



Recreation and Community Services

Parks & Recreation

Community Services

Facilities and Community Events

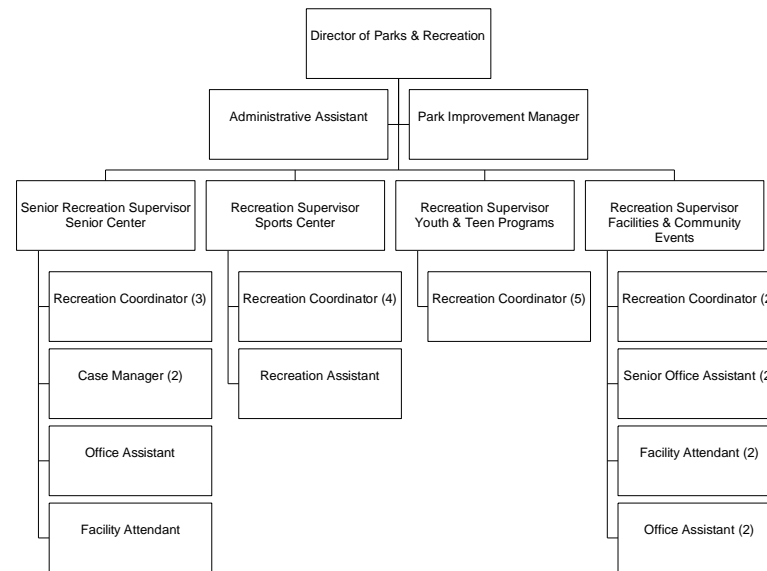
Youth and Teen Programs

Sports and Fitness

Senior Programs



CUPERTINO





Recreation and Community Services

			Proposed 2014-15
Page Parks and Recreation			\$ 721,454
	Fund		
327	110	Leadership 95014	36,447
330	110	Administration	464,148
333	110	Parks Planning and Restoration	220,859
Facilities and Community Events			\$ 1,938,802
	Fund		
336	110	Quinlan Community Center Supervision	656,602
340	110	Blackberry Farm Picnic Area	669,461
344	110	Community Hall	98,016
347	110	Cultural Events	249,931
350	110	Quinlan Community Center	264,792
Youth and Teen Programs			\$ 2,763,756
	Fund		
353	110	Youth,/Teen Supervision	117,798
356	110	Youth Programs	123,541
359	110	Teen Programs	18,388
362	110	Teen Center	105,544
365	110	Nature Programs	414,941
368	580	Youth/Teen Recreation Programs	1,983,544
Sports and Fitness			\$ 4,380,172
	Fund		
372	110	Sports/Fitness Supervision	94,639
375	560	Blackberry Farm Golf Course	672,004
379	110	Creekside Programs	5,367
382	580	Sports/Fitness Recreation Programs	1,249,565
387	570	Cupertino Sports Center	2,353,022
391	110	Monta Vista Recreation Center	5,575



Recreation and Community Services

			Proposed 2014-15
Page	Senior Programs		\$ 1,923,704
	Fund		
394	110	Senior Adult Programs	640,826
397	110	Senior Center Case Manager	235,261
400	110	Senior Adult Recreation	1,031,892
405	110	Blue Pheasant Restaurant	15,725
Community Services			\$ 687,354
	Fund		
408	110	Community Outreach	119,705
411	110	Emergency/Disaster Preparedness	79,479
414	110	Neighborhood Watch	78,767
417	110	Library Service	409,403
TOTAL RECREATION AND COMMUNITY SERVICES			\$ 12,415,242

Division Summary

Recreation & Community Services- Summary

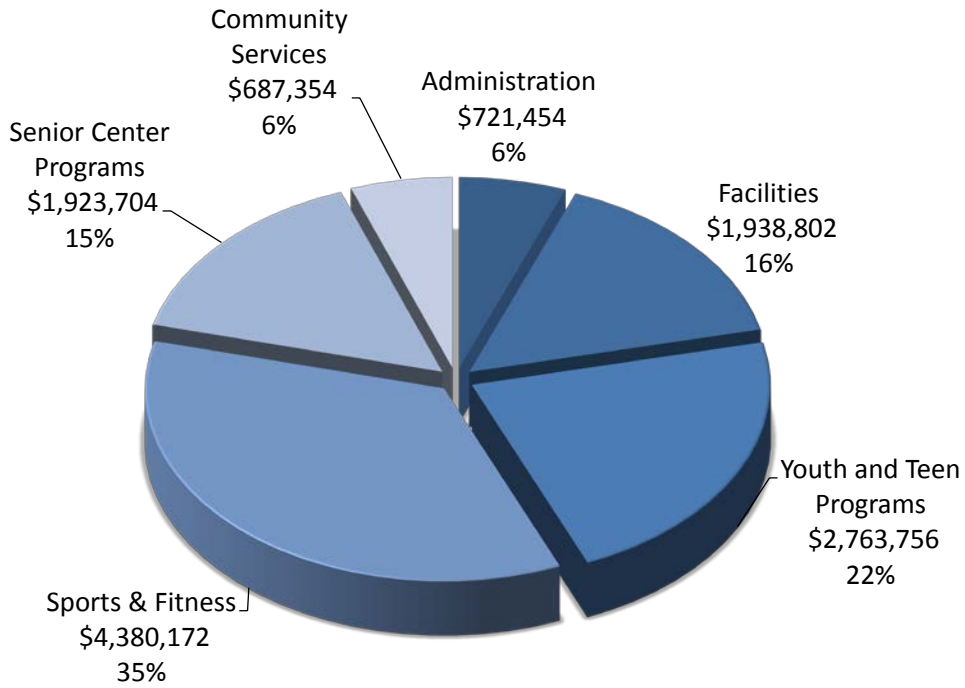
Category	2012-2013	2013-2014	2014-15	2015-2016
	Actual	Actual	Final Adopted Budget	Proposed Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	247,494	304,000	266,230
Intergovernmental Revenue	-	184,556	-	-
Charges for Services	-	599,238	6,129,068	6,005,480
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	24,000
Interdepartmental Revenue	-	-	-	-
TOTAL REVENUE	\$ -	\$ 1,031,288	\$ 6,433,068	\$ 6,295,710
<u>Expenditures</u>				
Employee Compensation	2,864,252	3,171,755	3,505,281	3,981,499
Employee Benefits	963,197	956,721	1,225,019	1,244,654
Materials	754,972	867,006	1,085,379	1,288,299
Contract Services	3,304,849	3,774,322	4,115,031	4,201,361
Appropriations for Contingency	-	-	389,979	456,943
Cost Allocation	424,223	840,357	973,741	792,891
Capital Outlay	2,296	108,881	131,701	312,870
Special Projects	51,745	54,614	80,383	136,725
TOTAL EXPENDITURES	\$ 8,365,534	\$ 9,773,656	\$ 11,506,514	\$ 12,415,242
Fund Balance (Use of)	-	-	(858,560)	-
General Fund Costs	\$ 8,365,534	\$ 8,742,368	\$ 4,214,886	\$ 6,119,532

RECOMMENDED PROPOSED

It is recommended that a budget of \$12,415,242 be adopted for the Recreation and Community Services Department. This represents an increase of \$908,728 over the FY 2014-15 Adopted Budget. The increase is attributed primarily to the addition of two new facilities—the Environmental Education Center and the Blacksmith Shop at McClellan Ranch—along with corresponding staffing, contract services, and equipment to support expanded programming at these facilities.

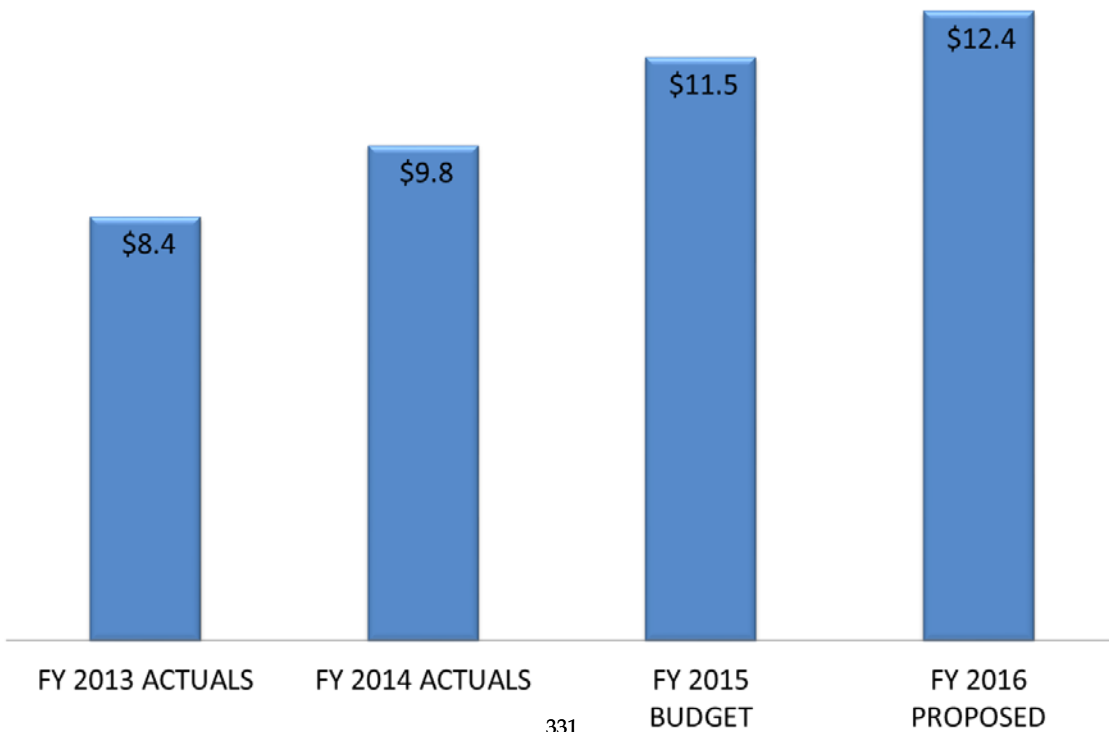
This budget is funded from \$6,295,710 in estimated department revenue and a \$6,119,532 contribution from the general fund.

Recommended Expenditures Fiscal Year 2015-2016



4 Year Expenditure History

In Millions





PUBLIC RESOURCES

Recreation Facilities

**RECREATION AND
COMMUNITY SERVICES**

Carol Atwood, Director

BUDGET AT A GLANCE

Total Revenue	6,295,710
Total Expenditures	12,415,242
Fund Balance	-
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General Fund Costs	\$ 6,119,532
Total Staffing	32.18
% Funded by General Fund	49.3%

KEY PERFORMANCE MEASURES BY DEPARTMENT

Division	Strategy	Measure	Metric	2015/16 Goal	2015/16 Outcome
Administration					
	Goal: Develop a healthy, positive and connected team				
	Identify Department priorities for FY 15/16 and form sub-committees to work on each goal.	Priorities list developed, readily accessed and tracked by each implementing program.	Percentage of priorities completed by December 2015 and June 2016.	100% of priorities complete by June 30, 2016.	Improved technology, marketing and customer service levels.
	Establish a department newsletter denoting quarterly accomplishments and items of interest.	Survey staff at departmental meetings to evaluate experience and gauge awareness of colleague's projects.	Increase awareness of City and department issues and projects by 10%.	Benchmark current inner-dpt. tools and develop a priority list of expansion opportunities. Deploy tools to improve RCS staff knowledge of ongoing and prior successes.	Enhanced communication of department projects and accomplishments .

Division	Strategy	Measure	Metric	2015/16 Goal	2015/16 Outcome
	Establish monthly department wide meetings to team build, communicate subcommittee milestones and organization issues/successes.	Meetings convened, hosted, tracked. Information shared with all departmental members.	Percentage of participation at meetings and department events.	Increased participation in cross-division events by 25%.	Strong cohesive team developed to expand partnerships and elevate customer services and experience.
	Place high priority on training and encourage expanded professional development opportunities for staff.	Percentage of participation in annual training courses, passing-on new ideas, program concepts and service delivery tips via internal communications cataloging /project management tool. Track customer service experience before/following implementation via online, in-class surveys, Comcate.	Quantity of courses offered, participant attendance. Tool to foster greater team communications and brainstorming explored. Positive customer experiences recorded.	100% participation in annual training for all full-time staff. Annual enhancement of customer service modules for all part-time staff during in-service training.	Customer service experience improved. Customer service modules available online and shared with all departments to ensure consistency.
	Goal: Increase use of technology to facilitate efficiency, expand marketing and bolster customer experience.				
	Implement a new park and recreation registration system department wide.	Development of methods to register and obtain customer feedback electronically using internet and smart devices.	Quantity and quality of customer feedback received prior to and following system implementation.	Registration available at any facility 100% of the time. Participant feedback readily available.	Improved employee efficiency and productivity. Customer experience improved and access to information enabled.

Division	Strategy	Measure	Metric	2015/16 Goal	2015/16 Outcome
	Effective use of social media marketing for classes and events.	Development of methods to notify customers via social media.	List of methods currently used. List of new approaches. Project management schedule and timeline to implement methods.	10% increase in social media outreach	Strengthen partnership with Communications Department to develop outreach plan for RCS that defines effective messaging, civic media assets, roles, timelines, responsibilities.
	Install Scala monitors in each facility with program specific content for the facility and then the department.	Development of marketing information for each site and department wide.	Inventory of information to share. Timeline to implement system.	Installation at four facilities with weekly program information.	Expanded customer access to information on programs and services on a facility-by-facility basis.

Division	Strategy	Measure	Metric	2015/16 Goal	2015/16 Outcome
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Park Planning & Restoration					
	Goal: Pursue new parks and improvements to existing parks, guided by community input.				
	Facilitate a Stevens Creek Blvd to McClellan Ranch Road Corridor Master Plan	Solicit community input through a wide number of outreach events including public meetings, web site outreach, surveys and stakeholder interviews.	Online survey participation, post card mailing, social media/civic engagement tool tracking.	Corridor Master Plan report delivered by January 2016. Incorporate user comments into programming.	Customer service experience improved. Customer service modules available online and shared with all departments to ensure consistency.
	Facilitate a City Wide Park and Recreation Master Plan	Solicit community input through a wide number of outreach events including public meetings, web site outreach, surveys and stakeholder interviews.	Online survey participation, post card mailing, social media/civic engagement tool tracking.	City wide Master Plan report delivered by September 2016. Incorporate user comments into programming.	Customer service experience improved. Customer service modules available online and shared with all departments to ensure consistency.

Division	Strategy	Measure	Metric	2015/16 Goal	2015/16 Outcome
	Pursue the acquisition of parks and trails on the east side of Cupertino	Identify and carry out the steps to acquire the County Roads and Airport property known as the Lawrence Mitty Linear parcel; Review the Main Street Park Plan and facilitate Park and Recreation Commission and City Council review and approval.	Project management timeline developed, milestones achieved. Budget prepared and achieved.	Lawrence Mitty - Complete appraisals & soils testing; negotiate property acquisition; annex property, apply for grants 12/2016. Main Street - Review and recommend modifications by 5/2015.	Expand park assets and associated community benefits citywide.

Division	Strategy	Measure	Metric	2015/16 Goal	2015/16 Outcome
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Facilities and Community Events					
	Goal: Upgrade the Quinlan Community Center to increase usage and revenue generation from the facility.				
	Complete the Quinlan Community Center Upgrade project: energy efficient lighting, facility upgrades.	Replace lighting fixtures. Replace flooring for more efficient maintenance. Paint all public spaces and remodel front office.	Pre-and-post site energy used tracked. Project timeline and milestones tracked.	Reduce energy costs by 10%. Reduce maintenance time by 10%; Enhancements complete 6/2015.	Facility energy use and aesthetics improved.
	Utilize new marketing materials for promotion of the Center.	Prepare new marketing materials: virtual tours, marketing brochures, marketing binders, social media announcements	Online user surveys. Site access/click-throughs.	Increase facility rentals by 5%	Additional revenue generated through increased program enrollment.
	Book multiple rentals per day if possible.	Implement scheduling software.	Bookings pre-and-post implementation.	Increase facility rentals by 5%	Additional revenue generated through increased space programming.

Goal: Implement creative solutions at Blackberry Farm to improve the customer service experience while complying with new bus restrictions into the complex.					
	Expand pool and picnic programs for the summer season.	Outline current programs and services. Evaluate expansion opportunities based upon resident surveys, assessment of adjacent city municipal services.	Survey results. Service gap analysis. Programs proposed.	Increase revenue by 10%	Expand services and resultant revenues through: pool party packages; catering packages; water aerobic classes, etc.
	Educate patrons on transportation options and provide acceptable customer service alternatives to bussing children into BBF.	Evaluate current site transportation services and alternatives via survey. Meet off-site busses with carts to carry in their coolers and supplies.	Service summary developed. Alternatives proposed. Traffic mitigations recommended. Informational materials developed. Survey results recorded.	Maintain status quo re: number of field trips and not loose patrons	Mitigate site traffic impacts and create a more pleasant guest experience.
Division	Strategy	Measure	Metric	2015/16 Goal	2015/16 Outcome
Youth and Teen Programs					
Goal: Grow a healthy community by evaluating opportunities to expand community participation in programs and facilitate greater access to services, facilities and parks across all demographics.					
	Adjust current Teen Center operation hours to increase rental periods.	Teen Center rental revenue monitored and managed via facility rental software.	Yearly rental revenue reviewed and compared to previous yearly revenue reports.	Adjust weekend hours at the Teen Center to provide more opportunities for private events and increase rental revenue by 20%.	Rental opportunities and facility options expanded for community and revenue from facility rentals increased.

	Consult with current contract instructors to explore additional service offerings and expand classes for teens and adults. Acquire feedback from target population on desired programming, including expanded preschool.	Registration software reports including returning students; Class satisfaction surveys administered to participants of all new and existing programs, including requests for new or expanded services.	Participant and revenue totals measured against figures before new program implementations. Customer feedback would be reviewed through survey results detailing participant satisfaction.	Increase number of Teen/Adult Art, S.T.E.M., nature programs by adding at least 2 new contractors to support student demands. Review opportunities and requirements to expand preschool program.	Teen and Adult recreational class selections expanded for community. Revenue for Teen/Adult classes increased. Preschool program has clearly defined expansion pathway.
Division	Strategy	Measure	Metric	2015/16 Goal	2015/16 Outcome
Sports and Fitness					
	Goal: Offer Sports Center programs targeted at school age groups in order to entice more families to join the Center.				
	Expand memberships through expanded services desired by the community.	Survey members to identify needs and the broader public to identify service gaps. Evaluate programs to find gaps in programming for these age groups.	Survey results. Service gap analysis. Programming proposals.	5% increase in family memberships	Age appropriate programming developed to provide family opportunities such as kids club and parents night out.
	Goal: Provide a fun and memorable recreational experience for families at the 2016 Big Bunny 5K.				
	Investigate different online survey options to increase awareness and identify improvements for the event.	Develop appropriate program modifications to improve family experience. Survey prior to and following implementation.	Survey results.	10% increase in participation	Big Bunny fun run receives positive press, user-generated social media accolades. Participation grows year after year.

Goal: Introduce foot golf at the BBF golf course.					
	Target participation at BBF golf course to those who don't currently use the facility (i.e. after school youth league).	Develop list of groups currently using site. Develop list of prospective users. Outreach to all. Track site use prior to and following outreach. Track outreach channels.	Site use. Outreach metrics - # of messages developed, shared; click-throughs.	8% increase in participation	Expand partnerships with youth and adult groups (AYSO, Apple, etc.) to market programs. Customer notification of specials, events, shared via social media.
Division	Strategy	Measure	Metric	2015/16 Goal	2015/16 Outcome
Senior Programs					
Goal: Expand membership and existing member satisfaction.					
	Using effective outreach strategies, informed by the departmental marketing plan, to grow membership by 2 percent per year.	Quantity of memberships and renewals measured; Number of membership referrals. Feedback received on services, programs, center.	# of memberships, renewals, referrals, positive feedback via surveys (online, Comcate, in-person), social media hits.	Complete marketing plan and develop surveying and tracking tools	Implement marketing plan and gather data on memberships, member satisfaction.



PUBLIC RESOURCES

Other

**RECREATION AND
COMMUNITY SERVICES-
LEADERSHIP 95014**
Budget Unit 100-60-600
General Fund

BUDGET AT A GLANCE		
Total Revenue	\$	17,000
Total Expenditures		36,447
Fund Balance		-
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	General Fund Costs \$	19,447
Total Staffing		0.10
	% Funded by General Fund	53.4%

PROGRAM OVERVIEW

This program provides a leadership training opportunity for adults living and working in the Cupertino community.

SERVICE OBJECTIVES

- Educate participants on Cupertino’s City government, schools, businesses and non-profit sectors.
- Encourage participants to “Invest in the Community.”
- Enhance executive leadership skills to enable participants to make a positive impact.

RECOMMENDED PROPOSED

It is recommended that a budget of \$36,447 be approved for Leadership 95014. This represents a decrease of \$5,414 under the FY 2014-15 Final Adopted Budget. The decrease is attributed primarily to decreases in staff allocation from 15% to 10% of an FTE.

This budget is funded from \$17,000 in estimated department revenue resulting from charges to participants of the program and a \$19,447 contribution from the general fund.

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

Recreation & Community Services- Leadership 95014

Category	2012-2013	2013-2014	2014-15	2015-2016
	Actual	Actual	Final Adopted Budget	Proposed Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	2,000	17,000	17,000
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
TOTAL REVENUE	\$ -	\$ 2,000	\$ 17,000	\$ 17,000
<u>Expenditures</u>				
Employee Compensation	2,205	5,504	15,351	10,015
Employee Benefits	150	2,115	7,075	4,246
Materials	5,165	7,206	5,715	5,966
Contract Services	6,600	9,571	10,500	12,750
Appropriations for Contingency	-	-	1,622	1,872
Cost Allocation	-	440	1,598	1,598
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
TOTAL EXPENDITURES	\$ 14,120	\$ 24,837	\$ 41,861	\$ 36,447
Fund Balance (Use of)	-	-	-	-
General Fund Costs	\$ 14,120	\$ 22,837	\$ 24,861	\$ 19,447

STAFFING

Total current authorized positions – 0.15

Staffing reallocation of Administrative Assistant to reflect actual work performed.

Total authorized positions – 0.10

4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

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

	FY13 ACTUALS	FY14 ACTUALS	FY15 FINAL BUDGET	FY16 PROPOSED BUDGET
600 Leadership 95014				
05 - Employee compensation				
500.501 - Salaries Full Time		5,504.42	15,351.00	9,808.00
500.502 - Salaries Part Time	2,204.50	0.00	0.00	0.00
500.506 - Car Allowance			240.00	120.00
500.507 - Taxable Life Premium			150.00	87.00
05 - Employee compensation Total	2,204.50	5,504.42	15,741.00	10,015.00
10 - Employee benefits				
501.500 - Retirement System		1,403.28	4,262.00	2,785.00
501.502 - Pers 1959 Surv Empr		2.54	0.00	3.00
501.505 - Health Insurance		451.06	1,395.00	878.00
501.506 - Dental Insurance		43.86	235.00	96.00
501.507 - Medicare	98.22	82.35	207.00	141.00
501.508 - Life Insurance		33.79	97.00	62.00
501.509 - Long Term Disability		26.70	105.00	67.00
501.510 - Workers Compensation	52.16	63.00	63.00	0.00
501.511 - Vision Insurance		8.41	27.00	18.00
501.516 - Hra City Contribution		0.43	294.00	196.00
10 - Employee benefits Total	150.38	2,115.42	6,685.00	4,246.00
15 - Materials				
600.601 - General Office Supplies	5,165.21	6,202.46	150.00	200.00
600.602 - Printing and Duplication	0.00	108.75	0.00	50.00
600.613 - General Supplies		891.12	5,550.00	5,700.00
600.632 - Mileage Reimbursement	0.00	3.39	15.00	16.00
15 - Materials Total	5,165.21	7,205.72	5,715.00	5,966.00
20 - Contract services				
700.702 - General Service Agreement	6,599.50	9,571.00	10,500.00	12,750.00
20 - Contract services Total	6,599.50	9,571.00	10,500.00	12,750.00
25 - Cost allocation				
800.802 - IT Reimbursement		381.00	1,390.00	1,390.00
800.804 - Web Site Reimbursement		59.00	208.00	208.00
25 - Cost allocation Total		440.00	1,598.00	1,598.00
35 - Contingencies				
719.705 - Contingencies		0.00	1,622.00	1,872.00
35 - Contingencies Total		0.00	1,622.00	1,872.00
600 Leadership 95014 Total	14,119.59	24,836.56	41,861.00	36,447.00



PUBLIC RESOURCES

Recreation Facilities

**RECREATION AND
COMMUNITY SERVICES-
ADMINISTRATION**

Budget Unit 100-60-601
General Fund

BUDGET AT A GLANCE	
Total Revenue	\$ -
Total Expenditures	464,148
Fund Balance	-
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General Fund Costs	\$ 464,148
Total Staffing	1.85
% Funded by General Fund	100.0%

PROGRAM OVERVIEW

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

SERVICE OBJECTIVES

- Provide overall department administration, budget control, marketing, and employee development and evaluation;
- Support the Planning and Public Works Departments in the development of new parks, including, the City-Wide Park and Recreation Master Plan, Stevens Creek Corridor Trail Phase II, Main Street, Stevens Creek Boulevard to McClellan Ranch Preserve Corridor and the renovation of existing parks;
- Monitor and facilitate partnerships in regards to Library, Sheriff, and Fire services;
- Support the divisions of Emergency Preparedness, Neighborhood Watch, and the Block Leaders and Sister Cities;
- Negotiate the contract for Sheriff’s services for Cupertino, Saratoga, and Los Altos Hills.
- Explore the possibility of relocating the Teen Center;
- Establish the “Love Your Park” Program and outreach to the community in conjunction with the City-wide Park and Recreation Master Plan;
- Promote partnerships with CUSD, FUHSD, and DeAnza College with quarterly meetings and joint projects.

RECOMMENDED PROPOSED

It is recommended that a budget of \$464,148 be approved for the Administration Budget. This represents an increase of \$24,500 over the FY 2014-15 Final Adopted Budget. The increase is attributed primarily to a planned department training and additional contingency funds for unexpected costs associated with programs.

This budget is funded by a \$464,148 contribution from the general fund.

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

Recreation & Community Services- Administration

Category	2012-2013	2013-2014	2014-15	2015-2016
	Actual	Actual	Final Adopted Budget	Proposed Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
TOTAL REVENUE	\$ -	\$ -	\$ -	\$ -
<u>Expenditures</u>				
Employee Compensation	222,443	193,979	250,290	260,180
Employee Benefits	82,996	69,211	109,867	104,398
Materials	6,190	13,115	8,999	35,119
Contract Services	152	1,009	5,583	1,000
Appropriations for Contingency	-	-	1,458	-
Cost Allocation	23,900	62,298	63,451	63,451
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
TOTAL EXPENDITURES	\$ 335,681	\$ 339,613	\$ 439,648	\$ 464,148
Fund Balance (Use of)	-	-	-	-
General Fund Costs	\$ 335,681	\$ 339,613	\$ 439,648	\$ 464,148

STAFFING

Total current authorized positions -1.90

A reallocation of staffing to the Park and Recreation Commission is recommended to better serve the commission.

Total authorized positions-1.85

4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

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

	FY13 ACTUALS	FY14 ACTUALS	FY15 FINAL BUDGET	FY16 PROPOSED BUDGET
601 Parks and Recr Admin				
05 - Employee compensation				
500.501 - Salaries Full Time	222,036.61	193,979.21	250,290.00	253,616.00
500.502 - Salaries Part Time	0.00	0.00	0.00	0.00
500.503 - Excess Med Pay	0.00	0.00	0.00	0.00
500.505 - Overtime	406.41	0.00	0.00	0.00
500.506 - Car Allowance	2,492.28	0.00	3,600.00	3,990.00
500.507 - Taxable Life Premium			3,089.00	2,574.00
05 - Employee compensation Total	224,935.30	193,979.21	256,979.00	260,180.00
10 - Employee benefits				
501.500 - Retirement System	57,117.93	49,628.60	69,486.00	72,019.00
501.502 - Pers 1959 Surv Empr	0.00	75.07	0.00	25.00
501.505 - Health Insurance	14,686.88	9,968.31	17,664.00	15,584.00
501.506 - Dental Insurance	1,702.21	1,414.85	2,977.00	1,769.00
501.507 - Medicare	3,838.60	2,867.44	3,628.00	3,641.00
501.508 - Life Insurance	1,179.81	969.39	1,192.00	1,157.00
501.509 - Long Term Disability	739.19	821.33	1,658.00	1,672.00
501.510 - Workers Compensation	913.42	2,508.97	2,509.00	4,580.00
501.511 - Vision Insurance	326.01	270.66	348.00	332.00
501.516 - Hra City Contribution		686.81	3,716.00	3,619.00
10 - Employee benefits Total	80,504.05	69,211.43	103,178.00	104,398.00
15 - Materials				
600.601 - General Office Supplies	449.73	4,130.81	800.00	4,400.00
600.602 - Printing and Duplication	0.00	121.80	206.00	206.00
600.605 - Meeting Expenses	1,069.05	296.67	1,000.00	10,000.00
600.613 - General Supplies	455.00	1,552.94	577.00	1,500.00
600.618 - Utilities and Phone	780.29	1,196.49	781.00	2,000.00
600.621 - Calrecylce City Payment Prgm Adm	813.15	849.70	0.00	900.00

600.623 - Grant Expenditures	0.00	0.00	0.00	0.00
600.629 - Conference and Meeting	2,555.26	4,936.38	5,500.00	16,000.00
600.632 - Mileage Reimbursement	67.53	30.68	135.00	113.00
600.650 - Special Dept Expense				0.00
15 - Materials Total	6,190.01	13,115.47	8,999.00	35,119.00
20 - Contract services				
700.701 - Training and Instruction	0.00	1,000.00	333.00	1,000.00
700.702 - General Service Agreement	151.58	8.68	5,250.00	0.00
20 - Contract services Total	151.58	1,008.68	5,583.00	1,000.00
25 - Cost allocation				
800.802 - IT Reimbursement	23,900.00	15,223.00	26,875.00	26,875.00
800.803 - City Channel Reimb		44,717.00	32,553.00	32,553.00
800.804 - Web Site Reimbursement		2,358.00	4,023.00	4,023.00
25 - Cost allocation Total	23,900.00	62,298.00	63,451.00	63,451.00
31 - Special projects				
900.945 - Fixed Asset Acquisition	0.00	0.00	0.00	0.00
31 - Special projects Total	0.00	0.00	0.00	0.00
35 - Contingencies				
719.705 - Contingencies		0.00	1,458.00	0.00
35 - Contingencies Total		0.00	1,458.00	0.00
601 Parks and Recr Admin Total	335,680.94	339,612.79	439,648.00	464,148.00

**City of Cupertino
Fiscal Year 2015-2016**

PUBLIC RESOURCES

Public Ways

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

BUDGET AT A GLANCE		
Total Revenue	\$	-
Total Expenditures		220,859
Fund Balance		-
<hr/>		
	General Fund Costs	\$ 220,859
Total Staffing		1.00
	% Funded by General Fund	100.0%

PROGRAM OVERVIEW

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

SERVICE OBJECTIVES

- Identify and monitor grant funding opportunities;
- Promote partnerships with Santa Clara County (SCC), SCC Water District (SCCVWD) and Mid-Peninsula Open Space;
- Support the Public Works Department in the planning and development of new parks and restoration of existing parks;
- Assist with the Steven’s Creek Blvd to McClellan Ranch corridor Master Plan and the City-Wide Park and Recreation Master Plan.

RECOMMENDED PROPOSED

It is recommended that a budget of \$220,859 be approved for the Park Planning and Restoration Division. The represents an increase of \$17,966 over the FY 2014-15 Adopted Budget. The increase is attributed primarily to costs of grand openings for new facilities and contingencies for unexpected expenses.

This budget is funded from a \$220,859 contribution from the General Fund.

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

Recreation & Community Services- Park Planning and Restoration				
Category	2012-2013 Actual	2013-2014 Actual	2014-15 Final Adopted Budget	2015-2016 Proposed Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
TOTAL REVENUE	\$ -	\$ -	\$ -	\$ -
<u>Expenditures</u>				
Employee Compensation	-	-	139,489	143,196
Employee Benefits	-	-	56,404	55,563
Materials	-	-	6,900	12,100
Contract Services	-	-	100	10,000
Appropriations for Contingenc	-	-	-	-
Cost Allocation	-	-	-	-
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
TOTAL EXPENDITURES	\$ -	\$ -	\$ 202,893	\$ 220,859
Fund Balance (Use of)	-	-	-	-
General Fund Costs	\$ -	\$ -	\$ 202,893	\$ 220,859

STAFFING

Total current authorized positions – 1.00

There are no recommended changes to staffing.

Total authorized positions – 1.00

4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

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

	FY13 ACTUALS	FY14 ACTUALS	FY15 FINAL BUDGET	FY16 PROPOSED BUDGET
634 Park Planning and Restoration				
05 - Employee compensation				
500.501 - Salaries Full Time			139,489.00	142,164.00
500.507 - Taxable Life Premium			1,032.00	1,032.00
05 - Employee compensation Total			140,521.00	143,196.00
10 - Employee benefits				
501.500 - Retirement System			38,725.00	40,370.00
501.502 - Pers 1959 Surv Empr			0.00	0.00
501.505 - Health Insurance			9,297.00	8,424.00
501.506 - Dental Insurance			1,567.00	956.00
501.507 - Medicare			2,023.00	2,041.00
501.508 - Life Insurance			693.00	693.00
501.509 - Long Term Disability			928.00	944.00
501.510 - Workers Compensation			0.00	0.00
501.511 - Vision Insurance			183.00	179.00
501.516 - HRA City Contribution			1,956.00	1,956.00
10 - Employee benefits Total			55,372.00	55,563.00
15 - Materials				
600.601 - General Office Supplies			300.00	300.00
600.608 - Sml Tools and Equipment			3,000.00	3,000.00
600.613 - General Supplies			400.00	600.00
600.618 - Utilities and Phone			1,200.00	1,200.00
600.629 - Conference and Meeting			2,000.00	2,000.00
600.631 - Councilmember Santoro			0.00	0.00
600.632 - Mileage Reimbursement			0.00	0.00
600.650 - Special Dept Expense				5,000.00
15 - Materials Total			6,900.00	12,100.00
20 - Contract services				
700.702 - General Service Agreement			100.00	10,000.00
20 - Contract services Total			100.00	10,000.00
30 - Capital outlays				
900.904 - Non Recur Facility MGT				0.00
30 - Capital outlays Total				0.00
634 Park Planning and Restoration Total			202,893.00	220,859.00



PUBLIC RESOURCES

Recreation Facilities

FACILITIES-
QUINLAN CENTER SUPERVISION
 Budget Unit 100-61-602
 General Fund

BUDGET AT A GLANCE

Total Revenue	\$ -
Total Expenditures	656,602
Fund Balance	-
<hr/>	
General Fund Costs	\$ 656,602
Total Staffing	5.42
% Funded by General Fund	100.0%

PROGRAM OVERVIEW

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

SERVICE OBJECTIVES

- Increase resident participation at community events and at Blackberry Farm.
- Increase participation at City events including 4th of July, Summer Concert Series, Cinema at Sundown, Harvest Festival, and the Tree Lighting Ceremony.
- Develop and maintain a positive relationship with neighborhoods adjacent to our facilities.
- Work with groups for community festivals and events to promote our diverse culture.
- Enhance the marketing of all programs through our brochure, website, social media, banners, and signs.
- Continue training with Emergency Services to ensure an efficiently run Quinlan Center Mass Shelter, if needed.
- Provide first-rate customer service through the continuation of staff training.
- Investigate, contract and implement a new software system to streamline customer registration, measure customer satisfaction, and enhance marketing of our programs.

RECOMMENDED PROPOSED

It is recommended that a budget of \$656,602 for the Quinlan Center Supervision. This represents an increase of \$18,554 over the FY 2014-15 Adopted Budget. The increase is attributed primarily to an increase in salaries and benefits.

This budget is funded entirely from the General Fund.

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

Recreation & Community Services- Quinlan Community Center Supervision				
Category	2012-2013 Actual	2013-2014 Actual	2014-15 Final Adopted Budget	2015-2016 Proposed Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
TOTAL REVENUE	\$ -	\$ -	\$ -	\$ -
<u>Expenditures</u>				
Employee Compensation	357,145	347,699	381,659	402,783
Employee Benefits	154,250	160,591	194,055	189,750
Materials	4,088	2,272	3,170	5,747
Contract Services	-	-	1,000	-
Appropriations for Contingenc	-	-	417	575
Cost Allocation	38,200	38,853	57,747	57,747
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
TOTAL EXPENDITURES	\$ 553,683	\$ 549,415	\$ 638,048	\$ 656,602
Fund Balance (Use of)	-	-	-	-
General Fund Costs	\$ 553,683	\$ 549,415	\$ 638,048	\$ 656,602

STAFFING

Total current authorized positions – 5.42

There are no recommended changes to staffing.

Total authorized positions – 5.42

4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

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

	FY13 ACTUALS	FY14 ACTUALS	FY15 FINAL BUDGET	FY16 PROPOSED BUDGET
602 Quinlan CTR Supervision				
05 - Employee compensation				
500.501 - Salaries Full Time	353,649.15	344,483.65	378,659.00	375,801.00
500.502 - Salaries Part Time	0.00	0.00	0.00	11,000.00
500.503 - Excess Med Pay	2,754.57	452.04	0.00	2,675.00
500.505 - Overtime	741.00	363.04	3,000.00	10,000.00
500.506 - Car Allowance	2,400.06	2,400.06	1,800.00	1,800.00
500.507 - Taxable Life Premium			1,710.00	1,177.00
500.513 - Sick Leave				330.00
05 - Employee compensation Total	359,544.78	347,698.79	385,169.00	402,783.00
10 - Employee benefits				
501.500 - Retirement System	93,005.36	89,812.68	103,665.00	102,270.00
501.502 - Pers 1959 Surv Empr	0.00	238.69	0.00	80.00
501.505 - Health Insurance	40,927.32	47,275.72	50,390.00	46,871.00
501.506 - Dental Insurance	4,576.78	4,711.92	8,493.00	5,103.00
501.507 - Medicare	5,205.31	5,467.03	5,374.00	5,395.00
501.508 - Life Insurance	2,923.03	2,851.04	2,831.00	2,832.00
501.509 - Long Term Disability	1,976.81	1,974.65	2,653.00	2,637.00
501.510 - Workers Compensation	2,361.60	5,544.97	5,545.00	12,988.00
501.511 - Vision Insurance	874.26	899.76	992.00	972.00
501.516 - Hra City Contribution		1,814.60	10,602.00	10,602.00
10 - Employee benefits Total	151,850.47	160,591.06	190,545.00	189,750.00
15 - Materials				
600.601 - General Office Supplies	451.67	81.13	0.00	1,500.00

600.613 - General Supplies	150.00	150.00	565.00	147.00
600.618 - Utilities and Phone	0.00	0.00	600.00	100.00
600.629 - Conference and Meeting	3,474.63	2,041.36	2,000.00	4,000.00
600.632 - Mileage Reimbursement	11.30	0.00	5.00	0.00
15 - Materials Total	4,087.60	2,272.49	3,170.00	5,747.00
20 - Contract services				
700.701 - Training and Instruction	0.00	0.00	1,000.00	0.00
20 - Contract services Total	0.00	0.00	1,000.00	0.00
25 - Cost allocation				
800.802 - IT Reimbursement	38,200.00	33,643.00	50,229.00	50,229.00
800.804 - Web Site Reimbursement		5,210.00	7,518.00	7,518.00
25 - Cost allocation Total	38,200.00	38,853.00	57,747.00	57,747.00
35 - Contingencies				
719.705 - Contingencies		0.00	417.00	575.00
35 - Contingencies Total		0.00	417.00	575.00
602 Quinlan CTR Supervision Total	553,682.85	549,415.34	638,048.00	656,602.00



PUBLIC RESOURCES

Recreation Facilities

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

BUDGET AT A GLANCE	
Total Revenue	\$ 260,000
Total Expenditures	669,461
Fund Balance	<u>-</u>
	General Fund Costs \$ 409,461
Total Staffing	1.25
% Funded by General Fund	61.2%

PROGRAM OVERVIEW

Blackberry Farm provides the community with recreational space to swim, picnic and enjoy the Stevens Creek Trail.

SERVICE OBJECTIVES

- Offer an enhanced Cupertino Day Event.
- Provide the community with two recreational pools for drop-in use.
- Bring the community together with the annual 4th of July, move nights, and Harvest Festival events.
- Increase residential usage of the facility.

RECOMMENDED PROPOSED

It is recommended that a budget of \$669,461 for the Blackberry Farm Picnic Area. This represents a decrease of \$60,438 below the FY 2014-15 Adopted Budget. The decrease is attributed primarily to a decrease in salaries and benefits resulting from a staff reallocation.

This budget is funded from \$260,000 in estimated Blackberry Farm revenue and a \$409,461 contribution from the General Fund.

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

Recreation & Community Services- Blackberry Farm

Category	2012-2013 Actual	2013-2014 Actual	2014-15 Final Adopted Budget	2015-2016 Proposed Budget
<i>Revenue</i>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	4,440	13,000	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	267,147	250,000	260,000
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
TOTAL REVENUE	\$ -	\$ 271,587	\$ 263,000	\$ 260,000
<i>Expenditures</i>				
Employee Compensation	285,731	332,579	400,075	365,254
Employee Benefits	54,863	50,314	81,356	50,865
Materials	76,396	97,240	66,093	79,335
Contract Services	123,529	125,674	137,993	111,000
Appropriations for Contingency	-	-	20,409	19,034
Cost Allocation	26,600	19,778	23,973	23,973
Capital Outlay	2,296	6,000	-	-
Special Projects	10,932	-	-	20,000
TOTAL EXPENDITURES	\$ 580,347	\$ 631,586	\$ 729,899	\$ 669,461
Fund Balance (Use of)	-	-	-	-
General Fund Costs	\$ 580,347	\$ 359,998	\$ 466,899	\$ 409,461

This budget includes funding for the following special projects:

Special Project	Appropriations	Revenue	Funding Source	Description
Yogurt Machine	\$20,000		General Fund	Replacement of current yogurt machine
TOTAL	\$ 20,000			

STAFFING

Total current authorized positions –2.25

An authorized Maintenance Worker I/II position was transferred to the Public Works Department to improve supervision and service delivery.

Total authorized positions – 1.25

4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

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

	FY13 ACTUALS	FY14 ACTUALS	FY15 FINAL BUDGET	FY16 PROPOSED BUDGET
603 BBF Picnic Area				
05 - Employee compensation				
500.501 - Salaries Full Time	70,298.47	99,157.92	165,465.00	108,522.00
500.502 - Salaries Part Time	213,374.50	230,443.47	232,610.00	245,000.00
500.503 - Excess Med Pay	0.00	0.00	0.00	0.00
500.505 - Overtime	2,057.60	2,977.77	2,000.00	3,500.00
500.506 - Car Allowance			600.00	600.00
500.507 - Taxable Life Premium			834.00	282.00
500.513 - Sick Leave				7,350.00
05 - Employee compensation Total	285,730.57	332,579.16	401,509.00	365,254.00
10 - Employee benefits				
501.500 - Retirement System	23,510.12	25,693.14	43,043.00	30,817.00
501.502 - Pers 1959 Surv Empr	0.00	65.86	0.00	22.00
501.505 - Health Insurance	8,528.29	10,766.49	20,918.00	10,854.00
501.506 - Dental Insurance	936.67	1,159.17	3,526.00	1,178.00
501.507 - Medicare	13,208.49	7,665.83	2,355.00	1,558.00
501.508 - Life Insurance	574.50	744.89	1,281.00	728.00
501.509 - Long Term Disability	413.28	556.25	1,163.00	749.00
501.510 - Workers Compensation	7,525.38	2,823.00	2,823.00	2,290.00
501.511 - Vision Insurance	167.17	221.37	412.00	224.00
501.516 - Hra City Contribution		618.11	4,401.00	2,445.00
10 - Employee benefits Total	54,863.90	50,314.11	79,922.00	50,865.00
15 - Materials				
600.601 - General Office Supplies	15,639.04	10,031.49	3,000.00	3,000.00
600.602 - Printing and Duplication	3,130.46	3,835.82	4,246.00	4,246.00
600.604 - Postage	567.76	411.85	291.00	291.00
600.609 - Equipment Parts	628.37	816.19	369.00	369.00
600.611 - Uniforms/Safety Appar	983.27	3,618.88	1,935.00	2,000.00
600.613 - General Supplies	48,458.65	63,190.72	44,280.00	51,800.00

600.614 - Repair and Maint Supplies		263.80	0.00	0.00
600.616 - Haz Material Mgmt		358.75	0.00	360.00
600.618 - Utilities and Phone	5,158.35	12,400.87	5,570.00	12,500.00
600.619 - Advertising and Legal Notices	711.73	0.00	369.00	369.00
600.620 - Gas Service	0.00	0.00	0.00	0.00
600.622 - State Mandated Cost	645.00	1,606.00	1,800.00	1,800.00
600.629 - Conference and Meeting	418.59	673.92	2,000.00	2,000.00
600.631 - Councilmember Santoro			1,200.00	0.00
600.632 - Mileage Reimbursement	53.96	31.92	1,033.00	600.00
15 - Materials Total	76,395.18	97,240.21	66,093.00	79,335.00
20 - Contract services				
700.701 - Training and Instruction	2,566.76	4,883.88	3,000.00	3,000.00
700.702 - General Service Agreement	115,302.87	114,010.82	126,500.00	100,000.00
700.703 - Maintenance of Equipment	127.40	659.80	93.00	0.00
700.705 - Law Enforcement Services	0.00	0.00	0.00	0.00
700.706 - Rent Expense			2,400.00	0.00
700.707 - Bank Charges	5,532.09	6,119.56	6,000.00	8,000.00
20 - Contract services Total	123,529.12	125,674.06	137,993.00	111,000.00
25 - Cost allocation				
800.802 - IT Reimbursement	26,600.00	17,126.00	20,852.00	20,852.00
800.804 - Web Site Reimbursement		2,652.00	3,121.00	3,121.00
25 - Cost allocation Total	26,600.00	19,778.00	23,973.00	23,973.00
30 - Capital outlays				
900.905 - Facility Improvements	2,295.65	0.00	0.00	0.00
30 - Capital outlays Total	2,295.65	0.00	0.00	0.00
31 - Special projects				
900.945 - Fixed Asset Acquisition	10,932.37	6,000.00	0.00	20,000.00
31 - Special projects Total	10,932.37	6,000.00	0.00	20,000.00
35 - Contingencies				
719.705 - Contingencies		0.00	20,409.00	19,034.00
35 - Contingencies Total		0.00	20,409.00	19,034.00
603 BBF Picnic Area Total	580,346.79	631,585.54	729,899.00	669,461.00



PUBLIC RESOURCES

Recreation Facilities

FACILITIES-
COMMUNITY HALL
Budget Unit 100-61-604
General Fund

BUDGET AT A GLANCE	
Total Revenue	\$ 18,000
Total Expenditures	98,016
Fund Balance	-
<hr/>	
General Fund Costs	\$ 80,016
Total Staffing	0.90
% Funded by General Fund	81.6%

PROGRAM OVERVIEW

Community Hall provides space for City Council meetings and various Commission meetings, as well as facility space which can be used for a variety of activities.

SERVICE OBJECTIVES

- Provide a facility for community meetings, parties, and other similar activities.
- Provide a facility for City Channel programming, and City Council, Planning Commission, Parks & Recreation Commission and other City meetings.

RECOMMENDED PROPOSED

It is recommended that a budget of \$98,016 be approved for Community Hall. This represents an increase of \$3,023 over the FY 2014-15 Adopted Budget.

This budget is funded by \$18,000 in rental fees and \$80,016 from the general fund.

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

Recreation & Community Services- Community Hall

Category	2012-2013	2013-2014	2014-15	2015-2016
	Actual	Actual	Final Adopted Budget	Proposed Budget
<i>Revenue</i>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	18,000	18,000
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
TOTAL REVENUE	\$ -	\$ -	\$ 18,000	\$ 18,000
<i>Expenditures</i>				
Employee Compensation	33,245	54,580	56,462	59,870
Employee Benefits	14,057	24,484	27,887	27,511
Materials	1,872	396	959	951
Contract Services	-	-	-	-
Appropriations for Contingenc	-	-	96	95
Cost Allocation	2,500	7,911	9,589	9,589
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
TOTAL EXPENDITURES	\$ 51,674	\$ 87,371	\$ 94,993	\$ 98,016
Fund Balance (Use of)	-	-	-	-
General Fund Costs	\$ 51,674	\$ 87,371	\$ 76,993	\$ 80,016

STAFFING

Total current authorized positions – 0.90

There are no recommended changes to staffing.

Total authorized positions – 0.90

4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

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

	FY13 ACTUALS	FY14 ACTUALS	FY15 FINAL BUDGET	FY16 PROPOSED BUDGET
604 Comm Hall Operation				
05 - Employee compensation				
500.501 - Salaries Full Time	26,852.26	46,683.75	48,532.00	51,540.00
500.502 - Salaries Part Time	6,392.50	7,896.10	7,930.00	7,930.00
500.505 - Overtime	0.00	0.00	0.00	0.00
500.507 - Taxable Life Premium			162.00	162.00
500.513 - Sick Leave				238.00
05 - Employee compensation Total	33,244.76	54,579.85	56,624.00	59,870.00
10 - Employee benefits				
501.500 - Retirement System	7,093.11	12,292.21	13,474.00	14,636.00
501.502 - Pers 1959 Surv Empr	0.00	47.62	0.00	16.00
501.505 - Health Insurance	4,436.16	7,586.26	8,367.00	7,711.00
501.506 - Dental Insurance	487.19	831.53	1,410.00	845.00
501.507 - Medicare	689.70	884.94	704.00	740.00
501.508 - Life Insurance	224.13	382.50	374.00	374.00
501.509 - Long Term Disability	155.64	274.84	342.00	360.00
501.510 - Workers Compensation	877.65	1,128.97	1,129.00	908.00
501.511 - Vision Insurance	93.03	158.71	165.00	161.00
501.516 - Hra City Contribution		896.45	1,760.00	1,760.00
10 - Employee benefits Total	14,056.61	24,484.03	27,725.00	27,511.00
15 - Materials				
600.601 - General Office Supplies	1,871.75	186.81	0.00	400.00
600.613 - General Supplies		209.52	659.00	300.00
600.632 - Mileage Reimbursement	0.00	0.00	300.00	251.00
15 - Materials Total	1,871.75	396.33	959.00	951.00
20 - Contract services				
700.702 - General Service Agreement	0.00	0.00	0.00	0.00
20 - Contract services Total	0.00	0.00	0.00	0.00
25 - Cost allocation				
800.802 - IT Reimbursement	2,500.00	6,850.00	8,341.00	8,341.00
800.804 - Web Site Reimbursement		1,061.00	1,248.00	1,248.00
25 - Cost allocation Total	2,500.00	7,911.00	9,589.00	9,589.00
35 - Contingencies				
719.705 - Contingencies		0.00	96.00	95.00
35 - Contingencies Total		0.00	96.00	95.00
604 Comm Hall Operation Total	51,673.12	87,371.21	94,993.00	98,016.00



PUBLIC RESOURCES

Recreation Facilities

**FACILITIES- CULTURAL EVENTS
/SPECIAL EVENTS**

Budget Unit 100-61-605
General Fund

Total Revenue	\$	-
Total Expenditures		249,931
Fund Balance		-
<hr/>		
	General Fund Costs	\$ 249,931
Total Staffing		0.33
	% Funded by General Fund	100.0%

PROGRAM OVERVIEW

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

SERVICE OBJECTIVES

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

RECOMMENDED PROPOSED

It is recommended that a budget of \$249,931 be approved for Facilities-Cultural/ Special Events. This represents an increase of \$25,553 over the FY 2014-15 Final Adopted Budget. The increase is attributed primarily to contract services and equipment replacement.

This budget is funded entirely from the General Fund.

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

Recreation & Community Services- Cultural Events

Category	2012-2013	2013-2014	2014-15	2015-2016
	Actual	Actual	Final Adopted Budget	Proposed Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
TOTAL REVENUE	\$ -	\$ -	\$ -	\$ -
<u>Expenditures</u>				
Employee Compensation	38,493	54,578	45,504	52,423
Employee Benefits	11,734	11,136	12,234	12,770
Materials	7,041	10,220	17,333	10,960
Contract Services	125,054	119,656	131,689	144,696
Appropriations for Contingency	-	-	14,102	15,566
Cost Allocation	3,900	2,901	3,516	3,516
Capital Outlay	-	-	-	-
Special Projects	40,813	21,811	-	10,000
TOTAL EXPENDITURES	\$ 227,035	\$ 220,302	\$ 224,378	\$ 249,931
Fund Balance (Use of)	-	-	-	-
General Fund Costs	\$ 227,035	\$ 220,302	\$ 224,378	\$ 249,931

This budget includes funding for the following special projects:

Special Project	Appropriations	Revenue	Funding Source	Description
Tarp Replacement	\$10,000		General Fund	Replace tarps
TOTAL	\$ 10,000			

STAFFING

Total current authorized positions – 0.33

There are no recommended changes to staffing.

Total authorized positions – 0.33

4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

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

	FY13 ACTUALS	FY14 ACTUALS	FY15 FINAL BUDGET	FY16 PROPOSED BUDGET
605 Cultural Events				
05 - Employee compensation				
500.501 - Salaries Full Time	23,269.81	22,693.51	24,400.00	26,161.00
500.502 - Salaries Part Time	8,639.50	20,367.57	13,104.00	13,800.00
500.505 - Overtime	6,583.06	11,516.54	8,000.00	12,000.00
500.507 - Taxable Life Premium			48.00	48.00
500.513 - Sick Leave				414.00
05 - Employee compensation Total	38,492.37	54,577.62	45,552.00	52,423.00
10 - Employee benefits				
501.500 - Retirement System	6,155.63	5,976.16	6,774.00	7,429.00
501.502 - Pers 1959 Surv Empr	0.00	17.45	0.00	6.00
501.505 - Health Insurance	2,815.05	2,827.43	3,068.00	2,827.00
501.506 - Dental Insurance	309.15	309.89	517.00	310.00
501.507 - Medicare	1,003.16	1,000.55	354.00	376.00
501.508 - Life Insurance	189.62	190.07	183.00	183.00
501.509 - Long Term Disability	136.86	138.43	171.00	182.00
501.510 - Workers Compensation	1,064.70	414.00	414.00	753.00
501.511 - Vision Insurance	59.07	59.13	60.00	59.00
501.516 - Hra City Contribution		203.35	645.00	645.00
10 - Employee benefits Total	11,733.24	11,136.46	12,186.00	12,770.00
15 - Materials				
600.601 - General Office Supplies	7,027.15	4,815.23	0.00	0.00
600.608 - Sml Tools and Equipment		72.25	0.00	0.00
600.613 - General Supplies	0.00	5,332.30	17,328.00	10,950.00
600.632 - Mileage Reimbursement	14.32	0.00	5.00	10.00
15 - Materials Total	7,041.47	10,219.78	17,333.00	10,960.00
20 - Contract services				
700.702 - General Service Agreement	125,044.33	117,786.13	122,089.00	133,296.00
700.706 - Rent Expense	10.00	1,869.61	9,600.00	11,400.00
20 - Contract services Total	125,054.33	119,655.74	131,689.00	144,696.00
25 - Cost allocation				
800.802 - IT Reimbursement	3,900.00	2,512.00	3,058.00	3,058.00
800.804 - Web Site Reimbursement		389.00	458.00	458.00
25 - Cost allocation Total	3,900.00	2,901.00	3,516.00	3,516.00
30 - Capital outlays				
900.905 - Facility Improvements		21,811.18	0.00	0.00
30 - Capital outlays Total		21,811.18	0.00	0.00

31 - Special projects				
900.945 - Fixed Asset Acquisition	40,812.95	0.00	0.00	10,000.00
31 - Special projects Total	40,812.95	0.00	0.00	10,000.00
35 - Contingencies				
719.705 - Contingencies		0.00	14,102.00	15,566.00
35 - Contingencies Total		0.00	14,102.00	15,566.00
605 Cultural Events Total	227,034.36	220,301.78	224,378.00	249,931.00



PUBLIC RESOURCES

Recreation Facilities

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

BUDGET AT A GLANCE	
Total Revenue	\$ 134,000
Total Expenditures	264,792
Fund Balance	-
<hr/>	
General Fund Costs	\$ 130,792
Total Staffing	0.95
% Funded by General Fund	49.4%

PROGRAM OVERVIEW

The Quinlan Community Center is the home office of the Recreation and Community Services Department, and provides the community with facility space for a variety of recreational activities.

SERVICE OBJECTIVES

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

RECOMMENDED PROPOSED

It is recommended that a budget of \$264,792 be approved for the Quinlan Community Center. This represents an increase of \$22,197 over the FY 2014-15 Adopted Budget. The increase is attributed primarily to increases in materials and supplies, employee compensation, and special projects.

This budget is funded from \$119,000 in estimated rental revenue, \$15,000 in charges for service, and a \$130,792 contribution from the general fund.

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

Recreation & Community Services- Quinlan Community Center

Category	2012-2013 Actual	2013-2014 Actual	2014-15 Final Adopted Budget	2015-2016 Proposed Budget
<i>Revenue</i>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	105,218	119,000	119,000
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	13,000	15,000
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
TOTAL REVENUE	\$ -	\$ 105,218	\$ 132,000	\$ 134,000
<i>Expenditures</i>				
Employee Compensation	138,922	111,120	121,562	129,658
Employee Benefits	43,019	27,671	29,248	30,079
Materials	60,772	45,397	50,619	58,730
Contract Services	13,547	16,136	8,911	11,500
Appropriations for Contingency	-	-	5,953	7,023
Cost Allocation	25,170	27,081	26,302	22,802
Capital Outlay	-	-	-	-
Special Projects	-	1,326	-	5,000
TOTAL EXPENDITURES	\$ 281,430	\$ 228,731	\$ 242,595	\$ 264,792
Fund Balance (Use of)	-	-	-	-
General Fund Costs	\$ 281,430	\$ 123,514	\$ 110,595	\$ 130,792

This budget includes funding for the following special projects:

Special Project	Appropriations	Revenue	Funding Source	Description
Facility Sound Systems	\$5,000		General Fund	Replace facility sound system equipment
TOTAL	\$ 5,000			

STAFFING

Total current authorized positions –.95

There are no recommended changes to staffing.

Total authorized positions – 0.95

4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

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

	FY13 ACTUALS	FY14 ACTUALS	FY15 FINAL BUDGET	FY16 PROPOSED BUDGET
607 Quinlan Center Operation				
05 - Employee compensation				
500.501 - Salaries Full Time	76,106.71	42,543.50	46,716.00	51,949.00
500.502 - Salaries Part Time	62,815.25	68,294.28	74,646.00	74,646.00
500.505 - Overtime	0.00	282.42	200.00	750.00
500.507 - Taxable Life Premium			74.00	74.00
500.513 - Sick Leave				2,239.00
05 - Employee compensation Total	138,921.96	111,120.20	121,636.00	129,658.00
10 - Employee benefits				
501.500 - Retirement System	20,019.98	11,202.06	12,970.00	14,752.00
501.502 - Pers 1959 Surv Empr	0.00	50.28	0.00	17.00
501.505 - Health Insurance	12,926.92	9,250.22	8,832.00	8,140.00
501.506 - Dental Insurance	1,559.98	898.13	1,488.00	892.00
501.507 - Medicare	4,232.67	2,535.57	677.00	746.00
501.508 - Life Insurance	717.58	413.05	395.00	395.00
501.509 - Long Term Disability	438.64	255.41	334.00	365.00
501.510 - Workers Compensation	2,825.10	2,445.97	2,446.00	2,744.00
501.511 - Vision Insurance	297.69	171.35	174.00	170.00
501.516 - Hra City Contribution		449.21	1,858.00	1,858.00
10 - Employee benefits Total	43,018.56	27,671.25	29,174.00	30,079.00
15 - Materials				
600.601 - General Office Supplies	34,140.95	7,246.58	12,000.00	10,000.00
600.602 - Printing and Duplication	11,078.98	9,989.66	10,527.00	11,260.00
600.604 - Postage	7,620.53	4,314.91	6,955.00	6,145.00
600.611 - Uniforms/Safety Appar			1,000.00	1,000.00
600.613 - General Supplies	150.00	14,690.00	10,260.00	16,000.00
600.618 - Utilities and Phone	7,308.39	7,997.47	7,417.00	7,425.00
600.622 - State Mandated Cost	40.00	0.00	360.00	360.00
600.629 - Conference and Meeting	418.58	1,147.10	2,000.00	6,400.00
600.632 - Mileage Reimbursement	14.69	11.51	100.00	140.00
15 - Materials Total	60,772.12	45,397.23	50,619.00	58,730.00
20 - Contract services				

700.701 - Training and Instruction	1,193.00	94.00	1,000.00	1,000.00
700.702 - General Service Agreement	10,819.94	14,250.81	6,000.00	6,000.00
700.703 - Maintenance of Equipment	1,534.16	1,791.11	1,911.00	4,500.00
700.707 - Bank Charges	0.00	0.00	0.00	0.00
20 - Contract services Total	13,547.10	16,135.92	8,911.00	11,500.00
25 - Cost allocation				
800.801 - Equipment Reimbursement	12,670.00	9,940.00	11,180.00	7,680.00
800.802 - IT Reimbursement	12,500.00	14,842.00	13,804.00	13,804.00
800.804 - Web Site Reimbursement		2,299.00	1,318.00	1,318.00
25 - Cost allocation Total	25,170.00	27,081.00	26,302.00	22,802.00
31 - Special projects				
900.945 - Fixed Asset Acquisition		1,325.84	0.00	5,000.00
31 - Special projects Total		1,325.84	0.00	5,000.00
35 - Contingencies				
719.705 - Contingencies		0.00	5,953.00	7,023.00
35 - Contingencies Total		0.00	5,953.00	7,023.00
607 Quinlan Center Operation Total	281,429.74	228,731.44	242,595.00	264,792.00



PUBLIC RESOURCES

Recreation Facilities

**YOUTH AND TEEN PROGRAMS-
 YOUTH/TEEN SUPERVISION**
 Budget Unit 100-62-608
 General Fund

BUDGET AT A GLANCE	
Total Revenue	\$ -
Total Expenditures	117,798
Fund Balance	-
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General Fund Costs	\$ 117,798
Total Staffing	0.65
% Funded by General Fund	100.0%

PROGRAM OVERVIEW

The Youth and Teen Division provides for the administration and coordination of youth and teen programs throughout the city, through the implementation of after school enrichment classes, camps, special events, preschool, and volunteer opportunities.

SERVICE OBJECTIVES

- Provide management and supervision of all programs, activities, personnel, and facilities within the division.
- Establish program goals and priorities.

RECOMMENDED PROPOSED

It is recommended that a budget of \$117,798 be approved for the Program Budget. This represents an increase of \$41,558 under the FY 2014-15 Final Adopted Budget. The increase is due to an increased allocation of staff support.

This budget is funded from a \$117,798 contribution from the general fund.

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

Recreation & Community Services- Youth and Teen Supervision

Category	2012-2013	2013-2014	2014-15	2015-2016
	Actual	Actual	Final Adopted Budget	Proposed Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
TOTAL REVENUE	\$ -	\$ -	\$ -	\$ -
<u>Expenditures</u>				
Employee Compensation	228,066	51,636	45,492	63,638
Employee Benefits	100,805	21,757	20,872	33,273
Materials	1,170	2,782	3,471	13,630
Contract Services	83	1,030	422	1,000
Appropriations for Contingency	-	-	1,189	1,463
Cost Allocation	21,000	4,395	4,794	4,794
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
TOTAL EXPENDITURES	\$ 351,124	\$ 81,599	\$ 76,240	\$ 117,798
Fund Balance (Use of)	-	-	-	-
General Fund Costs	\$ 351,124	\$ 81,599	\$ 76,240	\$ 117,798

STAFFING

Total current authorized positions –.45

Staff has been reallocated to more appropriately reflect time spent.

Total authorized positions – .65

4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

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

	FY13 ACTUALS	FY14 ACTUALS	FY15 FINAL BUDGET	FY16 PROPOSED BUDGET
608 Youth Teen Supervision				
05 - Employee compensation				
500.501 - Salaries Full Time	227,909.26	49,069.28	45,492.00	62,569.00
500.502 - Salaries Part Time	0.00	0.00	0.00	0.00
500.503 - Excess Med Pay	0.00	0.00	0.00	0.00
500.505 - Overtime	157.26	166.17	0.00	0.00
500.506 - Car Allowance	2,400.06	2,400.06	720.00	840.00
500.507 - Taxable Life Premium			127.00	229.00
05 - Employee compensation Total	230,466.58	51,635.51	46,339.00	63,638.00
10 - Employee benefits				
501.500 - Retirement System	60,245.29	13,217.98	12,630.00	17,191.00
501.502 - Pers 1959 Surv Empr	0.00	27.17	0.00	9.00
501.505 - Health Insurance	24,941.19	5,628.93	4,184.00	5,771.00
501.506 - Dental Insurance	2,682.78	574.10	705.00	616.00
501.507 - Medicare	3,306.12	837.22	613.00	898.00
501.508 - Life Insurance	1,763.23	408.79	291.00	409.00
501.509 - Long Term Disability	1,247.77	298.92	312.00	430.00
501.510 - Workers Compensation	3,705.80	627.00	327.00	6,560.00
501.511 - Vision Insurance	512.54	109.69	82.00	118.00
501.516 - Hra City Contribution		27.15	881.00	1,271.00
10 - Employee benefits Total	98,404.72	21,756.95	20,025.00	33,273.00
15 - Materials				
600.601 - General Office Supplies	541.48	163.40	700.00	2,750.00
600.613 - General Supplies	290.00	295.00	730.00	730.00
600.618 - Utilities and Phone	0.00	0.00	0.00	0.00
600.629 - Conference and Meeting	339.00	2,323.46	2,000.00	10,000.00
600.632 - Mileage Reimbursement	0.00	0.00	41.00	150.00
15 - Materials Total	1,170.48	2,781.86	3,471.00	13,630.00
20 - Contract services				
700.701 - Training and Instruction	83.00	1,030.00	422.00	1,000.00
20 - Contract services Total	83.00	1,030.00	422.00	1,000.00
25 - Cost allocation				
800.802 - IT Reimbursement	21,000.00	3,806.00	4,170.00	4,170.00
800.804 - Web Site Reimbursement		589.00	624.00	624.00
25 - Cost allocation Total	21,000.00	4,395.00	4,794.00	4,794.00
35 - Contingencies				
719.705 - Contingencies		0.00	1,189.00	1,463.00
35 - Contingencies Total		0.00	1,189.00	1,463.00
608 Youth Teen Supervision Total	351,124.78	81,599.32	76,240.00	117,798.00



PUBLIC RESOURCES
Recreation Facilities

**YOUTH & TEEN PROGRAMS-
 YOUTH PROGRAMS**

Budget Unit 100-62-609
 General Fund

BUDGET AT A GLANCE	
Total Revenue	\$ 25,000
Total Expenditures	123,541
Fund Balance	-
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General Fund Costs	\$ 98,541
Total Staffing	0.75
% Funded by General Fund	79.8%

PROGRAM OVERVIEW

Provide youth enrichment programs, both City sponsored and in conjunction with the Cupertino Union School District (CUSD), to the community.

SERVICE OBJECTIVES

- Provide the Noontime Recreation Program to elementary and middle schools within Cupertino Union School District.
- Investigate opportunities to partner with CUSD, Fremont Union High School District, and the SCC Library.

RECOMMENDED PROPOSED

It is recommended that a budget of \$123,541 be approved for the Program Budget. This represents an increase of \$12,090 over the FY 2014-15 Final Adopted Budget. The increase is attributed primarily to increases in part time salaries and materials and supplies for programs.

This budget is funded from \$25,000 in estimated department revenue a \$98,541 contribution from the general fund.

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

Recreation & Community Services- Youth Programs

Category	2012-2013	2013-2014	2014-15	2015-2016
	Actual	Actual	Final Adopted Budget	Proposed Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	17,040	19,000	20,000
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	4,493	15,140	5,000
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
TOTAL REVENUE	\$ -	\$ 21,533	\$ 34,140	\$ 25,000
<u>Expenditures</u>				
Employee Compensation	12,037	31,318	41,918	89,345
Employee Benefits	743	6,542	7,407	23,406
Materials	1,975	8,454	7,310	7,690
Contract Services	42	271	600	200
Appropriations for Contingency	-	-	791	769
Cost Allocation	2,400	1,759	2,131	2,131
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
TOTAL EXPENDITURES	\$ 17,197	\$ 48,344	\$ 60,157	\$ 123,541
Fund Balance (Use of)	-	-	-	-
General Fund Costs	\$ 17,197	\$ 26,811	\$ 26,017	\$ 98,541

STAFFING

Total current authorized positions -0.20

The addition of 0.50 Recreation Coordinator position is recommended to manage new programming. Other staffing has been reallocated to more appropriately reflect actual time spent.

Total authorized positions - 0.75

4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

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

	FY13 ACTUALS	FY14 ACTUALS	FY15 FINAL BUDGET	FY16 PROPOSED BUDGET
609 Youth Program				
05 - Employee compensation				
500.501 - Salaries Full Time		13,460.97	14,788.00	52,717.00
500.502 - Salaries Part Time	12,037.25	17,779.00	27,130.00	35,360.00
500.505 - Overtime	0.00	77.63	0.00	0.00
500.507 - Taxable Life Premium			22.00	207.00
500.513 - Sick Leave				1,061.00
05 - Employee compensation Total	12,037.25	31,317.60	41,940.00	89,345.00
10 - Employee benefits				
501.500 - Retirement System	0.00	3,544.99	4,105.00	12,838.00
501.502 - Pers 1959 Surv Empr	0.00	10.57	0.00	4.00
501.505 - Health Insurance		1,592.27	1,859.00	6,426.00
501.506 - Dental Insurance		180.04	313.00	705.00
501.507 - Medicare	426.05	652.65	214.00	778.00
501.508 - Life Insurance		110.40	111.00	391.00
501.509 - Long Term Disability		77.45	104.00	336.00
501.510 - Workers Compensation	317.40	251.03	251.00	326.00
501.511 - Vision Insurance		34.30	37.00	135.00
501.516 - Hra City Contribution		88.70	391.00	1,467.00
10 - Employee benefits Total	743.45	6,542.40	7,385.00	23,406.00
15 - Materials				
600.601 - General Office Supplies	737.26	3,822.58	2,400.00	0.00
600.611 - Uniforms/Safety Appar		3,593.35	3,200.00	4,000.00
600.613 - General Supplies			0.00	1,400.00
600.622 - State Mandated Cost	180.00	0.00	60.00	90.00
600.632 - Mileage Reimbursement	1,058.44	1,037.97	1,650.00	2,200.00
15 - Materials Total	1,975.70	8,453.90	7,310.00	7,690.00
20 - Contract services				
700.701 - Training and Instruction	42.00	0.00	200.00	200.00
700.702 - General Service Agreement	0.00	271.00	400.00	0.00
20 - Contract services Total	42.00	271.00	600.00	200.00
25 - Cost allocation				
800.802 - IT Reimbursement	2,400.00	1,523.00	1,854.00	1,854.00
800.804 - Web Site Reimbursement		236.00	277.00	277.00
25 - Cost allocation Total	2,400.00	1,759.00	2,131.00	2,131.00
35 - Contingencies				
719.705 - Contingencies		0.00	791.00	769.00
35 - Contingencies Total		0.00	791.00	769.00
609 Youth Program Total	17,198.40	48,343.90	60,157.00	123,541.00



PUBLIC RESOURCES

Recreation Facilities

**YOUTH AND TEEN PROGRAMS-
 TEEN PROGRAMS**
 Budget Unit 100-62-610
 General Fund

BUDGET AT A GLANCE		
Total Revenue	\$	1,100
Total Expenditures		18,388
Fund Balance		-
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	General Fund Costs	\$ 17,288
Total Staffing		0.10
	% Funded by General Fund	94.0%

PROGRAM OVERVIEW

Provide volunteer opportunities for teens in the Cupertino community.

SERVICE OBJECTIVES

- Host an appreciation event for volunteers who support the recreation department throughout the year.
- Coordinate the volunteer efforts of teens in the program areas of summer camps, aquatics, and outdoor park improvements through the Leader In Training program and Civically Active Teens.
- Provide In-Service Training Week in June to the department teen volunteers.

RECOMMENDED PROPOSED

It is recommended that a budget of \$18,388 be approved for the Program Budget. This represents a decrease of \$9,539 under the FY 2014-15 Final Adopted Budget. The decrease is attributed primarily to a reallocation of staffing.

This budget is funded entirely from the General Fund.

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

Recreation & Community Services- Teen Programs

Category	2012-2013	2013-2014	2014-15	2015-2016
	Actual	Actual	Final Adopted Budget	Proposed Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	1,100
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
TOTAL REVENUE	\$ -	\$ -	\$ -	\$ 1,100
<u>Expenditures</u>				
Employee Compensation	111	17,228	15,388	8,781
Employee Benefits	8	5,873	7,414	3,736
Materials	451	431	1,025	1,100
Contract Services	2,240	1,200	1,697	2,300
Appropriations for Contingency	-	-	272	340
Cost Allocation	-	1,759	2,131	2,131
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
TOTAL EXPENDITURES	\$ 2,810	\$ 26,491	\$ 27,927	\$ 18,388
Fund Balance (Use of)	-	-	-	-
General Fund Costs	\$ 2,810	\$ 26,491	\$ 27,927	\$ 17,288

STAFFING

Total current authorized positions – 0.20

Full-time staff has been reallocated to more appropriately reflect time spent on program.

Total authorized positions – 0.10

4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

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

	FY13 ACTUALS	FY14 ACTUALS	FY15 FINAL BUDGET	FY16 PROPOSED BUDGET
610 Teen Program				
05 - Employee compensation				
500.501 - Salaries Full Time		12,046.99	14,788.00	7,928.00
500.502 - Salaries Part Time	111.00	5,120.06	600.00	815.00
500.505 - Overtime		61.13	0.00	0.00
500.507 - Taxable Life Premium			29.00	14.00
500.513 - Sick Leave				24.00
05 - Employee compensation Total	111.00	17,228.18	15,417.00	8,781.00
10 - Employee benefits				
501.500 - Retirement System		3,173.46	4,105.00	2,251.00
501.502 - Pers 1959 Surv Empr		10.12	0.00	10.00
501.505 - Health Insurance		1,713.57	1,859.00	857.00
501.506 - Dental Insurance		187.85	313.00	94.00
501.507 - Medicare	6.20	314.06	214.00	114.00
501.508 - Life Insurance		115.19	111.00	55.00
501.509 - Long Term Disability		72.27	104.00	55.00
501.510 - Workers Compensation	2.15	251.03	251.00	86.00
501.511 - Vision Insurance		35.84	37.00	18.00
501.516 - Hra City Contribution		0.01	391.00	196.00
10 - Employee benefits Total	8.35	5,873.40	7,385.00	3,736.00
15 - Materials				
600.601 - General Office Supplies	451.21	243.23	1,000.00	75.00
600.613 - General Supplies		184.10	0.00	1,000.00
600.632 - Mileage Reimbursement	0.00	3.42	25.00	25.00
15 - Materials Total	451.21	430.75	1,025.00	1,100.00
20 - Contract services				
700.701 - Training and Instruction	1,982.00	940.00	1,197.00	1,100.00
700.702 - General Service Agreement	258.00	260.00	500.00	1,200.00
20 - Contract services Total	2,240.00	1,200.00	1,697.00	2,300.00
25 - Cost allocation				
800.802 - IT Reimbursement		1,523.00	1,854.00	1,854.00
800.804 - Web Site Reimbursement		236.00	277.00	277.00
25 - Cost allocation Total		1,759.00	2,131.00	2,131.00
35 - Contingencies				
719.705 - Contingencies		0.00	272.00	340.00
35 - Contingencies Total		0.00	272.00	340.00
610 Teen Program Total	2,810.56	26,491.33	27,927.00	18,388.00



PUBLIC RESOURCES

Recreation Facilities

**YOUTH AND TEEN PROGRAMS-
TEEN CENTER**

Budget Unit 100-62-611

General Fund

BUDGET AT A GLANCE	
Total Revenue	\$ 4,200
Total Expenditures	105,544
Fund Balance	-
<hr/>	
General Fund Costs	\$ 101,344
Total Staffing	0.35
% Funded by General Fund	96.0%

PROGRAM OVERVIEW

Provide a safe, comfortable, and well maintained Teen Center for students in grades 6-12.

SERVICE OBJECTIVES

- Maintain maximum operating hours for teens to drop-in during non-school hours to partake in leisure and enrichment activities.
- Provide new and expanded programs with the ongoing operation of the Teen Center and through the efforts of the Teen Commission.
- Coordinate with the Teen Commission to market the Teen Center.

RECOMMENDED PROPOSED

It is recommended that a budget of \$105,544 be approved for the Teen Center Budget. This represents an increase of \$2,398 under the FY 2014-15 Final Adopted Budget. The increase is attributed primarily to increases in salaries and supplies/equipment.

This budget is funded from \$4,200 in estimated department revenue and a \$101,344 contribution from the general fund.

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

Recreation & Community Services- Teen Center

Category	2012-2013	2013-2014	2014-15	2015-2016
	Actual	Actual	Final Adopted Budget	Proposed Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	600	-	1,200
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	4,238	5,400	3,000
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
TOTAL REVENUE	\$ -	\$ 4,838	\$ 5,400	\$ 4,200
<u>Expenditures</u>				
Employee Compensation	41,221	73,800	72,679	75,280
Employee Benefits	3,173	11,472	12,974	13,599
Materials	6,295	8,001	11,676	10,060
Contract Services	264	210	1,200	1,700
Appropriations for Contingenc	-	-	888	1,176
Cost Allocation	3,900	3,077	3,729	3,729
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
TOTAL EXPENDITURES	\$ 54,853	\$ 96,560	\$ 103,146	\$ 105,544
Fund Balance (Use of)	-	-	-	-
General Fund Costs	\$ 54,853	\$ 91,722	\$ 97,746	\$ 101,344

STAFFING

Total current authorized positions – 0.35

No staffing changes are recommended.

Total authorized positions – 0.35

4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

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

	FY13 ACTUALS	FY14 ACTUALS	FY15 FINAL BUDGET	FY16 PROPOSED BUDGET
611 Teen Center				
05 - Employee compensation				
500.501 - Salaries Full Time		21,082.11	25,879.00	27,747.00
500.502 - Salaries Part Time	41,220.50	52,610.76	46,800.00	46,100.00
500.505 - Overtime	0.00	106.98	0.00	0.00
500.507 - Taxable Life Premium			50.00	50.00
500.513 - Sick Leave				1,383.00
05 - Employee compensation Total	41,220.50	73,799.85	72,729.00	75,280.00
10 - Employee benefits				
501.500 - Retirement System	0.00	5,553.56	7,184.00	7,879.00
501.502 - Pers 1959 Surv Empr	0.00	17.59	0.00	6.00
501.505 - Health Insurance		2,998.75	3,254.00	2,999.00
501.506 - Dental Insurance		328.76	548.00	329.00
501.507 - Medicare	2,075.17	1,744.07	375.00	398.00
501.508 - Life Insurance		201.60	194.00	194.00
501.509 - Long Term Disability		126.39	181.00	193.00
501.510 - Workers Compensation	1,098.09	438.97	439.00	853.00
501.511 - Vision Insurance		62.71	64.00	63.00
501.516 - Hra City Contribution		0.02	685.00	685.00
10 - Employee benefits Total	3,173.26	11,472.42	12,924.00	13,599.00
15 - Materials				
600.601 - General Office Supplies	6,197.97	1,709.64	7,520.00	250.00
600.606 - Software		139.93	0.00	140.00
600.613 - General Supplies		6,143.86	4,000.00	9,500.00
600.618 - Utilities and Phone			0.00	0.00
600.622 - State Mandated Cost	60.00	0.00	93.00	95.00
600.632 - Mileage Reimbursement	36.67	7.69	63.00	75.00
15 - Materials Total	6,294.64	8,001.12	11,676.00	10,060.00
20 - Contract services				
700.701 - Training and Instruction	264.00	141.00	200.00	200.00
700.702 - General Service Agreement	0.00	68.82	1,000.00	1,500.00
20 - Contract services Total	264.00	209.82	1,200.00	1,700.00
25 - Cost allocation				
800.802 - IT Reimbursement	3,900.00	2,664.00	3,244.00	3,244.00
800.804 - Web Site Reimbursement		413.00	485.00	485.00
25 - Cost allocation Total	3,900.00	3,077.00	3,729.00	3,729.00
35 - Contingencies				

719.705 - Contingencies		0.00	888.00	1,176.00
35 - Contingencies Total		0.00	888.00	1,176.00
611 Teen Center Total	54,852.40	96,560.21	103,146.00	105,544.00



PUBLIC RESOURCES

Recreation Facilities

**YOUTH AND TEEN PROGRAMS-
 NATURE PROGRAMS**
 Budget Unit 100-62-612
 General Fund

BUDGET AT A GLANCE	
Total Revenue	\$ 22,430
Total Expenditures	414,941
Fund Balance	-
	General Fund Costs \$ 392,511
Total Staffing	1.48
% Funded by General Fund	94.6%

PROGRAM OVERVIEW

McClellan Ranch Preserve offers environmental education classes/creek tours to school groups, after school nature classes, and is the location for the Organic Gardening program and Rolling Hills 4-H Club.

- Continue to offer drop-in visiting hours at the Nature Museum and increase fee-based Nature classes.
- Contribute to the planning, and construction phases of the Environmental Education Center.
- Work on plans to develop and make good use of outdoor facilities that will support the various environmental and educational programs in the preserve.
- Enhance the Community Gardens newsletter, to establish a more connected garden community.
- Offer school group tours and re-institute the drop-in Saturday programs at the Nature Museum.
- Install inter-operative signage to educate visitors on environmental issues.
- Participate in the design, planning, and reconstruction of the Blacksmith’s Shop, and plan programming opportunities.
- Implement Environmental Education Center dedication and coordinate opening of new facility.

RECOMMENDED PROPOSED

It is recommended that a budget of \$414,941 be approved for the Nature Program Budget. This represents an increase of \$160,955 over the FY 2014-15 Adopted Budget. The increase is attributed primarily to the addition of 0.5 Recreation Coordinator, part-time staffing, and equipment for the new Environmental Education Center, and Acterra professional services.

This budget is funded from \$22,430 in estimated department revenue and a \$392,511 contribution from the general fund.

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

Recreation & Community Services- Nature Programs

Category	2012-2013 Actual	2013-2014 Actual	2014-15 Final Adopted Budget	2015-2016 Proposed Budget
<i>Revenue</i>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	1,594	8,000	8,030
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	4,431	4,650	14,400
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
TOTAL REVENUE	\$ -	\$ 6,025	\$ 12,650	\$ 22,430
<i>Expenditures</i>				
Employee Compensation	78,911	93,961	96,028	209,460
Employee Benefits	31,889	35,402	41,932	54,828
Materials	8,539	14,704	42,899	53,405
Contract Services	20,607	193	54,375	9,000
Appropriations for Contingency	-	-	7,245	6,241
Cost Allocation	7,600	9,493	11,507	11,507
Capital Outlay	-	28,000	-	58,000
Special Projects	-	-	-	12,500
TOTAL EXPENDITURES	\$ 147,546	\$ 181,753	\$ 253,986	\$ 414,941
Fund Balance (Use of)	-	-	-	-
General Fund Costs	\$ 147,546	\$ 175,728	\$ 241,336	\$ 392,511

This budget includes funding for the following special projects:

Special Project	Appropriations	Revenue	Funding Source	Description
Turtle Pond	\$12,500		General Fund	Turtle Pond for Environmental Education Center
TOTAL	\$ 12,500			

STAFFING

Total current authorized positions – 1.08

The addition of 0.5 Recreation Coordinator is recommended to staff the new Environmental Education Center and manage programming as well as a reallocation of 0.10 staffing to reflect actual work performed

Total authorized positions – 1.48

4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

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

	FY13 ACTUALS	FY14 ACTUALS	FY15 FINAL BUDGET	FY16 PROPOSED BUDGET
612 Nature Program				
05 - Employee compensation				
500.501 - Salaries Full Time	69,386.73	79,407.27	83,928.00	117,058.00
500.502 - Salaries Part Time	9,524.39	14,233.86	12,100.00	88,125.00
500.505 - Overtime	0.00	320.22	0.00	321.00
500.506 - Car Allowance			240.00	240.00
500.507 - Taxable Life Premium			594.00	1,072.00
500.513 - Sick Leave				2,644.00
05 - Employee compensation Total	78,911.12	93,961.35	96,862.00	209,460.00
10 - Employee benefits				
501.500 - Retirement System	18,352.88	20,806.98	23,300.00	31,830.00
501.502 - Pers 1959 Surv Empr	0.00	56.93	0.00	57.00
501.505 - Health Insurance	8,822.41	9,241.68	10,041.00	12,738.00
501.506 - Dental Insurance	967.24	1,010.23	1,693.00	1,392.00
501.507 - Medicare	506.57	832.91	1,202.00	1,701.00

501.508 - Life Insurance	571.65	632.23	612.00	809.00
501.509 - Long Term Disability	406.90	461.58	585.00	778.00
501.510 - Workers Compensation	2,075.92	1,355.03	1,355.00	2,362.00
501.511 - Vision Insurance	184.64	192.85	197.00	266.00
501.516 - Hra City Contribution		811.26	2,113.00	2,895.00
10 - Employee benefits Total	31,888.21	35,401.68	41,098.00	54,828.00
15 - Materials				
600.601 - General Office Supplies	5,386.96	821.11	4,726.00	1,500.00
600.602 - Printing and Duplication	0.00	104.59	0.00	105.00
600.604 - Postage	0.00	0.00	150.00	150.00
600.613 - General Supplies	0.00	4,350.24	35,074.00	45,600.00
600.618 - Utilities and Phone	3,152.45	9,012.39	2,913.00	6,000.00
600.629 - Conference and Meeting	0.00	0.00	0.00	0.00
600.632 - Mileage Reimbursement	0.00	415.59	36.00	50.00
15 - Materials Total	8,539.41	14,703.92	42,899.00	53,405.00
20 - Contract services				
700.701 - Training and Instruction	42.00	47.00	150.00	400.00
700.702 - General Service Agreement	20,565.31	146.00	54,225.00	8,600.00
20 - Contract services Total	20,607.31	193.00	54,375.00	9,000.00
25 - Cost allocation				
800.802 - IT Reimbursement	7,600.00	8,220.00	10,009.00	10,009.00
800.804 - Web Site Reimbursement		1,273.00	1,498.00	1,498.00
25 - Cost allocation Total	7,600.00	9,493.00	11,507.00	11,507.00
31 - Special projects				
900.909 - Acterra Habitat Enhancement		28,000.00	0.00	70,500.00
31 - Special projects Total		28,000.00	0.00	70,500.00
35 - Contingencies				
719.705 - Contingencies		0.00	7,245.00	6,241.00
35 - Contingencies Total		0.00	7,245.00	6,241.00
612 Nature Program Total	147,546.05	181,752.95	253,986.00	414,941.00



PUBLIC RESOURCES

Recreation Facilities

**YOUTH AND TEEN PROGRAMS-
 YOUTH/TEEN RECREATION**

Budget Unit 580-62-613

Enterprise Fund

Total Revenue	\$ 1,401,800
Total Expenditures	1,983,544
Fund Balance	-
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General Fund Costs	\$ 581,744
Total Staffing	2.25
% Funded by General Fund	29.3%

PROGRAM OVERVIEW

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

SERVICE OBJECTIVES

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

RECOMMENDED PROPOSED

It is recommended that a budget of \$1,983,544 for the Youth and Teen Program Budget. This represents an increase of \$172,310 over the FY 2014-15 Adopted Budget. The increase is attributed primarily to increases in contract services, contingencies, and depreciated expenses.

This budget is funded from \$1,401,800 in estimated department revenue resulting from charges to users and a \$581,744 contribution from the general fund.

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

Recreation & Community Services- Youth & Teen Recreation Programs

Category	2012-2013	2013-2014	2014-15	2015-2016
	Actual	Actual	Final Adopted Budget	Proposed Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	1,475,300	1,401,800
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
TOTAL REVENUE	\$ -	\$ -	\$ 1,475,300	\$ 1,401,800
<u>Expenditures</u>				
Employee Compensation	256,824	411,744	463,939	464,228
Employee Benefits	45,585	81,157	90,904	86,913
Materials	59,043	64,765	86,456	76,650
Contract Services	800,838	898,464	912,493	991,800
Appropriations for Contingency	-	-	22,309	106,845
Cost Allocation	79,908	229,158	235,133	146,408
Capital Outlay	-	-	-	110,700
Special Projects	-	-	-	-
TOTAL EXPENDITURES	\$ 1,242,198	\$ 1,685,288	\$ 1,811,234	\$ 1,983,544
Fund Balance (Use of)	-	-	(335,934)	
General Fund Costs	\$ 1,242,198	\$ 1,685,288	\$ -	\$ 581,744

STAFFING

Total current authorized positions –2.25

There is no recommended change to staffing levels.

Total authorized positions – 2.25

4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

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

	FY13 ACTUALS	FY14 ACTUALS	FY15 FINAL BUDGET	FY16 PROPOSED BUDGET
613 Youth and Teen Recreation				
05 - Employee compensation				
500.501 - Salaries Full Time	67,081.46	211,817.23	186,729.00	191,288.00
500.502 - Salaries Part Time	189,363.86	199,061.63	276,760.00	263,032.00
500.505 - Overtime	378.93	865.11	450.00	100.00
500.506 - Car Allowance			1,200.00	1,200.00
500.507 - Taxable Life Premium			543.00	717.00
500.513 - Sick Leave				7,891.00
05 - Employee compensation Total	256,824.25	411,743.97	465,682.00	464,228.00
10 - Employee benefits				
501.500 - Retirement System	17,718.86	46,195.92	51,839.00	52,735.00
501.502 - Pers 1959 Surv Empr	0.00	120.49	0.00	40.00
501.505 - Health Insurance	8,175.90	19,184.40	20,918.00	19,566.00
501.506 - Dental Insurance	929.71	2,060.84	3,525.00	2,121.00
501.507 - Medicare	10,749.21	7,659.42	2,629.00	2,746.00
501.508 - Life Insurance	556.40	1,331.98	1,317.00	1,317.00
501.509 - Long Term Disability	392.58	976.00	1,297.00	1,324.00
501.510 - Workers Compensation	6,884.25	2,823.00	2,823.00	2,260.00
501.511 - Vision Insurance	177.70	393.67	413.00	403.00
501.516 - Hra City Contribution		410.83	4,400.00	4,401.00
10 - Employee benefits Total	45,584.61	81,156.55	89,161.00	86,913.00
15 - Materials				
600.601 - General Office Supplies	15,075.47	4,583.15	2,000.00	1,000.00
600.602 - Printing and Duplication	42,790.59	43,197.53	48,542.00	45,000.00
600.604 - Postage	3.17	30.00	300.00	600.00
600.608 - Sml Tools and Equipment		95.64	0.00	96.00
600.613 - General Supplies	250.00	15,538.59	26,300.00	27,900.00
600.618 - Utilities and Phone	0.00	0.00	351.00	351.00
600.622 - State Mandated Cost	560.00	0.00	338.00	338.00
600.629 - Conference and Meeting		739.55	8,000.00	740.00
600.632 - Mileage Reimbursement	364.91	580.79	625.00	625.00
15 - Materials Total	59,044.14	64,765.25	86,456.00	76,650.00
20 - Contract services				
700.701 - Training and Instruction	1,371.83	1,978.70	2,000.00	2,000.00
700.702 - General Service Agreement	707,786.90	800,618.28	818,200.00	897,200.00
700.703 - Maintenance of Equipment	1,079.16	1,736.48	1,293.00	1,600.00
700.706 - Rent Expense	1,434.17	1,245.24	2,000.00	2,000.00

700.707 - Bank Charges	89,165.85	92,885.38	89,000.00	89,000.00
20 - Contract services Total	800,837.91	898,464.08	912,493.00	991,800.00
25 - Cost allocation				
800.802 - IT Reimbursement	27,800.00	17,126.00	20,852.00	20,852.00
800.803 - City Channel Reimb		7,453.00	5,425.00	5,425.00
800.804 - Web Site Reimbursement		2,652.00	3,121.00	3,121.00
800.805 - CC CAP Allocation		17,252.00	6,248.00	6,248.00
800.806 - CM CAP Allocation		16,711.00	15,561.00	15,561.00
800.807 - ENV Affairs CAP Allo		5,301.00	4,359.00	4,359.00
800.808 - ECON Dev CAP Allo		4,057.00	4,180.00	4,180.00
800.809 - City Clerk CAP Alloc		1,335.00	1,244.00	1,244.00
800.811 - Public Affairs CAP Alloc		12,369.00	7,591.00	7,591.00
800.812 - Disaster PREP CAP Alloc		4,168.00	1,318.00	1,318.00
800.813 - Admin Serv CAP Allocation		12,724.00	7,536.00	7,536.00
800.814 - Finance CAP Alloc		24,127.00	18,170.00	18,170.00
800.815 - Human resources CAP Allocation		50,803.00	50,803.00	50,803.00
25 - Cost allocation Total	27,800.00	176,078.00	146,408.00	146,408.00
31 - Special projects				
900.945 - Fixed Asset Acquisition	0.00	0.00	0.00	0.00
31 - Special projects Total	0.00	0.00	0.00	0.00
35 - Contingencies				
719.705 - Contingencies		0.00	22,309.00	106,845.00
35 - Contingencies Total		0.00	22,309.00	106,845.00
50 - Other financing uses				
800.904 - Depreciation Expenses	52,107.93	53,073.04	88,725.00	110,700.00
50 - Other financing uses Total	52,107.93	53,073.04	88,725.00	110,700.00
613 Youth and Teen Recreation Total	1,242,198.84	1,685,280.89	1,811,234.00	1,983,544.00



PUBLIC RESOURCES

Recreation Facilities

**SPORTS AND FITNESS-
SPORTS/FITNESS SUPERVISION**

Budget Unit 100-63-615

General Fund

BUDGET AT A GLANCE	
Total Revenue	\$ -
Total Expenditures	94,639
Fund Balance	-
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General Fund Costs	\$ 94,639
Total Staffing	0.60
% Funded by General Fund	100.0%

PROGRAM OVERVIEW

Supervises all facets of the Sports and Fitness Division. Provides for the supervision and operation of the Cupertino Sports Center and Blackberry Farm Golf Course as enterprise facilities. In addition, provides for the supervision and operation of the Monta Vista Recreation Center and Creekside Park building. The Sports and Fitness Division includes a diverse physical recreation program for all ages including sports leagues, camps, clinics, drop-in activities, and special events. Aquatics lessons, golf, and specialty class as offered seasonally.

SERVICE OBJECTIVES

- Efficiently manage the Cupertino Sports Center, Blackberry Farm Golf Course, Monta Vista Recreation Center, Creekside Park Building, nine school sites and various City fields.
- Oversee marketing and programming plans for all locations

RECOMMENDED PROPOSED

It is recommended that a budget of \$94,639 be approved for the Physical Recreation Supervisor Division. This represents an increase of \$3,839 over the FY 2014-15 Adopted Budget.

This budget is funded entirely from the General Fund.

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

Recreation & Community Services- Sports & Fitness Supervision

Category	2012-2013	2013-2014	2014-15	2015-2016
	Actual	Actual	Final Adopted Budget	Proposed Budget
<i>Revenue</i>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
TOTAL REVENUE	\$ -	\$ -	\$ -	\$ -
<i>Expenditures</i>				
Employee Compensation	203,094	61,887	54,546	56,171
Employee Benefits	87,373	26,605	26,127	28,329
Materials	1,212	612	3,296	3,306
Contract Services	-	-	100	100
Appropriations for Contingency	-	-	339	341
Cost Allocation	18,500	6,153	6,392	6,392
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
TOTAL EXPENDITURES	\$ 310,179	\$ 95,257	\$ 90,800	\$ 94,639
Fund Balance (Use of)	-	-	-	-
General Fund Costs	\$ 310,179	\$ 95,257	\$ 90,800	\$ 94,639

STAFFING

Total authorized positions – 0.60

No staffing changes are recommended.

4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

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

	FY13 ACTUALS	FY14 ACTUALS	FY15 FINAL BUDGET	FY16 PROPOSED BUDGET
615 Sports and Fitness Supervision				
05 - Employee compensation				
500.501 - Salaries Full Time	202,047.36	58,963.61	54,546.00	54,274.00
500.503 - Excess Med Pay	1,047.15	522.86	0.00	1,138.00
500.505 - Overtime	0.00	0.00	0.00	0.00
500.506 - Car Allowance	2,400.06	2,400.06	600.00	600.00
500.507 - Taxable Life Premium			208.00	159.00
05 - Employee compensation Total	205,494.57	61,886.53	55,354.00	56,171.00
10 - Employee benefits				
501.500 - Retirement System	52,076.65	16,042.53	15,143.00	14,296.00
501.502 - Pers 1959 Surv Empr	0.00	38.18	0.00	13.00
501.505 - Health Insurance	21,850.26	6,503.55	5,578.00	5,285.00
501.506 - Dental Insurance	2,195.95	740.54	940.00	568.00
501.507 - Medicare	2,973.48	976.57	752.00	779.00
501.508 - Life Insurance	1,492.69	497.47	367.00	367.00
501.509 - Long Term Disability	1,065.78	359.74	377.00	375.00
501.510 - Workers Compensation	2,897.70	879.00	879.00	5,364.00
501.511 - Vision Insurance	419.67	141.50	110.00	108.00
501.516 - Hra City Contribution		426.12	1,173.00	1,174.00
10 - Employee benefits Total	84,972.18	26,605.20	25,319.00	28,329.00
15 - Materials				
600.601 - General Office Supplies	136.54	130.84	156.00	156.00
600.613 - General Supplies	0.00	20.00	150.00	150.00
600.618 - Utilities and Phone	716.09	461.55	981.00	1,000.00
600.629 - Conference and Meeting	359.00	0.00	2,000.00	2,000.00
600.632 - Mileage Reimbursement	0.00	0.00	9.00	0.00
15 - Materials Total	1,211.63	612.39	3,296.00	3,306.00
20 - Contract services				
700.701 - Training and Instruction	0.00	0.00	100.00	100.00
20 - Contract services Total	0.00	0.00	100.00	100.00
25 - Cost allocation				
800.802 - IT Reimbursement	18,500.00	5,328.00	5,560.00	5,560.00
800.804 - Web Site Reimbursement		825.00	832.00	832.00
25 - Cost allocation Total	18,500.00	6,153.00	6,392.00	6,392.00
35 - Contingencies				
719.705 - Contingencies		0.00	339.00	341.00
35 - Contingencies Total		0.00	339.00	341.00
615 Sports/Fitness Supervision Total	310,178.38	95,257.12	90,800.00	94,639.00



PUBLIC RESOURCES

Recreation Facilities

**SPORTS AND FITNESS-
BLACKBERRY FARM GOLF COURSE**

Budget Unit 560-63-616

Enterprise Fund

BUDGET AT A GLANCE

Total Revenue	\$ 410,000
Total Expenditures	672,004
Fund Balance	-
	General Fund Costs \$ 262,004
Total Staffing	1.25
% Funded by General Fund	39.0%

PROGRAM OVERVIEW

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

SERVICE OBJECTIVES

- Continue to welcome and grow the golfer base through community college classes, junior golf camps, private golf instruction and marketing to a variety of local service oriented clubs.
- Implement foot golf program to bring in new customers.
- Provide a concession where our customers can get their golfing accessories and golf instruction.
- Provide a well maintained golf course with a professional contractual maintenance firm.

RECOMMENDED PROPOSED

It is recommended that a budget of \$672,004 be approved for the Blackberry Farm Golf Course. This represents an increase of \$16,369 over the FY 2014-15 Adopted Budget. FY 15/16 Special Projects include irrigation valve replacement. Increases in materials and supplies and cost allocation are offset by a decrease in fixed asset costs.

This budget is funded from \$410,000 in estimated BBF Golf Course revenue and a \$262,004 contribution from the general fund.

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

Recreation & Community Services- Blackberry Farm Golf

Category	2012-2013 Actual	2013-2014 Actual	2014-15 Final Adopted Budget	2015-2016 Proposed Budget
<i>Revenue</i>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	16,000	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	355,978	410,000
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
TOTAL REVENUE	\$ -	\$ -	\$ 371,978	\$ 410,000
<i>Expenditures</i>				
Employee Compensation	109,762	139,268	143,437	149,914
Employee Benefits	33,688	42,097	50,206	48,793
Materials	64,152	62,725	82,517	100,964
Contract Services	233,492	252,468	238,801	244,700
Appropriations for Contingency	-	-	32,132	34,566
Cost Allocation	22,242	44,411	71,467	64,317
Capital Outlay	-	30,033	37,075	19,250
Special Projects	-	-	-	9,500
TOTAL EXPENDITURES	\$ 463,336	\$ 571,001	\$ 655,635	\$ 672,004
Fund Balance (Use of)	-	-	(170,000)	-
General Fund Costs	\$ 463,336	\$ 571,001	\$ 113,657	\$ 262,004

This budget includes funding for the following special projects:

Special Project	Appropriations	Revenue	Funding Source	Description
Irrigation Valve Replacement	\$9,500		General Fund	Replacement of faulty irrigation valves
TOTAL	\$ 9,500			

STAFFING

Total authorized positions – 1.25

No staffing changes are recommended.

4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

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

	FY13 ACTUALS	FY14 ACTUALS	FY15 FINAL BUDGET	FY16 PROPOSED BUDGET
616 BBF Golf Course				
05 - Employee compensation				
500.501 - Salaries Full Time	73,150.24	102,548.97	102,606.00	105,803.00
500.502 - Salaries Part Time	35,490.75	36,297.40	40,831.00	40,831.00
500.503 - Excess Med Pay	1,120.99	421.20	0.00	1,095.00
500.505 - Overtime	0.00	0.00	0.00	0.00
500.506 - Car Allowance			600.00	600.00
500.507 - Taxable Life Premium			408.00	360.00
500.513 - Sick Leave				1,225.00
05 - Employee compensation Total	109,761.98	139,267.57	144,445.00	149,914.00
10 - Employee benefits				
501.500 - Retirement System	18,535.33	25,556.73	28,486.00	28,928.00
501.502 - Pers 1959 Surv Empr	0.00	65.82	0.00	22.00
501.505 - Health Insurance	7,447.20	9,041.52	11,621.00	10,710.00
501.506 - Dental Insurance	939.12	1,158.44	1,959.00	1,195.00
501.507 - Medicare	2,758.71	2,423.34	1,449.00	1,519.00
501.508 - Life Insurance	576.00	744.38	727.00	728.00
501.509 - Long Term Disability	417.82	556.24	713.00	732.00
501.510 - Workers Compensation	2,834.52	1,569.00	1,569.00	2,290.00
501.511 - Vision Insurance	179.28	221.23	229.00	224.00
501.516 - Hra City Contribution		759.88	2,445.00	2,445.00
10 - Employee benefits Total	33,687.98	42,096.58	49,198.00	48,793.00
15 - Materials				
600.601 - General Office Supplies	6,562.87	2,761.92	1,000.00	1,000.00
600.602 - Printing and Duplication	1,500.00	1,500.00	1,500.00	1,500.00
600.604 - Postage	34.60	0.00	22.00	22.00
600.609 - Equipment Parts			2,500.00	2,500.00
600.611 - Uniforms/Safety Ap	0.00	0.00	0.00	0.00

600.613 - General Supplies	259.00	335.00	4,185.00	3,500.00
600.615 - Office Reconfiguration	23.83	1,018.27	831.00	0.00
600.618 - Utilities and Phone	52,087.61	52,051.19	65,179.00	87,179.00
600.619 - Advertising and Legal Notices	3,683.18	3,478.41	5,300.00	3,263.00
600.629 - Conference and Meeting		1,580.00	2,000.00	2,000.00
600.632 - Mileage Reimbursement	0.00	0.00	0.00	0.00
15 - Materials Total	64,151.09	62,724.79	82,517.00	100,964.00
20 - Contract services				
700.701 - Training and Instruction	0.00	0.00	0.00	0.00
700.702 - General Service Agreement	228,168.25	248,061.71	233,000.00	235,500.00
700.703 - Maintenance of Equipment	0.00	0.00	0.00	3,000.00
700.707 - Bank Charges	5,323.87	4,406.72	5,801.00	6,200.00
20 - Contract services Total	233,492.12	252,468.43	238,801.00	244,700.00
25 - Cost allocation				
800.801 - Equipment Reimbursement				9,100.00
800.802 - IT Reimbursement	10,600.00	9,515.00	15,884.00	15,884.00
800.803 - City Channel Reimb		7,453.00	5,425.00	5,425.00
800.804 - Web Site Reimbursement		1,473.00	1,734.00	1,734.00
800.805 - CC CAP Allocation		6,520.00	2,330.00	2,330.00
800.806 - CM CAP Allocation		7,123.00	6,655.00	6,655.00
800.807 - ENV Affairs CAP Allocation		2,258.00	1,864.00	1,864.00
800.808 - ECON Dev CAP Allocation		1,729.00	1,788.00	1,788.00
800.809 - City Clerk CAP Allocation		1,335.00	1,244.00	1,244.00
800.811 - Public Affairs CAP Allocation		4,674.00	3,247.00	3,247.00
800.812 - Disaster PREP CAP Allocation		1,575.00	563.00	563.00
800.813 - Admin Serv CAP Allocation		5,423.00	3,223.00	3,223.00
800.814 - Finance CAP Alloc		10,285.00	7,771.00	7,771.00
800.815 - Human resources CAP Allocation		3,489.00	3,489.00	3,489.00
25 - Cost allocation Total	10,600.00	62,852.00	55,217.00	64,317.00
31 - Special projects				
900.945 - Fixed Asset Acquisition			37,075.00	9,500.00
31 - Special projects Total			37,075.00	9,500.00

35 - Contingencies				
719.705 - Contingencies		0.00	32,132.00	34,566.00
35 - Contingencies Total		0.00	32,132.00	34,566.00
50 - Other financing uses				
800.904 - Depreciation				
Expenses	11,642.48	11,592.26	16,250.00	19,250.00
50 - Other financing uses Total	11,642.48	11,592.26	16,250.00	19,250.00
616 BBF Golf Course Total	463,335.65	571,001.63	655,635.00	672,004.00



City of Cupertino
Fiscal Year 2015-2016

PUBLIC RESOURCES

Recreation Facilities

**SPORTS AND FITNESS-
 CREEKSIDE PARK PROGRAMS**

Budget Unit 100-63-618
 General Fund

BUDGET AT A GLANCE	
Total Revenue	\$ 11,000
Total Expenditures	5,367
Fund Balance	-
	General Fund Costs \$ (5,633)
Total Staffing	-
% Funded by General Fund	-105.0%

PROGRAM OVERVIEW

The Creekside Park building provides community members with facility space which can be used for a variety of activities.

SERVICE OBJECTIVES

- Rent the facility for non-profit board meetings, birthday parties, school group picnics, and other similar activities.
- Provide contractual and staff-run classes and camps.

RECOMMENDED PROPOSED

It is recommended that a budget of \$5,367 be approved for the Creekside Park programs. This represents a decrease of \$8,433 under the FY 2014-15 Adopted Budget as there are no special projects scheduled for FY 2015-16.

This budget is funded from \$11,000 in estimated building rental revenue.

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

Recreation & Community Services- Creekside

Category	2012-2013	2013-2014	2014-15	2015-2016
	Actual	Actual	Final Adopted Budget	Proposed Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	4,723	10,000	11,000
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
TOTAL REVENUE	\$ -	\$ 4,723	\$ 10,000	\$ 11,000
<u>Expenditures</u>				
Employee Compensation	2,877	2,081	4,140	4,120
Employee Benefits	226	58	-	202
Materials	-	-	250	600
Contract Services	-	-	350	350
Appropriations for Contingenc	-	-	60	95
Cost Allocation	-	-	-	-
Capital Outlay	-	-	-	-
Special Projects	-	-	9,000	-
TOTAL EXPENDITURES	\$ 3,103	\$ 2,139	\$ 13,800	\$ 5,367
Fund Balance (Use of)	-	-	-	-
General Fund Costs	\$ 3,103	\$ (2,583)	\$ 3,800	\$ (5,633)

STAFFING

There is no full time staff associated with this budget.

4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

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

	FY13 ACTUALS	FY14 ACTUALS	FY15 FINAL BUDGET	FY16 PROPOSED BUDGET
618 Creekside Park Youth Sport				
05 - Employee compensation				
500.502 - Salaries Part Time	2,877.00	2,080.84	4,140.00	4,000.00
500.505 - Overtime	0.00	0.00	0.00	0.00
500.513 - Sick Leave				120.00
05 - Employee compensation Total	2,877.00	2,080.84	4,140.00	4,120.00
10 - Employee benefits				
501.500 - Retirement System			0.00	0.00
501.507 - Medicare	148.99	58.30	0.00	149.00
501.510 - Workers Compensation	76.92	0.00	0.00	53.00
10 - Employee benefits Total	225.91	58.30	0.00	202.00
15 - Materials				
600.601 - General Office Supplies	0.00	0.00	100.00	250.00
600.602 - Printing and Duplication		0.00	50.00	100.00
600.613 - General Supplies			100.00	250.00
15 - Materials Total	0.00	0.00	250.00	600.00
20 - Contract services				
700.702 - General Service Agreement			350.00	350.00
20 - Contract services Total			350.00	350.00
31 - Special projects				
900.960 - Table,Chair,Security SYS			9,000.00	0.00
31 - Special projects Total			9,000.00	0.00
35 - Contingencies				
719.705 - Contingencies		0.00	60.00	95.00
35 - Contingencies Total		0.00	60.00	95.00
618 Creekside Park Youth Sport Total	3,102.91	2,139.14	13,800.00	5,367.00



PUBLIC RESOURCES

Recreation Facilities

**SPORTS AND FITNESS-
RECREATION PROGRAMS**

Budget Unit 580-63-620
Enterprise Fund

BUDGET AT A GLANCE		
Total Revenue	\$	1,116,055
Total Expenditures		1,249,565
Fund Balance		-
<hr/>		
	General Fund Costs	\$ 133,510
Total Staffing		1.75
	% Funded by General Fund	10.7%

PROGRAM OVERVIEW

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

SERVICE OBJECTIVES

- Operate a summer Red Cross learn-to-swim program for infants, children, teens, and adults
- Run spring, summer, and fall adult softball leagues
- Provide dance, fitness, and wellness classes for youth, teens, and adults
- Offer a 5k, community walk, and kids fun run in the spring
- Manage user group field rentals under the CUSD/City JPA
- Partner with the SCC Sheriff’s Department for the 2015 Hero’s 5K Run.

RECOMMENDED PROPOSED

It is recommended that a budget of \$1,249,565 be approved for the Sports and Fitness Recreation Programs. This represents a decrease of \$14,805 below the FY 2014-15 Adopted Budget. Increases in depreciation expenses and contract services are offset by a decrease in cost allocation.

This budget is funded from \$1,116,055 in estimated department revenue and a \$133,510 contribution from the general fund.

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

Recreation & Community Services- Recreation Programs

Category	2012-2013 Actual	2013-2014 Actual	2014-15 Final Adopted Budget	2015-2016 Proposed Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	5,000	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	920,000	1,116,055
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
TOTAL REVENUE	\$ -	\$ -	\$ 925,000	\$ 1,116,055
<u>Expenditures</u>				
Employee Compensation	121,862	249,760	244,280	250,826
Employee Benefits	29,687	63,850	70,572	66,346
Materials	54,461	70,065	76,666	81,536
Contract Services	503,932	477,146	596,866	610,562
Appropriations for Contingenc	-	-	67,353	16,350
Cost Allocation	66,528	184,661	201,970	113,245
Capital Outlay	-	-	-	110,700
Special Projects	-	-	6,663	-
TOTAL EXPENDITURES	\$ 776,470	\$ 1,045,483	\$ 1,264,370	\$ 1,249,565
Fund Balance (Use of)	-	-	(339,370)	-
General Fund Costs	\$ 776,470	\$ 1,045,483	\$ -	\$ 133,510

STAFFING

Total authorized positions – 1.75

No staffing changes are recommended.

4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

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

	FY13 ACTUALS	FY14 ACTUALS	FY15 FINAL BUDGET	FY16 PROPOSED BUDGET
620 Sport Physical Recreation				
05 - Employee compensation				
500.501 - Salaries Full Time	47,097.72	175,165.32	143,272.00	145,441.00
500.502 - Salaries Part Time	74,385.00	73,384.12	97,438.00	97,878.00
500.505 - Overtime	378.98	1,210.68	3,570.00	3,570.00
500.506 - Car Allowance			600.00	600.00
500.507 - Taxable Life Premium			462.00	401.00
500.513 - Sick Leave				2,936.00
05 - Employee compensation Total	121,861.70	249,760.12	245,342.00	250,826.00
10 - Employee benefits				
501.500 - Retirement System	12,436.01	35,802.57	39,776.00	40,184.00
501.502 - Pers 1959 Surv Empr	0.00	94.68	0.00	32.00
501.505 - Health Insurance	7,039.32	16,816.53	16,735.00	15,138.00
501.506 - Dental Insurance	628.80	1,636.62	2,821.00	1,648.00
501.507 - Medicare	5,622.37	4,045.42	2,039.00	2,088.00
501.508 - Life Insurance	384.87	1,037.77	1,032.00	1,005.00
501.509 - Long Term Disability	273.73	774.67	998.00	1,008.00
501.510 - Workers Compensation	3,181.73	2,259.00	2,259.00	1,506.00
501.511 - Vision Insurance	120.14	312.44	329.00	314.00
501.516 - Hra City Contribution		1,070.62	3,521.00	3,423.00
10 - Employee benefits Total	29,686.97	63,850.32	69,510.00	66,346.00
15 - Materials				
600.601 - General Office Supplies	19,421.94	2,582.71	1,025.00	1,025.00
600.602 - Printing and Duplication	34,675.01	39,353.72	37,563.00	36,291.00
600.604 - Postage	3.16	42.49	860.00	1,260.00
600.613 - General Supplies	161.00	22,178.89	27,520.00	31,575.00
600.618 - Utilities and Phone	0.00	0.00	0.00	0.00
600.622 - State Mandated Cost	200.00	0.00	1,080.00	685.00
600.629 - Conference and Meeting	0.00	1,507.64	2,000.00	4,000.00
600.632 - Mileage Reimbursement	0.00	0.00	618.00	100.00
600.635 - Special Departmental Exp		4,400.00	0.00	600.00
600.640 - Pass Thru Expenditure			6,000.00	6,000.00
15 - Materials Total	54,461.11	70,065.45	76,666.00	81,536.00
20 - Contract services				
700.701 - Training and Instruction	123.00	958.00	673.00	290.00
700.702 - General Service Agreement	429,179.72	398,520.06	516,000.00	528,600.00
700.703 - Maintenance of Equipment	1,079.23	1,676.35	1,293.00	2,184.00
700.704 - Insurance Fees, Claims, Premiums		300.00	300.00	300.00

700.705 - Law Enforcement Services			600.00	600.00
700.706 - Rent Expense	28,966.88	29,249.03	33,000.00	34,500.00
700.707 - Bank Charges	44,582.91	46,442.69	45,000.00	44,088.00
20 - Contract services Total	503,931.74	477,146.13	596,866.00	610,562.00
25 - Cost allocation				
800.802 - IT Reimbursement	13,700.00	13,701.00	20,982.00	20,982.00
800.803 - City Channel Reimb		7,453.00	5,425.00	5,425.00
800.804 - Web Site Reimbursement		2,122.00	2,497.00	2,497.00
800.805 - CC CAP Allocation		10,849.00	3,905.00	3,905.00
800.806 - CM CAP Allocation		11,287.00	10,543.00	10,543.00
800.807 - ENV Affairs CAP Allo		3,579.00	2,497.00	2,497.00
800.808 - ECON Dev CAP Allo		2,740.00	2,832.00	2,832.00
800.809 - City Clerk CAP Alloc		1,335.00	1,244.00	1,244.00
800.811 - Public Affairs CAP Alloc		7,778.00	5,144.00	5,144.00
800.812 - Disaster PREP CAP Alloc		2,621.00	893.00	893.00
800.813 - Admin Serv CAP Allocation		8,593.00	5,105.00	5,105.00
800.814 - Finance CAP Alloc		16,296.00	12,310.00	12,310.00
800.815 - Human resources CAP Allocation		39,868.00	39,868.00	39,868.00
25 - Cost allocation Total	13,700.00	128,222.00	113,245.00	113,245.00
31 - Special projects				
900.945 - Fixed Asset Acquisition	0.00	0.00	0.00	0.00
900.961 - New EQ For QCC			6,663.00	0.00
31 - Special projects Total	0.00	0.00	6,663.00	0.00
35 - Contingencies				
719.705 - Contingencies		0.00	67,353.00	16,350.00
35 - Contingencies Total		0.00	67,353.00	16,350.00
50 - Other financing uses				
800.904 - Depreciation Expenses	52,827.50	56,439.20	88,725.00	110,700.00
50 - Other financing uses Total	52,827.50	56,439.20	88,725.00	110,700.00
620 Sport Physical Recreation Total	776,469.02	1,045,483.22	1,264,370.00	1,249,565.00



PUBLIC RESOURCES

Recreation Facilities

**SPORTS AND FITNESS-
CUPERTINO SPORTS CENTER**

Budget Unit 570-63-621
Enterprise Fund

BUDGET AT A GLANCE	
Total Revenue	\$ 2,107,000
Total Expenditures	2,353,022
Fund Balance	-
<hr/>	
General Fund Costs	\$ 246,022
Total Staffing	2.40
% Funded by General Fund	10.5%

PROGRAM OVERVIEW

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

SERVICE OBJECTIVES

- Increase memberships, participation in fitness classes, and contractual camps.
- Market all programs through social media, the brochure, new signage on Stevens Creek, and the website.
- Collaborate with Public Works to ensure successful implementation of several Capital Improvement Projects.
- Investigate new program offerings each quarter
- Facilitate informational outreach to our neighbors regarding Sports Center improvements.

RECOMMENDED PROPOSED

It is recommended that a budget of \$2,353,022 be approved for the Cupertino Sports Center. This represents an increase of \$44,766 over the FY 2014-15 Adopted Budget. This is primarily due to an increase in part-time staffing and contingencies.

This budget is funded from \$2,107,000 in estimated Sports Center revenue and \$246,022 in general fund support.

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

Recreation & Community Services- Cupertino Sports Center

Category	2012-2013 Actual	2013-2014 Actual	2014-15 Final Adopted Budget	2015-2016 Proposed Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	2,000	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	2,293,000	2,107,000
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
TOTAL REVENUE	\$ -	\$ -	\$ 2,295,000	\$ 2,107,000
<u>Expenditures</u>				
Employee Compensation	174,508	217,958	252,720	299,572
Employee Benefits	49,959	64,498	79,071	80,338
Materials	38,031	43,953	44,464	44,284
Contract Services	1,456,190	1,412,768	1,512,167	1,602,600
Appropriations for Contingency	-	-	155,663	164,688
Cost Allocation	29,275	129,034	127,320	127,320
Capital Outlay	-	28,360	94,626	4,220
Special Projects	-	31,477	42,225	30,000
TOTAL EXPENDITURES	\$ 1,747,963	\$ 1,928,048	\$ 2,308,256	\$ 2,353,022
Fund Balance (Use of)	-	-	(13,256)	-
General Fund Costs	\$ 1,747,963	\$ 1,928,048	\$ -	\$ 246,022

This budget includes funding for the following special projects:

Special Project	Appropriations	Revenue	Funding Source	Description
New Equipment & gym remodel	\$30,000	\$30,000		New equipment for programs. Gym remodel.
TOTAL	\$ 30,000	\$ 30,000		

STAFFING

Total authorized positions – 2.40

4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

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

	FY13 ACTUALS	FY14 ACTUALS	FY15 FINAL BUDGET	FY16 PORPOSED BUDGET
621 Sports Center Operation				
05 - Employee compensation				
500.501 - Salaries Full Time	84,354.63	133,823.96	145,907.00	166,285.00
500.502 - Salaries Part Time	90,057.25	84,134.15	106,813.00	123,813.00
500.503 - Excess Med Pay	95.60	0.00	0.00	529.00
500.505 - Overtime	0.00	0.00	0.00	4,052.00
500.506 - Car Allowance			600.00	600.00
500.507 - Taxable Life Premium			429.00	579.00
500.513 - Sick Leave				3,714.00
05 - Employee compensation Total	174,507.48	217,958.11	253,749.00	299,572.00
10 - Employee benefits				
501.500 - Retirement System	23,223.15	34,264.71	40,506.00	43,217.00
501.502 - Pers 1959 Surv Empr	0.00	118.72	0.00	40.00
501.505 - Health Insurance	13,190.28	17,758.44	21,848.00	20,707.00
501.506 - Dental Insurance	1,486.94	2,097.56	3,682.00	2,258.00
501.507 - Medicare	5,666.69	4,103.12	2,078.00	2,241.00
501.508 - Life Insurance	744.00	1,032.38	1,060.00	1,088.00
501.509 - Long Term Disability	517.07	750.82	1,018.00	1,083.00
501.510 - Workers Compensation	4,847.23	2,823.00	2,823.00	4,580.00
501.511 - Vision Insurance	283.86	400.51	430.00	430.00
501.516 - Hra City Contribution		1,148.81	4,597.00	4,694.00
10 - Employee benefits Total	49,959.22	64,498.07	78,042.00	80,338.00
15 - Materials				
600.601 - General Office Supplies	27,201.75	4,959.44	7,000.00	7,000.00
600.602 - Printing and Duplication	4,104.53	3,819.40	4,994.00	3,104.00
600.604 - Postage	1,978.64	366.95	1,089.00	950.00
600.613 - General Supplies	0.00	24,276.03	21,135.00	21,000.00
600.618 - Utilities and Phone	3,121.07	3,427.47	3,125.00	5,000.00
600.619 - Advertising and Legal Notices	1,453.99	7,083.65	5,000.00	5,000.00
600.622 - State Mandated Cost	160.00	0.00	53.00	80.00
600.629 - Conference and Meeting	0.00	0.00	2,000.00	2,000.00
600.632 - Mileage Reimbursement	9.60	19.94	68.00	150.00
15 - Materials Total	38,029.58	43,952.88	44,464.00	44,284.00

20 - Contract services				
700.701 - Training and Instruction	62.00	440.00	1,100.00	1,600.00
700.702 - General Service Agreement	1,445,916.03	1,401,783.04	1,500,000.00	1,590,000.00
700.703 - Maintenance of Equipment	400.00	0.00	1,067.00	1,000.00
700.707 - Bank Charges	9,811.70	10,544.85	10,000.00	10,000.00
20 - Contract services Total	1,456,189.73	1,412,767.89	1,512,167.00	1,602,600.00
25 - Cost allocation				
800.802 - IT Reimbursement	20,300.00	17,126.00	26,078.00	26,078.00
800.803 - City Channel Reimb		7,453.00	5,425.00	5,425.00
800.804 - Web Site Reimbursement		2,652.00	3,260.00	3,260.00
800.805 - CC CAP Allocation		22,608.00	8,792.00	8,792.00
800.806 - CM CAP Allocation		20,488.00	20,206.00	20,206.00
800.807 - ENV Affairs CAP Allo		6,501.00	5,660.00	5,660.00
800.808 - ECON Dev CAP Allo		4,974.00	5,428.00	5,428.00
800.809 - City Clerk CAP Alloc		1,335.00	1,244.00	1,244.00
800.811 - Public Affairs CAP Allocation		16,208.00	9,858.00	9,858.00
800.812 - Disaster PREP CAP Allocation		5,461.00	1,710.00	1,710.00
800.813 - Admin Serv CAP Allocation		15,599.00	9,785.00	9,785.00
800.814 - Finance CAP Alloc		29,579.00	23,593.00	23,593.00
800.815 - Human resources CAP Allocation		6,281.00	6,281.00	6,281.00
25 - Cost allocation Total	20,300.00	156,265.00	127,320.00	127,320.00
31 - Special projects				
900.945 - Fixed Asset Acquisition	0.00	28,360.22	99,626.00	30,000.00
900.959 - Windscreens			37,225.00	0.00
31 - Special projects Total	0.00	28,360.22	136,851.00	30,000.00
35 - Contingencies				
719.705 - Contingencies		0.00	155,663.00	164,688.00
35 - Contingencies Total		0.00	155,663.00	164,688.00
50 - Other financing uses				
800.904 - Depreciation Expenses	8,974.91	4,246.17	0.00	4,220.00
50 - Other financing uses Total	8,974.91	4,246.17	0.00	4,220.00
621 Sports Center Operation Total	1,747,960.92	1,928,048.34	2,308,256.00	2,353,022.00



PUBLIC RESOURCES

Recreation Facilities

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

BUDGET AT A GLANCE	
Total Revenue	\$ 24,000
Total Expenditures	5,575
Fund Balance	-
	General Fund Costs \$ (18,425)
Total Staffing	0.00
	% Funded by General Fund -330.5%

PROGRAM OVERVIEW

The Monta Vista Recreation Center is home to a diverse array of recreational activities.

SERVICE OBJECTIVES

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

RECOMMENDED PROPOSED

It is recommended that a budget of \$5,575 be approved for the Monta Vista Recreation Center. This represents a decrease of \$7,810 under the FY 2014-15 Final Adopted Budget. There are no special project requests this year.

This budget is funded from \$24,000 in estimated building rental revenue.

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

Recreation & Community Services- Monte Vista Recreation Center

Category	2012-2013	2013-2014	2014-15	2015-2016
	Actual	Actual	Final Adopted Budget	Proposed Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	24,000
Interdepartmental Revenue	-	-	-	-
TOTAL REVENUE	\$ -	\$ -	\$ -	\$ 24,000
<u>Expenditures</u>				
Employee Compensation		180	3,000	4,944
Employee Benefits	-	5	-	81
Materials	-	-	350	500
Contract Services	-	-	-	-
Appropriations for Contingenc	-	-	35	50
Cost Allocation	-	-	-	-
Capital Outlay	-	-	-	-
Special Projects	-	-	10,000	-
TOTAL EXPENDITURES	\$ -	\$ 185	\$ 13,385	\$ 5,575
Fund Balance (Use of)	-	-	-	-
General Fund Costs	\$ -	\$ 185	\$ 13,385	\$ (18,425)

STAFFING

There is no full time staff associated with this budget.

4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

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

	FY13 ACTUALS	FY14 ACTUALS	FY15 FINAL BUDGET	FY16 PROPOSED BUDGET
637 Monta Vista Recreation Center				
05 - Employee compensation				
500.502 - Salaries Part Time	0.00	180.00	3,000.00	4,800.00
500.513 - Sick Leave				144.00
05 - Employee compensation Total	0.00	180.00	3,000.00	4,944.00
10 - Employee benefits				
501.500 - Retirement System				0.00
501.507 - Medicare	0.00	4.95	0.00	61.00
501.510 - Workers Compensation	0.00	0.00	0.00	20.00
10 - Employee benefits Total	0.00	4.95	0.00	81.00
15 - Materials				
600.601 - General Office Supplies	0.00	0.00	200.00	200.00
600.602 - Printing and Duplication			50.00	50.00
600.613 - General Supplies			100.00	250.00
15 - Materials Total	0.00	0.00	350.00	500.00
31 - Special projects				
900.960 - Table,Chair,Security SYS			10,000.00	0.00
31 - Special projects Total			10,000.00	0.00
35 - Contingencies				
719.705 - Contingencies		0.00	35.00	50.00
35 - Contingencies Total		0.00	35.00	50.00
637 Monta Vista Recreation Center Total	0.00	184.95	13,385.00	5,575.00

City of Cupertino
Fiscal Year 2015-2016

PUBLIC RESOURCES

Recreation Facilities

**SENIOR CENTER PROGRAMS-
 SENIOR ADULT PROGRAMS**
 Budget Unit 100-64-622
 General Fund

BUDGET AT A GLANCE	
Total Revenue	\$ 230,000
Total Expenditures	640,826
Fund Balance	-
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General Fund Costs	\$ 410,826
Total Staffing	4.83
% Funded by General Fund	64.1%

PROGRAM OVERVIEW

Create a welcoming environment at the Senior Center for everyone 50 years and older. Enhance a healthy lifestyle through quality education, recreation, travel, socials and volunteer opportunities. Cupertino residents use the facility for room rentals on weekends when the Senior Center is not being used for classes and programs.

SERVICE OBJECTIVES

- Coordinate the department’s efforts in achieving the National Gold Medal Award from the American Academy of Park and Recreation Administration.
- Brand the “Cupertino Senior Center” in the community through expanding advertising and marketing

RECOMMENDED PROPOSED

It is recommended that a budget of \$640,826 be approved for the Senior Adult Programs Budget. This represents an increase of \$39,024 over the FY 2014-15 Final Adopted Budget. The increase is attributed primarily to adding part-time staff for new programs.

This budget is funded from \$230,000 in estimated department revenue and a \$410,826 contribution from the general fund.

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

Recreation & Community Services- Senior Adult Programs

Category	2012-2013	2013-2014	2014-15	2015-2016
	Actual	Actual	Final Adopted Budget	Proposed Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	330	4,000	-
Intergovernmental Revenue	-	184,556	-	-
Charges for Services	-	-	292,000	230,000
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
TOTAL REVENUE	\$ -	\$ 184,886	\$ 296,000	\$ 230,000
<u>Expenditures</u>				
Employee Compensation	342,894	350,742	354,666	393,768
Employee Benefits	146,036	151,938	181,890	179,377
Materials	10,909	8,847	11,342	13,545
Contract Services	5,717	3,412	1,190	1,200
Appropriations for Contingenc	-	-	1,253	1,475
Cost Allocation	32,800	41,578	51,461	51,461
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
TOTAL EXPENDITURES	\$ 538,356	\$ 556,517	\$ 601,802	\$ 640,826
Fund Balance (Use of)	-	-	-	-
General Fund Costs	\$ 538,356	\$ 371,631	\$ 305,802	\$ 410,826

STAFFING

Total current authorized positions – 4.83

No staffing changes are recommended.

Total current authorized – 4.83

4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

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

	FY13 ACTUALS	FY14 ACTUALS	FY15 FINAL BUDGET	FY16 PROPOSED BUDGET
622 Senior Adult Supervision				
05 - Employee compensation				
500.501 - Salaries Full Time	329,675.31	333,264.87	354,666.00	367,923.00
500.502 - Salaries Part Time	9,111.47	10,614.82	0.00	15,305.00
500.503 - Excess Med Pay	1,870.57	549.38	0.00	1,837.00
500.505 - Overtime	2,237.15	3,913.35	0.00	4,800.00
500.506 - Car Allowance	2,400.06	2,400.06	2,400.00	2,400.00
500.507 - Taxable Life Premium			2,135.00	1,044.00
500.513 - Sick Leave				459.00
05 - Employee compensation Total	345,294.56	350,742.48	359,201.00	393,768.00
10 - Employee benefits				
501.500 - Retirement System	86,695.06	87,373.65	98,464.00	101,453.00
501.502 - Pers 1959 Surv Empr	0.00	202.84	0.00	68.00
501.504 - Employee Benefits	0.00	0.00	0.00	0.00
501.505 - Health Insurance	38,187.55	42,657.61	44,905.00	41,239.00
501.506 - Dental Insurance	4,453.37	4,446.20	7,569.00	4,553.00
501.507 - Medicare	3,672.30	3,666.77	5,143.00	5,282.00
501.508 - Life Insurance	2,503.09	2,560.90	2,539.00	3,169.00
501.509 - Long Term Disability	1,761.77	1,820.58	2,469.00	2,458.00
501.510 - Workers Compensation	5,512.11	5,934.97	5,935.00	10,842.00
501.511 - Vision Insurance	850.72	849.10	884.00	866.00
501.516 - Hra City Contribution		2,424.89	9,447.00	9,447.00
10 - Employee benefits Total	143,635.97	151,937.51	177,355.00	179,377.00
15 - Materials				
600.601 - General Office Supplies	3,422.68	1,321.73	3,845.00	3,845.00
600.604 - Postage	0.00	0.00	0.00	0.00
600.613 - General Supplies	0.00	0.00	155.00	155.00
600.618 - Utilities and Phone	5,772.48	6,663.51	5,292.00	7,495.00
600.622 - State Mandated Cost	40.00	0.00	0.00	0.00
600.629 - Conference and Meeting	1,674.09	861.73	2,000.00	2,000.00
600.632 - Mileage Reimbursement	0.00	0.00	50.00	50.00
15 - Materials Total	10,909.25	8,846.97	11,342.00	13,545.00
20 - Contract services				
700.702 - General Service Agreement	5,330.00	175.00	1,000.00	1,000.00
700.703 - Maintenance of Equipment	386.84	3,236.77	190.00	200.00

20 - Contract services Total	5,716.84	3,411.77	1,190.00	1,200.00
25 - Cost allocation				
800.802 - IT Reimbursement	32,800.00	36,002.00	44,761.00	44,761.00
800.804 - Web Site Reimbursement		5,576.00	6,700.00	6,700.00
25 - Cost allocation Total	32,800.00	41,578.00	51,461.00	51,461.00
35 - Contingencies				
719.705 - Contingencies		0.00	1,253.00	1,475.00
35 - Contingencies Total		0.00	1,253.00	1,475.00
622 Senior Adult Supervision Total	538,356.62	556,516.73	601,802.00	640,826.00

**City of Cupertino
Fiscal Year 2015-2016**

PUBLIC RESOURCES

Recreation Facilities

**SENIOR CENTER PROGRAMS-
SENIOR CENTER CASE MANAGER**
Budget Unit 100-64-623
General Fund

BUDGET AT A GLANCE	
Total Revenue	\$ 5,000
Total Expenditures	235,261
Fund Balance	-
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General Fund Costs	\$ 230,261
Total Staffing	1.69
% Funded by General Fund	97.9%

PROGRAM OVERVIEW

The Case Management Program has made it possible for seniors to continue to remain independent and safe in their own homes. For case manager services a senior must be a Cupertino Senior Center member. Council on Aging of Santa Clara County provides an annual grant from the Older Americans Act for the case management program.

SERVICE OBJECTIVES

- Investigate the possibility of training a bilingual senior housing resource consultant volunteer.
- Continue to provide multi-lingual case management services.

RECOMMENDED PROPOSED

It is recommended that budget of \$235,261 be approved for the Senior Center Case Manager Budget. This represents an increase of \$63,950 over the FY 2014-15 Adopted Budget. This increase is due to increases in staffing offset by reductions in contract services.

This budget is funded from \$5,000 in estimated department revenue and a \$230,261 contribution from the general fund.

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

Recreation & Community Services- Senior Center Case Manager

Category	2012-2013	2013-2014	2014-15	2015-2016
	Actual	Actual	Final Adopted Budget	Proposed Budget
<i>Revenue</i>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	4,583	6,000	5,000
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
TOTAL REVENUE	\$ -	\$ 4,583	\$ 6,000	\$ 5,000
<i>Expenditures</i>				
Employee Compensation	61,361	88,800	53,471	132,592
Employee Benefits	23,837	24,790	26,179	60,038
Materials	6,297	2,552	12,253	8,253
Contract Services	466	85	63,480	2,000
Appropriations for Contingenc	-	-	1,225	10,025
Cost Allocation	5,600	6,065	14,703	22,353
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
TOTAL EXPENDITURES	\$ 97,561	\$ 122,293	\$ 171,311	\$ 235,261
Fund Balance (Use of)	-	-	-	-
General Fund Costs	\$ 97,561	\$ 117,710	\$ 165,311	\$ 230,261

STAFFING

Total current authorized positions – 0.69

While Council approved a contract Case Manager, staff was not able to reach agreement with an outside agency to provide this service. As a result, the addition of 1.0 Case Manager is recommended. The current case manager is carrying a case load of about 90 cases, while the industry standard is 45 cases. The addition of this position will enhance services available to the City’s senior population.

Total authorized positions – 1.69

4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

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

	FY13 ACTUALS	FY14 ACTUALS	FY15 FINAL BUDGET	FY16 PROPOSED BUDGET
623 Senior Center Case Manager				
05 - Employee compensation				
500.501 - Salaries Full Time	52,215.79	48,155.33	53,359.00	131,670.00
500.502 - Salaries Part Time	9,144.93	40,197.04	0.00	0.00
500.505 - Overtime	0.00	447.56	0.00	450.00
500.507 - Taxable Life Premium			112.00	472.00
05 - Employee compensation Total	61,360.72	88,799.93	53,471.00	132,592.00
10 - Employee benefits				
501.500 - Retirement System	16,024.90	14,696.82	14,814.00	34,995.00
501.502 - Pers 1959 Surv Empr	0.00	61.77	0.00	21.00
501.505 - Health Insurance	5,232.82	5,704.02	6,415.00	14,480.00
501.506 - Dental Insurance	640.26	645.65	1,081.00	1,587.00
501.507 - Medicare	895.03	1,703.53	773.00	1,931.00
501.508 - Life Insurance	392.70	395.98	382.00	982.00
501.509 - Long Term Disability	307.61	287.07	372.00	855.00
501.510 - Workers Compensation	220.99	866.03	866.00	1,578.00
501.511 - Vision Insurance	122.19	123.26	126.00	303.00
501.516 - Hra City Contribution		306.21	1,350.00	3,306.00
10 - Employee benefits Total	23,836.50	24,790.34	26,179.00	60,038.00
15 - Materials				
600.601 - General Office Supplies	818.28	300.42	1,350.00	1,350.00
600.613 - General Supplies	3,234.58	101.19	4,050.00	4,050.00
600.618 - Utilities and Phone	1,158.73	1,363.28	1,353.00	1,353.00
600.623 - Grant Expenditures	0.00	0.00	0.00	0.00
600.631 - Councilmember Santoro			4,000.00	0.00
600.632 - Mileage Reimbursement	1,085.41	787.34	1,500.00	1,500.00
15 - Materials Total	6,297.00	2,552.23	12,253.00	8,253.00
20 - Contract services				
700.701 - Training and Instruction	466.00	85.00	0.00	2,000.00
700.702 - General Service Agreement			63,480.00	0.00
20 - Contract services Total	466.00	85.00	63,480.00	2,000.00
25 - Cost allocation				
800.801 - Equipment Reimbursement				7,650.00
800.802 - IT Reimbursement	5,600.00	5,252.00	12,789.00	12,789.00
800.804 - Web Site Reimbursement		813.00	1,914.00	1,914.00

25 - Cost allocation Total	5,600.00	6,065.00	14,703.00	22,353.00
35 - Contingencies				
719.705 - Contingencies		0.00	1,225.00	10,025.00
35 - Contingencies Total		0.00	1,225.00	10,025.00
623 Senior Center Case Manager Total	97,560.22	122,292.50	171,311.00	235,261.00

City of Cupertino
Fiscal Year 2015-2016

PUBLIC RESOURCES

Recreation Facilities

**SENIOR CENTER PROGRAMS-
 SENIOR ADULT RECREATION**

Budget Unit 100-64-624
 General Fund

BUDGET AT A GLANCE	
Total Revenue	\$ 400,000
Total Expenditures	1,031,892
Fund Balance	-
<hr/>	
General Fund Costs	\$ 631,892
Total Staffing	1.58
% Funded by General Fund	61.2%

PROGRAM OVERVIEW

The Senior Adult Recreation program will generate user fees of approximately \$400,000 from trips, memberships, classes, and social events. Senior Center members support programs and services and give over 22,000 hours of volunteer service annually.

SERVICE OBJECTIVES

- Offer educational courses, group travel, and socialization opportunities to adults aged 50 and over
- Provide volunteer service opportunities for adults aged 50 and over

RECOMMENDED PROPOSED

It is recommended that a budget of \$1,031,892 be approved for the Senior Adult Recreation Budget. This represents an increase of \$203,611 over the FY 2014-15 Final Adopted Budget. The increase is attributed primarily to increased part-time staffing costs, materials for expanded programs, and special projects.

This budget is funded from \$400,000 in estimated department and a \$631,892 contribution from the general fund.

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

Recreation & Community Services- Senior Adult Recreation

Category	2012-2013	2013-2014	2014-15	2015-2016
	Actual	Actual	Final Adopted Budget	Proposed Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	304,122	464,000	400,000
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
TOTAL REVENUE	\$ -	\$ 304,122	\$ 464,000	\$ 400,000
<u>Expenditures</u>				
Employee Compensation	152,540	155,097	112,150	183,071
Employee Benefits	49,118	48,331	56,879	59,789
Materials	336,768	369,360	501,950	617,950
Contract Services	12,096	19,089	51,020	23,500
Appropriations for Contingenc	-	-	52,445	64,145
Cost Allocation	14,200	13,888	46,437	46,437
Capital Outlay	-	-	-	-
Special Projects	-	-	7,400	37,000
TOTAL EXPENDITURES	\$ 564,722	\$ 605,765	\$ 828,281	\$ 1,031,892
Fund Balance (Use of)	-	-	-	-
General Fund Costs	\$ 564,722	\$ 301,643	\$ 364,281	\$ 631,892

This budget includes funding for the following special projects:

Special Project	Appropriations	Revenue	Funding Source	Description
Vehicle Replacement	\$37,000	\$37,000	General Fund	Ford CMAX Hybrid for Senior Center Operations
TOTAL	\$ 37,000			

STAFFING

Total current authorized positions -1.58

There are no recommended changes to the current level of staffing.

Total authorized positions – 1.58

4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

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

	FY13 ACTUALS	FY14 ACTUALS	FY15 FINAL BUDGET	FY16 PROPOSED BUDGET
624 Senior Adult Recreation				
05 - Employee compensation				
500.501 - Salaries Full Time	106,455.85	106,492.00	111,936.00	120,224.00
500.502 - Salaries Part Time	41,962.16	42,341.89	0.00	52,965.00
500.505 - Overtime	4,122.09	6,263.60	0.00	8,000.00
500.507 - Taxable Life Premium			214.00	293.00
500.512 - Vacancy Salary Savings	0.00	0.00	0.00	0.00
500.513 - Sick Leave				1,589.00
05 - Employee compensation Total	152,540.10	155,097.49	112,150.00	183,071.00
10 - Employee benefits				
501.500 - Retirement System	29,598.90	29,413.47	31,076.00	34,140.00
501.502 - Pers 1959 Surv Empr	0.00	110.98	0.00	37.00
501.505 - Health Insurance	9,893.30	10,410.38	14,690.00	13,537.00
501.506 - Dental Insurance	1,485.40	1,482.70	2,477.00	1,484.00
501.507 - Medicare	3,131.86	2,723.64	1,623.00	1,726.00
501.508 - Life Insurance	823.90	885.99	862.00	905.00
501.509 - Long Term Disability	615.11	628.93	788.00	843.00
501.510 - Workers Compensation	3,286.17	1,982.03	1,982.00	3,744.00
501.511 - Vision Insurance	283.67	283.05	290.00	283.00
501.516 - Hra City Contribution		409.93	3,091.00	3,090.00
10 - Employee benefits Total	49,118.31	48,331.10	56,879.00	59,789.00
15 - Materials				
600.601 - General Office Supplies	1,968.81	2,552.68	2,000.00	2,000.00
600.602 - Printing and Duplication	5,996.07	6,419.66	7,750.00	7,750.00
600.604 - Postage	0.00	0.00	250.00	250.00
600.613 - General Supplies	104,569.10	115,989.36	131,700.00	0.00
600.622 - State Mandated Cost	223,801.49	244,340.67	360,000.00	0.00
600.632 - Mileage Reimbursement	65.41	57.90	250.00	250.00
600.638 - General Miscellaneous	368.38	0.00	0.00	0.00
600.639 - Special Program Expenses			0.00	607,700.00
15 - Materials Total	336,769.26	369,360.27	501,950.00	617,950.00
20 - Contract services				
700.701 - Training and Instruction	2,937.25	3,421.52	7,000.00	7,500.00

700.702 - General Service Agreement	0.00	0.00	28,520.00	0.00
700.703 - Maintenance of Equipment	2,208.99	5,193.76	8,000.00	8,000.00
700.707 - Bank Charges	6,950.30	10,473.35	7,500.00	8,000.00
20 - Contract services Total	12,096.54	19,088.63	51,020.00	23,500.00
25 - Cost allocation				
800.802 - IT Reimbursement	14,200.00	12,026.00	43,815.00	43,815.00
800.804 - Web Site Reimbursement		1,862.00	2,622.00	2,622.00
25 - Cost allocation Total	14,200.00	13,888.00	46,437.00	46,437.00
31 - Special projects				
900.945 - Fixed Asset Acquisition	0.00	0.00	7,400.00	37,000.00
31 - Special projects Total	0.00	0.00	7,400.00	37,000.00
35 - Contingencies				
719.705 - Contingencies		0.00	52,445.00	64,145.00
35 - Contingencies Total		0.00	52,445.00	64,145.00
624 Senior Adult Recreation Total	564,724.21	605,765.49	828,281.00	1,031,892.00

**City of Cupertino
Fiscal Year 2015-2016**

PUBLIC RESOURCES

Recreation Facilities

**RECREATION AND COMMUNITY SERVICES-
BLUE PHEASANT RESTAURANT**
Budget Unit 100-62-630
General Fund

BUDGET AT A GLANCE	
Total Revenue	\$ 100,000
Total Expenditures	15,725
Fund Balance	-
	General Fund Costs \$ (84,275)
Total Staffing	0.00
	% Funded by General Fund -535.9%

PROGRAM OVERVIEW

The Blue Pheasant property is a 6,800 square foot leased restaurant.

SERVICE OBJECTIVES

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

RECOMMENDED PROPOSED

It is recommended that a budget of \$15,725 be approved for the Blue Pheasant Restaurant Budget. This represents an increase of \$9,427 over the FY 2014-15 Adopted Budget. The increase is attributed primarily to re-occurring facility maintenance.

This budget is funded from \$100,000 in estimated department revenue and it is anticipated this program will add to the General Fund balance by \$84,275.

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

Recreation & Community Services- Blue Pheasant

Category	2012-2013	2013-2014	2014-15	2015-2016
	Actual	Actual	Final Adopted Budget	Proposed Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	118,272	100,000	100,000
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
TOTAL REVENUE	\$ -	\$ 118,272	\$ 100,000	\$ 100,000
<u>Expenditures</u>				
Employee Compensation	-	-	-	-
Employee Benefits	-	-	-	-
Materials	4,144	4,185	5,725	5,725
Contract Services	-	-	-	-
Appropriations for Contingency	-	-	573	-
Cost Allocation	-	-	-	-
Capital Outlay	-	16,488	-	10,000
Special Projects	-	-	-	-
TOTAL EXPENDITURES	\$ 4,144	\$ 20,673	\$ 6,298	\$ 15,725
Fund Balance (Use of)	-	-	-	-
General Fund Costs	\$ 4,144	\$ (97,599)	\$ (93,702)	\$ (84,275)

STAFFING

There is no full time staff associated with this program.

4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

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

	FY13 ACTUALS	FY14 ACTUALS	FY15 FINAL BUDGET	FY16 PROPOSED BUDGET
630 Blue Pheasant Restaurant				
15 - Materials				
600.601 - General Office Supplies	0.00	0.00	200.00	200.00
600.618 - Utilities and Phone	3,063.24	3,369.18	3,975.00	3,975.00
600.621 - Calrecylce City Payment Prgm Adm	1,081.12	815.90	1,550.00	1,550.00
15 - Materials Total	4,144.36	4,185.08	5,725.00	5,725.00
20 - Contract services				
700.702 - General Service Agreement	0.00	0.00	0.00	0.00
20 - Contract services Total	0.00	0.00	0.00	0.00
30 - Capital outlays				
900.904 - Non Recur Facility MGT				10,000.00
30 - Capital outlays Total				10,000.00
31 - Special projects				
900.907 - Printing Landscape Signage		16,487.69	0.00	0.00
31 - Special projects Total		16,487.69	0.00	0.00
35 - Contingencies				
719.705 - Contingencies		0.00	573.00	0.00
35 - Contingencies Total		0.00	573.00	0.00
630 Blue Pheasant Restaurant Total	4,144.36	20,672.77	6,298.00	15,725.00



FISCAL GENERAL SERVICES

Other General

**RECREATION AND
COMMUNITY SERVICES-
COMMUNITY OUTREACH**
Budget Unit 100-65-632
General Fund

BUDGET AT A GLANCE		
Total Revenue	\$	-
Total Expenditures		119,705
Fund Balance		-
<hr/>		
	General Fund Costs	\$ 119,705
Total Staffing		0.70
	% Funded by General Fund	100.0%

PROGRAM OVERVIEW

Community Outreach is responsible for facilitating communication and enhancing cultural understanding in Cupertino neighborhoods. Block leaders are instrumental in delivering timely and pertinent information to neighbors and the City.

SERVICE OBJECTIVES

- Aid in the development, implementation and coordination of City programs and community-building activities designed to bring Cupertino neighborhoods together.
- Coordinate and disseminate useful and important information to all Cupertino residents through regular meetings and communications that build relationships and strengthen neighborhoods.
- Facilitate collaboration with Emergency Preparedness and Neighborhood Watch programs.
- Train residents to connect and organize neighbors and neighborhoods.
- Implement the “Love Your Park” program to build relationships around neighborhood parks and get Block Leaders involved in the City-wide Park and Recreation Master Plan.

RECOMMENDED PROPOSED

It is recommended that a budget of \$119,705 be approved for the Community Outreach Budget. This represents a decrease of \$13,568 under the FY 2014-15 Final Adopted Budget. The decrease is attributed primarily to the consolidation of volunteer events.

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

This budget is funded entirely from the General Fund.

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

Recreation & Community Services- Community Outreach

Category	2012-2013	2013-2014	2014-15	2015-2016
	Actual	Actual	Final Adopted Budget	Proposed Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
TOTAL REVENUE	\$ -	\$ -	\$ -	\$ -
<u>Expenditures</u>				
Employee Compensation	-	63,642	67,167	64,260
Employee Benefits	-	25,133	34,466	28,735
Materials	-	5,954	5,000	8,300
Contract Services	-	2,528	16,500	9,000
Appropriations for Contingenc	-	-	2,150	1,420
Cost Allocation	-	5,664	7,990	7,990
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
TOTAL EXPENDITURES	\$ -	\$ 102,920	\$ 133,273	\$ 119,705
Fund Balance (Use of)	-	-	-	-
General Fund Costs	\$ -	\$ 102,920	\$ 133,273	\$ 119,705

STAFFING

Total current authorized positions – .75

Staffing has been reallocated to better reflect where work is being performed.

Total authorized positions – .70

4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

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

	FY13 ACTUALS	FY14 ACTUALS	FY15 FINAL BUDGET	FY16 PROPOSED BUDGET
632 Community Outreach				
05 - Employee compensation				
500.501 - Salaries Full Time		63,465.52	67,167.00	63,891.00
500.503 - Excess Med Pay		176.04	0.00	176.00
500.507 - Taxable Life Premium			180.00	193.00
05 - Employee compensation Total		63,641.56	67,347.00	64,260.00
10 - Employee benefits				
501.500 - Retirement System		16,712.72	18,647.00	18,143.00
501.502 - Pers 1959 Surv Empr		50.82	0.00	51.00
501.505 - Health Insurance		3,808.38	9,297.00	5,897.00
501.506 - Dental Insurance		902.34	1,567.00	669.00
501.507 - Medicare		921.75	974.00	917.00
501.508 - Life Insurance		554.35	554.00	485.00
501.509 - Long Term Disability		394.03	478.00	449.00
501.510 - Workers Compensation		630.00	630.00	630.00
501.511 - Vision Insurance		172.32	183.00	125.00
501.516 - Hra City Contribution		985.81	1,956.00	1,369.00
10 - Employee benefits Total		25,132.52	34,286.00	28,735.00
15 - Materials				
600.601 - General Office Supplies		1,983.32	3,000.00	500.00
600.602 - Printing and Duplication			0.00	800.00
600.613 - General Supplies		151.29	0.00	4,600.00
600.629 - Conference and Meeting		3,803.57	2,000.00	2,000.00
600.632 - Mileage Reimbursement		15.68	0.00	400.00
15 - Materials Total		5,953.86	5,000.00	8,300.00
20 - Contract services				
700.701 - Training and Instruction		145.00	500.00	500.00
700.702 - General Service Agreement		1,566.53	12,500.00	5,000.00
700.703 - Maintenance of Equipment		816.37	0.00	0.00
700.704 - Insurance Fees, Claims, Premiums		0.00	3,500.00	3,500.00

20 - Contract services Total	2,527.90	16,500.00	9,000.00
25 - Cost allocation			
800.802 - IT Reimbursement	4,780.00	6,950.00	6,950.00
800.804 - Web Site Reimbursement	884.00	1,040.00	1,040.00
25 - Cost allocation Total	5,664.00	7,990.00	7,990.00
35 - Contingencies			
719.705 - Contingencies	0.00	2,150.00	1,420.00
35 - Contingencies Total	0.00	2,150.00	1,420.00
632 Community Outreach Total	102,919.84	133,273.00	119,705.00

City of Cupertino

Fiscal Year 2015-2016

CRIMINAL JUSTICE/PUBLIC PROTECTION

Other Protection

**RECREATION AND
COMMUNITY SERVICES-
EMERGENCY DISASTER PREPAREDNESS**
Budget Unit 100-65-633
General Fund

BUDGET AT A GLANCE		
Total Revenue	\$	9,125
Total Expenditures		79,479
Fund Balance		-
<hr/>		
	General Fund Costs	\$ 70,354
Total Staffing		0
	% Funded by General Fund	88.5%

PROGRAM OVERVIEW

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

SERVICE OBJECTIVES

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

RECOMMENDED PROPOSED

It is recommended that a budget of \$79,479 be approved for the Emergency Disaster Preparedness Budget. This represents an increase of \$17,515 over the FY 2014-15 Adopted

Budget. The increase is attributed primarily to matching requirements for the County OES grant (\$5,000) and the backup WiFi Arknnet project (\$12,725) to connect the ARKS to the EOC.

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

This budget is funded from \$9,125 in estimated department revenue resulting from charges to user departments as part of the Cost Allocation Plan (CAP) and a \$70,354 contribution from the general fund.

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

Recreation & Community Services- Disaster Preparedness

Category	2012-2013	2013-2014	2014-15	2015-2016
	Actual	Actual	Final Adopted Budget	Proposed Budget
<i>Revenue</i>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	3,500	7,600	9,125
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
TOTAL REVENUE	\$ -	\$ 3,500	\$ 7,600	\$ 9,125
<i>Expenditures</i>				
Employee Compensation	-	31,793	34,934	36,050
Employee Benefits	-	852	-	852
Materials	-	23,768	19,941	27,093
Contract Services	-	83,000	1,994	500
Appropriations for Contingenc	-	-	-	2,259
Cost Allocation	-	-	-	-
Capital Outlay	-	-	-	-
Special Projects	-	-	5,095	12,725
TOTAL EXPENDITURES	\$ -	\$ 139,413	\$ 61,964	\$ 79,479
Fund Balance (Use of)	-	-	-	-
General Fund Costs	\$ -	\$ 135,913	\$ 54,364	\$ 70,354

This budget includes funding for the following special projects:

Special Project	Appropriations	Revenue	Funding Source	Description
ARKNET WiFi	\$12,725	\$12,725	General Fund	WiFi Project for Emergency Operations Center (EOC)
TOTAL	\$ 12,725			

STAFFING

There is no full time staffing associated with this program.

4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

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

	FY13 ACTUALS	FY14 ACTUALS	FY15 FINAL BUDGET	FY16 PROPOSED BUDGET
633 Disaster Preparedness				
05 - Employee compensation				
500.502 - Salaries Part Time		31,793.02	34,934.00	35,000.00
500.513 - Sick Leave				1,050.00
05 - Employee compensation Total		31,793.02	34,934.00	36,050.00
10 - Employee benefits				
501.500 - Retirement System				0.00
501.507 - Medicare		852.34	0.00	852.00
501.510 - Workers Compensation			0.00	0.00
10 - Employee benefits Total		852.34	0.00	852.00
15 - Materials				
600.601 - General Office Supplies		22,592.05	18,559.00	20,000.00
600.602 - Printing and Duplication			0.00	800.00
600.618 - Utilities and Phone		1,175.83	1,243.00	1,243.00
600.619 - Advertising and Legal Notices			133.00	0.00
600.632 - Mileage Reimbursement		0.00	6.00	50.00
600.635 - Special Departmental Exp		0.00	0.00	0.00
600.645 - Grant Expenditures				5,000.00
15 - Materials Total		23,767.88	19,941.00	27,093.00
20 - Contract services				
700.701 - Training and Instruction		0.00	0.00	500.00
700.702 - General Service Agreement		83,000.00	0.00	0.00
20 - Contract services Total		83,000.00	0.00	500.00
31 - Special projects				
900.945 - Fixed Asset Acquisition		0.00	5,095.00	12,725.00
31 - Special projects Total		0.00	5,095.00	12,725.00
35 - Contingencies				
719.705 - Contingencies		0.00	1,994.00	2,259.00
35 - Contingencies Total		0.00	1,994.00	2,259.00
633 Disaster Preparedness Total		139,413.24	61,964.00	79,479.00

City of Cupertino
Fiscal Year 2015-2016

CRIMINAL JUSTICE/PUBLIC PROTECTION

Other Protection

**RECREATION AND
COMMUNITY SERVICES-
NEIGHBORHOOD WATCH**
Budget Unit 100-63-635
General Fund

BUDGET AT A GLANCE		
Total Revenue	\$	-
Total Expenditures		78,767
Fund Balance		-
<hr/>		
	General Fund Costs \$	78,767
Total Staffing		0
	% Funded by General Fund	100.0%

PROGRAM OVERVIEW

Neighborhood Watch enhances public safety by providing crime prevention information to local businesses and residents. The program promotes an active relationship between the community and the Sheriff’s Office. Neighborhood Watch is the gateway volunteer development program for the city.

SERVICE OBJECTIVES

- Create, implement and expand neighborhood watch meetings and groups.
- Maintain the Electronic Community Alert Program (E-CAP); Next Door Software System.
- Participate in and support all City outreach and volunteer recruitment programs.
- Organize and conduct National Night Out and other community events.

RECOMMENDED PROPOSED

It is recommended that a budget of \$78,767 be approved for the Neighborhood Watch Budget. This represents an increase of \$39,433 over the FY 2014-15 Adopted Budget. The increase is attributed primarily to increased outreach due to crime trends.

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

This budget is funded entirely from the General Fund.

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

Recreation & Community Services- Neighborhood Watch

Category	2012-2013 Actual	2013-2014 Actual	2014-15 Final Adopted Budget	2015-2016 Proposed Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
TOTAL REVENUE	\$ -	\$ -	\$ -	\$ -
<u>Expenditures</u>				
Employee Compensation	-	30,822	34,934	72,100
Employee Benefits	-	837	-	837
Materials	-	-	4,000	4,800
Contract Services	-	74	-	500
Appropriations for Contingenc	-	-	-	530
Cost Allocation	-	-	400	-
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
TOTAL EXPENDITURES	\$ -	\$ 31,732	\$ 39,334	\$ 78,767
Fund Balance (Use of)	-	-	-	-
General Fund Costs	\$ -	\$ 31,732	\$ 39,334	\$ 78,767

STAFFING

There is no full time staffing associated with this program.

4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

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

	FY13 ACTUALS	FY14 ACTUALS	FY15 FINAL BUDGET	FY16 PROPOSED BUDGET
635 Neighborhood Watch				
05 - Employee compensation				
500.502 - Salaries Part Time		30,821.74	34,934.00	70,000.00
500.513 - Sick Leave				2,100.00
05 - Employee compensation Total		30,821.74	34,934.00	72,100.00
10 - Employee benefits				
501.500 - Retirement System				0.00
501.507 - Medicare		836.62	0.00	837.00
501.510 - Workers Compensation			0.00	0.00
10 - Employee benefits Total		836.62	0.00	837.00
15 - Materials				
600.601 - General Office Supplies		0.00	4,000.00	4,000.00
600.602 - Printing and Duplication			0.00	800.00
15 - Materials Total		0.00	4,000.00	4,800.00
20 - Contract services				
700.701 - Training and Instruction		25.00	0.00	500.00
700.702 - General Service Agreement		48.51	0.00	0.00
20 - Contract services Total		73.51	0.00	500.00
35 - Contingencies				
719.705 - Contingencies		0.00	400.00	530.00
35 - Contingencies Total		0.00	400.00	530.00
635 Neighborhood Watch Total		31,731.87	39,334.00	78,767.00



PUBLIC RESOURCES

Library Facilities

**RECREATION AND
COMMUNITY SERVICES-
LIBRARY SERVICE**

Budget Unit 100-65-636
General Fund

BUDGET AT A GLANCE	
Total Revenue	\$ -
Total Expenditures	409,403
Fund Balance	-
	General Fund Costs \$ 409,403
Total Staffing	0
% Funded by General Fund	100.0%

In Fiscal Year 2014 this program was transferred in from the Administrative Services Department. Historical data for this program can be found in that department.

PROGRAM OVERVIEW

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

SERVICE OBJECTIVES

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

RECOMMENDED PROPOSED

It is recommended that a budget of \$409,403 be approved for the Library Service Budget. This represents an increase of \$38,403 over the FY 2014-15 Final Adopted Budget. The increase is attributed primarily to Santa Clara County salary and benefit increases.

This budget is funded from a \$409,403 contribution from the general fund.

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

Recreation & Community Services- Library Extra Hour

Category	2012-2013	2013-2014	2014-15	2015-2016
	Actual	Actual	Final Adopted Budget	Proposed Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
TOTAL REVENUE	\$ -	\$ -	\$ -	\$ -
<u>Expenditures</u>				
Employee Compensation	-	-	-	-
Employee Benefits	-	-	-	-
Materials	-	-	5,000	-
Contract Services	-	350,339	366,000	409,403
Appropriations for Contingenc	-	-	-	-
Cost Allocation	-	-	-	-
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
TOTAL EXPENDITURES	\$ -	\$ 350,339	\$ 371,000	\$ 409,403
Fund Balance (Use of)	-	-	-	-
General Fund Costs	\$ -	\$ 350,339	\$ 371,000	\$ 409,403

STAFFING

All staff is funded by the Santa Clara County Library System.

4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

	FY13 ACTUALS	FY14 ACTUALS	FY15 FINAL BUDGET	FY16 PROPOSED BUDGET
636 Library Extra Hours				

15 - Materials			
600.635 - Special Departmental Exp		5,000.00	0.00
15 - Materials Total		5,000.00	0.00
20 - Contract services			
700.702 - General Service Agreement	350,339.00	366,000.00	409,403.00
20 - Contract services Total	350,339.00	366,000.00	409,403.00
636 Library Extra Hours Total	350,339.00	371,000.00	409,403.00