

# Parks and Recreation

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# Department Overview

## Budget Units

Budget Unit	Program	2023 Proposed Budget
<b>Parks and Recreation</b>		<b>\$ 2,305,011</b>
100-60-601	Recreation Administration	\$ 1,704,745
100-60-636	Library Services	\$ 600,266
<b>Business and Community Services</b>		<b>\$ 1,542,217</b>
100-61-602	Administration	\$ 642,068
100-61-605	Cultural Events	\$ 493,143
100-61-630	Facilities	\$ 407,006
<b>Recreation and Education</b>		<b>\$ 3,770,655</b>
100-62-608	Administration	\$ 713,833
580-62-613	Youth Teen Recreation	\$ 1,504,209
100-62-623	Senior Center	\$ 1,076,295
100-62-639	Teen Programs	\$ 322,011
100-62-640	Neighborhood Events	\$ 154,307
<b>Sports, Safety and Outdoor Recreation</b>		<b>\$ 5,692,057</b>
100-63-612	Park Facilities	\$ 1,218,846
100-63-615	Administration	\$ 59,668
560-63-616	Blackberry Farm Golf Course	\$ 668,446
580-63-620	Outdoor Recreation	\$ 869,015
570-63-621	Sports Center Operations	\$ 2,876,082
<b>Total</b>		<b>\$ 13,309,940</b>

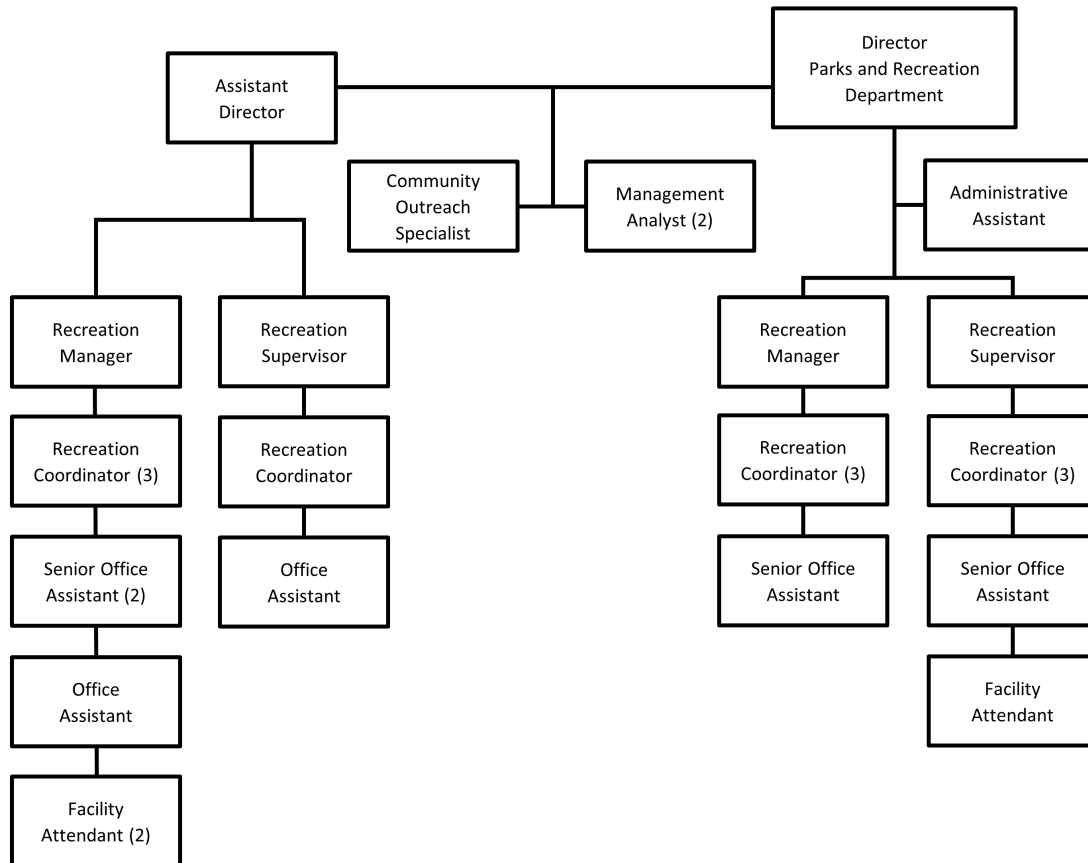
# Budget at a Glance

## 2023 Proposed Budget

Total Revenues	\$ 5,241,367
Total Expenditures	\$ 13,309,940
Fund Balance	\$ (971,602)
General Fund Costs	\$ 7,096,971
% Funded by General Fund	53.3%
Total Staffing	29.5 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 and services that align with community values.

Performance Measure	FY 2020 July-June	FY 2021 July-June	FY 2022 July-Dec	Ongoing Target
% of Parks and Recreation Department customers surveyed who rate services as good or excellent	98%	94%	91%	85%
% of programs maintaining minimum registration	62%	46%	79%	80%
% Department's total cost recovery for all (direct and indirect) costs	37%	39%	50%	40%
% change in participants*	-16%	-39%	117%	+1%
# of new programs or events offered	89	37	4	50

\*Increase due to more programs offered and partial reopening of services.

## Workload Indicators

### Business and Community Services Division

Workload Indicator	FY 2020 July-June	FY 2021 July-June	FY 2022 July-Dec
Number of reservations at Quinlan Center	273	8	94
Number of festival applications received	11	12	0

### Recreation and Education Division

Workload Indicator	FY 2020 July-June	FY 2021 July-June	FY 2022 July-Dec
Number of registrations	7,142	1,194	1,503
Number of survey respondents	1,501	171	230
Number of Senior Center classes offered	129	100	91
Number of Senior Center trips offered	19	0	0

### Sports, Safety, and Outdoor Recreation Division

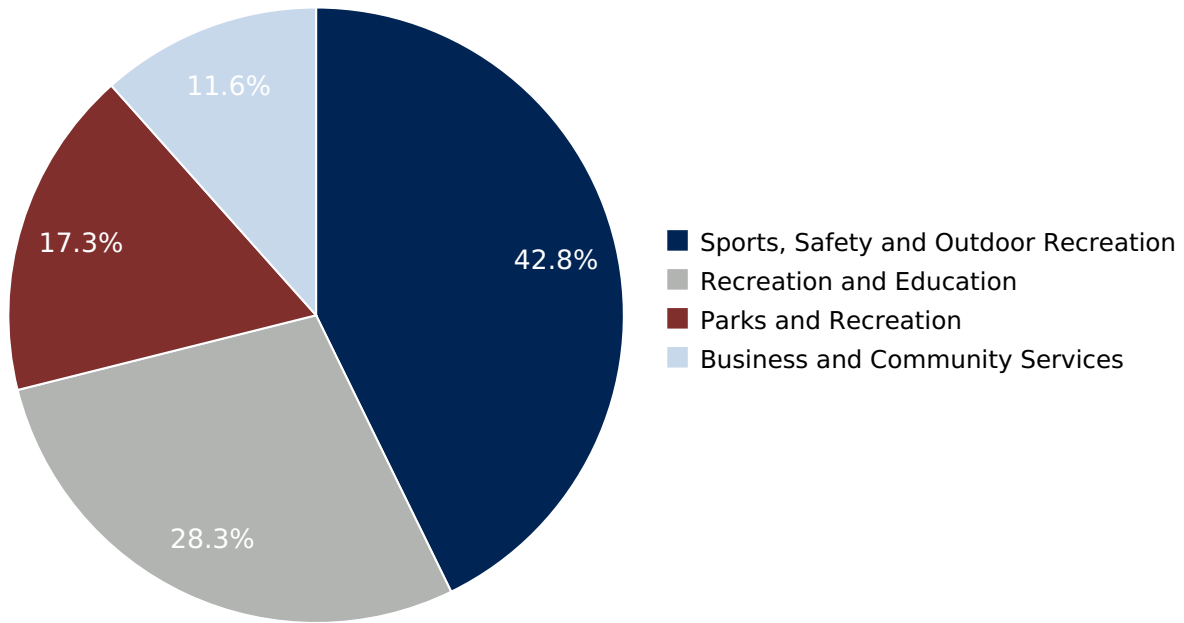
Workload Indicator	FY 2020 July-June	FY 2021 July-June	FY 2022 July-Dec
Number of programs offered	332	888	517
Number of picnic reservations at BBF	227	9	76
Rounds of golf at BBF Golf Course	14,476	43,650	20,626
Sports Center Memberships	1,802	1,655	1,608

## Proposed Budget

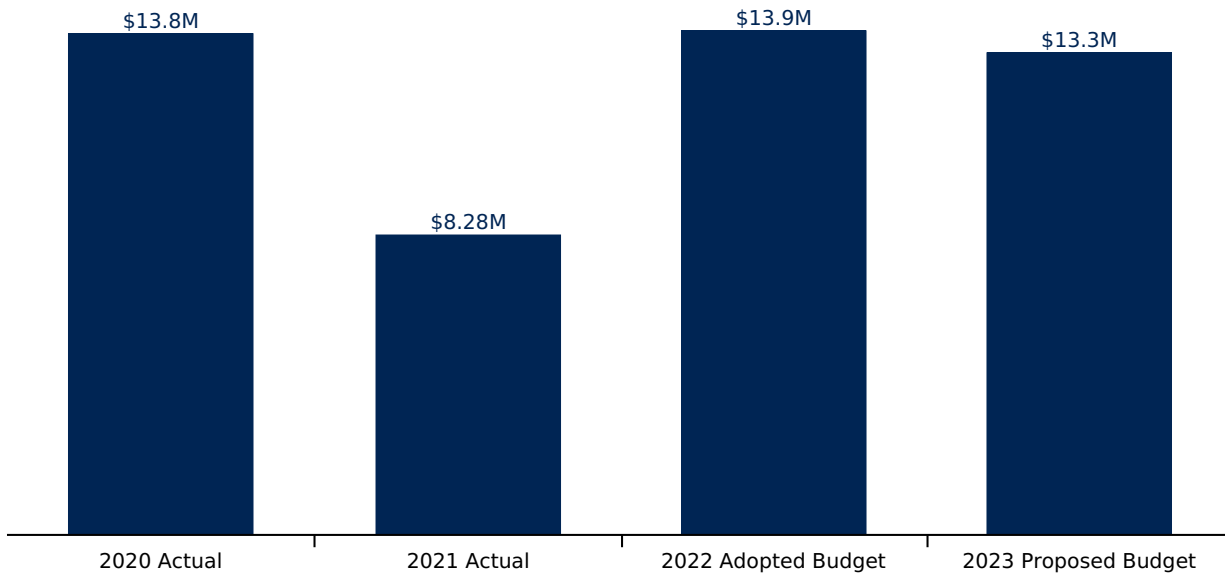
It is recommended that City Council approve a budget of \$13,309,940 for the Parks and Recreation department. This represents a decrease of \$607,728 (-4.4%) from the FY 2021-22 Adopted Budget.

The decrease is due to a reduction in cost allocation expenses as a result of lower IT costs and fewer financial transactions in FY 2020-21. This decrease is offset by an increase in compensation and benefits due to a request for an additional Community Outreach Specialist.

## 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. It includes actuals for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Proposed Budget for the current fiscal year.

Category	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Proposed Budget
<b>Revenues</b>				
Use of Money and Property	\$ 562,335	\$ 432,447	\$ 878,500	\$ 950,157
Charges for Services	\$ 4,821,021	\$ 2,708,714	\$ 4,071,395	\$ 4,260,210
Miscellaneous Revenue	\$ (7,245)	\$ 1,250	\$ 31,000	\$ 31,000
<b>Total Revenues</b>	<b>\$ 5,376,111</b>	<b>\$ 3,142,411</b>	<b>\$ 4,980,895</b>	<b>\$ 5,241,367</b>
<b>Expenditures</b>				
Employee Compensation	\$ 3,954,752	\$ 2,856,246	\$ 4,481,811	\$ 4,654,234
Employee Benefits	\$ 1,445,922	\$ 1,233,077	\$ 1,547,823	\$ 1,652,215
Materials	\$ 475,640	\$ 232,871	\$ 764,765	\$ 711,125
Contract Services	\$ 3,362,305	\$ 1,845,424	\$ 4,627,455	\$ 4,497,330
Cost Allocation	\$ 4,527,709	\$ 2,102,688	\$ 2,243,403	\$ 1,675,311
Special Projects	\$ 71,628	\$ 9,432	\$ 125,000	\$ -
Contingencies	\$ -	\$ -	\$ 127,411	\$ 119,725
<b>Total Expenditures</b>	<b>\$ 13,837,956</b>	<b>\$ 8,279,738</b>	<b>\$ 13,917,668</b>	<b>\$ 13,309,940</b>
<b>Fund Balance</b>	<b>\$ 266,437</b>	<b>\$ 1,791,839</b>	<b>\$ (1,242,062)</b>	<b>\$ (971,602)</b>
<b>General Fund Costs</b>	<b>\$ 8,728,282</b>	<b>\$ 6,929,168</b>	<b>\$ 7,694,711</b>	<b>\$ 7,096,971</b>

## Staffing

The following table lists full-time equivalents (FTE) by position. It includes actuals for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Proposed Budget for the current fiscal year.



<b>Position Title</b>	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Adopted Budget</b>	<b>2023 Proposed Budget</b>
ADMINISTRATIVE ASSISTANT	1.95	0.90	0.90	0.90
ASST DIR RECREATION COMM SVCS	1.00	0.95	0.95	0.85
CASE MANAGER	2.00	0	0	0
COMMUNITY OUTREACH SPECIALIST	0.70	0.70	0.70	2.00
DIRECTOR OF PARKS REC	0.95	0.95	0.95	0.95
FACILITY ATTENDANT	3.00	3.00	3.00	3.00
MANAGEMENT ANALYST	1.00	1.00	1.00	2.00
OFFICE ASSISTANT	2.00	2.00	2.00	2.00
RECREATION COORDINATOR	12.55	11.43	11.43	9.88
RECREATION COORDINATOR LTD TERM	1.00	0	0	0
RECREATION MANAGER	0	0	0	1.90
RECREATION SUPERVISOR	4.00	3.95	3.95	2.00
SR OFFICE ASSISTANT	3.00	3.00	3.00	4.00
<b>Total</b>	<b>33.15</b>	<b>27.88</b>	<b>27.88</b>	<b>29.48</b>

# Recreation Administration

Budget Unit 100-60-601

General Fund - Parks and Recreation - Recreation Administration

## Budget at a Glance

	<b>2023 Proposed Budget</b>
Total Revenues	\$ -
Total Expenditures	\$ 1,704,745
Fund Balance	\$ -
General Fund Costs	\$ 1,704,745
% Funded by General Fund	100.0%
Total Staffing	6.7 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 \$1,704,745 for the Recreation Administration program. This represents an increase of \$252,489 (17.4%) from the FY 2021-22 Adopted Budget.

The increase in Employee Compensation and Benefits are due to the reorganization of staff within the Department and establishment of a Management Analyst and Community Outreach Specialist. This is partially offset by the removal of the budget for Special Projects, which was a one-time expense in FY 2021-22.

## Revenues and Expenditures

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

Category	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Proposed Budget
<b>Revenues</b>				
<b>Total Revenues</b>	\$ -	\$ -	\$ -	\$ -
<b>Expenditures</b>				
Employee Compensation	\$ 609,735	\$ 559,798	\$ 712,741	\$ 972,240
Employee Benefits	\$ 211,543	\$ 234,509	\$ 316,133	\$ 440,265
Materials	\$ 103,613	\$ 38,274	\$ 209,446	\$ 209,269
Contract Services	\$ 62,355	\$ 40,307	\$ 80,805	\$ 75,843
Cost Allocation	\$ 27,563	\$ -	\$ -	\$ -
Special Projects	\$ -	\$ -	\$ 124,000	\$ -
Contingencies	\$ -	\$ -	\$ 9,131	\$ 7,128
<b>Total Expenditures</b>	<b>\$ 1,014,809</b>	<b>\$ 872,888</b>	<b>\$ 1,452,256</b>	<b>\$ 1,704,745</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 1,014,809</b>	<b>\$ 872,887</b>	<b>\$ 1,452,256</b>	<b>\$ 1,704,745</b>

## Staffing

The following table lists full-time equivalents (FTE) by position. It includes actuals for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Proposed Budget for the current fiscal year.

Position Title	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Proposed Budget
ADMINISTRATIVE ASSISTANT	0.95	0.90	0.90	0.90
ASST DIR RECREATION COMM SVCS	1.00	0.95	0.95	0.85
COMMUNITY OUTREACH SPECIALIST	0.70	0.70	0.70	2.00
DIRECTOR OF PARKS REC	0.95	0.95	0.95	0.95
MANAGEMENT ANALYST	1.00	1.00	1.00	2.00
<b>Total</b>	<b>4.60</b>	<b>4.50</b>	<b>4.50</b>	<b>6.70</b>

Staff time has increased based on the reallocation and reclassification of a Recreation Coordinator position to a Management Analyst and addition of a Community Outreach Specialist.

# Library Services

Budget Unit 100-60-636

General Fund - Parks and Recreation - Library Services

## Budget at a Glance

	2023 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 600,266
Fund Balance	\$ -
General Fund Costs	\$ 600,266
% Funded by General Fund	100.0%
Total Staffing	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 12 additional operational hours per week.
- Explore partnerships with the SCC Library for recreation and community programs.

## Proposed Budget

It is recommended that City Council approve a budget of \$600,266 for the Library Services program. This represents a decrease of \$5,262 (-0.9%) from the FY 2021-22 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. It includes actuals for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Proposed Budget for the current fiscal year.

Category	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Proposed Budget
<b>Revenues</b>				
<b>Total Revenues</b>	\$ -	\$ -	\$ -	\$ -
<b>Expenditures</b>				
Contract Services	\$ 117,000	\$ -	\$ 371,738	\$ 419,452
Cost Allocation	\$ 681,040	\$ 198,415	\$ 233,790	\$ 180,814
<b>Total Expenditures</b>	<b>\$ 798,040</b>	<b>\$ 198,415</b>	<b>\$ 605,528</b>	<b>\$ 600,266</b>
<b>Fund Balance</b>	\$ -	\$ -	\$ -	\$ -
<b>General Fund Costs</b>	<b>\$ 798,040</b>	<b>\$ 198,415</b>	<b>\$ 605,528</b>	<b>\$ 600,266</b>

### Staffing

There is no staffing associated with this program.

# Administration

Budget Unit 100-61-602

General Fund - Business and Community Services - Administration

## Budget at a Glance

	2023 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 642,068
Fund Balance	\$ -
General Fund Costs	\$ 642,068
% Funded by General Fund	100.0%
Total Staffing	3.4 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, Big Bunny 5k and Kids Fun Run, Summer Concerts, Movies in the Park, 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 \$642,068 for the Administration program. This represents a decrease of \$80,069 (-11.1%) from the FY 2021-22 Adopted Budget.

The decrease is mainly due to reductions in Cost Allocations and Employee Compensation and Benefits.

## Revenues and Expenditures

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

Category	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Proposed Budget
<b>Revenues</b>				
<b>Total Revenues</b>	\$ -	\$ -	\$ -	\$ -
<b>Expenditures</b>				
Employee Compensation	\$ 336,728	\$ 308,484	\$ 309,384	\$ 280,090
Employee Benefits	\$ 176,722	\$ 173,798	\$ 183,164	\$ 172,255
Materials	\$ 1,159	\$ 476	\$ 2,315	\$ 2,440
Cost Allocation	\$ 147,895	\$ 254,093	\$ 227,216	\$ 187,222
Contingencies	\$ -	\$ -	\$ 58	\$ 61
<b>Total Expenditures</b>	<b>\$ 662,504</b>	<b>\$ 736,851</b>	<b>\$ 722,137</b>	<b>\$ 642,068</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 662,503</b>	<b>\$ 736,851</b>	<b>\$ 722,137</b>	<b>\$ 642,068</b>

## Staffing

The following table lists full-time equivalents (FTE) by position. It includes actuals for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Proposed Budget for the current fiscal year.

Position Title	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Proposed Budget
ADMINISTRATIVE ASSISTANT	1.00	0	0	0
OFFICE ASSISTANT	1.00	1.00	1.00	1.00
RECREATION COORDINATOR	0.50	0.35	0.35	0.35
RECREATION SUPERVISOR	0.50	0.40	0.20	0
SR OFFICE ASSISTANT	2.00	2.00	2.00	2.00
<b>Total</b>	<b>5.00</b>	<b>3.75</b>	<b>3.55</b>	<b>3.35</b>

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

	2023 Proposed Budget
Total Revenues	\$ 31,000
Total Expenditures	\$ 493,143
Fund Balance	\$ -
General Fund Costs	\$ 462,143
% Funded by General Fund	93.7%
Total Staffing	0.9 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, Movies in the Park, Shakespeare in the Park, and Tree Lighting. This staff also serves as liaison and issues permits for community festivals at Memorial Park including the Cherry Blossom Festival, World Journal Festival, Kids 'N Fun Festival, Rotary Fall Festival, Veteran's Day Memorial Ceremony, Diwali Festival, Bhubaneswar Sister City's India Heritage Fair, Dilli Haat, Holi, Relay for Life, 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 \$493,143 for the Cultural Events program. This represents an increase of \$60,006 (13.9%) from the FY 2021-22 Adopted Budget.

The increase in Employee Compensation and Benefits are due to the reorganization of the Department and reallocation of a Recreation Manager to match the responsibilities assigned to the position.



## Revenues and Expenditures

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

Category	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Proposed Budget
<b>Revenues</b>				
Miscellaneous Revenue	\$ (8,595)	\$ -	\$ 31,000	\$ 31,000
<b>Total Revenues</b>	<b>\$ (8,595)</b>	<b>\$ -</b>	<b>\$ 31,000</b>	<b>\$ 31,000</b>
<b>Expenditures</b>				
Employee Compensation	\$ 77,563	\$ 47,926	\$ 88,433	\$ 130,441
Employee Benefits	\$ 29,605	\$ 28,554	\$ 31,624	\$ 47,977
Materials	\$ 18,199	\$ 17,436	\$ 34,737	\$ 36,058
Contract Services	\$ 122,202	\$ 8,265	\$ 219,004	\$ 217,784
Cost Allocation	\$ 43,037	\$ 58,947	\$ 52,995	\$ 54,537
Contingencies	\$ -	\$ -	\$ 6,344	\$ 6,346
<b>Total Expenditures</b>	<b>\$ 290,606</b>	<b>\$ 161,128</b>	<b>\$ 433,137</b>	<b>\$ 493,143</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 299,202</b>	<b>\$ 161,129</b>	<b>\$ 402,137</b>	<b>\$ 462,143</b>

## Staffing

The following table lists full-time equivalents (FTE) by position. It includes actuals for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Proposed Budget for the current fiscal year.

Position Title	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Proposed Budget
RECREATION COORDINATOR	0.50	0.50	0.50	0.65
RECREATION MANAGER	0	0	0	0.25
<b>Total</b>	<b>0.50</b>	<b>0.50</b>	<b>0.50</b>	<b>0.90</b>

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

# Facilities

Budget Unit 100-61-630

General Fund - Business and Community Services - Facilities

## Budget at a Glance

	<b>2023 Proposed Budget</b>
Total Revenues	\$ 203,660
Total Expenditures	\$ 407,006
Fund Balance	\$ -
General Fund Costs	\$ 203,346
% Funded by General Fund	50.0%
Total Staffing	2.3 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 \$407,006 for the Facilities program. This represents an increase of \$40,113 (10.9%) from the FY 2021-22 Adopted Budget.

The increase in Employee Compensation and Benefits are due to the reorganization of the Department and reclassification of the Recreation Supervisor to Recreation Manager to match the increase in responsibilities and duties assigned to the position.

## Revenues and Expenditures

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

Category	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Proposed Budget
<b>Revenues</b>				
Use of Money and Property	\$ 118,874	\$ 12,061	\$ 115,000	\$ 145,000
Charges for Services	\$ 404,343	\$ 37,055	\$ 53,395	\$ 58,660
<b>Total Revenues</b>	<b>\$ 523,217</b>	<b>\$ 49,116</b>	<b>\$ 168,395</b>	<b>\$ 203,660</b>
<b>Expenditures</b>				
Employee Compensation	\$ 255,932	\$ 185,667	\$ 237,255	\$ 263,790
Employee Benefits	\$ 89,831	\$ 90,201	\$ 93,053	\$ 103,297
Materials	\$ 13,486	\$ 9,722	\$ 28,121	\$ 29,105
Contract Services	\$ 19,164	\$ 210	\$ 7,572	\$ 9,840
Cost Allocation	\$ 58,657	\$ -	\$ -	\$ -
Contingencies	\$ -	\$ -	\$ 892	\$ 974
<b>Total Expenditures</b>	<b>\$ 437,070</b>	<b>\$ 285,800</b>	<b>\$ 366,893</b>	<b>\$ 407,006</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ (86,147)</b>	<b>\$ 236,685</b>	<b>\$ 198,498</b>	<b>\$ 203,346</b>

## Staffing

The following table lists full-time equivalents (FTE) by position. It includes actuals for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Proposed Budget for the current fiscal year.

Position Title	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Proposed Budget
FACILITY ATTENDANT	2.00	2.00	2.00	2.00
RECREATION MANAGER	0	0	0	0.25
RECREATION SUPERVISOR	0.50	0.50	0.20	0
<b>Total</b>	<b>2.50</b>	<b>2.50</b>	<b>2.20</b>	<b>2.25</b>

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

# Administration

Budget Unit 100-62-608

General Fund - Recreation and Education - Administration

## Budget at a Glance

	2023 Proposed Budget
Total Revenues	\$ 12,500
Total Expenditures	\$ 713,833
Fund Balance	\$ -
General Fund Costs	\$ 701,333
% Funded by General Fund	98.2%
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 \$713,833 for the Administration program. This represents a decrease of \$8,326 (-1.2%) from the FY 2021-22 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. It includes actuals for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Proposed Budget for the current fiscal year.

Category	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Proposed Budget
<b>Revenues</b>				
Use of Money and Property	\$ 17,816	\$ (320)	\$ 12,500	\$ 12,500
Miscellaneous Revenue	\$ -	\$ 1,125	\$ -	\$ -
<b>Total Revenues</b>	<b>\$ 17,816</b>	<b>\$ 805</b>	<b>\$ 12,500</b>	<b>\$ 12,500</b>
<b>Expenditures</b>				
Employee Compensation	\$ 329,984	\$ 264,940	\$ 360,823	\$ 369,426
Employee Benefits	\$ 135,429	\$ 122,697	\$ 148,586	\$ 155,590
Materials	\$ 7,627	\$ 4,457	\$ 16,039	\$ 14,813
Contract Services	\$ 431	\$ 1,074	\$ 3,640	\$ 3,640
Cost Allocation	\$ 311,932	\$ 240,121	\$ 192,579	\$ 169,903
Contingencies	\$ -	\$ -	\$ 492	\$ 461
<b>Total Expenditures</b>	<b>\$ 785,403</b>	<b>\$ 633,289</b>	<b>\$ 722,159</b>	<b>\$ 713,833</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 767,588</b>	<b>\$ 632,484</b>	<b>\$ 709,659</b>	<b>\$ 701,333</b>

## Staffing

The following table lists full-time equivalents (FTE) by position. It includes actuals for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Proposed Budget for the current fiscal year.

Position Title	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Proposed Budget
CASE MANAGER	0.10	0	0	0
FACILITY ATTENDANT	1.00	1.00	1.00	1.00
RECREATION COORDINATOR	0.30	0.30	0.30	0.30
RECREATION SUPERVISOR	0.95	0.75	0.75	0.75
SR OFFICE ASSISTANT	1.00	1.00	1.00	1.00
<b>Total</b>	<b>3.35</b>	<b>3.05</b>	<b>3.05</b>	<b>3.05</b>

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

2023 Proposed Budget	
Total Revenues	\$ 674,550
Total Expenditures	\$ 1,504,209
Fund Balance	\$ (829,659)
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 \$1,504,209 for the Youth Teen Recreation program. This represents a decrease of \$324,636 (-17.8%) from the FY 2021-22 Adopted Budget.

The decrease is due to reductions in Employee Compensation and Benefits, as a result of the reorganization of the Department and reallocation of staff time from this program. The decrease is also includes a reduction in Contact Services expenses, due to the adjustment in programs offered, and reduction in Cost Allocation expenses.

## Revenues and Expenditures

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

Category	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Proposed Budget
<b>Revenues</b>				
Charges for Services	\$ 1,195,694	\$ 351,184	\$ 742,000	\$ 674,550
<b>Total Revenues</b>	<b>\$ 1,195,694</b>	<b>\$ 351,184</b>	<b>\$ 742,000</b>	<b>\$ 674,550</b>
<b>Expenditures</b>				
Employee Compensation	\$ 332,247	\$ 131,866	\$ 470,409	\$ 394,702
Employee Benefits	\$ 97,533	\$ 59,981	\$ 102,897	\$ 101,525
Materials	\$ 15,732	\$ 1,252	\$ 31,437	\$ 33,396
Contract Services	\$ 695,551	\$ 172,604	\$ 918,285	\$ 790,249
Cost Allocation	\$ 1,068,022	\$ 194,033	\$ 282,074	\$ 163,746
Contingencies	\$ -	\$ -	\$ 23,743	\$ 20,591
<b>Total Expenditures</b>	<b>\$ 2,209,085</b>	<b>\$ 559,736</b>	<b>\$ 1,828,845</b>	<b>\$ 1,504,209</b>
<b>Fund Balance</b>	<b>\$ (1,013,391)</b>	<b>\$ (208,552)</b>	<b>\$ (1,086,845)</b>	<b>\$ (829,659)</b>
<b>General Fund Costs</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## Staffing

The following table lists full-time equivalents (FTE) by position. It includes actuals for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Proposed Budget for the current fiscal year.

Position Title	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Proposed Budget
RECREATION COORDINATOR	1.35	1.35	1.35	1.50
RECREATION MANAGER	0	0	0	0.20
RECREATION SUPERVISOR	0.25	0.25	0.35	0
<b>Total</b>	<b>1.60</b>	<b>1.60</b>	<b>1.70</b>	<b>1.70</b>

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

	2023 Proposed Budget
Total Revenues	\$ 154,500
Total Expenditures	\$ 1,076,295
Fund Balance	\$ -
General Fund Costs	\$ 921,795
% Funded by General Fund	85.6%
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 volunteer opportunities. Staff provides referrals for resources available to seniors.

## Service Objectives

- Enhance partnerships with 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 \$1,076,295 for the Senior Center program. This represents a decrease of \$41,356 (-3.7%) from the FY 2021-22 Adopted Budget.

The overall decrease is due to an increase in contract costs, offset by Cost Allocation expenses. With the recent relaxation of prior pandemic-based restrictions, the Senior Center has reopened and is offering more programs and classes.



## Revenues and Expenditures

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

Category	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Proposed Budget
<b>Revenues</b>				
Use of Money and Property	\$ 252	\$ -	\$ -	\$ -
Charges for Services	\$ 361,427	\$ 38,081	\$ 164,000	\$ 154,500
Miscellaneous Revenue	\$ 1,350	\$ 125	\$ -	\$ -
<b>Total Revenues</b>	<b>\$ 363,029</b>	<b>\$ 38,206</b>	<b>\$ 164,000</b>	<b>\$ 154,500</b>
<b>Expenditures</b>				
Employee Compensation	\$ 470,472	\$ 332,944	\$ 418,283	\$ 414,263
Employee Benefits	\$ 177,296	\$ 160,139	\$ 155,952	\$ 158,309
Materials	\$ 85,075	\$ 5,718	\$ 116,815	\$ 116,673
Contract Services	\$ 199,364	\$ (86,272)	\$ 126,280	\$ 151,492
Cost Allocation	\$ 357,244	\$ 356,195	\$ 294,244	\$ 228,854
Contingencies	\$ -	\$ -	\$ 6,077	\$ 6,704
<b>Total Expenditures</b>	<b>\$ 1,289,451</b>	<b>\$ 768,724</b>	<b>\$ 1,117,651</b>	<b>\$ 1,076,295</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 926,421</b>	<b>\$ 730,517</b>	<b>\$ 953,651</b>	<b>\$ 921,795</b>

## Staffing

The following table lists full-time equivalents (FTE) by position. It includes actuals for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Proposed Budget for the current fiscal year.

Position Title	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Proposed Budget
CASE MANAGER	1.90	0	0	0
RECREATION COORDINATOR	2.70	2.70	2.70	2.70
RECREATION SUPERVISOR	0.05	0.25	0.25	0.25
<b>Total</b>	<b>4.65</b>	<b>2.95</b>	<b>2.95</b>	<b>2.95</b>

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

	2023 Proposed Budget
Total Revenues	\$ 3,800
Total Expenditures	\$ 322,011
Fund Balance	\$ -
General Fund Costs	\$ 318,211
% Funded by General Fund	98.8%
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 \$322,011 for the Teen Programs program. This represents a decrease of \$45,827 (-12.5%) from the FY 2021-22 Adopted Budget.

The decrease includes reductions in Employee Compensation and Benefits, due to the reorganization of the Department and reallocation of staff time from this program, and reductions in Cost Allocation expenses.

## Revenues and Expenditures

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

Category	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Proposed Budget
<b>Revenues</b>				
Use of Money and Property	\$ 2,030	\$ -	\$ 1,000	\$ 1,900
Charges for Services	\$ 2,388	\$ -	\$ 2,000	\$ 1,900
<b>Total Revenues</b>	<b>\$ 4,418</b>	<b>\$ -</b>	<b>\$ 3,000</b>	<b>\$ 3,800</b>
<b>Expenditures</b>				
Employee Compensation	\$ 117,060	\$ 38,112	\$ 208,032	\$ 183,394
Employee Benefits	\$ 16,625	\$ 15,322	\$ 44,515	\$ 39,807
Materials	\$ 18,747	\$ 3,513	\$ 45,616	\$ 50,006
Contract Services	\$ 145	\$ 40,841	\$ 800	\$ 800
Cost Allocation	\$ -	\$ 28,397	\$ 67,715	\$ 46,734
Contingencies	\$ -	\$ -	\$ 1,160	\$ 1,270
<b>Total Expenditures</b>	<b>\$ 152,577</b>	<b>\$ 126,185</b>	<b>\$ 367,838</b>	<b>\$ 322,011</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 148,159</b>	<b>\$ 126,185</b>	<b>\$ 364,838</b>	<b>\$ 318,211</b>

## Staffing

The following table lists full-time equivalents (FTE) by position. It includes actuals for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Proposed Budget for the current fiscal year.

Position Title	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Proposed Budget
RECREATION COORDINATOR	0.35	0.35	0.35	0.50
RECREATION MANAGER	0	0	0	0.25
RECREATION SUPERVISOR	0	0.20	0.40	0
<b>Total</b>	<b>0.35</b>	<b>0.55</b>	<b>0.75</b>	<b>0.75</b>

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

	<b>2023 Proposed Budget</b>
Total Revenues	\$ -
Total Expenditures	\$ 154,307
Fund Balance	\$ -
General Fund Costs	\$ 154,307
% Funded by General Fund	100.0%
Total Staffing	0.0 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 \$154,307 for the Neighborhood Events program. This represents a decrease of \$8,812 (-5.4%) from the FY 2021-22 Adopted Budget.

The overall decrease is mainly due to a reduction in Cost Allocation expenses, offset by increases in Employee Compensation due to the anticipated return of Summer Events, requiring more part-time staff support.

## Revenues and Expenditures

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

Category	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Proposed Budget
<b>Revenues</b>				
<b>Total Revenues</b>	\$ -	\$ -	\$ -	\$ -
<b>Expenditures</b>				
Employee Compensation	\$ 55,145	\$ 9,544	\$ 52,384	\$ 60,080
Employee Benefits	\$ 4,065	\$ 3,967	\$ 6,904	\$ 1,652
Materials	\$ 11,693	\$ -	\$ 14,756	\$ 15,318
Contract Services	\$ 45,920	\$ 460	\$ 59,800	\$ 59,800
Cost Allocation	\$ -	\$ 12,683	\$ 27,411	\$ 15,579
Contingencies	\$ -	\$ -	\$ 1,864	\$ 1,878
<b>Total Expenditures</b>	<b>\$ 116,823</b>	<b>\$ 26,654</b>	<b>\$ 163,119</b>	<b>\$ 154,307</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 116,823</b>	<b>\$ 26,654</b>	<b>\$ 163,119</b>	<b>\$ 154,307</b>

## Staffing

The following table lists full-time equivalents (FTE) by position. It includes actuals for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Proposed Budget for the current fiscal year.

Position Title	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Proposed Budget
RECREATION SUPERVISOR	0.10	0.10	0.10	0
<b>Total</b>	<b>0.10</b>	<b>0.10</b>	<b>0.10</b>	<b>0</b>

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

# Park Facilities

Budget Unit 100-63-612

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

## Budget at a Glance

	2023 Proposed Budget
Total Revenues	\$ 265,757
Total Expenditures	\$ 1,218,846
Fund Balance	\$ -
General Fund Costs	\$ 953,089
% Funded by General Fund	78.2%
Total Staffing	3.2 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 provides additional facility space and is home to a diverse array of recreational activities including gymnastics classes.

## Service Objectives

Blackberry Farm Picnic Grounds and Pools:

- Provide the community with two pools for recreation use and swim lessons.
- 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.
- 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.
- Continue to develop the 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, and camps.
- Make space available for co-sponsored clubs and rentals.

## Proposed Budget

It is recommended that City Council approve a budget of \$1,218,846 for the Park Facilities program. This represents a decrease of \$61,290 (-4.8%) from the FY 2021-22 Adopted Budget.

The overall decrease is mainly due to reductions in Cost Allocation expenses, offset by an increase in Contract Services. This is due to an increase in cost for contracted services for nature preservation and maintenance at the McClellan Ranch Preserve and Stevens Creek Corridor.

## Revenues and Expenditures

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

Category	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Proposed Budget
<b>Revenues</b>				
Use of Money and Property	\$ 61,446	\$ 19,389	\$ 57,000	\$ 90,757
Charges for Services	\$ 122,328	\$ 23,227	\$ 105,000	\$ 175,000
<b>Total Revenues</b>	<b>\$ 183,774</b>	<b>\$ 42,616</b>	<b>\$ 162,000</b>	<b>\$ 265,757</b>
<b>Expenditures</b>				
Employee Compensation	\$ 556,910	\$ 414,084	\$ 685,551	\$ 678,976
Employee Benefits	\$ 142,660	\$ 154,064	\$ 149,233	\$ 172,107
Materials	\$ 56,796	\$ 29,835	\$ 91,460	\$ 94,202
Contract Services	\$ 13,937	\$ 80,076	\$ 87,380	\$ 102,503
Cost Allocation	\$ 1,202,972	\$ 229,792	\$ 261,016	\$ 166,140
Special Projects	\$ 71,628	\$ 3,218	\$ 1,000	\$ -
Contingencies	\$ -	\$ -	\$ 4,496	\$ 4,918
<b>Total Expenditures</b>	<b>\$ 2,044,903</b>	<b>\$ 911,069</b>	<b>\$ 1,280,136</b>	<b>\$ 1,218,846</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 1,861,129</b>	<b>\$ 868,454</b>	<b>\$ 1,118,136</b>	<b>\$ 953,089</b>

## Staffing

The following table lists full-time equivalents (FTE) by position. It includes actuals for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Proposed Budget for the current fiscal year.

<b>Position Title</b>	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Adopted Budget</b>	<b>2023 Proposed Budget</b>
RECREATION COORDINATOR	2.68	2.18	2.18	1.98
RECREATION COORDINATOR LTD TERM	1.00	0	0	0
RECREATION MANAGER	0	0	0	0.35
RECREATION SUPERVISOR	0.60	0.50	0.50	0
SR OFFICE ASSISTANT	0	0	0	0.85
<b>Total</b>	<b>4.28</b>	<b>2.68</b>	<b>2.68</b>	<b>3.18</b>

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



# Administration

Budget Unit 100-63-615

General Fund - Sports, Safety and Outdoor Recreation - Administration

## Budget at a Glance

### 2023 Proposed Budget

Total Revenues	\$ -
Total Expenditures	\$ 59,668
Fund Balance	\$ -
General Fund Costs	\$ 59,668
% Funded by General Fund	100.0%
Total Staffing	0.0 FTE

## Program Overview

This program supports facets of the Sports, Safety, and Outdoor Recreation Division. It provides for the supervision and operation of the Blackberry Farm Golf Course, Blackberry Farm picnic area and swimming pools, and McClellan Ranch Preserve. The Sports, Safety, and Outdoor Recreation Division includes a diverse offering of recreation programs for all ages including nature camps, classes, and programs, volunteer opportunities, drop-in activities, special events, aquatics, golf, and specialty classes.

## Service Objectives

- Efficiently manage the Blackberry Farm Golf Course, Blackberry Farm picnic sites and swimming pools, and McClellan Ranch Preserve.
- 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 operate the aquatics program.
- Continue to expand nature programming opportunities in the Stevens Creek Corridor.

## Proposed Budget

It is recommended that City Council approve a budget of \$59,668 for the Administration program. This represents a decrease of \$58,283 (-49.4%) from the FY 2021-22 Adopted Budget.

The overall decrease is mainly due to reductions in Cost Allocation expenses in addition to Employee Compensation and Benefits, due to the reorganization of the Department and reallocation of staff time from this program.

## Revenues and Expenditures

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

Category	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Proposed Budget
<b>Revenues</b>				
<b>Total Revenues</b>	\$ -	\$ -	\$ -	\$ -
<b>Expenditures</b>				
Employee Compensation	\$ 38,405	\$ 25,152	\$ 55,657	\$ 26,058
Employee Benefits	\$ 14,462	\$ 9,821	\$ 24,944	\$ 9,665
Materials	\$ 475	\$ 145	\$ 273	\$ 284
Contract Services	\$ 20	\$ -	\$ -	\$ -
Cost Allocation	\$ 43,392	\$ 31,790	\$ 37,070	\$ 23,654
Contingencies	\$ -	\$ -	\$ 7	\$ 7
<b>Total Expenditures</b>	<b>\$ 96,754</b>	<b>\$ 66,908</b>	<b>\$ 117,951</b>	<b>\$ 59,668</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 96,755</b>	<b>\$ 66,907</b>	<b>\$ 117,951</b>	<b>\$ 59,668</b>

## Staffing

The following table lists full-time equivalents (FTE) by position. It includes actuals for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Proposed Budget for the current fiscal year.

Position Title	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Proposed Budget
RECREATION SUPERVISOR	0.40	0.45	0.45	0
<b>Total</b>	<b>0.40</b>	<b>0.45</b>	<b>0.45</b>	<b>0</b>

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

# Blackberry Farm Golf Course

Budget Unit 560-63-616

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

## Budget at a Glance

	2023 Proposed Budget
Total Revenues	\$ 433,600
Total Expenditures	\$ 668,446
Fund Balance	\$ (234,846)
General Fund Costs	\$ -
% Funded by General Fund	0.0%
Total Staffing	1.1 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 golf instruction, family events, high school golf team partnerships, and leagues.
- 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 \$668,446 for the Blackberry Farm Golf Course program. This represents a decrease of \$11,200 (-1.6%) from the FY 2021-22 Adopted Budget.

The overall decrease is due to the reduction in Materials as a result of the reallocation of maintenance costs to Public Works, under the account 560-87-260. This is offset by an increase in Employee Compensation from the reorganization of the Department and reallocation of staff time to this program.

## Revenues and Expenditures

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

Category	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Proposed Budget
<b>Revenues</b>				
Use of Money and Property	\$ 32,687	\$ 46,477	\$ 30,000	\$ 33,000
Charges for Services	\$ 305,524	\$ 564,126	\$ 310,000	\$ 400,600
<b>Total Revenues</b>	<b>\$ 338,211</b>	<b>\$ 610,603</b>	<b>\$ 340,000</b>	<b>\$ 433,600</b>
<b>Expenditures</b>				
Employee Compensation	\$ 101,209	\$ 99,697	\$ 175,778	\$ 205,806
Employee Benefits	\$ 53,912	\$ 7,871	\$ 60,543	\$ 61,909
Materials	\$ 96,060	\$ 101,977	\$ 105,045	\$ 24,302
Contract Services	\$ 252,429	\$ 248,691	\$ 274,845	\$ 278,428
Cost Allocation	\$ 82,294	\$ 74,431	\$ 53,938	\$ 90,433
Contingencies	\$ -	\$ -	\$ 9,497	\$ 7,568
<b>Total Expenditures</b>	<b>\$ 585,904</b>	<b>\$ 532,667</b>	<b>\$ 679,646</b>	<b>\$ 668,446</b>
<b>Fund Balance</b>	<b>\$ 362,307</b>	<b>\$ 527,935</b>	<b>\$ (259,654)</b>	<b>\$ (234,846)</b>
<b>General Fund Costs</b>	<b>\$ 610,000</b>	<b>\$ 450,000</b>	<b>\$ 79,992</b>	<b>\$ -</b>

## Staffing

The following table lists full-time equivalents (FTE) by position. It includes actuals for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Proposed Budget for the current fiscal year.

Position Title	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Proposed Budget
RECREATION COORDINATOR	1.00	1.00	1.00	0.65
RECREATION MANAGER	0	0	0	0.30
RECREATION SUPERVISOR	0.15	0.15	0.15	0
SR OFFICE ASSISTANT	0	0	0	0.15
<b>Total</b>	<b>1.15</b>	<b>1.15</b>	<b>1.15</b>	<b>1.10</b>

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

# Outdoor Recreation

Budget Unit 580-63-620

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

## Budget at a Glance

	2023 Proposed Budget
Total Revenues	\$ 862,000
Total Expenditures	\$ 869,015
Fund Balance	\$ 368,985
General Fund Costs	\$ 376,000
% Funded by General Fund	43.3%
Total Staffing	1.1 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.
- Provide sports, fitness, and outdoor camps for youth and teens.
- Provide a summer nature and science program.
- 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.
- Offer fee-based gardening programs for youth and adults.

## Proposed Budget

It is recommended that City Council approve a budget of \$869,015 for the Outdoor Recreation program. This represents a decrease of \$288,997 (-25.0%) from the FY 2021-22 Adopted Budget.

The decrease is mainly due to the reduction in Contract services, due to the adjustment in programs offered, Cost Allocation expenses, and Employee Compensation and Benefits from the reorganization of the Department and reallocation of staff time from this program.

## Revenues and Expenditures

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

Category	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Proposed Budget
<b>Revenues</b>				
Use of Money and Property	\$ 62,726	\$ 82,033	\$ 312,000	\$ 317,000
Charges for Services	\$ 330,156	\$ 157,654	\$ 345,000	\$ 545,000
<b>Total Revenues</b>	<b>\$ 392,882</b>	<b>\$ 239,687</b>	<b>\$ 657,000</b>	<b>\$ 862,000</b>
<b>Expenditures</b>				
Employee Compensation	\$ 309,752	\$ 180,493	\$ 309,653	\$ 254,081
Employee Benefits	\$ 156,600	\$ 89,657	\$ 93,440	\$ 61,291
Materials	\$ 14,874	\$ 3,573	\$ 21,969	\$ 22,172
Contract Services	\$ 187,681	\$ 50,436	\$ 444,888	\$ 354,179
Cost Allocation	\$ 263,234	\$ 225,072	\$ 276,391	\$ 167,883
Special Projects	\$ -	\$ 6,214	\$ -	\$ -
Contingencies	\$ -	\$ -	\$ 11,671	\$ 9,409
<b>Total Expenditures</b>	<b>\$ 932,141</b>	<b>\$ 555,445</b>	<b>\$ 1,158,012</b>	<b>\$ 869,015</b>
<b>Fund Balance</b>	<b>\$ 25,742</b>	<b>\$ 846,242</b>	<b>\$ 305,797</b>	<b>\$ 368,985</b>
<b>General Fund Costs</b>	<b>\$ 565,000</b>	<b>\$ 1,162,000</b>	<b>\$ 806,809</b>	<b>\$ 376,000</b>

## Staffing

The following table lists full-time equivalents (FTE) by position. It includes actuals for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Proposed Budget for the current fiscal year.

Position Title	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Proposed Budget
RECREATION COORDINATOR	2.17	1.70	1.70	0.45
RECREATION MANAGER	0	0	0	0.30
RECREATION SUPERVISOR	0.25	0.15	0.15	0.30
<b>Total</b>	<b>2.42</b>	<b>1.85</b>	<b>1.85</b>	<b>1.05</b>

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

# Sports Center Operations

Budget Unit 570-63-621

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

## Budget at a Glance

	2023 Proposed Budget
Total Revenues	\$ 2,600,000
Total Expenditures	\$ 2,876,082
Fund Balance	\$ (276,082)
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, 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 \$2,876,082 for the Sports Center Operations program. This represents a decrease of \$26,278 (-0.9%) from the FY 2021-22 Adopted Budget.

This budget is relatively unchanged from last fiscal year. The reduction in Cost Allocation expenses is offset by increases in Employee Compensation due to the reorganization of the Department and reallocation of staff time to this program.

## Revenues and Expenditures

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

Category	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Proposed Budget
<b>Revenues</b>				
Use of Money and Property	\$ 266,504	\$ 272,807	\$ 351,000	\$ 350,000
Charges for Services	\$ 2,099,161	\$ 1,537,387	\$ 2,350,000	\$ 2,250,000
<b>Total Revenues</b>	<b>\$ 2,365,665</b>	<b>\$ 1,810,194</b>	<b>\$ 2,701,000</b>	<b>\$ 2,600,000</b>
<b>Expenditures</b>				
Employee Compensation	\$ 363,610	\$ 257,539	\$ 397,428	\$ 420,887
Employee Benefits	\$ 139,639	\$ 82,496	\$ 136,835	\$ 126,566
Materials	\$ 32,104	\$ 16,493	\$ 46,736	\$ 63,087
Contract Services	\$ 1,646,106	\$ 1,288,732	\$ 2,032,418	\$ 2,033,320
Cost Allocation	\$ 240,427	\$ 198,719	\$ 236,964	\$ 179,812
Contingencies	\$ -	\$ -	\$ 51,979	\$ 52,410
<b>Total Expenditures</b>	<b>\$ 2,421,886</b>	<b>\$ 1,843,979</b>	<b>\$ 2,902,360</b>	<b>\$ 2,876,082</b>
<b>Fund Balance</b>	<b>\$ 891,779</b>	<b>\$ 626,214</b>	<b>\$ (201,360)</b>	<b>\$ (276,082)</b>
<b>General Fund Costs</b>	<b>\$ 948,000</b>	<b>\$ 660,000</b>	<b>\$ -</b>	<b>\$ -</b>

## Staffing

The following table lists full-time equivalents (FTE) by position. It includes actuals for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Proposed Budget for the current fiscal year.

Position Title	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Proposed Budget
OFFICE ASSISTANT	1.00	1.00	1.00	1.00
RECREATION COORDINATOR	1.00	1.00	1.00	0.80
RECREATION SUPERVISOR	0.25	0.25	0.45	0.70
<b>Total</b>	<b>2.25</b>	<b>2.25</b>	<b>2.45</b>	<b>2.50</b>

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