

**CITY OF MERCED  
2014-2015 ADOPTED BUDGET**

**TAB 12**

**PARKS AND COMMUNITY SERVICES**

Parks & Community Services

Park Reserve Fund

Wahneta Hall Trust

**PAGE NO.**

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

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***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 and volunteer services at the Senior Center.
- ❖ To collaborate with Merced Zoological Society to seek additional sponsors and events 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.
- ❖ 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.
- ❖ Upon reception of grant dollars, begin and complete renovation of Stephen Leonard Park, which will increase recreational opportunities.
- ❖ Continue to assist in implementation of Merced Cease Fire/Feet Changing Lives program.
- ❖ Increase number of participants in swim lessons and recreational swim.
- ❖ Continue oversight of Youth Task Force as it creates City's Youth Council.

## OBJECTIVES

## PERFORMANCE MEASUREMENTS/ INDICATORS

1. Continue seeking grant funds for park renovation and youth programming.  
Staff will seek available grant opportunities.
2. Youth Division – Continue supporting youth programs at the Boys and Girls Club.  
Support youth services at the Boys and Girls Club and other youth agencies.
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.  
Jr. Warriors basketball league will serve at least 14 teams and 140 players; NFL Flag Football league will serve at least 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.  
Adult softball will serve at least 157 teams and 3,500 players. Adult basketball will serve at least 30 teams and 400 players.
5. Aquatics Division – Provide a quality aquatics program in clean, safe, efficient and well-managed facilities.  
Recreational swim will be provided at McNamara Pool and will serve approximately 2,000 youth. Swim lessons will be expanded to at least two sites
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.  
25 tournaments are scheduled=4,100 players.  
15 men’s/coed tournaments with 15 teams per tournament =2,700 players  
10 youth tournaments with 15 teams per tournament = 1,400 players
7. Building/Shelter Rental Division - Increase rentals by making rental program more “user” friendly” to boost department’s income.  
Increase web-site promotion of smaller facilities. Promote additional evening and 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.

9. Youth Sports Organization Support-  
Provide support to YSO's, so they can  
offer recreational opportunities to  
Merced's youth in a safe environment.

Staff will produce advertising materials, provide  
ball field preparation, schedule sports facilities  
and other work as needed.

## **PARKS AND RECREATION**

### **2014-2015 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 senior volunteers and seek to add 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 2014/2015.

Parks & Community Service

EXPENSES	Actual 2011-12	Actual 2012-13	Final Budget 2013-14	Dept.Head Request 2014-15	City Mgr. Recom. 2014-15	Council Approval 2014-15
Personnel Expenses	683,675	575,179	626,907	654,331	654,331	654,331
Supplies and Services	499,469	409,652	505,615	517,946	517,988	529,081
Debt Service	0	0	0	0	0	0
Acquisitions	0	0	400	400	400	400
Capital Improvements	0	0	0	0	0	0
* Undefined *	10,452	15,503	7,804	8,084	8,084	8,084
<b>TOTAL</b>	<b>1,193,596</b>	<b>1,000,334</b>	<b>1,140,726</b>	<b>1,180,761</b>	<b>1,180,803</b>	<b>1,191,896</b>

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FINANCING SOURCES	Actual 2011-12	Actual 2012-13	Final Budget 2013-14	Estimated 2014-15
Swimming Lesson Fees	0	4,882	6,300	2,100
Creative Skill Fees	410	2,604	1,000	1,000
Outdoor Recreation Fees	960	30	0	0
Fitness Fees	5,710	5,456	5,580	5,580
Sports Instruction Fees	27,300	28,955	26,275	25,375
Adult Basketball Fees	11,230	11,390	13,000	13,000
Adult Softball Fees	66,908	64,551	64,900	60,900
Youth Basketball	8,225	13,460	10,950	10,300
Youth Football	13,181	13,877	13,950	13,300
Youth Service/Drop-In	0	10,223	16,320	0
McNamara Pool Entrance	0	1,987	1,800	1,800
Building & Shelt Rentals	86,676	83,071	65,235	70,460
Ballfield Rentals	11,784	13,802	9,200	9,200
Kiddie Corral	548	0	0	0
Senior Center CleaningFee	7,500	4,800	7,800	6,300
PERS-EE Share 2.5% @ 55	14,172	21,003	25,126	27,620
Personnel Time ChargedCIP	0	0	8,320	0
Investment Earnings	0	202	400	0
Concessions (Recreation)	5,611	2,687	4,000	4,000
Unclassified	645	271-	0	0
Contributions and Donatio	21,655	17,010	0	0
Contributions	89,351	93,791	82,449	94,000
Sale of Equipment	348	0	0	0
Adm Reimb-Child Develop	254	0	0	22,952
Trsf-General Fund (001)	850,817	532,209	700,042	776,058
Trsf-CFD Rec & Parks(162)	45,192	45,921	46,134	50,917
Trsf-Emp Benefit Fun(669)	35,823	0	0	0
Trsf-Youth Programs (778)	7,582	4,219	8,156	4,900
Other Revenues	118,286-	24,475	23,789	7,866-
<b>TOTAL</b>	<b>1,193,596</b>	<b>1,000,334</b>	<b>1,140,726</b>	<b>1,191,896</b>

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PERSONNEL	Number of Positions			
	Funded In Budget 2013-14	Dept.Head Request 2014-15	City Mgr. Recom. 2014-15	Council Approval
Asst to City Mgr	.40	.40	.40	.40



Parks & Community Service

P E R S O N N E L

Number of Positions

Classification	Funded In	Dept. Head	City Mgr.	
	Budget 2013-14	Request 2014-15	Recom. 2014-15	Council Approval
Recreation Supervisor	3.00	3.00	3.00	3.00
Lead Zookeeper	1.00	1.00	1.00	1.00
<b>TOTAL</b>	<b>4.40</b>	<b>4.40</b>	<b>4.40</b>	<b>4.40</b>

BUDGET DETAIL EXPENSES

024-1201	Parks & Community Service						
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2011-12	ACTUAL 2012-13	FINAL BUDGET 2013-14	DEPT. HEAD REQUEST 2014-15	CITY MGR. RECOM. 2014-15	COUNCIL APPROVAL 2014-15
541.01-00	Regular Salaries	259,034	252,763	270,531	281,907	281,907	281,907
541.03-00	Extra Help	173,014	107,499	136,441	145,975	145,975	145,975
541.04-01	Regular Overtime	277	613	1,133	1,130	1,130	1,130
541.04-04	Call Back Time Worked	0	0	131	133	133	133
541.10-01	Holiday Pay	1,928	1,924	1,739	1,765	1,765	1,765
541.10-02	Unused Sick Leave	529	0	0	0	0	0
541.10-05	Retirement PERS Classic	54,035	52,952	59,414	66,222	66,222	66,222
541.10-06	Social Security-OASDI	16,363	15,204	16,418	17,109	17,109	17,109
541.10-07	Social Security-Medicare	6,371	5,121	5,819	6,117	6,117	6,117
541.10-08	State Unemployment	35,823	20,214	0	0	0	0
541.10-12	Workers Compensation	31,943	25,867	38,732	39,964	39,964	39,964
541.10-20	Earned Benefit	5,758	1,497	3,477	3,529	3,529	3,529
541.10-24	Vehicle Allowance	1,542	58-	0	0	0	0
541.10-27	PTS Plan FICA Alternative	2,227	1,402	1,773	1,900	1,900	1,900
541.10-33	Core Allowance	62,715	57,492	64,376	61,714	61,714	61,714
541.10-35	Post Employment Benefits	32,116	32,689	26,923	26,866	26,866	26,866
Personnel Services		683,675	575,179	626,907	654,331	654,331	654,331
542.11-00	Utilities	43,527	38,689	50,728	57,628	57,628	65,128
542.12-00	Telephone	4,917	4,175	5,964	5,964	5,964	5,964
542.13-00	Postage	524	543	700	700	700	700
542.14-00	Advertising	0	82	1,850	1,850	1,850	1,850
542.15-00	Office Supplies	2,411	510	2,950	2,950	2,000	2,000
542.16-00	Printing	0	0	255	255	100	100
542.17-00	Professional Services	112,949	92,114	105,779	103,649	123,649	123,649
542.18-00	Travel and Meetings	3,772	0	0	0	0	0
542.19-00	Mileage	420	0	3,500	3,350	500	500
542.20-00	Training Expense	2,328	0	0	0	0	0
542.21-00	Rents/Leases	3,304	1,540	5,697	4,720	4,720	4,720
542.22-00	Office Equipment O & M	168	0	510	510	510	510
542.23-00	Vehicle Operations/Maint	7,752	8,212	5,848	5,842	5,334	5,334
542.24-00	Memberships, Subscription	13,952	4,413	4,384	4,289	4,289	4,289
542.25-00	Maintenance Mats & Svcs	4,614	5,533	4,830	4,830	4,830	4,830
542.29-00	Other Materials Supplies	48,846	42,740	57,100	68,711	67,461	67,461
542.30-01	Dept Share of Insurance	23,871	15,607	13,034	13,669	11,995	11,995
542.34-00	Contingency Reserve	0	0	6,000	6,000	6,000	6,000
542.35-84	Retro Fee Expense	0	50	0	0	0	0
542.38-00	Support Services	44,161	35,899	27,868	30,375	28,764	28,764
542.45-00	Facilities Maint Charge	128,446	127,977	136,755	134,248	125,165	125,165
Supplies and Services		445,962	378,084	433,752	449,540	451,459	458,959
543.43-00	Machinery/Equipment	0	0	400	400	400	400
Property		0	0	400	400	400	400
544.91-01	Adm Exp-City Manager	7,359	5,322	21,180	3,865	5,993	5,993
544.91-02	Adm Exp-City Attorney	17	573	3,963	2,242	1,799	1,799
544.91-03	Adm Exp-City Clerk	0	0	0	17,469	15,816	19,409
544.91-09	Adm Exp-Finance	27,609	20,959	30,368	28,630	27,345	27,345
544.91-10	Adm Exp-Purchasing	3,183	2,640	4,180	3,525	3,491	3,491
544.91-16	Adm Exp-City Council	3,578	2,074	2,892	3,278	2,688	2,688
Other		41,746	31,568	62,583	59,009	57,132	60,725
545.92-01	Interdept DSC-General Fnd	2,637	0	0	0	0	0
545.92-17	Interdept DSC-Develop Svc	9,124	0	9,166	9,397	9,397	9,397

BUDGET DETAIL EXPENSES

024-1201 Parks & Community Service							
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2011-12	ACTUAL 2012-13	FINAL BUDGET 2013-14	DEPT. HEAD REQUEST 2014-15	CITY MGR. RECOM. 2014-15	COUNCIL APPROVAL 2014-15
545.92-53	Interdept DSR-Wastewater	0	0	114	0	0	0
	Interdepartmental	11,761	0	9,280	9,397	9,397	9,397
948.93-42	Trsf-Park ReserveCIP(442)	10,452	7,970	0	0	0	0
	Other	10,452	7,970	0	0	0	0
968.93-71	Trsf-Facilities Main(671)	0	7,533	7,804	8,084	8,084	8,084
	Other	0	7,533	7,804	8,084	8,084	8,084
**	Parks & Community Service	1,193,596	1,000,334	1,140,726	1,180,761	1,180,803	1,191,896



BUDGET DETAIL EXPENSES

424-1201 Parks & Community Service							
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2011-12	ACTUAL 2012-13	FINAL BUDGET 2013-14	DEPT. HEAD REQUEST 2014-15	CITY MGR. RECOM. 2014-15	COUNCIL APPROVAL 2014-15
647.65-00	Capital Imp. Projects	96,636	168,815	2,470,174	96,076	96,076	112,576
	Capital Outlay	96,636	168,815	2,470,174	96,076	96,076	112,576
908.93-01	Trsf-General Fund (001)	1,318	0	0	0	0	0
	Other	1,318	0	0	0	0	0
**	Parks & Community Service	97,954	168,815	2,470,174	96,076	96,076	112,576

## **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.

**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 Park Reserve							
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2011-12	ACTUAL 2012-13	FINAL BUDGET 2013-14	DEPT. HEAD REQUEST 2014-15	CITY MGR. RECOM. 2014-15	COUNCIL APPROVAL 2014-15
647.65-00	Capital Imp. Projects	1,930,936	0	83,769	131,282	131,282	131,282
	Capital Outlay	1,930,936	0	83,769	131,282	131,282	131,282
706.71-01	Principal-Bond Payment	0	250,000	0	0	0	0
706.72-01	Interest Bond Payment	15,000	15,000	0	0	0	0
	Debt Services	15,000	265,000	0	0	0	0
908.93-48	Trsf-Facilities-Park(048)	114,334	0	0	0	0	0
	Other	114,334	0	0	0	0	0
**	Park Reserve	2,060,270	265,000	83,769	131,282	131,282	131,282

**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 Wahneteta Hall 1991 Trust							
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2011-12	ACTUAL 2012-13	FINAL BUDGET 2013-14	DEPT. HEAD REQUEST 2014-15	CITY MGR. RECOM. 2014-15	COUNCIL APPROVAL 2014-15
592.29-00	Other Materials Supplies	1,200	0	1,996	2,624	2,624	2,624
	Supplies and Services	1,200	0	1,996	2,624	2,624	2,624
**	Wahneteta Hall 1991 Trust	1,200	0	1,996	2,624	2,624	2,624

