



## PARKS AND RECREATION DEPARTMENT

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### PARKS AND RECREATION COMMISSION STAFF REPORT

November 4, 2021

#### Subject

Status of the Fiscal Year 2021-2022 City Work Program and First Quarter Budget

#### Recommended Action

Receive a report on the status of the Fiscal Year 2021-2022 City Work Program and first quarter budget.

#### Discussion

This report intends to provide an update on the current status of the FY 2021-22 City Work Program related to the Parks and Recreation Commission and an overview of the department's first quarter revenue and expenditures.

#### *FY 2021-22 City Work Program*

The City continues to update the public dashboard for the FY 21-22 City Work Program to provide progress updates for the City Council, Commission, and public. The dashboard is updated quarterly and hosted on the City's website. There are currently five work program items listed under the Parks and Recreation Commission and have been provided for reference as Attachment A.

#### *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 28% received while expenses are at 18.6% spent.

Revenues are slightly higher than anticipated, but have mostly followed the estimated trend estimated in response to the current state of the pandemic. This year, the City is able to offer more summer programs, classes, and camps, along with the reopening of Blackberry Farm at a limited capacity, Sports Center, and the partial reopening of the Quinlan Community Center and Senior Center. Rental revenues are still slowly recovering due to partial reopening of indoor facility space and social distancing concerns. However, this is being offset by increased revenues at the Sports Center and

Blackberry Farm Golf Course, as both tennis and golf continue to be the more popular activities ever since the beginning of the pandemic.

Expenses are also below projections, due to savings from five vacant full-time employee positions (two Recreation Supervisors, two Recreation Coordinators, and the Administrative Assistant), reduction in part-time salaries due to partial reopening of some facilities, and return of only some outdoor summer events, resulting in savings from the materials and contract services costs needed to run or produce the programs and events mentioned above.

Staff continue to adapt and respond to current orders, to offer services and programs to the community as safely as possible. 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.

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Reviewed by: Joanne Magrini, Director of Parks and Recreation

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

Attachments:

A – FY 21-22 City Work Program Q1 Dashboard Printout – Parks and Recreation Commission Projects