



RECREATION AND COMMUNITY SERVICES DEPARTMENT
QUINLAN COMMUNITY CENTER
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PARKS AND RECREATION COMMISSION STAFF REPORT

Meeting Date: November 2, 2017

Subject

Recreation Department Budget Performance FY 16/17

Recommended Action

Accept the presentation of the Recreation and Community Services Department's budget performance for FY 16/17

Background

The Department's operating budget funds salaries, benefits, materials, and contracts in support of facilities, programs and activities for Cupertino Residents' recreation and leisure needs. In addition, the budget supports administrative, planning and business needs to operate efficiently and effectively. The budget is categorized by divisions that include: Administration, Business, Recreation and Education and Sports, Safety and Outdoor Recreation. There are separate budgets to support three commissions and Code Enforcement. Capital budgets for projects are approved and budgeted separately.

Discussion

In FY 16/17, the department was executed \$14,840,830.00 at its operating budget, of which 53% was generated from fees and charges collected by the department (\$7,883,784). This budget accounts for both direct costs and those allocated in support of the department for Human Resources, Public Works, etc.

As a result of vacancies, contingencies and staff's dedication to efficiency, the department finished the year in a strong manner, with a positive balance of \$1,472,596.

Certain budgets are supported by City general funds while some (i.e. golf, outdoor recreation and the Cupertino Sports Center) are enterprise or trust fund operations. Trust fund operations are intended to be self-sustaining. A recent audit suggests that both golf and the Sports Center should be brought into the general fund, therefore abolishing the respective trust funds.

Several significant additions were acquired for the FY 17/18 budget. They included:

- \$259,601 to establish the Office of Emergency Services that includes a New Emergency Coordinator position (limited term 3 years) with an approximate budget of \$39,000 for materials and supplies. It also funds parts of two other positions.
- New Senior Center Coordinator, combining two vacant part time positions
- \$16,000 to support additional service training in customer service and other opportunities and the Recreation Department's accreditation process
- \$61,000 annually to activate neighborhood parks. This includes the purchase of a mobile climbing wall, staffing for the wall and additional contract support for programs in neighborhood parks. Additional funds for a vehicle to pull the wall were appropriated into the Public Works budget.
- \$68,000 to support the ongoing work for the meadow and stream restoration at the McClellan Ranch Preserve

Fiscal Impact

None.

Prepared by: Jeff Milkes, Director of Recreation & Community Services

Reviewed by: N/A

Approved by: Jeff Milkes, Director of Recreation & Community Services

Attachment A: FY 16/17 Final Budget Performance