



# Recreation and Community Services

		<b>Proposed 2016-17</b>
<b>Page</b>	<b>Recreation and Community Services</b>	<b>\$ 2,472,096</b>
	GI Org	
	321 100-60-600 Leadership 95014	-
	324 100-60-601 Administration	1,058,343
	328 100-60-634 Parks Planning and Restoration	250,289
	331 100-60-636 Library Services	1,163,464
<b>Business and Community Services</b>		<b>\$ 2,531,156</b>
	GI Org	
	333 100-61-602 Administration	785,335
	337 100-61-603 Blackberry Farm Picnic Area	-
	341 100-61-604 Community Hall	-
	344 100-61-605 Cultural Events	376,492
	348 100-61-607 Quinlan Community Center	-
	351 100-61-630 Facilities	1,047,133
	356 100-61-632 Community Outreach and Neighborhood Watch	322,196
<b>Recreation and Education</b>		<b>\$ 3,224,620</b>
	360 100-62-608 Administration	1,201,693
	365 100-62-609 Youth Programs	-
	368 100-62-610 Teen Programs	-
	371 100-62-611 Teen Center	-
	374 100-62-612 Nature Programs	-
	377 100-62-623 Youth, Teen and Senior Adult Recreation	2,022,927
	382 580-62-613 Recreation Programs	1,960,007



# Recreation and Community Services

		Final Adopted 2016-17
<b>Page</b>	<b>Sports, Safety and Outdoor Recreation</b>	<b>\$ 6,449,973</b>
	GI Org	
386	100-63-612 Park Facilities	1,883,351
391	100-63-615 Administration	276,720
395	560-63-616 Blackberry Farm Golf Course	686,628
399	100-63-618 Creekside Park Youth	-
402	580-63-620 Recreation Programs	1,274,036
406	570-63-621 Cupertino Sports Center	2,329,238
410	100-63-637 Monta Vista Recreation Center	-
429	100-63-633 Disaster Preparedness	96,630
<b>Senior Programs</b>		<b>\$ -</b>
	GI Org	
413	100-64-622 Senior Adult Programs	-
416	100-64-623 Senior Center Case Manager	-
419	100-64-624 Senior Adult Recreation	-
423	100-64-630 Blue Pheasant Restaurant	-
<b>Community Services</b>		<b>\$ -</b>
	GI Org	
426	100-65-632 Community Outreach	-
432	100-65-633 Emergency/Disaster Preparedness	-
435	100-65-635 Neighborhood Watch	-
438	100-65-636 Library Service	-
<b>TOTAL RECREATION AND COMMUNITY SERVICES</b>		<b>\$ 14,677,845</b>

## Division Summary

### Recreation & Community Services - Summary

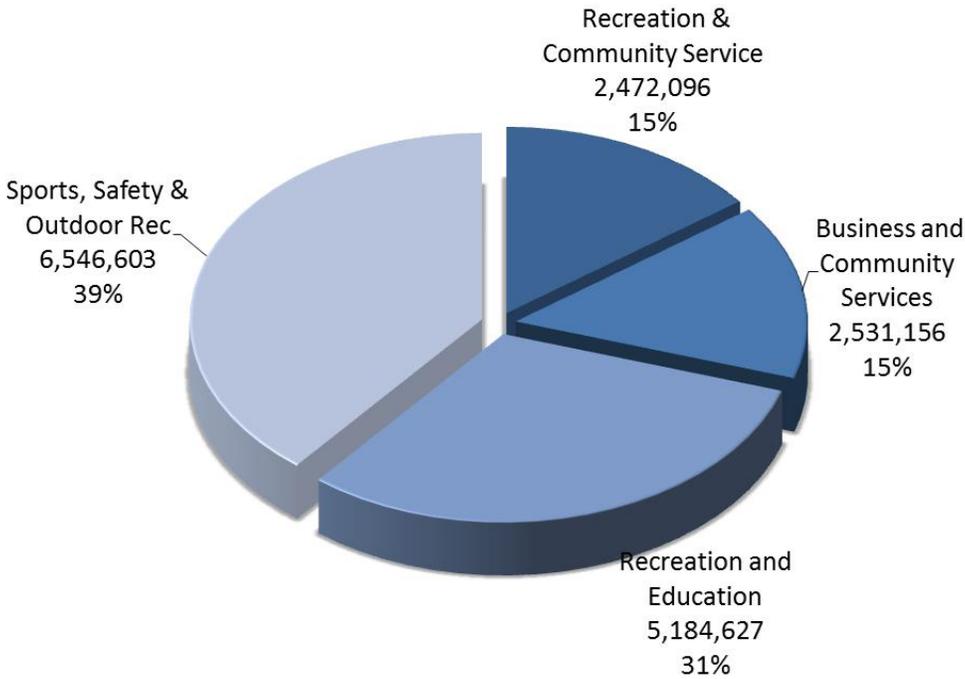
Category	2013-2014	2014-2015	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<i>Revenue</i>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	247,494	263,953	281,230	571,200
Intergovernmental Revenue	188,056	152,941	230,000	381,000
Charges for Services	595,738	897,386	5,760,480	6,594,279
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	34,472	24,000	16,000
Interdepartmental Revenue	-	-	-	10,500
<b>TOTAL REVENUE</b>	<b>\$ 1,031,288</b>	<b>\$ 1,348,752</b>	<b>\$ 6,295,710</b>	<b>\$ 7,572,979</b>
<i>Expenditures</i>				
Employee Compensation	3,171,755	3,311,995	4,146,187	4,278,926
Employee Benefits	960,967	1,021,760	1,248,874	1,275,282
Materials	867,006	1,037,949	1,288,299	1,252,336
Contract Services	3,774,322	3,707,956	4,201,361	4,403,536
Cost Allocation	832,949	868,547	792,891	4,705,450
Capital Outlay	37,650	17,370	144,939	224,670
Special Projects	80,174	303,124	301,570	193,501
Appropriations for Contingency	53,073	107,222	460,029	400,781
<b>TOTAL EXPENDITURES</b>	<b>\$ 9,777,895</b>	<b>\$ 10,375,922</b>	<b>\$ 12,584,150</b>	<b>\$ 16,734,482</b>
Fund Balance (Use of)	-	-	-	(230,193)
<b>General Fund Costs</b>	<b>\$ 8,742,362</b>	<b>\$ 9,022,975</b>	<b>\$ 6,119,532</b>	<b>\$ 8,931,310</b>

### FINAL ADOPTED BUDGET

On June 6, 2016, City Council approved a budget of \$16,734,482 for the Recreation and Community Services Department. This represents an increase of \$4,149,887 over the FY 2015-16 Final Adopted Budget. The increase is attributed primarily to increased cost allocation charges of \$4,705,450 and the request to add one new limited term position.

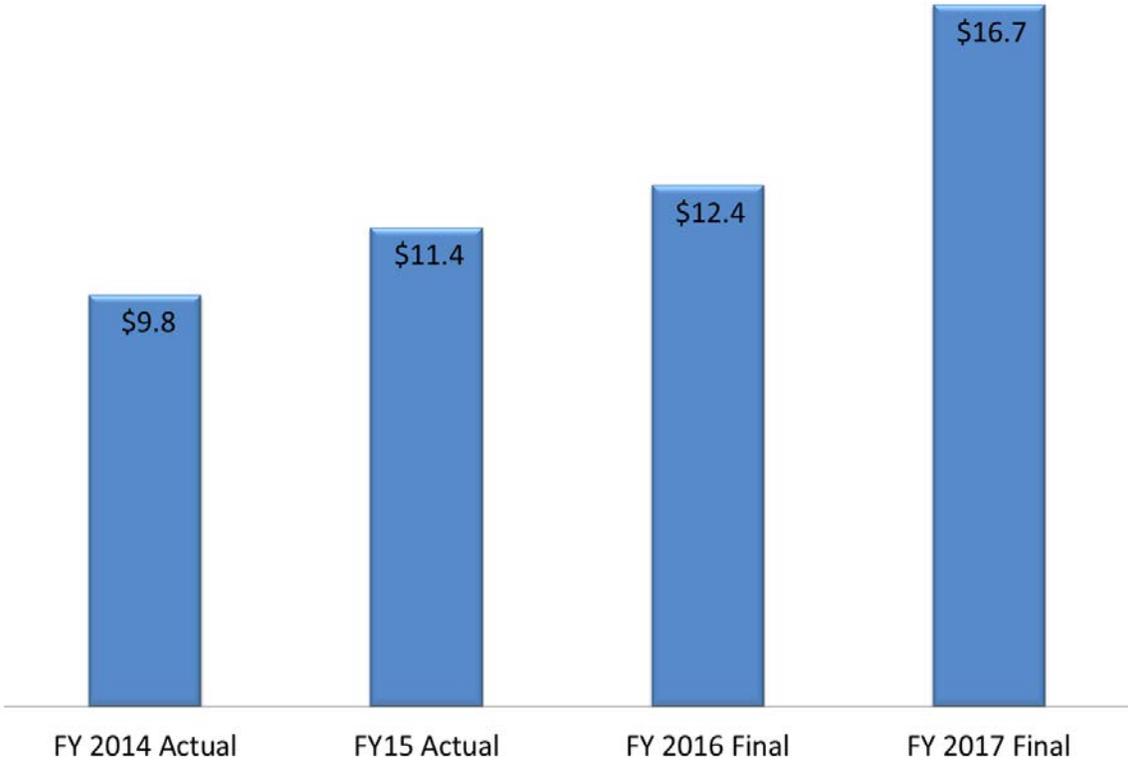
This budget is funded from \$7,572,979 in estimated department revenue, of \$500,000 from the Enterprise Fund and an \$8,661,503 contribution from the General Fund.

# Adopted Expenditures Fiscal Year 2016-2017



## 4 Year Expenditure History

In Millions





**PUBLIC RESOURCES**

**Recreation Facilities**

**RECREATION AND  
COMMUNITY SERVICES**  
**Christine Hanel,**  
**Acting Director**

**BUDGET AT A GLANCE**

Total Revenue	7,572,979
Total Expenditures	16,734,482
Fund Balance	(230,193)
General Fund Costs	\$ 8,931,310
Total Staffing	33.33
% Funded by General Fund	53.4%

**KEY PERFORMANCE MEASURES BY DEPARTMENT**

**GOAL: Create a positive, healthy and connected community.**

Mission	Measure	2015	2016	2017	Ongoing Target
<b>Enabled by...</b> City investment in quality recreation and community programs.	 % Recreation and Community Services Department customers' program evaluations are rated satisfied and above	N/A			80%
	 % programs maintain minimum registration	N/A			80%
<b>Enabled by...</b> Improved business processes to improve customer experience	 % Department's total cost recovery for all (direct and indirect) costs	N/A	42%		40%
	 % Total new programs offered each year	N/A			5%
<b>So that...</b> Cupertino has an exceptional system of parks & services that align with community values.	 % new customers among total customers	N/A			10%

**City of Cupertino**  
**Fiscal Year 2016-2017**

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**PUBLIC RESOURCES**

**Other**



**RECREATION AND  
COMMUNITY SERVICES-  
LEADERSHIP 95014**

Budget Unit 100-60-600  
General Fund

In FY 2016, this program was transferred to Recreation and Education - Administration as part of a departmental reorganization. A complete discussion of this program can be found under Budget Unit 100-62-608.

This program will remain in order to maintain historical data however, once all prior year data as listed in the table below is \$0, this program will be removed.

The following table details revenue, total expenditures, changes in fund balance and General Fund costs by category for the two prior fiscal years, and the Final Adopted Budget for the current and prior Fiscal Years:

**Recreation and Community Services - Leadership 95014**

Category	2013-2014	2014-2015	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	2,000	12,615	17,000	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ 2,000</b>	<b>\$ 12,615</b>	<b>\$ 17,000</b>	<b>\$ -</b>
<u>Expenditures</u>				
Employee Compensation	5,504	9,875	10,015	-
Employee Benefits	2,115	3,721	4,246	-
Materials	7,206	4,242	5,966	-
Contract Services	9,571	11,522	12,750	-
Cost Allocation	440	1,596	1,598	-
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
Appropriations for Contingency	-	-	1,872	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 24,837</b>	<b>\$ 30,955</b>	<b>\$ 36,447</b>	<b>\$ -</b>
Fund Balance (Use of)	-	-	-	-
<b>General Fund Costs</b>	<b>\$ 22,837</b>	<b>\$ 18,340</b>	<b>\$ 19,447</b>	<b>\$ -</b>

**4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL**

The following report details actual expenditures and budgeted appropriations over a 4 year period at the account level.

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
<b>600 Leadership 95014</b>				
05 - Employee compensation				
500.501 - Salaries Full Time	5,504	9,608	9,808	0
500.502 - Salaries Part Time	0	239	0	0
500.505 - Overtime			0	0
500.506 - Car Allowance		28	120	0
500.507 - Taxable Life Premium		0	87	0
500.510 - Employee Agency Serv				0
05 - Employee compensation Total	5,504	9,875	10,015	0
10 - Employee benefits				
501.500 - Retirement System	1,403	2,526	2,785	0

501.502 - Pers 1959 Surv Empr	3	2	3	0
501.505 - Health Insurance	451	603	878	0
501.506 - Dental Insurance	44	94	96	0
501.507 - Medicare	82	146	141	0
501.508 - Life Insurance	34	66	62	0
501.509 - Long Term Disability	27	56	67	0
501.510 - Workers Compensation	63	60	0	0
501.511 - Vision Insurance	8	18	18	0
501.516 - Hra City Contribution	0	151	196	0
10 - Employee benefits Total	2,115	3,721	4,246	0
15 - Materials				
600.601 - General Office Supplies	6,202	807	200	0
600.602 - Printing and Duplication	109	0	50	0
600.613 - General Supplies	891	3,433	5,700	0
600.632 - Mileage Reimbursement	3	1	16	0
15 - Materials Total	7,206	4,242	5,966	0
20 - Contract services				
700.702 - General Service Agreement	9,571	11,522	12,750	0
20 - Contract services Total	9,571	11,522	12,750	0
25 - Cost allocation				
800.802 - IT Reimbursement	381	1,392	1,390	0
800.804 - Web Site Reimbursement	59	204	208	0
800.805 - CC CAP Allocation				0
800.806 - CM CAP Allocation				0
800.814 - Finance CAP Alloc				0
800.815 - Human resources CAP Alloc				0
800.816 - Recreation Admin CAP				0
25 - Cost allocation Total	440	1,596	1,598	0
35 - Contingencies				
719.705 - Contingencies	0	0	1,872	0
35 - Contingencies Total	0	0	1,872	0
<b>600 Leadership 95014 Total</b>	<b>24,837</b>	<b>30,955</b>	<b>36,447</b>	<b>0</b>



**PUBLIC RESOURCES**  
**Recreation Facilities**

**RECREATION AND  
COMMUNITY SERVICES -  
ADMINISTRATION**  
Budget Unit 100-60-601  
General Fund

<b>BUDGET AT A GLANCE</b>	
Total Revenue	\$ 104,741
Total Expenditures	1,058,343
Fund Balance	-
<hr/>	
General Fund Costs	\$ 953,602
Total Staffing	1.85
% Funded by General Fund	90.1%

**PROGRAM OVERVIEW**

Provides overall department administration, as well as project management, community outreach and support to the Parks and Recreation Commission.

**SERVICE OBJECTIVES**

- Provide overall department administration, budget control, and employee development and evaluation;
- Support the Planning and Public Works Departments in the development of new parks, including, the City-Wide Park Open Space and Recreation Master Plan, Stevens Creek Boulevard to McClellan Ranch Preserve Corridor Master Plan and the renovation of existing parks;
- Monitor and facilitate partnerships in regards to Library, Sheriff, and Fire services;
- Negotiate and monitor the contract for Sheriff’s services for Cupertino, Saratoga, and Los Altos Hills.
- Establish the “Love Your Park” Program and outreach to the community in conjunction with the City-wide Park and Recreation Master Plan;
- Promote partnerships with CUSD, FUHSD, and De Anza College with quarterly meetings and joint projects.

**FINAL ADOPTED BUDGET**

On June 6, 2016, City Council approved a budget of \$1,058,343 for the Administration Budget. This represents an increase of \$594,195 over the FY 2015-16 Final Adopted Budget. The increase is attributed to the addition of \$595,346 in cost allocation charges.

This budget is funded by \$104,741 in department revenue from charges to services as part of the City's Cost Allocation Plan and a \$953,602 contribution from the General Fund.

The following table details revenue, total expenditures, changes in fund balance and General Fund costs by category for the two prior fiscal years, and the Final Adopted Budget for the current and prior fiscal Years:

**Recreation and Community Services - Administration**

Category	2013-2014	2014-2015	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<i>Revenue</i>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	104,741
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	31,680	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ 31,680</b>	<b>\$ -</b>	<b>\$ 104,741</b>
<i>Expenditures</i>				
Employee Compensation	193,979	274,418	260,180	257,701
Employee Benefits	69,211	93,475	104,398	101,439
Materials	13,115	32,540	35,119	27,406
Contract Services	1,009	7,091	1,000	1,000
Cost Allocation	62,298	63,456	63,451	658,797
Capital Outlay	-	-	-	-
Special Projects	-	-	-	2,000
Appropriations for Contingenc	-	-	-	10,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 339,613</b>	<b>\$ 470,980</b>	<b>\$ 464,148</b>	<b>\$ 1,058,343</b>
Fund Balance (Use of)	-	-	-	-
<b>General Fund Costs</b>	<b>\$ 339,613</b>	<b>\$ 439,300</b>	<b>\$ 464,148</b>	<b>\$ 953,602</b>

**STAFFING**

Total authorized positions -1.85

#### 4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

The following report details actual expenditures and budgeted appropriations over a 4 year period at the account level.

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
<b>601 Parks and Recr Admin</b>				
05 - Employee compensation				
500.501 - Salaries Full Time	193,979	268,408	253,616	250,707
500.502 - Salaries Part Time	0	4,348	0	0
500.503 - Excess Med Pay	0	0	0	0
500.505 - Overtime	0	0	0	1,000
500.506 - Car Allowance	0	1,662	3,990	3,420
500.507 - Taxable Life Premium		0	2,574	2,574
500.510 - Employee Agency Serv				0
500.511 - REC SUPV 10% SAL&BENE	0	0	0	0
05 - Employee compensation Total	193,979	274,418	260,180	257,701
10 - Employee benefits				
501.500 - Retirement System	49,629	68,374	72,019	68,359
501.502 - Pers 1959 Surv Empr	75	42	25	0
501.505 - Health Insurance	9,968	11,516	15,584	16,269
501.506 - Dental Insurance	1,415	1,843	1,769	1,770
501.507 - Medicare	2,867	4,142	3,641	3,617
501.508 - Life Insurance	969	1,297	1,157	1,157
501.509 - Long Term Disability	821	1,091	1,672	1,662
501.510 - Workers Compensation	2,509	2,508	4,580	4,580
501.511 - Vision Insurance	271	352	332	333
501.516 - Hra City Contribution	687	2,310	3,619	3,692
10 - Employee benefits Total	69,211	93,475	104,398	101,439
15 - Materials				
600.601 - General Office Supplies	4,131	4,807	4,400	5,000
600.602 - Printing and Duplication	122	0	206	206
600.605 - Meeting Expenses	297	1,365	10,000	1,100
600.613 - General Supplies	1,553	1,862	1,500	1,500
600.618 - Utilities and Phone	0	120	2,000	2,400
600.621 - Calrecylce City Payment Prgm Adm	850	886	900	900
600.623 - Grant Expenditures	0	0	0	0
600.629 - Conference and Meeting	4,936	18,869	16,000	16,000
600.632 - Mileage Reimbursement	31	290	113	300
600.642 - Telephone and Data Services	1,196	2,004	0	0
600.650 - Special Dept Expense		2,338	0	0
15 - Materials Total	13,115	32,540	35,119	27,406
20 - Contract services				
700.701 - Training and Instruction	1,000	775	1,000	1,000
700.702 - General Service Agreement	9	6,316	0	0
700.703 - Maintenance of Equipment			0	0
20 - Contract services Total	1,009	7,091	1,000	1,000
25 - Cost allocation				

800.802 - IT Reimbursement	15,223	26,880	26,875	29,893
800.803 - City Channel Reimb	44,717	32,556	32,553	0
800.804 - Web Site Reimbursement	2,358	4,020	4,023	0
800.823 - Strategic Support CAP				628,904
25 - Cost allocation Total	62,298	63,456	63,451	658,797
31 - Special projects				
900.945 - Fixed Asset Acquisition	0	0	0	2,000
31 - Special projects Total	0	0	0	2,000
35 - Contingencies				
719.705 - Contingencies	0	0	0	10,000
35 - Contingencies Total	0	0	0	10,000
<b>601 Parks and Recr Admin Total</b>	<b>339,613</b>	<b>470,980</b>	<b>464,148</b>	<b>1,058,343</b>

**City of Cupertino  
Fiscal Year 2016-2017**

**PUBLIC RESOURCES**

**Public Ways**

**RECREATION AND  
COMMUNITY SERVICES-  
PARK PLANNING AND RESTORATION**  
Budget Unit 100-60-634  
General Fund

<b>BUDGET AT A GLANCE</b>	
Total Revenue	\$ -
Total Expenditures	250,289
Fund Balance	-
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General Fund Costs	\$ 250,289
Total Staffing	1.00
% Funded by General Fund	100.0%

**PROGRAM OVERVIEW**

Provides for park planning, renovation, outreach, and monitoring of Capital Improvement Projects and grant funding opportunities. Works with other county and open space areas to identify potential partnerships for future park and trail expansion.

**SERVICE OBJECTIVES**

- Identify and monitor grant funding opportunities;
- Promote partnerships with Santa Clara County (SCC), SCC Water District (SCCVWD) and Mid-Peninsula Open Space;
- Support the Public Works Department in the planning and development of new parks and restoration of existing parks;
- Assist with the Stevens Creek Boulevard to McClellan Ranch Preserve Corridor Master Plan, the City-Wide Parks, Open Space and Recreation Master Plan and monitoring of the Stevens Creek Corridor Park & Restoration Phase II Project.

**FINAL ADOPTED BUDGET**

On June 6, 2016, City Council approved a budget of \$250,289 for the Park Planning and Restoration Division. This represents an increase of \$29,430 over the FY 2015-16 Final Adopted Budget. The increase is attributed to new cost allocation charges of \$34,794.

This budget is funded from a \$250,289 contribution from the General Fund.

The following table details revenue, total expenditures, changes in fund balance and General Fund costs by category for the two prior fiscal years and the Final Adopted Budget for the current and prior fiscal years:

**Recreation and Community Services - Park Planning and Restoration**

Category	2013-2014	2014-2015	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<u>Expenditures</u>				
Employee Compensation	-	118,245	143,196	141,565
Employee Benefits	-	42,814	55,563	54,255
Materials	-	2,266	12,100	9,675
Contract Services	-	19,036	10,000	10,000
Cost Allocation	-	-	-	34,794
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
Appropriations for Contingency	-	1,974	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ 184,334</b>	<b>\$ 220,859</b>	<b>\$ 250,289</b>
Fund Balance (Use of)	-	-	-	-
<b>General Fund Costs</b>	<b>\$ -</b>	<b>\$ 184,334</b>	<b>\$ 220,859</b>	<b>\$ 250,289</b>

**STAFFING**

Total current authorized positions – 1.00

There are no recommended changes to staffing.

Total authorized positions – 1.00

**4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL**

The following report details actual expenditures and budgeted appropriations over a 4 year period at the account level.

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
<b>634 Park Planning and Restoration</b>				
05 - Employee compensation				
500.501 - Salaries Full Time		118,245	142,164	140,533
500.507 - Taxable Life Premium		0	1,032	1,032
500.510 - Employee Agency Serv				0
05 - Employee compensation Total		118,245	143,196	141,565
10 - Employee benefits				
501.500 - Retirement System		31,363	40,370	38,319
501.502 - Pers 1959 Surv Empr		15	0	0
501.505 - Health Insurance		7,154	8,424	9,144
501.506 - Dental Insurance		809	956	957
501.507 - Medicare		1,736	2,041	2,028
501.508 - Life Insurance		853	693	693
501.509 - Long Term Disability		284	944	938
501.510 - Workers Compensation		0	0	0
501.511 - Vision Insurance		155	179	180
501.516 - Hra City Contribution		446	1,956	1,996
10 - Employee benefits Total		42,814	55,563	54,255
15 - Materials				
600.601 - General Office Supplies		59	300	300
600.608 - Small Tools and Equipment		0	3,000	3,000
600.613 - General Supplies		1,701	600	600
600.618 - Utilities and Phone		0	1,200	1,200
600.629 - Conference and Meeting		0	2,000	2,000
600.631 - Councilmember Santoro		0	0	0
600.632 - Mileage Reimbursement		51	0	75
600.650 - Special Dept Expense		455	5,000	2,500
15 - Materials Total		2,266	12,100	9,675
20 - Contract services				
700.702 - General Service Agreement		19,036	10,000	10,000
20 - Contract services Total		19,036	10,000	10,000
25 - Cost allocation				
800.802 - IT Reimbursement				16,938
800.805 - CC CAP Allocation				3,506
800.806 - CM CAP Allocation				915
800.814 - Finance CAP Alloc				6,160
800.815 - Human resources CAP Alloc				7,275
800.816 - Recreation Admin CAP				0
25 - Cost allocation Total				34,794
30 - Capital outlays				
30 - Capital outlays Total			0	0
31 - Special projects				
900.962 - 4 Cities Stev Crk Trail		1,974	0	0
31 - Special projects Total		1,974	0	0
<b>634 Park Planning and Restoration Total</b>		<b>184,334</b>	<b>220,859</b>	<b>250,289</b>



**PUBLIC RESOURCES**

**Library Facilities**

**RECREATION AND  
COMMUNITY SERVICES -  
LIBRARY SERVICES**  
Budget Unit 100-60-636  
General Fund

<b>BUDGET AT A GLANCE</b>		
Total Revenue	\$	-
Total Expenditures		1,163,464
Fund Balance		-
	General Fund Costs	\$ 1,163,464
Total Staffing		0
	% Funded by General Fund	100.0%

In FY 2016, Library Service was assigned to this budget unit as part of a department reorganization.

**PROGRAM OVERVIEW**

This budget augments the existing hours of library service currently provided to our community through the Santa Clara County (SCC) Library JPA.

**SERVICE OBJECTIVES**

- Provide six extra hours per week of library service for our constituents.
- Explore partnerships with the SCC Library for recreation and community programs.

**FINAL ADOPTED BUDGET**

On June 6, 2016, City Council approved a budget of \$1,163,464 be allocated for the Library Service Budget. This represents an increase of \$754,061 over the FY 2015-16 Final Adopted Budget. The increase is attributed to the addition of cost allocation charges of \$715,712 which reflects cost of providing free and indirect costs for room rentals and increased extra hour costs of the SCC Library.

This budget is funded form a \$1,163,464 contribution from the General Fund.

The following table details revenue, total expenditures, changes in fund balance and General Fund costs by category for the two prior fiscal years and the Final Adopted Budget for the current and prior fiscal years:

**Recreation & Community Services - Library Extra Hour**

Category	2013-2014	2014-2015	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<u>Expenditures</u>				
Employee Compensation	-	-	-	-
Employee Benefits	-	-	-	-
Materials	-	-	-	-
Contract Services	-	-	-	447,752
Cost Allocation	-	-	-	715,712
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
Appropriations for Contingenc	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,163,464</b>
Fund Balance (Use of)	-	-	-	-
<b>General Fund Costs</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,163,464</b>



**PUBLIC RESOURCES**

**Recreation Facilities**

**BUSINESS & COMMUNITY SERVICES-  
 ADMINISTRATION**

Budget Unit 100-61-602

General Fund

**BUDGET AT A GLANCE**

Total Revenue	\$	-
Total Expenditures		785,335
<b>Fund Balance</b>		<b>-</b>
	General Fund Costs	\$ 785,335
Total Staffing		5.25
	% Funded by General Fund	100.0%

In FY 2016, Facilities - Quinlan Center Supervision was changed to Business and Community Services – Administration as part of a department reorganization.

**PROGRAM OVERVIEW**

Provides the supervision and management of the Quinlan Community Center, Memorial Park, Community Hall, reserved picnic sites for private events, classes, and recreation department activities. This division is also responsible for the City’s special events (Breakfast with Santa, Summer Concert Series, Cinema at Sundown, Shakespeare, the 4<sup>th</sup> of July, and Tree Lighting). Also acts as liaison to Community Events such as the Cherry Blossom Festival, World Journal Festival, Fall Festival, and the Diwali Festival.

**SERVICE OBJECTIVES**

- Increase resident participation at community events.
- Increase participation at City events including 4<sup>th</sup> of July, Summer Concert Series, Cinema at Sundown, Breakfast with Santa, and the Tree Lighting Ceremony.
- Develop and maintain a positive relationship with neighborhoods adjacent to our facilities.
- Work with groups for community festivals and events to promote our diverse culture.
- Enhance the marketing of all programs through our brochure, website, social media, banners, and signs.
- Provide first-rate customer service through the continuation of staff training.
- Investigate, contract and implement a new software system to streamline customer registration, measure customer satisfaction, and enhance marketing of our programs.

## FINAL ADOPTED BUDGET

On June 6, 2016, City Council approved a budget of \$785,335 for the Business and Community Services Administration. This represents an increase of \$128,753 over the FY 2015-16 Final Adopted Budget. The increase is attributed primarily to an increase in new costs added for administration services.

This budget is funded entirely from the General Fund.

The following table details revenue, total expenditures, changes in fund balance and General Fund costs by category for the two prior fiscal years, and the Final Adopted Budget for the current and prior fiscal years:

### Business and Community Services - Administration

Category	2013-2014	2014-2015	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<i>Revenue</i>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<i>Expenditures</i>				
Employee Compensation	347,699	358,652	402,783	397,930
Employee Benefits	160,591	165,976	189,750	184,949
Materials	2,272	4,382	5,747	29,250
Contract Services	-	-	-	6,000
Cost Allocation	38,853	57,756	57,747	166,746
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
Appropriations for Contingenc	-	-	575	460
<b>TOTAL EXPENDITURES</b>	<b>\$ 549,415</b>	<b>\$ 586,766</b>	<b>\$ 656,602</b>	<b>\$ 785,335</b>
Fund Balance (Use of)	-	-	-	-
<b>General Fund Costs</b>	<b>\$ 549,415</b>	<b>\$ 586,766</b>	<b>\$ 656,602</b>	<b>\$ 785,335</b>

## STAFFING

Total current authorized positions – 4.50

This reflects the addition of a new Recreation Supervisor (.5) and Recreation Manager (.25).

Total authorized positions – 5.25

#### 4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

The following report details actual expenditures and budgeted appropriations over a 4 year period at the account level.

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
<b>602 Administration</b>				
05 - Employee compensation				
500.501 - Salaries Full Time	344,484	354,751	375,801	374,362
500.502 - Salaries Part Time	0	645	11,000	11,000
500.503 - Excess Med Pay	452	0	2,675	0
500.505 - Overtime	363	902	10,000	10,000
500.506 - Car Allowance	2,400	2,354	1,800	1,050
500.507 - Taxable Life Premium		0	1,177	1,188
500.510 - Employee Agency Serv				0
500.513 - Sick Leave			330	330
05 - Employee compensation Total	347,699	358,652	402,783	397,930
10 - Employee benefits				
501.500 - Retirement System	89,813	90,897	102,270	99,622
501.502 - Pers 1959 Surv Empr	239	197	80	0
501.505 - Health Insurance	47,276	44,832	46,871	45,126
501.506 - Dental Insurance	4,712	5,234	5,103	5,025
501.507 - Medicare	5,467	5,439	5,395	5,401
501.508 - Life Insurance	2,851	2,940	2,832	2,737
501.509 - Long Term Disability	1,975	2,258	2,637	2,626
501.510 - Workers Compensation	5,545	5,544	12,988	12,988
501.511 - Vision Insurance	900	1,000	972	945
501.516 - Hra City Contribution	1,815	7,634	10,602	10,479
10 - Employee benefits Total	160,591	165,976	189,750	184,949
15 - Materials				
600.601 - General Office Supplies	81	1,349	1,500	18,000
600.611 - Uniforms/Safety Appar				0
600.613 - General Supplies	150	150	147	2,650
600.618 - Utilities and Phone	0	0	100	0
600.629 - Conference and Meeting	2,041	2,848	4,000	6,000
600.632 - Mileage Reimbursement	0	34	0	200
600.642 - Telephone and Data Services	0	0	0	2,400
15 - Materials Total	2,272	4,382	5,747	29,250
20 - Contract services				
700.701 - Training and Instruction	0	0	0	6,000
20 - Contract services Total	0	0	0	6,000

25 - Cost allocation				
800.802 - IT Reimbursement	33,643	50,232	50,229	76,526
800.804 - Web Site Reimbursement	5,210	7,524	7,518	0
800.805 - CC CAP Allocation				16,858
800.806 - CM CAP Allocation				4,314
800.814 - Finance CAP Alloc				29,617
800.815 - Human resources CAP Alloc				39,431
800.816 - Recreation Admin CAP				0
25 - Cost allocation Total	38,853	57,756	57,747	166,746
35 - Contingencies				
719.705 - Contingencies	0	0	575	460
35 - Contingencies Total	0	0	575	460
<b>602 Administration Total</b>	<b>549,415</b>	<b>586,766</b>	<b>656,602</b>	<b>785,335</b>



**PUBLIC RESOURCES**  
**Recreation Facilities**

**FACILITIES-**  
**BLACKBERRY FARM PICNIC AREA**  
Budget Unit 100-61-603  
General Fund

In FY 2016, this program was transferred to Sports, Safety, and Outdoor Recreation - Park Facilities as part of a department reorganization. A complete discussion of this program can be found under Budget Unit 100-63-612.

This program will remain in order to maintain historical data however, once all prior year data as listed in the table below is \$0, this program will be removed.

The following table details revenue, total expenditures, changes in fund balance and General Fund contribution by category for the two prior fiscal years and the Final Adopted Budget for the current and prior fiscal years:

**Recreation and Community Services - Blackberry Farm**

Category	2013-2014	2014-2015	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	4,440	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	267,147	258,548	260,000	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ 271,587</b>	<b>\$ 258,548</b>	<b>\$ 260,000</b>	<b>\$ -</b>
<u>Expenditures</u>				
Employee Compensation	332,579	352,393	365,254	-
Employee Benefits	50,314	53,505	50,865	-
Materials	97,240	77,640	79,335	-
Contract Services	125,674	119,064	111,000	-
Cost Allocation	19,778	23,976	23,973	-
Capital Outlay	-	-	-	-
Special Projects	6,000	10,706	20,000	-
Appropriations for Contingenc:	-	300	19,034	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 631,586</b>	<b>\$ 637,583</b>	<b>\$ 669,461</b>	<b>\$ -</b>
Fund Balance (Use of)	-	-	-	-
<b>General Fund Costs</b>	<b>\$ 359,998</b>	<b>\$ 379,035</b>	<b>\$ 409,461</b>	<b>\$ -</b>

**4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL**

The following report details actual expenditures and budgeted appropriations over a 4 year period at the account level.

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
<b>603 BBF Picnic Area</b>				
05 - Employee compensation				
500.501 - Salaries Full Time	99,158	103,888	108,522	0
500.502 - Salaries Part Time	230,443	245,266	245,000	0
500.503 - Excess Med Pay	0	0	0	0
500.505 - Overtime	2,978	3,099	3,500	0
500.506 - Car Allowance		138	600	0
500.507 - Taxable Life Premium		0	282	0
500.510 - Employee Agency Serv				0
500.513 - Sick Leave			7,350	0
05 - Employee compensation Total	332,579	352,393	365,254	0

10 - Employee benefits				
501.500 - Retirement System	25,693	28,433	30,817	0
501.502 - Pers 1959 Surv Empr	66	28	22	0
501.505 - Health Insurance	10,766	9,598	10,854	0
501.506 - Dental Insurance	1,159	1,203	1,178	0
501.507 - Medicare	7,666	7,990	1,558	0
501.508 - Life Insurance	745	785	728	0
501.509 - Long Term Disability	556	657	749	0
501.510 - Workers Compensation	2,823	2,820	2,290	0
501.511 - Vision Insurance	221	230	224	0
501.516 - Hra City Contribution	618	1,762	2,445	0
10 - Employee benefits Total	50,314	53,505	50,865	0
15 - Materials				
600.601 - General Office Supplies	10,031	2,334	3,000	0
600.602 - Printing and Duplication	3,836	3,378	4,246	0
600.604 - Postage	412	305	291	0
600.609 - Equipment Parts	816	0	369	0
600.611 - Uniforms/Safety Appar	3,619	2,771	2,000	0
600.613 - General Supplies	63,191	54,268	51,800	0
600.614 - Repair and Maint Supplies	264	0	0	0
600.616 - Haz Material Mgmt	359	752	360	0
600.618 - Utilities and Phone	0	0	12,500	0
600.619 - Advertising and Legal Notices	0	0	369	0
600.620 - Gas Service	0	0	0	0
600.622 - State Mandated Cost	1,606	110	1,800	0
600.629 - Conference and Meeting	674	2,497	2,000	0
600.631 - Councilmember Santoro		0	0	0
600.632 - Mileage Reimbursement	32	1,225	600	0
600.641 - Electrical Service	0	0	0	0
600.642 - Telephone and Data Services	11,312	8,857	0	0
600.643 - Water Services	0	0	0	0
600.644 - Sewer Service	1,089	1,143	0	0
15 - Materials Total	97,240	77,640	79,335	0
20 - Contract services				
700.701 - Training and Instruction	4,884	3,235	3,000	0
700.702 - General Service Agreement	114,011	107,967	100,000	0
700.703 - Maintenance of Equipment	660	1,267	0	0
700.705 - Law Enforcement Services	0	0	0	0
700.706 - Rent Expense		1,625	0	0
700.707 - Bank Charges	6,120	4,970	8,000	0
20 - Contract services Total	125,674	119,064	111,000	0
25 - Cost allocation				
800.802 - IT Reimbursement	17,126	20,856	20,852	0
800.804 - Web Site Reimbursement	2,652	3,120	3,121	0
800.805 - CC CAP Allocation				0
800.806 - CM CAP Allocation				0
800.814 - Finance CAP Alloc				0
800.815 - Human resources CAP Alloc				0
800.816 - Recreation Admin CAP				0
800.821 - Building Maintenance CAP				0

25 - Cost allocation Total	19,778	23,976	23,973	0
30 - Capital outlays				
900.905 - Facility Improvements	0	0	0	0
30 - Capital outlays Total	0	0	0	0
31 - Special projects				
900.945 - Fixed Asset Acquisition	6,000	10,706	20,000	0
31 - Special projects Total	6,000	10,706	20,000	0
35 - Contingencies				
719.705 - Contingencies	0	300	19,034	0
35 - Contingencies Total	0	300	19,034	0
<b>603 BBF Picnic Area Total</b>	<b>631,586</b>	<b>637,583</b>	<b>669,461</b>	<b>0</b>



## **PUBLIC RESOURCES**

### **Recreation Facilities**

#### **FACILITIES-**

#### **COMMUNITY HALL**

Budget Unit 100-61-604

General Fund

In FY 2016, this program was transferred to Business and Community Services – Facilities as part of a department reorganization. A complete discussion of this program can be found under Budget Unit 100-61-630.

This program will remain in order to maintain historical data however, once all prior year data as listed in the table below is \$0, this program will be removed.

The following table details revenue, total expenditures, changes in fund balance and General Fund costs by category for the two prior fiscal years, and the Final Adopted Budget for the current and prior fiscal years:

**Recreation and Community Services - Community Hall**

Category	2013-2014	2014-2015	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	18,000	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 18,000</b>	<b>\$ -</b>
<u>Expenditures</u>				
Employee Compensation	54,580	56,972	59,870	-
Employee Benefits	24,484	25,828	27,511	-
Materials	396	293	951	-
Contract Services	-	-	-	-
Cost Allocation	7,911	9,588	9,589	-
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
Appropriations for Contingenc	-	-	95	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 87,371</b>	<b>\$ 92,681</b>	<b>\$ 98,016</b>	<b>\$ -</b>
Fund Balance (Use of)	-	-	-	-
<b>General Fund Costs</b>	<b>\$ 87,371</b>	<b>\$ 92,681</b>	<b>\$ 80,016</b>	<b>\$ -</b>

**4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL**

The following report details actual expenditures and budgeted appropriations over a 4 year period at the account level.

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
604 Comm Hall Operation				
05 - Employee compensation				
500.501 - Salaries Full Time	46,684	48,237	51,540	0
500.502 - Salaries Part Time	7,896	8,112	7,930	0
500.505 - Overtime	0	624	0	0
500.507 - Taxable Life Premium		0	162	0
500.510 - Employee Agency Serv				0
500.513 - Sick Leave			238	0
05 - Employee compensation Total	54,580	56,972	59,870	0
10 - Employee benefits				
501.500 - Retirement System	12,292	12,829	14,636	0

501.502 - Pers 1959 Surv Empr	48	20	16	0
501.505 - Health Insurance	7,586	7,318	7,711	0
501.506 - Dental Insurance	832	868	845	0
501.507 - Medicare	885	938	740	0
501.508 - Life Insurance	383	405	374	0
501.509 - Long Term Disability	275	329	360	0
501.510 - Workers Compensation	1,129	1,128	908	0
501.511 - Vision Insurance	159	166	161	0
501.516 - Hra City Contribution	896	1,828	1,760	0
10 - Employee benefits Total	24,484	25,828	27,511	0
15 - Materials				
600.601 - General Office Supplies	187	7	400	0
600.613 - General Supplies	210	259	300	0
600.632 - Mileage Reimbursement	0	26	251	0
15 - Materials Total	396	293	951	0
20 - Contract services				
700.702 - General Service Agreement	0	0	0	0
20 - Contract services Total	0	0	0	0
25 - Cost allocation				
800.802 - IT Reimbursement	6,850	8,340	8,341	0
800.804 - Web Site Reimbursement	1,061	1,248	1,248	0
800.822 - Library Facilities CAP				0
25 - Cost allocation Total	7,911	9,588	9,589	0
35 - Contingencies				
719.705 - Contingencies	0	0	95	0
35 - Contingencies Total	0	0	95	0
<b>604 Comm Hall Operation Total</b>	<b>87,371</b>	<b>92,681</b>	<b>98,016</b>	<b>0</b>

**City of Cupertino**  
**Fiscal Year 2016-2017**

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**PUBLIC RESOURCES**

**Recreation Facilities**

**BUSINESS & COMMUNITY SERVICES-  
CULTURAL EVENTS/SPECIAL EVENTS**

Budget Unit 100-61-605

General Fund

**BUDGET AT A GLANCE**

Total Revenue	\$	-
Total Expenditures		376,492
Fund Balance		-
<hr/>		
	General Fund Costs	\$ 376,492
Total Staffing		0.75
	% Funded by General Fund	100.0%

**PROGRAM OVERVIEW**

Oversees and facilitates a wide range of festivals and cultural events that are offered to the community.

**SERVICE OBJECTIVES**

- Provide a summer concert series at Memorial Park.
- Offer a summer movie series at Memorial Park.
- Partner with the San Francisco Shakespeare Company to bring Free Shakespeare in the Park to Cupertino.
- Organize and facilitate the city-wide July 4<sup>th</sup> celebration.
- Bring the community together with the annual Tree Lighting celebration.
- Support the community non-profit organizations that host festivals in Memorial Park.

**FINAL ADOPTED BUDGET**

On June 6, 2016, City Council approved a budget of \$376,492 for Facilities-Cultural/Special Events. This represents an increase of \$126,561 over the FY 2015-16 Final Adopted Budget. The increase is attributed primarily to added cost allocation (\$33,773) and the addition of special events.

This budget is funded entirely from the General Fund.

The following table details revenue, total expenditures, changes in fund balance and General Fund costs by category for the two prior fiscal years, and the Final Adopted Budget for the current and prior fiscal years:

**Business and Community Services - Cultural Events**

Category	2013-2014	2014-2015	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<u>Expenditures</u>				
Employee Compensation	54,578	44,108	52,423	122,797
Employee Benefits	11,136	11,646	12,770	36,907
Materials	10,220	10,224	10,960	15,850
Contract Services	119,656	108,178	144,696	144,696
Cost Allocation	2,901	3,516	3,516	37,289
Capital Outlay	21,811	-	-	-
Special Projects	-	-	10,000	6,500
Appropriations for Contingenc:	-	-	15,566	12,453
<b>TOTAL EXPENDITURES</b>	<b>\$ 220,302</b>	<b>\$ 177,671</b>	<b>\$ 249,931</b>	<b>\$ 376,492</b>
Fund Balance (Use of)	-	-	-	-
<b>General Fund Costs</b>	<b>\$ 220,302</b>	<b>\$ 177,671</b>	<b>\$ 249,931</b>	<b>\$ 376,492</b>

This budget includes funding for the following special projects:

Special Project	Appropriations	Revenue	Funding Source	Description
Movie Screen	\$6,500	\$6,500	General Fund	Portable Movie Screen
<b>TOTAL</b>	<b>\$6,500</b>	<b>\$6,500</b>		

## STAFFING

Total current authorized positions – 0.33

This reflects changes in staffing as a result of the department reorganization in FY 2015-16.

Total authorized positions – 0.75

## 4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

The following report details actual expenditures and budgeted appropriations over a 4 year period at the account level.

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
<b>605 Cultural Events</b>				
05 - Employee compensation				
500.501 - Salaries Full Time	22,694	24,427	26,161	93,001
500.502 - Salaries Part Time	20,368	9,775	13,800	16,170
500.505 - Overtime	11,517	9,906	12,000	12,000
500.506 - Car Allowance				1,050
500.507 - Taxable Life Premium		0	48	162
500.510 - Employee Agency Serv				0
500.513 - Sick Leave			414	414
05 - Employee compensation Total	54,578	44,108	52,423	122,797
10 - Employee benefits				
501.500 - Retirement System	5,976	6,549	7,429	24,823
501.502 - Pers 1959 Surv Empr	17	11	6	0
501.505 - Health Insurance	2,827	2,748	2,827	6,570
501.506 - Dental Insurance	310	329	310	718
501.507 - Medicare	1,001	792	376	1,341
501.508 - Life Insurance	190	203	183	450
501.509 - Long Term Disability	138	163	182	620
501.510 - Workers Compensation	414	420	753	753
501.511 - Vision Insurance	59	63	59	135
501.516 - Hra City Contribution	203	368	645	1,497
10 - Employee benefits Total	11,136	11,646	12,770	36,907
15 - Materials				
600.601 - General Office Supplies	4,815	21	0	0
600.608 - Small Tools and Equipment	72	0	0	0
600.613 - General Supplies	5,332	10,200	10,950	15,750
600.632 - Mileage Reimbursement	0	3	10	100
15 - Materials Total	10,220	10,224	10,960	15,850
20 - Contract services				
700.702 - General Service Agreement	117,786	107,273	133,296	133,296
700.706 - Rent Expense	1,870	905	11,400	11,400
20 - Contract services Total	119,656	108,178	144,696	144,696
25 - Cost allocation				
800.802 - IT Reimbursement	2,512	3,060	3,058	13,433
800.804 - Web Site Reimbursement	389	456	458	0
800.805 - CC CAP Allocation				1,859

800.806 - CM CAP Allocation				513
800.814 - Finance CAP Alloc				8,469
800.815 - Human resources CAP Alloc				13,015
800.816 - Recreation Admin CAP				0
25 - Cost allocation Total	2,901	3,516	3,516	37,289
30 - Capital outlays				
900.905 - Facility Improvements	21,811	0	0	0
30 - Capital outlays Total	21,811	0	0	0
31 - Special projects				
900.945 - Fixed Asset Acquisition	0	0	10,000	6,500
31 - Special projects Total	0	0	10,000	6,500
35 - Contingencies				
719.705 - Contingencies	0	0	15,566	12,453
35 - Contingencies Total	0	0	15,566	12,453
<b>605 Cultural Events Total</b>	<b>220,302</b>	<b>177,671</b>	<b>249,931</b>	<b>376,492</b>



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**PUBLIC RESOURCES**  
**Recreation Facilities**

**FACILITIES-**  
**QUINLAN COMMUNITY CENTER**  
Budget Unit 100-61-607  
General Fund

In FY16, this program was transferred to Business and Community Services – Facilities as part of a department reorganization. A complete discussion of this program can be found under Budget Unit 100-61-630.

This program will remain in order to maintain historical data however, once all prior year data as listed in the table below is \$0, this program will be removed.

The following table details revenue, total expenditures, changes in fund balance and General Fund costs by category for the two prior fiscal years, and the Final Adopted Budget for the current and prior Fiscal Years:

**Recreation and Community Services - Quinlan Community Center**

Category	2013-2014	2014-2015	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	105,218	126,414	134,000	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ 105,218</b>	<b>\$ 126,414</b>	<b>\$ 134,000</b>	<b>\$ -</b>
<u>Expenditures</u>				
Employee Compensation	111,120	111,333	129,658	-
Employee Benefits	27,671	28,077	30,079	-
Materials	45,397	32,302	58,730	-
Contract Services	16,136	6,878	11,500	-
Cost Allocation	27,081	26,304	22,802	-
Capital Outlay	-	-	-	-
Special Projects	1,326	78,304	5,000	-
Appropriations for Contingenc	-	-	7,023	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 228,731</b>	<b>\$ 283,197</b>	<b>\$ 264,792</b>	<b>\$ -</b>
Fund Balance (Use of)	-	-	-	-
<b>General Fund Costs</b>	<b>\$ 123,514</b>	<b>\$ 156,783</b>	<b>\$ 130,792</b>	<b>\$ -</b>

**4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL**

The following report details actual expenditures and budgeted appropriations over a 4 year period at the account level.

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
607 Quinlan Center Operation				
05 - Employee compensation				
500.501 - Salaries Full Time	42,544	46,025	51,949	0
500.502 - Salaries Part Time	68,294	64,647	74,646	0
500.505 - Overtime	282	661	750	0
500.507 - Taxable Life Premium		0	74	0
500.510 - Employee Agency Serv				0
500.513 - Sick Leave			2,239	0
05 - Employee compensation Total	111,120	111,333	129,658	0
10 - Employee benefits				
501.500 - Retirement System	11,202	12,475	14,752	0

501.502 - Pers 1959 Surv Empr	50	20	17	0
501.505 - Health Insurance	9,250	7,630	8,140	0
501.506 - Dental Insurance	898	904	892	0
501.507 - Medicare	2,536	2,288	746	0
501.508 - Life Insurance	413	421	395	0
501.509 - Long Term Disability	255	313	365	0
501.510 - Workers Compensation	2,446	2,448	2,744	0
501.511 - Vision Insurance	171	173	170	0
501.516 - Hra City Contribution	449	1,405	1,858	0
10 - Employee benefits Total	27,671	28,077	30,079	0
15 - Materials				
600.601 - General Office Supplies	7,247	5,711	10,000	0
600.602 - Printing and Duplication	9,990	8,883	11,260	0
600.604 - Postage	4,315	918	6,145	0
600.611 - Uniforms/Safety Appar		0	1,000	0
600.613 - General Supplies	14,690	9,613	16,000	0
600.618 - Utilities and Phone	0	0	7,425	0
600.622 - State Mandated Cost	0	0	360	0
600.629 - Conference and Meeting	1,147	880	6,400	0
600.632 - Mileage Reimbursement	12	219	140	0
600.642 - Telephone and Data Services	7,997	6,078	0	0
15 - Materials Total	45,397	32,302	58,730	0
20 - Contract services				
700.701 - Training and Instruction	94	597	1,000	0
700.702 - General Service Agreement	14,251	2,205	6,000	0
700.703 - Maintenance of Equipment	1,791	4,075	4,500	0
700.707 - Bank Charges	0	0	0	0
20 - Contract services Total	16,136	6,878	11,500	0
25 - Cost allocation				
800.801 - Equipment Reimbursement	9,940	11,184	7,680	0
800.802 - IT Reimbursement	14,842	13,800	13,804	0
800.804 - Web Site Reimbursement	2,299	1,320	1,318	0
800.822 - Library Facilities CAP				0
25 - Cost allocation Total	27,081	26,304	22,802	0
31 - Special projects				
900.945 - Fixed Asset Acquisition	1,326	78,304	5,000	0
31 - Special projects Total	1,326	78,304	5,000	0
35 - Contingencies				
719.705 - Contingencies	0	0	7,023	0
35 - Contingencies Total	0	0	7,023	0
<b>607 Quinlan Center Operation Total</b>	<b>228,731</b>	<b>283,197</b>	<b>264,792</b>	<b>0</b>



**PUBLIC RESOURCES**  
**Recreation Facilities**

**BUSINESS AND COMMUNITY SERVICES - FACILITIES**

Budget Unit 100-61-630  
General Fund

<b>BUDGET AT A GLANCE</b>	
Total Revenue	\$ 1,250,288
Total Expenditures	1,047,133
Fund Balance	-
	General Fund Costs \$ (203,155)
Total Staffing	2.60
% Funded by General Fund	-19.4%

In FY16, the Business and Community Services division was established as part of a department reorganization. This program includes the Blue Pheasant, Community Hall and the Quinlan Center.

**PROGRAM OVERVIEW**

Community Hall provides space for City Council meetings and various Commission meetings, as well as facility space which can be used for a variety of activities. The Quinlan Community Center is the home office of the Recreation and Community Services Department, and provides the community with facility space for a variety of recreational activities. The Blue Pheasant property is a 6,800 square foot leased restaurant.

**SERVICE OBJECTIVES**

- Provide a facility for community meetings, parties, and other similar activities.
- Provide a facility for City Channel programming, and City Council, Planning Commission, Parks & Recreation Commission and other City meetings.
- Offer in-person and on-line registration for recreation programs.
- Schedule facility space for contractual and staff-run classes and camps.
- Rent the facility for meetings, birthday parties, wedding receptions, community events, and other similar activities.
- House the Cupertino Historical Society.
- Serve as the City’s Emergency Operations Shelter in case of disasters.

- Develop a master plan for this facility with the rest of the Stevens Creek to McClellan Ranch Corridor that will serve the community's long-term goals for improvements or changes.

#### **FINAL ADOPTED BUDGET**

On June 6, 2016, City Council approved a budget of \$1,047,133 for Business and Community Services Facilities. This represents an increase of \$668,600 over the FY 2015-16 Final Adopted Budget. The increase is attributed primarily to an increase in cost allocations (\$436,172).

This budget is funded by \$1,250,288 in revenue and is projected to return \$203,155 to the General Fund balance.

The following table details revenue, total expenditures, changes in fund balance and General Fund costs by category for the two prior fiscal years, and the Final Adopted Budget for the current and prior Fiscal Years:

**Business and Community Services - Facilities**

Category	2013-2014	2014-2015	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<i>Revenue</i>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	262,000
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	988,288
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>				<b>\$ 1,250,288</b>
<i>Expenditures</i>				
Employee Compensation	-	-	-	288,901
Employee Benefits	-	-	-	94,253
Materials	-	-	-	60,015
Contract Services	-	-	-	36,000
Cost Allocation	-	-	-	546,269
Capital Outlay	-	-	-	10,000
Special Projects	-	-	-	6,000
Appropriations for Contingenc	-	-	-	5,695
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,047,133</b>
Fund Balance (Use of)	-	-	-	-
<b>General Fund Costs</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (203,155)</b>

This budget includes funding for the following special projects:

Special Project	Appropriations	Revenue	Funding Source	Description
QCC Partitions	\$6,000	\$6,000	General Fund	Replace QCC partitions
<b>TOTAL</b>	<b>\$6,000</b>	<b>\$6,000</b>		

**STAFFING**

Total current authorized positions -1.85

This is reflective of a Recreation Manager (.25) and Recreation Coordinator (.50).

Total authorized positions – 2.6

**4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL**

The following report details actual expenditures and budgeted appropriations over a 4 year period at the account level.

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
<b>630 Facilities</b>				
05 - Employee compensation				
500.501 - Salaries Full Time				201,650
500.502 - Salaries Part Time				82,576
500.505 - Overtime				750
500.506 - Car Allowance				1,050
500.507 - Taxable Life Premium				398
500.513 - Sick Leave				2,477
05 - Employee compensation Total				288,901
10 - Employee benefits				
501.500 - Retirement System				54,448
501.505 - Health Insurance				22,421
501.506 - Dental Insurance				2,488
501.507 - Medicare				2,909
501.508 - Life Insurance				1,289
501.509 - Long Term Disability				1,389
501.510 - Workers Compensation				3,652
501.511 - Vision Insurance				468
501.516 - Hra City Contribution				5,189
10 - Employee benefits Total				94,253
15 - Materials				
600.601 - General Office Supplies				10,600
600.602 - Printing and Duplication				11,260
600.604 - Postage				6,145
600.611 - Uniforms/Safety Appar				1,000
600.613 - General Supplies				16,300
600.621 - Calrecylce City Payment Prgm Adm				1,550
600.622 - State Mandated Cost				360
600.629 - Conference and Meeting				0
600.632 - Mileage Reimbursement				400
600.642 - Telephone and Data Services				12,400
15 - Materials Total				60,015
20 - Contract services				
700.701 - Training and Instruction				5,500
700.702 - General Service Agreement				26,000
700.703 - Maintenance of Equipment				4,500
20 - Contract services Total				36,000
25 - Cost allocation				

800.802 - IT Reimbursement	39,371
800.805 - CC CAP Allocation	62
800.806 - CM CAP Allocation	19
800.814 - Finance CAP Alloc	530
800.822 - Library Facilities CAP	0
800.823 - Strategic Support CAP	506,287
25 - Cost allocation Total	546,269
30 - Capital outlays	
900.904 - Non Recur Facility MGT	10,000
30 - Capital outlays Total	10,000
31 - Special projects	
900.945 - Fixed Asset Acquisition	6,000
31 - Special projects Total	6,000
35 - Contingencies	
719.705 - Contingencies	5,695
35 - Contingencies Total	5,695
<b>630 Facilities Total</b>	<b>1,047,133</b>



**PUBLIC RESOURCES**

**Recreation Facilities**

**BUSINESS AND COMMUNITY SERVICES -  
COMMUNITY OUTREACH AND  
NEIGHBORHOOD WATCH**  
Budget Unit 100-61-632  
General Fund

<b>BUDGET AT A GLANCE</b>	
Total Revenue	\$ -
Total Expenditures	322,196
Fund Balance	-
<hr/>	
General Fund Costs	\$ 322,196
Total Staffing	1.20
% Funded by General Fund	100.0%

In FY16, the Business and Community Services division was established as part of a department reorganization. Community Outreach and Neighborhood Watch have been combined in this program.

**PROGRAM OVERVIEW**

Community Outreach is responsible for facilitating communication and enhancing cultural understanding in Cupertino neighborhoods. Block leaders are instrumental in delivering timely and pertinent information to neighbors and the City. Neighborhood Watch enhances public safety by providing crime prevention information to local businesses and residents. The program promotes an active relationship between the community and the Sheriff’s Office. Neighborhood Watch is the gateway volunteer development program for the city.

**SERVICE OBJECTIVES**

- Aid in the development, implementation and coordination of City programs and community-building activities designed to bring Cupertino neighborhoods together.
- Coordinate and disseminate useful and important information to all Cupertino residents through regular meetings and communications that build relationships and strengthen neighborhoods.
- Facilitate collaboration with Emergency Preparedness and Neighborhood Watch programs.
- Train residents to connect and organize neighbors and neighborhoods.

- Implement the “Love Your Park” program to build relationships around neighborhood parks and get Block Leaders involved in the City-wide Park and Recreation Master Plan.
- Create, implement and expand neighborhood watch meetings and groups.
- Maintain the Electronic Community Alert Program (E-CAP); Next Door Software System.
- Participate in and support all City outreach and volunteer recruitment programs.
- Organize and conduct National Night Out and other community events.

**FINAL ADOPTED BUDGET**

On June 6, 2016, City Council approved a budget of \$322,196 for the Community Outreach & Neighborhood Watch budget. This represents an increase of \$123,724 over the FY 2015-16 Final Adopted Budget. The increase is attributed primarily to the addition of administration costs (\$93,443).

The Community Watch program was transferred into the Recreation and Community Services from Public Affairs in FY 2012-13. Historical data on this program can be found in the Public Affairs section of the budget.

In Fiscal Year 2013-2014 the Neighborhood Watch program was transferred in from Public Affairs to Recreation and Community Services as part of a citywide reorganization, historical costs for this program can be found there.

This budget is funded entirely from the General Fund.

The following table details revenue, total expenditures, changes in fund balance and General Fund costs by category for the two prior fiscal years, and the Final Adopted Budget for the current and prior Fiscal Years:

**Business and Community Services - Community Outreach and Neighborhood Watch**

Category	2013-2014	2014-2015	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<u>Expenditures</u>				
Employee Compensation	-	-	164,688	191,606
Employee Benefits	4,246	4,195	4,220	49,555
Materials	-	-	-	18,250
Contract Services	-	-	-	9,500
Cost Allocation	-	-	-	51,725
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
Appropriations for Contingenc	-	-	-	1,560
<b>TOTAL EXPENDITURES</b>			<b>\$</b>	<b>322,196</b>
Fund Balance (Use of)	-	-	-	-
<b>General Fund Costs</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 322,196</b>

**STAFFING**

Total current authorized positions –.75

This reflects a Recreation Manager (.25) and a Community Relations Coordinator (.20).

Total authorized positions – 1.2

#### 4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

The following report details actual expenditures and budgeted appropriations over a 4 year period at the account level.

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
<b>632 Comm Outreach &amp; Neigh Watch</b>				
05 - Employee compensation				
500.501 - Salaries Full Time				118,104
500.502 - Salaries Part Time				70,000
500.506 - Car Allowance				1,050
500.507 - Taxable Life Premium				352
500.513 - Sick Leave				2,100
05 - Employee compensation Total				191,606
10 - Employee benefits				
501.500 - Retirement System				31,668
501.505 - Health Insurance				10,289
501.506 - Dental Insurance				1,148
501.507 - Medicare				1,704
501.508 - Life Insurance				700
501.509 - Long Term Disability				805
501.510 - Workers Compensation				630
501.511 - Vision Insurance				216
501.516 - Hra City Contribution				2,395
10 - Employee benefits Total				49,555
15 - Materials				
600.601 - General Office Supplies				4,500
600.602 - Printing and Duplication				1,600
600.613 - General Supplies				9,750
600.629 - Conference and Meeting				2,000
600.632 - Mileage Reimbursement				400
15 - Materials Total				18,250
20 - Contract services				
700.701 - Training and Instruction				1,000
700.702 - General Service Agreement				5,000
700.704 - Insurance Fees, Claims, Premiums				3,500
20 - Contract services Total				9,500
25 - Cost allocation				
800.802 - IT Reimbursement				19,742
800.805 - CC CAP Allocation				2,447
800.806 - CM CAP Allocation				631
800.814 - Finance CAP Alloc				9,342
800.815 - Human resources CAP Alloc				5,456
800.817 - Community Hall/Quinlan CAP				9,305
800.821 - Building Maintenance CAP				4,802
25 - Cost allocation Total				51,725
35 - Contingencies				
719.705 - Contingencies				1,560
35 - Contingencies Total				1,560
<b>632 Comm Outreach &amp; Neigh Watch Total</b>				<b>322,196</b>



**PUBLIC RESOURCES**

**Recreation Facilities**

**RECREATION AND EDUCATION  
PROGRAMS -  
RECREATION & EDUCATION  
ADMINISTRATION**  
Budget Unit 100-62-608  
General Fund

<b>BUDGET AT A GLANCE</b>	
Total Revenue	\$ 19,000
Total Expenditures	1,201,693
Fund Balance	-
<hr/>	
General Fund Costs	\$1,182,693
Total Staffing	5.93
% Funded by General Fund	98.4%

In FY16, Youth and Teen Programs - Youth/Teen Supervision was changed to Recreation and Education - Administration as part of a department reorganization. The Leadership 95014 and Senior Adult Supervision programs were also incorporated into this program.

**PROGRAM OVERVIEW**

The Recreation and Education Division provides for the administration and coordination of youth and teen programs throughout the city, through the implementation of after school enrichment classes, camps, special events, preschool, and volunteer opportunities. The Leadership 95014 program provides a leadership training opportunity for adults living and working in the Cupertino community. A welcoming environment is created at the Senior Center for everyone 50 years and older. Enhancing a healthy lifestyle through quality education, recreation, travel, socials and volunteer opportunities. Cupertino residents use the facility for room rentals on weekends when the Senior Center is not being used for classes and programs.

**SERVICE OBJECTIVES**

- Provide management and supervision of all programs, activities, personnel, and facilities within the division.
- Establish program goals and priorities.
- Educate participants on Cupertino’s City government, schools, businesses and non-profit sectors.

- Coordinate the department's efforts in achieving the National Gold Medal Award from the American Academy of Park and Recreation Administration.
- Brand the "Cupertino Senior Center" in the community through expanding advertising and marketing
- Encourage participants to "Invest in the Community."
- Enhance executive leadership skills to enable participants to make a positive impact.

#### **FINAL ADOPTED BUDGET**

On June 6, 2016, City Council approved a budget of \$1,210,693 for the Recreation & Education Administration Program Budget. This represents an increase of \$1,083,895 over the FY 2015-16 Final Adopted Budget. The increase is due to the merging of three accounts due to the department re-organization and an increase of cost allocations.

This budget is funded from \$19,000 in department and a \$1,182,693 contribution from the General Fund.

The following table details revenue, total expenditures, changes in fund balance and General Fund costs by category for the two prior fiscal years, and the Final Adopted Budget for the current and prior fiscal years:

**Recreation and Education - Administration**

Category	2013-2014	2014-2015	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	3,000
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	16,000
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>			<b>\$ -</b>	<b>\$ 19,000</b>
<u>Expenditures</u>				
Employee Compensation	51,636	61,293	63,638	443,519
Employee Benefits	21,757	24,311	33,273	211,445
Materials	2,782	3,813	13,630	33,141
Contract Services	1,030	374	1,000	14,950
Cost Allocation	4,395	4,800	4,794	494,790
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
Appropriations for Contingenc	-	-	1,463	3,848
<b>TOTAL EXPENDITURES</b>	<b>\$ 81,599</b>	<b>\$ 94,591</b>	<b>\$ 117,798</b>	<b>\$ 1,201,693</b>
Fund Balance (Use of)				-
<b>General Fund Costs</b>	<b>\$ 81,599</b>	<b>\$ 94,591</b>	<b>\$ 117,798</b>	<b>\$ 1,182,693</b>

**STAFFING**

Total current authorized positions –45

This reflects changes in staffing as a result of the department reorganization in FY 2015-16. As part of the FY 2016-17 Adopted Budget, 1.0 limited-term Special Programs Coordinator was authorized.

Total authorized positions -5.93

#### 4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

The following report details actual expenditures and budgeted appropriations over a 4 year period at the account level.

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
<b>608 Administration</b>				
<b>05 - Employee compensation</b>				
500.501 - Salaries Full Time	49,069	58,182	62,569	418,145
500.502 - Salaries Part Time	0	0	0	15,305
500.503 - Excess Med Pay	0	0	0	0
500.505 - Overtime	166	978	0	4,800
500.506 - Car Allowance	2,400	2,132	840	3,240
500.507 - Taxable Life Premium		0	229	1,570
500.510 - Employee Agency Serv				0
500.513 - Sick Leave				459
<b>05 - Employee compensation Total</b>	<b>51,636</b>	<b>61,293</b>	<b>63,638</b>	<b>443,519</b>
<b>10 - Employee benefits</b>				
501.500 - Retirement System	13,218	15,399	17,191	112,293
501.502 - Pers 1959 Surv Empr	27	20	9	0
501.505 - Health Insurance	5,629	5,399	5,771	51,025
501.506 - Dental Insurance	574	600	616	5,677
501.507 - Medicare	837	908	898	6,032
501.508 - Life Insurance	409	427	409	3,163
501.509 - Long Term Disability	299	330	430	2,947
501.510 - Workers Compensation	627	324	6,560	17,402
501.511 - Vision Insurance	110	115	118	1,068
501.516 - Hra City Contribution	27	789	1,271	11,838
<b>10 - Employee benefits Total</b>	<b>21,757</b>	<b>24,311</b>	<b>33,273</b>	<b>211,445</b>
<b>15 - Materials</b>				
600.601 - General Office Supplies	163	459	2,750	6,795
600.602 - Printing and Duplication				50
600.613 - General Supplies	295	150	730	6,585
600.618 - Utilities and Phone	0	0	0	0
600.629 - Conference and Meeting	2,323	3,204	10,000	12,000
600.632 - Mileage Reimbursement	0	0	150	216
600.642 - Telephone and Data Services				7,495
<b>15 - Materials Total</b>	<b>2,782</b>	<b>3,813</b>	<b>13,630</b>	<b>33,141</b>
<b>20 - Contract services</b>				
700.701 - Training and Instruction	1,030	374	1,000	1,000
700.702 - General Service Agreement				13,750
700.703 - Maintenance of Equipment				200
<b>20 - Contract services Total</b>	<b>1,030</b>	<b>374</b>	<b>1,000</b>	<b>14,950</b>
<b>25 - Cost allocation</b>				
800.802 - IT Reimbursement	3,806	4,176	4,170	89,046
800.804 - Web Site Reimbursement	589	624	624	0
800.805 - CC CAP Allocation				17,829
800.806 - CM CAP Allocation				4,584
800.814 - Finance CAP Alloc				32,956
800.815 - Human resources CAP Alloc				104,280
800.816 - Recreation Admin CAP				0

800.821 - Building Maintenance CAP				246,095
25 - Cost allocation Total	4,395	4,800	4,794	494,790
35 - Contingencies				
719.705 - Contingencies	0	0	1,463	3,848
35 - Contingencies Total	0	0	1,463	3,848
<b>608 Administration Total</b>	<b>81,599</b>	<b>94,591</b>	<b>117,798</b>	<b>1,201,693</b>

**City of Cupertino**  
**Fiscal Year 2016-2017**

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**PUBLIC RESOURCES**

**Recreation Facilities**

**YOUTH & TEEN PROGRAMS-  
YOUTH PROGRAMS**

Budget Unit 100-62-609  
General Fund

In FY16, this program was transferred to Recreation and Education - Youth, Teen, and Senior Adult Recreation as part of a department reorganization. A complete discussion of this program can be found under Budget Unit 100-62-623.

This program will remain in order to maintain historical data however, once all prior year data as listed in the table below is \$0, this program will be removed.

The following table details revenue, total expenditures, changes in fund balance and General Fund costs by category for the two prior fiscal years, and the Final Adopted Budget for the current and prior fiscal years:

**Recreation & Community Services - Youth Programs**

Category	2013-2014	2014-2015	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	17,040	23,160	20,000	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	4,493	13,138	5,000	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ 21,533</b>	<b>\$ 36,298</b>	<b>\$ 25,000</b>	<b>\$ -</b>
<u>Expenditures</u>				
Employee Compensation	31,318	35,561	89,345	-
Employee Benefits	6,542	7,442	23,406	-
Materials	8,454	3,147	7,690	-
Contract Services	271	-	200	-
Cost Allocation	1,759	2,136	2,131	-
Capital Outlay	-	-	769	-
Special Projects	-	-	-	-
Appropriations for Contingenc	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 48,344</b>	<b>\$ 48,286</b>	<b>\$ 123,541</b>	<b>\$ -</b>
Fund Balance (Use of)	-	-	-	-
<b>General Fund Costs</b>	<b>\$ 26,811</b>	<b>\$ 11,988</b>	<b>\$ 98,541</b>	<b>\$ -</b>

**4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL**

The following report details actual expenditures and budgeted appropriations over a 4 year period at the account level.

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
<b>609 Youth Program</b>				
05 - Employee compensation				
500.501 - Salaries Full Time	13,461	14,906	52,717	0
500.502 - Salaries Part Time	17,779	20,624	35,360	0
500.505 - Overtime	78	30	0	0
500.507 - Taxable Life Premium		0	207	0
500.510 - Employee Agency Serv				0
500.513 - Sick Leave			1,061	0
<b>05 - Employee compensation Total</b>	<b>31,318</b>	<b>35,561</b>	<b>89,345</b>	<b>0</b>

10 - Employee benefits				
501.500 - Retirement System	3,545	3,679	12,838	0
501.502 - Pers 1959 Surv Empr	11	14	4	0
501.505 - Health Insurance	1,592	1,854	6,426	0
501.506 - Dental Insurance	180	222	705	0
501.507 - Medicare	653	728	778	0
501.508 - Life Insurance	110	138	391	0
501.509 - Long Term Disability	77	98	336	0
501.510 - Workers Compensation	251	252	326	0
501.511 - Vision Insurance	34	42	135	0
501.516 - Hra City Contribution	89	415	1,467	0
10 - Employee benefits Total	6,542	7,442	23,406	0
15 - Materials				
600.601 - General Office Supplies	3,823	785	0	0
600.611 - Uniforms/Safety Appar	3,593	1,492	4,000	0
600.613 - General Supplies		213	1,400	0
600.622 - State Mandated Cost	0	0	90	0
600.632 - Mileage Reimbursement	1,038	657	2,200	0
15 - Materials Total	8,454	3,147	7,690	0
20 - Contract services				
700.701 - Training and Instruction	0	0	200	0
700.702 - General Service Agreement	271	0	0	0
20 - Contract services Total	271	0	200	0
25 - Cost allocation				
800.802 - IT Reimbursement	1,523	1,860	1,854	0
800.804 - Web Site Reimbursement	236	276	277	0
800.805 - CC CAP Allocation				0
800.806 - CM CAP Allocation				0
800.814 - Finance CAP Alloc				0
800.815 - Human resources CAP Alloc				0
800.816 - Recreation Admin CAP				0
800.817 - Community Hall/Quinlan CAP				0
800.820 - Grounds Maintenance CAP				0
800.821 - Building Maintenance CAP				0
25 - Cost allocation Total	1,759	2,136	2,131	0
35 - Contingencies				
719.705 - Contingencies	0	0	769	0
35 - Contingencies Total	0	0	769	0
<b>609 Youth Program Total</b>	<b>48,344</b>	<b>48,286</b>	<b>123,541</b>	<b>0</b>



**PUBLIC RESOURCES**  
**Recreation Facilities**

**YOUTH AND TEEN PROGRAMS-  
TEEN PROGRAMS**

Budget Unit 100-62-610  
General Fund

In FY16, this program was transferred to Recreation and Education - Youth, Teen, and Senior Adult Recreation as part of a department reorganization. A complete discussion of this program can be found under Budget Unit 100-62-623.

This program will remain in order to maintain historical data however, once all prior year data as listed in the table below is \$0, this program will be removed.

The following table details revenue, total expenditures, changes in fund balance and General Fund costs by category for the two prior fiscal years, and the Final Adopted Budget for the current and prior fiscal years:

**Recreation and Community Services - Teen Programs**

Category	2013-2014	2014-2015	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	1,100	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,100</b>	<b>\$ -</b>
<u>Expenditures</u>				
Employee Compensation	17,228	8,471	8,781	-
Employee Benefits	5,873	2,936	3,736	-
Materials	431	679	1,100	-
Contract Services	1,200	1,643	2,300	-
Cost Allocation	1,759	2,136	2,131	-
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
Appropriations for Contingenc:	-	-	340	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 26,491</b>	<b>\$ 15,865</b>	<b>\$ 18,388</b>	<b>\$ -</b>
Fund Balance (Use of)	-	-	-	-
<b>General Fund Costs</b>	<b>\$ 26,491</b>	<b>\$ 15,865</b>	<b>\$ 17,288</b>	<b>\$ -</b>

**4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL**

The following report details actual expenditures and budgeted appropriations over a 4 year period at the account level.

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
610 Teen Program				
05 - Employee compensation				
500.501 - Salaries Full Time	12,047	5,929	7,928	0
500.502 - Salaries Part Time	5,120	2,373	815	0
500.505 - Overtime	61	169	0	0
500.507 - Taxable Life Premium		0	14	0
500.510 - Employee Agency Serv				0
500.513 - Sick Leave			24	0
05 - Employee compensation Total	17,228	8,471	8,781	0
10 - Employee benefits				

501.500 - Retirement System	3,173	1,576	2,251	0
501.502 - Pers 1959 Surv Empr	10	1	10	0
501.505 - Health Insurance	1,714	632	857	0
501.506 - Dental Insurance	188	77	94	0
501.507 - Medicare	314	168	114	0
501.508 - Life Insurance	115	48	55	0
501.509 - Long Term Disability	72	40	55	0
501.510 - Workers Compensation	251	252	86	0
501.511 - Vision Insurance	36	15	18	0
501.516 - Hra City Contribution	0	128	196	0
10 - Employee benefits Total	5,873	2,936	3,736	0
15 - Materials				
600.601 - General Office Supplies	243	638	75	0
600.613 - General Supplies	184	40	1,000	0
600.632 - Mileage Reimbursement	3	0	25	0
15 - Materials Total	431	679	1,100	0
20 - Contract services				
700.701 - Training and Instruction	940	1,003	1,100	0
700.702 - General Service Agreement	260	640	1,200	0
20 - Contract services Total	1,200	1,643	2,300	0
25 - Cost allocation				
800.802 - IT Reimbursement	1,523	1,860	1,854	0
800.804 - Web Site Reimbursement	236	276	277	0
800.805 - CC CAP Allocation				0
800.806 - CM CAP Allocation				0
800.814 - Finance CAP Alloc				0
800.815 - Human resources CAP Alloc				0
800.816 - Recreation Admin CAP				0
25 - Cost allocation Total	1,759	2,136	2,131	0
35 - Contingencies				
719.705 - Contingencies	0	0	340	0
35 - Contingencies Total	0	0	340	0
<b>610 Teen Program Total</b>	<b>26,491</b>	<b>15,865</b>	<b>18,388</b>	<b>0</b>

**City of Cupertino**  
**Fiscal Year 2016-2017**

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**PUBLIC RESOURCES**

**Recreation Facilities**

**YOUTH AND TEEN PROGRAMS-  
TEEN CENTER**

Budget Unit 100-62-611

General Fund

In FY16, this program was transferred to Recreation and Education - Youth, Teen, and Senior Adult Recreation as part of a department reorganization. A complete discussion of this program can be found under Budget Unit 100-62-623.

This program will remain in order to maintain historical data however, once all prior year data as listed in the table below is \$0, this program will be removed.

The following table details revenue, total expenditures, changes in fund balance and General Fund costs by category for the two prior fiscal years, and the Final Adopted Budget for the current and prior fiscal years:

**Recreation and Community Services - Teen Center**

Category	2013-2014	2014-2015	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	600	600	1,200	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	4,238	2,548	3,000	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ 4,838</b>	<b>\$ 3,148</b>	<b>\$ 4,200</b>	<b>\$ -</b>
<u>Expenditures</u>				
Employee Compensation	73,800	65,253	75,280	-
Employee Benefits	11,472	10,865	13,599	-
Materials	8,001	5,324	10,060	-
Contract Services	210	-	1,700	-
Cost Allocation	3,077	3,720	3,729	-
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
Appropriations for Contingenc:	-	-	1,176	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 96,560</b>	<b>\$ 85,162</b>	<b>\$ 105,544</b>	<b>\$ -</b>
Fund Balance (Use of)	-	-	-	-
<b>General Fund Costs</b>	<b>\$ 91,722</b>	<b>\$ 82,014</b>	<b>\$ 101,344</b>	<b>\$ -</b>

**4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL**

The following report details actual expenditures and budgeted appropriations over a 4 year period at the account level.

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
<b>611 Teen Center</b>				
05 - Employee compensation				
500.501 - Salaries Full Time	21,082	20,750	27,747	0
500.502 - Salaries Part Time	52,611	44,413	46,100	0
500.505 - Overtime	107	89	0	0
500.507 - Taxable Life Premium		0	50	0
500.513 - Sick Leave			1,383	0
05 - Employee compensation Total	73,800	65,253	75,280	0
10 - Employee benefits				
501.500 - Retirement System	5,554	5,624	7,879	0

501.502 - Pers 1959 Surv Empr	18	5	6	0
501.505 - Health Insurance	2,999	2,220	2,999	0
501.506 - Dental Insurance	329	269	329	0
501.507 - Medicare	1,744	1,496	398	0
501.508 - Life Insurance	202	168	194	0
501.509 - Long Term Disability	126	139	193	0
501.510 - Workers Compensation	439	444	853	0
501.511 - Vision Insurance	63	51	63	0
501.516 - Hra City Contribution	0	449	685	0
10 - Employee benefits Total	11,472	10,865	13,599	0
15 - Materials				
600.601 - General Office Supplies	1,710	3,208	250	0
600.606 - Software	140	0	140	0
600.613 - General Supplies	6,144	1,667	9,500	0
600.618 - Utilities and Phone		0	0	0
600.622 - State Mandated Cost	0	0	95	0
600.632 - Mileage Reimbursement	8	21	75	0
600.642 - Telephone and Data Services		427	0	0
15 - Materials Total	8,001	5,324	10,060	0
20 - Contract services				
700.701 - Training and Instruction	141	0	200	0
700.702 - General Service Agreement	69	0	1,500	0
20 - Contract services Total	210	0	1,700	0
25 - Cost allocation				
800.802 - IT Reimbursement	2,664	3,240	3,244	0
800.804 - Web Site Reimbursement	413	480	485	0
800.805 - CC CAP Allocation				0
800.806 - CM CAP Allocation				0
800.814 - Finance CAP Alloc				0
800.815 - Human resources CAP Alloc				0
800.816 - Recreation Admin CAP				0
800.821 - Building Maintenance CAP				0
25 - Cost allocation Total	3,077	3,720	3,729	0
35 - Contingencies				
719.705 - Contingencies	0	0	1,176	0
35 - Contingencies Total	0	0	1,176	0
<b>611 Teen Center Total</b>	<b>96,560</b>	<b>85,162</b>	<b>105,544</b>	<b>0</b>



**PUBLIC RESOURCES**  
**Recreation Facilities**

**YOUTH AND TEEN PROGRAMS-  
NATURE PROGRAMS**

Budget Unit 100-62-612  
General Fund

In FY16, this program was transferred to the Sports, Safety, and Outdoor Recreation Division as part of a department reorganization. The Nature Classes/Camps were incorporated into Programs and McClellan Ranch Preserve was incorporated into Park Facilities. A complete discussion of this program can be found under Budget Unit 580-63-620.

This program will remain in order to maintain historical data however, once all prior year data as listed in the table below is \$0, this program will be removed.

The following table details revenue, total expenditures, changes in fund balance and General Fund costs by category for the two prior fiscal years, and the Final Adopted Budget for the current and prior fiscal years:

**Recreation and Community Services - Nature Programs**

Category	2013-2014	2014-2015	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	1,594	4,836	8,030	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	4,431	572	14,400	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ 6,025</b>	<b>\$ 5,408</b>	<b>\$ 22,430</b>	<b>-</b>
<u>Expenditures</u>				
Employee Compensation	93,961	95,108	209,460	-
Employee Benefits	35,402	35,117	54,828	-
Materials	14,704	21,018	53,405	-
Contract Services	193	244	9,000	-
Cost Allocation	9,493	11,508	11,507	-
Capital Outlay	-	-	-	-
Special Projects	28,000	28,000	70,500	-
Appropriations for Contingenc	-	-	6,241	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 181,753</b>	<b>\$ 190,995</b>	<b>\$ 414,941</b>	<b>-</b>
Fund Balance (Use of)	-	-	-	-
<b>General Fund Costs</b>	<b>\$ 175,728</b>	<b>\$ 185,586</b>	<b>\$ 392,511</b>	<b>\$ -</b>

**4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL**

The following report details actual expenditures and budgeted appropriations over a 4 year period at the account level.

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
612 Park Facilities				
05 - Employee compensation				
500.501 - Salaries Full Time	79,407	77,621	117,058	0
500.502 - Salaries Part Time	14,234	17,365	88,125	0
500.505 - Overtime	320	66	321	0
500.506 - Car Allowance		55	240	0
500.507 - Taxable Life Premium		0	1,072	0
500.510 - Employee Agency Serv				0
500.513 - Sick Leave			2,644	0
05 - Employee compensation Total	93,961	95,108	209,460	0
10 - Employee benefits				

501.500 - Retirement System	20,807	20,591	31,830	0
501.502 - Pers 1959 Surv Empr	57	22	57	0
501.505 - Health Insurance	9,242	8,227	12,738	0
501.506 - Dental Insurance	1,010	963	1,392	0
501.507 - Medicare	833	850	1,701	0
501.508 - Life Insurance	632	613	809	0
501.509 - Long Term Disability	462	509	778	0
501.510 - Workers Compensation	1,355	1,356	2,362	0
501.511 - Vision Insurance	193	184	266	0
501.516 - Hra City Contribution	811	1,799	2,895	0
10 - Employee benefits Total	35,402	35,117	54,828	0
15 - Materials				
600.601 - General Office Supplies	821	4,811	1,500	0
600.602 - Printing and Duplication	105	55	105	0
600.604 - Postage	0	0	150	0
600.613 - General Supplies	4,350	8,853	45,600	0
600.618 - Utilities and Phone	0	0	6,000	0
600.629 - Conference and Meeting	0	0	0	0
600.632 - Mileage Reimbursement	416	0	50	0
600.642 - Telephone and Data Services	9,012	7,300	0	0
15 - Materials Total	14,704	21,018	53,405	0
20 - Contract services				
700.701 - Training and Instruction	47	244	400	0
700.702 - General Service Agreement	146	0	8,600	0
700.703 - Maintenance of Equipment			0	0
20 - Contract services Total	193	244	9,000	0
25 - Cost allocation				
800.802 - IT Reimbursement	8,220	10,008	10,009	0
800.804 - Web Site Reimbursement	1,273	1,500	1,498	0
800.805 - CC CAP Allocation				0
800.806 - CM CAP Allocation				0
800.814 - Finance CAP Alloc				0
800.815 - Human resources CAP Alloc				0
800.816 - Recreation Admin CAP				0
25 - Cost allocation Total	9,493	11,508	11,507	0
31 - Special projects				
900.909 - Acterra Habitat Enhancement	28,000	28,000	70,500	0
31 - Special projects Total	28,000	28,000	70,500	0
35 - Contingencies				
719.705 - Contingencies	0	0	6,241	0
35 - Contingencies Total	0	0	6,241	0
<b>612 Park Facilities Total</b>	<b>181,753</b>	<b>190,995</b>	<b>414,941</b>	<b>0</b>



**PUBLIC RESOURCES**

**Recreation Facilities**

**RECREATION AND EDUCATION -  
YOUTH, TEEN, AND SENIOR ADULT  
RECREATION**

Budget Unit 100-62-623  
General Fund

<b>BUDGET AT A GLANCE</b>	
Total Revenue	\$ 715,750
Total Expenditures	2,022,927
Fund Balance	-
<hr/>	
General Fund Costs	\$ 1,307,177
Total Staffing	4.17
% Funded by General Fund	64.6%

In FY16, the Recreation and Education division was established as part of a department reorganization. This program includes Youth and Teen Programs, Senior Adult Recreation, Case Management, and the Teen Center.

**PROGRAM OVERVIEW**

Provide youth enrichment programs, both City sponsored and in conjunction with the Cupertino Union School District (CUSD), to the community. Provide volunteer opportunities for teens in the Cupertino community. Provide a safe, comfortable, and well maintained Teen Center for students in grades 6-12. The Case Management Program has made it possible for seniors to continue to remain independent and safe in their own homes. For case manager services a senior must be a Cupertino Senior Center member. The Senior Adult Recreation program will generate user fees of approximately \$600,000 from trips, memberships, classes, and social events. Senior Center members support programs and services and give over 22,000 hours of volunteer service annually.

**SERVICE OBJECTIVES**

- Provide the Cupertino Afterschool Recreation and Education (CARE) “pilot” program to one elementary and one middle school within Cupertino Union School District.
- Investigate opportunities to partner with CUSD, Fremont Union High School District, and the SCC Library.
- Host an appreciation event for volunteers who support the recreation department throughout the year.
- Coordinate the volunteer efforts of teens in the program areas of summer camps, aquatics, and outdoor park improvements through the Leader In Training program and Civically Active Teens.

- Provide In-Service Training Week in June to the department teen volunteers.
- Maintain maximum operating hours for teens to drop-in during non-school hours to partake in leisure and enrichment activities at the Teen Center.
- Provide new and expanded programs with the ongoing operation of the Teen Center and through the efforts of the Teen Commission.
- Coordinate with the Teen Commission to market the Teen Center.
- Investigate the possibility of training a bilingual senior housing resource consultant volunteer.
- Continue to provide multi-lingual case management services.
- Offer educational courses, group travel, and socialization opportunities to adults aged 50 and over
- Provide volunteer service opportunities for adults aged 50 and over

### **FINAL ADOPTED BUDGET**

On June 6, 2016, City Council approved a budget of \$2,022,927 for the program budget. There is an increase of \$68,986 due to an increase of PTE salaries due to expanded program offerings and \$588,869 due to Cost Allocation.

This budget is funded from \$715,750 in estimated program revenue, and \$1,307,177 in contribution from the General Fund.

The following table details revenue, total expenditures, changes in fund balance and General Fund costs by category for the two prior fiscal years, and the Final Adopted Budget for the current and prior Fiscal Years:

**Recreation and Education - Youth, Teen, Senior Adult Recreation**

Category	2013-2014	2014-2015	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	1,000
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	714,750
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>				<b>\$ 715,750</b>
<u>Expenditures</u>				
Employee Compensation	-	-	-	524,334
Employee Benefits	-	-	-	146,917
Materials	-	-	-	577,843
Contract Services	-	-	-	123,800
Cost Allocation	-	-	-	588,869
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
Appropriations for Contingenc	-	-	-	61,164
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,022,927</b>
Fund Balance (Use of)	-	-	-	-
<b>General Fund Costs</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,307,177</b>

**STAFFING**

Total current authorized positions – N/A

Staff changes are due to re-organization of department.

Total authorized positions – 4.17

#### 4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

The following report details actual expenditures and budgeted appropriations over a 4 year period at the account level.

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
<b>623 Youth, Teen and Senior Adult Rec</b>				
05 - Employee compensation				
500.501 - Salaries Full Time				314,564
500.502 - Salaries Part Time				196,362
500.505 - Overtime				8,450
500.506 - Car Allowance				0
500.507 - Taxable Life Premium				901
500.513 - Sick Leave				4,057
05 - Employee compensation Total				524,334
10 - Employee benefits				
501.500 - Retirement System				83,406
501.505 - Health Insurance				34,873
501.506 - Dental Insurance				3,896
501.507 - Medicare				4,541
501.508 - Life Insurance				2,519
501.509 - Long Term Disability				2,238
501.510 - Workers Compensation				6,587
501.511 - Vision Insurance				733
501.516 - Hra City Contribution				8,124
10 - Employee benefits Total				146,917
15 - Materials				
600.601 - General Office Supplies				3,650
600.602 - Printing and Duplication				7,750
600.604 - Postage				250
600.606 - Software				140
600.611 - Uniforms/Safety Appar				0
600.613 - General Supplies				25,750
600.622 - State Mandated Cost				0
600.632 - Mileage Reimbursement				1,675
600.639 - Special Program Expenses				534,875
600.642 - Telephone and Data Services				3,753
15 - Materials Total				577,843
20 - Contract services				
700.701 - Training and Instruction				16,000
700.702 - General Service Agreement				91,800
700.703 - Maintenance of Equipment				8,000
700.707 - Bank Charges				8,000
20 - Contract services Total				123,800
25 - Cost allocation				
800.802 - IT Reimbursement				68,501
800.805 - CC CAP Allocation				17,764

800.806 - CM CAP Allocation				4,718
800.814 - Finance CAP Alloc				57,344
800.815 - Human resources CAP Alloc				64,362
800.816 - Recreation Admin CAP				0
800.817 - Community Hall/Quinlan CAP				333,320
800.820 - Grounds Maintenance CAP				0
800.821 - Building Maintenance CAP				42,860
25 - Cost allocation Total				588,869
35 - Contingencies				
719.705 - Contingencies				61,164
35 - Contingencies Total				61,164
<b>623 Youth, Teen and Senior Adult Rec Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,022,927</b>



**PUBLIC RESOURCES**

**Recreation Facilities**

**RECREATION AND EDUCATION-  
 RECREATION PROGRAMS**

Budget Unit 580-62-613  
 Enterprise Fund

<b>BUDGET AT A GLANCE</b>	
Total Revenue	\$ 1,396,000
Total Expenditures	1,960,007
Fund Balance	(125,899)
<hr/>	
General Fund Costs	\$ 438,108
Total Staffing	1.75
% Funded by General Fund	22.4%

In FY16, the Youth and Teen program was placed under the Recreation and Education division as part of a department reorganization.

**PROGRAM OVERVIEW**

Provide fee-based youth/teen programs, including classes, camps and special events with little or no impact to the General Fund.

**SERVICE OBJECTIVES**

- Provide a nine-month preschool program, summer camps, and an extensive variety of contractual classes for youth, teen, and adults, while collaborating with the Cupertino Union School District and Fremont Union High School district on select program offerings.
- Promote programs through social media to increase community awareness.
- Increase the number of youth and teen Science Technology Engineering Math (STEM) programs offered.
- Expand all-day summer camp offerings to meet the daycare needs of families in the community.

## FINAL ADOPTED BUDGET

On June 6, 2016, City Council approved a budget of \$1,960,007 for the Recreation and Education Budget. This represents an increase of \$54,406 over the FY 2015-16 Final Adopted Budget. The increase is attributed primarily to increases in contract services and Cost Allocation.

This budget is funded from \$1,396,000 in estimated department revenue resulting from charges to users and a \$438,108 contribution from the General Fund. It is projected that this program will approximately \$125,899 in fund balance.

The following table details revenue, total expenditures, changes in fund balance and General Fund costs by category for the two prior fiscal years, and the Final Adopted Budget for the current and prior fiscal years:

### Recreation and Education - Youth and Teen Recreation Programs

Category	2013-2014	2014-2015	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	1,401,800	1,396,000
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,401,800</b>	<b>\$ 1,396,000</b>
<u>Expenditures</u>				
Employee Compensation	411,744	368,918	464,228	402,151
Employee Benefits	81,157	74,445	86,913	67,837
Materials	64,765	63,190	76,650	75,688
Contract Services	898,464	855,773	991,800	1,045,600
Cost Allocation	176,078	146,945	146,408	172,555
Capital Outlay	-	-	-	-
Special Projects	-	-	106,845	85,476
Appropriations for Contingenc	53,073	85,233	110,700	110,700
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,685,281</b>	<b>\$ 1,594,504</b>	<b>\$ 1,983,544</b>	<b>\$ 1,960,007</b>
Fund Balance (Use of)	-	-	-	(125,899)
<b>General Fund Costs</b>	<b>\$ 1,685,281</b>	<b>\$ 1,594,504</b>	<b>\$ 581,744</b>	<b>\$ 438,108</b>

## STAFFING

Total current authorized positions –2.25

This reflects changes in staffing as a result of the department reorganization in FY 2015-16.

Total authorized positions – 1.75

## 4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

The following report details actual expenditures and budgeted appropriations over a 4 year period at the account level.

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
<b>613 Youth Teen Recreation</b>				
05 - Employee compensation				
500.501 - Salaries Full Time	211,817	181,175	191,288	152,232
500.502 - Salaries Part Time	199,062	186,924	263,032	240,000
500.505 - Overtime	865	542	100	250
500.506 - Car Allowance		277	1,200	1,200
500.507 - Taxable Life Premium		0	717	578
500.510 - Employee Agency Serv				0
500.513 - Sick Leave			7,891	7,891
05 - Employee compensation Total	411,744	368,918	464,228	402,151
10 - Employee benefits				
501.500 - Retirement System	46,196	38,058	52,735	40,239
501.502 - Pers 1959 Surv Empr	120	92	40	0
501.505 - Health Insurance	19,184	18,206	19,566	15,522
501.506 - Dental Insurance	2,061	2,110	2,121	1,676
501.507 - Medicare	7,659	7,343	2,746	2,196
501.508 - Life Insurance	1,332	1,385	1,317	1,074
501.509 - Long Term Disability	976	1,114	1,324	1,062
501.510 - Workers Compensation	2,823	2,820	2,260	2,260
501.511 - Vision Insurance	394	403	403	315
501.516 - Hra City Contribution	411	2,914	4,401	3,493
10 - Employee benefits Total	81,157	74,445	86,913	67,837
15 - Materials				
600.601 - General Office Supplies	4,583	1,092	1,000	1,200
600.602 - Printing and Duplication	43,198	39,142	45,000	45,000
600.604 - Postage	30	10	600	5,300
600.608 - Sml Tools and Equipment	96	0	96	0
600.613 - General Supplies	15,539	19,771	27,900	19,450
600.618 - Utilities and Phone	0	0	351	0
600.622 - State Mandated Cost	0	66	338	338
600.629 - Conference and Meeting	740	2,651	740	4,000
600.632 - Mileage Reimbursement	581	459	625	400
600.642 - Telephone and Data Services	0	0	0	0
15 - Materials Total	64,765	63,190	76,650	75,688
20 - Contract services				

700.701 - Training and Instruction	1,979	1,606	2,000	2,000
700.702 - General Service Agreement	800,618	760,521	897,200	950,000
700.703 - Maintenance of Equipment	1,736	1,659	1,600	1,600
700.706 - Rent Expense	1,245	739	2,000	3,000
700.707 - Bank Charges	92,885	91,248	89,000	89,000
20 - Contract services Total	898,464	855,773	991,800	1,045,600
25 - Cost allocation				
800.802 - IT Reimbursement	17,126	20,856	20,852	40,536
800.803 - City Channel Reimb	7,453	5,424	5,425	0
800.804 - Web Site Reimbursement	2,652	3,120	3,121	0
800.805 - CC CAP Allocation	17,252	6,773	6,248	13,787
800.806 - CM CAP Allocation	16,711	15,564	15,561	3,829
800.807 - ENV Affairs CAP Alloc	5,301	4,356	4,359	0
800.808 - ECON Dev CAP Alloc	4,057	4,176	4,180	0
800.809 - City Clerk CAP Alloc	1,335	5,706	1,244	3,900
800.811 - Public Affairs CAP Alloc	12,369	3,798	7,591	0
800.812 - Disaster PREP CAP Alloc	4,168	660	1,318	0
800.813 - Admin Serv CAP Allocation	12,724	7,536	7,536	0
800.814 - Finance CAP Alloc	24,127	18,168	18,170	34,751
800.815 - Human resources CAP Alloc	50,803	50,808	50,803	16,369
800.816 - Recreation Admin CAP				0
800.821 - Building Maintenance CAP				59,383
25 - Cost allocation Total	176,078	146,945	146,408	172,555
31 - Special projects				
900.945 - Fixed Asset Acquisition	0	0	0	0
31 - Special projects Total	0	0	0	0
35 - Contingencies				
719.705 - Contingencies	0	0	106,845	85,476
35 - Contingencies Total	0	0	106,845	85,476
50 - Other financing uses				
800.904 - Depreciation Expenses	53,073	85,233	110,700	110,700
50 - Other financing uses Total	53,073	85,233	110,700	110,700
<b>613 Youth Teen Recreation Total</b>	<b>1,685,281</b>	<b>1,594,504</b>	<b>1,983,544</b>	<b>1,960,007</b>



CUPERTINO

**PUBLIC RESOURCES**

**Recreation Facilities**

**SPORTS, SAFETY, AND OUTDOOR  
RECREATION – PARK FACILITIES**

Budget Unit 100-63-612  
General Fund

**BUDGET AT A GLANCE**

Total Revenue	\$	349,000
Total Expenditures		1,883,351
Fund Balance		-
<hr/>		
General Fund Costs	\$	1,534,351
Total Staffing		2.83
% Funded by General Fund		81.5%

In FY16, the Sports, Safety, and Outdoor Recreation division was established as part of a department reorganization. This program includes Monta Vista Recreation Center, Creekside Park, McClellan Ranch Preserve, and Blackberry Farm.

**PROGRAM OVERVIEW**

Blackberry Farm provides the community with recreational space to swim, picnic, and enjoy the Stevens Creek Trail. McClellan Ranch Preserve offers environmental education classes/creek tours to school groups, nature programs, and is the location for the Community Garden program and non-profit groups such as Acterra, Santa Clara Valley Audubon Society, UCCE Master Gardeners, and Rolling Hills 4-H Club. The Creekside Park building provides community members with facility space which can be used for a variety of activities. The Monta Vista Recreation Center is home to a diverse array of recreational activities.

**SERVICE OBJECTIVES**

Blackberry Farm Picnic Grounds and Pools:

- Provide the community with two recreational pools for drop-in use.
- Bring the community together with the annual Cupertino Day and 4<sup>th</sup> of July events.
- Partner with the Audubon Society to provide a combined Harvest Festival and Wildlife Education Day event.
- Increase residential usage of the facility.
- Implement a Park Ranger staff classification to increase assistance with restoration, interpretation, and enhanced corridor supervision.

McClellan Ranch Preserve:

- Continue to offer drop-in visitor hours at the Environmental Education Center and Blacksmith Shop.
- Expand and develop opportunities for volunteers to play a role throughout the Stevens Creek Corridor by providing leadership in restoration and stewardship activities, leading and assisting interpretive programs, and serving as Environmental Education Center museum hosts.
- Develop text and imagery for temporary and permanent interpretive signage throughout the corridor.
- Develop park management internship opportunities.
- Partner with SCVAS, Acterra, Watershed Stewardship Interns, Nerds for Nature, Rolling Hills 4H and UCCE Master Gardeners in providing public education programs.
- Provide Community Gardeners with training on rodent control and invasive plant abatement.
- Offer school and group tours

Creekside Park Building:

- Rent facility for non-profit board meetings, birthday parties, school group picnics, and other similar activities.
- Provide contractual and staff-run classes and camps.
- Offer pop-up nature and environmental education opportunities to serve Cupertino's eastside residents.

Monta Vista Recreation Center:

- Provide gymnastics classes via Twisters Sports Center.
- Offer department run pre-school program.
- Provide contractual and staff-run classes and camps.
- Make space available for co-sponsored clubs and rentals.

## **FINAL ADOPTED BUDGET**

On June 6, 2016, City Council approved a budget of \$1,883,351 for the Sports, Safety, and Outdoor Recreation Division. This represents a combined increase of \$788,007 over the FY2015-16 Final Adopted for each facility. This increase is primarily due to an increase in cost allocation (\$815,707).

This budget is funded from \$349,000 in estimated revenue and a \$1,534,351 contribution from the General Fund.

The following table details revenue, total expenditures, changes in fund balance and General Fund costs by category for the two prior fiscal years, and the Final Adopted Budget for the current and prior Fiscal Years:

**Sports, Safety and Outdoor Recreation - Park Facilities**

Category	2013-2014	2014-2015	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<i>Revenue</i>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	99,000
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	250,000
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 349,000</b>
<i>Expenditures</i>				
Employee Compensation	-	-	-	664,404
Employee Benefits	-	-	-	102,190
Materials	-	-	-	134,664
Contract Services	-	-	-	31,550
Cost Allocation	-	-	-	815,707
Capital Outlay	-	-	-	80,500
Special Projects	-	-	-	34,000
Appropriations for Contingenc	-	-	-	20,336
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,883,351</b>
Fund Balance (Use of)	-	-	-	-
<b>General Fund Costs</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,534,351</b>

## STAFFING

Total current authorized positions –N/A

Increase in staffing allocation is due to consolidation of Blackberry Farm, Creekside Park, Monta Vista Recreation Center, and McClellan Ranch Preserve into one account. Staffing allocations were adjusted across the division to accommodate the department reorganization.

Total Authorized Positions – 2.83

## 4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

The following report details actual expenditures and budgeted appropriations over a 4 year period at the account level.

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
<b>63 Sports, Safety &amp; Outdoor Rec</b>				
<b>612 Park Facilities</b>				
05 - Employee compensation				
500.501 - Salaries Full Time				215,315
500.502 - Salaries Part Time				433,115
500.505 - Overtime				3,821
500.506 - Car Allowance				480
500.507 - Taxable Life Premium				1,415
500.513 - Sick Leave				10,258
05 - Employee compensation Total				664,404
10 - Employee benefits				
501.500 - Retirement System				58,068
501.505 - Health Insurance				24,315
501.506 - Dental Insurance				2,708
501.507 - Medicare				3,106
501.508 - Life Insurance				1,597
501.509 - Long Term Disability				1,514
501.510 - Workers Compensation				4,725
501.511 - Vision Insurance				509
501.516 - Hra City Contribution				5,648
10 - Employee benefits Total				102,190
15 - Materials				
600.601 - General Office Supplies				5,475
600.602 - Printing and Duplication				500
600.604 - Postage				441
600.609 - Equipment Parts				369
600.611 - Uniforms/Safety Appar				2,000
600.613 - General Supplies				100,200
600.616 - Haz Material Mgmt				360
600.619 - Advertising and Legal Notices				369
600.622 - State Mandated Cost				1,800
600.629 - Conference and Meeting				4,000
600.632 - Mileage Reimbursement				650

600.642 - Telephone and Data Services	18,500
15 - Materials Total	134,664
20 - Contract services	
700.701 - Training and Instruction	3,400
700.702 - General Service Agreement	11,150
700.703 - Maintenance of Equipment	9,000
700.707 - Bank Charges	8,000
20 - Contract services Total	31,550
25 - Cost allocation	
800.802 - IT Reimbursement	28,575
800.805 - CC CAP Allocation	11,525
800.806 - CM CAP Allocation	3,084
800.814 - Finance CAP Alloc	30,216
800.815 - Human resources CAP Alloc	163,151
800.816 - Recreation Admin CAP	0
800.821 - Building Maintenance CAP	579,156
25 - Cost allocation Total	815,707
30 - Capital outlays	
900.905 - Facility Improvements	80,500
30 - Capital outlays Total	80,500
31 - Special projects	
900.945 - Fixed Asset Acquisition	34,000
31 - Special projects Total	34,000
35 - Contingencies	
719.705 - Contingencies	20,336
35 - Contingencies Total	20,336
<b>612 Park Facilities Total</b>	<b>1,883,351</b>



**PUBLIC RESOURCES**

**Recreation Facilities**

**SPORTS, SAFETY, AND OUTDOOR  
 RECREATION - ADMINISTRATION**

Budget Unit 100-63-615

General Fund

**BUDGET AT A GLANCE**

Total Revenue	\$ -
Total Expenditures	276,720
Fund Balance	-
<hr/>	
General Fund Costs	\$ 276,720
Total Staffing	1.20
% Funded by General Fund	100.0%

In FY16, Sports and Fitness - Sports/Fitness Supervision was changed to Sports, Safety, and Outdoor Recreation - Administration as part of a department reorganization.

**PROGRAM OVERVIEW**

Supervises all facets of the Sports, Safety, and Outdoor Recreation Division. Provides for the supervision and operation of the Cupertino Sports Center and Blackberry Farm Golf Course as enterprise facilities. In addition, provides for the supervision and operation of Blackberry Farm picnic area and swimming pools, McClellan Ranch Preserve, Monta Vista Recreation Center and Creekside Park building. The Sports, Safety, and Outdoor Recreation Division includes a diverse offerings of recreation program for all ages including sports leagues, camps/classes, nature programs, volunteer opportunities, drop-in activities, and special events. Aquatics programs, golf, and specialty classes as offered seasonally.

**SERVICE OBJECTIVES**

- Efficiently manage the Cupertino Sports Center, Blackberry Farm Golf Course, Blackberry Farm picnic sites and swimming pools, McClellan Ranch Preserve, Monta Vista Recreation Center, Creekside park building, nine school sites and various City fields.
- Increase City staff's involvement in disaster preparedness through training, community awareness, and collaboration with local agencies.
- Consolidate all park facilities and staff within the Stevens Creek Corridor into one division in order to enhance customer service and experience for park visitors.
- Oversee marketing, budget preparations, and programming plans for all locations.

## FINAL ADOPTED BUDGET

On June 6, 2016, City Council approved a budget of \$276,720 for the Sports, Fitness, and Outdoor Recreation Division. This represents an increase of \$182,081 over the FY 2015-16 Final Adopted Budget. This can be attributed to an increase in employee compensation/benefits and cost allocation.

This budget is funded entirely from the General Fund.

The following table details revenue, total expenditures, changes in fund balance and General Fund costs by category for the two prior fiscal years, and the Final Adopted Budget for the current and prior fiscal years:

### Sports, Safety, and Outdoor Recreation - Administration

Category	2013-2014	2014-2015	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<u>Expenditures</u>				
Employee Compensation	61,887	41,896	56,171	108,089
Employee Benefits	26,605	17,492	28,329	51,990
Materials	612	914	3,306	6,955
Contract Services	-	-	100	4,400
Cost Allocation	6,153	6,384	6,392	105,013
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
Appropriations for Contingenc	-	-	341	273
<b>TOTAL EXPENDITURES</b>	<b>\$ 95,257</b>	<b>\$ 66,686</b>	<b>\$ 94,639</b>	<b>\$ 276,720</b>
Fund Balance (Use of)	-	-	-	-
<b>General Fund Costs</b>	<b>\$ 95,257</b>	<b>\$ 66,686</b>	<b>\$ 94,639</b>	<b>\$ 276,720</b>

## STAFFING

Total current authorized positions—0.60

Increase in staffing allocation is due department reorganization and the addition of the Sports, Safety, and Outdoor Recreation Division.

Total authorized positions – 1.20

## 4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

The following report details actual expenditures and budgeted appropriations over a 4 year period at the account level.

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
<b>615 Administration</b>				
05 - Employee compensation				
500.501 - Salaries Full Time	58,964	40,227	54,274	107,355
500.503 - Excess Med Pay	523	60	1,138	0
500.505 - Overtime	0	317	0	0
500.506 - Car Allowance	2,400	1,292	600	480
500.507 - Taxable Life Premium		0	159	254
500.510 - Employee Agency Serv				0
05 - Employee compensation Total	61,887	41,896	56,171	108,089
10 - Employee benefits				
501.500 - Retirement System	16,043	10,830	14,296	29,272
501.502 - Pers 1959 Surv Empr	38	10	13	0
501.505 - Health Insurance	6,504	2,864	5,285	10,493
501.506 - Dental Insurance	741	476	568	1,148
501.507 - Medicare	977	1,109	779	1,549
501.508 - Life Insurance	497	315	367	798
501.509 - Long Term Disability	360	227	375	755
501.510 - Workers Compensation	879	876	5,364	5,364
501.511 - Vision Insurance	142	91	108	216
501.516 - Hra City Contribution	426	695	1,174	2,395
10 - Employee benefits Total	26,605	17,492	28,329	51,990
15 - Materials				
600.601 - General Office Supplies	131	111	156	600
600.613 - General Supplies	20	0	150	150
600.618 - Utilities and Phone	0	0	1,000	0
600.629 - Conference and Meeting	0	107	2,000	4,000
600.632 - Mileage Reimbursement	0	6	0	200
600.642 - Telephone and Data Services	462	691	0	2,005
15 - Materials Total	612	914	3,306	6,955
20 - Contract services				
700.701 - Training and Instruction	0	0	100	4,400
20 - Contract services Total	0	0	100	4,400
25 - Cost allocation				

800.802 - IT Reimbursement	5,328	5,556	5,560	19,742
800.804 - Web Site Reimbursement	825	828	832	0
800.805 - CC CAP Allocation				1,953
800.806 - CM CAP Allocation				504
800.814 - Finance CAP Alloc				6,804
800.815 - Human resources CAP Alloc				76,010
800.816 - Recreation Admin CAP				0
25 - Cost allocation Total	6,153	6,384	6,392	105,013
35 - Contingencies				
719.705 - Contingencies	0	0	341	273
35 - Contingencies Total	0	0	341	273
<b>615 Administration Total</b>	<b>95,257</b>	<b>66,686</b>	<b>94,639</b>	<b>276,720</b>



**PUBLIC RESOURCES**

**Recreation Facilities**

**SPORTS, SAFETY, AND OUTDOOR  
 RECREATION -  
 BLACKBERRY FARM GOLF COURSE**  
 Budget Unit 560-63-616  
 Enterprise Fund

**BUDGET AT A GLANCE**

Total Revenue	\$ 403,000
Total Expenditures	686,628
Fund Balance	43,301
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General Fund Costs	\$ 326,929
Total Staffing	1.2
% Funded by General Fund	47.6%

In FY16, this program was placed under the Sports, Safety, and Outdoor Recreation division as part of a department reorganization.

**PROGRAM OVERVIEW**

Blackberry Farm Golf Course provides a nine-hole golf facility and open space to the community that serves all ages.

**SERVICE OBJECTIVES**

- Continue to welcome and grow the golfer base through community college classes, junior golf camps, private golf instruction and marketing to a variety of local service oriented clubs.
- Study the feasibility of adding an Arrow Golf program.
- Provide a concession where our customers can get their golfing accessories and golf instruction.

**FINAL ADOPTED BUDGET**

On June 6, 2016, City Council approved a budget of \$686,628 for the Blackberry Farm Golf Course. This represents an increase of \$14,624 over the FY 2015-16 Final Adopted Budget. Change in budget is attributed to an increase in special projects (\$16,500).

This budget is funded from \$403,000 in estimated BBF Golf Course revenue and a \$326,929 contribution from the General Fund.

The following table details revenue, total expenditures, changes in fund balance and General Fund costs by category for the two prior fiscal years, and the Final Adopted Budget for the current and prior fiscal years:

<b>Sports, Safety and Outdoor Recreation - Blackberry Golf Course</b>				
<b>Category</b>	<b>2013-2014</b>	<b>2014-2015</b>	<b>2015-2016</b>	<b>2016-2017</b>
	<b>Actual</b>	<b>Actual</b>	<b>Final Adopted</b>	<b>Final Adopted</b>
			<b>Budget</b>	<b>Budget</b>
<i>Revenue</i>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	22,000
Intergovernmental Revenue	-	-	-	381,000
Charges for Services	-	113,652	410,000	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ 113,652</b>	<b>\$ 410,000</b>	<b>\$ 403,000</b>
<i>Expenditures</i>				
Employee Compensation	139,268	136,064	149,914	144,388
Employee Benefits	42,097	35,281	48,793	47,072
Materials	62,725	60,670	100,964	87,235
Contract Services	252,468	239,500	244,700	268,200
Cost Allocation	62,852	55,442	64,317	66,830
Capital Outlay	11,592	13,175	19,250	19,250
Special Projects	-	-	9,500	26,000
Appropriations for Contingenc	-	13,052	34,566	27,653
<b>TOTAL EXPENDITURES</b>	<b>\$ 571,002</b>	<b>\$ 553,184</b>	<b>\$ 672,004</b>	<b>\$ 686,628</b>
Fund Balance (Use of)	-	-	-	43,301
<b>General Fund Costs</b>	<b>\$ 571,002</b>	<b>\$ 439,532</b>	<b>\$ 262,004</b>	<b>\$ 326,929</b>

## STAFFING

Total current authorized positions – 1.25

This reflects a decrease in Recreation Manger allocation of 0.05.

Total authorized positions – 1.20

## 4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

The following report details actual expenditures and budgeted appropriations over a 4 year period at the account level.

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
<b>616 BBF Golf Course</b>				
05 - Employee compensation				
500.501 - Salaries Full Time	102,549	99,028	105,803	101,472
500.502 - Salaries Part Time	36,297	36,812	40,831	40,831
500.503 - Excess Med Pay	421	224	1,095	0
500.505 - Overtime	0	0	0	0
500.506 - Car Allowance		0	600	480
500.507 - Taxable Life Premium		0	360	380
500.510 - Employee Agency Serv				0
500.513 - Sick Leave			1,225	1,225
05 - Employee compensation Total	139,268	136,064	149,914	144,388
10 - Employee benefits				
501.500 - Retirement System	25,557	18,684	28,928	27,668
501.502 - Pers 1959 Surv Empr	66	24	22	0
501.505 - Health Insurance	9,042	7,921	10,710	10,493
501.506 - Dental Insurance	1,158	1,090	1,195	1,148
501.507 - Medicare	2,423	2,727	1,519	1,464
501.508 - Life Insurance	744	695	728	693
501.509 - Long Term Disability	556	551	732	705
501.510 - Workers Compensation	1,569	1,572	2,290	2,290
501.511 - Vision Insurance	221	208	224	216
501.516 - Hra City Contribution	760	1,809	2,445	2,395
10 - Employee benefits Total	42,097	35,281	48,793	47,072
15 - Materials				
600.601 - General Office Supplies	2,762	1,057	1,000	1,000
600.602 - Printing and Duplication	1,500	1,500	1,500	1,500
600.604 - Postage	0	0	22	22
600.609 - Equipment Parts		0	2,500	2,500
600.611 - Uniforms/Safety Appar	0	0	0	0
600.613 - General Supplies	335	4,062	3,500	4,500
600.615 - Office Reconfiguration	1,018	0	0	0
600.618 - Utilities and Phone	0	0	87,179	0
600.619 - Advertising and Legal Notices	136	-4,306	3,263	3,263
600.629 - Conference and Meeting	1,580	213	2,000	2,000

600.632 - Mileage Reimbursement	0	0	0	200
600.641 - Electrical Service	3,342	3,237	0	4,000
600.642 - Telephone and Data Services	791	609	0	850
600.643 - Water Services	50,897	53,917	0	67,000
600.644 - Sewer Service	363	381	0	400
15 - Materials Total	62,725	60,670	100,964	87,235
20 - Contract services				
700.701 - Training and Instruction	0	0	0	0
700.702 - General Service Agreement	248,062	235,587	235,500	259,000
700.703 - Maintenance of Equipment	0	0	3,000	3,000
700.707 - Bank Charges	4,407	3,914	6,200	6,200
20 - Contract services Total	252,468	239,500	244,700	268,200
25 - Cost allocation				
800.801 - Equipment Reimbursement			9,100	0
800.802 - IT Reimbursement	9,515	15,888	15,884	16,825
800.803 - City Channel Reimb	7,453	5,424	5,425	0
800.804 - Web Site Reimbursement	1,473	1,740	1,734	0
800.805 - CC CAP Allocation	6,520	2,522	2,330	5,953
800.806 - CM CAP Allocation	7,123	6,660	6,655	1,615
800.807 - ENV Affairs CAP Allo	2,258	1,860	1,864	0
800.808 - ECON Dev CAP Allo	1,729	1,788	1,788	0
800.809 - City Clerk CAP Alloc	1,335	3,156	1,244	3,900
800.811 - Public Affairs CAP Alloc	4,674	1,626	3,247	0
800.812 - Disaster PREP CAP Alloc	1,575	282	563	0
800.813 - Admin Serv CAP Allocation	5,423	3,228	3,223	0
800.814 - Finance CAP Alloc	10,285	7,776	7,771	18,829
800.815 - Human resources CAP Alloc	3,489	3,492	3,489	19,708
800.816 - Recreation Admin CAP				0
25 - Cost allocation Total	62,852	55,442	64,317	66,830
31 - Special projects				
900.945 - Fixed Asset Acquisition		0	9,500	26,000
31 - Special projects Total		0	9,500	26,000
35 - Contingencies				
719.705 - Contingencies	0	13,052	34,566	27,653
35 - Contingencies Total	0	13,052	34,566	27,653
50 - Other financing uses				
800.904 - Depreciation Expenses	11,592	13,175	19,250	19,250
50 - Other financing uses Total	11,592	13,175	19,250	19,250
<b>616 BBF Golf Course Total</b>	<b>571,002</b>	<b>553,184</b>	<b>672,004</b>	<b>686,628</b>



**PUBLIC RESOURCES**  
**Recreation Facilities**

**SPORTS AND FITNESS-**  
**CREEKSIDE PARK PROGRAMS**

Budget Unit 100-63-618  
General Fund

In FY16, this program was transferred to Sports, Safety and Outdoor Recreation – Park Facilities as part of the department reorganization. A complete discussion of this program can be found under Budget Unit 100-63-612.

This program will remain in order to maintain historical data, however once all prior year data as listed in the table below is \$0, this program will be removed.

The following table details revenue, total expenditures, changes in fund balance and General Fund costs by category for the two prior fiscal years, and the Final Adopted Budget for the current and prior fiscal years:

**Recreation & Community Services - Creekside Park**

Category	2013-2014	2014-2015	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	4,723	10,953	11,000	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ 4,723</b>	<b>\$ 10,953</b>	<b>\$ 11,000</b>	<b>\$ -</b>
<u>Expenditures</u>				
Employee Compensation	2,081	2,950	4,120	-
Employee Benefits	58	83	202	-
Materials	-	5	600	-
Contract Services	-	-	350	-
Cost Allocation	-	-	-	-
Capital Outlay	-	-	-	-
Special Projects	-	5,000	-	-
Appropriations for Contingenc	-	-	95	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,139</b>	<b>\$ 8,039</b>	<b>\$ 5,367</b>	<b>\$ -</b>
Fund Balance (Use of)	-	-	-	-
<b>General Fund Costs</b>	<b>\$ (2,583)</b>	<b>\$ (2,914)</b>	<b>\$ (5,633)</b>	<b>\$ -</b>

**4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL**

The following report details actual expenditures and budgeted appropriations over a 4 year period at the account level.

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
<b>618 Creekside Park Youth Sport</b>				
05 - Employee compensation				
500.502 - Salaries Part Time	2,080.84	4,140.00	4,000.00	0.00
500.505 - Overtime	0.00	0.00	0.00	0.00
500.513 - Sick Leave			120.00	0.00
05 - Employee compensation Total	2,080.84	4,140.00	4,120.00	0.00
10 - Employee benefits				
501.500 - Retirement System		0.00	0.00	0.00
501.507 - Medicare	58.30	0.00	149.00	0.00

501.510 - Workers Compensation	0.00	0.00	53.00	0.00
10 - Employee benefits Total	58.30	0.00	202.00	0.00
15 - Materials				
600.601 - General Office Supplies	0.00	100.00	250.00	0.00
600.602 - Printing and Duplication	0.00	50.00	100.00	0.00
600.613 - General Supplies		100.00	250.00	0.00
15 - Materials Total	0.00	250.00	600.00	0.00
20 - Contract services				
700.702 - General Service Agreement		350.00	350.00	0.00
20 - Contract services Total		350.00	350.00	0.00
31 - Special projects				
900.960 - Table,Chair,Security SYS		9,000.00	0.00	0.00
31 - Special projects Total		9,000.00	0.00	0.00
35 - Contingencies				
719.705 - Contingencies	0.00	60.00	95.00	0.00
35 - Contingencies Total	0.00	60.00	95.00	0.00
<b>618 Creekside Park Youth Sport Total</b>	<b>2,139.14</b>	<b>13,800.00</b>	<b>5,367.00</b>	<b>0.00</b>



**PUBLIC RESOURCES**

**Recreation Facilities**

**SPORTS, SAFETY, AND OUTDOOR  
 RECREATION -  
 RECREATION PROGRAMS**

Budget Unit 580-63-620  
 Enterprise Fund

<b>BUDGET AT A GLANCE</b>	
Total Revenue	\$ 1,038,500
Total Expenditures	1,274,036
Fund Balance	(235,536)
<hr/>	
General Fund Costs	\$ -
Total Staffing	1.40
% Funded by General Fund	0.0%

In FY16, Sports and Fitness – Recreation was changed to Sports, Safety and Outdoor Recreation Programs as part of a department reorganization. This program also includes the Nature programs.

**PROGRAM OVERVIEW**

A wide range of sports, fitness, and outdoor activities are offered for youth and adults..

**SERVICE OBJECTIVES**

- Operate a summer Red Cross learn-to-swim program for infants, children, teens, and adults
- Run spring, summer, and fall adult softball leagues
- Provide dance, fitness, and wellness classes for youth, teens, and adults
- Offer a 5k, community walk, and kids fun run in the spring
- Manage user group field rentals under the CUSD/City JPA
- Partner with the SCC Sheriff’s Department for the 2016 Hero’s 5K Run.
- Increase nature and environmental classes for teen and adult demographics.
- Provide an afternoon summer nature program to provide all-day camp options for families.

**FINAL ADOPTED BUDGET**

On June 6, 2016, City Council approved a budget of \$1,334,668 for the Sports, Safety, and Outdoor Recreation Programs. This represents an increase of \$85,093 over the FY 2015-16 Final

Adopted Budget. Change in budget is primarily attributed to increases in contract services (\$41,426) and cost allocation (\$19,409).

This budget is funded from \$1,038,500 in estimated department revenue and a \$235,536 contribution from the fund balance.

The following table details revenue, total expenditures, changes in fund balance and General Fund costs by category for the two prior fiscal years, and the Final Adopted Budget for the current and prior fiscal years:

**Sports, Safety and Outdoor Recreation Programs**

Category	2013-2014	2014-2015	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	183,000
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	1,116,055	855,500
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,116,055</b>	<b>\$ 1,038,500</b>
<u>Expenditures</u>				
Employee Compensation	249,760	198,333	250,826	267,387
Employee Benefits	63,850	53,208	66,346	53,962
Materials	70,065	66,710	81,536	104,887
Contract Services	477,146	500,998	610,562	651,988
Cost Allocation	184,661	200,619	113,245	72,032
Capital Outlay	-	-	110,700	110,700
Special Projects	-	-	-	-
Appropriations for Contingenc	-	6,663	16,350	13,080
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,045,483</b>	<b>\$ 1,026,532</b>	<b>\$ 1,249,565</b>	<b>\$ 1,274,036</b>
Fund Balance (Use of)	-	-	-	(235,536)
<b>General Fund Costs</b>	<b>\$ 1,045,483</b>	<b>\$ 1,026,532</b>	<b>\$ 133,510</b>	<b>\$ -</b>

## STAFFING

Total current authorized positions – 1.75

Change in staffing allocation is due department reorganization and the addition of the Sports, Safety, and Outdoor Recreation Division.

Total authorized positions – 1.40

## 4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

The following report details actual expenditures and budgeted appropriations over a 4 year period at the account level.

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
<b>620 Outdoor Recreation</b>				
05 - Employee compensation				
500.501 - Salaries Full Time	175,165	131,660	145,441	119,106
500.502 - Salaries Part Time	73,384	64,780	97,878	140,703
500.505 - Overtime	1,211	1,894	3,570	3,670
500.506 - Car Allowance		0	600	480
500.507 - Taxable Life Premium		0	401	492
500.510 - Employee Agency Serv				0
500.513 - Sick Leave			2,936	2,936
05 - Employee compensation Total	249,760	198,333	250,826	267,387
10 - Employee benefits				
501.500 - Retirement System	35,803	27,539	40,184	32,477
501.502 - Pers 1959 Surv Empr	95	37	32	0
501.505 - Health Insurance	16,817	12,715	15,138	12,207
501.506 - Dental Insurance	1,637	1,639	1,648	1,339
501.507 - Medicare	4,045	4,293	2,088	1,718
501.508 - Life Insurance	1,038	1,036	1,005	839
501.509 - Long Term Disability	775	828	1,008	830
501.510 - Workers Compensation	2,259	2,256	1,506	1,506
501.511 - Vision Insurance	312	313	314	252
501.516 - Hra City Contribution	1,071	2,554	3,423	2,794
10 - Employee benefits Total	63,850	53,208	66,346	53,962
15 - Materials				
600.601 - General Office Supplies	2,583	394	1,025	1,500
600.602 - Printing and Duplication	39,354	34,495	36,291	45,000
600.604 - Postage	42	440	1,260	1,460
600.608 - Small Tools and Equipment				96
600.613 - General Supplies	22,179	21,231	31,575	43,270
600.618 - Utilities and Phone	0	0	0	0
600.622 - State Mandated Cost	0	44	685	685
600.629 - Conference and Meeting	1,508	4,195	4,000	4,000
600.632 - Mileage Reimbursement	0	411	100	425
600.635 - Special Departmental Exp	4,400	0	600	600
600.640 - Pass Thru Expenditure		5,500	6,000	7,500

600.642 - Telephone and Data Services				351
15 - Materials Total	70,065	66,710	81,536	104,887
20 - Contract services				
700.701 - Training and Instruction	958	524	290	890
700.702 - General Service Agreement	398,520	421,214	528,600	568,610
700.703 - Maintenance of Equipment	1,676	2,415	2,184	3,000
700.704 - Insurance Fees, Claims, Premiums	300	300	300	300
700.705 - Law Enforcement Services		0	600	600
700.706 - Rent Expense	29,249	21,874	34,500	34,500
700.707 - Bank Charges	46,443	54,672	44,088	44,088
20 - Contract services Total	477,146	500,998	610,562	651,988
25 - Cost allocation				
800.802 - IT Reimbursement	13,701	20,988	20,982	19,629
800.803 - City Channel Reimb	7,453	5,424	5,425	0
800.804 - Web Site Reimbursement	2,122	2,496	2,497	0
800.805 - CC CAP Allocation	10,849	4,225	3,905	9,560
800.806 - CM CAP Allocation	11,287	10,548	10,543	2,629
800.807 - ENV Affairs CAP Allo	3,579	2,496	2,497	0
800.808 - ECON Dev CAP Allo	2,740	2,832	2,832	0
800.809 - City Clerk CAP Alloc	1,335	4,266	1,244	0
800.811 - Public Affairs CAP Alloc	7,778	2,574	5,144	0
800.812 - Disaster PREP CAP Alloc	2,621	444	893	0
800.813 - Admin Serv CAP Allocation	8,593	5,100	5,105	0
800.814 - Finance CAP Alloc	16,296	12,312	12,310	27,483
800.815 - Human resources CAP Alloc	39,868	39,864	39,868	12,731
800.816 - Recreation Admin CAP				0
800.817 - Community Hall/Quinlan CAP				0
800.820 - Grounds Maintenance CAP				0
800.821 - Building Maintenance CAP				0
25 - Cost allocation Total	128,222	113,569	113,245	72,032
31 - Special projects				
900.945 - Fixed Asset Acquisition	0	0	0	0
900.961 - New EQ For QCC		6,663	0	0
31 - Special projects Total	0	6,663	0	0
35 - Contingencies				
719.705 - Contingencies	0	0	16,350	13,080
35 - Contingencies Total	0	0	16,350	13,080
50 - Other financing uses				
800.904 - Depreciation Expenses	56,439	87,050	110,700	110,700
50 - Other financing uses Total	56,439	87,050	110,700	110,700
<b>620 Outdoor Recreation Total</b>	<b>1,045,483</b>	<b>1,026,532</b>	<b>1,249,565</b>	<b>1,274,036</b>



**PUBLIC RESOURCES**  
**Recreation Facilities**

**SPORTS, SAFETY, AND  
OUTDOOR RECREATION -  
CUPERTINO SPORTS CENTER**  
Budget Unit 570-63-621  
Enterprise Fund

<b>BUDGET AT A GLANCE</b>		
Total Revenue		\$ 2,286,200
Total Expenditures		2,329,238
Fund Balance		87,941
	General Fund Costs	\$ 130,979
Total Staffing		2.20
	% Funded by General Fund	5.6%

In FY16, this program was placed under the Sports, Safety, and Outdoor Recreation division as part of a department reorganization.

**PROGRAM OVERVIEW**

The Cupertino Sports Center offers a variety of health and wellness activities including a full fitness center, child care, a teen center, a wide assortment of fitness classes and racquet sports. In addition, it houses our City contracted tennis, table tennis, and badminton programs.

**SERVICE OBJECTIVES**

- Increase memberships, participation in fitness classes, and contractual camps.
- Market all programs through social media, the brochure, new signage on Stevens Creek, and the city website.
- Collaborate with Public Works to ensure successful implementation of Capital Improvement Projects.
- Investigate new program offerings each quarter
- Offer special classes for International Yoga Day, Parks Make Life Better, and the annual Open House.
- Introduce a membership that includes access to our tennis, fitness, golf, and aquatics programs.

**FINAL ADOPTED BUDGET**

On June 6, 2016, City Council approved a budget of \$2,329,238 for the Cupertino Sports Center. This represents a decrease of \$23,784 over the FY 2015-16 Final Adopted Budget. Primary

change in budget is attributed to a decrease in employee compensation/benefits (\$19,295). Despite overall budget decrease there is an increase in cost allocation (\$37,948).

This budget is funded from \$2,286,200 in estimated Sports Center revenue and \$130,979 in General Fund support.

The following table details revenue, total expenditures, changes in fund balance and General Fund costs by category for the two prior fiscal years, and the Final Adopted Budget for the current and prior fiscal years:

**Sports, Safety and Outdoor Recreation - Sports Center**

<b>Category</b>	<b>2013-2014</b>	<b>2014-2015</b>	<b>2015-2016</b>	<b>2016-2017</b>
	<b>Actual</b>	<b>Actual</b>	<b>Final Adopted Budget</b>	<b>Final Adopted Budget</b>
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	1,200
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	2,107,000	2,285,000
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,107,000</b>	<b>\$ 2,286,200</b>
<u>Expenditures</u>				
Employee Compensation	217,958	237,051	299,572	288,104
Employee Benefits	64,498	60,524	80,338	72,511
Materials	43,953	50,542	44,284	46,284
Contract Services	1,412,768	1,364,477	1,602,600	1,606,100
Cost Allocation	156,265	128,065	127,320	165,268
Capital Outlay	4,246	4,195	4,220	4,220
Special Projects	28,360	138,862	30,000	15,000
Appropriations for Contingenc	-	-	164,688	131,751
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,928,048</b>	<b>\$ 1,983,717</b>	<b>\$ 2,353,022</b>	<b>\$ 2,329,238</b>
Fund Balance (Use of)	-	-	-	87,941
<b>General Fund Costs</b>	<b>\$ 1,928,048</b>	<b>\$ 1,983,717</b>	<b>\$ 246,022</b>	<b>\$ 130,979</b>

## STAFFING

Total current authorized positions – 2.40

The reduction in staffing allocation is due to the Recreation Manager’s allocation being reduced by 0.20.

Total authorized positions – 2.20

## 4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

The following report details actual expenditures and budgeted appropriations over a 4 year period at the account level.

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
<b>621 Sports Center Operation</b>				
05 - Employee compensation				
500.501 - Salaries Full Time	133,824	139,374	166,285	139,456
500.502 - Salaries Part Time	84,134	95,780	123,813	140,022
500.503 - Excess Med Pay	0	0	529	0
500.505 - Overtime	0	1,897	4,052	4,052
500.506 - Car Allowance		0	600	480
500.507 - Taxable Life Premium		0	579	380
500.510 - Employee Agency Serv				0
500.513 - Sick Leave			3,714	3,714
05 - Employee compensation Total	217,958	237,051	299,572	288,104
10 - Employee benefits				
501.500 - Retirement System	34,265	27,927	43,217	38,025
501.502 - Pers 1959 Surv Empr	119	48	40	0
501.505 - Health Insurance	17,758	17,010	20,707	19,061
501.506 - Dental Insurance	2,098	2,145	2,258	2,105
501.507 - Medicare	4,103	4,897	2,241	2,012
501.508 - Life Insurance	1,032	1,051	1,088	970
501.509 - Long Term Disability	751	838	1,083	971
501.510 - Workers Compensation	2,823	2,820	4,580	4,580
501.511 - Vision Insurance	401	410	430	396
501.516 - Hra City Contribution	1,149	3,379	4,694	4,391
10 - Employee benefits Total	64,498	60,524	80,338	72,511
15 - Materials				
600.601 - General Office Supplies	4,959	26,588	7,000	7,000
600.602 - Printing and Duplication	3,819	1,318	3,104	3,104
600.604 - Postage	367	818	950	950
600.613 - General Supplies	24,276	11,539	21,000	23,000
600.618 - Utilities and Phone	0	0	5,000	5,000
600.619 - Advertising and Legal Notices	7,084	1,441	5,000	0
600.622 - State Mandated Cost	0	88	80	80
600.629 - Conference and Meeting	0	3,266	2,000	2,000
600.632 - Mileage Reimbursement	20	55	150	150
600.642 - Telephone and Data Services	3,427	5,430	0	5,000

15 - Materials Total	43,953	50,542	44,284	46,284
20 - Contract services				
700.701 - Training and Instruction	440	603	1,600	1,600
700.702 - General Service Agreement	1,401,783	1,350,850	1,590,000	1,590,000
700.703 - Maintenance of Equipment	0	2,681	1,000	4,500
700.707 - Bank Charges	10,545	10,343	10,000	10,000
20 - Contract services Total	1,412,768	1,364,477	1,602,600	1,606,100
25 - Cost allocation				
800.802 - IT Reimbursement	17,126	26,076	26,078	30,846
800.803 - City Channel Reimb	7,453	5,424	5,425	0
800.804 - Web Site Reimbursement	2,652	3,264	3,260	0
800.805 - CC CAP Allocation	22,608	9,529	8,792	15,647
800.806 - CM CAP Allocation	20,488	20,208	20,206	4,367
800.807 - ENV Affairs CAP Alloc	6,501	5,664	5,660	0
800.808 - ECON Dev CAP Alloc	4,974	5,424	5,428	0
800.809 - City Clerk CAP Alloc	1,335	7,038	1,244	3,900
800.811 - Public Affairs CAP Alloc	16,208	4,932	9,858	0
800.812 - Disaster PREP CAP Alloc	5,461	858	1,710	0
800.813 - Admin Serv CAP Allocation	15,599	9,780	9,785	0
800.814 - Finance CAP Alloc	29,579	23,592	23,593	29,969
800.815 - Human resources CAP Alloc	6,281	6,276	6,281	30,728
800.816 - Recreation Admin CAP				0
800.817 - Community Hall/Quinlan CAP				49,811
800.820 - Grounds Maintenance CAP				0
800.821 - Building Maintenance CAP				0
25 - Cost allocation Total	156,265	128,065	127,320	165,268
30 - Capital outlays				
900.904 - Non Recur Facility MGT			0	0
30 - Capital outlays Total			0	0
31 - Special projects				
900.945 - Fixed Asset Acquisition	28,360	101,638	30,000	15,000
900.959 - Windscreens		37,224	0	0
31 - Special projects Total	28,360	138,862	30,000	15,000
35 - Contingencies				
719.705 - Contingencies	0	0	164,688	131,751
35 - Contingencies Total	0	0	164,688	131,751
50 - Other financing uses				
800.904 - Depreciation Expenses	4,246	4,195	4,220	4,220
50 - Other financing uses Total	4,246	4,195	4,220	4,220
<b>621 Sports Center Operation Total</b>	<b>1,928,048</b>	<b>1,983,717</b>	<b>2,353,022</b>	<b>2,329,238</b>



**PUBLIC RESOURCES**  
**Recreation Facilities**

**SPORTS AND FITNESS-**  
**MONTA VISTA RECREATION CENTER**  
Budget Unit 100-63-637  
General Fund

In FY16, this program was transferred to Sports, Safety, and Outdoor Recreation – Park Facilities as part of a department reorganization. A complete discussion of this program can be found under Budget Unit 100-63-612.

This program will remain in order to maintain historical data however, once all prior year data as listed in the table below is \$0, this program will be removed.

The following table details revenue, total expenditures, changes in fund balance and General Fund costs by category for the two prior fiscal years, and the Final Adopted Budget for the current and prior fiscal years:

**Recreation and Community Services - Monta Vista Recreation Center**

Category	2013-2014	2014-2015	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	24,000	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 24,000</b>	<b>\$ -</b>
<u>Expenditures</u>				
Employee Compensation	180	2,276	4,944	-
Employee Benefits	5	62	81	-
Materials	-	117	500	-
Contract Services	-	-	-	-
Cost Allocation	-	-	-	-
Capital Outlay	-	-	-	-
Special Projects	-	4,425	-	-
Appropriations for Contingenc	-	-	50	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 185</b>	<b>\$ 6,880</b>	<b>\$ 5,575</b>	<b>\$ -</b>
Fund Balance (Use of)	-	-	-	-
<b>General Fund Costs</b>	<b>\$ 185</b>	<b>\$ 6,880</b>	<b>\$ (18,425)</b>	<b>\$ -</b>

**4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL**

The following report details actual expenditures and budgeted appropriations over a 4 year period at the account level.

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
05 - Employee compensation				
500.502 - Salaries Part Time	180	2,276	4,800	0
500.513 - Sick Leave			144	0
05 - Employee compensation Total	180	2,276	4,944	0
10 - Employee benefits				
501.500 - Retirement System		20	0	0
501.507 - Medicare	5	42	61	0
501.510 - Workers Compensation	0	0	20	0
10 - Employee benefits Total	5	62	81	0
15 - Materials				
600.601 - General Office Supplies	0	117	200	0

600.602 - Printing and Duplication		0	50	0
600.613 - General Supplies		0	250	0
15 - Materials Total	0	117	500	0
25 - Cost allocation				
800.805 - CC CAP Allocation				0
800.806 - CM CAP Allocation				0
800.814 - Finance CAP Alloc				0
800.821 - Building Maintenance CAP				0
25 - Cost allocation Total				0
31 - Special projects				
900.960 - Table,Chair,Security SYS		4,425	0	0
31 - Special projects Total		4,425	0	0
35 - Contingencies				
719.705 - Contingencies	0	0	50	0
35 - Contingencies Total	0	0	50	0
<b>637 Monta Vista Recreation Center</b>	<b>185</b>	<b>6,880</b>	<b>5,575</b>	<b>0</b>
<b>Total</b>				

**City of Cupertino**  
**Fiscal Year 2016-2017**

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**PUBLIC RESOURCES**

**Recreation Facilities**

**SENIOR CENTER PROGRAMS-  
SENIOR ADULT PROGRAMS**

Budget Unit 100-64-622

General Fund

In FY16, this program was transferred to Recreation and Education - Administration as part of a department reorganization. A complete discussion of this program can be found under Budget Unit 100-62-608.

This program will remain in order to maintain historical data however, once all prior year data as listed in the table below is \$0, this program will be removed.

The following table details revenue, total expenditures, changes in fund balance and General Fund costs by category for the two prior fiscal years, and the Final Adopted Budget for the current and prior fiscal year:

**Recreation and Community Services - Senior Adult Supervision**

Category	2013-2014	2014-2015	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	330	280	-	-
Intergovernmental Revenue	184,556	149,441	230,000	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ 184,886</b>	<b>\$ 149,721</b>	<b>\$ 230,000</b>	<b>\$ -</b>
<u>Expenditures</u>				
Employee Compensation	350,742	360,950	393,768	-
Employee Benefits	151,938	156,388	179,377	-
Materials	8,847	16,574	13,545	-
Contract Services	3,412	200	1,200	-
Cost Allocation	41,578	51,456	51,461	-
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
Appropriations for Contingenc	-	-	1,475	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 556,517</b>	<b>\$ 585,569</b>	<b>\$ 640,826</b>	<b>\$ -</b>
Fund Balance (Use of)	-	-	-	-
<b>General Fund Costs</b>	<b>\$ 371,631</b>	<b>\$ 435,848</b>	<b>\$ 410,826</b>	<b>\$ -</b>

**4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL**

The following report details actual expenditures and budgeted appropriations over a 4 year period at the account level.

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
622 Senior Adult Supervision				
05 - Employee compensation				
500.501 - Salaries Full Time	333,265	339,358	367,923	0
500.502 - Salaries Part Time	10,615	14,493	15,305	0
500.503 - Excess Med Pay	549	75	1,837	0
500.505 - Overtime	3,913	4,532	4,800	0
500.506 - Car Allowance	2,400	2,492	2,400	0
500.507 - Taxable Life Premium		0	1,044	0

500.510 - Employee Agency Serv				0
500.513 - Sick Leave			459	0
05 - Employee compensation Total	350,742	360,950	393,768	0
10 - Employee benefits				
501.500 - Retirement System	87,374	88,018	101,453	0
501.502 - Pers 1959 Surv Empr	203	127	68	0
501.504 - Employee Benefits	0	0	0	0
501.505 - Health Insurance	42,658	39,012	41,239	0
501.506 - Dental Insurance	4,446	4,658	4,553	0
501.507 - Medicare	3,667	4,453	5,282	0
501.508 - Life Insurance	2,561	2,733	3,169	0
501.509 - Long Term Disability	1,821	2,142	2,458	0
501.510 - Workers Compensation	5,935	5,940	10,842	0
501.511 - Vision Insurance	849	890	866	0
501.516 - Hra City Contribution	2,425	8,415	9,447	0
10 - Employee benefits Total	151,938	156,388	179,377	0
15 - Materials				
600.601 - General Office Supplies	1,322	6,552	3,845	0
600.604 - Postage	0	0	0	0
600.613 - General Supplies	0	679	155	0
600.618 - Utilities and Phone	0	0	7,495	0
600.622 - State Mandated Cost	0	0	0	0
600.629 - Conference and Meeting	862	2,196	2,000	0
600.632 - Mileage Reimbursement	0	4	50	0
600.642 - Telephone and Data Services	6,664	7,143	0	0
15 - Materials Total	8,847	16,574	13,545	0
20 - Contract services				
700.702 - General Service Agreement	175	0	1,000	0
700.703 - Maintenance of Equipment	3,237	200	200	0
20 - Contract services Total	3,412	200	1,200	0
25 - Cost allocation				
800.802 - IT Reimbursement	36,002	44,760	44,761	0
800.804 - Web Site Reimbursement	5,576	6,696	6,700	0
800.805 - CC CAP Allocation				0
800.806 - CM CAP Allocation				0
800.814 - Finance CAP Alloc				0
800.815 - Human resources CAP Alloc				0
800.816 - Recreation Admin CAP				0
800.821 - Building Maintenance CAP				0
25 - Cost allocation Total	41,578	51,456	51,461	0
35 - Contingencies				
719.705 - Contingencies	0	0	1,475	0
35 - Contingencies Total	0	0	1,475	0
<b>622 Senior Adult Supervision Total</b>	<b>556,517</b>	<b>585,569</b>	<b>640,826</b>	<b>0</b>

**City of Cupertino**  
**Fiscal Year 2016-2017**

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**PUBLIC RESOURCES**

**Recreation Facilities**

**SENIOR CENTER PROGRAMS-  
SENIOR CENTER CASE MANAGER**

Budget Unit 100-64-623

General Fund

In FY16, this program was transferred to Recreation and Education – Youth, Teen, and Senior Recreation as part of a department reorganization. A complete discussion of this program can be found under Budget Unit 100-62-623.

This program will remain in order to maintain historical data, however once all prior year data as listed in the table below is \$0, this program will be removed.

The following table details revenue, total expenditures, changes in fund balance and General Fund costs by category for the two prior fiscal years, and the Final Adopted Budget for the current and prior fiscal years:

**Recreation and Community Services - Senior Center Case Manager**

Category	2013-2014	2014-2015	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	4,583	2,627	5,000	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ 4,583</b>	<b>\$ 2,627</b>	<b>\$ 5,000</b>	<b>\$ -</b>
<u>Expenditures</u>				
Employee Compensation	88,800	66,024	132,592	-
Employee Benefits	24,790	27,581	60,038	-
Materials	2,552	4,964	8,253	-
Contract Services	85	1,357	2,000	-
Cost Allocation	6,065	14,712	22,353	-
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
Appropriations for Contingenc:	-	-	10,025	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 122,293</b>	<b>\$ 114,638</b>	<b>\$ 235,261</b>	<b>\$ -</b>
Fund Balance (Use of)	-	-	-	-
<b>General Fund Costs</b>	<b>\$ 117,710</b>	<b>\$ 112,012</b>	<b>\$ 230,261</b>	<b>\$ -</b>

**4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL**

The following report details actual expenditures and budgeted appropriations over a 4 year period at the account level.

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 Final BUDGET
623 Youth, Teen and Senior Adult Rec				
05 - Employee compensation				
500.501 - Salaries Full Time	48,155	54,915	131,670	0
500.502 - Salaries Part Time	40,197	11,109	0	0
500.505 - Overtime	448	0	450	0
500.507 - Taxable Life Premium		0	472	0
500.510 - Employee Agency Serv				0
05 - Employee compensation Total	88,800	66,024	132,592	0
10 - Employee benefits				
501.500 - Retirement System	14,697	17,520	34,995	0

501.502 - Pers 1959 Surv Empr	62	30	21	0
501.505 - Health Insurance	5,704	5,610	14,480	0
501.506 - Dental Insurance	646	666	1,587	0
501.507 - Medicare	1,704	1,000	1,931	0
501.508 - Life Insurance	396	414	982	0
501.509 - Long Term Disability	287	330	855	0
501.510 - Workers Compensation	866	864	1,578	0
501.511 - Vision Insurance	123	127	303	0
501.516 - Hra City Contribution	306	1,020	3,306	0
10 - Employee benefits Total	24,790	27,581	60,038	0
15 - Materials				
600.601 - General Office Supplies	300	687	1,350	0
600.613 - General Supplies	101	856	4,050	0
600.618 - Utilities and Phone	0	0	1,353	0
600.623 - Grant Expenditures	0	0	0	0
600.631 - Councilmember Santoro		1,051	0	0
600.632 - Mileage Reimbursement	787	820	1,500	0
600.642 - Telephone and Data Services	1,363	1,549	0	0
15 - Materials Total	2,552	4,964	8,253	0
20 - Contract services				
700.701 - Training and Instruction	85	1,357	2,000	0
700.702 - General Service Agreement		0	0	0
20 - Contract services Total	85	1,357	2,000	0
25 - Cost allocation				
800.801 - Equipment Reimbursement			7,650	0
800.802 - IT Reimbursement	5,252	12,792	12,789	0
800.804 - Web Site Reimbursement	813	1,920	1,914	0
800.805 - CC CAP Allocation				0
800.806 - CM CAP Allocation				0
800.814 - Finance CAP Alloc				0
800.815 - Human resources CAP Alloc				0
800.816 - Recreation Admin CAP				0
25 - Cost allocation Total	6,065	14,712	22,353	0
35 - Contingencies				
719.705 - Contingencies	0	0	10,025	0
35 - Contingencies Total	0	0	10,025	0
<b>623 Youth, Teen and Senior Adult Rec Total</b>	<b>122,293</b>	<b>114,638</b>	<b>235,261</b>	<b>0</b>

**City of Cupertino**  
**Fiscal Year 2016-2017**

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**PUBLIC RESOURCES**

**Recreation Facilities**

**SENIOR CENTER PROGRAMS-  
SENIOR ADULT RECREATION**

Budget Unit 100-64-624

General Fund

In FY16, this program was transferred to Recreation and Education - Youth, Teen, and Senior Adult Recreation as part of a department reorganization. A complete discussion of this program can be found under Budget Unit 100-62-623.

This program will remain in order to maintain historical data however, once all prior year data as listed in the table below is \$0, this program will be removed.

The following table details revenue, total expenditures, changes in fund balance and General Fund costs by category for the two prior fiscal years, and the Final Adopted Budget for the current and prior fiscal years:

**Recreation and Community Services - Senior Adult Recreation**

Category	2013-2014	2014-2015	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	304,122	475,126	400,000	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	2,792	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ 304,122</b>	<b>\$ 477,918</b>	<b>\$ 400,000</b>	<b>-</b>
<u>Expenditures</u>				
Employee Compensation	155,097	181,255	183,071	-
Employee Benefits	48,331	58,275	59,789	-
Materials	369,360	543,988	617,950	-
Contract Services	19,089	52,629	23,500	-
Cost Allocation	13,888	46,440	46,437	-
Capital Outlay	-	-	-	-
Special Projects	-	26,428	37,000	-
Appropriations for Contingenc	-	-	64,145	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 605,765</b>	<b>\$ 909,014</b>	<b>\$ 1,031,892</b>	<b>-</b>
Fund Balance (Use of)	-	-	-	-
<b>General Fund Costs</b>	<b>\$ 301,643</b>	<b>\$ 431,097</b>	<b>\$ 631,892</b>	<b>\$ -</b>

**STAFFING**

Total current authorized positions -1.58

Staff has been reallocated.

Total authorized positions - 0

#### 4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

The following report details actual expenditures and budgeted appropriations over a 4 year period at the account level.

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
<b>624 Senior Adult Recreation</b>				
05 - Employee compensation				
500.501 - Salaries Full Time	106,492	114,413	120,224	0
500.502 - Salaries Part Time	42,342	55,803	52,965	0
500.505 - Overtime	6,264	11,039	8,000	0
500.507 - Taxable Life Premium		0	293	0
500.510 - Employee Agency Serv				0
500.512 - Vacancy Salary Savings	0	0	0	0
500.513 - Sick Leave			1,589	0
05 - Employee compensation Total	155,097	181,255	183,071	0
10 - Employee benefits				
501.500 - Retirement System	29,413	34,871	34,140	0
501.502 - Pers 1959 Surv Empr	111	106	37	0
501.505 - Health Insurance	10,410	12,841	13,537	0
501.506 - Dental Insurance	1,483	1,524	1,484	0
501.507 - Medicare	2,724	2,935	1,726	0
501.508 - Life Insurance	886	933	905	0
501.509 - Long Term Disability	629	750	843	0
501.510 - Workers Compensation	1,982	1,980	3,744	0
501.511 - Vision Insurance	283	291	283	0
501.516 - Hra City Contribution	410	2,043	3,090	0
10 - Employee benefits Total	48,331	58,275	59,789	0
15 - Materials				
600.601 - General Office Supplies	2,553	2,754	2,000	0
600.602 - Printing and Duplication	6,420	7,317	7,750	0
600.604 - Postage	0	46	250	0
600.613 - General Supplies	115,989	48,235	0	0
600.622 - State Mandated Cost	244,341	310,316	0	0
600.632 - Mileage Reimbursement	58	67	250	0
600.638 - General Miscellaneous	0	0	0	0
600.639 - Special Program Expenses		175,254	607,700	0
15 - Materials Total	369,360	543,988	617,950	0
20 - Contract services				
700.701 - Training and Instruction	3,422	4,837	7,500	0
700.702 - General Service Agreement	0	36,391	0	0
700.703 - Maintenance of Equipment	5,194	4,007	8,000	0
700.707 - Bank Charges	10,473	7,394	8,000	0
20 - Contract services Total	19,089	52,629	23,500	0
25 - Cost allocation				
800.802 - IT Reimbursement	12,026	43,812	43,815	0
800.804 - Web Site Reimbursement	1,862	2,628	2,622	0
800.805 - CC CAP Allocation				0
800.806 - CM CAP Allocation				0
800.814 - Finance CAP Alloc				0
800.815 - Human resources CAP Alloc				0

800.816 - Recreation Admin CAP				0
25 - Cost allocation Total	13,888	46,440	46,437	0
31 - Special projects				
900.945 - Fixed Asset Acquisition	0	26,428	37,000	0
31 - Special projects Total	0	26,428	37,000	0
35 - Contingencies				
719.705 - Contingencies	0	0	64,145	0
35 - Contingencies Total	0	0	64,145	0
<b>624 Senior Adult Recreation Total</b>	<b>605,765</b>	<b>909,014</b>	<b>1,031,892</b>	<b>0</b>

**City of Cupertino  
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**PUBLIC RESOURCES**

**Recreation Facilities**

**RECREATION AND COMMUNITY  
SERVICES-**

**BLUE PHEASANT RESTAURANT**

Budget Unit 100-64-630

General Fund

In FY16, this program was transferred to Business and Community Services – Facilities as part of a department reorganization. A complete discussion of this program can be found under Budget Unit 100-61-630.

This program will remain in order to maintain historical data however, once all prior year data as listed in the table below is \$0, this program will be removed.

The following table details revenue, total expenditures, changes in fund balance and General Fund contribution by category for the two prior fiscal years, and the Final Adopted Budget for the current and prior fiscal years:

**Recreation & Community Services - Blue Pheasant**

Category	2013-2014	2014-2015	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	118,272	108,663	100,000	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ 118,272</b>	<b>\$ 108,663</b>	<b>\$ 100,000</b>	<b>\$ -</b>
<u>Expenditures</u>				
Employee Compensation	-	-	-	-
Employee Benefits	-	-	-	-
Materials	4,185	7,896	5,725	-
Contract Services	-	25,946	-	-
Cost Allocation	-	-	-	-
Capital Outlay	-	-	10,000	-
Special Projects	16,488	-	-	-
Appropriations for Contingenc	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 20,673</b>	<b>\$ 33,842</b>	<b>\$ 15,725</b>	<b>\$ -</b>
Fund Balance (Use of)	-	-	-	-
<b>General Fund Costs</b>	<b>\$ (97,599)</b>	<b>\$ (74,821)</b>	<b>\$ (84,275)</b>	<b>\$ -</b>

**4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL**

The following report details actual expenditures and budgeted appropriations over a 4 year period at the account level.

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
630 Facilities				
15 - Materials				
600.601 - General Office Supplies		0	3,806	200
600.618 - Utilities and Phone		0	0	3,975
600.621 - Calrecylce City Payment Prgm Adm		816	1,374	1,550
600.644 - Sewer Service		3,369	2,716	0
15 - Materials Total		4,185	7,896	5,725
20 - Contract services				
700.702 - General Service Agreement		0	25,946	0
20 - Contract services Total		0	25,946	0
25 - Cost allocation				

800.805 - CC CAP Allocation				0
800.806 - CM CAP Allocation				0
800.814 - Finance CAP Alloc				0
25 - Cost allocation Total				0
30 - Capital outlays				
900.904 - Non Recur Facility MGT			10,000	0
30 - Capital outlays Total			10,000	0
31 - Special projects				
900.907 - Printing Landscp Signage	16,488	0	0	0
31 - Special projects Total	16,488	0	0	0
35 - Contingencies				
719.705 - Contingencies	0	0	0	0
35 - Contingencies Total	0	0	0	0
<b>630 Facilities Total</b>	<b>20,673</b>	<b>33,842</b>	<b>15,725</b>	<b>0</b>



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**FISCAL GENERAL SERVICES**  
**Other General**

**RECREATION AND  
COMMUNITY SERVICES-  
COMMUNITY OUTREACH**

Budget Unit 100-65-632  
General Fund

In FY16, this program was transferred to Business and Community Services – Community Outreach and Neighborhood Watch as part of a department reorganization. A complete discussion of this program can be found under Budget Unit 100-61-632.

This program will remain in order to maintain historical data, however once all prior year data as listed in the table below is \$0, this program will be removed.

The following table details revenue, total expenditures, changes in fund balance and General Fund costs by category for the two prior fiscal years, and the Final Adopted Budget for the current and prior fiscal years:

**Recreation and Community Services - Community Outreach**

Category	2013-2014	2014-2015	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<u>Expenditures</u>				
Employee Compensation	63,642	64,998	64,260	-
Employee Benefits	25,133	26,786	28,735	-
Materials	5,954	9,105	8,300	-
Contract Services	2,528	4,242	9,000	-
Cost Allocation	5,664	7,992	7,990	-
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
Appropriations for Contingenc	-	-	1,420	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 102,920</b>	<b>\$ 113,123</b>	<b>\$ 119,705</b>	<b>\$ -</b>
Fund Balance (Use of)	-	-	-	-
<b>General Fund Costs</b>	<b>\$ 102,920</b>	<b>\$ 113,123</b>	<b>\$ 119,705</b>	<b>\$ -</b>

**4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL**

The following report details actual expenditures and budgeted appropriations over a 4 year period at the account level.

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
632 Comm Outreach & Neigh Watch				
05 - Employee compensation				
500.501 - Salaries Full Time	63,466	64,998	63,891	0
500.503 - Excess Med Pay	176	0	176	0
500.507 - Taxable Life Premium		0	193	0
500.510 - Employee Agency Serv				0
05 - Employee compensation Total	63,642	64,998	64,260	0
10 - Employee benefits				
501.500 - Retirement System	16,713	17,249	18,143	0
501.502 - Pers 1959 Surv Empr	51	22	51	0
501.505 - Health Insurance	3,808	3,765	5,897	0

501.506 - Dental Insurance	902	940	669	0
501.507 - Medicare	922	974	917	0
501.508 - Life Insurance	554	585	485	0
501.509 - Long Term Disability	394	455	449	0
501.510 - Workers Compensation	630	636	630	0
501.511 - Vision Insurance	172	180	125	0
501.516 - Hra City Contribution	986	1,980	1,369	0
10 - Employee benefits Total	25,133	26,786	28,735	0
15 - Materials				
600.601 - General Office Supplies	1,983	4,911	500	0
600.602 - Printing and Duplication		813	800	0
600.613 - General Supplies	151	1,306	4,600	0
600.629 - Conference and Meeting	3,804	1,866	2,000	0
600.632 - Mileage Reimbursement	16	209	400	0
15 - Materials Total	5,954	9,105	8,300	0
20 - Contract services				
700.701 - Training and Instruction	145	0	500	0
700.702 - General Service Agreement	1,567	3,465	5,000	0
700.703 - Maintenance of Equipment	816	777	0	0
700.704 - Insurance Fees, Claims, Premiums	0	0	3,500	0
20 - Contract services Total	2,528	4,242	9,000	0
25 - Cost allocation				
800.802 - IT Reimbursement	4,780	6,948	6,950	0
800.804 - Web Site Reimbursement	884	1,044	1,040	0
800.805 - CC CAP Allocation				0
800.806 - CM CAP Allocation				0
800.814 - Finance CAP Alloc				0
800.815 - Human resources CAP Alloc				0
800.816 - Recreation Admin CAP				0
800.817 - Community Hall/Quinlan CAP				0
800.820 - Grounds Maintenance CAP				0
800.821 - Building Maintenance CAP				0
25 - Cost allocation Total	5,664	7,992	7,990	0
35 - Contingencies				
719.705 - Contingencies	0	0	1,420	0
35 - Contingencies Total	0	0	1,420	0
<b>632 Comm Outreach &amp; Neigh Watch Total</b>	<b>102,920</b>	<b>113,123</b>	<b>119,705</b>	<b>0</b>

# City of Cupertino

Fiscal Year 2016-2017

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## CRIMINAL JUSTICE/PUBLIC PROTECTION

### Other Protection

**SPORTS, SAFETY, AND OUTDOOR  
RECREATION -  
EMERGENCY DISASTER PREPAREDNESS**  
Budget Unit 100-63-633  
General Fund

#### BUDGET AT A GLANCE

Total Revenue	\$	10,500
Total Expenditures		96,630
Fund Balance		-
<hr/>		
	General Fund Costs	\$ 86,130
Total Staffing		0
	% Funded by General Fund	89.1%

In FY16, this program was added to the Sports, Safety, and Outdoor Recreation division as part of a department reorganization.

### PROGRAM OVERVIEW

Disaster Preparedness is responsible for ensuring that the Cupertino community and City staff are reasonably protected and prepared for emergencies and/or disasters.

### SERVICE OBJECTIVES

- Maintain the City's Emergency Operations Center (EOC) in a perpetual state of operational readiness.
- Support Citizen Corps, Cupertino Amateur Radio Emergency Service (CARES), Medical Reserve Corps (MRC) and Community Emergency Response Team (CERT).
- Prepare, test and revise emergency response and recovery policies, plans and procedures in compliance with the California Emergency Services Act, the Standardized Emergency Management System (SEMS), and the National Incident Management System (NIMS).
- Coordinate training of City staff in personal preparedness, SEMS/NIMS, and EOC functions.
- Maintain effective liaison with local, state and national emergency management organizations and/or allied disaster preparedness and response agencies.
- Implement second phase ARK Net system.

## FINAL ADOPTED BUDGET

On June 6, 2016, City Council approved a budget of \$83,576 for the Emergency Disaster Preparedness Budget. This represents an increase of \$4,097 over the FY 2015-16 Final Adopted Budget. The increase is primarily attributed to special projects including phase 2 of the ARKNET Wifi project and the addition of a new storage POD (\$5,800).

The following table details revenue, total expenditures, changes in fund balance and General Fund costs by category for the two prior fiscal years, and the Final Adopted Budget for the current and prior fiscal years:

### Sports, Safety and Outdoor Recreation - Disaster Preparedness

Category	2013-2014	2014-2015	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	10,500
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 10,500</b>
<u>Expenditures</u>				
Employee Compensation	-	-	-	36,050
Employee Benefits	-	-	-	-
Materials	-	-	-	25,193
Contract Services	-	-	-	2,000
Cost Allocation	-	-	-	13,054
Capital Outlay	-	-	-	-
Special Projects	-	-	-	18,525
Appropriations for Contingenc	-	-	-	1,808
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 96,630</b>
Fund Balance (Use of)	-	-	-	-
<b>General Fund Costs</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 86,130</b>

#### 4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

The following report details actual expenditures and budgeted appropriations over a 4 year period at the account level.

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
<b>633 Disaster Preparedness</b>				
05 - Employee compensation				
500.502 - Salaries Part Time				35,000
500.513 - Sick Leave				1,050
05 - Employee compensation Total				36,050
15 - Materials				
600.601 - General Office Supplies				100
600.602 - Printing and Duplication				800
600.613 - General Supplies				18,000
600.632 - Mileage Reimbursement				50
600.642 - Telephone and Data Services				1,243
600.645 - Grant Expenditures				5,000
15 - Materials Total				25,193
20 - Contract services				
700.701 - Training and Instruction				2,000
20 - Contract services Total				2,000
25 - Cost allocation				
800.805 - CC CAP Allocation				315
800.806 - CM CAP Allocation				95
800.814 - Finance CAP Alloc				2,652
800.817 - Community Hall/Quinlan CAP				7,419
800.820 - Grounds Maintenance CAP				0
800.821 - Building Maintenance CAP				2,573
25 - Cost allocation Total				13,054
31 - Special projects				
900.945 - Fixed Asset Acquisition				18,525
31 - Special projects Total				18,525
35 - Contingencies				
719.705 - Contingencies				1,808
35 - Contingencies Total				1,808
<b>633 Disaster Preparedness Total</b>				<b>96,630</b>

**City of Cupertino**  
**Fiscal Year 2016-2017**

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**CRIMINAL JUSTICE/PUBLIC PROTECTION**

**Other Protection**

**RECREATION AND  
COMMUNITY SERVICES-  
EMERGENCY DISASTER PREPAREDNESS**

Budget Unit 100-65-633

General Fund

In FY16, this program was placed under Sports, Safety, and Outdoor Recreation – Disaster Preparedness with a new program number as part of a department reorganization. A complete discussion of this program can be found under Budget Unit 100-63-633.

This program will remain in order to maintain historical data however, once all prior year data as listed in the table below is \$0, this program will be removed.

The following table details revenue, total expenditures, changes in fund balance and General Fund costs by category for the two prior fiscal years, and the Final Adopted Budget for the current and prior fiscal years:

**Recreation and Community Services - Disaster Preparedness**

Category	2013-2014	2014-2015	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	3,500	3,500	-	-
Charges for Services		7,608	9,125	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ 3,500</b>	<b>\$ 11,108</b>	<b>\$ 9,125</b>	<b>\$ -</b>
<u>Expenditures</u>				
Employee Compensation	31,793	32,786	36,050	-
Employee Benefits	852	953	852	-
Materials	23,768	5,756	27,093	-
Contract Services	83,000	-	500	-
Cost Allocation	-	-	-	-
Capital Outlay	-	-	-	-
Special Projects	-	11,400	12,725	-
Appropriations for Contingenc	-	-	2,259	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 139,413</b>	<b>\$ 50,895</b>	<b>\$ 79,479</b>	<b>\$ -</b>
Fund Balance (Use of)	-	-	-	-
<b>General Fund Costs</b>	<b>\$ 135,913</b>	<b>\$ 39,787</b>	<b>\$ 70,354</b>	<b>\$ -</b>

**STAFFING**

There is no full time staffing associated with this program.

**4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL**

The following report details actual expenditures and budgeted appropriations over a 4 year period at the account level.

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
633 Disaster Preparedness				
05 - Employee compensation				
500.502 - Salaries Part Time	31,793	32,786	35,000	0
500.513 - Sick Leave			1,050	0
05 - Employee compensation Total	31,793	32,786	36,050	0
10 - Employee benefits				
501.500 - Retirement System		116	0	0

501.507 - Medicare	852	837	852	0
501.510 - Workers Compensation		0	0	0
10 - Employee benefits Total	852	953	852	0
15 - Materials				
600.601 - General Office Supplies	22,592	3,967	20,000	0
600.602 - Printing and Duplication		813	800	0
600.618 - Utilities and Phone	0	251	1,243	0
600.619 - Advertising and Legal Notices		0	0	0
600.632 - Mileage Reimbursement	0	0	50	0
600.635 - Special Departmental Exp	0	0	0	0
600.642 - Telephone and Data Services	1,176	725	0	0
600.645 - Grant Expenditures			5,000	0
15 - Materials Total	23,768	5,756	27,093	0
20 - Contract services				
700.701 - Training and Instruction	0	0	500	0
700.702 - General Service Agreement	83,000	0	0	0
20 - Contract services Total	83,000	0	500	0
25 - Cost allocation				
800.805 - CC CAP Allocation				0
800.806 - CM CAP Allocation				0
800.814 - Finance CAP Alloc				0
800.817 - Community Hall/Quinlan CAP				0
800.820 - Grounds Maintenance CAP				0
800.821 - Building Maintenance CAP				0
25 - Cost allocation Total				0
31 - Special projects				
900.945 - Fixed Asset Acquisition	0	11,400	12,725	0
31 - Special projects Total	0	11,400	12,725	0
35 - Contingencies				
719.705 - Contingencies	0	0	2,259	0
35 - Contingencies Total	0	0	2,259	0
<b>633 Disaster Preparedness Total</b>	<b>139,413</b>	<b>50,895</b>	<b>79,479</b>	<b>0</b>

**City of Cupertino**  
**Fiscal Year 2016-2017**

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**CRIMINAL JUSTICE/PUBLIC PROTECTION**

**Other Protection**

**RECREATION AND  
COMMUNITY SERVICES-  
NEIGHBORHOOD WATCH**

Budget Unit 100-65-635

General Fund

In FY16, this program was transferred to Business and Community Services – Community Outreach and Neighborhood Watch as part of a department reorganization. A complete discussion of this program can be found under Budget Unit 100-61-632.

This program will remain in order to maintain historical data however, once all prior year data as listed in the table below is \$0, this program will be removed.

The following table details revenue, total expenditures, changes in fund balance and General Fund costs by category for the two prior fiscal years, and the Final Adopted Budget for the current and prior fiscal years:

**Recreation and Community Services - Neighborhood Watch**

Category	2013-2014	2014-2015	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<u>Expenditures</u>				
Employee Compensation	30,822	26,812	72,100	-
Employee Benefits	837	774	837	-
Materials	-	4,143	4,800	-
Contract Services	74	297	500	-
Cost Allocation	-	-	-	-
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
Appropriations for Contingenc	-	-	530	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 31,732</b>	<b>\$ 32,027</b>	<b>\$ 78,767</b>	<b>\$ -</b>
Fund Balance (Use of)	-	-	-	-
<b>General Fund Costs</b>	<b>\$ 31,732</b>	<b>\$ 32,027</b>	<b>\$ 78,767</b>	<b>\$ -</b>

**4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL**

The following report details actual expenditures and budgeted appropriations over a 4 year period at the account level.

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
635 Neighborhood Watch				
05 - Employee compensation				
500.502 - Salaries Part Time	30,822	26,812	70,000	0
500.513 - Sick Leave			2,100	0
05 - Employee compensation Total	30,822	26,812	72,100	0
10 - Employee benefits				
501.500 - Retirement System		85	0	0
501.507 - Medicare	837	689	837	0
501.510 - Workers Compensation		0	0	0
10 - Employee benefits Total	837	774	837	0

15 - Materials				
600.601 - General Office Supplies	0	3,330	4,000	0
600.602 - Printing and Duplication		813	800	0
15 - Materials Total	0	4,143	4,800	0
20 - Contract services				
700.701 - Training and Instruction	25	0	500	0
700.702 - General Service Agreement	49	297	0	0
20 - Contract services Total	74	297	500	0
25 - Cost allocation				
800.814 - Finance CAP Alloc				0
25 - Cost allocation Total				0
35 - Contingencies				
719.705 - Contingencies	0	0	530	0
35 - Contingencies Total	0	0	530	0
<b>635 Neighborhood Watch Total</b>	<b>31,732</b>	<b>32,027</b>	<b>78,767</b>	<b>0</b>



## **PUBLIC RESOURCES**

### **Library Facilities**

#### **RECREATION AND COMMUNITY SERVICES- LIBRARY SERVICE**

Budget Unit 100-65-636

General Fund

In FY16, this program was assigned a new program number as part of a department reorganization. A complete discussion of this program can be found under Budget Unit 100-60-636.

This program will remain in order to maintain historical data however, once all prior year data as listed in the table below is \$0, this program will be removed.

The following table details revenue, total expenditures, changes in fund balance and General Fund costs by category for the two prior fiscal years and the Final Adopted Budget for the current and prior fiscal years:

**Recreation & Community Services - Library Extra Hour**

Category	2013-2014	2014-2015	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<u>Expenditures</u>				
Employee Compensation	-	-	-	-
Employee Benefits	-	-	-	-
Materials	-	5,502	-	-
Contract Services	350,339	388,507	409,403	-
Cost Allocation	-	-	-	-
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
Appropriations for Contingenc	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 350,339</b>	<b>\$ 394,009</b>	<b>\$ 409,403</b>	<b>\$ -</b>
Fund Balance (Use of)	-	-	-	-
<b>General Fund Costs</b>	<b>\$ 350,339</b>	<b>\$ 394,009</b>	<b>\$ 409,403</b>	<b>\$ -</b>

**4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL**

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
636 Library Services				
15 - Materials				
600.635 - Special Departmental Exp		5,502	0	0
15 - Materials Total		5,502	0	0
20 - Contract services				
700.702 - General Service Agreement	350,339	388,507	409,403	0
20 - Contract services Total	350,339	388,507	409,403	0
<b>636 Library Services Total</b>	<b>350,339</b>	<b>394,009</b>	<b>409,403</b>	<b>0</b>