

# Parks and Recreation

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# Department Overview

## Budget Units

Budget Unit	Program	2022 Proposed Budget
<b>Parks and Recreation</b>		<b>\$ 1,637,046</b>
100-60-601	Recreation Administration	\$ 1,403,256
100-60-634	Park Planning and Restoration	\$ -
100-60-636	Library Services	\$ 233,790
<b>Business and Community Services</b>		<b>\$ 1,522,167</b>
100-61-602	Administration	\$ 722,137
100-61-605	Cultural Events	\$ 433,137
100-61-630	Facilities	\$ 366,893
100-61-632	Community Outreach and Neighborhood Watch	\$ -
<b>Recreation and Education</b>		<b>\$ 4,199,612</b>
100-62-608	Administration	\$ 722,159
580-62-613	Youth Teen Recreation	\$ 1,828,845
100-62-623	Senior Center	\$ 1,117,651
100-62-639	Teen Programs	\$ 367,838
100-62-640	Neighborhood Events	\$ 163,119
<b>Sports, Safety and Outdoor Recreation</b>		<b>\$ 6,138,105</b>
100-63-612	Park Facilities	\$ 1,280,136
100-63-615	Administration	\$ 117,951
560-63-616	Blackberry Farm Golf Course	\$ 679,646
580-63-620	Outdoor Recreation	\$ 1,158,012
570-63-621	Sports Center Operations	\$ 2,902,360
100-63-633	Disaster Preparedness	\$ -
<b>Total</b>		<b>\$ 13,496,930</b>

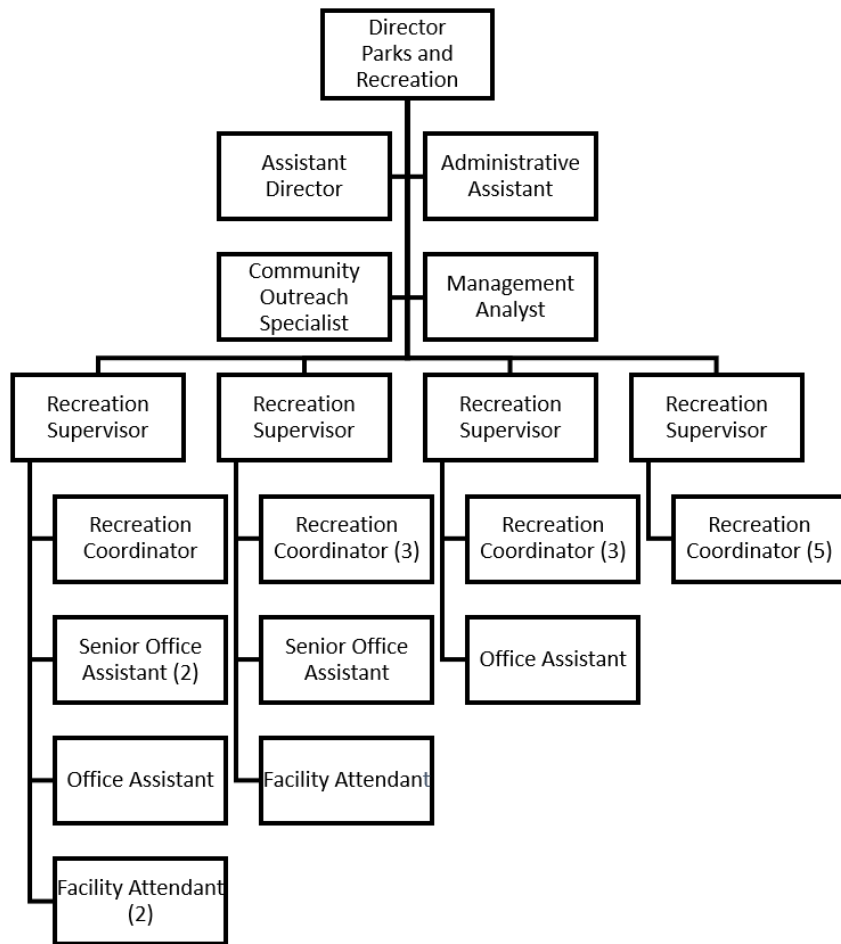
# Budget at a Glance

## 2022 Proposed Budget

Total Revenues	\$ 4,980,895
Total Expenditures	\$ 13,496,930
Fund Balance	\$ (1,242,062)
General Fund Costs	\$ 7,273,973
% Funded by General Fund	53.9%
Total Staffing	27.9 FTE

# Organization

Joanne Magrini, 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.

Performance Measure	FY 2019 July-June	FY 2020 July-June	FY 2021 July-Dec	Ongoing Target
% of Parks and Recreation Department customers surveyed who rate services as good or excellent	98%	98%	95%	85%
% of programs maintaining minimum registration	70%	62%	32%	80%
% Department's total cost recovery for all (direct and indirect) costs	44%	37%	35%	40%
# of new programs or events offered	105	89	24	50
% change in participants <sup>1</sup>	-7%	-16%	-63%	+1%

<sup>1</sup> Decrease due to building closures and reduced programs offered due to COVID

## Workload Indicators

### Business and Community Services Division

Workload Indicator	FY 2019 July-June	FY 2020 July-June	FY 2021 July-Dec
Number of reservations at Quinlan Center	402	321	8
Number of festival applications received	10	11	6

### Recreation and Education Division

Workload Indicator	FY 2019 July-June	FY 2020 July-June	FY 2021 July-Dec
Number of registrations	9,165	7,142	552
Number of survey respondents	2187	1,615	75
Number of Senior Center classes offered	320	289	55
Number of Senior Center trips offered	45	26	0

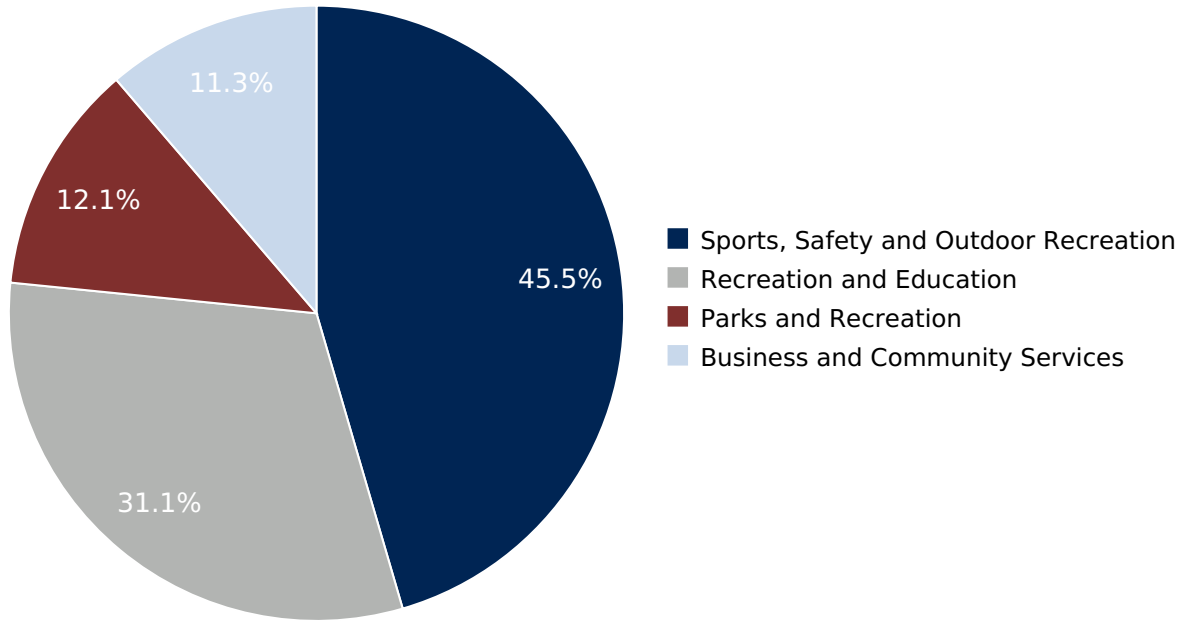
### Sports, Safety, and Outdoor Recreation Division

Workload Indicator	FY 2019 July-June	FY 2020 July-June	FY 2021 July-Dec
Number of programs offered	567	724	419
Number of picnic reservations at BBF	154	227	0
Number of rounds of golf at BBF Golf Course	27,205	26,747	21,943
Number of Sports Center Memberships	1,829	4,094	1,337

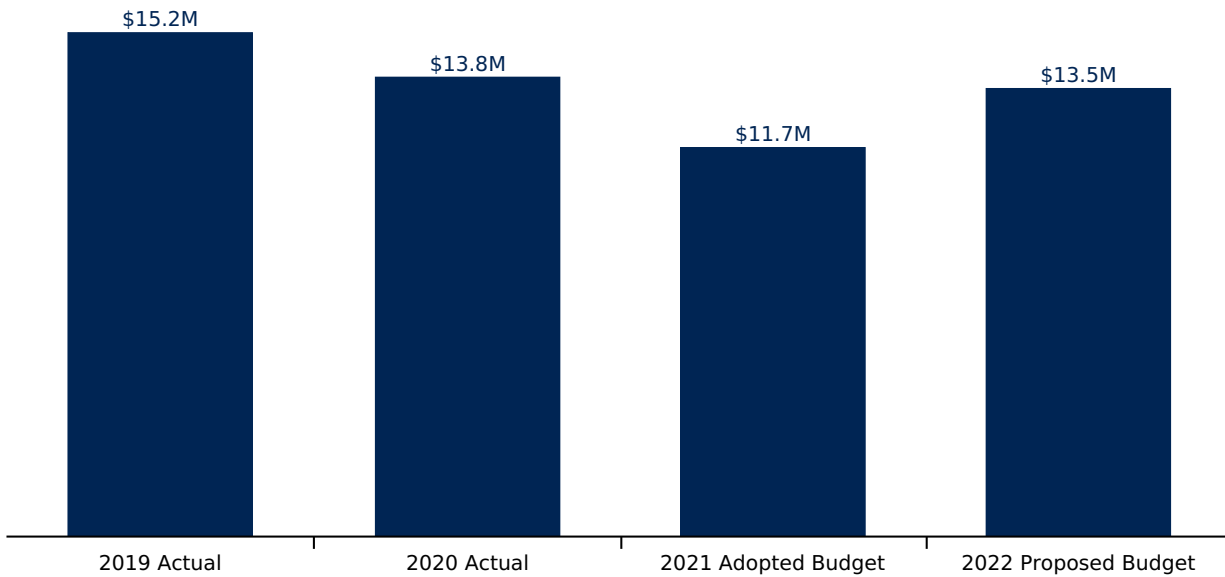
## Proposed Budget

It is recommended that City Council approve a budget of \$13,496,930 for the Parks and Recreation department. This represents an increase of \$1,779,583 (15.2%) from the FY 2020-21 Adopted Budget.

## 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	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Proposed Budget
<b>Revenues</b>				
Use of Money and Property	\$ 617,779	\$ 562,335	\$ 546,520	\$ 878,500
Charges for Services	\$ 5,503,172	\$ 4,821,021	\$ 2,663,809	\$ 4,071,395
Miscellaneous Revenue	\$ -	\$ (7,245)	\$ 31,000	\$ 31,000
<b>Total Revenues</b>	<b>\$ 6,120,951</b>	<b>\$ 5,376,111</b>	<b>\$ 3,241,329</b>	<b>\$ 4,980,895</b>
<b>Expenditures</b>				
Employee Compensation	\$ 4,276,261	\$ 3,954,752	\$ 4,415,056	\$ 4,481,811
Employee Benefits	\$ 1,346,670	\$ 1,445,922	\$ 1,504,047	\$ 1,547,823
Materials	\$ 766,499	\$ 475,640	\$ 630,587	\$ 840,765
Contract Services	\$ 4,382,802	\$ 3,362,305	\$ 2,814,526	\$ 4,255,717
Cost Allocation	\$ 4,327,431	\$ 4,527,709	\$ 2,229,446	\$ 2,243,403
Special Projects	\$ 79,258	\$ 71,628	\$ -	\$ -
Contingencies	\$ -	\$ -	\$ 123,685	\$ 127,411
<b>Total Expenditures</b>	<b>\$ 15,178,921</b>	<b>\$ 13,837,956</b>	<b>\$ 11,717,347</b>	<b>\$ 13,496,930</b>
<b>Fund Balance</b>	<b>\$ (1,535,531)</b>	<b>\$ 266,437</b>	<b>\$ 42,275</b>	<b>\$ (1,242,062)</b>
<b>General Fund Costs</b>	<b>\$ 7,522,438</b>	<b>\$ 8,728,282</b>	<b>\$ 8,518,293</b>	<b>\$ 7,273,973</b>

## Staffing

Total current positions - 27.88 FTE

Total proposed positions - 27.88 FTE



# Recreation Administration

Budget Unit 100-60-601

General Fund - Parks and Recreation - Recreation Administration

## Budget at a Glance

	2022 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 1,403,256
Fund Balance	\$ -
General Fund Costs	\$ 1,403,256
% Funded by General Fund	100.0%
Total Staffing	4.5 FTE

## Program Overview

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

## Service Objectives

- Provide overall department administration, budget control, contract support, policy development, administration of recreation management software, and employee development and evaluation.
- Support the Planning and Public Works Departments in the development, renovation, and improvements of parks and open spaces.
- Implementation of recommendations from the Parks and Recreation System Master 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.

## Proposed Budget

It is recommended that City Council approve a budget of \$1,403,256 for the Recreation Administration program. This represents an increase of \$186,408 (15.3%) from the FY 2020-21 Adopted Budget.

Increases in Compensation and Benefits are due to negotiated salary and benefits changes. The increases in Materials is mainly due to the addition of funds for Community Outreach efforts (\$26,800) and the #CupertinoCares program (\$75,000).

## Special Projects

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

Special Project	Appropriation	Revenue	Funding Source	Description
#CupertinoCares	\$75,000	\$75,000	General Fund	Connectivity and engagement activities and events with residents during the pandemic.
<b>Total</b>	<b>\$75,000</b>	<b>\$75,000</b>		

## 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	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Proposed Budget
<b>Revenues</b>				
<b>Total Revenues</b>	\$ -	\$ -	\$ -	\$ -
<b>Expenditures</b>				
Employee Compensation	\$ 450,419	\$ 609,735	\$ 686,212	\$ 712,741
Employee Benefits	\$ 166,122	\$ 211,543	\$ 305,203	\$ 316,133
Materials	\$ 51,321	\$ 103,613	\$ 146,553	\$ 284,446
Contract Services	\$ 1,618	\$ 62,355	\$ 74,629	\$ 80,805
Cost Allocation	\$ 35,426	\$ 27,563	\$ -	\$ -
Contingencies	\$ -	\$ -	\$ 4,251	\$ 9,131
<b>Total Expenditures</b>	<b>\$ 704,906</b>	<b>\$ 1,014,809</b>	<b>\$ 1,216,848</b>	<b>\$ 1,403,256</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 704,906</b>	<b>\$ 1,014,809</b>	<b>\$ 1,216,848</b>	<b>\$ 1,403,256</b>

## Staffing

Total current positions - 4.50 FTE

Total proposed positions - 4.50 FTE

There are no changes to the current level of staffing.

# Park Planning and Restoration

Budget Unit 100-60-634

General Fund - Parks and Recreation - Park Planning and Restoration

## Budget at a Glance

	<b>2022 Proposed Budget</b>
Total Revenues	\$ -
Total Expenditures	\$ -
Fund Balance	\$ -
General Fund Costs	\$ -
% Funded by General Fund	0.0%
Total Staffing	0.0 FTE

## Program Overview

In FY 2018-19, 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	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Proposed Budget
<b>Revenues</b>				
<b>Total Revenues</b>	\$ -	\$ -	\$ -	\$ -
<b>Expenditures</b>				
Employee Compensation	\$ 55,606	\$ -	\$ -	\$ -
Employee Benefits	\$ 24,386	\$ -	\$ -	\$ -
Materials	\$ 22	\$ -	\$ -	\$ -
Cost Allocation	\$ 6,796	\$ -	\$ -	\$ -
<b>Total Expenditures</b>	<b>\$ 86,810</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 86,810</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## Staffing

Total current positions - 0.00 FTE

Total proposed positions - 0.00 FTE

# Library Services

Budget Unit 100-60-636

General Fund - Parks and Recreation - Library Services

## Budget at a Glance

	2022 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 233,790
Fund Balance	\$ -
General Fund Costs	\$ 233,790
% Funded by General Fund	100.0%
Total Staffing	0.0 FTE

## Program Overview

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

## Service Objectives

- Provide increased library service for our constituents through support of the Go Go Biblio Program.
- Explore partnerships with the SCC Library for recreation and community programs.

## Proposed Budget

It is recommended that City Council approve a budget of \$233,790 for the Library Services program. This represents a decrease of \$84,550 (-26.6%) from the FY 2020-21 Adopted Budget.

Due to the COVID-19 Pandemic, the Go Go Biblio Program was suspended in FY 2020-21. In anticipation of the program's return next fiscal year, the unspent funds will be proposed to carry forward into FY 2021-22. Revenues and contract services will be amended as part of the final budget due to an anticipated lease amendment with the Santa Clara County Library JPA.

## 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	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Proposed Budget
<b>Revenues</b>				
<b>Total Revenues</b>	\$ -	\$ -	\$ -	\$ -
<b>Expenditures</b>				
Contract Services	\$ 468,023	\$ 117,000	\$ 117,000	\$ -
Cost Allocation	\$ 501,482	\$ 681,040	\$ 198,415	\$ 233,790
Contingencies	\$ -	\$ -	\$ 2,925	\$ -
<b>Total Expenditures</b>	<b>\$ 969,505</b>	<b>\$ 798,040</b>	<b>\$ 318,340</b>	<b>\$ 233,790</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 969,505</b>	<b>\$ 798,040</b>	<b>\$ 318,340</b>	<b>\$ 233,790</b>

## Staffing

Total current positions - 0.00 FTE

Total proposed positions - 0.00 FTE

# Administration

Budget Unit 100-61-602

General Fund - Business and Community Services - Administration

## Budget at a Glance

	2022 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 722,137
Fund Balance	\$ -
General Fund Costs	\$ 722,137
% Funded by General Fund	100.0%
Total Staffing	3.6 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. The division is also responsible for the department's community outreach programs, including community festivals and City events at a variety of parks. 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 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 \$722,137 for the Administration program. This represents a decrease of \$40,477 (-5.3%) from the FY 2020-21 Adopted Budget.

The decrease is mainly due to a change in cost allocation methodology.

## 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	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Proposed Budget
<b>Revenues</b>				
<b>Total Revenues</b>	\$ -	\$ -	\$ -	\$ -
<b>Expenditures</b>				
Employee Compensation	\$ 407,471	\$ 336,728	\$ 323,637	\$ 309,384
Employee Benefits	\$ 204,778	\$ 176,722	\$ 182,434	\$ 183,164
Materials	\$ 12,607	\$ 1,159	\$ 2,390	\$ 2,315
Contract Services	\$ 3,934	\$ -	\$ -	\$ -
Cost Allocation	\$ 135,290	\$ 147,895	\$ 254,093	\$ 227,216
Contingencies	\$ -	\$ -	\$ 60	\$ 58
<b>Total Expenditures</b>	<b>\$ 764,080</b>	<b>\$ 662,504</b>	<b>\$ 762,614</b>	<b>\$ 722,137</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 764,080</b>	<b>\$ 662,503</b>	<b>\$ 762,614</b>	<b>\$ 722,137</b>

## Staffing

Total current positions - 3.75 FTE

Total proposed positions - 3.55 FTE

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



# Cultural Events

Budget Unit 100-61-605

General Fund - Business and Community Services - Cultural Events

## Budget at a Glance

	2022 Proposed Budget
Total Revenues	\$ 31,000
Total Expenditures	\$ 433,137
Fund Balance	\$ -
General Fund Costs	\$ 402,137
% Funded by General Fund	92.8%
Total Staffing	0.5 FTE

## Program Overview

The Business and Community Service Division's events program produces the City's special events including 4th of July festivities and Big Bunny 5K, 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.
- Organize and facilitate the Big Bunny 5K fun run.
- 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 \$433,137 for the Cultural Events program. This represents an increase of \$73,874 (20.6%) from the FY 2020-21 Adopted Budget.

The increase is primarily due to the return of the Summer Events for FY 2021-22, which was reduced in FY 2020-21 due to the COVID-19 Pandemic and State-mandated orders in effect at that time.

## 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	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Proposed Budget
<b>Revenues</b>				
Miscellaneous Revenue	\$ -	\$ (8,595)	\$ 31,000	\$ 31,000
<b>Total Revenues</b>	<b>\$ -</b>	<b>\$ (8,595)</b>	<b>\$ 31,000</b>	<b>\$ 31,000</b>
<b>Expenditures</b>				
Employee Compensation	\$ 71,232	\$ 77,563	\$ 104,897	\$ 88,433
Employee Benefits	\$ 29,846	\$ 29,605	\$ 39,342	\$ 31,624
Materials	\$ 7,925	\$ 18,199	\$ 36,860	\$ 34,737
Contract Services	\$ 179,672	\$ 122,202	\$ 115,410	\$ 219,004
Cost Allocation	\$ 45,209	\$ 43,037	\$ 58,947	\$ 52,995
Contingencies	\$ -	\$ -	\$ 3,807	\$ 6,344
<b>Total Expenditures</b>	<b>\$ 333,884</b>	<b>\$ 290,606</b>	<b>\$ 359,263</b>	<b>\$ 433,137</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 333,884</b>	<b>\$ 299,202</b>	<b>\$ 328,263</b>	<b>\$ 402,137</b>

## Staffing

Total current positions - 0.50 FTE

Total proposed positions - 0.50 FTE

There are no changes to the current level of staffing.

# Facilities

Budget Unit 100-61-630

General Fund - Business and Community Services - Facilities

## Budget at a Glance

	2022 Proposed Budget
Total Revenues	\$ 168,395
Total Expenditures	\$ 366,893
Fund Balance	\$ -
General Fund Costs	\$ 198,498
% Funded by General Fund	54.1%
Total Staffing	2.2 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 and 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 \$366,893 for the Facilities program. This represents a decrease of \$100,083 (-21.4%) from the FY 2020-21 Adopted Budget.

The decrease is primarily due to staff time being reallocated to other programs.

Proposed revenues have been reduced to account for current restrictions due to the COVID-19 Pandemic.

## 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	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Proposed Budget
<b>Revenues</b>				
Use of Money and Property	\$ 213,102	\$ 118,874	\$ 170,000	\$ 115,000
Charges for Services	\$ 458,471	\$ 404,343	\$ 36,455	\$ 53,395
<b>Total Revenues</b>	<b>\$ 671,573</b>	<b>\$ 523,217</b>	<b>\$ 206,455</b>	<b>\$ 168,395</b>
<b>Expenditures</b>				
Employee Compensation	\$ 244,541	\$ 255,932	\$ 307,331	\$ 237,255
Employee Benefits	\$ 68,225	\$ 89,831	\$ 127,096	\$ 93,053
Materials	\$ 33,778	\$ 13,486	\$ 26,379	\$ 28,121
Contract Services	\$ 12,060	\$ 19,164	\$ 5,376	\$ 7,572
Cost Allocation	\$ 151,524	\$ 58,657	\$ -	\$ -
Contingencies	\$ -	\$ -	\$ 794	\$ 892
<b>Total Expenditures</b>	<b>\$ 510,128</b>	<b>\$ 437,070</b>	<b>\$ 466,976</b>	<b>\$ 366,893</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ (161,445)</b>	<b>\$ (86,147)</b>	<b>\$ 260,521</b>	<b>\$ 198,498</b>

## Staffing

Total current positions - 2.50 FTE

Total proposed positions - 2.20 FTE

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

# Community Outreach and Neighborhood Watch

Budget Unit 100-61-632

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

## Budget at a Glance

	2022 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ -
Fund Balance	\$ -
General Fund Costs	\$ -
% Funded by General Fund	0.0%
Total Staffing	0.0 FTE

## Program Overview

In FY 2018-19, 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	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Proposed Budget
<b>Revenues</b>				
<b>Total Revenues</b>	\$ -	\$ -	\$ -	\$ -
<b>Expenditures</b>				
Employee Compensation	\$ 40,485	\$ -	\$ -	\$ -
Employee Benefits	\$ 13,650	\$ -	\$ -	\$ -
Materials	\$ 4,179	\$ -	\$ -	\$ -
Contract Services	\$ 91	\$ -	\$ -	\$ -
Cost Allocation	\$ 9,786	\$ -	\$ -	\$ -
<b>Total Expenditures</b>	<b>\$ 68,191</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 68,190</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## Staffing

Total current positions - 0.00 FTE

Total proposed positions - 0.00 FTE

# Administration

Budget Unit 100-62-608

General Fund - Recreation and Education - Administration

## Budget at a Glance

	2022 Proposed Budget
Total Revenues	\$ 12,500
Total Expenditures	\$ 722,159
Fund Balance	\$ -
General Fund Costs	\$ 709,659
% Funded by General Fund	98.3%
Total Staffing	3.1 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, community resources, 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 \$722,159 for the Administration program. This represents a decrease of \$62,352 (-7.9%) from the FY 2020-21 Adopted Budget.

The decrease is primarily due to changes in cost allocation methodology.

Proposed revenues have been reduced to account for current restrictions due to the COVID-19 Pandemic.

## 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	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Proposed Budget
<b>Revenues</b>				
Use of Money and Property	\$ 28,134	\$ 17,816	\$ 25,000	\$ 12,500
<b>Total Revenues</b>	<b>\$ 28,134</b>	<b>\$ 17,816</b>	<b>\$ 25,000</b>	<b>\$ 12,500</b>
<b>Expenditures</b>				
Employee Compensation	\$ 323,242	\$ 329,984	\$ 377,605	\$ 360,823
Employee Benefits	\$ 114,270	\$ 135,429	\$ 147,638	\$ 148,586
Materials	\$ 22,426	\$ 7,627	\$ 15,880	\$ 16,039
Contract Services	\$ 3,836	\$ 431	\$ 2,800	\$ 3,640
Cost Allocation	\$ 690,664	\$ 311,932	\$ 240,121	\$ 192,579
Contingencies	\$ -	\$ -	\$ 467	\$ 492
<b>Total Expenditures</b>	<b>\$ 1,154,438</b>	<b>\$ 785,403</b>	<b>\$ 784,511</b>	<b>\$ 722,159</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 1,126,305</b>	<b>\$ 767,588</b>	<b>\$ 759,511</b>	<b>\$ 709,659</b>

## Staffing

Total current positions - 3.05 FTE

Total proposed positions - 3.05 FTE

There are no changes to the current level of staffing.



# Youth Teen Recreation

Budget Unit 580-62-613

Recreation Program - Recreation and Education - Youth Teen Recreation

## Budget at a Glance

	2022 Proposed Budget
Total Revenues	\$ 742,000
Total Expenditures	\$ 1,828,845
Fund Balance	\$ (1,086,845)
General Fund Costs	\$ -
% Funded by General Fund	0.0%
Total Staffing	1.7 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 \$1,828,845 for the Youth Teen Recreation program. This represents a decrease of \$134,945 (-6.9%) from the FY 2020-21 Adopted Budget.

The decrease is primarily due to a reduction in Contract Services due to the COVID-19 Pandemic.

Proposed revenues have also been reduced to account for the current restrictions due to the pandemic.

## 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	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Proposed Budget
<b>Revenues</b>				
Charges for Services	\$ 1,222,219	\$ 1,195,694	\$ 1,108,517	\$ 742,000
<b>Total Revenues</b>	<b>\$ 1,222,219</b>	<b>\$ 1,195,694</b>	<b>\$ 1,108,517</b>	<b>\$ 742,000</b>
<b>Expenditures</b>				
Employee Compensation	\$ 392,428	\$ 332,247	\$ 444,713	\$ 470,409
Employee Benefits	\$ 78,652	\$ 97,533	\$ 83,645	\$ 102,897
Materials	\$ 68,662	\$ 15,732	\$ 32,030	\$ 31,437
Contract Services	\$ 844,453	\$ 695,551	\$ 1,125,286	\$ 918,285
Cost Allocation	\$ 346,668	\$ 1,068,022	\$ 250,857	\$ 282,074
Contingencies	\$ -	\$ -	\$ 27,259	\$ 23,743
<b>Total Expenditures</b>	<b>\$ 1,730,863</b>	<b>\$ 2,209,085</b>	<b>\$ 1,963,790</b>	<b>\$ 1,828,845</b>
<b>Fund Balance</b>	<b>\$ (508,644)</b>	<b>\$ (1,013,391)</b>	<b>\$ (855,273)</b>	<b>\$ (1,086,845)</b>
<b>General Fund Costs</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## Staffing

Total current positions - 1.60 FTE

Total proposed positions - 1.70 FTE

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

# Senior Center

Budget Unit 100-62-623

General Fund - Recreation and Education - Senior Center

## Budget at a Glance

	2022 Proposed Budget
Total Revenues	\$ 164,000
Total Expenditures	\$ 1,117,651
Fund Balance	\$ -
General Fund Costs	\$ 953,651
% Funded by General Fund	85.3%
Total Staffing	3.0 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+ including 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 more than 24,000 hours of volunteer service annually. Staff provides referrals for resources available to seniors.

## 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.
- 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 and senior resource referrals.

## Proposed Budget

It is recommended that City Council approve a budget of \$1,117,651 for the Senior Center program. This represents a decrease of \$46,387 (-4.0%) from the FY 2020-21 Adopted Budget.

The decrease is primarily due to the reallocation of staff funds to other programs in the City and a change in cost allocation methodology. This is mostly offset by increases in Materials and Contract Services from the return of the Travel Program to the budget, which was reduced in FY 2020-21 in response to the COVID-19 Pandemic and State-mandated orders in effect at that time.

Proposed revenues have been reduced to account for the current restrictions due to the pandemic.

## 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	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Proposed Budget
<b>Revenues</b>				
Use of Money and Property	\$ 3,846	\$ 252	\$ -	\$ -
Charges for Services	\$ 388,892	\$ 361,427	\$ 167,000	\$ 164,000
Miscellaneous Revenue	\$ -	\$ 1,350	\$ -	\$ -
<b>Total Revenues</b>	<b>\$ 392,738</b>	<b>\$ 363,029</b>	<b>\$ 167,000</b>	<b>\$ 164,000</b>
<b>Expenditures</b>				
Employee Compensation	\$ 528,003	\$ 470,472	\$ 542,283	\$ 418,283
Employee Benefits	\$ 194,515	\$ 177,296	\$ 100,391	\$ 155,952
Materials	\$ 129,906	\$ 85,075	\$ 80,860	\$ 116,815
Contract Services	\$ 255,290	\$ 199,364	\$ 80,280	\$ 126,280
Cost Allocation	\$ 415,210	\$ 357,244	\$ 356,195	\$ 294,244
Contingencies	\$ -	\$ -	\$ 4,029	\$ 6,077
<b>Total Expenditures</b>	<b>\$ 1,522,924</b>	<b>\$ 1,289,451</b>	<b>\$ 1,164,038</b>	<b>\$ 1,117,651</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 1,130,186</b>	<b>\$ 926,421</b>	<b>\$ 997,038</b>	<b>\$ 953,651</b>

## Staffing

Total current positions - 2.95 FTE

Total proposed positions - 2.95 FTE

There are no changes to the current level of staffing.

# Teen Programs

Budget Unit 100-62-639

General Fund - Recreation and Education - Teen Programs

## Budget at a Glance

	2022 Proposed Budget
Total Revenues	\$ 3,000
Total Expenditures	\$ 367,838
Fund Balance	\$ -
General Fund Costs	\$ 364,838
% Funded by General Fund	99.2%
Total Staffing	0.8 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 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 participating in the Leader in Training or Junior Swim Instructor programs.
- Create programs that support mental health and wellness in youth and teens.

## Proposed Budget

It is recommended that City Council approve a budget of \$367,838 for the Teen Programs program. This represents an increase of \$94,925 (34.8%) from the FY 2020-21 Adopted Budget.

The increase is primarily due to the reallocation of staff time and a change in cost allocation methodology for this program. This budget now includes expenses for the Hack Cupertino Event (\$5,000) which was moved from 100-11-165.

Proposed revenues have been reduced to account for current restrictions due to the COVID-19 Pandemic.

## 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	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Proposed Budget
<b>Revenues</b>				
Use of Money and Property	\$ 210	\$ 2,030	\$ 2,520	\$ 1,000
Charges for Services	\$ 962	\$ 2,388	\$ 2,500	\$ 2,000
<b>Total Revenues</b>	<b>\$ 1,172</b>	<b>\$ 4,418</b>	<b>\$ 5,020</b>	<b>\$ 3,000</b>
<b>Expenditures</b>				
Employee Compensation	\$ 113,823	\$ 117,060	\$ 173,684	\$ 208,032
Employee Benefits	\$ 14,299	\$ 16,625	\$ 30,452	\$ 44,515
Materials	\$ 23,870	\$ 18,747	\$ 38,595	\$ 45,616
Contract Services	\$ 1,761	\$ 145	\$ 800	\$ 800
Cost Allocation	\$ -	\$ -	\$ 28,397	\$ 67,715
Contingencies	\$ -	\$ -	\$ 985	\$ 1,160
<b>Total Expenditures</b>	<b>\$ 153,753</b>	<b>\$ 152,577</b>	<b>\$ 272,913</b>	<b>\$ 367,838</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 152,581</b>	<b>\$ 148,159</b>	<b>\$ 267,893</b>	<b>\$ 364,838</b>

## Staffing

Total current positions - 0.55 FTE

Total proposed positions - 0.75 FTE

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

# Neighborhood Events

Budget Unit 100-62-640

General Fund - Recreation and Education - Neighborhood Events

## Budget at a Glance

	2022 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 163,119
Fund Balance	\$ -
General Fund Costs	\$ 163,119
% Funded by General Fund	100.0%
Total Staffing	0.1 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.

## 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.

## Proposed Budget

It is recommended that City Council approve a budget of \$163,119 for the Neighborhood Events program. This represents a decrease of \$2,061 (-1.2%) from the FY 2020-21 Adopted Budget.

The decreases in Employee Compensation and Benefits are due to the reallocation of staff budget to a different program. This is offset by increases in Materials, Contract Services, and Cost Allocation due to the return of the Neighborhood Events program, which was reduced in FY 2020-21 in response to the COVID-19 Pandemic and State-mandated orders in effect at that time.

## 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	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Proposed Budget
<b>Revenues</b>				
<b>Total Revenues</b>	\$ -	\$ -	\$ -	\$ -
<b>Expenditures</b>				
Employee Compensation	\$ 61,618	\$ 55,145	\$ 86,072	\$ 52,384
Employee Benefits	\$ 2,667	\$ 4,065	\$ 21,325	\$ 6,904
Materials	\$ 41,809	\$ 11,693	\$ 7,500	\$ 14,756
Contract Services	\$ 66,096	\$ 45,920	\$ 36,500	\$ 59,800
Cost Allocation	\$ -	\$ -	\$ 12,683	\$ 27,411
Contingencies	\$ -	\$ -	\$ 1,100	\$ 1,864
<b>Total Expenditures</b>	<b>\$ 172,190</b>	<b>\$ 116,823</b>	<b>\$ 165,180</b>	<b>\$ 163,119</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 172,190</b>	<b>\$ 116,823</b>	<b>\$ 165,180</b>	<b>\$ 163,119</b>

## Staffing

Total current positions - 0.10 FTE

Total proposed positions - 0.10 FTE

There are no changes to the current level of staffing.



# Park Facilities

Budget Unit 100-63-612

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

## Budget at a Glance

	2022 Proposed Budget
Total Revenues	\$ 162,000
Total Expenditures	\$ 1,280,136
Fund Balance	\$ -
General Fund Costs	\$ 1,118,136
% Funded by General Fund	87.3%
Total Staffing	2.7 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 and swim lessons.
- Continue to 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, preschool programming, classes, and camps.
- Make space available for co-sponsored clubs and rentals.

## Proposed Budget

It is recommended that City Council approve a budget of \$1,280,136 for the Park Facilities program. This represents an increase of \$96,251 (8.1%) from the FY 2020-21 Adopted Budget.

The increase is primarily due to increases in Employee Compensation for part-time staff from the reopening of Blackberry Farm Café and Pool for summer of 2021 and adjustments to cost allocation methodology.

Proposed revenues have been reduced to account for current restrictions due to the COVID-19 Pandemic.

## Special Projects

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

Special Project	Appropriation	Revenue	Funding Source	Description
Environmental Education Center Animal Displays	\$1,000	\$1,000	General Fund	EEC animal display enhancements
<b>Total</b>	<b>\$1,000</b>	<b>\$1,000</b>		

## 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>2019 Actual</b>	<b>2020 Actual</b>	<b>2021 Adopted Budget</b>	<b>2022 Proposed Budget</b>
<b>Revenues</b>				
Use of Money and Property	\$ 203,590	\$ 61,446	\$ 59,000	\$ 57,000
Charges for Services	\$ 176,470	\$ 122,328	\$ 65,000	\$ 105,000
<b>Total Revenues</b>	<b>\$ 380,060</b>	<b>\$ 183,774</b>	<b>\$ 124,000</b>	<b>\$ 162,000</b>
<b>Expenditures</b>				
Employee Compensation	\$ 663,199	\$ 556,910	\$ 600,364	\$ 685,551
Employee Benefits	\$ 145,783	\$ 142,660	\$ 177,586	\$ 149,233
Materials	\$ 107,451	\$ 56,796	\$ 85,053	\$ 92,460
Contract Services	\$ 17,946	\$ 13,937	\$ 86,926	\$ 87,380
Cost Allocation	\$ 1,277,319	\$ 1,202,972	\$ 229,792	\$ 261,016
Special Projects	\$ 74,498	\$ 71,628	\$ -	\$ -
Contingencies	\$ -	\$ -	\$ 4,164	\$ 4,496
<b>Total Expenditures</b>	<b>\$ 2,286,196</b>	<b>\$ 2,044,903</b>	<b>\$ 1,183,885</b>	<b>\$ 1,280,136</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 1,906,136</b>	<b>\$ 1,861,129</b>	<b>\$ 1,059,885</b>	<b>\$ 1,118,136</b>

## Staffing

Total current positions - 2.68 FTE

Total proposed positions - 2.68 FTE

There are no changes to the current level of staffing.

# Administration

Budget Unit 100-63-615

General Fund - Sports, Safety and Outdoor Recreation - Administration

## Budget at a Glance

	2022 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 117,951
Fund Balance	\$ -
General Fund Costs	\$ 117,951
% Funded by General Fund	100.0%
Total Staffing	0.5 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, and field use permitting for 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 \$117,951 for the Administration program. This represents an increase of \$7,751 (7.0%) from the FY 2020-21 Adopted Budget.

The increase is primarily due to changes in cost allocation methodology.

## 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	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Proposed Budget
<b>Revenues</b>				
<b>Total Revenues</b>	\$ -	\$ -	\$ -	\$ -
<b>Expenditures</b>				
Employee Compensation	\$ 49,338	\$ 38,405	\$ 54,067	\$ 55,657
Employee Benefits	\$ 18,936	\$ 14,462	\$ 24,066	\$ 24,944
Materials	\$ 2,600	\$ 475	\$ 270	\$ 273
Contract Services	\$ 412	\$ 20	\$ -	\$ -
Cost Allocation	\$ 108,578	\$ 43,392	\$ 31,790	\$ 37,070
Contingencies	\$ -	\$ -	\$ 7	\$ 7
<b>Total Expenditures</b>	<b>\$ 179,864</b>	<b>\$ 96,754</b>	<b>\$ 110,200</b>	<b>\$ 117,951</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 179,864</b>	<b>\$ 96,755</b>	<b>\$ 110,200</b>	<b>\$ 117,951</b>

## Staffing

Total current positions - 0.45 FTE

Total proposed positions - 0.45 FTE

There are no changes to the current level of staffing.

# Blackberry Farm Golf Course

Budget Unit 560-63-616

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

## Budget at a Glance

	2022 Proposed Budget
Total Revenues	\$ 340,000
Total Expenditures	\$ 679,646
Fund Balance	\$ (259,654)
General Fund Costs	\$ 79,992
% Funded by General Fund	11.8%
Total Staffing	1.2 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, high school golf team partnerships, leagues, and camps.
- Continue to operate a golf course pro shop where customers may purchase golfing accessories and concessions.

## Proposed Budget

It is recommended that City Council approve a budget of \$679,646 for the Blackberry Farm Golf Course program. This represents a decrease of \$4,586 (-0.7%) from the FY 2020-21 Adopted Budget.

This budget is relatively unchanged from last fiscal 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:

<b>Category</b>	<b>2019 Actual</b>	<b>2020 Actual</b>	<b>2021 Adopted Budget</b>	<b>2022 Proposed Budget</b>
<b>Revenues</b>				
Use of Money and Property	\$ 28,489	\$ 32,687	\$ 30,000	\$ 30,000
Charges for Services	\$ 288,128	\$ 305,524	\$ 180,000	\$ 310,000
<b>Total Revenues</b>	<b>\$ 316,617</b>	<b>\$ 338,211</b>	<b>\$ 210,000</b>	<b>\$ 340,000</b>
<b>Expenditures</b>				
Employee Compensation	\$ 148,832	\$ 101,209	\$ 170,410	\$ 175,778
Employee Benefits	\$ 41,855	\$ 53,912	\$ 58,778	\$ 60,543
Materials	\$ 93,667	\$ 96,060	\$ 108,003	\$ 105,045
Contract Services	\$ 258,580	\$ 252,429	\$ 248,885	\$ 274,845
Cost Allocation	\$ 91,476	\$ 82,294	\$ 89,471	\$ 53,938
Contingencies	\$ -	\$ -	\$ 8,685	\$ 9,497
<b>Total Expenditures</b>	<b>\$ 634,410</b>	<b>\$ 585,904</b>	<b>\$ 684,232</b>	<b>\$ 679,646</b>
<b>Fund Balance</b>	<b>\$ (317,793)</b>	<b>\$ 362,307</b>	<b>\$ (24,232)</b>	<b>\$ (259,654)</b>
<b>General Fund Costs</b>	<b>\$ -</b>	<b>\$ 610,000</b>	<b>\$ 450,000</b>	<b>\$ 79,992</b>

## Staffing

Total current positions - 1.15 FTE

Total proposed positions - 1.15 FTE

There no changes to the current level of staffing.

# Outdoor Recreation

Budget Unit 580-63-620

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

## Budget at a Glance

	2022 Proposed Budget
Total Revenues	\$ 657,000
Total Expenditures	\$ 1,158,012
Fund Balance	\$ 305,797
General Fund Costs	\$ 806,809
% Funded by General Fund	69.7%
Total Staffing	1.9 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.
- Manage user group field rentals under the Cupertino Union School District/City Joint Use Agreement.
- Increase nature, blacksmithing, and environmental classes for parent/child, teens, and adults.
- Provide a summer nature and science program.
- Offer fee-based gardening programs for youth and adults.

## Proposed Budget

It is recommended that City Council approve a budget of \$1,158,012 for the Outdoor Recreation program. This represents an increase of \$250,317 (27.6%) from the FY 2020-21 Adopted Budget.

The increase is primarily due to increases in Employee Compensation for part-time staff from the return of the Learn-to-Swim program and Contract Services from the return of outdoor contractual camps and classes, which were reduced and canceled in FY 2020-21 in response to the COVID-19 Pandemic and the State-mandated orders in effect at that time.

Proposed revenues have been reduced to account for the current restrictions due to the pandemic.



## 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	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Proposed Budget
<b>Revenues</b>				
Use of Money and Property	\$ 139,590	\$ 62,726	\$ 140,000	\$ 312,000
Charges for Services	\$ 624,377	\$ 330,156	\$ 343,225	\$ 345,000
<b>Total Revenues</b>	<b>\$ 763,967</b>	<b>\$ 392,882</b>	<b>\$ 483,225</b>	<b>\$ 657,000</b>
<b>Expenditures</b>				
Employee Compensation	\$ 305,646	\$ 309,752	\$ 234,270	\$ 309,653
Employee Benefits	\$ 111,674	\$ 156,600	\$ 97,848	\$ 93,440
Materials	\$ 120,385	\$ 14,874	\$ 24,153	\$ 21,969
Contract Services	\$ 409,487	\$ 187,681	\$ 254,261	\$ 444,888
Cost Allocation	\$ 245,281	\$ 263,234	\$ 281,896	\$ 276,391
Contingencies	\$ -	\$ -	\$ 15,267	\$ 11,671
<b>Total Expenditures</b>	<b>\$ 1,192,473</b>	<b>\$ 932,141</b>	<b>\$ 907,695</b>	<b>\$ 1,158,012</b>
<b>Fund Balance</b>	<b>\$ (428,506)</b>	<b>\$ 25,742</b>	<b>\$ 737,530</b>	<b>\$ 305,797</b>
<b>General Fund Costs</b>	<b>\$ -</b>	<b>\$ 565,000</b>	<b>\$ 1,162,000</b>	<b>\$ 806,809</b>

## Staffing

Total current positions - 1.85 FTE

Total proposed positions - 1.85 FTE

There are no changes to the current level of staffing.

# Sports Center Operations

Budget Unit 570-63-621

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

## Budget at a Glance

	2022 Proposed Budget
Total Revenues	\$ 2,701,000
Total Expenditures	\$ 2,902,360
Fund Balance	\$ (201,360)
General Fund Costs	\$ -
% Funded by General Fund	0.0%
Total Staffing	2.5 FTE

## Program Overview

The Cupertino Sports Center offers a variety of health and wellness activities including a full fitness center, 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.

## Proposed Budget

It is recommended that City Council approve a budget of \$2,902,360 for the Sports Center Operations program. This represents an increase of \$1,545,498 (113.9%) from the FY 2020-21 Adopted Budget.

The increase is primarily due to the return of Contract Services for tennis and exercise programs, camps, and classes, which were reduced and canceled in FY 2020-21 in response to the COVID-19 Pandemic and State-mandated orders in effect at that time and the Sports Center closure from the seismic retrofit construction in the fall of 2020.

## 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>2019 Actual</b>	<b>2020 Actual</b>	<b>2021 Adopted Budget</b>	<b>2022 Proposed Budget</b>
<b>Revenues</b>				
Use of Money and Property	\$ 818	\$ 266,504	\$ 120,000	\$ 351,000
Charges for Services	\$ 2,343,653	\$ 2,099,161	\$ 761,112	\$ 2,350,000
<b>Total Revenues</b>	<b>\$ 2,344,471</b>	<b>\$ 2,365,665</b>	<b>\$ 881,112</b>	<b>\$ 2,701,000</b>
<b>Expenditures</b>				
Employee Compensation	\$ 373,687	\$ 363,610	\$ 309,511	\$ 397,428
Employee Benefits	\$ 99,189	\$ 139,639	\$ 108,243	\$ 136,835
Materials	\$ 41,425	\$ 32,104	\$ 26,061	\$ 46,736
Contract Services	\$ 1,859,543	\$ 1,646,106	\$ 666,373	\$ 2,032,418
Cost Allocation	\$ 246,455	\$ 240,427	\$ 196,789	\$ 236,964
Special Projects	\$ 4,760	\$ -	\$ -	\$ -
Contingencies	\$ -	\$ -	\$ 49,885	\$ 51,979
<b>Total Expenditures</b>	<b>\$ 2,625,059</b>	<b>\$ 2,421,886</b>	<b>\$ 1,356,862</b>	<b>\$ 2,902,360</b>
<b>Fund Balance</b>	<b>\$ (280,588)</b>	<b>\$ 891,779</b>	<b>\$ 184,250</b>	<b>\$ (201,360)</b>
<b>General Fund Costs</b>	<b>\$ -</b>	<b>\$ 948,000</b>	<b>\$ 660,000</b>	<b>\$ -</b>

## Staffing

Total current positions - 2.25 FTE

Total proposed positions - 2.45 FTE

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

# Disaster Preparedness

Budget Unit 100-63-633

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

## Budget at a Glance

	2022 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ -
Fund Balance	\$ -
General Fund Costs	\$ -
% Funded by General Fund	0.0%
Total Staffing	0.0 FTE

## Program Overview

In FY 2018-19, 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	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Proposed Budget
<b>Revenues</b>				
<b>Total Revenues</b>	\$ -	\$ -	\$ -	\$ -
<b>Expenditures</b>				
Employee Compensation	\$ 46,691	\$ -	\$ -	\$ -
Employee Benefits	\$ 17,823	\$ -	\$ -	\$ -
Materials	\$ 4,466	\$ -	\$ -	\$ -
Cost Allocation	\$ 20,267	\$ -	\$ -	\$ -
<b>Total Expenditures</b>	<b>\$ 89,247</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 89,246</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

### Staffing

Total current positions - 0.00 FTE

Total proposed positions - 0.00 FTE

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