

**CITY OF MERCED
2016-2017 CITY COUNCIL APPROVED BUDGET**

TAB 12

PARKS AND COMMUNITY SERVICES

Parks & Community Services

Parks & Community Services

Park Reserve Fund

Wahneta Hall Trust

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

DESCRIPTION

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

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.

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 offer more programs and events at Applegate Park Zoo.
- ❖ To continue our collaboration with the Boys and Girls Club to provide youth services the Merced community.
- ❖ 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 for increased programming.
- ❖ Create partnerships with UC Merced to offer additional recreational and educational opportunities to the community.
- ❖ Continue efforts to expand youth & adult programming opportunities throughout the community.
- ❖ Promote new splash park and skate park at Stephen Leonard Park to increase recreational opportunities in the community.

PARKS AND RECREATION

- ❖ Increase Youth Council's competence, functionality and vitality.
- ❖ Expand youth and adult sports programs.
- ❖ Expand Family Fun activities for the community.
- ❖ Raise community awareness of recreation programs through expanded use of social media.

PARKS AND RECREATION

OBJECTIVES

1. Continue seeking grant funds and sponsorships for park renovation and recreation programming.
2. Youth – Continue supporting youth programs at the Boys and Girls Club, Stephen Leonard Park and McNamara Park
3. Youth Sports – Provide increased youth sports programs (basketball, flag football, soccer & volleyball) that promote sportsmanship, teamwork and skills development in a safe and fun environment.
4. Adult Sports – Offer adult Softball, volleyball and expanded basketball programs that provide participants recreational outlets in an organized setting that increases community health and wellness.
5. Aquatics – Provide a quality aquatics program in clean, safe, efficient and well-managed facilities.
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.
7. Building/Shelter Rental Division - Increase rentals by making rental program more “user” friendly” to boost department’s income.

PERFORMANCE MEASUREMENTS/ INDICATORS

Staff will obtain 3 available grants/sponsorships.

Support youth services at the Boys and Girls Club, McNamara Park and other youth agencies by providing facilities, financial support and professional services.

Jr. Warriors basketball league will serve at least 18 teams and 200 players; NFL Flag Football league will serve at least 18 teams and 200 players. 3 youth volleyball camps will be added, which can serve 100 youth each.

Adult softball will serve at least 157 teams and 3,500 players. Adult basketball will serve at least 30 teams and 400 players. Both the new adult volleyball and summer basketball leagues will serve 12 teams and 120 players each.

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

- 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 web-site promotion of smaller facilities. Promote additional evening and weekend use of Senior Center for church services, dances and “mid-size” events.

PARKS AND RECREATION

8. Leisure class program-Offer special interest classes for all ages.

Offer Uechi Karate, Indoor Soccer, Zumba, Hunter Safety and Jujitsu with paid instructors.

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. Offer field rentals at McNamara Park

Staff will rent the fields out for at least 20 tournaments, practices and games.

11. Provide recreational hunting and bird watching opportunities through the SHARE program.

Staff will enter in to 3 year agreement with California Department of Fish and Wildlife to provide the SHARE program, which will pay the City \$6,000 per year.

12. Provide family fun activities to the Merced community.

Staff will offer at least 3 family fun activities that could include movies in the park, Applegate Zoo activities, and events and the pools/parks.

PARKS AND RECREATION

2016-2017 BUDGET HIGHLIGHTS

Staff will continue to provide the best service possible with the 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. We will add youth and adult volleyball programs, expand the adult basketball program to include a summer league, and offer family fun activities. The department will focus on building relationships and leveraging resources to achieve goals.

Parks & Community Service

P E R S O N N E L	Number of Positions			
Classification	Funded In Budget 2015-16	Dept.Head Request 2016-17	City Mgr. Recom. 2016-17	Council Approval
Lead Zookeeper	1.00	1.00	1.00	1.00
Recreation Coordinator	1.00	1.00	2.00	2.00
Zookeeper	1.00	1.00	1.00	1.00
Park Worker I/II			1.00	1.00
TOTAL	5.60	5.60	8.00	8.00

BUDGET DETAIL EXPENSES

024-1201	Parks & Community Service						
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2013-14	ACTUAL 2014-15	FINAL BUDGET 2015-16	DEPT. HEAD REQUEST 2016-17	CITY MGR. RECOM. 2016-17	COUNCIL APPROVAL 2016-17
541.01-00	Regular Salaries	276,042	260,919	295,769	325,322	362,844	362,844
541.03-00	Extra Help	125,266	140,762	185,440	199,126	198,812	198,812
541.04-01	Regular Overtime	2,431	827	1,128	1,167	1,167	1,167
541.04-04	Call Back Time Worked	0	0	131	131	131	131
541.10-01	Holiday Pay	1,925	1,465	1,739	1,739	1,739	1,739
541.10-05	Retirement PERS Classic	60,041	61,399	57,998	62,980	50,537	50,537
541.10-06	Social Security-OASDI	16,665	15,617	18,149	20,125	22,618	22,618
541.10-07	Social Security-Medicare	5,740	5,697	6,933	7,594	8,172	8,172
541.10-10	Retirement-PERS New Membr	0	0	14,459	21,411	42,357	42,357
541.10-12	Workers Compensation	38,732	39,964	17,235	9,770	11,037	11,037
541.10-20	Earned Benefit	2,199	0	3,477	6,904	6,904	6,904
541.10-27	PTS Plan FICA Alternative	1,643	1,833	2,411	2,589	2,585	2,585
541.10-33	Core Allowance	61,359	61,437	91,626	92,298	120,640	120,640
541.10-35	Post Employment Benefits	26,923	26,866	21,819	13,413	13,413	13,413
Personnel Services		618,966	616,786	718,314	764,569	842,956	842,956
542.11-00	Utilities	46,130	48,168	75,356	77,152	77,152	77,152
542.12-00	Telephone	3,950	4,159	4,888	4,469	4,469	4,469
542.13-00	Postage	581	376	550	700	700	700
542.14-00	Advertising	241	0	1,500	1,550	1,550	1,550
542.15-00	Office Supplies	789	425	1,500	2,500	2,500	2,500
542.16-00	Printing	41	4	0	0	0	0
542.17-00	Professional Services	101,122	110,311	128,247	138,957	138,957	138,957
542.18-00	Travel and Meetings	0	0	0	4,100	4,100	4,100
542.19-00	Mileage	0	0	0	300	300	300
542.20-00	Training Expense	0	99	500	1,740	1,740	1,740
542.21-00	Rents/Leases	3,181	2,656	3,120	2,802	2,802	2,802
542.22-00	Office Equipment O & M	279	0	510	510	510	510
542.23-00	Vehicle Operations/Maint	5,848	5,334	7,845	3,560	3,560	3,560
542.24-00	Memberships, Subscription	4,045	2,792	4,289	4,199	4,199	4,199
542.25-00	Maintenance Matls & Svcs	6,002	5,201	5,390	5,890	5,890	5,890
542.29-00	Other Materials Supplies	37,384	38,993	56,075	68,936	71,936	71,936
542.30-01	Dept Share of Insurance	13,034	11,995	18,449	23,546	24,077	24,077
542.34-00	Contingency Reserve	0	0	6,000	6,000	6,000	6,000
542.38-00	Support Services	27,868	28,764	33,678	37,455	38,788	38,788
542.45-00	Facilities Maint Charge	136,755	125,165	156,998	181,641	180,474	180,474
Supplies and Services		387,250	384,442	504,895	566,007	569,704	569,704
543.43-00	Machinery/Equipment	400	0	400	400	400	400
Property		400	0	400	400	400	400
544.91-01	Adm Exp-City Manager	21,180	5,993	8,567	7,745	12,356	12,356
544.91-02	Adm Exp-City Attorney	3,963	2,420	1,861	2,075	2,438	2,438
544.91-03	Adm Exp-City Clerk	0	19,409	11,914	13,068	13,421	13,421
544.91-09	Adm Exp-Finance	30,368	27,345	30,560	33,051	35,232	35,232
544.91-10	Adm Exp-Purchasing	4,180	3,491	3,632	4,435	4,697	4,697
544.91-16	Adm Exp-City Council	2,892	2,688	3,428	3,714	3,935	3,935
Other		62,583	61,346	59,962	64,088	72,079	72,079
545.92-17	Interdept DSC-Develop Svc	9,166	9,397	9,393	9,784	9,709	9,709
545.92-53	Interdept DSR-Wastewater	114	0	0	0	0	0
Interdepartmental		9,280	9,397	9,393	9,784	9,709	9,709
968.93-71	Trsf-Facilities Main(671)	7,804	8,084	8,375	8,675	8,675	8,675
Other		7,804	8,084	8,375	8,675	8,675	8,675
**	Parks & Community Service	1,086,283	1,080,055	1,301,339	1,413,523	1,503,523	1,503,523

Parks & Community Service

ACCOUNT NO. 1201

EXPENSES	Actual 2013-14	Actual 2014-15	Final Budget 2015-16	Dept.Head Request 2016-17	City Mgr. Recom. 2016-17	Council Approval 2016-17
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	2,338,205	63,662	928,842	224,131	224,131	224,131
TOTAL	2,338,205	63,662	928,842	224,131	224,131	224,131

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FINANCING SOURCES	Actual 2013-14	Actual 2014-15	Final Budget 2015-16	Estimated 2016-17
Other State Grants	2,338,205	49,240	828,775	65,671
Investment Earnings	154	0	0	0
Trsf-General Fund (001)	0	227,725	46,996	82,329
Other Revenues	154-	213,303-	53,071	76,131
TOTAL	2,338,205	63,662	928,842	224,131

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BUDGET DETAIL EXPENSES

424-1201 Parks & Community Service							
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2013-14	ACTUAL 2014-15	FINAL BUDGET 2015-16	DEPT. HEAD REQUEST 2016-17	CITY MGR. RECOM. 2016-17	COUNCIL APPROVAL 2016-17
647.65-00	Capital Imp. Projects	2,338,205	63,662	928,842	224,131	224,131	224,131
	Capital Outlay	2,338,205	63,662	928,842	224,131	224,131	224,131
**	Parks & Community Service	2,338,205	63,662	928,842	224,131	224,131	224,131

PARKS AND RECREATION

- 03-00 Extra help for USDA mandated staffing levels at Applegate Park Zoo, facility rental 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 (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 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.

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 \$85,000 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.

Park Reserve

E X P E N S E S	Actual 2013-14	Actual 2014-15	Final Budget 2015-16	Dept. Head Request 2016-17	City Mgr. Recom. 2016-17	Council Approval 2016-17
Personnel Expenses	0	0	0	0	0	0
Supplies and Services	107	0	0	0	0	0
Debt Service	0	0	0	0	0	0
Acquisitions	0	0	0	0	0	0
Capital Improvements	22,338	9,473	131,865	196,751	196,751	196,751
* Undefined *	0	0	1,342	0	0	0
TOTAL	22,445	9,473	133,207	196,751	196,751	196,751

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F I N A N C I N G S O U R C E S	Actual 2013-14	Actual 2014-15	Final Budget 2015-16	Estimated 2016-17
Park Zone #1	0	0	18,920	7,095
Park Zone #3	0	473	4,730	0
Park Zone #4	4,634	7,944	65,925	49,595
Park Zone #5	10,592	32,438	49,665	89,150
Investment Earnings	971	1,146	960	890
Land Sales	44,216	0	0	0
Rent of Facilities	3,032	6,217	4,072	4,069
Other Revenues	41,000-	38,745-	11,065-	45,952
TOTAL	22,445	9,473	133,207	196,751

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BUDGET DETAIL EXPENSES

442-1202 Parks Division		ACTUAL	ACTUAL	FINAL	DEPT. HEAD	CITY MGR.	COUNCIL
ACCT. NO.	ACCOUNT DESCRIPTION	2013-14	2014-15	BUDGET	REQUEST	RECOM.	APPROVAL
				2015-16	2016-17	2016-17	2016-17
542.17-00	Professional Services	107	0	0	0	0	0
	Supplies and Services	107	0	0	0	0	0
647.65-00	Capital Imp. Projects	22,338	9,473	131,865	196,751	196,751	196,751
	Capital Outlay	22,338	9,473	131,865	196,751	196,751	196,751
908.93-01	Trsf-General Fund (001)	0	0	1,342	0	0	0
	Other	0	0	1,342	0	0	0
**	Parks Division	22,445	9,473	133,207	196,751	196,751	196,751

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.

Wahneta Hall 1991 Trust

E X P E N S E S	Actual 2013-14	Actual 2014-15	Final Budget 2015-16	Dept.Head Request 2016-17	City Mgr. Recom. 2016-17	Council Approval 2016-17
Personnel Expenses	0	0	0	0	0	0
Supplies and Services	3,013	1,426	1,240	1,774	1,774	1,774
Debt Service	0	0	0	0	0	0
Acquisitions	0	0	0	0	0	0
Capital Improvements	0	0	0	0	0	0
TOTAL	3,013	1,426	1,240	1,774	1,774	1,774

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F I N A N C I N G S O U R C E S	Actual 2013-14	Actual 2014-15	Final Budget 2015-16	Estimated 2016-17
Other Revenues	3,013	1,426	1,240	1,774
TOTAL	3,013	1,426	1,240	1,774

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BUDGET DETAIL EXPENSES

795-1903	Wahneta Hall 1991 Trust	ACTUAL 2013-14	ACTUAL 2014-15	FINAL BUDGET 2015-16	DEPT. HEAD REQUEST 2016-17	CITY MGR. RECOM. 2016-17	COUNCIL APPROVAL 2016-17
ACCT. NO.	ACCOUNT DESCRIPTION						
592.29-00	Other Materials Supplies	3.013	1.426	1.240	1.774	1.774	1.774
	Supplies and Services	3.013	1.426	1.240	1.774	1.774	1.774
**	Wahneta Hall 1991 Trust	3.013	1.426	1.240	1.774	1.774	1.774