

**CITY OF MERCED
2013-2014 ADOPTED BUDGET**

TAB 12

PARKS AND COMMUNITY SERVICES

Parks & Community Services

Park Reserve Fund

Wahneta Hall Trust

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OFFICE OF RECREATION
FUND NOS. 024 & 424
ACCOUNT NOS. 1201 – 1236, 1239, & 1252-1256

DESCRIPTION

The Office of Recreation is responsible for providing recreation and leisure programs for children and adults, renting park facilities and fields, and overseeing the Merced Senior Community and Applegate Park Zoo.

MISSION

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

GOALS

- ❖ To collaborate with Merced Senior Citizens, Inc. (M.S.C.I.) to expand programs, hours and volunteer services at the Senior Center.
- ❖ To collaborate with Merced Zoological Society to seek new operators or sponsors for Applegate Park Zoo.
- ❖ Continue our collaboration with the Boys and Girls Club to provide youth services.
- ❖ Continue planning efforts to assist development of CP-42 by YSO groups.
- ❖ To continue coordination and cooperation with the Merced City School District and Merced Union High School District.
- ❖ To seek grant funding for recreational programs and renovation of parks.
- ❖ To assist the "Friends of the City of Merced Parks and Community Services, Inc." program through their marketing campaign.
- ❖ Expand partnership with UC Merced to offer additional recreational opportunities to the community.
- ❖ Begin and complete renovation of McNamara Park, which will increase field use opportunities.

- ❖ Continue to assist youth sports organizations in their efforts to provide recreational youth sports opportunities to the community.
- ❖ Continue efforts to expand youth programming opportunities in the community.
- ❖ Increase number of Neighborhood Watch groups in the community by coordinating the program for Police.

OBJECTIVES

PERFORMANCE MEASUREMENTS/ INDICATORS

1. Continue seeking grant funds for park renovation and youth programming.
Staff will seek available grant opportunities and apply for or partner with at least two grants.
2. Youth Division – Continue transitioning previous youth programs to Boys and Girls Club.
Support youth services at the Boys and Girls Club and other youth agencies. We will partner with B&GC for a 6 week summer camp.
3. Youth Sports Division – Provide youth sports programs (basketball and flag football) that promote sportsmanship, teamwork and skills development in a safe and fun environment.
Expand Jr. Warriors basketball league to serve 14 teams and 140 players; NFL Flag Football league serves 14 teams and 140 players.
4. Adult Sports Division – Offer adult softball and basketball programs that provide participants recreational outlets in an organized setting that increases community health and wellness.
Will provide adult softball to more than 3,000 players and adult basketball to more than 300 players. Will perform a comparative rate study for adult sports.
5. Aquatics Division – Provide a quality aquatics program in a clean, safe, efficient and well-managed facility.
Recreational swim will be provided at McNamara Pool and will serve approximately 2,000 youth and provide a swim program in partnership with other community groups.
6. Sports Division – Support softball tournaments at Joe Herb Park and expand sports facility rentals bringing an overall positive economic impact to the department and community.
Will have more than 20 tournaments at Joe Herb Park, along with use by local high schools and UC Merced teams.
7. Building/Shelter Rental Division - Increase rental opportunities by making rental program more “user” friendly”.
Increase web-site promotion of smaller facilities. Promote weekend use of Senior Center for church services, dances and “mid-size” events.
8. Leisure class program-Offer special interest classes for all ages.
Offer Uechi Karate, Indoor Soccer and Jujitsu with paid instructors. Increase volunteer instructor base to provide additional special interest classes to the community at a very low cost to the City and for all ages.
9. Expand partnerships with the University California Merced to offer additional recreational opportunities to the Community focusing on cataloging and implementing sustainable youth programs in order to gain a higher level understanding and knowledge about existing services for youth in our community with the idea of strengthening, augmenting, and targeting beneficial services.
Will have sports camps and other recreation programs in partnership with UC Merced ready for summer 2014. Will present results of UC Merced youth services survey and other information on local youth programming to Council before goal setting/budget workshop.

PARKS AND RECREATION

2013-2014 BUDGET HIGHLIGHTS

Staff will continue to provide the best service possible with the small amount of resources available. We will continue to staff the Senior Center with AARP workers and senior volunteers and new leisure classes with volunteer instructors. The department will focus on building relationships and leveraging resources to achieve goals.

The full time secretary and fulltime coordinator positions will remain eliminated for fiscal year 2013/2014.

PERSONNEL

Number of Positions

Classification	Funded In Budget 2012-13	City Mgr. Recom. 2013-14	Council Approval
Recreation Supervisor	3.00	3.00	3.00
Lead Zookeeper	1.00	1.00	1.00
TOTAL	4.25	4.40	4.40

BUDGET DETAIL EXPENSES

024-1201	Parks & Community Service					
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2010-11	ACTUAL 2011-12	FINAL BUDGET 2012-13	CITY MGR. RECOM. 2013-14	COUNCIL APPROVAL 2013-14
541.01-00	Regular Salaries	365,765	259,034	250,819	270,531	270,531
541.03-00	Extra Help	270,338	173,014	125,610	136,441	136,441
541.04-01	Regular Overtime	1,689	277	3,391	1,133	1,133
541.04-04	Call Back Time Worked	43	0	131	131	131
541.10-01	Holiday Pay	1,923	1,928	1,739	1,739	1,739
541.10-02	Unused Sick Leave	1,177	529	0	0	0
541.10-05	Retirement PERS Classic	61,758	54,035	52,437	59,414	59,414
541.10-06	Social Security-OASDI	24,058	16,363	15,585	16,418	16,418
541.10-07	Social Security-Medicare	10,391	6,371	5,467	5,819	5,819
541.10-08	State Unemployment	167,884	35,823	20,214	0	0
541.10-12	Workers Compensation	31,252	31,943	25,867	38,732	38,732
541.10-20	Earned Benefit	91,886	5,758	3,477	3,477	3,477
541.10-24	Vehicle Allowance	3,000	1,542	0	0	0
541.10-27	PTS Plan FICA Alternative	3,523	2,227	1,635	1,773	1,773
541.10-32	Cash Back-Biweekly Allow	14	0	0	0	0
541.10-33	Core Allowance	80,431	62,715	56,995	64,376	64,376
541.10-35	Post Employment Benefits	23,399	32,116	32,689	26,923	26,923
Personnel Services		1,138,531	683,675	596,056	626,907	626,907
542.11-00	Utilities	39,387	43,527	46,047	46,728	50,728
542.12-00	Telephone	6,344	4,917	5,796	5,964	5,964
542.13-00	Postage	644	524	1,100	700	700
542.14-00	Advertising	0	0	1,850	1,850	1,850
542.15-00	Office Supplies	2,482	2,411	2,950	2,950	2,950
542.16-00	Printing	0	0	255	255	255
542.17-00	Professional Services	91,711	112,949	110,232	105,779	105,779
542.18-00	Travel and Meetings	976	3,772	0	0	0
542.19-00	Mileage	152	420	3,500	3,500	3,500
542.20-00	Training Expense	400	2,328	0	0	0
542.21-00	Rents/Leases	3,948	3,304	2,428	5,697	5,697
542.22-00	Office Equipment O & M	0	168	510	510	510
542.23-00	Vehicle Operations/Maint	5,758	7,752	8,212	5,848	5,848
542.24-00	Memberships, Subscription	789	13,952	4,389	4,384	4,384
542.25-00	Maintenance Matis & Svcs	6,132	4,614	4,830	4,830	4,830
542.29-00	Other Materials Supplies	65,638	48,846	58,126	54,600	57,100
542.30-01	Dept Share of Insurance	19,816	23,871	15,607	13,034	13,034
542.34-00	Contingency Reserve	0	0	50,000	0	6,000
542.38-00	Support Services	51,715	44,161	35,899	27,868	27,868
542.45-00	Facilities Maint Charge	120,337	128,446	127,977	136,755	136,755
Supplies and Services		415,429	445,962	479,708	421,252	433,752
543.43-00	Machinery/Equipment	480	0	400	400	400
Property		480	0	400	400	400
544.91-01	Adm Exp-City Manager	11,572	7,359	5,322	21,180	21,180
544.91-02	Adm Exp-City Attorney	1,040	17	573	3,963	3,963
544.91-09	Adm Exp-Finance	35,584	27,609	20,959	30,368	30,368
544.91-10	Adm Exp-Purchasing	5,099	3,183	2,640	4,180	4,180
544.91-16	Adm Exp-City Council	5,755	3,578	2,074	2,892	2,892
Other		59,050	41,746	31,568	62,583	62,583
545.92-01	Interdept DSC-General Fnd	26,608	2,637	0	0	0
545.92-17	Interdept DSC-Develop Svc	10,544	9,124	0	9,166	9,166
545.92-53	Interdept DSR-Wastewater	0	0	0	114	114
Interdepartmental		37,152	11,761	0	9,280	9,280

BUDGET DETAIL EXPENSES

024-1201 Parks & Community Service						
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2010-11	ACTUAL 2011-12	FINAL BUDGET 2012-13	CITY MGR. RECOM. 2013-14	COUNCIL APPROVAL 2013-14
948.93-42	Trsf-Park ReserveCIP(442)	10,291	10,452	10,452	0	0
	Other	10,291	10,452	10,452	0	0
968.93-71	Trsf-Facilities Main(671)	0	0	7,533	7,804	7,804
	Other	0	0	7,533	7,804	7,804
**	Parks & Community Service	1,660,933	1,193,596	1,125,717	1,128,226	1,140,726

PARKS AND COMMUNITY SERVICES

- 03-00 Extra help for USDA mandated staffing levels at Applegate Park Zoo, facility rental programs, and special events such as Summer Camp.
- 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 to 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 (Administrator and Commissioners) and League of California Cities.
- 19-00 Mileage for miscellaneous meetings.
- 20-00 All California Park and Recreation Society Administrators Institutes, annual conferences, continuing education, and other miscellaneous training fees have been deleted for this budget cycle.
- 21-00 Reimbursement to Merced City School District, 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 All memberships have been deleted except as required for the Applegate Zoo.

PARKS AND COMMUNITY SERVICES (continued)

Required USDA,, California Department of Fish and Game and National Wildlife Service annual license fees for annual zoo permits and fees will be paid through this fund.

- 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.
- 26-00 Repairs to refrigerators, freezers, and power tools
- 27-00 Replacement rakes, shovels, buckets, saws, paint brushes and other small supply items at Zoo
- 28-00 Disposable gloves, boots, surgical soap, miscellaneous first aid supplies at zoo
- 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 58% of the zoo-operating budget. The Merced Zoological Society contributes proceeds from admissions and other fund raising activities to assist with zoo overhead expenses.



424-1201 Parks & Community Service		BUDGET DETAIL EXPENSES				
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2010-11	ACTUAL 2011-12	FINAL BUDGET 2012-13	CITY MGR. RECOM. 2013-14	COUNCIL APPROVAL 2013-14
647.65-00	Capital Imp. Projects	241.087	96.636	2,680,481	2,470,174	2,470,174
	Capital Outlay	241.087	96.636	2,680,481	2,470,174	2,470,174
908.93-01	Trsf-General Fund (001)	20.807	1,318	0	0	0
	Other	20.807	1,318	0	0	0
**	Parks & Community Service	261.894	97.954	2,680,481	2,470,174	2,470,174

**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 2010-11	ACTUAL 2011-12	FINAL BUDGET 2012-13	CITY MGR. RECOM. 2013-14	COUNCIL APPROVAL 2013-14
647.65-00 Capital Imp. Projects	614,172	1,930,936	81,822	83,769	83,769
Capital Outlay	614,172	1,930,936	81,822	83,769	83,769
706.71-01 Principal-Bond Payment	0	0	250,000	0	0
706.72-01 Interest Bond Payment	15,000	15,000	15,000	0	0
Debt Services	15,000	15,000	265,000	0	0
908.93-48 Trsf-Facilities-Park(048)	11,899	114,334	0	0	0
Other	11,899	114,334	0	0	0
** Park Reserve	641,071	2,060,270	346,822	83,769	83,769

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

PROGRAM

The City Council was named trustee for funds bequeathed by Wahneta 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 Wahneteta Hall 1991 Trust						
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2010-11	ACTUAL 2011-12	FINAL BUDGET 2012-13	CITY MGR. RECOM. 2013-14	COUNCIL APPROVAL 2013-14
592.29-00	Other Materials Supplies	3,770	1,200	1,590	1,996	1,996
	Supplies and Services	3,770	1,200	1,590	1,996	1,996
**	Wahneteta Hall 1991 Trust	3,770	1,200	1,590	1,996	1,996