

# Parks and Recreation

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# Department Overview

## Budget Units

Budget Unit	Program	2024 Proposed Budget
<b>Parks and Recreation</b>		<b>\$ 1,692,042</b>
100-60-601	Recreation Administration	\$ 1,362,344
100-60-636	Library Services	\$ 329,698
<b>Business and Community Services</b>		<b>\$ 1,351,677</b>
100-61-602	Administration	\$ 587,782
100-61-605	Cultural Events	\$ 373,395
100-61-630	Facilities	\$ 390,500
<b>Recreation and Education</b>		<b>\$ 3,566,783</b>
100-62-608	Administration	\$ 685,123
580-62-613	Youth Teen Recreation	\$ 1,704,199
100-62-623	Senior Center	\$ 813,480
100-62-639	Teen Programs	\$ 279,358
100-62-640	Neighborhood Events	\$ 84,623
<b>Sports, Safety and Outdoor Recreation</b>		<b>\$ 5,617,740</b>
100-63-612	Park Facilities	\$ 1,269,657
100-63-615	Administration	\$ -
560-63-616	Blackberry Farm Golf Course	\$ 418,040
580-63-620	Outdoor Recreation	\$ 1,088,365
570-63-621	Sports Center Operations	\$ 2,841,678
<b>Total</b>		<b>\$ 12,228,242</b>

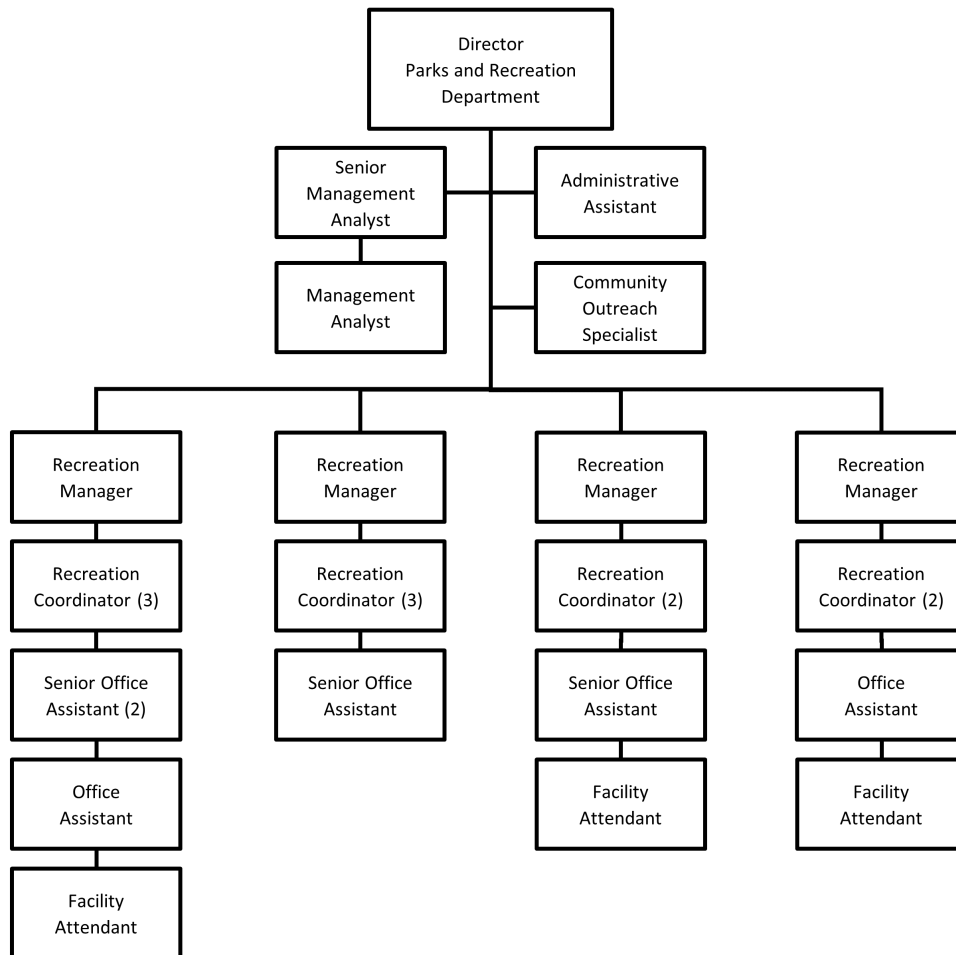
## Budget at a Glance

### 2024 Proposed Budget

Total Revenues	\$ 5,718,574
Total Expenditures	\$ 12,228,242
Fund Balance	\$ (1,008,457)
General Fund Costs	\$ 5,501,211
% Funded by General Fund	45.0%
Total Staffing	27.6 FTE

## Organization

Rachelle Sander, Director of Parks and Recreation



As part of an expenditure reduction strategy, the following vacant positions are being removed from the budget:

- Recreation Manager
- Community Outreach Specialist

Three positions are being reclassified based on the current duties assigned to them:

- Two Recreation Supervisors to Recreation Managers
- Management Analyst to Senior Management Analyst

## 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.

<b>Performance Measure</b>	<b>FY 2021 July-June</b>	<b>FY 2022 July-June</b>	<b>FY 2023 July-Dec</b>	<b>Ongoing Target</b>
% of Parks and Recreation Department customers surveyed who rate services as good or excellent	94%	95%	97%	85%
% of programs maintaining minimum registration	46%	73%	80%	80%
% Department's total cost recovery for all (direct and indirect) costs	39%	53%	60%	40%
% change in participants*	-39%	119%	37%	+1%
# of new programs or events offered	37	9	2	50

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

## Workload Indicators

### Business and Community Services Division

Workload Indicator	FY 2021 July-June	FY 2022 July-June	FY 2023 July-Dec
Number of reservations at Quinlan Center	8	260	205
Number of festival applications received	12	9	10

### Recreation and Education Division

Workload Indicator	FY 2021 July-June	FY 2022 July-June	FY 2023 July-Dec
Number of registrations	1,194	2,736	2,507
Number of survey respondents	171	85	78
Number of Senior Center classes offered	100	183	103
Number of Senior Center trips offered	0	3	3

### Sports, Safety, and Outdoor Recreation Division

Workload Indicator	FY 2021 July-June	FY 2022 July-June	FY 2023 July-Dec
Number of programs offered	888	1445	692
Number of picnic reservations at BBF	9	123	94
Rounds of golf at BBF Golf Course	43,650	45,367	18,603
Sports Center Memberships	1,655	1,186	1,342

## Proposed Budget

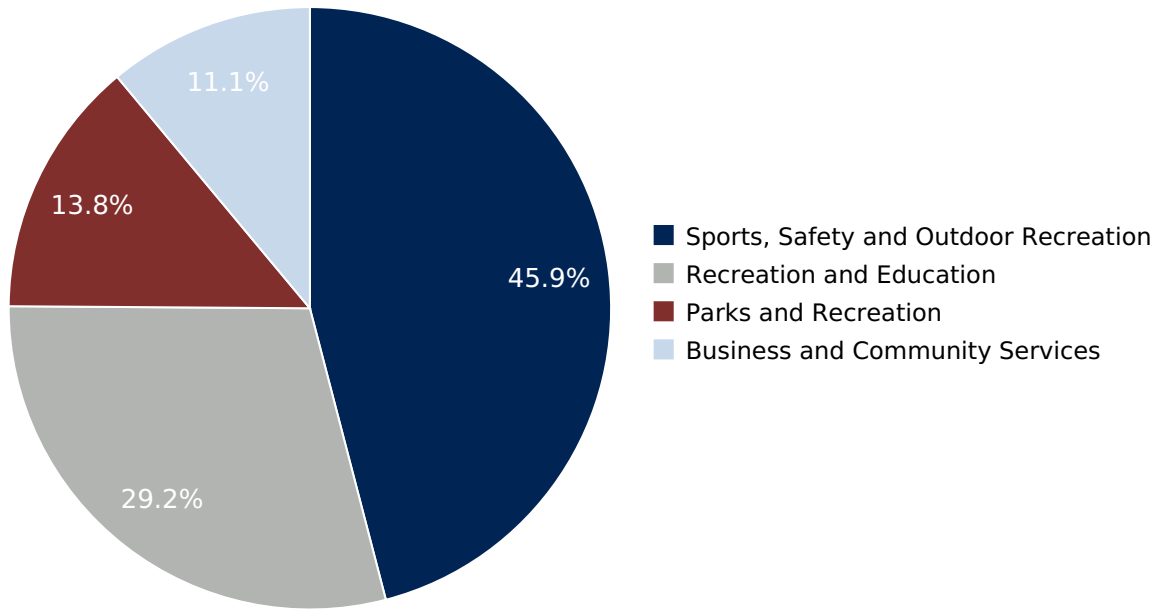
It is recommended that City Council approve a budget of \$12,228,242 for the Parks and Recreation department. This represents a decrease of \$1,155,198 (-8.6%) from the FY 2022-23 Adopted Budget.

As part of an expenditure reduction strategy, the budget has been reduced as follows:

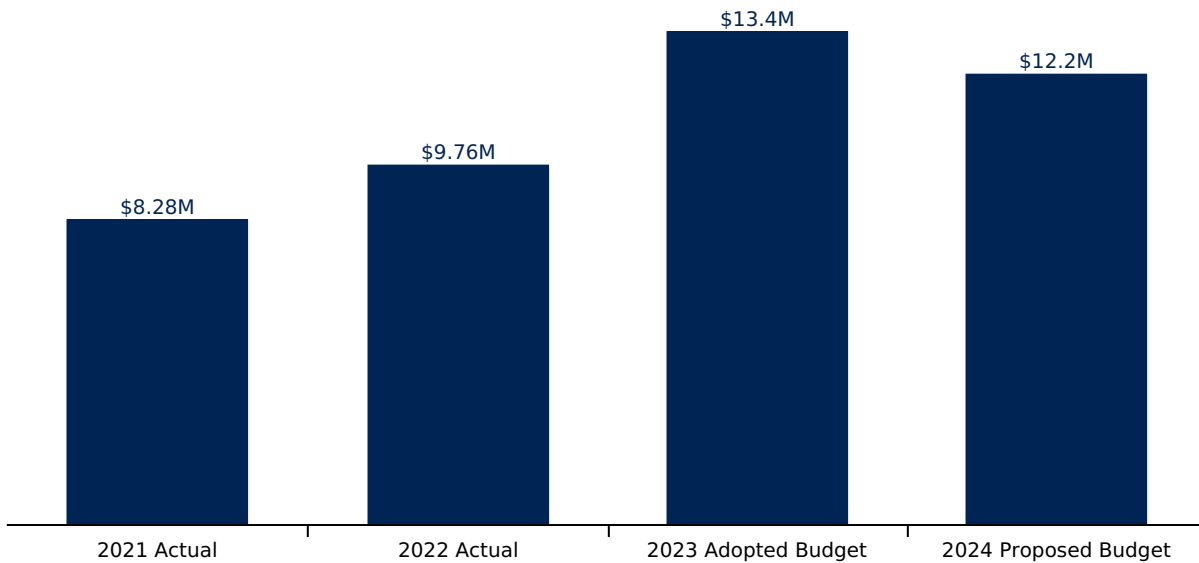
Service	FY 2023-24 Original Budget	FY 2023-24 Reduced Budget	Reduction	Service Impact
Part-Time Staffing - Department Wide	\$1,606,998	\$1,381,602	\$225,396	Reduced PT Staff budgets to minimum levels necessary to operate currently open Recreational facilities and ongoing programs.
Materials	\$779,829	\$457,723	\$322,106	Simplification or streamlining of current programs and events and fewer marketing efforts and printed materials thereof. Removed budgets for nonessential trainings and conferences in the Department and additional savings from reduced expenditures for meetings and events for staff.
Contract Services	\$4,532,489	\$3,953,917	\$578,572	Reduced expansion of current or new offerings for contracted programs, camps, and classes. Reduction of free events offered and removed budget to cover fees for festivals.



## 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	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
<b>Revenues</b>				
Use of Money and Property	\$ 432,447	\$ 758,156	\$ 950,157	\$ 821,007
Charges for Services	\$ 2,708,714	\$ 4,405,909	\$ 4,260,210	\$ 4,867,067
Miscellaneous Revenue	\$ 1,250	\$ 2,521	\$ 31,000	\$ 30,500
Transfers In	\$ -	\$ 452,304	\$ -	\$ -
<b>Total Revenues</b>	<b>\$ 3,142,411</b>	<b>\$ 5,618,890</b>	<b>\$ 5,241,367</b>	<b>\$ 5,718,574</b>
<b>Expenditures</b>				
Employee Compensation	\$ 2,856,246	\$ 2,818,650	\$ 4,654,234	\$ 4,448,849
Employee Benefits	\$ 1,233,077	\$ 1,043,311	\$ 1,652,215	\$ 1,483,526
Materials	\$ 232,871	\$ 343,553	\$ 712,625	\$ 457,723
Contract Services	\$ 1,845,424	\$ 3,409,853	\$ 4,504,330	\$ 3,953,917
Cost Allocation	\$ 1,986,514	\$ 2,018,870	\$ 1,559,137	\$ 1,681,979
Special Projects	\$ 9,432	\$ 2,947	\$ 65,000	\$ 25,000
Other Financing Uses	\$ 116,174	\$ 124,102	\$ 116,174	\$ 124,102
Contingencies	\$ -	\$ -	\$ 119,725	\$ 53,146
<b>Total Expenditures</b>	<b>\$ 8,279,738</b>	<b>\$ 9,761,286</b>	<b>\$ 13,383,440</b>	<b>\$ 12,228,242</b>
<b>Fund Balance</b>	<b>\$ 1,791,839</b>	<b>\$ 548,188</b>	<b>\$ (971,602)</b>	<b>\$ (1,008,457)</b>
<b>General Fund Costs</b>	<b>\$ 6,929,168</b>	<b>\$ 4,690,584</b>	<b>\$ 7,170,471</b>	<b>\$ 5,501,211</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.

<b>Position Title</b>	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 Adopted Budget</b>	<b>2024 Proposed Budget</b>
ADMINISTRATIVE ASSISTANT	0.90	0.90	0.90	0.90
ASST DIR RECREATION COMM SVCS	0.95	0.95	0.85	0
COMMUNITY OUTREACH SPECIALIST	0.70	0.70	2.00	1.00
DIRECTOR OF PARKS REC	0.95	0.95	0.95	1.00
FACILITY ATTENDANT	3.00	3.00	3.00	3.00
MANAGEMENT ANALYST	1.00	1.00	2.00	1.00
OFFICE ASSISTANT	2.00	2.00	2.00	2.00
RECREATION COORDINATOR	11.43	11.43	9.88	9.88
RECREATION MANAGER	0	0	1.90	3.85
RECREATION SUPERVISOR	3.95	3.95	2.00	0
SENIOR MANAGEMENT ANALYST	0	0	0	1.00
SR OFFICE ASSISTANT	3.00	3.00	4.00	4.00
<b>Total</b>	<b>27.88</b>	<b>27.88</b>	<b>29.48</b>	<b>27.63</b>

# Recreation Administration

Budget Unit 100-60-601

General Fund - Parks and Recreation - Recreation Administration

## Budget at a Glance

	2024 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 1,362,344
Fund Balance	\$ -
General Fund Costs	\$ 1,362,344
% Funded by General Fund	100.0%
Total Staffing	4.9 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 \$1,362,344 for the Recreation Administration program. This represents a decrease of \$407,401 (-23.0%) from the FY 2022-23 Adopted Budget.

The table below illustrates the reductions made to the original FY 2023-24 Budget. This budget was developed by taking the previous year's base budget and incorporating additional ongoing costs, while also adjusting material and contract expenses based on the Consumer Price Index (CPI), where applicable.

Description	FY 2023-24 Original Budget	FY 2023-24 Reduced Budget	Reduction	Service Impact
Materials	\$237,441	\$149,173	\$88,268	Reduced funds for conferences and travel, materials and supplies, meeting expenses, marketing efforts, and printing services for Summer Camp Guide and Recreation Brochure.
Contract Services	\$84,157	\$72,988	\$11,169	Cancelled Commissioner's Dinner event and removed budget for ergonomic evaluations for staff.

## Special Projects

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

Special Projects	Appropriation	Revenue	Funding Source	Description	Strategic Goal
Senior Services and Youth Engagement	\$20,000	\$0	General Fund	City Work Program -Connect seniors with youth and their families with inclusive activities.	Public Engagement and Transparency
Dogs Off-Leash Area (DOLA) Programs	\$5,000	\$0	General Fund	City Work Program -Transition successful trial DOLA programs to permanent programs with a staff level permitting process house in Parks and Rec.	Quality of Life

## 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	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
<b>Revenues</b>				
Transfers In	\$ -	\$ 49,000	\$ -	\$ -
<b>Total Revenues</b>	<b>\$ -</b>	<b>\$ 49,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Expenditures</b>				
Employee Compensation	\$ 559,798	\$ 648,472	\$ 972,240	\$ 793,876
Employee Benefits	\$ 234,509	\$ 237,781	\$ 440,265	\$ 318,530
Materials	\$ 38,274	\$ 85,470	\$ 209,269	\$ 149,173
Contract Services	\$ 40,307	\$ 46,505	\$ 75,843	\$ 72,988
Special Projects	\$ -	\$ 2,947	\$ 65,000	\$ 25,000
Contingencies	\$ -	\$ -	\$ 7,128	\$ 2,777
<b>Total Expenditures</b>	<b>\$ 872,888</b>	<b>\$ 1,021,175</b>	<b>\$ 1,769,745</b>	<b>\$ 1,362,344</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 872,887</b>	<b>\$ 972,176</b>	<b>\$ 1,769,745</b>	<b>\$ 1,362,344</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	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
ADMINISTRATIVE ASSISTANT	0.90	0.90	0.90	0.90
ASST DIR RECREATION COMM SVCS	0.95	0.95	0.85	0
COMMUNITY OUTREACH SPECIALIST	0.70	0.70	2.00	1.00
DIRECTOR OF PARKS REC	0.95	0.95	0.95	1.00
MANAGEMENT ANALYST	1.00	1.00	2.00	1.00
SENIOR MANAGEMENT ANALYST	0	0	0	1.00
<b>Total</b>	<b>4.50</b>	<b>4.50</b>	<b>6.70</b>	<b>4.90</b>

Staffing has decreased due to the reclassification and reallocation of an Assistant Director position to a Recreation Manager position. A Management Analyst position was reclassified as a Senior Management Analyst based on the duties and tasks assigned to that position.

As part of an expenditure reduction strategy, the following vacant positions are being removed from the budget:

- Recreation Manager
- Community Outreach Specialist

# Library Services

Budget Unit 100-60-636

General Fund - Parks and Recreation - Library Services

## Budget at a Glance

	2024 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 329,698
Fund Balance	\$ -
General Fund Costs	\$ 329,698
% 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 \$329,698 for the Library Services program. This represents a decrease of \$270,568 (-45.1%) from the FY 2022-23 Adopted Budget.

The cost for additional operational hours is confirmed from the Santa Clara County Library District and estimated lower due to reimbursements received from the State.

There were no actual expenses in FY 2020-21. The budget was intended to fund the GoGoBiblio Program, which was a two-year commitment approved in 2019. However, the program didn't run due to the pandemic and the Santa Clara County Library District didn't ask for the funds that fiscal year.

There were also no actual expenses in FY 2021-22. The pandemic caused a delay in the completion of the Cupertino Library Expansion project, which delayed the resumption of full operating hours more than halfway through the fiscal year. For this reason, and additional funding available elsewhere, the Santa Clara County Library District also didn't ask for the funds that 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	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
<b>Revenues</b>				
Transfers In	\$ -	\$ 403,304	\$ -	\$ -
<b>Total Revenues</b>	<b>\$ -</b>	<b>\$ 403,304</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Expenditures</b>				
Contract Services	\$ -	\$ -	\$ 419,452	\$ 160,000
Cost Allocation	\$ 198,415	\$ 233,790	\$ 180,814	\$ 169,698
<b>Total Expenditures</b>	<b>\$ 198,415</b>	<b>\$ 233,790</b>	<b>\$ 600,266</b>	<b>\$ 329,698</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 198,415</b>	<b>\$ (169,514)</b>	<b>\$ 600,266</b>	<b>\$ 329,698</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

	<b>2024 Proposed Budget</b>
Total Revenues	\$ -
Total Expenditures	\$ 587,782
Fund Balance	\$ -
General Fund Costs	\$ 587,782
% Funded by General Fund	100.0%
Total Staffing	3.0 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 front line communication with the public for classes, programs, and facility information. 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.
- Ensure the delivery of clear and up to date communication on current programs and events to community members.
- 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 \$587,782 for the Administration program. This represents a decrease of \$54,286 (-8.5%) from the FY 2022-23 Adopted Budget.

The table below illustrates the reductions made to the original FY 2023-24 Budget. This budget was developed by taking the previous year's base budget and incorporating additional ongoing costs, while also adjusting material and contract expenses based on the Consumer Price Index (CPI), where applicable.

Description	FY 2023-24 Original Budget	FY 2023-24 Reduced Budget	Reduction	Service Impact
Materials	\$2,746	\$1,151	\$1,595	Reduced funding for staff memberships, training, and general supplies.

## 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	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
<b>Revenues</b>				
<b>Total Revenues</b>	\$ -	\$ -	\$ -	\$ -
<b>Expenditures</b>				
Employee Compensation	\$ 308,484	\$ 239,347	\$ 280,090	\$ 259,139
Employee Benefits	\$ 173,798	\$ 150,189	\$ 172,255	\$ 142,933
Materials	\$ 476	\$ 839	\$ 2,440	\$ 1,151
Cost Allocation	\$ 254,093	\$ 227,216	\$ 187,222	\$ 184,545
Contingencies	\$ -	\$ -	\$ 61	\$ 14
<b>Total Expenditures</b>	<b>\$ 736,851</b>	<b>\$ 617,591</b>	<b>\$ 642,068</b>	<b>\$ 587,782</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 736,851</b>	<b>\$ 617,592</b>	<b>\$ 642,068</b>	<b>\$ 587,782</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	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
OFFICE ASSISTANT	1.00	1.00	1.00	1.00
RECREATION COORDINATOR	0.35	0.35	0.35	0
RECREATION SUPERVISOR	0.40	0.20	0	0
SR OFFICE ASSISTANT	2.00	2.00	2.00	2.00
<b>Total</b>	<b>3.75</b>	<b>3.55</b>	<b>3.35</b>	<b>3.00</b>

Staff time has been 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

	2024 Proposed Budget
Total Revenues	\$ 30,500
Total Expenditures	\$ 373,395
Fund Balance	\$ -
General Fund Costs	\$ 342,895
% Funded by General Fund	91.8%
Total Staffing	1.0 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, Rotary Fall Festival, Veteran's Day Memorial Ceremony, Diwali Festival, Bhubaneswar Sister City's India Heritage Fair, Dilli Haat, Holi, Relay for Life, Egg Hunt, 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 and Civic Center Plaza.

## Proposed Budget

It is recommended that City Council approve a budget of \$373,395 for the Cultural Events program. This represents a decrease of \$119,748 (-24.3%) from the FY 2022-23 Adopted Budget.

There is an increase due to increases in employee compensation and benefits, which reflect the cost-of-living adjustments approved by the City Council in August 2022.

The table below illustrates the reductions made to the original FY 2023-24 Budget. This budget was developed by taking the previous year's base budget and incorporating additional ongoing costs, while also adjusting material and contract expenses based on the Consumer Price Index (CPI), where applicable.

Description	FY 2023-24 Original Budget	FY 2023-24 Reduced Budget	Reduction	Service Impact
Materials	\$38,222	\$17,763	\$20,459	Reduced funding for 4th of July, Big Bunny 5K, and Tree Lighting events.
Contract Services	\$229,856	\$87,456	\$142,400	Removed contract services funds for 4th of July evening fireworks, Shakespeare in the Park, Movies in the Park, and City paid expenses to cover Sheriff's costs for festivals.

## 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	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
<b>Revenues</b>				
Miscellaneous Revenue	\$ -	\$ 1,221	\$ 31,000	\$ 30,500
<b>Total Revenues</b>	<b>\$ -</b>	<b>\$ 1,221</b>	<b>\$ 31,000</b>	<b>\$ 30,500</b>
<b>Expenditures</b>				
Employee Compensation	\$ 47,926	\$ 60,544	\$ 130,441	\$ 135,799
Employee Benefits	\$ 28,554	\$ 31,004	\$ 47,977	\$ 49,092
Materials	\$ 17,436	\$ 11,501	\$ 36,058	\$ 17,763
Contract Services	\$ 8,265	\$ 147,282	\$ 217,784	\$ 87,456
Cost Allocation	\$ 58,947	\$ 52,995	\$ 54,537	\$ 81,970
Contingencies	\$ -	\$ -	\$ 6,346	\$ 1,315
<b>Total Expenditures</b>	<b>\$ 161,128</b>	<b>\$ 303,326</b>	<b>\$ 493,143</b>	<b>\$ 373,395</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 161,129</b>	<b>\$ 302,105</b>	<b>\$ 462,143</b>	<b>\$ 342,895</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>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 Adopted Budget</b>	<b>2024 Proposed Budget</b>
RECREATION COORDINATOR	0.50	0.50	0.65	0.75
RECREATION MANAGER	0	0	0.25	0.25
<b>Total</b>	<b>0.50</b>	<b>0.50</b>	<b>0.90</b>	<b>1.00</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

	2024 Proposed Budget
Total Revenues	\$ 190,992
Total Expenditures	\$ 390,500
Fund Balance	\$ -
General Fund Costs	\$ 199,508
% Funded by General Fund	51.1%
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. The Creekside Park building provides community members with facility space which can be used for a variety of activities.

## Service Objectives

### Quinlan Community Center

- Provide a rental facility for community meetings, business functions, social events, and other similar activities.
- 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.

### Community Hall

- 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.

### Creekside Park Building:

- Provide a park or picnic facility for nonprofit board meetings, birthday parties, school group picnics, and other similar activities.
- Schedule facility space for contractual and staff-run classes and camps.
- Provide space for a year-round farmers' market.

## Proposed Budget

It is recommended that City Council approve a budget of \$390,500 for the Facilities program. This represents a decrease of \$16,506 (-4.1%) from the FY 2022-23 Adopted Budget.

The table below illustrates the reductions made to the original FY 2023-24 Budget. This budget was developed by taking the previous year's base budget and incorporating additional ongoing costs, while also adjusting material and contract expenses based on the Consumer Price Index (CPI), where applicable.

Description	FY 2023-24 Original Budget	FY 2023-24 Reduced Budget	Reduction	Service Impact
Materials	\$30,092	\$19,585	\$10,507	Reduced funding for materials, supplies, and meeting expenses. Reduced summer staff event for part-time staff.

## 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	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
<b>Revenues</b>				
Use of Money and Property	\$ 12,061	\$ 149,113	\$ 145,000	\$ 151,500
Charges for Services	\$ 37,055	\$ 54,060	\$ 58,660	\$ 39,492
<b>Total Revenues</b>	<b>\$ 49,116</b>	<b>\$ 203,173</b>	<b>\$ 203,660</b>	<b>\$ 190,992</b>
<b>Expenditures</b>				
Employee Compensation	\$ 185,667	\$ 179,174	\$ 263,790	\$ 263,714
Employee Benefits	\$ 90,201	\$ 78,350	\$ 103,297	\$ 97,525
Materials	\$ 9,722	\$ 6,303	\$ 29,105	\$ 19,585
Contract Services	\$ 210	\$ 3,437	\$ 9,840	\$ 9,315
Contingencies	\$ -	\$ -	\$ 974	\$ 361
<b>Total Expenditures</b>	<b>\$ 285,800</b>	<b>\$ 267,264</b>	<b>\$ 407,006</b>	<b>\$ 390,500</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 236,685</b>	<b>\$ 64,089</b>	<b>\$ 203,346</b>	<b>\$ 199,508</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>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 Adopted Budget</b>	<b>2024 Proposed Budget</b>
FACILITY ATTENDANT	2.00	2.00	2.00	2.00
RECREATION MANAGER	0	0	0.25	0.25
RECREATION SUPERVISOR	0.50	0.20	0	0
<b>Total</b>	<b>2.50</b>	<b>2.20</b>	<b>2.25</b>	<b>2.25</b>

There are no changes to the current level of staffing.



# Administration

Budget Unit 100-62-608

General Fund - Recreation and Education - Administration

## Budget at a Glance

	2024 Proposed Budget
Total Revenues	\$ 28,000
Total Expenditures	\$ 685,123
Fund Balance	\$ -
General Fund Costs	\$ 657,123
% Funded by General Fund	95.9%
Total Staffing	3.0 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 \$685,123 for the Administration program. This represents a decrease of \$28,710 (-4.0%) from the FY 2022-23 Adopted Budget.

The table below illustrates the reductions made to the original FY 2023-24 Budget. This budget was developed by taking the previous year's base budget and incorporating additional ongoing costs, while also adjusting material and contract expenses based on the Consumer Price Index (CPI), where applicable.

Description	FY 2023-24 Original Budget	FY 2023-24 Reduced Budget	Reduction	Service Impact
Materials	\$14,969	\$11,480	\$3,489	Reduced funding for staff expenses, training, and general supplies.

## 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	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
<b>Revenues</b>				
Use of Money and Property	\$ (320)	\$ 3,620	\$ 12,500	\$ 28,000
Miscellaneous Revenue	\$ 1,125	\$ -	\$ -	\$ -
<b>Total Revenues</b>	<b>\$ 805</b>	<b>\$ 3,620</b>	<b>\$ 12,500</b>	<b>\$ 28,000</b>
<b>Expenditures</b>				
Employee Compensation	\$ 264,940	\$ 214,498	\$ 369,426	\$ 368,351
Employee Benefits	\$ 122,697	\$ 98,575	\$ 155,590	\$ 142,241
Materials	\$ 4,457	\$ 3,238	\$ 14,813	\$ 11,480
Contract Services	\$ 1,074	\$ 154	\$ 3,640	\$ 4,490
Cost Allocation	\$ 240,121	\$ 192,579	\$ 169,903	\$ 158,361
Contingencies	\$ -	\$ -	\$ 461	\$ 200
<b>Total Expenditures</b>	<b>\$ 633,289</b>	<b>\$ 509,044</b>	<b>\$ 713,833</b>	<b>\$ 685,123</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 632,484</b>	<b>\$ 505,425</b>	<b>\$ 701,333</b>	<b>\$ 657,123</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	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
FACILITY ATTENDANT	1.00	1.00	1.00	1.00
RECREATION COORDINATOR	0.30	0.30	0.30	0.20
RECREATION MANAGER	0	0	0	0.75
RECREATION SUPERVISOR	0.75	0.75	0.75	0
SR OFFICE ASSISTANT	1.00	1.00	1.00	1.00
<b>Total</b>	<b>3.05</b>	<b>3.05</b>	<b>3.05</b>	<b>2.95</b>

Staff time is being reallocated to better reflect actual time spent in this program and the Recreation Supervisor position was reclassified as a Recreation Manager based on the current duties and tasks assigned to that position.

# Youth Teen Recreation

Budget Unit 580-62-613

Recreation Program - Recreation and Education - Youth Teen Recreation

## Budget at a Glance

	2024 Proposed Budget
Total Revenues	\$ 1,258,800
Total Expenditures	\$ 1,704,199
Fund Balance	\$ (445,399)
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.
- 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 \$1,704,199 for the Youth Teen Recreation program. This represents an increase of \$199,990 (13.3%) from the FY 2022-23 Adopted Budget.

This is mainly due to an increase in contract services from the rising need of in-person programs, classes, and camps. Since the reopening of recreational facilities from the pandemic, there's been a steady increase in participation of several current contracted programs. The increase is in response to the current demand.

The table below illustrates the reductions made to the original FY 2023-24 Budget. This budget was developed by taking the previous year's base budget and incorporating additional ongoing costs, while also adjusting material and contract expenses based on the Consumer Price Index (CPI), where applicable.

Description	FY 2023-24 Original Budget	FY 2023-24 Reduced Budget	Reduction	Service Impact
Materials	\$34,601	\$25,547	\$9,054	Reduced funding for Preschool (i.e. snacks and paid trips), City run summer camps, job fairs, and school events for part-time staff.
Contract Services	\$1,068,555	\$943,555	\$125,000	Removed contract services funds for new and prospective youth and teen program instructors.

## 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	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
<b>Revenues</b>				
Charges for Services	\$ 351,184	\$ 854,411	\$ 674,550	\$ 1,258,800
<b>Total Revenues</b>	<b>\$ 351,184</b>	<b>\$ 854,411</b>	<b>\$ 674,550</b>	<b>\$ 1,258,800</b>
<b>Expenditures</b>				
Employee Compensation	\$ 131,866	\$ 228,842	\$ 394,702	\$ 400,718
Employee Benefits	\$ 59,981	\$ 46,063	\$ 101,525	\$ 100,423
Materials	\$ 1,252	\$ 8,431	\$ 33,396	\$ 25,547
Contract Services	\$ 172,604	\$ 504,134	\$ 790,249	\$ 943,555
Cost Allocation	\$ 141,704	\$ 176,360	\$ 111,417	\$ 168,316
Other Financing Uses	\$ 52,329	\$ 53,526	\$ 52,329	\$ 53,526
Contingencies	\$ -	\$ -	\$ 20,591	\$ 12,114
<b>Total Expenditures</b>	<b>\$ 559,736</b>	<b>\$ 1,017,356</b>	<b>\$ 1,504,209</b>	<b>\$ 1,704,199</b>
<b>Fund Balance</b>	<b>\$ (208,552)</b>	<b>\$ (162,944)</b>	<b>\$ (829,659)</b>	<b>\$ (445,399)</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.

<b>Position Title</b>	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 Adopted Budget</b>	<b>2024 Proposed Budget</b>
RECREATION COORDINATOR	1.35	1.35	1.50	1.50
RECREATION MANAGER	0	0	0.20	0.20
RECREATION SUPERVISOR	0.25	0.35	0	0
<b>Total</b>	<b>1.60</b>	<b>1.70</b>	<b>1.70</b>	<b>1.70</b>

There are no changes to the current level of staffing.

# Senior Center

Budget Unit 100-62-623

General Fund - Recreation and Education - Senior Center

## Budget at a Glance

	2024 Proposed Budget
Total Revenues	\$ 240,000
Total Expenditures	\$ 813,480
Fund Balance	\$ -
General Fund Costs	\$ 573,480
% Funded by General Fund	70.5%
Total Staffing	2.1 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 event 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 \$813,480 for the Senior Center program. This represents a decrease of \$262,815 (-24.4%) from the FY 2022-23 Adopted Budget.

The table below illustrates the reductions made to the original FY 2023-24 Budget. This budget was developed by taking the previous year's base budget and incorporating additional ongoing costs, while also adjusting material and contract expenses based on the Consumer Price Index (CPI), where applicable.

Description	FY 2023-24 Original Budget	FY 2023-24 Reduced Budget	Reduction	Service Impact
Materials	\$147,814	\$97,324	\$50,490	Removed funding for the 50+ Scene and Volunteer Fair event and reduced funding for general supplies (i.e. materials for bingo program, volunteer gifts, and friday lunch program).
Contract Services	\$168,667	\$128,190	\$40,477	Removed contract services funds for new and prospective senior adult recreation instructors and rentals for the Volunteer Fair.

## 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	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
<b>Revenues</b>				
Charges for Services	\$ 38,081	\$ 68,829	\$ 154,500	\$ 240,000
Miscellaneous Revenue	\$ 125	\$ 1,300	\$ -	\$ -
<b>Total Revenues</b>	<b>\$ 38,206</b>	<b>\$ 70,129</b>	<b>\$ 154,500</b>	<b>\$ 240,000</b>
<b>Expenditures</b>				
Employee Compensation	\$ 332,944	\$ 127,258	\$ 414,263	\$ 302,172
Employee Benefits	\$ 160,139	\$ 125,249	\$ 158,309	\$ 99,245
Materials	\$ 5,718	\$ 32,840	\$ 116,673	\$ 97,324
Contract Services	\$ (86,272)	\$ 27,134	\$ 151,492	\$ 128,190
Cost Allocation	\$ 356,195	\$ 294,244	\$ 228,854	\$ 183,730
Contingencies	\$ -	\$ -	\$ 6,704	\$ 2,819
<b>Total Expenditures</b>	<b>\$ 768,724</b>	<b>\$ 606,725</b>	<b>\$ 1,076,295</b>	<b>\$ 813,480</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 730,517</b>	<b>\$ 536,596</b>	<b>\$ 921,795</b>	<b>\$ 573,480</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>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 Adopted Budget</b>	<b>2024 Proposed Budget</b>
RECREATION COORDINATOR	2.70	2.70	2.70	1.80
RECREATION MANAGER	0	0	0	0.25
RECREATION SUPERVISOR	0.25	0.25	0.25	0
<b>Total</b>	<b>2.95</b>	<b>2.95</b>	<b>2.95</b>	<b>2.05</b>

Staffing has decreased due to the reallocation of a Recreation Coordinator position to the Outdoor Recreation program. The Recreation Supervisor position was reclassified as a Recreation Manager based on the current duties and tasks assigned to that position.



# Teen Programs

Budget Unit 100-62-639

General Fund - Recreation and Education - Teen Programs

## Budget at a Glance

	2024 Proposed Budget
Total Revenues	\$ 14,000
Total Expenditures	\$ 279,358
Fund Balance	\$ -
General Fund Costs	\$ 265,358
% Funded by General Fund	95.0%
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 support for the Youth Activity Board and the teen summer volunteer program and also produces teen events, such as the Cupertino Café, <hack> Cupertino, and the teen movie nights. This program also oversees the Monta Vista Recreation Center, which provides additional facility space for youth and teen programs and is home to a diverse array of recreation activities including gymnastics classes.

## Service Objectives

- Empower youth by creating enriching and stress-free programs that foster physical, mental, and social development.
- Provide 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.
- Provide the opportunity for teens to gain applied skills and develop leadership abilities by participating in the Leader in Training program.
- Create programs that support mental health and wellness in youth and teens.

Monta Vista Recreation Center:

- Provide space to host gymnastics, class, and camps.
- Provide space to host additional youth and teen programs, classes, and camps.
- Make space available for co-sponsored clubs and rentals.

## Proposed Budget

It is recommended that City Council approve a budget of \$279,358 for the Teen Programs program. This represents a decrease of \$51,153 (-15.5%) from the FY 2022-23 Adopted Budget.

The table below illustrates the reductions made to the original FY 2023-24 Budget. This budget was developed by taking the previous year's base budget and incorporating additional ongoing costs, while also adjusting material and contract expenses based on the Consumer Price Index (CPI), where applicable.

Description	FY 2023-24 Original Budget	FY 2023-24 Reduced Budget	Reduction	Service Impact
Materials	\$54,629	\$16,715	\$37,914	Continued closure of the Teen Center and reduced funding for free Youth and Teen events and programs and end of season events for part time staff. Removed conferences and trainings.
Contract Services	\$4,000	\$2,800	\$1,200	Removed contract services funds for the Youth Activity Board and Bobateeno event.

## 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	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
<b>Revenues</b>				
Use of Money and Property	\$ -	\$ -	\$ 1,900	\$ 14,000
Charges for Services	\$ -	\$ -	\$ 1,900	\$ -
<b>Total Revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,800</b>	<b>\$ 14,000</b>
<b>Expenditures</b>				
Employee Compensation	\$ 38,112	\$ 61,336	\$ 183,394	\$ 145,290
Employee Benefits	\$ 15,322	\$ 24,010	\$ 39,807	\$ 38,818
Materials	\$ 3,513	\$ 11,978	\$ 51,506	\$ 16,715
Contract Services	\$ 40,841	\$ -	\$ 7,800	\$ 2,800
Cost Allocation	\$ 28,397	\$ 67,715	\$ 46,734	\$ 75,491
Contingencies	\$ -	\$ -	\$ 1,270	\$ 244
<b>Total Expenditures</b>	<b>\$ 126,185</b>	<b>\$ 165,039</b>	<b>\$ 330,511</b>	<b>\$ 279,358</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 126,185</b>	<b>\$ 165,039</b>	<b>\$ 326,711</b>	<b>\$ 265,358</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>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 Adopted Budget</b>	<b>2024 Proposed Budget</b>
RECREATION COORDINATOR	0.35	0.35	0.50	0.50
RECREATION MANAGER	0	0	0.25	0.25
RECREATION SUPERVISOR	0.20	0.40	0	0
<b>Total</b>	<b>0.55</b>	<b>0.75</b>	<b>0.75</b>	<b>0.75</b>

There are no changes to the current level of staffing.

# Neighborhood Events

Budget Unit 100-62-640

General Fund - Recreation and Education - Neighborhood Events

## Budget at a Glance

	2024 Proposed Budget
Total Revenues	\$ 4,000
Total Expenditures	\$ 84,623
Fund Balance	\$ -
General Fund Costs	\$ 80,623
% Funded by General Fund	95.3%
Total Staffing	0.3 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 \$84,623 for the Neighborhood Events program. This represents a decrease of \$69,684 (-45.2%) from the FY 2022-23 Adopted Budget.

The decrease is due to the cancellation of most summer events including part-time staffing.

The table below illustrates the reductions made to the original FY 2023-24 Budget. This budget was developed by taking the previous year's base budget and incorporating additional ongoing costs, while also adjusting material and contract expenses based on the Consumer Price Index (CPI), where applicable.

Description	FY 2023-24 Original Budget	FY 2023-24 Reduced Budget	Reduction	Service Impact
Materials	\$17,323	\$3,377	\$13,946	Removed materials and supplies budget for most Summer Events, except for concerts at the parks and the Cupertino Campout.
Contract Services	\$62,827	\$10,237	\$52,590	Removed contract services funds for most Summer Events, except for concerts at the parks and the Cupertino Campout.

## 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	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
<b>Revenues</b>				
Charges for Services	\$ -	\$ -	\$ -	\$ 4,000
<b>Total Revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,000</b>
<b>Expenditures</b>				
Employee Compensation	\$ 9,544	\$ -	\$ 60,080	\$ 43,321
Employee Benefits	\$ 3,967	\$ 176	\$ 1,652	\$ 12,077
Materials	\$ -	\$ 422	\$ 15,318	\$ 3,377
Contract Services	\$ 460	\$ -	\$ 59,800	\$ 10,237
Cost Allocation	\$ 12,683	\$ 27,411	\$ 15,579	\$ 15,441
Contingencies	\$ -	\$ -	\$ 1,878	\$ 170
<b>Total Expenditures</b>	<b>\$ 26,654</b>	<b>\$ 28,009</b>	<b>\$ 154,307</b>	<b>\$ 84,623</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 26,654</b>	<b>\$ 28,009</b>	<b>\$ 154,307</b>	<b>\$ 80,623</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>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 Adopted Budget</b>	<b>2024 Proposed Budget</b>
RECREATION COORDINATOR	0	0	0	0.25
RECREATION SUPERVISOR	0.10	0.10	0	0
<b>Total</b>	<b>0.10</b>	<b>0.10</b>	<b>0</b>	<b>0.25</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

	<b>2024 Proposed Budget</b>
Total Revenues	\$ 167,257
Total Expenditures	\$ 1,269,657
Fund Balance	\$ -
General Fund Costs	\$ 1,102,400
% Funded by General Fund	86.8%
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.

## 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 youth and families.
- Increase volunteer/docent opportunities at McClellan Ranch.
- Continue to develop the community garden programming.

## Proposed Budget

It is recommended that City Council approve a budget of \$1,269,657 for the Park Facilities program. This represents an increase of \$50,811 (4.2%) from the FY 2022-23 Adopted Budget.

This increase is due to increases in employee compensation and benefits, which reflect the cost-of-living adjustments approved by the City Council in August 2022.

The table below illustrates the reductions made to the original FY 2023-24 Budget. This budget was developed by taking the previous year's base budget and incorporating additional ongoing costs, while also adjusting material and contract expenses based on the Consumer Price Index (CPI), where applicable.

Description	FY 2023-24 Original Budget	FY 2023-24 Reduced Budget	Reduction	Service Impact
Materials	\$97,335	\$44,354	\$52,981	Reduced hours and meals at the BBF Café. Reduced funding for general supplies, meeting expenses (i.e. gear and meals), and removed budget for the Harvest Day event.
Contract Services	\$104,289	\$97,669	\$6,620	Removed contract services funds for the Corridor Stroll event, Harvest Day event, and nonessential trainings for staff.

## 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	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
<b>Revenues</b>				
Use of Money and Property	\$ 19,389	\$ 66,690	\$ 90,757	\$ 51,257
Charges for Services	\$ 23,227	\$ 128,517	\$ 175,000	\$ 116,000
<b>Total Revenues</b>	<b>\$ 42,616</b>	<b>\$ 195,207</b>	<b>\$ 265,757</b>	<b>\$ 167,257</b>
<b>Expenditures</b>				
Employee Compensation	\$ 414,084	\$ 432,890	\$ 678,976	\$ 726,452
Employee Benefits	\$ 154,064	\$ 100,094	\$ 172,107	\$ 177,923
Materials	\$ 29,835	\$ 36,806	\$ 94,202	\$ 44,354
Contract Services	\$ 80,076	\$ 81,244	\$ 102,503	\$ 97,669
Cost Allocation	\$ 229,792	\$ 261,016	\$ 166,140	\$ 221,484
Special Projects	\$ 3,218	\$ -	\$ -	\$ -
Contingencies	\$ -	\$ -	\$ 4,918	\$ 1,775
<b>Total Expenditures</b>	<b>\$ 911,069</b>	<b>\$ 912,050</b>	<b>\$ 1,218,846</b>	<b>\$ 1,269,657</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 868,454</b>	<b>\$ 716,843</b>	<b>\$ 953,089</b>	<b>\$ 1,102,400</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	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
RECREATION COORDINATOR	2.18	2.18	1.98	1.98
RECREATION MANAGER	0	0	0.35	0.35
RECREATION SUPERVISOR	0.50	0.50	0	0
SR OFFICE ASSISTANT	0	0	0.85	0.85
<b>Total</b>	<b>2.68</b>	<b>2.68</b>	<b>3.18</b>	<b>3.18</b>

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

	<b>2024 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 2022-2023, this program was divided and absorbed into the Sports, Safety, and Outdoor Recreation - Park Facilities and Outdoor Recreation programs. A complete discussion of the program can be found under Budget Unit 100-63-612 and 580-63-620. This program will remain in order to maintain historical data, however once all prior year data as listed in the table below is \$0, this program will be removed.

## 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. 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	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
<b>Revenues</b>				
<b>Total Revenues</b>	\$ -	\$ -	\$ -	\$ -
<b>Expenditures</b>				
Employee Compensation	\$ 25,152	\$ 19,660	\$ 26,058	\$ -
Employee Benefits	\$ 9,821	\$ 8,547	\$ 9,665	\$ -
Materials	\$ 145	\$ 145	\$ 284	\$ -
Cost Allocation	\$ 31,790	\$ 37,070	\$ 23,654	\$ -
Contingencies	\$ -	\$ -	\$ 7	\$ -
<b>Total Expenditures</b>	<b>\$ 66,908</b>	<b>\$ 65,422</b>	<b>\$ 59,668</b>	<b>\$ -</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 66,907</b>	<b>\$ 65,423</b>	<b>\$ 59,668</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	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
RECREATION SUPERVISOR	0.45	0.45	0	0
<b>Total</b>	<b>0.45</b>	<b>0.45</b>	<b>0</b>	<b>0</b>

There is no staffing associated with 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

2024 Proposed Budget	
Total Revenues	\$ 520,250
Total Expenditures	\$ 418,040
Fund Balance	\$ 102,210
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 \$418,040 for the Blackberry Farm Golf Course program. This represents a decrease of \$250,406 (-37.5%) from the FY 2022-23 Adopted Budget.

There is an increase in employee compensation and benefits, which reflect the cost-of-living adjustments approved by the City Council in August 2022.

Contract services decreased due to the reallocation of the funds for the golf course maintenance contract from Parks and Recreation to Public Works. The amount can be found in 100-84-811 700-702.

The table below illustrates the reductions made to the original FY 2023-24 Budget. This budget was developed by taking the previous year's base budget and incorporating additional ongoing costs, while also adjusting material and contract expenses based on the Consumer Price Index (CPI), where applicable.

Description	FY 2023-24 Original Budget	FY 2023-24 Reduced Budget	Reduction	Service Impact
Materials	\$18,090	\$17,952	\$138	Reduced funding for general supplies.

## 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	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
<b>Revenues</b>				
Use of Money and Property	\$ 46,477	\$ 47,675	\$ 33,000	\$ 51,250
Charges for Services	\$ 564,126	\$ 555,104	\$ 400,600	\$ 469,000
<b>Total Revenues</b>	<b>\$ 610,603</b>	<b>\$ 602,779</b>	<b>\$ 433,600</b>	<b>\$ 520,250</b>
<b>Expenditures</b>				
Employee Compensation	\$ 99,697	\$ 139,339	\$ 205,806	\$ 224,345
Employee Benefits	\$ 7,871	\$ 6,297	\$ 61,909	\$ 64,869
Materials	\$ 101,977	\$ 116,539	\$ 24,302	\$ 17,952
Contract Services	\$ 248,691	\$ 281,992	\$ 278,428	\$ 22,111
Cost Allocation	\$ 71,599	\$ 47,903	\$ 87,601	\$ 85,430
Other Financing Uses	\$ 2,832	\$ 2,832	\$ 2,832	\$ 2,832
Contingencies	\$ -	\$ -	\$ 7,568	\$ 501
<b>Total Expenditures</b>	<b>\$ 532,667</b>	<b>\$ 594,902</b>	<b>\$ 668,446</b>	<b>\$ 418,040</b>
<b>Fund Balance</b>	<b>\$ 527,935</b>	<b>\$ 87,870</b>	<b>\$ (234,846)</b>	<b>\$ 102,210</b>
<b>General Fund Costs</b>	<b>\$ 450,000</b>	<b>\$ 79,992</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	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
RECREATION COORDINATOR	1.00	1.00	0.65	0.65
RECREATION MANAGER	0	0	0.30	0.30
RECREATION SUPERVISOR	0.15	0.15	0	0
SR OFFICE ASSISTANT	0	0	0.15	0.15
<b>Total</b>	<b>1.15</b>	<b>1.15</b>	<b>1.10</b>	<b>1.10</b>

There are 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

	2024 Proposed Budget
Total Revenues	\$ 639,775
Total Expenditures	\$ 1,088,365
Fund Balance	\$ (448,590)
General Fund Costs	\$ -
% Funded by General Fund	0.0%
Total Staffing	2.1 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.
- Increase adult sports league programming.
- 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 \$1,088,365 for the Outdoor Recreation program. This represents an increase of \$219,350 (25.2%) from the FY 2022-23 Adopted Budget.

This increase is due to increases in employee compensation and benefits, which reflect the cost-of-living adjustments approved by the City Council in August 2022.

The table below illustrates the reductions made to the original FY 2023-24 Budget. This budget was developed by taking the previous year's base budget and incorporating additional ongoing costs, while also adjusting material and contract expenses based on the Consumer Price Index (CPI), where applicable.

Description	FY 2023-24 Original Budget	FY 2023-24 Reduced Budget	Reduction	Service Impact
Materials	\$21,788	\$15,158	\$6,630	Reduced funding for general supplies and meeting expenses. Removed paid trips for summer camps and end of summer events for part-time staff. Cancellation of FitFest program.
Contract Services	\$535,239	\$375,123	\$160,116	Reduced contract services funds for new and prospective outdoor recreation instructors and nonessential trainings for staff.

## 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	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
<b>Revenues</b>				
Use of Money and Property	\$ 82,033	\$ 145,878	\$ 317,000	\$ 150,000
Charges for Services	\$ 157,654	\$ 293,839	\$ 545,000	\$ 489,775
<b>Total Revenues</b>	<b>\$ 239,687</b>	<b>\$ 439,717</b>	<b>\$ 862,000</b>	<b>\$ 639,775</b>
<b>Expenditures</b>				
Employee Compensation	\$ 180,493	\$ 195,015	\$ 254,081	\$ 381,115
Employee Benefits	\$ 89,657	\$ 70,281	\$ 61,291	\$ 113,597
Materials	\$ 3,573	\$ 4,746	\$ 22,172	\$ 15,158
Contract Services	\$ 50,436	\$ 123,485	\$ 354,179	\$ 375,123
Cost Allocation	\$ 172,743	\$ 170,677	\$ 115,554	\$ 144,967
Special Projects	\$ 6,214	\$ -	\$ -	\$ -
Other Financing Uses	\$ 52,329	\$ 53,526	\$ 52,329	\$ 53,526
Contingencies	\$ -	\$ -	\$ 9,409	\$ 4,879
<b>Total Expenditures</b>	<b>\$ 555,445</b>	<b>\$ 617,730</b>	<b>\$ 869,015</b>	<b>\$ 1,088,365</b>
<b>Fund Balance</b>	<b>\$ 846,242</b>	<b>\$ 628,795</b>	<b>\$ 368,985</b>	<b>\$ (448,590)</b>
<b>General Fund Costs</b>	<b>\$ 1,162,000</b>	<b>\$ 806,809</b>	<b>\$ 376,000</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	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
RECREATION COORDINATOR	1.70	1.70	0.45	1.40
RECREATION MANAGER	0	0	0.30	0.70
RECREATION SUPERVISOR	0.15	0.15	0.30	0
<b>Total</b>	<b>1.85</b>	<b>1.85</b>	<b>1.05</b>	<b>2.10</b>

Staffing has increased due to the reallocation of a Recreation Coordinator position from the Senior Center program. The Recreation Supervisor position was reclassified as a Recreation Manager based on the current duties and tasks assigned to that position.



# Sports Center Operations

Budget Unit 570-63-621

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

## Budget at a Glance

	<b>2024 Proposed Budget</b>
Total Revenues	\$ 2,625,000
Total Expenditures	\$ 2,841,678
Fund Balance	\$ (216,678)
General Fund Costs	\$ -
% Funded by General Fund	0.0%
Total Staffing	2.4 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 \$2,841,678 for the Sports Center Operations program. This represents a decrease of \$34,404 (-1.2%) from the FY 2022-23 Adopted Budget.

The table below illustrates the reductions made to the original FY 2023-24 Budget. This budget was developed by taking the previous year's base budget and incorporating additional ongoing costs, while also adjusting material and contract expenses based on the Consumer Price Index (CPI), where applicable.

Description	FY 2023-24 Original Budget	FY 2023-24 Reduced Budget	Reduction	Service Impact
Materials	\$64,779	\$38,144	\$26,635	Reduced funding for new fitness equipment, general supplies, marketing, and meeting expenses.
Contract Services	\$2,078,983	\$2,039,983	\$39,000	Reduced contract services funds for new and prospective sports instructors.

## 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	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
<b>Revenues</b>				
Use of Money and Property	\$ 272,807	\$ 345,180	\$ 350,000	\$ 375,000
Charges for Services	\$ 1,537,387	\$ 2,451,149	\$ 2,250,000	\$ 2,250,000
<b>Total Revenues</b>	<b>\$ 1,810,194</b>	<b>\$ 2,796,329</b>	<b>\$ 2,600,000</b>	<b>\$ 2,625,000</b>
<b>Expenditures</b>				
Employee Compensation	\$ 257,539	\$ 272,275	\$ 420,887	\$ 404,557
Employee Benefits	\$ 82,496	\$ 66,695	\$ 126,566	\$ 126,253
Materials	\$ 16,493	\$ 24,295	\$ 63,087	\$ 38,144
Contract Services	\$ 1,288,732	\$ 2,194,486	\$ 2,033,320	\$ 2,039,983
Cost Allocation	\$ 190,035	\$ 229,894	\$ 171,128	\$ 192,546
Other Financing Uses	\$ 8,684	\$ 14,218	\$ 8,684	\$ 14,218
Contingencies	\$ -	\$ -	\$ 52,410	\$ 25,977
<b>Total Expenditures</b>	<b>\$ 1,843,979</b>	<b>\$ 2,801,863</b>	<b>\$ 2,876,082</b>	<b>\$ 2,841,678</b>
<b>Fund Balance</b>	<b>\$ 626,214</b>	<b>\$ (5,533)</b>	<b>\$ (276,082)</b>	<b>\$ (216,678)</b>
<b>General Fund Costs</b>	<b>\$ 660,000</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.

<b>Position Title</b>	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 Adopted Budget</b>	<b>2024 Proposed Budget</b>
OFFICE ASSISTANT	1.00	1.00	1.00	1.00
RECREATION COORDINATOR	1.00	1.00	0.80	0.85
RECREATION MANAGER	0	0	0	0.55
RECREATION SUPERVISOR	0.25	0.45	0.70	0
<b>Total</b>	<b>2.25</b>	<b>2.45</b>	<b>2.50</b>	<b>2.40</b>

Staff time is being reallocated to better reflect actual time spent in this program. The Recreation Supervisor position was reclassified as a Recreation Manager based on the current duties and tasks assigned to that position.

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