

**CITY OF MERCED
2018-2019 CITY COUNCIL APPROVED BUDGET**

TAB 12

PARKS AND 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 Center and Applegate Park Zoo.

Parks and recreation programming make 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 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.

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

- ❖ Have a fully staffed, professionally trained and developed department with a full-time Director and additional Recreation Coordinator, as measure Y funds become available.
- ❖ Collaborate with Merced Senior Citizens, Inc. (M.S.C.I.) to expand programs and volunteer services at the Senior Center.
- ❖ Collaborate with Merced Zoological Society to offer more programs, events, and capital improvements at Applegate Park Zoo.
- ❖ Continue our collaborations at Stephen Leonard, McNamara, and McCombs Youth Centers to provide youth services to the Merced community.
- ❖ Continue planning efforts to assist development of CP-42 by YSO groups.
- ❖ Continue coordination and cooperation with the Merced City School District and Merced Union High School District.
- ❖ Continue partnerships with UC Merced to offer additional recreational and educational opportunities to the community.
- ❖ 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.
- ❖ Continue to search for funding to develop a community bike park at Fahrens Park.
- ❖ Work with residents and consultant to complete the McNamara Community Skate Park.

- ❖ Increase staff knowledge with trainings on RecTrac system in order to utilize additional features and improve functionality.
- ❖ Establish deeper collaborations with Public Works, Planning, and other City Departments, as well as relevant outside agencies and community groups.
- ❖ Make parks and paths more safe and accessible during evening hours.

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 fulltime Recreation Director and a Recreation Coordinator to provide recreation programming, planning and services to the community. Produce an annual activity guide.
2. Continue seeking grant funds and sponsorships for park renovation and recreation programming.
Staff will obtain 3 available grants/sponsorships.
3. Youth – Continue supporting youth programs at the McCombs Youth Center, Stephen Leonard Park and McNamara Park
Support youth services by providing facilities, financial support and professional services.
4. Youth Sports – Continue providing youth sports programs (basketball, flag football, and soccer) that promote sportsmanship, teamwork and skills development in a safe and fun environment.
Jr. Warriors basketball league will serve at least 14 teams and 160 players; NFL Flag Football league will serve at least 18 teams and 200 players. Two sessions of soccer will be offered.
5. 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 157 teams and 3,500 players. Adult basketball will serve at least 22 teams and 300 players.
6. 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.
7. 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.

8. 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. Promote additional evening and weekend use of Senior Center for church services, dances and “mid-size” events.

9. 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.

10. 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.

11. Provide family fun activities to the Merced community.

Staff will double the amount of family fun activities, which could include movies in the park, Applegate Zoo activities, and other events at the pools/parks to at least 12 events.

12. 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.

Parks & Community Service

EXPENSES	Actual 2015-16	Actual 2016-17	Final Budget 2017-18	Dept. Head Request 2018-19	City Mgr. Recom. 2018-19	Council Approval 2018-19
Personnel Expenses	659,711	789,069	952,641	1,107,762	1,084,619	1,084,619
Supplies and Services	555,961	563,871	737,148	740,374	702,081	725,081
Debt Service	0	0	0	0	0	0
Acquisitions	1,225	0	400	400	0	0
Capital Improvements	0	0	0	0	0	0
* Undefined *	8,375	8,675	8,986	9,307	9,307	9,307
TOTAL	1,225,272	1,361,615	1,699,175	1,857,843	1,796,007	1,819,007

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FINANCING SOURCES	Actual 2015-16	Actual 2016-17	Final Budget 2017-18	Estimated 2018-19
PERS-EE Share 2% @ 62	1,005	5,448	12,131	20,169
Swimming Lesson Fees	10,785	10,425	10,500	10,500
Creative Skill Fees	70	560	1,000	850
Fitness Fees	3,080	2,155	2,700	2,700
Sports Instruction Fees	25,465	23,848	31,875	15,300
Adult Basketball Fees	9,860	7,740	15,600	9,900
Adult Softball Fees	52,218	45,480	50,150	50,150
Youth Basketball	9,505	11,517	12,500	12,500
Youth Football	14,718	11,980	12,500	12,500
Youth Service/Drop-In	2,995	6,680	5,160	6,400
McNamara Pool Entrance	2,202	2,726	1,700	2,000
Cost Recovery	4,875	0	0	0
Building & Shelt Rentals	83,012	92,682	81,715	90,000
Ballfield Rentals	10,808	11,263	9,500	9,500
Senior Center Cleaning Fee	6,890	10,482	8,052	9,150
PERS-EE Share 2.5% @ 55	18,489	17,344	14,105	9,693
PERS-EE Share 2% @ 62	1,928	2,524	2,597	3,607
Cost Recovery	2,420	637	3,800	7,312
Investment Earnings	12	0	0	0
Concessions (Recreation)	7,046	3,844	4,500	4,000
Unclassified	0	1,249	6,000	6,000
Contributions and Donatio	2,100	0	500	500
Contributions	94,000	66,562	75,000	78,200
Sale of Equipment	190	0	0	0
Trsf-General Fund (001)	762,791	1,074,435	1,200,849	1,391,480
Trsf-CFD Rec & Parks(162)	48,714	51,553	57,747	65,996
Trsf-Youth Programs (778)	14,955	11,036	2,401	600
Other Revenues	35,139	110,555-	76,593	0
TOTAL	1,225,272	1,361,615	1,699,175	1,819,007

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Parks & Community Service

P E R S O N N E L	Number of Positions			
	Classification	Funded In Budget 2017-18	Dept. Head Request 2018-19	City Mgr. Recom. 2018-19
Asst. to the City Mgr	.60	.60		
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	8.60	8.60	8.00	8.00

BUDGET DETAIL EXPENSES

024-1201 Parks & Community Service							
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2015-16	ACTUAL 2016-17	FINAL BUDGET 2017-18	DEPT. HEAD REQUEST 2018-19	CITY MGR. RECOM. 2018-19	COUNCIL APPROVAL 2018-19
541.01-00	Regular Salaries	280,861	349,783	414,401	501,193	502,386	502,386
541.03-00	Extra Help	163,111	181,348	217,935	250,933	245,761	245,761
541.04-01	Regular Overtime	203	404	865	571	546	546
541.04-04	Call Back Time Worked	0	0	137	141	140	140
541.10-01	Holiday Pay	3,283	3,632	3,463	3,558	3,550	3,550
541.10-05	Retirement PERS Classic	60,920	40,605	14,152	14,582	10,049	10,049
541.10-06	Social Security-OASDI	16,969	21,770	25,821	30,732	30,743	30,743
541.10-07	Social Security-Medicare	6,335	7,725	9,198	10,827	10,757	10,757
541.10-10	Retirement-PERS New Membr	11,326	22,794	18,304	25,825	30,452	30,452
541.10-12	Workers Compensation	17,235	11,037	13,376	12,424	12,117	12,117
541.10-20	Earned Benefit	805	11,390	6,930	7,121	3,587	3,587
541.10-27	PTS Plan FICA Alternative	2,126	2,391	2,841	3,265	3,198	3,198
541.10-33	Core Allowance	74,718	97,299	138,646	140,856	126,373	126,373
541.10-35	Post Employment Benefits	21,819	13,413	14,296	10,434	10,434	10,434
541.10-73	Retirement UAL Misc	0	0	43,443	61,180	61,057	61,057
541.10-75	Ret-EE Share PERS Classic	0	17,506	14,105	13,958	9,693	9,693
541.10-77	Ret-EE Share PERS NewMemb	0	7,972	14,728	20,162	23,776	23,776
Personnel Services		659,711	789,069	952,641	1,107,762	1,084,619	1,084,619
542.11-00	Utilities	50,176	58,471	82,088	93,080	93,080	93,080
542.12-00	Telephone	3,369	4,942	4,904	5,876	5,876	5,876
542.13-00	Postage	372	557	700	700	700	700
542.14-00	Advertising	2,206	1,000	1,550	1,550	1,550	1,550
542.15-00	Office Supplies	1,076	2,448	2,000	2,000	2,000	2,000
542.17-00	Professional Services	108,538	99,783	177,789	147,019	134,573	157,573
542.18-00	Travel and Meetings	2,305	1,455	4,100	4,100	4,100	4,100
542.19-00	Mileage	0	0	300	300	300	300
542.20-00	Training Expense	1,264	1,040	3,800	4,250	4,250	4,250
542.21-00	Rents/Leases	480	444	720	1,020	1,020	1,020
542.22-00	Office Equipment O & M	969	0	510	510	510	510
542.23-00	Vehicle Operations/Maint	7,845	3,560	7,835	11,805	11,154	11,154
542.24-00	Memberships, Subscription	3,954	4,817	4,430	4,665	4,665	4,665
542.25-00	Maintenance Matls & Svcs	7,436	6,286	5,890	7,000	7,000	7,000
542.29-00	Other Materials Supplies	63,808	53,841	87,036	88,556	86,717	86,717
542.30-01	Dept Share of Insurance	18,449	24,077	23,104	24,572	22,763	22,763
542.32-00	Vehicle Replacement Fee	23,633	0	0	0	0	0
542.34-00	Contingency Reserve	0	0	6,000	6,000	6,000	6,000
542.35-84	Retro Fee Expense	50	100	0	0	0	0
542.38-00	Support Services	33,678	38,788	41,629	45,797	43,186	43,186
542.45-00	Facilities Maint Charge	156,998	180,474	179,040	178,926	180,124	180,124
Supplies and Services		486,606	482,083	633,425	627,726	609,568	632,568
543.43-00	Machinery/Equipment	1,225	0	400	400	0	0
Property		1,225	0	400	400	0	0
544.91-01	Adm Exp-City Manager	8,567	12,356	16,500	16,759	16,437	16,437
544.91-02	Adm Exp-City Attorney	1,861	2,438	4,386	4,423	3,480	3,480
544.91-03	Adm Exp-City Clerk	11,914	13,421	19,603	16,529	13,379	13,379
544.91-09	Adm Exp-Finance	30,560	35,232	43,874	54,776	41,045	41,045
544.91-10	Adm Exp-Purchasing	3,632	4,697	5,336	5,533	4,394	4,394
544.91-16	Adm Exp-City Council	3,428	3,935	4,524	4,780	3,967	3,967
Other		59,962	72,079	94,223	102,800	82,702	82,702
545.92-17	Interdept DSC-Develop Svc	9,393	9,709	9,500	9,848	9,811	9,811
Interdepartmental		9,393	9,709	9,500	9,848	9,811	9,811

BUDGET DETAIL EXPENSES

024-1201 Parks & Community Service							
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2015-16	ACTUAL 2016-17	FINAL BUDGET 2017-18	DEPT. HEAD REQUEST 2018-19	CITY MGR. RECOM. 2018-19	COUNCIL APPROVAL 2018-19
968.93-71	Trsf-Facilities Main(671)	8,375	8,675	8,986	9,307	9,307	9,307
	Other	8,375	8,675	8,986	9,307	9,307	9,307
**	Parks & Community Service	1,225,272	1,361,615	1,699,175	1,857,843	1,796,007	1,819,007

BUDGET DETAIL EXPENSES

424-1201 Parks & Community Service							
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2015-16	ACTUAL 2016-17	FINAL BUDGET 2017-18	DEPT. HEAD REQUEST 2018-19	CITY MGR. RECOM. 2018-19	COUNCIL APPROVAL 2018-19
647.65-00	Capital Imp. Projects	999,381	32,619	203,647	230,714	230,714	230,714
	Capital Outlay	999,381	32,619	203,647	230,714	230,714	230,714
**	Parks & Community Service	999,381	32,619	203,647	230,714	230,714	230,714

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 RECREATION (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 2015-16	ACTUAL 2016-17	FINAL BUDGET 2017-18	DEPT. HEAD REQUEST 2018-19	CITY MGR. RECOM. 2018-19	COUNCIL APPROVAL 2018-19
647.65-00	Capital Imp. Projects	127	1,399	284,348	417,540	435,856	435,856
	Capital Outlay	127	1,399	284,348	417,540	435,856	435,856
908.93-01	Trsf-General Fund (001)	1,342	0	0	0	0	0
	Other	1,342	0	0	0	0	0
**	Park Reserve	1,469	1,399	284,348	417,540	435,856	435,856

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	Wahneta Hall 1991 Trust	ACTUAL 2015-16	ACTUAL 2016-17	FINAL BUDGET 2017-18	DEPT. HEAD REQUEST 2018-19	CITY MGR. RECOM. 2018-19	COUNCIL APPROVAL 2018-19
ACCT. NO.	ACCOUNT DESCRIPTION						
592.29-00	Other Materials Supplies	1,240	1,240	2,105	3,343	3,343	3,343
	Supplies and Services	1,240	1,240	2,105	3,343	3,343	3,343
**	Wahneta Hall 1991 Trust	1,240	1,240	2,105	3,343	3,343	3,343