

**CITY OF MERCED
2020-2021 CITY COUNCIL APPROVED BUDGET**

TAB 12

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PARKS AND RECREATION
FUND NOS. 024, 085 & 424
ACCOUNT NOS. 1201 – 1236, 1239, 1255 & 1252-1256

MISSION

The mission of the Parks and Recreation Department is to plan, facilitate, promote, maintain, and develop activities and facilities that enhance the quality of life in Merced.

DESCRIPTION

The Parks and Recreation Department is responsible for providing recreation and leisure programs for youth and adults, renting park facilities and fields, managing the Merced Senior Community Center and operating Applegate Park Zoo.

Parks and Recreation programming makes life better through:

- ❖ **Strengthening community image and sense of place:** Parks and Recreation Department facilities, programs, and community events are key factors in strengthening community image and creating sense of place.
- ❖ **Fostering human development:** Parks and Recreation Department fosters social, intellectual, physical, and emotional development of children, youth, and adults.
- ❖ **Strengthening safety and security:** Parks and Recreation staff provides safe environments for recreation, designs programs and services specifically to reduce criminal activity.
- ❖ **Providing recreation experiences:** Through programmed and self-facilitated recreation, a variety of benefits to individuals are achieved. Recreational experiences also are important as an end in themselves for personal enjoyment.
- ❖ **Increasing cultural unity:** Parks and Recreation Department increases cultural unity through experiences that promote cultural understanding and celebrate our growing diversity.
- ❖ **Promoting health and wellness:** Participation in recreation improves physical and emotional health.

PARKS AND RECREATION

GOALS

- ❖ Have a fully staffed, professionally trained and developed department with an additional full-time Recreation Coordinator and Recreation Supervisor, as Measure Y funds become available.
- ❖ Continue our collaboration with Merced Senior Citizens, Inc. (M.S.C.I.) to expand programs and volunteer services at the Senior Center.
- ❖ Continue our collaboration with Merced Zoological Society and other volunteers to offer more programs, events, fundraising, and capital improvements at Applegate Park Zoo.
- ❖ Continue our collaborations at Stephen Leonard, McNamara, Central, and McCombs Youth Centers to provide youth services to the Merced community.
- ❖ Continue coordination and cooperation with the Merced City School District and Merced Union High School District.
- ❖ Continue efforts to expand youth and adult programming opportunities throughout the community.
- ❖ Continue to increase Youth Council's competence, functionality and vitality.
- ❖ Expand and diversify Family Fun activities for the community.
- ❖ Raise community awareness of recreation programs through expanded use of social media, and our agency website.
- ❖ Research options for new and/or updated recreation software to provide access to online registration and create an activity guide with department information.
- ❖ Explore funding options for a new steel fence around the back of the Merced Senior Community Center to reduce camping and crime. Enhance the back area and transform it into a rentable venue and a small garden for the seniors.

PARKS AND RECREATION

OBJECTIVES

PERFORMANCE MEASUREMENTS/ INDICATORS

1. Provide top quality recreation programming and services to the community and work to develop long-range planning for the department.

Hire a full-time Recreation Coordinator and Recreation Supervisor to provide recreation programming, planning and services to the community
2. Youth – Continue supporting youth programs at the McCombs Youth Center, Central, Stephen Leonard Park and McNamara Park

Support youth services by providing facilities, financial support and professional services.
3. Youth Sports – Continue providing youth sports programs (basketball, flag football, and the new Jr. Giants Baseball) that promote sportsmanship, teamwork and skills development in a safe and fun environment.

Jr. Warriors Basketball League will serve at least 460 players with a new all girls league. NFL Flag Football league will serve at least 200 players. Jr. Giants Baseball will serve over 240 players.
4. Adult Sports – Offer adult Softball and basketball programs that provide participants recreational outlets in an organized setting that increases community health and wellness.

Adult softball will serve at least 3,500 players.
Adult basketball will serve at 300 players.
5. Aquatics – Provide a quality aquatics program in clean, safe, efficient and well-managed facilities.

Recreational swim will be provided at McNamara Pool, and Golden Valley High School and will serve approximately 2,000 youth. Swim lessons will be held at at least two sites.
6. Joe Herb – Support softball tournaments at Joe Herb Park and expand sports facility rentals bringing an overall positive economic impact to the department and community.

25 tournaments are scheduled=4,100 players.
10 men's/coed tournaments with 15 teams per tournament =2,700 players.
15 youth tournaments with 15 teams per tournament = 1,400 players.
UC Merced games, Golden Valley High School softball games and practices.
Increase use of soccer complex by local schools.

PARKS AND RECREATION

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| 7. Building/Shelter Rental Division - Continue increased level of rentals by making rental program more "user-friendly" to boost department's income. | Increase web-site promotion of smaller facilities. |
| 8. Leisure class program-offer special interest classes for all ages. | Increase volunteer instructor base and partnerships to provide additional special interest classes to the community at an affordable cost to the City. |
| 9. Youth Sports Organization Support- Provide support to YSO's, so they can offer recreational sports opportunities to Merced's youth in a safe environment. | Staff will provide facilities, produce advertising materials; provide ball field preparation, schedule sports facilities and other work as needed. |
| 10. Provide family fun activities to the Merced community. | Staff will increase the amount of family fun activities, which could include Movies in The Park, Applegate Zoo activities, Block Party Trailer, and other events at the pools/parks. |
| 11. Continue to expand and improve other youth programming. | Incorporate survey feedback from last year's Summer at City Hall and Playground Programs to improve them for participants. Add additional free tennis programs. Increase Youth Council's ex-officio membership, community engagement, and attendance at City Council meetings. |
| 12. Expand Applegate Zoo Perimeter Fence | Work with volunteer group to expand front perimeter fencing, fix some internal fencing, and add bulletin boards. Staff will collaborate with the Zoological Society and other volunteers to secure funding for future exhibits and other recreational space to fill in the new area. |
| 13. Youth Sports Scholarship- Continue to sponsor youth recreational programs to improve health and wellness. | Offset cost for low income families, provide services to underprivileged youth, and increase participation in youth sports. |

Parks & Community Service

E X P E N S E S	Actual 2017-18	Actual 2018-19	Final Budget 2019-20	Dept.Head Request 2020-21	City Mgr. Recom. 2020-21	Council Approval 2020-21
Personnel Expenses	826,496	1,029,137	1,147,701	1,273,832	1,172,276	1,182,356
Supplies and Services	646,772	662,830	695,811	749,504	685,257	911,782
Debt Service	0	0	0	0	0	0
Acquisitions	108	0	0	0	0	0
Capital Improvements	0	0	0	0	0	0
* Undefined *	8,986	9,307	9,640	9,985	9,985	9,985
TOTAL	1,482,362	1,701,274	1,853,152	2,033,321	1,867,518	2,104,123

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F I N A N C I N G S O U R C E S	Actual 2017-18	Actual 2018-19	Final Budget 2019-20	Estimated 2020-21
Swimming Lesson Fees	10,447	10,400	10,500	22,750
Excursion Fees	0	1,050	300	300
Dance Fees	0	2,898	1,500	1,500
Creative Skill Fees	616	570	850	500
Fitness Fees	1,510	1,900	2,160	2,160
Sports Instruction Fees	10,760	2,580	1,800	1,800
Adult Basketball Fees	7,802	9,085	8,500	12,000
Adult Softball Fees	44,738	35,465	50,150	48,300
Zoo Camp Fees	0	1,869	0	0
Youth Basketball	10,170	12,625	12,500	13,800
Youth Football	13,550	9,530	12,500	12,500
Youth Service/Drop-In	5,805	7,045	8,800	7,600
McNamara Pool Entrance	3,405	3,037	2,000	800
Building & Shelt Rentals	85,693	99,938	88,500	63,399
Ballfield Rentals	7,331	9,753	9,500	9,000
Senior Center CleaningFee	8,111	9,782	9,150	5,700
Cost Recovery	4,732	10,123	3,900	11,900
Investment Earnings	67	1	0	0
Concessions (Recreation)	2,948	3,432	4,000	1,000
Unclassified	10,067	6,000	6,000	6,000
Contributions and Donatio	800	0	0	0
Contributions	103,833	80,772	81,000	65,250
Sale of Equipment	195	4,472	0	0
Trsf-General Fund (001)	1,019,733	1,320,316	1,454,979	1,303,528
Trsf-Rev Stabilizatn(073)	0	0	0	140,196
Trsf-Measure"Y" P&R (085)	0	0	0	273,405
Trsf-CFD Rec & Parks(162)	56,886	65,996	84,563	100,735
Trsf-Youth Programs (778)	1,461	236	0	0
Other Revenues	71,702	7,601-	0	0
TOTAL	1,482,362	1,701,274	1,853,152	2,104,123

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Parks & Community Service

PERSONNEL

Number of Positions

Classification	Funded In Budget 2019-20	Dept.Head Request 2020-21	City Mgr. Recom. 2020-21	Council Approval
Recreation Supervisor	2.00	2.00	2.00	2.00
Director of Parks & Recreation	1.00	1.00	1.00	1.00
Park Worker I/II	1.00	1.00	1.00	1.00
Recreation Coordinator	2.00	2.00	2.00	2.00
Lead Zookeeper	1.00	1.00	1.00	1.00
Zookeeper	1.00	1.00	1.00	1.00
TOTAL	8.00	8.00	8.00	8.00

BUDGET DETAIL EXPENSES

024-1201	Parks & Community Service						
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2017-18	ACTUAL 2018-19	FINAL BUDGET 2019-20	DEPT. HEAD REQUEST 2020-21	CITY MGR. RECOM. 2020-21	COUNCIL APPROVAL 2020-21
541.01-00	Regular Salaries	370,719	468,845	531,328	555,357	540,492	540,492
541.03-00	Extra Help	201,618	245,867	259,608	303,799	237,011	246,812
541.04-01	Regular Overtime	64	2,084	561	583	159	159
541.04-04	Call Back Time Worked	0	0	146	152	148	148
541.10-01	Holiday Pay	3,806	3,719	3,728	3,831	3,728	3,728
541.10-05	Retirement PERS Classic	9,757	15,617	21,498	23,851	23,214	23,214
541.10-06	Social Security-OASDI	22,106	29,141	32,935	35,121	33,574	33,574
541.10-07	Social Security-Medicare	8,098	10,384	11,482	12,620	11,289	11,436
541.10-08	State Unemployment	0	0	0	31,808	31,808	31,808
541.10-10	Retirement-PERS New Membr	18,139	21,045	23,350	26,806	26,088	26,088
541.10-12	Workers Compensation	13,376	12,117	13,961	15,192	12,946	12,946
541.10-20	Earned Benefit	0	12,562	11,033	17,966	9,005	9,005
541.10-21	Bilingual Pay Program	0	162	0	600	0	0
541.10-24	Vehicle Allowance	3,340	8,142	8,352	8,352	8,352	8,352
541.10-27	PTS Plan FICA Alternative	2,633	3,207	3,374	3,949	3,083	3,215
541.10-32	Cash Back-Biweekly Allow	0	0	0	1,766	1,766	1,766
541.10-33	Core Allowance	116,114	126,887	144,072	139,959	136,968	136,968
541.10-35	Post Employment Benefits	14,826	10,434	10,147	10,397	10,397	10,397
541.10-73	Retirement UAL Misc	41,900	58,924	72,126	81,723	82,248	82,248
Personnel Services		826,496	1,029,137	1,147,701	1,273,832	1,172,276	1,182,356
542.11-00	Utilities	73,312	78,649	82,142	92,038	89,138	89,138
542.12-00	Telephone	6,032	5,573	6,476	6,461	6,461	6,461
542.13-00	Postage	553	441	600	612	550	550
542.14-00	Advertising	1,584	1,606	1,550	1,581	1,381	1,381
542.15-00	Office Supplies	5,649	1,983	2,000	2,040	2,040	2,040
542.17-00	Professional Services	118,915	129,977	141,021	138,916	93,616	113,616
542.18-00	Travel and Meetings	3,656	3,034	4,100	4,182	4,182	4,182
542.19-00	Mileage	0	141	300	306	156	156
542.20-00	Training Expense	1,954	2,291	4,250	4,335	4,335	4,335
542.21-00	Rents/Leases	780	1,020	1,020	1,041	1,041	1,041
542.22-00	Office Equipment O & M	0	501	510	520	520	520
542.23-00	Vehicle Operations/Maint	7,835	12,128	7,289	6,416	6,001	6,001
542.24-00	Memberships, Subscription	3,995	3,941	5,267	5,271	5,271	5,271
542.25-00	Maintenance Matls & Svcs	7,046	8,582	7,000	7,325	7,325	7,325
542.29-00	Other Materials Supplies	67,765	74,127	71,926	76,446	71,302	71,302
542.30-01	Dept Share of Insurance	23,104	22,763	22,094	33,246	37,258	37,258
542.34-00	Contingency Reserve	0	0	6,000	6,000	6,000	212,525
542.35-84	Retro Fee Expense	200	250	50	51	51	51
542.38-00	Support Services	41,629	43,186	44,555	54,629	51,175	51,175
542.45-00	Facilities Maint Charge	179,040	180,124	182,349	195,505	192,310	192,310
Supplies and Services		543,049	570,317	590,499	636,921	580,113	806,638
543.43-00	Machinery/Equipment	108	0	0	0	0	0
Property		108	0	0	0	0	0
544.91-01	Adm Exp-City Manager	16,500	16,437	19,363	19,886	18,927	18,927
544.91-02	Adm Exp-City Attorney	4,386	3,480	5,968	4,919	4,402	4,402
544.91-03	Adm Exp-City Clerk	19,603	13,379	9,982	10,506	8,678	8,678
544.91-09	Adm Exp-Finance	43,874	41,045	49,816	55,597	52,361	52,361
544.91-10	Adm Exp-Purchasing	5,336	4,394	5,334	5,941	5,649	5,649
544.91-16	Adm Exp-City Council	4,524	3,967	4,676	5,150	4,787	4,787
Other		94,223	82,702	95,139	101,999	94,804	94,804

BUDGET DETAIL EXPENSES

024-1201 Parks & Community Service							
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2017-18	ACTUAL 2018-19	FINAL BUDGET 2019-20	DEPT. HEAD REQUEST 2020-21	CITY MGR. RECOM. 2020-21	COUNCIL APPROVAL 2020-21
545.92-17	Interdept DSC-Develop Svc	9,500	9,811	10,173	10,584	10,340	10,340
	Interdepartmental	9,500	9,811	10,173	10,584	10,340	10,340
968.93-71	Trsf-Facilities Main(671)	8,986	9,307	9,640	9,985	9,985	9,985
	Other	8,986	9,307	9,640	9,985	9,985	9,985
**	Parks & Community Service	1,482,362	1,701,274	1,853,152	2,033,321	1,867,518	2,104,123

PARKS AND COMMUNITY SERVICES

MEASURE “Y” 20% FUND-PARKS & RECREATION
FUND NO. 085
ACCOUNT NO. 1255

PROGRAM

Measure Y Parks & Recreation 20% Fund accounts for taxes associated with commercial cannabis business within the City limits. Measure Y was approved by area voters on June 5, 2018. This fund is used for the Parks & Recreation related expenditures from 20% revenues plus any amount of the 40% discretionary revenues as directed by City Council. Related expenditures consist of equipment and supplies to support parks & recreation.

BUDGET DETAIL EXPENSES

085-1255 Measure "Y" Parks & Rec							
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2017-18	ACTUAL 2018-19	FINAL BUDGET 2019-20	DEPT. HEAD REQUEST 2020-21	CITY MGR. RECOM. 2020-21	COUNCIL APPROVAL 2020-21
908.93-24	Trsf-Rec & Park Prog(024)	0	0	0	0	179,996	273,405
	Other	0	0	0	0	179,996	273,405
**	Measure "Y" Parks & Rec	0	0	0	0	179,996	273,405

BUDGET DETAIL EXPENSES

424-1201 Parks & Community Service							
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2017-18	ACTUAL 2018-19	FINAL BUDGET 2019-20	DEPT. HEAD REQUEST 2020-21	CITY MGR. RECOM. 2020-21	COUNCIL APPROVAL 2020-21
647.65-00	Capital Imp. Projects	1,229	88,010	245,563	170,542	125,095	125,095
	Capital Outlay	1,229	88,010	245,563	170,542	125,095	125,095
**	Parks & Community Service	1,229	88,010	245,563	170,542	125,095	125,095

PARKS AND RECREATION

- 03-00 Extra help for USDA mandated staffing levels at Applegate Park Zoo, facility rentals, programs, ball field maintenance and sports oversight.
- 11-00 Includes utility costs for recreation centers, Merced Senior Community Center, Rossotti Ed-Zoo-Cation Center and Applegate Park Zoo.
- 12-00 Includes admin staff desk phones, cell phones, recreation center and Senior Center office phones; internet services for Senior Center and Zoo.
- 16-00 Printing of special event and recreation program brochures, business cards, evaluation forms and educational materials.
- 17-00 Annual agreement for Boys and Girls Club of Merced, sports official agreements, health permits, fingerprinting of recreation leaders and zoo volunteers, contract instructor agreements for dance, creative arts, outdoor recreation and fitness/sports leisure classes and annual agreement for zoo veterinarian services.
- 18-00 All travel and meetings to California Parks and Recreation Society (CPRS) State Conference.
- 19-00 Mileage for miscellaneous meetings.
- 20-00 California Park and Recreation Society Administrators Institutes, annual conference, continuing education, and other miscellaneous training fees.
- 21-00 Rents and leases of security alarms, gyms for basketball and volleyball, buildings, shelters, and commercial storage units.
- 22-00 Maintenance for typewriter, copy machines, audiovisual equipment, and PC software.
- 24-00 CPRS annual memberships, PC licensing, ESJ Water Coalition, and required USDA, California Department of Fish and Game and National Wildlife Service annual license fees for annual zoo permits and fees.

PARKS AND COMMUNITY SERVICES (continued)

25-00 Repair of zoo cages and grounds, food preparation and cleaning materials, plant materials, lumber, wire for cages, hardware, chemicals and paint, zoo landscape material.

29-00 Supplies and trophies for special events, receptions, youth and adult sports, swimming, after-school and summer recreation, volunteers, and zoo camps, first aid and safety equipment for youth and sport programs, computer supplies for registration, pool supplies and chemicals, zoo food supplies for animals, general office supplies. All other program supplies and services for Recreation Administration, Rossotti Ed-Zoo-Cation Center, Applegate Park Zoo are funded in this account.

34-00 Contingency reserve for unanticipated program start-up or expansion

FOOTNOTE:

Fund 024 includes Parks and Community Services administration, programs, facilities and the Zoo.

Fund 424 was established to account for capital improvements, formerly included in Fund 024.

The City will fund the zoo-operating budget. The Merced Zoological Society will reimburse the City at least \$75,000 from proceeds from admissions and other fund raising activities to assist with zoo overhead expenses.

**PARK RESERVE FUND
FUND NO. 442
ACCOUNT NO. 1202**

PROGRAM

In accordance with the Merced Municipal Code, as a condition of approval of a final subdivision map or parcel map, a developer must dedicate land; pay a fee in lieu thereof, or both, at the option of the City, for neighborhood and Community Park or recreational purposes.

All in-lieu fees collected are deposited into this fund and may only be used for the purpose of acquiring necessary land and developing new or rehabilitating existing park or recreational facilities reasonably related to serving the subdivision.

The Development Services Department has completed an update to the Open Space Master Plan. This Plan is a significant tool in making decisions regarding when and where facilities are constructed.

BUDGET DETAIL EXPENSES

442-1202	Park Reserve						
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2017-18	ACTUAL 2018-19	FINAL BUDGET 2019-20	DEPT. HEAD REQUEST 2020-21	CITY MGR. RECOM. 2020-21	COUNCIL APPROVAL 2020-21
647.65-00	Capital Imp. Projects	23,706	360,685	430,578	865,289	837,584	837,584
647.66-00	Developer Credit	0	207,900	0	0	0	0
	Capital Outlay	23,706	568,585	430,578	865,289	837,584	837,584
**	Park Reserve	23,706	568,585	430,578	865,289	837,584	837,584

WAHNETA HALL TRUST FUND
FUND NO. 795
ACCOUNT NO. 1903

PROGRAM

The City Council was named trustee for funds bequeathed by Wahnetta Hall for two specific purposes:

1. The operation of a train in Applegate Park; or
2. Public concerts in Applegate Park.

An administrative policy has been established regulating the annual disbursement of trust income to qualified applicants. The amount of the annual distribution is all interest earnings in excess of the original principal amount of \$167,278.

BUDGET DETAIL EXPENSES

795-1903 ACCT. NO.	Wahnetta Hall 1991 Trust ACCOUNT DESCRIPTION	ACTUAL 2017-18	ACTUAL 2018-19	FINAL BUDGET 2019-20	DEPT. HEAD REQUEST 2020-21	CITY MGR. RECOM. 2020-21	COUNCIL APPROVAL 2020-21
592.29-00	Other Materials Supplies	0	1,782	7,677	4,588	4,588	4,588
	Supplies and Services	0	1,782	7,677	4,588	4,588	4,588
**	Wahnetta Hall 1991 Trust	0	1,782	7,677	4,588	4,588	4,588