



PARKS AND RECREATION DEPARTMENT

QUINLAN COMMUNITY CENTER
10185 NORTH STELLING ROAD • CUPERTINO, CA 95014-5732
TELEPHONE: (408) 777-3120 • FAX: (408) 777-1305
CUPERTINO.ORG

PARKS AND RECREATION COMMISSION STAFF REPORT

Meeting: December 7, 2020

Subject

Status of the Fiscal Year 2020-2021 Work Program and First Quarter Budget.

Recommended Action

Receive a report on the status of the Fiscal Year 2020-2021 Work Program and first quarter budget.

Discussion

This report intends to provide an update on the current status of the FY 2020-21 Parks and Recreation Commission Work Program and an overview of the department's first quarter revenue and expenditures.

FY 2020-21 Parks and Recreation Commission Work Program

The City recently launched a public dashboard for the FY 20-21 City Work Program to provide progress updates for the City Council, Commissions, and public. The dashboard will be updated quarterly and is hosted on the City's website. Four of the seven FY 20-21 Parks and Recreation Commission Work Program items can be found on the new dashboard and have been provided as a printout (Attachment A). The Athletic Field Use Policy item and the Community Gardens item were carried over to the FY 20-21 Parks and Recreation Work Program from the previous year's work program and therefore are not included on the new dashboard. Additionally, the Commission added the State of the Trails item to their work program, which is also not included in the dashboard. The status of these three items have been included as a separate attachment (Attachment B).

Parks and Recreation Department Q1 Budget Review

The first quarter budget review analyzes the Department's actual revenues and expenses from July 1 to September 30, compared to the adopted budget for the entire year. Using 25% as the baseline comparison, revenues are currently at 22% received while expenses are at 16% spent.

The reductions in revenue are due to closures of all indoor and outdoor rental spaces, the Senior Center, and Blackberry Farm for the 2020 Summer, along with reduced programs, classes, and camp offerings. However, this is being partially offset by

increased revenues at the Sports Center and Blackberry Farm Golf Course, since golf and tennis have continued to be allowed during most of the shelter in place.

Expenses are also below projections, due to savings from the four vacant full-time employee positions (Assistant Director, Recreation Supervisor, Recreation Coordinator, and Case Manager), reduction in part-time salaries due to building closures, canceled summer events, reduced programs offered, and the related materials and contract services costs needed to run or produce the programs and events mentioned above.

Considering the current challenges provided by COVID, staff are continuing to adapt, such as offering more virtual programs and events, and will continue monitoring both revenue and expense levels. The Department is within budget to continue operating as is, and as of first quarter, no additional funds were requested from City Council for this fiscal year.

Sustainability Impact

No sustainability impact.

Fiscal Impact

No fiscal impact.

Prepared by: Whitney Zeller, Administrative Assistant, Kevin Khuu, Management Analyst

Reviewed by: Joanne Magrini, Director of Parks and Recreation

Approved for Submission by: Joanne Magrini, Director of Parks and Recreation

Attachments:

A – PRC FY 2020-21 Work Program Dashboard

B – PRC FY 2020-21 Work Program Items (Not Included In Dashboard)