Civic Center Theater will bring in approximately \$45,000 and the North Campus buildings another \$11,500. Revenue projections for the North Campus reflect an expected increase in income after the Fellowship Hall building becomes available for rental. Blaney Plaza banner rentals will bring in approximately \$6,000, the Community Garden Plot at El Quito Park another \$2,400, and rentals from the City's parks (exclusive of sport user agreements) will bring in around \$11,000 over the year.

Expenditures for this program reflect staffing by the Facility Coordinator, whose function is to market and rent the facilities, and portions of other Recreation Department staff to assist with oversight and facility duties, and temporary facility attendant staff for overseeing use of the facilities during weekend events.

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 \$1,300 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

	2006/07	2007/08	2008/09	2008/09	2009/10
	Actuals	Actuals	Adjusted	Estimated	Adopted
REVENUES					
<i>Fees, Licenses and Permits</i>	-	-	-	-	-
<i>Intergovernmental Revenues</i>	84,039	-	-	-	-
<i>Charge for Services</i>	-	-	-	-	-
<i>Other Sources</i>	-	-	-	-	-
<i>Rental Income</i>	14,575	242,127	175,000	182,531	183,900
<i>Pass-Through Accounts</i>	-	-	-	-	-
TOTAL REVENUES	\$ 98,614	\$ 242,127	\$ 175,000	\$ 182,531	\$ 183,900
EXPENDITURES					
<i>Salaries and Benefits</i>	390,032	156,559	146,727	152,159	147,614
<i>Operating Expenditures</i>					
<i>Materials & Supplies</i>	38,235	1,534	1,600	1,578	1,300
<i>Fees & Charges</i>	109,331	-	600	-	-
<i>Consultants & Contract Services</i>	92,127	892	1,200	293	600
<i>Meetings, Events & Training</i>	100	-	1,300	-	1,300
<i>Total Operating Expenditures</i>	239,793	2,426	4,700	1,871	3,200
<i>Building Maint Projects</i>	106,526	-	-	-	-
<i>Fixed Assets</i>	-	-	-	-	-
<i>Internal Service Charges</i>	-	145,549	167,429	167,429	156,130
TOTAL EXPENDITURES	\$ 736,351	\$ 304,534	\$ 318,856	\$ 321,459	\$ 306,944

FY 2009/10 OBJECTIVES

North Campus Building Rentals - With the availability of the North Campus Fellowship Hall building in the second quarter of FY 2009/10, staff will focus on increasing exposure of the facility in order to promote rentals.

Place to Recreate - The Recreation Department's goal is to create community and improve the quality of life in Saratoga by providing high quality, affordable, safe, clean, and enjoyable facilities that are convenient to residents for meetings, parties, receptions, and gatherings.

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 for community use at the Saratoga Community Center, Senior Center, and North Campus facilities

FACILITY RENTALS STAFF

Full Time Equivalent (FTE)

<i>City Staff</i>	FY 2005/06	FY 2006/07	FY 2007/08	FY 2008/09	FY 2009/10
	Funded	Funded	Funded	Funded	Funded
Recreation Department Director	0.40	0.40	0.40	0.20	0.10
Senior Recreation Supervisor	-	-	-	-	0.05
Recreation Supervisor	-	-	-	-	-
Recreation Program Coordinator	-	-	-	-	-
Facility Coordinator	-	-	0.60	0.60	0.60
Office Specialist I, II, III	0.25	0.25	0.25	0.25	0.25
Account Clerk	-	-	-	-	-
Facility Maintenance Supervisor	1.00	1.00	-	-	-
Facility Maintenance Lead	-	1.00	0.10	0.10	0.10
Facility Maintenance Worker I, II, III	3.00	2.00	0.15	0.15	0.15
Total FTE's	4.65	4.65	1.50	1.30	1.25

<i>Temporary Staff</i>	FY 2005/06	FY 2006/07	FY 2007/08	FY 2008/09	FY 2009/10
	Funded	Funded	Funded	Funded	Funded
Facility Attendants	1,700	1,700	1,700	1,700	1,200
Recreation Leaders	-	-	-	-	-
Total Annual Hours	1,700	1,700	1,700	1,700	1,200



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 plans, schedules, and manages minor and major 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, emergency generator and HVAC servicing. Other maintenance repair services such as electrical and plumbing repairs are contractually provided on an as needed basis. The Building Maintenance program monitors citywide facility expenses such as utilities, maintenance and janitorial supplies. City departments are charged an allocated amount to recognize the cost associated with the custodial and building maintenance 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 staffing and expenses associated with facility custodial and maintenance services, as well as the revenues earned from charging back to the departments. With two years of history-based data on the actual expenses, minor revisions are included in the FY 2009/10 budget to better reflect actual amounts.

Program expenditures include ongoing facility supplies, building expenses, and contract services for maintenance and repairs. The addition of the North Campus Fellowship Hall will result in increased maintenance costs for October through June. Continued efforts to "go green" are also reflected in the costs of maintenance supplies and equipment. Planned facility projects are located in the Capital Improvement Plan.

CITY OF SARATOGA
RECREATION & FACILITIES DEPARTMENT

BUILDING MAINTENANCE FUND

SOURCE & USE OF FUNDS

	2006/07	2007/08	2008/09	2008/09	2009/10
	Actuals	Actuals	Adjusted	Estimated	Adopted
SOURCE OF FUNDS					
Beginning Fund Balance					
Designated	-	-	-	-	-
Undesignated	53,546	(15,618)	101,360	101,360	208,841
Total Beginning Fund Balance	\$ 53,546	\$ (15,618)	\$ 101,360	\$ 101,360	\$ 208,841
Revenues					
Charge for Services	-	-	-	-	-
Other Sources	-	203	-	604	-
Internal Service Charges	-	728,964	807,081	807,083	750,000
Total Revenues	\$ -	\$ 729,167	\$ 807,081	\$ 807,687	\$ 750,000
Operating Transfers In					
Transfer In from General Fund	50,000	-	-	-	-
Transfer In from Library Deposit	-	-	-	-	-
Total Operating Transfers In	\$ 50,000	\$ -	\$ -	\$ -	\$ -
TOTAL SOURCE OF FUNDS	\$ 103,546	\$ 713,549	\$ 908,441	\$ 909,047	\$ 958,841
USE OF FUNDS					
Expenditures					
Salaries and Benefits	-	336,358	426,719	376,636	429,475
Operating Expenditures					
<i>Materials & Supplies</i>	-	42,040	43,000	40,009	43,200
<i>Fees & Charges</i>	18	122,706	159,200	131,751	154,700
<i>Consultant & Contract Services</i>	-	70,343	111,000	86,175	98,000
<i>Meetings, Events & Training</i>	-	271	2,500	972	2,500
<i>Building Maint Projects</i>	21,800	14,000	-	-	-
Fixed Assets	97,346	(30,075)	-	-	-
Internal Service Charges	-	56,546	64,662	64,663	62,831
Total Expenditures	\$ 119,164	\$ 612,189	\$ 807,081	\$ 700,207	\$ 790,706
Operating Transfers					
Transfer Out to General Fund	-	-	-	-	-
Total Operating Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Ending Fund Balance					
Designated	-	-	-	-	-
Undesignated	(15,618)	101,360	101,360	208,841	168,134
Total Ending Fund Balance	\$ (15,618)	\$ 101,360	\$ 101,360	\$ 208,841	\$ 168,134
TOTAL USE OF FUNDS	\$ 103,546	\$ 713,549	\$ 908,441	\$ 909,047	\$ 958,841

CITY OF SARATOGA
RECREATION & FACILITIES DEPARTMENT

BUILDING MAINTENANCE FUND

FY 2009/10 OBJECTIVES

Facility Improvement Project Management – Facility staff will oversee services to undertake the planned facility improvement projects for FY 2009/10. These include completing the construction of improvements to the Fellowship Hall at the North Campus, remodeling the men’s restroom and locker facility at the Corporation Yard; replacing the counter-weight system in the Theater; and working with Siemens on energy savings projects.

Library Building Repairs – Staff will work with Santa Clara County Library staff to design and build improvements to the Library including: new walls and double doors for the café, wall units and carpet in the teen area, covering for the outside book drop area, and a new hold and self check area in the lobby.

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)

	FY 2005/06	FY 2006/07	FY 2007/08	FY 2008/09	FY 2009/10
<i>City Staff</i>	Funded	Funded	Funded	Funded	Funded
Recreation Department Director	-	-	-	0.20	0.20
Senior Recreation Supervisor	-	-	-	-	-
Recreation Supervisor	-	-	-	-	-
Recreation Program Coordinator	-	-	-	-	-
Facility Coordinator	-	-	-	-	-
Office Specialist I, II, III	-	-	-	-	-
Account Clerk	-	-	-	-	-
Facility Maintenance Supervisor	-	-	1.00	1.00	1.00
Facility Maintenance Lead	-	-	0.90	0.90	0.90
Facility Maintenance Worker I, II, III	-	-	1.85	1.85	1.85
Total FTE's	-	-	3.75	3.95	3.95

	FY 2005/06	FY 2006/07	FY 2007/08	FY 2008/09	FY 2009/10
<i>Temporary Staff</i>	Funded	Funded	Funded	Funded	Funded
Facility Attendants	-	-	-	-	-
Recreation Leaders	-	-	-	-	-
Total Annual Hours	-	-	-	-	-

