

# Parks and Recreation

Budget Unit	Program	2020 Proposed Budget
<b>Administration</b>		<b>\$ 2,028,152</b>
100-60-601	Recreation Administration	\$ 1,230,112
100-60-634	Park Planning and Restoration	\$ -
100-60-636	Library Services	\$ 798,040
<b>Business and Community Services</b>		<b>\$ 1,525,608</b>
100-61-602	Administration	\$ 742,506
100-61-605	Cultural Events	\$ 302,859
100-61-630	Facilities	\$ 480,243
100-61-632	Community Outreach & Neighborhood Watch	\$ -
<b>Recreation and Education</b>		<b>\$ 5,013,959</b>
100-62-608	Administration	\$ 813,804
580-62-613	Youth Teen Recreation	\$ 2,355,386
100-62-623	Senior Center	\$ 1,416,331
100-62-639	Teen Programs	\$ 258,870
100-62-640	Neighborhood Events	\$ 169,568
<b>Sports, Safety and Outdoor Recreation</b>		<b>\$ 7,064,148</b>
100-63-612	Park Facilities	\$ 2,252,892
100-63-615	Administration	\$ 114,178
560-63-616	Blackberry Farm Golf Course	\$ 677,336
580-63-620	Outdoor Recreation	\$ 1,479,804
570-63-621	Sports Center Operations	\$ 2,539,938
100-63-633	Disaster Preparedness	\$ -
<b>Total</b>		<b>\$ 15,631,867</b>

# Department Overview

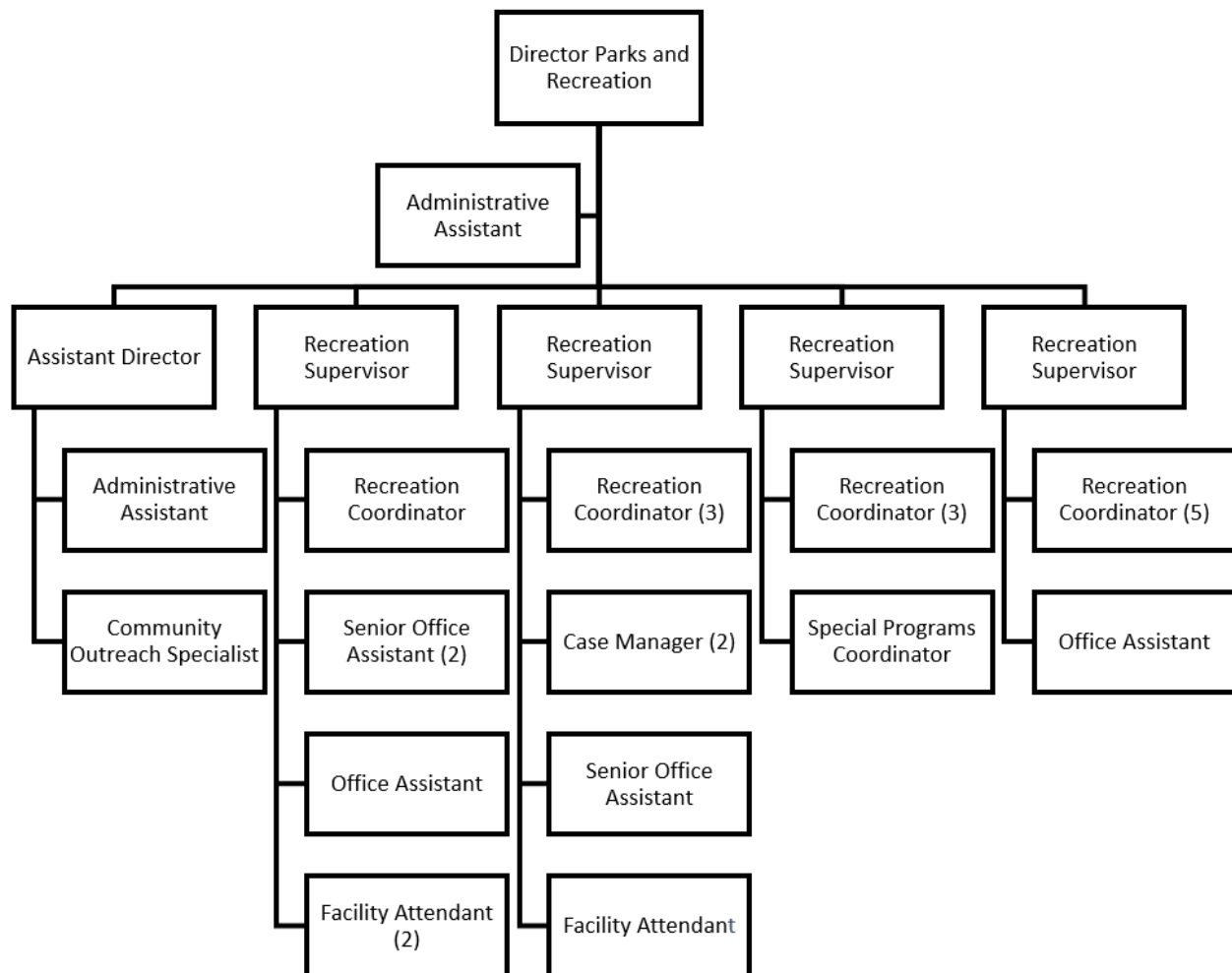
## Budget at a Glance

### 2020 Proposed Budget

Total Revenues	\$ 6,008,759
Total Expenditures	\$ 15,631,867
Fund Balance	\$ (311,637)
General Fund Costs	\$ 9,311,471
% Funded by General Fund	59.6%
Total Staffing	32.10 FTE

## Organization

Jeff Milkes, Director of Parks and Recreation



## Performance Measures

Goal: Create a positive, healthy and connected community.

Benefit: Cupertino has an exceptional system of parks & services that align with community values.

Measure	FY 2017 Jul-Jun	FY 2018 Jul-Jun	FY 2019 Jul-Dec	Ongoing Target
% of Recreation and Community Services Department customers surveyed who rate services as good or excellent	95%	97% <sup>1</sup>	97%	85%
% of programs maintaining minimum registration	71%	70% <sup>1</sup>	59%	80%
% Department's total cost recovery for all (direct and indirect) costs	49%	63% <sup>1</sup>	41.5%	40%
# of new programs or events offered	132	119 <sup>1</sup>	76	50
% change in participants	-6%	22% <sup>1</sup>	67%	+1%

<sup>1</sup> Due to a server crash in FY 2017-18, activity, facility, and customer information is estimated for the period January – June 2018.

## Proposed Budget

It is recommended that City Council approve a budget of \$15,631,867 for the Parks and Recreation department. This represents a decrease of \$1,810,565 (-10.4%) from the FY 2019 Adopted Budget.

The budget primarily decreased as a result of a city reorganization, reallocating Disaster Preparedness to 100-612-633, Community Outreach and Neighborhood Watch to 100-12-632, and Park Planning and Restoration to Public Works 100-82-806.

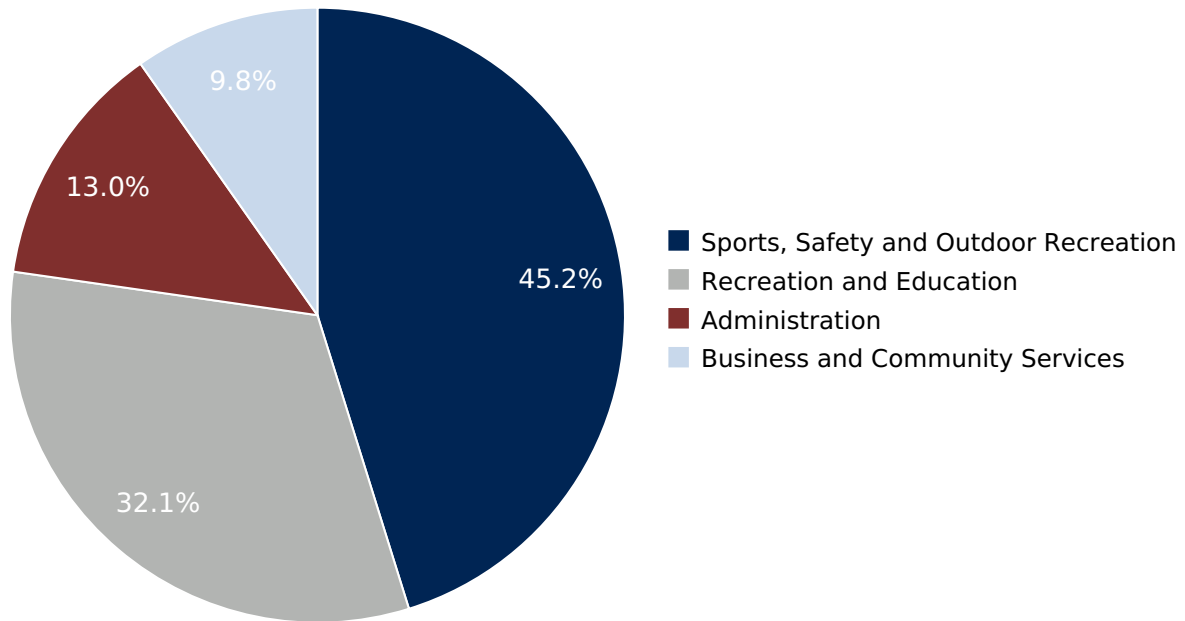
The department budget represents a zero based budget approach which resulted in a more accurate description of actual proposed expenditures. The budget was “trued up”, primarily accounting for the remaining reduction in the budget this includes a large reduction in part time salary costs. Overall, compared to actual expenditures in 2018, the budget remained relatively unchanged.

The Budget for Parks & Recreation proposes funding to support initiatives in the 2019/2020 Council Work Plan that includes \$30,500 to update the athletic fields policy and programs to better engage with and meet the needs of Cupertino teens through formation of a Youth Activity Board (\$13,000). This budget also proposes funding to further partnerships with the Cupertino Union School District to provide a satellite teen program at Lawson Middle School (\$74,310) and weekly open gym opportunities at two schools (\$61,780).

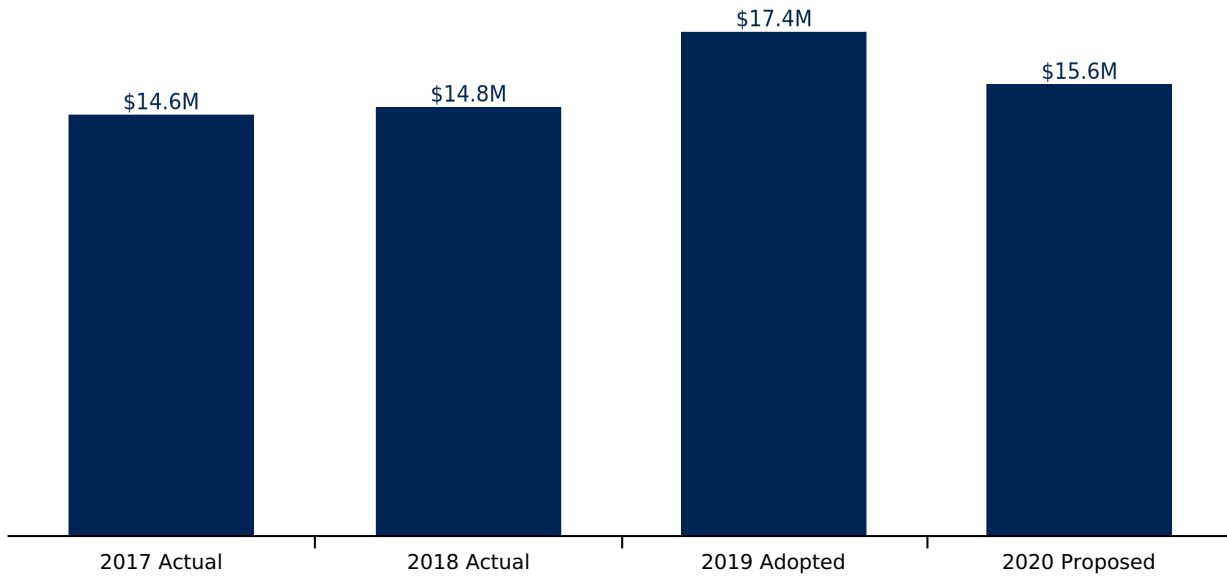
This budget proposes funding to complete needed repairs and removal of declining trees on the Blackberry Farm Golf Course (\$27,360) and funding to open and operate the Blacksmith Shop at McClellan Ranch Preserve (\$8,492).

While this budget does not propose new staffing for the department, it does propose funding the reclassification of a facility attendant to a facility coordinator, pending appropriate classification.

## Proposed Expenditures by Division



## Department Expenditure History



## Revenues and Expenditures

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

Category	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
Use of Money and Property	\$ 676,453	\$ 538,585	\$ 754,500	\$ 400,000
Charges for Services	\$ 6,185,731	\$ 6,189,628	\$ 5,925,832	\$ 5,608,759
Miscellaneous Revenue	\$ 49,575	\$ 43,850	\$ 56,000	\$ -
<b>Total Revenues</b>	<b>\$ 6,911,759</b>	<b>\$ 6,772,063</b>	<b>\$ 6,736,332</b>	<b>\$ 6,008,759</b>
<b>Expenditures</b>				
Employee Compensation	\$ 3,770,679	\$ 4,559,850	\$ 5,185,708	\$ 4,673,165
Employee Benefits	\$ 1,185,468	\$ 1,544,745	\$ 1,583,600	\$ 1,423,806
Materials	\$ 869,264	\$ 780,270	\$ 1,062,056	\$ 775,552
Contract Services	\$ 3,659,176	\$ 4,151,481	\$ 4,756,614	\$ 4,181,011
Cost Allocation	\$ 4,998,615	\$ 3,652,570	\$ 4,461,823	\$ 4,303,176
Capital Outlays	\$ 313	\$ -	\$ -	\$ -
Special Projects	\$ 91,082	\$ 146,362	\$ 133,000	\$ 57,500
Contingencies	\$ -	\$ -	\$ 259,631	\$ 217,657
<b>Total Expenditures</b>	<b>\$ 14,574,597</b>	<b>\$ 14,835,278</b>	<b>\$ 17,442,432</b>	<b>\$ 15,631,867</b>
<b>Fund Balance</b>	<b>\$ 678,906</b>	<b>\$ (476,286)</b>	<b>\$ (1,786,449)</b>	<b>\$ (311,637)</b>
<b>General Fund Costs</b>	<b>\$ 8,341,742</b>	<b>\$ 7,586,928</b>	<b>\$ 8,919,651</b>	<b>\$ 9,311,471</b>

# Recreation Administration

Budget Unit 100-60-601

General Fund - Administration - Recreation Administration

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ -
Total Expenditures	\$ 1,230,112
Fund Balance	\$ -
General Fund Costs	\$ 1,230,112
% Funded by General Fund	100.0%
<hr/>	
Total Staffing	4.55 FTE

## Program Overview

The Recreation Administration program provides overall department administration, project management, community outreach, and support to the Parks and Recreation and Library Commissions.

## Service Objectives

- Provide overall department administration, budget control, policy development, and employee development and evaluation.
- Support the Planning and Public Works Departments in the development, renovation, and improvements of parks and open spaces.
- Complete long-term and strategic plans for the Department including the Parks and Recreation System Master Plan and 3 Year Strategic Plan.
- Monitor and facilitate partnerships in regards to Library and other community organizations.
- Outreach to the community in conjunction with programs and the Parks and Recreation System Master Plan.
- Promote partnerships with Cupertino Union School District, Fremont Union High School District, and De Anza College with quarterly meetings and joint projects.

## Proposed Budget

It is recommended that City Council approve a budget of \$1,230,112 for the Recreation Administration program. This represents an increase of \$425,974 (53.0%) from the FY 2019 Adopted Budget.

The Revenues were reduced by \$42,000 due to the realignment of the Leadership Academy Program to the Administrative Services Department, in program 100-40-400. The increase in Materials was primarily due to the reallocation of printing and distribution of expenses for the Department's recreation brochure from 100-61-630, 580-62-613 & 580-63-620 and consolidation of the department's training budget. The increase in Contract Services was primarily due to the requirement to purchase Sexual Abuse and Molestation Insurance. Employee compensation and benefits were increased due to the reallocation of 70% of a Community Outreach Specialist from 100-61-602.

## Revenues and Expenditures

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

Category	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
Miscellaneous Revenue	\$ 43,200	\$ 39,600	\$ 42,000	\$ -
<b>Total Revenues</b>	<b>\$ 43,200</b>	<b>\$ 39,600</b>	<b>\$ 42,000</b>	<b>\$ -</b>
<b>Expenditures</b>				
Employee Compensation	\$ 145,714	\$ 301,717	\$ 462,975	\$ 658,554
Employee Benefits	\$ 78,966	\$ 107,447	\$ 186,440	\$ 278,883
Materials	\$ 72,451	\$ 50,180	\$ 74,521	\$ 181,301
Contract Services	\$ 27,960	\$ 27,050	\$ 40,500	\$ 72,912
Cost Allocation	\$ 658,797	\$ 36,814	\$ 35,426	\$ 27,563
Special Projects	\$ 2,468	\$ -	\$ -	\$ -
Contingencies	\$ -	\$ -	\$ 4,276	\$ 10,899
<b>Total Expenditures</b>	<b>\$ 986,356</b>	<b>\$ 523,208</b>	<b>\$ 804,138</b>	<b>\$ 1,230,112</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 943,156</b>	<b>\$ 483,608</b>	<b>\$ 762,138</b>	<b>\$ 1,230,112</b>

## Staffing

Total current authorized positions - 3.85 FTE

Due to a reorganization within the Department, the increase in Staffing is primarily due to the reallocation of 70% of a Community Outreach Specialist from 100-61-602 to this program budget.

Total recommended positions - 4.55 FTE

# Park Planning and Restoration

Budget Unit 100-60-634

General Fund - Administration - Park Planning and Restoration

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ -
Total Expenditures	\$ -
Fund Balance	\$ -
General Fund Costs	\$ -
% Funded by General Fund	0.0%
<hr/>	
Total Staffing	0.00 FTE

## Program Overview

In FY 2019, this program was transferred to Public Works. A complete discussion of this program can be found under Budget Unit 100-82-806. 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.

## Proposed Budget

There is no budget requested for this program.

## Revenues and Expenditures

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



Category	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
<b>Total Revenues</b>	\$ -	\$ -	\$ -	\$ -
<b>Expenditures</b>				
Employee Compensation	\$ 143,496	\$ 151,063	\$ 153,090	\$ -
Employee Benefits	\$ 57,721	\$ 63,248	\$ 65,777	\$ -
Materials	\$ 2,461	\$ 2,354	\$ 11,500	\$ -
Contract Services	\$ -	\$ 1,050	\$ 10,000	\$ -
Cost Allocation	\$ 34,794	\$ 16,662	\$ 27,182	\$ -
<b>Total Expenditures</b>	<b>\$ 238,472</b>	<b>\$ 234,377</b>	<b>\$ 267,549</b>	<b>\$ -</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 238,472</b>	<b>\$ 234,377</b>	<b>\$ 267,549</b>	<b>\$ -</b>

## Staffing

Total current authorized positions - 0.00 FTE

Total recommended positions - 0.00 FTE

# Library Services

Budget Unit 100-60-636

General Fund - Administration - Library Services

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ -
Total Expenditures	\$ 798,040
Fund Balance	\$ -
General Fund Costs	\$ 798,040
% Funded by General Fund	100.0%
<hr/>	
Total Staffing	0.00 FTE

## Program Overview

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

## Service Objectives

- Provide 12 extra hours per week of library service for our constituents.
- Explore partnerships with the SCC Library for recreation and community programs.

## Proposed Budget

It is recommended that City Council approve a budget of \$798,040 for the Library Services program. This represents a decrease of \$171,465 (-17.7%) from the FY 2019 Adopted Budget.

The decrease in Contract Services is primarily due to year one of a two year decrease in the City's funding of 12 additional operating hours for the Library. This was a result of an increase in the Santa Clara County's staffing budget for the Library. The remaining costs in this budget fund an expansion to the Go Biblio program. The City will also be setting aside \$352,719 in savings to help fund a library room expansion as part of the City's assigned fund balance classification.

## Revenues and Expenditures

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

Category	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
<b>Total Revenues</b>	\$ -	\$ -	\$ -	\$ -
<b>Expenditures</b>				
Contract Services	\$ 443,106	\$ 449,295	\$ 468,023	\$ 117,000
Cost Allocation	\$ 715,712	\$ 334,021	\$ 501,482	\$ 681,040
<b>Total Expenditures</b>	<b>\$ 1,158,818</b>	<b>\$ 783,316</b>	<b>\$ 969,505</b>	<b>\$ 798,040</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 1,158,818</b>	<b>\$ 783,316</b>	<b>\$ 969,505</b>	<b>\$ 798,040</b>

## Staffing

Total current authorized positions - 0.00 FTE

There is no staffing associated with this program.

Total recommended positions - 0.00 FTE

# Administration

Budget Unit 100-61-602

General Fund - Business and Community Services - Administration

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ -
Total Expenditures	\$ 742,506
Fund Balance	\$ -
General Fund Costs	\$ 742,506
% Funded by General Fund	100.0%
<hr/>	
Total Staffing	5.00 FTE

## Program Overview

The Business Division supports department programs and services through the provision of customer service and analytical support, development, and administration of policies, and administration of recreation management software. The division is also responsible for the department's community outreach programs, including community festivals and City events at Memorial Park. This division also manages Quinlan Community Center (QCC) and Community Hall, as well as facility and park picnic rentals.

## Service Objectives

- Provide first-rate customer service through the implementation of consistent policies, procedures, and performance standards.
- Administer and manage recreation software system for customer registration, memberships, point-of-sale, and facility rentals.
- Collect and analyze data from customer satisfaction surveys and program and revenue reports to improve programs and services.
- Increase participation at City events including 4th of July, Summer Concerts, Cinema at Sundown, Shakespeare in the Park, and the Tree Lighting Ceremony.
- Issue parks and facilities permits for individual customers as well as community festivals and events that promote our diverse culture and connected community.
- Maintain a positive relationship with neighborhoods adjacent to our facilities and parks.

## Proposed Budget

It is recommended that City Council approve a budget of \$742,506 for the Administration program. This represents a decrease of \$181,487 (-19.6%) from the FY 2019 Adopted Budget.

This decrease is mainly due to a reorganization within the Parks and Recreation Department and the City. The Recreation Manager and Community Outreach Specialist positions were reallocated to the administration account, 100-60-601. This has resulted in decreased costs of \$155,925 per year.

## Revenues and Expenditures

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

Category	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
<b>Total Revenues</b>	\$ -	\$ -	\$ -	\$ -
<b>Expenditures</b>				
Employee Compensation	\$ 363,454	\$ 432,066	\$ 495,491	\$ 391,823
Employee Benefits	\$ 178,886	\$ 221,792	\$ 252,608	\$ 200,351
Materials	\$ 14,163	\$ 8,687	\$ 30,170	\$ 2,321
Contract Services	\$ 1,063	\$ 3,811	\$ 8,500	\$ -
Cost Allocation	\$ 166,746	\$ 130,188	\$ 135,290	\$ 147,895
Special Projects	\$ -	\$ 5,313	\$ -	\$ -
Contingencies	\$ -	\$ -	\$ 1,934	\$ 116
<b>Total Expenditures</b>	<b>\$ 724,312</b>	<b>\$ 801,857</b>	<b>\$ 923,993</b>	<b>\$ 742,506</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 724,312</b>	<b>\$ 801,857</b>	<b>\$ 923,993</b>	<b>\$ 742,506</b>

## Staffing

Total current authorized positions - 5.45 FTE

Staff time is being reallocated to better reflect actual time spent in this program.

Total recommended positions - 5.00 FTE

# Cultural Events

Budget Unit 100-61-605

General Fund - Business and Community Services - Cultural Events

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ -
Total Expenditures	\$ 302,859
Fund Balance	\$ -
General Fund Costs	\$ 302,859
% Funded by General Fund	100.0%
<hr/>	
Total Staffing	0.50 FTE

## Program Overview

The Business and Community Service Division's events program produces the City's special events including 4th of July festivities and those hosted at Memorial Park and Quinlan Community Center including the Summer Concert Series, Cinema at Sundown, Shakespeare in the Park, and Tree Lighting. This staff also serves as liaison and issues permits for community and cultural events at Memorial Park including the Cherry Blossom Festival, World Journal Festival, Kids 'N Fun Festival, Fall Festival, Veteran's Day Memorial Ceremony, Diwali Festival, and more.

## Service Objectives

- Provide a summer concert series at Memorial Park.
- Produce a summer movie series at Memorial Park.
- Partner with the San Francisco Shakespeare Company to produce Free Shakespeare in the Park in Cupertino.
- Organize and facilitate the 4th of July Independence Day celebration and fireworks show.
- Bring the community together with the annual Tree Lighting celebration.
- Serve as liaison and issue special event permits to nonprofit organization event producers to ensure successful community and cultural festivals in Memorial Park.

## Proposed Budget

It is recommended that City Council approve a budget of \$302,859 for the Cultural Events program. This represents a decrease of \$343,759 (-53.2%) from the FY 2019 Adopted Budget.

This decrease is mainly due to the neighborhood events program being moved to 100-62-640. The decrease is primarily due to a decrease in part time salaries, materials and contracts to align the budget with prior year historical expenditures. Special projects were decreased due to one time purchases (\$40,000) in 2018.

## Revenues and Expenditures

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

Category	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
<b>Total Revenues</b>	\$ -	\$ -	\$ -	\$ -
<b>Expenditures</b>				
Employee Compensation	\$ 90,421	\$ 103,939	\$ 264,053	\$ 64,735
Employee Benefits	\$ 33,619	\$ 40,295	\$ 45,493	\$ 26,264
Materials	\$ 3,717	\$ 12,872	\$ 23,850	\$ 7,798
Contract Services	\$ 85,402	\$ 144,543	\$ 217,496	\$ 153,207
Cost Allocation	\$ 37,289	\$ 42,685	\$ 45,209	\$ 43,037
Special Projects	\$ 1,582	\$ -	\$ 40,000	\$ -
Contingencies	\$ -	\$ -	\$ 10,517	\$ 7,818
<b>Total Expenditures</b>	<b>\$ 252,030</b>	<b>\$ 344,334</b>	<b>\$ 646,618</b>	<b>\$ 302,859</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 252,030</b>	<b>\$ 344,334</b>	<b>\$ 646,618</b>	<b>\$ 302,859</b>

## Staffing

Total current authorized positions - 0.57 FTE

Staff time is being reallocated to better reflect actual time spent in this program in addition to the Community Outreach Specialist being reallocated to the Administration account, 100-60-601.

Total recommended positions - 0.50 FTE

# Facilities

Budget Unit 100-61-630

General Fund - Business and Community Services - Facilities

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ 539,282
Total Expenditures	\$ 480,243
Fund Balance	\$ -
General Fund Costs	\$ (59,039)
% Funded by General Fund	-12.3%
<hr/>	
Total Staffing	2.50 FTE

## Program Overview

Community Hall provides space for City Council meetings and various Commission meetings, as well as facility rental space available for a variety of activities including business meetings, community events, and Cupertino Library programs. The Quinlan Community Center houses the administrative office of the Parks and Recreation Department and serves as facility space for rentals and a variety of recreational, social, and community activities.

## Service Objectives

- Provide a rental facility for community meetings, business functions, social events, 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 online registration for recreation programs.
- Schedule facility space for contractual and staff-run classes and camps.
- House the Cupertino Historical Society.
- Serve as an Emergency Operations Shelter in case of disasters.

## Proposed Budget

It is recommended that City Council approve a budget of \$480,243 for the Facilities program. This represents a decrease of \$204,119 (-29.8%) from the FY 2019 Adopted Budget.

The decrease was primarily due to reductions in employee compensation and benefits, materials, and contracts to better project actual expenses.

This budget proposes funding to support the 30th anniversary celebration of the Quinlan Community Center (\$4,500).



## Revenues and Expenditures

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

Category	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
Use of Money and Property	\$ 289,115	\$ 116,757	\$ 245,000	\$ 138,000
Charges for Services	\$ 825,501	\$ 489,372	\$ 458,382	\$ 401,282
<b>Total Revenues</b>	<b>\$ 1,114,616</b>	<b>\$ 606,129</b>	<b>\$ 703,382</b>	<b>\$ 539,282</b>
<b>Expenditures</b>				
Employee Compensation	\$ 290,439	\$ 306,411	\$ 330,663	\$ 285,429
Employee Benefits	\$ 102,430	\$ 106,126	\$ 102,437	\$ 99,285
Materials	\$ 51,386	\$ 56,656	\$ 68,465	\$ 30,110
Contract Services	\$ 15,028	\$ 8,210	\$ 17,000	\$ 5,220
Cost Allocation	\$ 546,269	\$ 85,157	\$ 151,524	\$ 58,657
Capital Outlays	\$ 313	\$ -	\$ -	\$ -
Special Projects	\$ 5,694	\$ -	\$ 10,000	\$ -
Contingencies	\$ -	\$ -	\$ 4,273	\$ 1,542
<b>Total Expenditures</b>	<b>\$ 1,011,559</b>	<b>\$ 562,560</b>	<b>\$ 684,362</b>	<b>\$ 480,243</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ (103,057)</b>	<b>\$ (43,569)</b>	<b>\$ (19,020)</b>	<b>\$ (59,039)</b>

## Staffing

Total current authorized positions - 2.63 FTE

Staff time is being reallocated to better reflect the actual time spent in this program. The Community Outreach Specialist was moved to the Recreation Administration account, 100-60-601.

Total recommended positions - 2.50 FTE

# Community Outreach & Neighborhood Watch

Budget Unit 100-61-632

General Fund - Business and Community Services - Community Outreach & Neighborhood Watch

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ -
Total Expenditures	\$ -
Fund Balance	\$ -
General Fund Costs	\$ -
% Funded by General Fund	0.0%
<hr/>	
Total Staffing	0.00 FTE

## Program Overview

In FY 2019, this program was transferred to the City Manager's Office. A complete discussion of this program can be found under Budget Unit 100-12-632. 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.

## Proposed Budget

There is no budget requested for this program.

## Revenues and Expenditures

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

Category	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
<b>Total Revenues</b>	\$ -	\$ -	\$ -	\$ -
<b>Expenditures</b>				
Employee Compensation	\$ 127,900	\$ 116,904	\$ 99,003	\$ -
Employee Benefits	\$ 43,967	\$ 42,824	\$ 32,968	\$ -
Materials	\$ 9,588	\$ 8,166	\$ 19,250	\$ -
Contract Services	\$ 3,181	\$ 1,769	\$ 9,500	\$ -
Cost Allocation	\$ 51,725	\$ 42,400	\$ 39,142	\$ -
Contingencies	\$ -	\$ -	\$ 1,388	\$ -
<b>Total Expenditures</b>	<b>\$ 236,361</b>	<b>\$ 212,063</b>	<b>\$ 201,251</b>	<b>\$ -</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 236,361</b>	<b>\$ 212,063</b>	<b>\$ 201,251</b>	<b>\$ -</b>

## Staffing

Total current authorized positions - 0.00 FTE

Total recommended positions - 0.00 FTE

# Administration

Budget Unit 100-62-608

General Fund - Recreation and Education - Administration

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ 25,000
Total Expenditures	\$ 813,804
Fund Balance	\$ -
General Fund Costs	\$ 788,804
% Funded by General Fund	96.9%
Total Staffing	3.35 FTE

## Program Overview

This program includes administrative support of senior programs offered at the senior center. Administrative duties support the facility and senior programs that focus on enhancing a healthy lifestyle through quality education, recreation, travel, socials, case management services, volunteer opportunities, and facility rentals.

## Service Objectives

- Provide management and supervision of all programs, activities, personnel, and facilities within the senior services division .
- Establish program goals and priorities.
- Ensure operational hours accommodate community desires.
- Provide first-rate customer service and manage customer registration, memberships, point-of-sale, and facility rentals at the Senior Center.

## Proposed Budget

It is recommended that City Council approve a budget of \$813,804 for the Administration program. This represents a decrease of \$467,212 (-36.5%) from the FY 2019 Adopted Budget.

This decrease is mainly due to reductions in cost allocations charges related to building maintenance.

## Revenues and Expenditures

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

<b>Category</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Adopted Budget</b>	<b>2020 Proposed Budget</b>
<b>Revenues</b>				
Use of Money and Property	\$ 5,017	\$ 22,455	\$ 20,000	\$ 25,000
Miscellaneous Revenue	\$ 6,375	\$ 4,250	\$ 14,000	\$ -
<b>Total Revenues</b>	<b>\$ 11,392</b>	<b>\$ 26,705</b>	<b>\$ 34,000</b>	<b>\$ 25,000</b>
<b>Expenditures</b>				
Employee Compensation	\$ 430,150	\$ 425,324	\$ 358,084	\$ 357,732
Employee Benefits	\$ 197,044	\$ 168,223	\$ 144,312	\$ 127,224
Materials	\$ 20,666	\$ 40,374	\$ 53,851	\$ 13,310
Contract Services	\$ 10,216	\$ 20,840	\$ 30,750	\$ 2,800
Cost Allocation	\$ 494,790	\$ 452,107	\$ 690,664	\$ 311,932
Special Projects	\$ -	\$ 45,506	\$ -	\$ -
Contingencies	\$ -	\$ -	\$ 3,355	\$ 806
<b>Total Expenditures</b>	<b>\$ 1,152,866</b>	<b>\$ 1,152,374</b>	<b>\$ 1,281,016</b>	<b>\$ 813,804</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 1,141,474</b>	<b>\$ 1,125,669</b>	<b>\$ 1,247,016</b>	<b>\$ 788,804</b>

## Staffing

Total current authorized positions - 3.20 FTE

Staff time is being reallocated to better reflect the actual time spent in this program.

Total recommended positions - 3.35 FTE

# Youth Teen Recreation

Budget Unit 580-62-613

Recreation Program - Recreation and Education - Youth Teen Recreation

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ 1,037,390
Total Expenditures	\$ 2,355,386
Fund Balance	\$ (1,317,996)
General Fund Costs	\$ -
% Funded by General Fund	0.0%
<hr/>	
Total Staffing	1.60 FTE

## Program Overview

This program encompasses fee-based youth and teen programs such as academic and enrichment classes, STEAM programming, recreational camps, preschool, and special events, enrichment classes for adults, and special interest programming.

## Service Objectives

- Provide a preschool program, summer camps, and an extensive variety of contract classes for youth, teens, 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 and interest in programs.
- Increase the number of youth and teen Science Technology Engineering Art, and Math (STEAM) programs offered.
- Expand all-day summer camp offerings to meet daycare needs of working families.
- Provide family-oriented programs designed to increase community engagement.
- Provide safe, fun, life-long learning activities that promote the foundations of self-confidence, skill development, and personal growth.
- Provide programs that enhance cultural awareness to youth and teens.

## Proposed Budget

It is recommended that City Council approve a budget of \$2,355,386 for the Youth Teen Recreation program. This represents an increase of \$314,561 (15.4%) from the FY 2019 Adopted Budget.

This increase is primarily due to increases in cost allocation. However, the increase was offset by a decrease in materials and contract expenses, primarily due to the loss of the after school enrichment programs which included the loss of three contractors.

The budget proposes funding to increase outreach in support of hiring part time staff (\$2,800) in a difficult labor market.

## Revenues and Expenditures

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

Category	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
Charges for Services	\$ 1,441,395	\$ 1,468,822	\$ 1,444,500	\$ 1,037,390
<b>Total Revenues</b>	<b>\$ 1,441,395</b>	<b>\$ 1,468,822</b>	<b>\$ 1,444,500</b>	<b>\$ 1,037,390</b>
<b>Expenditures</b>				
Employee Compensation	\$ 397,589	\$ 495,400	\$ 432,339	\$ 461,639
Employee Benefits	\$ (1,545)	\$ 134,393	\$ 71,556	\$ 73,364
Materials	\$ 71,123	\$ 72,296	\$ 79,988	\$ 23,627
Contract Services	\$ 859,700	\$ 900,752	\$ 1,049,500	\$ 797,672
Cost Allocation	\$ 305,794	\$ 357,107	\$ 351,973	\$ 962,308
Contingencies	\$ -	\$ -	\$ 55,469	\$ 36,776
<b>Total Expenditures</b>	<b>\$ 1,632,661</b>	<b>\$ 1,959,948</b>	<b>\$ 2,040,825</b>	<b>\$ 2,355,386</b>
<b>Fund Balance</b>	<b>\$ 257,692</b>	<b>\$ (491,126)</b>	<b>\$ (596,325)</b>	<b>\$ (1,317,996)</b>
<b>General Fund Costs</b>	<b>\$ 448,957</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## Staffing

Total current authorized positions - 1.60 FTE

There are no changes to the current level of staffing.

Total recommended positions - 1.60 FTE

# Senior Center

Budget Unit 100-62-623

General Fund - Recreation and Education - Senior Center

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ 430,150
Total Expenditures	\$ 1,416,331
Fund Balance	\$ -
General Fund Costs	\$ 986,181
% Funded by General Fund	69.6%
<hr/>	
Total Staffing	4.65 FTE

## Program Overview

This program includes the coordination and delivery of program services for seniors at the Senior Center. Staff coordinates a well-maintained Senior Center for adults age 50+; and senior adult recreation programs such as enrichment classes, educational presentations, group trips and tours, and social events. In addition, the Senior Center team leverages members to support programs and services through over 24,000 hours of volunteer service annually and coordinates Case Management services to assist seniors in remaining independent and safe in their own homes.

The Youth and Teen programs have been removed from this budget and reallocated to other accounts, showing a reduction of almost \$1 million.

## Service Objectives

- Enhance partnerships with Fremont Union High School District Adult Education, the Santa Clara County Library District, De Anza College, and other local nonprofit agencies.
- Provide appreciation events for senior volunteers who support the Parks and Recreation Department throughout the year.
- Provide multi-lingual senior case management services.
- Offer fitness and enrichment courses, educational presentations, group trips and tours, and socialization opportunities to adults age 50+.
- Provide volunteer service opportunities for adults age 50+.
- Provide a senior focused annual health fair.

## Proposed Budget

It is recommended that City Council approve a budget of \$1,416,331 for the Senior Center program. This represents a decrease of \$619,778 (-30.4%) from the FY 2019 Adopted Budget.

In FY 18/19 the Youth and Teen programs were transferred to 100-62-639, Youth and Teen programs, as part of a department reorganization. A complete discussion of this program can be found under Budget Unit 100-62-639. Increase include an update to the 50+ Scene to be more consistent with the branding guidelines of the



city (\$7,194). The Cupertino Scene was revitalized in 2017. In order to make the 50+ Scene look more similar to the Cupertino Scene and stay consistent with branding, the proposal for an update in layout which would increase in pages and to allow color print. The proposed changes would amount to \$7,194 which covers 6 bi-monthly newsletters for the year. This cost would be on-going. Part time salary costs, materials and contracted expenses were decreased to more accurately reflect prior year actual expenditures.

## Revenues and Expenditures

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

Category	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
Use of Money and Property	\$ 4,788	\$ 1,833	\$ 3,500	\$ -
Charges for Services	\$ 572,307	\$ 470,818	\$ 578,050	\$ 430,150
<b>Total Revenues</b>	<b>\$ 577,095</b>	<b>\$ 472,651</b>	<b>\$ 581,550</b>	<b>\$ 430,150</b>
<b>Expenditures</b>				
Employee Compensation	\$ 449,507	\$ 581,360	\$ 818,614	\$ 535,164
Employee Benefits	\$ 142,146	\$ 186,248	\$ 238,292	\$ 194,081
Materials	\$ 341,397	\$ 127,725	\$ 220,985	\$ 122,694
Contract Services	\$ 98,398	\$ 256,676	\$ 317,220	\$ 191,875
Cost Allocation	\$ 588,869	\$ 552,901	\$ 415,210	\$ 357,244
Contingencies	\$ -	\$ -	\$ 25,788	\$ 15,273
<b>Total Expenditures</b>	<b>\$ 1,620,317</b>	<b>\$ 1,704,910</b>	<b>\$ 2,036,109</b>	<b>\$ 1,416,331</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 1,043,222</b>	<b>\$ 1,232,258</b>	<b>\$ 1,454,559</b>	<b>\$ 986,181</b>

## Staffing

Total current authorized positions - 4.85 FTE

Staff time is being reallocated to better reflect actual time spent in this program.

Total recommended positions - 4.65 FTE

# Teen Programs

Budget Unit 100-62-639

General Fund - Recreation and Education - Teen Programs

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ 7,500
Total Expenditures	\$ 258,870
Fund Balance	\$ -
General Fund Costs	\$ 251,370
% Funded by General Fund	97.1%
<hr/>	
Total Staffing	0.35 FTE

## Program Overview

This program supports teen programs and services for the Recreation and Education Division. It provides for the supervision and operation of the Cupertino Teen Center, the satellite Teen Center at Lawson Middle School, the Youth Activity Board, the Cupertino Teen Leadership Academy, and the teen summer volunteer program.

## Service Objectives

- Empower youth by creating enriching and stress-free programs that foster physical, mental, and social development.
- Provide an exclusive space for Cupertino Teens to de-stress, create, study, and to socially develop.
- Create opportunities for youth and teens to build their leadership abilities by creating activities, events, and programs by teens for teens.
- Create reciprocal engagement and outreach efforts between the City of Cupertino and Cupertino teens.
- Develop teen leadership skills and career growth opportunities by providing an interactive teen leadership program.
- Provide the opportunity for teens to gain applied skills and develop leadership abilities by volunteering in a summer camp and/or an Aquatic Learn -to Swim program.
- Establish a partnership with Lawson Middle School to bring the Cupertino Teen Center to a local school community.
- Create programs which support mental health and wellness in youth and teens.

## Proposed Budget

It is recommended that City Council approve a budget of \$258,870 for the Teen Programs program.

This budget primarily provides support for the Cupertino Teen Center facility, including the Teen Center at Lawson (\$74,310), and a variety of teen programs such as the Cupertino Teen Leadership Academy, the Summer Volunteer Program (Leaders in Training, Swim Instructor training), and the Youth Activity Board

(\$13,400). The budget proposes increasing cultural programs at the Quinlan Community Center (\$6,200). This program was reallocated from 100-62-623 to 100-62-639 in FY 18/19. This is a new program budget added to better capture revenues and expenses for Teen Programs.

These initiatives are intended to meet the needs of Cupertino Teens as directed in the 2019/20 City Council approved work plan.

## Revenues and Expenditures

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

Category	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
Use of Money and Property	\$ -	\$ -	\$ -	\$ 5,000
Charges for Services	\$ -	\$ -	\$ -	\$ 2,500
<b>Total Revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 7,500</b>
<b>Expenditures</b>				
Employee Compensation	\$ -	\$ -	\$ -	\$ 197,431
Employee Benefits	\$ -	\$ -	\$ -	\$ 16,352
Materials	\$ -	\$ -	\$ -	\$ 37,205
Contract Services	\$ -	\$ -	\$ -	\$ 7,882
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 258,870</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 251,370</b>

## Staffing

Total current authorized positions - 0.35 FTE

There are no changes to the current level of staffing.

Total recommended positions - 0.35 FTE

# Neighborhood Events

Budget Unit 100-62-640

General Fund - Recreation and Education - Neighborhood Events

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ 5,000
Total Expenditures	\$ 169,568
Fund Balance	\$ -
General Fund Costs	\$ 164,568
% Funded by General Fund	97.1%
<hr/>	
Total Staffing	0.10 FTE

## Program Overview

The Neighborhood Programs provide a varied schedule of summer events in neighborhood parks. Events include outdoor concerts, outdoor movies, performances, and free arts and fitness programs in the parks. These programs are designed to engage new customers and to promote current programs. This program will continue to develop partnerships with local agencies, businesses, and non-profits to better engage our community.

## Service Objectives

- To provide outdoor summer concerts in neighborhood parks.
- To provide outdoor summer movies in neighborhood parks.
- To provide outdoor summer fitness opportunities in neighborhood parks.
- To provide outdoor summer arts opportunities in neighborhood parks.
- To provide an array of outdoor cultural special events in neighborhood parks.
- To provide activities for kids and families of all ages.
- To build community through partnerships with local agencies, businesses and non-profits.

## Proposed Budget

It is recommended that City Council approve a budget of \$169,568 for the Neighborhood Events program.

This is a new program budget to better capture revenues & expenses for the Neighborhood Programs. The budget includes expenditures of \$90,514 in employee compensation and benefits, \$20,033 for supplies and equipment and \$58,847 for contracted services, primarily bands and entertainment.

Revenues-The Neighborhood Events program will provide support for the Cupertino Campout at Creekside Park, which is targeted to bring \$5,000 in revenues (\$7,913 in expenditures).

## Revenues and Expenditures

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

Category	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
Charges for Services	\$ -	\$ -	\$ -	\$ 5,000
<b>Total Revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,000</b>
<b>Expenditures</b>				
Employee Compensation	\$ -	\$ -	\$ -	\$ 84,022
Employee Benefits	\$ -	\$ -	\$ -	\$ 6,666
Materials	\$ -	\$ -	\$ -	\$ 20,033
Contract Services	\$ -	\$ -	\$ -	\$ 58,847
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 169,568</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 164,568</b>

## Staffing

Total current authorized positions - 0.10 FTE

There are no changes to the current level of staffing.

Total recommended positions - 0.10 FTE

# Park Facilities

Budget Unit 100-63-612

General Fund - Sports, Safety and Outdoor Recreation - Park Facilities

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ 384,000
Total Expenditures	\$ 2,252,892
Fund Balance	\$ -
General Fund Costs	\$ 1,868,892
% Funded by General Fund	83.0%
<hr/>	
Total Staffing	3.28 FTE

## Program Overview

Blackberry Farm provides the community with recreational space to swim, picnic, enjoy ranger-led activities, and the Stevens Creek Trail. McClellan Ranch Preserve offers environmental education classes/creek tours to school groups, nature programs, and is the location of the Community Garden program and non-profit operations such as Grassroots Ecology, 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 including gymnastics classes and preschool.

## Service Objectives

Blackberry Farm Picnic Grounds and Pools:

- Provide the community with two recreational pools for drop-in use.
- Offer a Junior Lifeguard course for teens, ages 13 -15.
- Engage and provide the community with annual 4th of July and Pooch Plunge events.
- Partner with the Audubon Society to provide Wildlife & Harvest Day at Blackberry Farm.
- Increase residential usage of the facility.
- Continue to offer Park Ranger-led activities such as interpretive walks, star-gazing events, and implement a Stevens Creek Corridor volunteer program.

McClellan Ranch Preserve:

- Continue to offer drop-in visitor hours at the Environmental Education Center and Blacksmith Shop on Saturdays, Sundays, and some school holidays.
- Develop park management internship opportunities in partnership with the West Valley Community College Park Management Program.
- Partner with SCVAS, Grassroots Ecology, Watershed Stewardship Program Members, Santa Clara Valley Audubon Society, Rolling Hills 4H and UCCE Master Gardeners in providing public education programs.
- Expand programming opportunities for teens.

- Increase volunteer/docent opportunities at McClellan Ranch.
- Develop and increase community garden programming.

#### Creekside Park Building:

- Rent facility for nonprofit board meetings, birthday parties, school group picnics, and other similar activities.
- Provide contract and staff-run classes and camps.
- Provide space for year-round farmers' market

#### Monta Vista Recreation Center:

- Provide gymnastics classes via a certified gymnastics business.
- Offer department run preschool program.
- Provide contract and staff-run classes and camps.
- Make space available for co-sponsored clubs and rentals.

## Proposed Budget

It is recommended that City Council approve a budget of \$2,252,892 for the Park Facilities program. This represents a decrease of \$129,502 (-5.4%) from the FY 2019 Adopted Budget.

The decrease in materials and supplies is primarily due the transfer out of telephone charges on Innovation and Technology and decreased data charges, coupled with a smaller office supply budget and general supply budget based on prior year actuals.

The increase in Contract Services is a result of an increase in bank charges, and several new programs and events added to this division. July 4th is the 10th Anniversary of the re-opening of Blackberry Farm. Event-themed staff t-shirts, decorate-your-own canvas tote giveaways, and a steel drum band would be added to the current event offerings. With the popularity of the recently implemented park ranger programs along the corridor, the new Corridor Stroll, would take place along the whole corridor from McClellan Ranch to the Stocklemeir property. For young and old alike, the corridor comes alive with blacksmith demonstrations, nature crafts, magicians, acoustic performers, snacks and wine tastings, to name a few. Signing with Santa is an event like no other in the bay area. This event features cocoa and cookies with a Santa who only communicates via sign language. This is the first event offered in an ongoing effort to add more adaptive needs programs to our department. Costs for this event would be offset by the registration fee of \$10 per person, which we anticipate to offset the event cost by \$500. Merchandise for sale will be added to the Blackberry Farm Cafe. The cost to purchase items will be offset by the profit made from sales. We anticipate sales to generate an additional \$2,200 in revenue.

The increase in Contract Services is due to the Blacksmith contract and a \$75,000 transfer of funding from a one-time, limited special project for habitat restoration at McClellan Ranch Preserve to the ongoing watering and maintenance of the meadow restoration project.

This budget proposes funding to support the 10th anniversary celebration of Blackberry Farm (\$2,850), Stevens Creek Corridor Stroll activities (\$3,448), and to operate the Blacksmith Shop at the McClellan Ranch Preserve (\$6,997).

## Revenues and Expenditures

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

<b>Category</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Adopted Budget</b>	<b>2020 Proposed Budget</b>
<b>Revenues</b>				
Use of Money and Property	\$ 69,631	\$ 201,787	\$ 199,000	\$ 204,000
Charges for Services	\$ 152,130	\$ 197,733	\$ 175,000	\$ 180,000
<b>Total Revenues</b>	<b>\$ 221,761</b>	<b>\$ 399,520</b>	<b>\$ 374,000</b>	<b>\$ 384,000</b>
<b>Expenditures</b>				
Employee Compensation	\$ 586,441	\$ 585,928	\$ 730,520	\$ 709,998
Employee Benefits	\$ 112,901	\$ 114,806	\$ 130,493	\$ 147,805
Materials	\$ 96,656	\$ 110,726	\$ 136,073	\$ 94,435
Contract Services	\$ 10,427	\$ 48,532	\$ 31,700	\$ 89,251
Cost Allocation	\$ 815,707	\$ 954,759	\$ 1,277,319	\$ 1,202,972
Special Projects	\$ 55,071	\$ 62,643	\$ 68,000	\$ -
Contingencies	\$ -	\$ -	\$ 8,289	\$ 8,431
<b>Total Expenditures</b>	<b>\$ 1,677,203</b>	<b>\$ 1,877,394</b>	<b>\$ 2,382,394</b>	<b>\$ 2,252,892</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 1,455,442</b>	<b>\$ 1,477,874</b>	<b>\$ 2,008,394</b>	<b>\$ 1,868,892</b>

## Staffing

Total current authorized positions - 3.43 FTE

Staff time has been reallocated to better reflect actual time spent in this program.

Total recommended positions - 3.28 FTE



# Administration

Budget Unit 100-63-615

General Fund - Sports, Safety and Outdoor Recreation - Administration

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ -
Total Expenditures	\$ 114,178
Fund Balance	\$ -
General Fund Costs	\$ 114,178
% Funded by General Fund	100.0%
<hr/>	
Total Staffing	0.40 FTE

## Program Overview

This program supports all facets of the Sports, Safety, and Outdoor Recreation Division. It provides for the supervision and operation of the Cupertino Sports Center, Blackberry Farm Golf Course, 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 offering of recreation programs for all ages including sports leagues, camps/classes, nature programs, volunteer opportunities, drop-in activities, special events, aquatics, golf, and specialty classes.

## 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.
- Continue to improve coordination among staff within the Stevens Creek Corridor in order to enhance customer service and the experience for park visitors.
- Oversee marketing, budget development, and program plans for all locations.
- Continue to expand the aquatics program.

## Proposed Budget

It is recommended that City Council approve a budget of \$114,178 for the Administration program. This represents a decrease of \$76,556 (-40.1%) from the FY 2019 Adopted Budget.

The decrease in this budget is primarily due to reduced cost allocation expenses and the movement of several line items to other accounts. The conference and training funds have moved to the department administration account, 100-60-601 and supplies and materials have moved to the accounts where the two supervisors are geographically located.

This budget proposes replacement of two failing lifeguard stands (\$6,000) for the Blackberry Farm pool deck.

## Revenues and Expenditures

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

Category	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
<b>Total Revenues</b>	\$ -	\$ -	\$ -	\$ -
<b>Expenditures</b>				
Employee Compensation	\$ 88,077	\$ 186,622	\$ 54,513	\$ 46,034
Employee Benefits	\$ 39,767	\$ 69,295	\$ 20,550	\$ 16,279
Materials	\$ 4,620	\$ 6,228	\$ 6,755	\$ 8,465
Contract Services	\$ 388	\$ 3,889	\$ -	\$ -
Cost Allocation	\$ 105,013	\$ 87,147	\$ 108,578	\$ 43,392
Contingencies	\$ -	\$ -	\$ 338	\$ 8
<b>Total Expenditures</b>	<b>\$ 237,865</b>	<b>\$ 353,181</b>	<b>\$ 190,734</b>	<b>\$ 114,178</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 237,865</b>	<b>\$ 353,181</b>	<b>\$ 190,734</b>	<b>\$ 114,178</b>

## Staffing

Total current authorized positions - 0.40 FTE

There are no changes to the current level of staffing.

Total recommended positions - 0.40 FTE

# Blackberry Farm Golf Course

Budget Unit 560-63-616

Blackberry Farm - Sports, Safety and Outdoor Recreation - Blackberry Farm Golf Course

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ 327,000
Total Expenditures	\$ 677,336
Fund Balance	\$ 259,664
General Fund Costs	\$ 610,000
% Funded by General Fund	90.1%
<hr/>	
Total Staffing	1.05 FTE

## Program Overview

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

## Service Objectives

- Increase the golfer base through private golf instruction, family events, and high school golf team partnerships.
- Operate a golf course concession where customers may purchase golfing accessories and golf instruction.

## Proposed Budget

It is recommended that City Council approve a budget of \$677,336 for the Blackberry Farm Golf Course program. This represents a decrease of \$10,603 (-1.5%) from the FY 2019 Adopted Budget.

This budget is relatively unchanged since last fiscal year.

The increase in Contract Services is primarily due to necessary improvements to rebuild the tee area on hole #1 and hole #9 (\$6,180 per tee). The additional funds (\$15,000) would also allow us to add five days of tree work on the course each year, to help address the maintenance of over 100 trees located on the course. The decrease in Materials and Supplies is due to conference and meeting costs being removed from this account to account 100-60-601 and a more accurate reflection of the cost of maintaining merchandise after a full year of responsibility for this operation, and the completion of one-time purchases, including tables and umbrellas, a new counter, and merchandise display in the pro shop.

## Revenues and Expenditures

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

<b>Category</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Adopted Budget</b>	<b>2020 Proposed Budget</b>
<b>Revenues</b>				
Use of Money and Property	\$ 19,791	\$ 30,910	\$ -	\$ 27,000
Charges for Services	\$ 305,435	\$ 314,754	\$ 335,000	\$ 300,000
<b>Total Revenues</b>	<b>\$ 325,226</b>	<b>\$ 345,664</b>	<b>\$ 335,000</b>	<b>\$ 327,000</b>
<b>Expenditures</b>				
Employee Compensation	\$ 147,505	\$ 136,361	\$ 150,811	\$ 168,337
Employee Benefits	\$ 47,658	\$ 50,556	\$ 37,632	\$ 42,698
Materials	\$ 24,148	\$ 98,956	\$ 124,693	\$ 106,249
Contract Services	\$ 267,036	\$ 258,776	\$ 244,200	\$ 267,345
Cost Allocation	\$ 88,300	\$ 97,561	\$ 102,158	\$ 76,259
Special Projects	\$ 22,758	\$ 32,900	\$ 10,000	\$ -
Contingencies	\$ -	\$ -	\$ 18,445	\$ 16,448
<b>Total Expenditures</b>	<b>\$ 597,405</b>	<b>\$ 675,110</b>	<b>\$ 687,939</b>	<b>\$ 677,336</b>
<b>Fund Balance</b>	<b>\$ 60,753</b>	<b>\$ (29,446)</b>	<b>\$ (352,939)</b>	<b>\$ 259,664</b>
<b>General Fund Costs</b>	<b>\$ 332,931</b>	<b>\$ 300,000</b>	<b>\$ -</b>	<b>\$ 610,000</b>

## Staffing

Total current authorized positions - 0.90 FTE

Staff time is being reallocated to better reflect actual time spent in this program.

Total recommended positions - 1.05 FTE

# Outdoor Recreation

Budget Unit 580-63-620

Recreation Program - Sports, Safety and Outdoor Recreation - Outdoor Recreation

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ 1,201,937
Total Expenditures	\$ 1,479,804
Fund Balance	\$ 287,133
General Fund Costs	\$ 565,000
% Funded by General Fund	38.2%
Total Staffing	2.52 FTE

## Program Overview

This program encompasses the coordination and delivery of a wide range of sports, fitness, and outdoor activities for youth and adults.

## Service Objectives

- Operate a summer learn-to-swim program for infants, children, teens, and adults.
- Coordinate spring, summer, and fall adult softball leagues.
- Provide sports, 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 Cupertino Union School District/City Joint Use Agreement.
- Increase nature, blacksmithing, and environmental classes for parent/child, teen, and adult demographics.
- Increase youth and teen activities to better accommodate working parents.
- Provide an afternoon summer nature program to provide all-day camp options for families.
- Offer fee-based gardening programs for youth and adults.

## Proposed Budget

It is recommended that City Council approve a budget of \$1,479,804 for the Outdoor Recreation program. This represents a decrease of \$118,546 (-7.4%) from the FY 2019 Adopted Budget.

The decrease is primarily due to reductions in cost allocation.

The increase in Contract Services can be attributed to several new programs. The aquatics program has moved from Cupertino High School to Monta Vista High School, to provide a longer day of lessons. This includes 2 more group lessons each session, 48 additional private lessons, and a new lap swim program at lunch. While this move involves an increase in rent expenses of \$16,000, we anticipate generating an additional \$20,000 in revenue. A new Drop-In Basketball program at two CUSD schools would also involve renting gym space at a cost of \$51,000. Participants would be charged a fee of \$10 each to play, resulting in an approximate off-setting revenue of \$19,200. The addition of these programs as well as a new Kid's Challenge event, also results

in a slight increase in materials and supplies. The above mentioned revenue will help to offset those events mentioned. 200 children participate in the kid's run at the Big Bunny 5k each year. Looking to add another fitness-oriented event for kids, the Kid's Challenge will offer a ninja warrior, parkour type challenge to be held in September (\$8,545). A registration fee of \$20 per participant will be charged, with a goal of \$2,000 in off-setting revenue.

This budget proposes adding PT pool staff to ensure a safe aquatics experience (\$20,328), and also proposes an update to the athletic field use policy (\$30,500). The latter initiative is included in the 2019/20 City Council approved work plan.

## Special Projects

The following table shows the special projects for the fiscal year.

Special Project	Appropriation	Revenue	Funding Source	Description
Sports & Outdoor Field Use Analysis	\$30,500	\$30,500	Enterprise Fund	Cost of consulting services
Total	\$30,500			

## Revenues and Expenditures

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

Category	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
Use of Money and Property	\$ 287,318	\$ 163,670	\$ 287,000	\$ -
Charges for Services	\$ 756,005	\$ 845,638	\$ 834,400	\$ 1,201,937
<b>Total Revenues</b>	<b>\$ 1,043,323</b>	<b>\$ 1,009,308</b>	<b>\$ 1,121,400</b>	<b>\$ 1,201,937</b>
<b>Expenditures</b>				
Employee Compensation	\$ 168,563	\$ 335,428	\$ 401,676	\$ 364,143
Employee Benefits	\$ 64,633	\$ 101,340	\$ 113,131	\$ 103,062
Materials	\$ 102,762	\$ 112,440	\$ 90,367	\$ 68,194
Contract Services	\$ 498,388	\$ 464,655	\$ 701,125	\$ 720,311
Cost Allocation	\$ 205,271	\$ 258,603	\$ 253,026	\$ 157,520
Special Projects	\$ 595	\$ -	\$ -	\$ 30,500
Contingencies	\$ -	\$ -	\$ 39,025	\$ 36,074
<b>Total Expenditures</b>	<b>\$ 1,040,212</b>	<b>\$ 1,272,466</b>	<b>\$ 1,598,350</b>	<b>\$ 1,479,804</b>
<b>Fund Balance</b>	<b>\$ 11,467</b>	<b>\$ (263,159)</b>	<b>\$ (476,950)</b>	<b>\$ 287,133</b>
<b>General Fund Costs</b>	<b>\$ 8,355</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 565,000</b>

## Staffing

Total current authorized positions - 2.45 FTE

Staff time is being reallocated to better reflect actual time spent in this program.

Total recommended positions - 2.52 FTE

# Sports Center Operations

Budget Unit 570-63-621

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

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ 2,051,500
Total Expenditures	\$ 2,539,938
Fund Balance	\$ 459,562
General Fund Costs	\$ 948,000
% Funded by General Fund	37.3%
<hr/>	
Total Staffing	2.25 FTE

## Program Overview

The Cupertino Sports Center offers a variety of health and wellness activities including a full fitness center, child care, and a wide assortment of fitness classes, youth sports classes, and a variety of racquet sports, including tennis, table tennis, pickle ball, and badminton classes, camps, and programs.

## Service Objectives

- Increase memberships, participation in fitness classes, and enrollment in contract camps and classes.
- Market programs through social media, the recreation schedule, a new electronic sign on Stevens Creek Blvd., and the City website.
- Collaborate with Public Works to ensure successful implementation of Capital Improvement Projects.
- Explore new program offerings each quarter.
- Offer special classes for International Yoga Day and the annual Open House.

## Proposed Budget

It is recommended that City Council approve a budget of \$2,539,938 for the Sports Center Operations program. This represents an increase of \$79,203 (3.2%) from the FY 2019 Adopted Budget.

This budget remains relatively unchanged from last year and supports the operations at the Cupertino Sports Center. This includes staffing, fitness programs, exercise classes, tennis, child care, racquetball, and a variety of camps and classes for all ages. The decrease in some operating costs is a direct result of conference and training expenses being moved to the department administration account, 100-60-601, the discontinuation of a summer camp program, and a one-time special piece of equipment purchase in the last fiscal year. The annual equipment replacement of two treadmills is proposed at a cost of \$13,000.

## Revenues and Expenditures

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



<b>Category</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Adopted Budget</b>	<b>2020 Proposed Budget</b>
<b>Revenues</b>				
Use of Money and Property	\$ 793	\$ 1,173	\$ -	\$ 1,000
Charges for Services	\$ 2,132,958	\$ 2,402,491	\$ 2,100,500	\$ 2,050,500
<b>Total Revenues</b>	<b>\$ 2,133,751</b>	<b>\$ 2,403,664</b>	<b>\$ 2,100,500</b>	<b>\$ 2,051,500</b>
<b>Expenditures</b>				
Employee Compensation	\$ 305,387	\$ 308,350	\$ 340,112	\$ 348,124
Employee Benefits	\$ 86,232	\$ 103,327	\$ 91,817	\$ 91,492
Materials	\$ 39,705	\$ 39,774	\$ 86,600	\$ 59,810
Contract Services	\$ 1,338,511	\$ 1,561,619	\$ 1,606,100	\$ 1,696,689
Cost Allocation	\$ 170,485	\$ 183,146	\$ 246,571	\$ 233,357
Special Projects	\$ 481	\$ -	\$ 5,000	\$ 27,000
Contingencies	\$ -	\$ -	\$ 84,535	\$ 83,466
<b>Total Expenditures</b>	<b>\$ 1,940,801</b>	<b>\$ 2,196,216</b>	<b>\$ 2,460,735</b>	<b>\$ 2,539,938</b>
<b>Fund Balance</b>	<b>\$ 348,994</b>	<b>\$ 307,445</b>	<b>\$ (360,235)</b>	<b>\$ 459,562</b>
<b>General Fund Costs</b>	<b>\$ 156,045</b>	<b>\$ 99,996</b>	<b>\$ -</b>	<b>\$ 948,000</b>

## Staffing

Total current authorized positions - 2.27 FTE

Staff time is being reallocated to better reflect actual time spent in this program.

Total recommended positions - 2.25 FTE

# Disaster Preparedness

Budget Unit 100-63-633

General Fund - Sports, Safety and Outdoor Recreation - Disaster Preparedness

## Budget at a Glance

	<b>2020 Proposed Budget</b>
Total Revenues	\$ -
Total Expenditures	\$ -
Fund Balance	\$ -
General Fund Costs	\$ -
% Funded by General Fund	0.0%
<hr/>	
Total Staffing	0.00 FTE

## Program Overview

In FY 2019, this program was transferred to the City Manager's Office. A complete discussion of this program can be found under Budget Unit 100-12-633. 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.

## Proposed Budget

There is no budget requested for this program.

## Revenues and Expenditures

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

Category	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Proposed Budget
<b>Revenues</b>				
<b>Total Revenues</b>	\$ -	\$ -	\$ -	\$ -
<b>Expenditures</b>				
Employee Compensation	\$ 36,036	\$ 92,977	\$ 93,764	\$ -
Employee Benefits	\$ 1,043	\$ 34,825	\$ 50,094	\$ -
Materials	\$ 14,421	\$ 32,836	\$ 34,988	\$ -
Contract Services	\$ 372	\$ 14	\$ 5,000	\$ -
Cost Allocation	\$ 13,054	\$ 21,312	\$ 81,069	\$ -
Special Projects	\$ 2,433	\$ -	\$ -	\$ -
Contingencies	\$ -	\$ -	\$ 1,999	\$ -
<b>Total Expenditures</b>	<b>\$ 67,359</b>	<b>\$ 181,964</b>	<b>\$ 266,914</b>	<b>\$ -</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 67,359</b>	<b>\$ 181,964</b>	<b>\$ 266,914</b>	<b>\$ -</b>

## Staffing

Total current authorized positions - 0.00 FTE

Total recommended positions - 0.00 FTE