

**CITY OF MERCED  
2022-2023 CITY MANAGER APPROVED BUDGET**

**TAB 12**

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## **PARKS AND RECREATION**

**FUND NOS. 024, 085 & 424**

**ACCOUNT NOS. 1120, 1201-1236, 1239, 1255, 1252-1256 & 1257**

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### **MISSION**

***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 by strengthening community image and sense of place. Facilities, programs, and community events are key factors in strengthening community image and creating sense of place.

The Parks and Recreation Department fosters social, intellectual, physical, and emotional development of children, youth, and adults. Participation in recreation improves physical and emotional health, which promotes health and wellness.

Staff provides safe environments for recreation, designs programs and services specifically to improve quality of life. Through programmed and self-facilitated recreation, a variety of benefits to individuals are achieved. Recreational experiences also are important for personal enjoyment and development.

### **GOALS**

- 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 City website, along with other marketing tools.

## PARKS AND RECREATION

### **OBJECTIVES**

1. Continue to expand and improve on youth programming and diversify family fun activities to meet community needs.
2. Make recreational programming more accessible for all ages.
3. Increase Applegate Zoo exposure to community by establishing educational programs, and marketing via radio, social media, and City website/subscription service. Research greater funding opportunities and easier animal acquisitions.
4. Build and maintain quality sports and aquatics facilities. Support Youth Sports Organizations (YSO's), so they can offer recreational sports to Merced's youth in a safe environment.
5. Continue to increase the Merced Youth Council's competence, functionality, vitality and ensure youth representation is met within the community.
6. Improve and expand leisure classes and programs.

### **PERFORMANCE MEASUREMENTS/ INDICATORS**

Staff will continue to provide family fun activities, which include Movies in The Park, Applegate Zoo events, Block Party Trailer, and other events/activities at the pools and parks.

Provide virtual programming options, online registrations and increase marketing to allow greater accessibility to participants.

Offer virtual classes and programs, create Tiny Tots interactive play time, and utilize the Rossotti Center for expanded programming. Hold more special events at the zoo and shift grounds duties from zookeepers to part-time staff, providing time for them to focus on animal health and enrichment, implementing programs, and researching the accreditation process.

Upgrade McNamara Pool, field lights, including soccer fields and skate park lights, and improve grass sports fields. Rehabilitate Ada Givens Pool and repair the Stephen Leonard Park splash pad. YSO's serve approximately 3,000 youth, City sports and aquatics programs serve almost 2,700 youth.

Expand outreach services to youth in all capacities. Plan and implement teen recreational programming events utilizing Measure Y funds. Hold community forums, and conduct surveys to determine youth needs, issues, and interests.

Increase partnerships and work with volunteer instructors to offer senior and health programming and outdoor leisure classes. Beautify and upgrade facilities to accommodate additional classes.



Parks & Community Service

PERSONNEL

Number of Positions

Classification	Funded In Budget 2021-22	Dept.Head Request 2022-23	City Mgr. Recom. 2022-23	Council Approval
Director of Parks & Recreation	1.00	1.00	1.00	1.00
Recreation Supervisor	2.00	2.00	2.00	2.00
Park Worker I/II	1.00	1.00	1.00	1.00
Recreation Coordinator	3.00	3.00	3.00	3.00
Administrative Analyst		1.00	1.00	1.00
Lead Zookeeper	1.00	1.00	1.00	1.00
Zookeeper	1.00	1.00	1.00	2.00
<b>TOTAL</b>	<b>9.00</b>	<b>10.00</b>	<b>10.00</b>	<b>11.00</b>

BUDGET DETAIL EXPENSES

024-1201	Parks & Community Service			FINAL	DEPT. HEAD	CITY MGR.	COUNCIL
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	BUDGET	REQUEST	RECOM.	APPROVAL
		2019-20	2020-21	2021-22	2022-23	2022-23	2022-23
541.01-00	Regular Salaries	495,375	464,055	601,285	682,551	682,551	727,824
541.03-00	Extra Help	187,858	171,956	159,314	362,319	129,360	129,360
541.04-01	Regular Overtime	98	4,525	685	670	2,391	2,391
541.04-04	Call Back Time Worked	0	0	153	149	182	182
541.10-01	Holiday Pay	3,455	2,946	3,840	3,728	5,347	5,347
541.10-02	Unused Sick Leave	0	1,777	0	0	0	0
541.10-05	Retirement PERS Classic	20,743	18,895	11,486	11,830	11,830	11,830
541.10-06	Social Security-OASDI	30,376	31,411	37,489	42,785	43,308	46,115
541.10-07	Social Security-Medicare	9,890	9,897	11,080	15,260	12,007	12,663
541.10-08	State Unemployment	0	31,808	13,602	40,629	16,435	16,435
541.10-10	Retirement-PERS New Membr	20,774	23,281	41,727	47,452	47,661	51,604
541.10-12	Workers Compensation	13,961	12,946	12,514	17,924	17,924	17,924
541.10-20	Earned Benefit	9,436	56,311	14,342	15,306	17,985	17,985
541.10-21	Bilingual Pay Program	415	192	600	600	600	600
541.10-24	Vehicle Allowance	8,316	4,525	8,064	8,424	8,424	8,424
541.10-27	PTS Plan FICA Alternative	2,444	2,244	2,072	4,712	1,683	1,683
541.10-31	Education Incentive Pay	0	0	0	3,600	6,000	6,000
541.10-32	Cash Back-Biweekly Allow	960	1,707	1,766	1,829	1,829	1,829
541.10-33	Core Allowance	133,617	130,041	175,083	197,359	195,451	216,384
541.10-35	Post Employment Benefits	10,147	10,397	10,040	9,991	9,952	9,952
541.10-73	Retirement UAL Misc	72,126	82,248	99,812	114,547	114,938	114,938
Personnel Services		1,019,991	1,061,162	1,204,954	1,581,665	1,325,858	1,399,470
542.11-00	Utilities	78,656	70,142	65,428	102,408	52,448	52,448
542.12-00	Telephone	6,571	6,971	9,284	8,983	3,506	3,506
542.13-00	Postage	529	2,440	500	500	0	0
542.14-00	Advertising	1,431	1,727	1,392	2,392	820	820
542.15-00	Office Supplies	1,924	2,183	8,794	11,080	9,000	9,000
542.17-00	Professional Services	96,986	84,151	195,532	264,563	196,729	196,729
542.18-00	Travel and Meetings	164	334	23,765	28,765	24,500	24,500
542.19-00	Mileage	0	0	150	150	0	0
542.20-00	Training Expense	455	1,687	4,421	4,421	0	0
542.21-00	Rents/Leases	900	1,044	1,075	2,342	1,538	1,538
542.22-00	Office Equipment O & M	993	0	2,030	530	0	0
542.23-00	Vehicle Operations/Maint	7,289	6,001	2,582	4,501	4,501	4,501
542.24-00	Memberships, Subscription	4,400	4,519	7,885	7,653	39	39
542.25-00	Maintenance Matls & Svcs	7,118	12,340	0	10,000	0	0
542.29-00	Other Materials Supplies	48,381	55,509	64,897	122,411	70,908	70,908
542.30-01	Dept Share of Insurance	22,094	37,258	52,342	75,761	23,281	23,281
542.32-00	Vehicle Replacement Fee	0	0	0	6,210	6,210	6,210
542.34-00	Contingency Reserve	0	0	7,054	8,102	8,102	8,102
542.35-84	Retro Fee Expense	100	200	50	50	0	0
542.38-00	Support Services	44,555	51,175	42,164	49,841	34,332	34,332
542.45-00	Facilities Maint Charge	182,349	192,310	216,161	242,587	205,273	205,273
Supplies and Services		504,895	529,991	705,506	953,250	641,187	641,187
544.91-01	Adm Exp-City Manager	19,363	18,927	18,357	20,231	21,985	21,985
544.91-02	Adm Exp-City Attorney	5,968	4,402	5,557	5,548	13,099	13,099
544.91-03	Adm Exp-City Clerk	9,982	8,678	8,010	9,824	10,016	10,016
544.91-09	Adm Exp-Finance	49,816	52,361	58,119	62,080	63,432	63,432
544.91-10	Adm Exp-Purchasing	5,334	5,649	5,890	6,164	6,736	6,736
544.91-16	Adm Exp-City Council	4,676	4,787	5,867	7,174	7,352	7,352
Other		95,139	94,804	101,800	111,021	122,620	122,620
545.92-17	Interdept DSC-Develop Svc	10,173	10,340	10,760	11,249	11,244	11,244
Interdepartmental		10,173	10,340	10,760	11,249	11,244	11,244

BUDGET DETAIL EXPENSES

024-1201 Parks & Community Service							
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2019-20	ACTUAL 2020-21	FINAL BUDGET 2021-22	DEPT. HEAD REQUEST 2022-23	CITY MGR. RECOM. 2022-23	COUNCIL APPROVAL 2022-23
968.93-71	Trsf-Facilities Main(671)	9,640	9,985	10,342	8,214	8,214	8,214
	Other	9,640	9,985	10,342	8,214	8,214	8,214
**	Parks & Community Service	1,639,838	1,706,282	2,033,362	2,665,399	2,109,123	2,182,735

Parks & Community Service

E X P E N S E S	Actual 2019-20	Actual 2020-21	Final Budget 2021-22	Dept.Head Request 2022-23	City Mgr. Recom. 2022-23	Council Approval 2022-23
Personnel Expenses	0	0	0	0	0	0
Supplies and Services	0	0	0	1,250,000	1,275,000	1,275,000
Debt Service	0	0	0	0	0	0
Acquisitions	0	0	0	0	0	0
Capital Improvements	0	0	0	6,536,400	6,536,400	6,536,400
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7,786,400</b>	<b>7,811,400</b>	<b>7,811,400</b>

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F I N A N C I N G S O U R C E S	Actual 2019-20	Actual 2020-21	Final Budget 2021-22	Estimated 2022-23
Other Revenues	0	0	0	7,811,400
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7,811,400</b>

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BUDGET DETAIL EXPENSES

087-1201 Parks & Community Service							
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2019-20	ACTUAL 2020-21	FINAL BUDGET 2021-22	DEPT. HEAD REQUEST 2022-23	CITY MGR. RECOM. 2022-23	COUNCIL APPROVAL 2022-23
542.29-00	Other Materials Supplies	0	0	0	1,250,000	1,275,000	1,275,000
	Supplies and Services	0	0	0	1,250,000	1,275,000	1,275,000
647.65-00	Capital Imp. Projects	0	0	0	6,536,400	6,536,400	6,536,400
	Capital Outlay	0	0	0	6,536,400	6,536,400	6,536,400
**	Parks & Community Service	0	0	0	7,786,400	7,811,400	7,811,400

PARKS AND COMMUNITY SERVICES

**MEASURE "Y" 20% FUND-PARKS & RECREATION**  
**FUND NO. 085**  
**ACCOUNT NO. 1120, 1201, 1205, 1206-1255**

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***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

085-1201 Parks & Community Service							
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2019-20	ACTUAL 2020-21	FINAL BUDGET 2021-22	DEPT. HEAD REQUEST 2022-23	CITY MGR. RECOM. 2022-23	COUNCIL APPROVAL 2022-23
541.03-00	Extra Help	0	0	297,320	39,744	326,745	326,745
541.10-07	Social Security-Medicare	0	0	4,311	576	4,739	4,739
541.10-08	State Unemployment	0	0	8,825	10,214	34,408	34,408
541.10-23	Uniform Cleaning	0	0	640	694	694	694
541.10-27	PTS Plan FICA Alternative	0	0	3,866	517	4,248	4,248
Personnel Services		0	0	314,962	51,745	370,834	370,834
542.11-00	Utilities	0	0	51,860	0	49,960	49,960
542.12-00	Telephone	0	0	0	0	6,977	6,977
542.13-00	Postage	0	0	0	0	500	500
542.14-00	Advertising	0	0	0	0	7,072	7,072
542.15-00	Office Supplies	0	0	0	0	2,080	2,080
542.17-00	Professional Services	0	0	460,049	0	86,820	86,820
542.18-00	Travel and Meetings	0	0	0	0	9,532	9,532
542.19-00	Mileage	0	0	0	0	150	150
542.20-00	Training Expense	0	0	0	0	7,000	7,000
542.21-00	Rents/Leases	0	0	0	0	1,254	1,254
542.22-00	Office Equipment O & M	0	0	0	0	4,030	4,030
542.23-00	Vehicle Operations/Maint	0	0	1,902	6,698	6,698	6,698
542.24-00	Memberships, Subscription	0	0	0	0	8,665	8,665
542.25-00	Maintenance Matls & Svcs	0	0	10,000	0	35,000	35,000
542.28-00	Safety Supplies	0	0	610	635	635	635
542.29-00	Other Materials Supplies	0	0	195,382	0	75,732	75,732
542.30-01	Dept Share of Insurance	0	0	0	0	45,621	45,621
542.34-00	Contingency Reserve	0	0	250,000	0	0	0
542.38-00	Support Services	0	0	0	0	11,856	11,856
542.45-00	Facilities Maint Charge	0	0	14,618	0	26,048	26,048
Supplies and Services		0	0	984,421	7,333	385,630	385,630
543.43-00	Machinery/Equipment	0	0	20,000	0	55,000	55,000
Property		0	0	20,000	0	55,000	55,000
647.65-00	Capital Imp. Projects	0	0	1,877,000	3,374,491	3,087,491	3,087,491
Capital Outlay		0	0	1,877,000	3,374,491	3,087,491	3,087,491
908.93-24	Trsf-Parks&Comm.Svc (024)	0	394,292	0	0	0	0
Other		0	394,292	0	0	0	0
948.93-24	Trsf-Parks/Com CIPS (424)	0	16,113	0	0	0	0
Other		0	16,113	0	0	0	0
**	Parks & Community Service	0	410,405	3,196,383	3,433,569	3,898,955	3,898,955

Parks & Community Service

EXPENSES	Actual 2019-20	Actual 2020-21	Final Budget 2021-22	Dept. Head Request 2022-23	City Mgr. Recom. 2022-23	Council Approval 2022-23
Personnel Expenses	0	0	0	0	0	0
Supplies and Services	0	0	0	0	0	0
Debt Service	0	0	0	0	0	0
Acquisitions	0	0	0	0	0	0
Capital Improvements	81,787	30,718	236,389	149,487	115,380	215,380
<b>TOTAL</b>	<b>81,787</b>	<b>30,718</b>	<b>236,389</b>	<b>149,487</b>	<b>115,380</b>	<b>215,380</b>

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FINANCING SOURCES	Actual 2019-20	Actual 2020-21	Final Budget 2021-22	Estimated 2022-23
Investment Earnings	3,089	2,762	2,080	2,890
Trsf-General Fund (001)	60,266	0	375	100,375
Trsf-Rev Stabilizatr(073)	0	103,120	124,686	0
Trsf-Measure"Y" P&R (085)	0	16,113	0	0
Other Revenues	18,432	91,277-	109,248	112,115
<b>TOTAL</b>	<b>81,787</b>	<b>30,718</b>	<b>236,389</b>	<b>215,380</b>

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BUDGET DETAIL EXPENSES

424-1201	Parks & Community Service	ACTUAL 2019-20	ACTUAL 2020-21	FINAL BUDGET 2021-22	DEPT. HEAD REQUEST 2022-23	CITY MGR. RECOM. 2022-23	COUNCIL APPROVAL 2022-23
ACCT. NO.	ACCOUNT DESCRIPTION						
647.65-00	Capital Imp. Projects	81.787	30.718	236.389	149.487	115.380	215.380
	Capital Outlay	81.787	30.718	236.389	149.487	115.380	215.380
**	Parks & Community Service	81.787	30.718	236.389	149.487	115.380	215.380

## **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 and other relative trainings.
- 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 computer equipment, copy machines, audiovisual equipment, and PC software.
- 24-00 CPRS annual memberships, PC licensing, Zoom membership, Canva membership subscription, CERVIS Tech Subscription, 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.

FUND NOS. 024, 085 & 424  
ACCOUNT NOS. 1120, 1201-1236, 1239, 1255, 1252-1256 & 1257

**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.

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

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***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 Parks Division							
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2019-20	ACTUAL 2020-21	FINAL BUDGET 2021-22	DEPT. HEAD REQUEST 2022-23	CITY MGR. RECOM. 2022-23	COUNCIL APPROVAL 2022-23
532.17-00	Professional Services	5,000	0	0	0	0	0
	Supplies and Services	5,000	0	0	0	0	0
647.65-00	Capital Imp. Projects	0	0	1,286,274	1,752,012	1,759,888	1,759,888
	Capital Outlay	0	0	1,286,274	1,752,012	1,759,888	1,759,888
**	Parks Division	5,000	0	1,286,274	1,752,012	1,759,888	1,759,888

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

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***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	Wahneta Hall 1991 Trust						
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2019-20	ACTUAL 2020-21	FINAL BUDGET 2021-22	DEPT. HEAD REQUEST 2022-23	CITY MGR. RECOM. 2022-23	COUNCIL APPROVAL 2022-23
592.29-00	Other Materials Supplies	1.561	6.337	3.529	6.259	6.259	6.259
	Supplies and Services	1.561	6.337	3.529	6.259	6.259	6.259
**	Wahneta Hall 1991 Trust	1.561	6.337	3.529	6.259	6.259	6.259