



# **CITY OF MERCED**

## **AMENDED**

### **Meeting Agenda**

Merced Civic Center  
678 W. 18th Street  
Merced, CA 95340

## **Recreation & Parks Commission**

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Monday, October 26, 2020

5:30 PM

City Council Chamber, 2nd Floor, Merced Civic  
Center, 678 W. 18th Street, Merced, CA 95340

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### **NOTICE TO PUBLIC**

#### **WELCOME**

At least 72 hours prior to each regular Board/Commission meeting, a complete agenda packet is available for review on the City's website at [www.cityofmerced.org](http://www.cityofmerced.org) or at the City Clerk's Office, 678 W. 18th Street, Merced, CA 95340. All public records relation to an open session item that are distributed to a majority of the Commission will be available for public inspection at the City Clerk's Office during regular business hours.

#### **PUBLIC COMMENT: OBTAIN SPEAKER CARD FROM THE BOARD/COMMISSION CLERK**

Members of the audience who wish to address the Commission are requested to complete a speaker card available at the podium against the right-hand side of the Council Chamber. Please submit the completed card to the Board/Commission Clerk before the item is called, preferably before the meeting begins.

#### **INDIVIDUALS WITH DISABILITIES**

Accommodation for individuals with disabilities may be arranged by contacting the City Clerk at (209) 388-8650. Assisted hearing devices are available for meetings held in the Council Chamber.

#### **A. CALL TO ORDER**

#### **B. PLEDGE OF ALLEGIANCE**

#### **C. ROLL CALL**

#### **D. PUBLIC COMMENT**

Members of the public who wish to speak on any matter not listed on the agenda may speak during this portion of the meeting and will be allotted 3 minutes. State law prohibits the Board/Commission from acting at this meeting on any matter raised during the public comment period. Members of the public who wish to speak on a matter that is listed on the agenda will be called upon to speak during discussion of that item.

#### **E. CONSENT CALENDAR**

Adoption of the Consent Calendar may be made by one motion of the Board/Commission, provided that any Member, individual, or organization may request removal of an item from the Consent Calendar for separate consideration. If a request for removal of an item from the Consent Calendar has been received, the item will be discussed and voted on separately.

- E.1.**     [20-565](#)     **SUBJECT:** Adoption and Filing of Recreation and Park Commission Meeting Minutes of September 28, 2020

**REPORT IN BRIEF**

Recreation and Park Commission Meeting Minutes of September 28, 2020.

**RECOMMENDATION**

**Recreation and Park Commission** - Adopt a motion approving and filing the Recreation and Park Commission Meeting Minutes of September 28, 2020.

**F. REPORTS**

- F.1.**     [20-642](#)     **SUBJECT:** Presentation and Discussion Regarding the Powers and Duties of the Recreation and Parks Commission per Section 712 of the Charter, Additional Requirements and Powers of Boards and Commissions in General per Section 704 of the Charter, Rules and Regulations Prescribed by and Governing the City Council Which are Applicable to Boards and Commission per Section 704 of the Charter, and Obtaining Information to Perform the Powers and Duties of the Recreation and Parks Commission

**REPORT IN BRIEF**

Presentation and Discussion Regarding the Powers and Duties of the Recreation and Parks Commission

**RECOMMENDATION**

Information only-no action needed.

- F.2.**     [20-640](#)     **SUBJECT:** Staff Update on the Request for Interest Process for McNamara Youth Center and Stephen Leonard Youth Center and Contract Extensions with the Currently Lessees, Symple Equazion and Soccer Academy of Merced, Inc., through June 2021

**REPORT IN BRIEF**

Staff update on McNamara Youth Center and Stephen Leonard Youth Center Contracts

**RECOMMENDATION**

**Recreation and Parks Commission-** Adopt a motion extending the current leases for McNamara Youth Center and Stephen Leonard Youth Center to June of 2021, and begin the request for interest process for both centers in March 2021.

F.3. [20-666](#)

Agenda amended  
to update the title  
of this item

**SUBJECT:** Update from the Participatory Budgeting Ad Hoc Committee and Make Recommendation to the City Council on the Budget Process

**REPORT IN BRIEF**

Update from the last meeting of the Participatory Budgeting Ad Hoc Committee

**RECOMMENDATION**

**Recreation and Parks Commission-** Adopt a motion making a recommendation to City Council.

**G. BUSINESS**

G.1. [20-606](#)

**SUBJECT:** Discussion Regarding Recommendations in the Parks and Open Space Master Plan and Mini-Parks

**REPORT IN BRIEF**

Discussion on Mini-Parks

**RECOMMENDATION**

Information only-no action needed

G.2. [20-604](#)

**SUBJECT:** Discussion Regarding Parks Without Names Including the Parks Located at 11th and H Street and 12th and G Street, and Parks Without Formal Names Including Hansen and Circle Drive Park

**REPORT IN BRIEF**

Discussion on Parks Without Names

**RECOMMENDATION**

Information only-no action needed.

G.3. [20-625](#)

**SUBJECT:** Discussion on Setting Goals and Priorities for the Recreation and Parks Commission

**REPORT IN BRIEF**

Discussion to set goals and priorities for the Recreation and Parks Commission.

**RECOMMENDATION**

**Recreation and Parks Commission-** Adopt a motion setting goals and priorities for the Recreation and Parks Commission.

**G.4.**     [20-622](#)

**SUBJECT:** Needs Assessment Survey for Parks and Recreation Programming

**REPORT IN BRIEF**

Discussion on a potential process to evaluate Parks and Recreation programming.

**RECOMMENDATION**

Information only-no action needed.

**G.5.**     [20-624](#)

**SUBJECT:** Discussion and Recommendation to the City Council on Ways of Making Parks More Youth Friendly

**REPORT IN BRIEF**

Discussion on making parks more youth friendly.

**RECOMMENDATION**

**Recreation and Parks Commission-** Adopt a motion recommending to city council specific changes to make parks more youth friendly.

**G.6.**     [20-627](#)

**SUBJECT:** Request to Add Item to Future Agenda

**REPORT IN BRIEF**

Provides members of the Boards/Commissions to request that an item be placed on a future Boards/Commissions agenda for initial consideration by the Boards/Commissions.

**G.7.**     [20-628](#)

**SUBJECT:** Commission Comments

**REPORT IN BRIEF**

Provides an opportunity for the Chair and/or Member(s) to make a brief announcement on any activity(ies) she/he has attended on behalf of the Commission and to make a brief announcement on future community events and/or activities. The Brown Act does not allow discussion or action by the legislative body under this section.

**H. ADJOURNMENT**





# CITY OF MERCED

Merced Civic Center  
678 W. 18th Street  
Merced, CA 95340

## ADMINISTRATIVE REPORT

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**File #:** 20-565

**Meeting Date:** 10/26/2020

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*Report Prepared by: Jennifer Arellano, Recreation Supervisor, Parks and Recreation*

**SUBJECT:** Adoption and Filing of Recreation and Park Commission Meeting Minutes of September 28, 2020

### REPORT IN BRIEF

Recreation and Park Commission Meeting Minutes of September 28, 2020.

### RECOMMENDATION

**Recreation and Park Commission** - Adopt a motion approving and filing the Recreation and Park Commission Meeting Minutes of September 28, 2020.

### ATTACHMENTS

1. September 28, 2020



# CITY OF MERCED

Merced Civic Center  
678 W. 18th Street  
Merced, CA 95340

## Minutes Recreation & Parks Commission

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Monday, September 28, 2020

5:30 PM

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### A. CALL TO ORDER

Chair HUITRON called the Recreation and Parks Commission meeting to order at 5:30 PM.

### B. PLEDGE OF ALLEGIANCE

### C. ROLL CALL

**Present:** 6 - Ralph Morris, Eric Moore, Norma Cardona, Chairperson Valente Huitron, Justin Anderson and Vice Chair Doug Piuser

**Absent:** 1 - Yesenia Curiel

### D. PUBLIC COMMENT

None.

### E. CONSENT CALENDAR

#### E.1.

**SUBJECT:** Adoption and Filing of Recreation and Park Commission Meeting Minutes of August 24, 2020

#### REPORT IN BRIEF

Recreation and Park Commission Meeting Minutes of August 24, 2020.

#### RECOMMENDATION

**Recreation and Park Commission** - Adopt a motion approving and filing the Recreation and Park Commission Meeting Minutes of August 24, 2020.

**A motion was made by Member Cardona, seconded by Member Anderson, that this agenda item be approved. The motion carried by the following vote:**

**Aye:** 5 - Member Moore  
Member Cardona  
Huitron  
Member Anderson  
Vice Chair Piuser

**No:** 0

**Absent:** 1 - Member Curiel

**Abstain:** 1 - Member Morris

## **F. REPORTS**

**F.1.** **SUBJECT:** Brown Act Training to be Presented by the City Attorney's Office

### **REPORT IN BRIEF**

Training presentation on the Brown Act

### **RECOMMENDATION**

Information only-no action needed

City Attorney Phaedra NORTON gave a presentation on provisions in the Brown Act.

Chair HUITRON and Commissioner MOORE asked clarifying questions.

Information only- no action taken.

**F.2.** **SUBJECT:** Update from the Ad Hoc Park Site Selection Committee Regarding Adding Three (3) Additional Park Site Options for the Proposition 68 Grant and Re-prioritization of Parks Priority List

### **REPORT IN BRIEF**

Update from the last meeting of the Ad Hoc Park Site Selection Committee

### **RECOMMENDATION**

Information only- no action needed

Recreation Supervisor, Jennifer ARELLANO gave an update from the last meeting of the ad hoc Park Site Selection Committee.

Information only- no action taken.

## **G. BUSINESS**

**G.1.** **SUBJECT:** Discussion on Setting Commission Goals and Priorities

### **REPORT IN BRIEF**

Discussion to set goals and priorities for the Recreation and Parks Commission.

### **RECOMMENDATION**

Make a motion to set goals and priorities for the Recreation and Parks Commission.

Commissioner CARDONA discussed 3 goals for the Commission to adopt.

Commissioner MOORE offered an additional suggestion.

Interim City Manager Stephanie Dietz suggested the Commission bring a recommendation to City Council in January.

Commissioners discussed the options and asked to continue this item to the next meeting.

**G.2.**

**SUBJECT: Needs Assessment Survey for Parks and Recreation Programming**

**REPORT IN BRIEF**

Discussion on a potential process to evaluate Parks and Recreation programming.

**RECOMMENDATION**

Information only-no action needed.

Commissioner Cardona asked for commissioners to keep in mind the different types of parks when reviewing this item at the next meeting.

Commissioner Piuser asked how many types of parks the City has.

**A motion was made by Member Moore, seconded by Member Anderson, that this agenda item be tabled. The motion carried by the following vote:**

**Aye:** 6 - Member Morris  
Member Moore  
Member Cardona  
Huitron  
Member Anderson  
Vice Chair Piuser

**No:** 0

**Absent:** 1 - Member Curiel

**G.3.**

**SUBJECT:** Discussion on the Use of Participatory Budgeting for Measure Y Revenue and Making a Recommendation to the City Council for Budgeting Future Measure Y Revenues

**REPORT IN BRIEF**

Discussion on the possibility of using a participatory budgeting process for the Measure Y revenue.

**RECOMMENDATION**

Discuss participatory budgeting and make a motion to make a recommendation to city council for budgeting future Measure Y revenues.

Commissioner CARDONA gave a presentation on a participatory budgeting process.

Commissioners asked questions and discussed the possibility of using a participatory budgeting process for the Measure Y Revenue allocated to Parks and Recreation.

Interim City Manager Stephanie DIETZ clarified processes for Measure Y revenue and suggested the Commission make a recommendation to City Council.

City Council member Anthony MARTINEZ discussed his perspective on the matter as a City Council member.

Interim City Manager Stephanie DIETZ suggested the Commission establish a sub-committee to develop the idea more fully to recommend to City Council during the budgeting process.

**A motion was made by Chairperson Huitron, seconded by Member Moore, that the Commission establish a sub-committee with Commissioner Cardona, Vice Chair Piuser, and Commissioner Curiel, to develop a proposal for a participatory budgeting process for Measure Y Revenue to recommend to City Council. The motion carried by the following vote:**

**Aye:** 6 - Member Morris  
Member Moore  
Member Cardona  
Huitron  
Member Anderson  
Vice Chair Piuser

**No:** 0

**Absent:** 1 - Member Curiel

**G.4.**

**SUBJECT:** Discussion and Recommendation to the City Council on Ways of Making Parks More Youth Friendly

**REPORT IN BRIEF**

Discussion on making parks more youth friendly.

**RECOMMENDATION**

Make a motion to recommend to city council specific changes to make parks more youth friendly.

**A motion was made by Member Cardona, seconded by Member Anderson, that this agenda item be tabled. The motion carried by the following vote:**

**Aye:** 6 - Member Morris  
Member Moore  
Member Cardona  
Huitron  
Member Anderson  
Vice Chair Piuser

**No:** 0

**Absent:** 1 - Member Curiel

**G.6.**

**SUBJECT:** Discussion on Sports Park Usage Policy

**REPORT IN BRIEF**

Discussion on a sports park usage policy suggested by Merced Soccer Association

**RECOMMENDATION**

Information only-no action needed.

**Clerk's Note:** This item was moved up in the agenda at the request of Interim City Manager, Stephanie DIETZ.

Chair HUITRON recused himself from this item due to his involvement with Merced Youth Soccer Association.

Parks and Recreation Director, Joey CHAVEZ gave a brief presentation on the current sports park usage policy and field usage agreements.

Commissioners asked questions and discussed some potential alternate options.

Jovan PULIDO, President of Merced Youth Soccer Association, Merced-discussed his request for a new policy.

Interim City Manager Stephanie DIETZ suggested Staff would draft up some potential new policies for turf and grass fields.

Information only- no action taken.

**G.5.**

**SUBJECT:** Discussion Regarding the Feasibility of Utilizing the Senior Center as a Youth Center After the Conclusion of all Senior Programming

**REPORT IN BRIEF**

Discussion on the feasibility of using the Senior Center after hours as a youth center.

**RECOMMENDATION**

Information only-no action needed.

Commissioner Cardona discussed the possibility of utilizing the Senior Center as a youth center for teens.

Parks and Recreation Director, Joey CHAVEZ, Recreation Supervisor, Michelle REID, and Recreation Supervisor, Jennifer ARELLANO spoke on the history and usage of the Senior Center, and discussed why the option was not feasible.

Commissioners asked questions of STAFF.

Information only- no action taken.

**G.7.**

**SUBJECT:** Provide Direction to Staff for Use of Stephen Leonard and McNamara Youth Centers After the Current Contracts Expire Including, but not Limited to, Renewing Contracts with Current Tenants, Conducting A Request for Interest for Use of the Centers, or Making a Recommendation that Staff Offer Programming at one of the Sites

**REPORT IN BRIEF**

Considers making a motion to direct staff on how to proceed with expiring

leases at Stephen Leonard and McNamara Youth Centers.

#### **RECOMMENDATION**

Make a motion recommending how to proceed with expiring leases at Stephen Leonard and McNamara Youth Centers.

Parks and Recreation Director, Joey CHAVEZ spoke about the current contracts for the McNamara and Stephen Leonard Youth Centers.

Commissioners discussed several options for the centers and asked questions of STAFF.

**A motion was made by Member Moore, seconded by Vice Chair Piuser, that the Stephen Leonard and McNamara Youth Centers be opened up to a Request for Interest process for the next lease term, and to make a recommendation for such to City Council. The motion carried by the following vote:**

**Aye:** 6 - Member Morris  
Member Moore  
Member Cardona  
Huitron  
Member Anderson  
Vice Chair Piuser

**No:** 0

**Absent:** 1 - Member Curiel

#### **H. ADJOURNMENT**

The Recreation and Parks Commission meeting was adjourned at 8:40 PM.





## ADMINISTRATIVE REPORT

File #: 20-642

Meeting Date: 10/26/2020

*Report Prepared by: Jennifer Arellano, Recreation Supervisor, Parks and Recreation*

**SUBJECT:** Presentation and Discussion Regarding the Powers and Duties of the Recreation and Parks Commission per Section 712 of the Charter, Additional Requirements and Powers of Boards and Commissions in General per Section 704 of the Charter, Rules and Regulations Prescribed by and Governing the City Council Which are Applicable to Boards and Commission per Section 704 of the Charter, and Obtaining Information to Perform the Powers and Duties of the Recreation and Parks Commission

### REPORT IN BRIEF

Presentation and Discussion Regarding the Powers and Duties of the Recreation and Parks Commission

### RECOMMENDATION

Information only-no action needed.

### DISCUSSION

At the August 24, 2020, Recreation and Parks Commission meeting, Commissioner Moore requested an item to discuss the subpoena process at a future meeting. This item responds to Commissioner Moore's request and provides additional information regarding the following:

1. The specific powers and duties of the Commission;
2. General rules and regulations applicable to boards and commissions, including the power to compel attendance of witnesses, examine them under oath, and compel the production of evidence before them; and
3. Obtaining information to perform the powers and duties of the Commission

#### 1. Specific Powers and Duties of the Commission - Section 712 of the Charter

The Recreation and Parks Commissions Powers and Duties are set forth in the City of Merced Charter. Section 712 of the Charter provides as follows:

The Recreation and Parks Commission shall have power to:

- A. Act in an advisory capacity to the City Council in all matters pertaining to recreation and parks;
- B. Consider the annual budget for recreation and parks during the process of its preparation and make recommendations with respect thereto to the City Manager and the City Council;

and,

C. Assist in the planning of a recreation program for the inhabitants of the City, promote and stimulate public interest therein, and to that end, solicit to the fullest extent possible the cooperation of school authorities and other public and private agencies interested therein.

## 2. General Powers Applicable to Boards and Commissions - Section 704 of the Charter

Section 704 of the Charter provides additional requirements and powers of the boards and commissions and provides in part as follows:

. . .A majority of the entire membership of such board or commission shall constitute a quorum to conduct business. The affirmative vote of a majority of the quorum present shall be necessary for the board or commission to take action unless otherwise required by an applicable statute.

The City Manager shall designate a secretary to record the minutes for each of such boards and commissions, and to keep a record of its proceedings and transactions. *The boards and commissions shall follow the rules and regulations prescribed by and governing the City Council, copies of which shall be kept on file in the Office of the City Clerk where they shall be available for public inspection. The boards and commissions shall have the same power as the City Council to compel the attendance of witnesses, to examine them under oath and to compel the production of evidence before them. . . .*

Section 410 of the Charter provides as follows:

. . .The City Council shall have the power and authority to compel the attendance of witnesses, to examine them under oath and to compel the production of evidence before it. *Subpoenas may be issued in the name of the City and be attested by the City Clerk. . .*

On July 31, 2020, an e-mail was sent to all Commissioners specifically addressing the authority of the Commission to compel the attendance of witnesses, to examine witnesses under oath and to compel the production of evidence before the Commission, attached.

Any request for issuance of a subpoena should be directed to your Recreation and Parks Department staff. Staff will in turn submit a Legal Service Request to the City Attorney's Office for review and appropriate action, if any.

## 3. General Rules and Regulations Applicable to Boards and Commission - Section 704 of the Charter

Rules and Regulations prescribed by and governing the Council which, according to Section 704 of the Charter, shall be followed by the boards and commissions include Policy C-1 and Resolution 2018-78, attached.

Council Policy C-1 provides the procedure related to how members of the Commission and public have items placed on an agenda. In addition, Resolution 2018-78, in part, identifies the Values

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Statement of the Council and indicates that all other Boards and Commissions of the City shall strive to comply with the same.

**4. Obtaining Information to Perform the Powers and Duties of the Commission**

Staffing for the Commission is provided by the Recreation and Parks Department. In order to obtain information related to your Powers and Duties as a Recreation and Parks Commissioner, please make the request to your staff.

If there is a request for documents that fall outside the Scope of the Powers and Duties of the Recreation and Parks Commission as set forth in Charter Section 712, please feel free to submit a public records act request to the City Clerk's Office.

**ATTACHMENTS**

1. Email message July 31, 2020
2. Council Policy C-1
3. Resolution 2018-78

In response to a question



Arellano, Jennifer  
To  
Cc Joseph Chavez  
Bcc Eric Moore; Justin Anderson ; Martinez, Anthony; Norma Cardona ; Ralph Morris [redacted]; Valente Huitron [redacted]  
Yesenia Curiel [redacted]

Reply Reply All Forward ...

Fri 7/31/2020 3:39 PM

Retention Policy Sent Items-2yr (2 years) Expires 7/31/2022  
You forwarded this message on 10/19/2020 11:14 AM.

Hello Commissioners,  
For your information please see below, I received the following from our City Attorney in response to a question posed at the last meeting:

A question was posed by Commissioner Moore about the authority of the Recreation and Parks Commission related to attendance of witnesses, examinations under oath and to compelling the production of evidence before them.

Section 704 of the Charter specifically authorizes the following:

**The boards and commissions shall have the same power as the City Council to compel the attendance of witnesses, to examine them under oath and to compel the production of evidence before them.**

Thank you,  
  
Jennifer Arellano  
Recreation Supervisor

Parks and Recreation  
City of Merced  
209-385-6854 Office  
209-325-5087 Cell  
[arellanoj@cityofmerced.org](mailto:arellanoj@cityofmerced.org)



632 W. 18th Street  
Merced, CA 95340  
209-388-8945 Fax

## **ADMINISTRATIVE POLICIES AND PROCEDURES**

**SUBJECT:** HOW MEMBERS OF THE CITY COUNCIL AND THE PUBLIC HAVE ITEMS PLACED ON THE CITY COUNCIL AGENDA

**EFFECTIVE:** February 1, 2016 (Replaces policy dated 9/2/75, 10/10/94, 1/1/05 and 2/19/13)

**PURPOSE:**

To establish a clear, effective, and easily understood process for Members of the City Council and the public to have items placed on the City Council agenda for consideration.

**POLICY:**

**A. Members of the City Council:**

During the “City Council Comments” portion of the City Council agenda, any Member of the City Council may request that an item be placed on a future City Council agenda for initial consideration by the City Council. No motion, second, or vote or other action shall be required of the City Council to have the item placed on a future City Council agenda so long as the item is to be on an agenda thirty or more days later. If a City Council Member desires to add an item to a future agenda in less than 30 days, this shall require a motion, second, and a simple majority vote of the City Council. The vote to expedite the item is simply to consider the item on an expedited basis and not an expression of support or non-support on the merits thereof.

**B. Members of the Public:**

Members of the public shall be provided with three opportunities to have an item placed on the City Council agenda for consideration, consistent with the State’s open meeting law (“Brown Act”).



**1. Oral Communications:**

Any member of the public may raise any issue within the subject matter jurisdiction of the City Council during the “Oral Communications” section of the City Council’s regular meeting agenda and any special meeting agenda when Oral Communications is listed on the special meeting agenda. After an item is raised by a member of the public, if any Member of the City Council desires to have the item scheduled for further consideration by the entire City Council at least thirty days following the item being raised, the Member shall request the item to be placed on a future agenda which shall occur if at least one other Member of the City Council concurs with the request. If the requesting City Council Member and the concurring City Council Member desire to add an item to a future agenda in less than 30 days, this shall require a motion, second, and a simple majority vote of the City Council. The vote to expedite the item is simply to consider the item on an expedited basis and not an expression of support or non-support on the merits thereof.

**2. Written Petitions and Communications:**

Any member of the public may submit a letter(s), written petition(s), or other form of writing raising any issue or item within the subject matter jurisdiction of the City Council during the “Written Petitions and Communications” section of the City Council’s regular meeting agenda. After an item is raised by a member of the public in a letter, written petition, or other form of writing, if any Member of the City Council desires to have the item scheduled for further consideration by the entire City Council at least thirty days following the item being raised, the Member shall request the item to be placed on a future agenda which shall occur if at least one other Member of the City Council concurs with the request. If the requesting City Council Member and the concurring City Council Member desire to add an item to a future agenda in less than 30 days, this shall require a motion, second, and a simple majority vote of the City Council. The vote to expedite the item is simply to consider the item on an expedited basis and not an expression of support or non-support on the merits thereof.

### **3. City Council Comments:**

The third way a member of the public may have an item placed on the City Council agenda is to contact a Member of the City Council individually and seek his or her support to sponsor the item under the “City Council Comments” section of the agenda. This will require the individual City Council Member to utilize the process set out in Section A of this policy.

## **PROCEDURES:**

### **A. Members of the City Council:**

Other than the transmittal report substantially in the form of Attachment “A” hereto, no work on an item added by a Member of the City Council shall be undertaken by City staff, including but not limited to, fiscal review, legal review, and policy review for consistency with existing City policies, until the City Council has had the opportunity to provide direction as provided herein. For the purposes of this section, work will be defined as generating, compiling, analyzing, researching, or writing new information, new policies, laws or plans and specifically excludes meetings or discussions with the city manager and department heads jointly to obtain their comments on a Council Member requested item, for example. However, the City Council Member requesting that the item be added shall have the right and privilege of submitting a letter or memorandum (and any other related materials) describing their item and the reasons therefore which shall be included in the City Council agenda packet so long as the letter or memorandum (and any other related materials) is submitted to the City Manager/City Clerk at least one week prior to the City Council meeting. Any other Member of the City Council or the public may also submit written materials on the item which shall be included in the City Council agenda packet by sending the same to the City Manager/City Clerk at least one week prior to the City Council meeting. If any letter or memorandum (and any other related materials) is submitted to the City Manager/City Clerk through the use of email, it is understood that the email should not be copied to other Members of the City Council in order to avoid inadvertent violations of the Brown Act by replies indicating support or opposition outside of the City Council meeting itself.



At the meeting where the item is first considered, if a majority of the City Council supports further study of the item, then a full staff analysis shall be prepared thereafter for consideration by the City Council. The date set for further consideration shall be set in light of legal notice requirements, City Council priorities, the urgency of the item, and the advice of the City Manager and staff as to its impact on the timing of existing work and/or projects of the City.

**B. Members of the Public:**

**1. Oral Communications:**

Other than the transmittal report substantially in the form of Attachment "B" hereto, no work on an item requested at Oral Communications by a member of the public and added by two City Council Members shall be undertaken by City staff, including but not limited to, fiscal review, legal review, and policy review for consistency with existing City policies until the City Council has had the opportunity to provide direction as provided herein. However, the City Council Member requesting that the item be added and the concurring City Council Member shall have the right and privilege of submitting a letter or memorandum (and any other related materials) describing the item and the reasons therefore which shall be included in the City Council agenda packet so long as the letter or memorandum (and any other related materials) is submitted to the City Manager/City Clerk at least one week prior to the City Council meeting. Any other Member of the City Council or any member of the public may also submit written materials on the item which shall be included in the City Council agenda packet by sending the same to the City Manager/City Clerk at least one week prior to the City Council meeting. If any letter or memorandum (and any other related materials) is submitted to the City Manager/City Clerk through the use of email, it is understood that the email should not be copied to other Members of the City Council in order to avoid inadvertent violations of the Brown Act by replies indicating support or opposition outside of the City Council meeting itself.

At the meeting where the item is first considered, if a majority of the City Council supports further study of the item, then a full staff analysis shall be prepared thereafter for consideration by the City Council. The date set for further consideration shall be set in light of legal notice requirements,



City Council priorities, the urgency of the matter, and the advice of the City Manager and staff as to its impact on the timing of existing work and/or projects of the City.

## **2. Written Petitions and Communications:**

Other than the transmittal report substantially in the form of Attachment “C” hereto, no work on an item requested at Written Petitions and Communications by a member of the public and added by two City Council Members shall be undertaken by City staff, including but not limited to, fiscal review, legal review, and policy review for consistency with existing City policies until the City Council has had the opportunity to provide direction as provided herein. However, the City Council Member requesting that the item be added and the concurring City Council Member shall have the right and privilege of submitting a letter or memorandum (and any other related materials) describing the item and the reasons therefore which shall be included in the City Council agenda packet so long as the letter or memorandum (and any other related materials) is submitted to the City Manager/City Clerk at least one week prior to the City Council meeting. Any other Member of the City Council or any member of the public may also submit written materials on the matter which shall be included in the City Council agenda packet by sending the same to the City Manager/City Clerk at least one week prior to the City Council meeting. If any letter or memorandum (and any other related materials) is submitted to the City Manager/City Clerk through the use of email, it is understood that the email should not be copied to other Members of the City Council in order to avoid inadvertent violations of the Brown Act by replies indicating support or opposition outside of the City Council meeting itself.

At the meeting where the item is first considered, if a majority of the City Council supports further study of the item, then a full staff analysis shall be prepared thereafter for consideration by the City Council. The date set for further consideration shall be set in light of legal notice requirements, City Council priorities, the urgency of the item, and the advice of the City Manager and staff as to its impact on the timing of existing work and/or projects of the City.

**3. City Council Comments:**

If an item raised by a member of the public is presented by a Member of the City Council during the City Council Comments section of the City Council agenda, the item shall be treated as if it was a request to add an item to the City Council agenda by a Member of the City Council as set forth in Section A above.

**APPROVED:**



**Steven S. Carrigan  
City Manager**

**Attachments:**

- A.** Sample Administrative Staff Report—City Council Member Request to Add Item
- B.** Sample Administrative Staff Report—City Council Members Request to Add Item Raised During Oral Communications
- C.** Sample Administrative Staff Report—City Council Members Request to Add Item Raised During Written Petitions & Communications





## THREE WAYS TO PLACE ISSUES OR CONCERNS ON THE CITY COUNCIL AGENDA

***The City Council and City Staff value your opinion and want to hear your concerns. There are three ways to present an issue or concern to the City Council:***

### **(1) Oral Communications\*\***

- Fill out a "Request to Speak" card before the City Council meeting.
- Turn it in to a City Clerk at the meeting.
- You will have 3-5 minutes to speak.
- "Request to Speak" cards are available at the City Council Meeting and also at <http://www.cityofmerced.org/depts/cityclerk/default.asp>.

### **(2) Written Petition and Communications\*\***

- Submit a letter(s) or written petition(s) to City Council
- If a letter or petition arrives less than a week prior to the meeting, it will be included with the next regular City Council Agenda.
- There is no special form or format required.

### **(3) City Council Comments\*\***

- Contact a City Council Member
- Seek his/her support to sponsor the item.
- City Council Member contact information is available from the City Clerk and also through the City's website at ([http://www.cityofmerced.org/depts/city\\_council/default.asp](http://www.cityofmerced.org/depts/city_council/default.asp).)

***When presenting your issue or concern, please state the following:***

- i. The issue(s) or concern(s) to be presented.
- ii. The action(s) the City Council should take.
- iii. The reason(s) why the action(s) should be taken.

**\*\* YOUR ITEM WILL NOT LIKELY BE ACTED UPON BY THE CITY COUNCIL IMMEDIATELY AFTER YOU PRESENT IT BECAUSE THE STATE'S OPEN MEETING LAWS REQUIRE NOTICE BEFORE THE CITY COUNCIL CAN VOTE**

**SEE "NEXT STEPS" BELOW**

**NEXT STEPS:** After you have presented your issue or concern before the City Council:

If a City Council Member wants the entire City Council to consider the issue or concern:

- The item will be scheduled for further discussion at least thirty (30) days later so that the City staff can research it and the City Council can prepare for the discussion.
- This request must be agreed with by at least one other Member of the City Council.

***If you have any questions regarding this process, please contact the City Clerk's Office at (209) 388-7100***

# Sample Report

NovusAGENDA

Agenda Item:

Meeting Date:



## ADMINISTRATIVE REPORT

TO: City Council Members  
FROM: John M. Bramble, City Manager  
DATE: 00/00/0000  
SUBJECT: City Council Member Request to Add Item to Future Agenda

### REPORT IN BRIEF

This Administrative Report is in response to City Council Member's \_\_\_\_\_ request to add \_\_\_\_\_ to the City Council Agenda for consideration/action pursuant to Administrative Policy and Procedure No. C-01 which also provides that no staff work (policy, legal, or financial review) has been undertaken on this item until the full City Council has had the opportunity to discuss.

### RECOMMENDATION:

It is recommended that the City Council consider this request and take action as the City Council determines appropriate.

### ALTERNATIVES:

1. Adopt a motion adding the item to a City Council agenda with full staff analysis; or,
2. Adopt a motion referring the item to the annual City Council goal setting session for review for priority and determination if proposal should be undertaken; or,
3. Decline to take action.

### AUTHORITY:

Administrative Policy and Procedure No. C-01.

**DISCUSSION:**

City Council Member \_\_\_\_\_ requested that this item be considered for inclusion on a future City Council agenda for discussion and action in accordance with Administrative Policy and Procedure No. C-01. A copy of City Council Member \_\_\_\_\_'s request is found in Attachment " \_ " hereto.

For purposes of Administrative Policy and Procedure C-01, this item is on the agenda for the City Council to determine if they desire to have it fully reviewed and analyzed. No staff work has been undertaken, including any policy, legal, or financial review.

**Budget/Appropriate Action:**

Under Administrative Policy and Procedure No. C-01, no financial or budgetary review of this subject will occur until the City Council determines that it will be added to a future meeting agenda for consideration on the merits.

Approved By,

John M. Bramble, City Manager

**ATTACHMENTS:**

No Attachments Available



# Sample Report

Novus AGENDA

Agenda Item:

Meeting Date:



## ADMINISTRATIVE REPORT

TO: City Council Members  
FROM: John M. Bramble, City Manager  
DATE: 00/00/0000  
SUBJECT: City Council Members \_\_\_\_\_ and \_\_\_\_\_  
Request to Add Agenda Item Raised by the Public at Oral  
Communications to Future Agenda Regarding  
\_\_\_\_\_.

### REPORT IN BRIEF

At the City Council Meeting of \_\_\_\_\_ during Oral Communications, a member of the public requested that an item regarding \_\_\_\_\_ be placed on the agenda for discussion. Following Administrative Policy and Procedure No. C-01, City Council Members \_\_\_\_\_ and \_\_\_\_\_ requested that this item be added and no staff work (policy, legal, or financial review) has been undertaken on this item until the full City Council has had the opportunity to discuss.

### RECOMMENDATION:

It is recommended that the City Council consider this request and take action as the City Council determines appropriate.

### ALTERNATIVES:

1. Adopt a motion adding the item to a future City Council agenda with full staff analysis; or,
2. Adopt a motion referring the item to the annual City Council goal setting session for review for priority and determination if the item should be undertaken; or,

**3. Decline to take action.****AUTHORITY:**

Administrative Policy and Procedure No. C-01.

**DISCUSSION:**

At the City Council Meeting of \_\_\_\_\_, \_\_\_\_\_, a member of the public, requested that the City Council consider the issue of \_\_\_\_\_. In accordance with Administrative Policy and Procedure No. C-01, City Council Members \_\_\_\_\_ and \_\_\_\_\_ requested that this item be placed on a future agenda for discussion by the City Council.

For purposes of Administrative Policy and Procedure C-01, this item is on the agenda for the City Council to determine if they desire to have it fully reviewed and analyzed. No staff work has been undertaken, including any policy, legal, or financial review.

**Budget/Appropriate Action:**

Under Administrative Policy and Procedure No. C-01, no financial or budgetary review of this subject will occur until the City Council determines that it will be added to a future meeting agenda for consideration on the merits.

Approved By,

John M. Bramble, City Manager

**ATTACHMENTS:**

No Attachments Available



# Sample Report

Novus AGENDA

Agenda Item:  
Meeting Date:



## ADMINISTRATIVE REPORT

TO: City Council Members  
FROM: John M. Bramble, City Manager  
DATE: 00/00/0000  
SUBJECT: City Council Members \_\_\_\_\_ and \_\_\_\_\_  
Request to Add Item Raised by the Public During the  
Written Petitions and Communications Section of the City  
Council Agenda to Future Meeting Agenda Regarding  
\_\_\_\_\_.

### REPORT IN BRIEF

At the City Council Meeting of \_\_\_\_\_ during the Written Petitions and Communications section of the agenda, a member of the public requested that an item regarding \_\_\_\_\_ be placed on the agenda for discussion. Following Administrative Policy and Procedure No. C-01, City Council Members \_\_\_\_\_ and \_\_\_\_\_ requested that this item be added. In accordance with the Administrative Policy and Procedure No. C-01, no staff work (policy, legal, or financial review) has been undertaken on this item until the full City Council has had the opportunity to discuss.

### RECOMMENDATION:

It is recommended that the City Council consider this request and take action as the City Council determines appropriate.

### ALTERNATIVES:

1. Adopt a motion adding the item to a future City Council agenda with full staff analysis; or,



2. Adopt a motion referring the item to the annual City Council goal setting session for review for priority and determination if proposal should be undertaken; or,

3. Decline to take action.

**AUTHORITY:**

Administrative Policy and Procedure No. C-01.

**DISCUSSION:**

At the City Council Meeting of \_\_\_\_\_, \_\_\_\_\_, a member of the public, requested that the City Council consider the issue of \_\_\_\_\_. In accordance with Administrative Policy and Procedure No. C-01, City Council Members \_\_\_\_\_ and \_\_\_\_\_ requested that this item be placed on a future agenda for discussion by the City Council.

For purposes of Administrative Policy and Procedure C-01, this item is on the agenda for the City Council to determine if they desire to have it fully reviewed and analyzed. No staff work has been undertaken, including any policy, legal, or financial review.

**Budget/Appropriate Action:**

Under Administrative Policy and Procedure No. C-01, no financial or budgetary review of this subject will occur until the City Council determines that it will be added to a future meeting agenda for consideration on the merits.

Approved By,

John M. Bramble, City Manager

**ATTACHMENTS:**

No Attachments Available

**RESOLUTION NO. 2018- 78**

**A RESOLUTION OF THE CITY COUNCIL OF  
THE CITY OF MERCED, CALIFORNIA,  
RESCINDING RESOLUTION NO. 2017-10 AND  
ADOPTING A VALUES STATEMENT, ADOPTING  
THE ETHICS AND CODE OF CONDUCT FOR  
CITY COUNCIL MEETINGS, AND ADOPTING  
RULES OF ORDER AND PROCEDURE FOR THE  
CONDUCT OF CITY COUNCIL MEETINGS**

THE CITY COUNCIL OF THE CITY OF MERCED DOES HEREBY  
RESOLVE, DETERMINE, FIND, AND ORDER AS FOLLOWS:

SECTION 1. RESCISSION OF RESOLUTION. Resolution No. 2017-10 is  
hereby rescinded.

**VALUES STATEMENT**

SECTION 2. VALUES STATEMENT. The City Council of the City of  
Merced values the creation of an atmosphere at City Council meetings that  
encourages and fosters public input and involvement in the decision making  
process. The City Council believes that diversity in the community is a positive  
attribute that is reflected in those elected to represent the citizens of Merced.

It is the City Council's goal to be tolerant of different opinions, to show  
respect and concern on all issues, to demonstrate leadership by its actions, and to  
pledge support or disagreement without being disagreeable in our best effort to  
keep Merced a city where good things happen.

It is the objective of the City Council to establish the uniform procedures  
prescribed herein for the conduct of public hearings to ensure that all persons  
appearing before the City Council are treated fairly and equally.

All other Boards and Commissions of the City shall strive to comply with  
this Values Statement.

## **ETHICS/CODE OF CONDUCT**

### **SECTION 3. PURPOSE.**

While it is understood that the State of California has numerous sets of laws that guide the ethical behavior of public officials and employees, the City of Merced wishes to establish that this is a community whose ethical values are clearly stated and fully understood not only by its elected officials and appointed leaders, but this Ethics Code is recognized and acknowledged by its employees and its citizen representatives to represent the values this community holds in highest regard.

### **SECTION 4. ETHICS.**

The citizens and businesses of Merced are entitled to have fair, ethical and accountable local government. To this end, the public should have full confidence that their elected and appointed officials:

- Comply with both the letter and spirit of the laws and policies affecting the operations of government;
- Are independent, impartial and fair in their judgment and actions;
- Use their public office for the public good, not for personal gain; and
- Conduct public deliberations and processes openly, unless required by law to be confidential, in an atmosphere of respect and civility.

Therefore, members of the City Council, of all Boards, Committees and Commissions shall conduct themselves in accordance with the following ethical standards:

1. **Act in the Public Interest.** Recognizing that stewardship of the public interest must be their primary concern, members will work for the common good of the people of Merced and not for any private or personal interest, and they will assure fair and equal treatment of all persons, claims and transactions coming before them.

2. **Comply with both the spirit and the letter of the Law and City Policy.** Members shall comply with the laws of the nation, the State of California and the City of Merced in the performance of their public duties.

3. **Conduct of Members.** The professional and personal conduct of members while exercising their office must be above reproach and avoid even the appearance of impropriety. Members shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of other members of the Council, Boards, Committees and Commissions, the staff or public.

4. **Request for Process.** Members shall perform their duties in accordance with the processes and rules of order established by the City Council.

5. **Conduct at Public Meetings.** Members shall prepare themselves for public issues; listen courteously and attentively to all public discussions before the body; and focus on the business at hand.

6. **Decisions Based on Merit.** Members shall base their decisions on the merits and substance of the matter at hand, rather than on unrelated considerations. When making adjudicative decisions (those decisions where the member is called upon to determine and apply facts peculiar to an individual case), members shall maintain an open mind until the conclusion of the hearing on the matter and shall base their decisions on the facts presented at the hearing and the law.

7. **Communication.** For adjudicative matters pending before the body, members shall publicly disclose substantive information that is relevant to a matter under consideration by the body which they may have received from sources outside of the public decision-making process.

8. **Conflict of Interest.** In order to assure their independence and impartiality on behalf of the common good and compliance with conflict of interest laws, members shall use their best efforts to refrain from creating an appearance of impropriety in their actions and decisions. Members shall not use their official positions to influence government decisions in which they have (a) a material financial interest, (b) an organizational responsibility or personal relationship which may give the appearance of a conflict of interest, or (c) a strong personal bias.

A member who has a potential conflict of interest regarding a particular decision shall disclose the matter to the City Attorney and reasonably cooperate with the City Attorney to analyze the potential conflict. If advised by the City Attorney to seek advice from the Fair Political Practices Commission (FPPC) or other appropriate state agency, a member shall not participate in a decision unless and until he or she has requested and received advice allowing the member to

participate. A member shall diligently pursue obtaining such advice. The member shall provide the Mayor and the City Attorney a copy of any written request or advice, and conform his or her participation to the advice given. In providing assistance to members, the City Attorney represents the City and not individual members.

In accordance with the law, members shall disclose investments, interests in real property, sources of income, and gifts; and if they have a conflict of interest regarding a particular decision, shall not, once the conflict is ascertained, participate in the decision and shall not discuss or comment on the matter in any way to any person including other members unless otherwise permitted by law.

9. **Gifts and Favors.** Members shall not take any special advantage of services or opportunities for personal gain, by virtue of their public office that is not available to the public in general. They shall refrain from accepting any gifts, favors or promises of future benefits which might compromise their independence of judgment or action or give the appearance of being compromised.

A. The applicable gift limit set forth in the Political Reform Act is reduced to fifty dollars (\$50) per calendar year for a restricted source. The gift limit is effective January 1, 2019.

1. For members, a “restricted source” is the following:

- a. A person who has entered into, performs under, or seeks a contract with the City.
- b. A person who, during the prior 12 months, attempted to influence the elected City officer in any City action that would have a material financial effect on the person. This does not include an individual who attempted to influence action regarding that individual’s own City compensation, benefits, or retirement.
- c. A person who is or in the prior 12 months was a party to a proceeding involving a license, permit, or other entitlement for use that was pending before the elected City officer, the City Council, or a Board, Commissions, Committee, or other similar body of which the elected City officer is a voting member.

- B. Effective January 1, 2020, a member should recuse himself/herself from a decision affecting a restricted source if s/he has received a gift that exceeds the applicable gift limit set forth in paragraph 9.A.

10. **Confidential Information.** Members must maintain the confidentiality of all written materials and verbal information provided to members which is confidential or privileged. Members shall neither disclose confidential information without proper legal authorization, nor use such information to advance their personal, financial or other private interests.

11. **Use of Public Resources.** Members shall not use public resources which are not available to the public in general (e.g., City staff time, equipment, supplies or facilities) for private gain or for personal purposes not otherwise authorized by law.

12. **Representation of Private Interests.** In keeping with their role as stewards of the public interest, members of the Council shall not appear on behalf of the private interests of third parties before the Council or any Board, Committee, Commission or proceeding of the City, nor shall members of Boards, Committees and Commissions appear before their own bodies or before the Council on behalf of the private interests of third parties on matters related to the areas of service of their bodies.

13. **Advocacy.** Members shall represent the official policies or positions of the City Council, Board, Committee or Commission to the best of their ability when designated as delegates for this purpose. When presenting their individual opinions and positions, members shall explicitly state they do not represent their body or the City of Merced, nor will they allow the inference that they do. Councilmembers and Board, Committee and Commission members have the right to endorse candidates for all Council seats or other elected offices. It is inappropriate to mention or display endorsements during Council meetings, or Board, Committee and Commission meetings, or other official City meetings.

14. **Policy Role of Members.** Members shall respect and adhere to the council-manager structure of Merced City government as outlined in the Merced Municipal Code. In this structure, the City Council determines the policies of the City with the advice, information and analysis provided by City staff, Boards, Committees and Commissions, and the public. Except as provided by the Municipal Code, members shall not interfere with the administrative functions of

the City or the professional duties of City staff; nor shall they impair the ability of staff to implement Council policy decisions.

15. **Independence of Boards, Committees and Commissions.** Because of the value of the independent advice of Boards, Committees and Commissions to the public decision-making process, members of the Council shall refrain from using their position to unduly influence the deliberations or outcomes of Board, Committee and Commission proceedings.

16. **Positive Work Place Environment.** Members shall support the maintenance of a positive and constructive work place environment for City employees and for citizens and businesses dealing with the City. Members shall recognize their special role in dealings with City employees to in no way create the perception of inappropriate direction to staff.

## **RULES OF ORDER AND PROCEDURE**

SECTION 5. POSTING OF AGENDAS. All agendas of the City Council meetings, and of the other Boards and Commissions of the City, shall be posted on or near the entrance to City Hall, located at 678 West 18<sup>th</sup> Street, Merced, California, at least seventy-two (72) hours prior to a regular or adjourned meeting, and at least twenty-four (24) hours for a special meeting. The City Clerk or Secretary of the Board or Commission shall prepare a certificate of posting for each such posting.

SECTION 6. CONTENTS OF AGENDA. Each agenda shall contain a brief, general description of each item to be transacted or discussed at the meeting.

SECTION 7. CITIZEN PARTICIPATION. In accordance with Charter Section 411 and these Rules, each agenda for a regularly scheduled City Council, Board, or Commission meeting shall provide an opportunity for members of the public to personally, or through counsel, address the City Council, Board, or Commission on items of interest to the public that are within the subject matter jurisdiction of the City Council, or respective Board or Commission. In accordance with Section 411 of the City Charter, at special or emergency meetings, grievances and comments shall be limited to the topic of the special or emergency meeting, unless waived by the City Council, Board, or Commission.

Unless less restrictive rules are adopted or are waived by the City Council, Board or Commission, the following rules shall apply:

1. Except as provided below, citizen participation shall take place at the opening of oral communications for non-agenda items and for public hearings and other agenda items, public comment shall follow the administrative staff report for that item and shall be limited to five (5) minutes with no speaker given more than five (5) minutes to speak on any agenda item. In order to speak during oral communications, on an agenda item, or at a public hearing, a speaker should complete a Request to Speak card and submit it to the City Clerk. For Oral Communications, the Request to Speak card should be submitted prior to the City Clerk's calling for speakers. For agenda items other than Public Hearings, the Request to Speak card shall be submitted before the item is closed to public testimony. For Public Hearings where there is an applicant, permit holder, or appellant, the Request to Speak card shall be submitted prior to the call for rebuttal testimony or the matter being placed before the City Council in the event there is no rebuttal testimony. At the time for public comment, the Mayor or Chair shall ask the City Clerk or Secretary of the Board or Commission to read the names from the Request to Speak cards. The City Clerk or Secretary of the Board or Commission shall call three (3) to five (5) speakers at a time and base the order of the speakers on the order in which the Request to Speak cards were submitted.

If more than three (3) speakers desire to speak at a public hearing or on an agenda item, then the Mayor or Chairperson may limit each speaker to three (3) minutes at the discretion of the City Council, Board, or Commission.

Speakers shall be timed by the City Clerk or Secretary of the Board or Commission who shall inform speakers when their time has expired. As a courtesy to the City Council, Board, or Commission and other speakers, and those waiting to be heard on agenda items, speakers will not be allowed to continue beyond their allotted time.

2. For those agenda items where there is an applicant for a permit, license, or other entitlement, or the proposed revocation thereof, a spokesperson for the applicant, or the applicant themselves, shall be entitled to fifteen (15) minutes, including any time for rebuttal, and a spokesperson for any appellant or group opposing the application shall be entitled to fifteen (15) minutes, including any time for rebuttal. All other speakers commenting on the item shall be limited to five (5) minutes and shall be subject to the Request to Speak card procedure hereinbefore prescribed.

3. For oral communications, each speaker must complete and submit a Request to Speak card and shall be subject to the procedures hereinbefore



prescribed. The City Council or respective Board or Commission may limit non-agenda items to thirty (30) minutes after which any additional speakers may speak on non-agenda items at the end of the scheduled business.

4. No public input needs to be heard on a subject not within the subject matter jurisdiction of the City Council or respective Board or Commission and the Mayor or Chair shall rule the speaker out of order.

5. Any non-agenda item that requires action shall be referred by the Mayor or Chairperson to the City Manager for a report. The City Council, Board, or Commission shall not discuss the item until a report is prepared and heard unless the item meets one of the exceptions contained in Government Code Section 54954.2(b).

SECTION 8. ACTING ON NON-AGENDA ITEMS. No action shall be taken on agenda items not posted in accordance with Government Code Section 54954.2 or 54956 unless the item meets one of the exceptions contained in Government Code Section 54954.2(b).

SECTION 9. PROCEDURE UPON DEMAND TO CURE ACTION ALLEGED TO VIOLATE THE BROWN ACT. Upon receipt of a demand to cure or correct an alleged violation of the Brown Act, Government Code Section 54950 *et seq.*, the following rules shall apply:

1. The item shall be considered in two parts at the next meeting of the City Council, Board, or Commission.

2. The City Council, Board, or Commission shall first consider whether or not to reconsider the matter in which an alleged violation of the Brown Act occurred. If the City Council, Board, or Commission determines to reconsider the matter, the City Council, Board, or Commission shall thereafter rehear the matter on the merits and determine whether or not to supersede or rescind the challenged action as of the effective date of the corrective action. In making any corrective action, all previous testimony, as well as any new testimony, shall be considered part of the record.

#### SECTION 10. PROCEDURE FOR AGENDA ITEMS.

1. The presiding officer shall be the Mayor for all matters before the City Council and the Chair of the Board or Commission for all matters before the Board

or Commission. In the event of the absence or non-participation for any reason of the Mayor or Chair, the presiding officer shall be the member upon whom the chairmanship of a regular meeting of the body devolves in such event.

2. The order of presentation of evidence in each case shall be determined by the presiding officer in their discretion. The presiding officer shall rule out of order the presentation of abusive, profane, or unduly repetitive evidence.

3. Evidence shall not be required to be presented under oath or affirmation nor shall there be a right of cross-examination, except for any revocation hearing held pursuant to subsection 9 of this Section.

4. No proceeding need be conducted according to any technical rules relating to evidence and witnesses. Any relevant evidence shall be admitted if it is the sort of evidence on which responsible persons are accustomed to rely in the conduct of serious affairs, regardless of the existence of any common law or statutory rule which might make improper the admission of such evidence in a court of law.

5. Rulings on questions of order or procedure shall be made by the Mayor or Chair of the Board or Commission unless a specific rule to the contrary is provided by the Charter of the City of Merced, a statute applicable to charter cities, City Ordinance, or these rules. Such rulings on questions of order or procedure are subject to appeal to the entire City Council or Board or Commission by a Member of the City Council, Board, or Commission in which case a majority vote thereof shall conclusively govern and conclusively determine such question of order or procedure. *Robert's Rules of Order*, if used, shall only be used as a guide and is not conclusive authority on any question of order or procedure.

6. When a matter is contested and a request is filed in writing with the City Clerk at least forty-eight (48) hours before the hour set for the hearing, a record of any hearing or continued hearing subsequently held in the matter shall be made and duly preserved, provided that the City Clerk shall require a deposit in advance from the person making the request. A copy of such record shall be available at cost.

7. Administrative staff reports shall be made public prior to or at the beginning of the hearing and shall be a matter of public record.

8. The action or recommendation of the City Council, Board, or Commission shall appear in the minutes of the respective body prepared for the meeting. Such minutes shall be public records, which shall be open to inspection and available for copying at cost in accordance with rules applicable to public records generally.

9. The following additional rules shall apply to public hearings set for the purpose of determining whether a conditional use permit; variance; or any other entitlement, license, or permit shall be revoked and shall prevail over any of the foregoing rules inconsistent herewith.

- A. Notice of revocation hearing shall be transmitted by certified mail at least ten (10) days before the hearing to the owner of the affected property at the address shown on the current records of the County Assessor.
- B. The decision of the body before which the public hearing was held shall be sent to the affected property owner by certified mail at the address shown on the current records of the County Assessor within ten (10) days of the making of such decision.

#### SECTION 11. CITY COUNCIL MEETINGS.

1. Effective May 1, 2017, regular sessions of the City Council shall be held on the first and third Mondays of each month, holidays excepted, at the hour of 5:30 p.m., and adjourned and special meetings at such time as the City Council may order. The time between 5:30 p.m. and 6:00 p.m. shall be reserved for closed sessions with the regular agenda commencing at 6:00 p.m.

2. The proceedings of special City Council meetings shall be limited to the subjects set forth in the call therefore.

#### SECTION 12. POWERS AND DUTIES OF MAYOR.

1. The Mayor shall take the Chair at the hour appointed for the City Council to meet. The Mayor shall immediately call the members to order, and except in the absence of a quorum, shall proceed to business in the manner prescribed by these rules.

2. The Mayor shall preserve order and decorum and shall decide all questions of order and procedure, subject to appeal, which appeal shall be decided without debate, except that the appellant may state the grounds upon which he/she bases his/her appeal.

SECTION 13. POWERS AND DUTIES OF MAYOR PRO TEMPORE.  
The Mayor Pro Tempore shall be selected by the City Council to act as presiding officer during the absence of the Mayor and said Mayor Pro Tempore shall serve at the pleasure of the City Council.

SECTION 14. ABSENCE OF MAYOR AND MAYOR PRO TEMPORE.  
In the absence of the Mayor and Mayor Pro Tempore, the Chair shall be occupied by one of the City Council Members present.

#### SECTION 15. ORDER OF BUSINESS.

1. The City Manager shall prepare or cause to be prepared and cause to be printed for each meeting a list in detail of all matters ready for consideration at the City Council, Board or Commission meetings; said list shall be known as the agenda and shall include all communications from other officers and boards, petitions and communications, reports, resolutions, ordinances, and any other matters which have been presented to the City Council, Board, or Commission and which remain undetermined. In case any matters on the agenda of a particular meeting are not acted upon, they shall be continued upon the agenda of the next meeting and of each succeeding meeting in their order of introduction until finally disposed of by the City Council.

2. The business of regular meetings of the City Council, Board or Commission shall be transacted as far as practicable in the following order:

- A. Study Session (if applicable)
- B. Closed Session (if applicable)
- C. Call to Order
- D. Roll Call
- E. Report Out of Closed Session (if applicable)
- F. Ceremonial Matters (if applicable)
- G. Special Presentations (if applicable)
- H. Written Petitions and Communications
- I. Oral Communications
- J. City Council Consent Calendar

- K. City Council Public Hearings
- L. City Council Reports
- M. Business from City Council
- N. Adjournment

It is understood that matters set for public hearing shall be taken up at the hour set or as soon thereafter as possible.

3. The first item on the consent calendar shall be a motion that reads as follows:

“To approve the reading by title of all Ordinances and Resolutions which appear on the public agenda. Said Ordinances and Resolutions which appear on the public agenda shall be determined to have been read by title and further reading waived pursuant to Merced City Charter Section 412.”

#### SECTION 16. RIGHTS AND DUTIES OF MEMBERS.

1. When a Member is about to speak they shall address the Mayor or Chair, and when two or more Members desire to speak at once, the Mayor or Chair shall name the Member who is to speak, and the Member shall confine himself/herself to the question under debate and avoid personalities.

2. Whenever the Mayor recognizes a Member desiring to speak that Member may initially address the City Council or question staff, an applicant or a witness for a period not to exceed five (5) minutes after which the Mayor shall recognize the next Member desiring to speak or question staff, an applicant, or a witness. Once all Members have had an initial five (5) minutes to speak on a matter, the Mayor shall allow a second and subsequent rounds of speaking and/or questioning by the City Council until the question is called or all Members have completed their speaking and/or questioning.

3. Every Member present when a question is put shall vote by signifying yes, no, or abstain either by voice vote or electronic means as appropriate.

4. No Member shall divulge information on any aspect of a “closed session” called under the provisions of the Ralph M. Brown Act of the State of California, except as required by law, nor shall the Member violate any

confidences received as a result of their official office. (Merced Municipal Code Section 2.04.050).

5. Members shall conduct themselves in a proper manner at all times as befitting their official office and in accordance with the responsibility entrusted to them by the citizens of this community.

#### SECTION 17. DUTIES OF CITY CLERK.

1. The City Clerk, Assistant City Clerk, or Deputy City Clerk shall attend all meetings of the City Council (except closed sessions) and shall maintain a record of the proceedings of the City Council and shall record the ayes and noes upon all questions.

2. It shall be the duty of the City Clerk to keep a complete record of the proceedings of the City Council in the form of minutes.

3. The City Clerk shall keep an index of records convenient for reference of all ordinances, resolutions, petitions, and other matters introduced or presented to the City Council, together with a complete chronological record of all action taken thereon by the City Council.

4. The City Clerk shall notify all Members of the City Council of the time set for any special or adjourned meetings, and shall, at the request of the Mayor, call all meetings of special committees and notify parties interested in the matters pending before said special committee of the time and place of said meeting.

5. The City Clerk shall time all speakers and inform a speaker when the speaker's allotted time has expired.

6. The City Clerk shall collect the Request to Speak cards and read the names therefrom when called to by the Mayor or Chair.

SECTION 18. MISCELLANEOUS PROVISIONS. Except as herein otherwise provided, the proceedings of this City Council shall be governed by the City Charter, City Ordinances, statutes applicable to charter cities, and these rules, and it shall be the duty of the Mayor to adhere to and enforce such rules, as well as the rules herein set forth.



APPROVED AS TO FORM:

Preetha A. Nathan 11-20-18  
City Attorney Date





## ADMINISTRATIVE REPORT

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File #: 20-640

Meeting Date: 10/26/2020

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*Report Prepared by: Jennifer Arellano, Recreation Supervisor, Parks and Recreation*

**SUBJECT:** Staff Update on the Request for Interest Process for McNamara Youth Center and Stephen Leonard Youth Center and Contract Extensions with the Currently Lessees, Symple Equazion and Soccer Academy of Merced, Inc., through June 2021

### REPORT IN BRIEF

Staff update on McNamara Youth Center and Stephen Leonard Youth Center Contracts

### RECOMMENDATION

**Recreation and Parks Commission-** Adopt a motion extending the current leases for McNamara Youth Center and Stephen Leonard Youth Center to June of 2021, and begin the request for interest process for both centers in March 2021.

### ALTERNATIVES

1. Approve, as recommended by staff; or,
2. Deny; or,
3. Continue to a future meeting (date and time to be specified in the motion).

### DISCUSSION

At the September 28, 2020 Recreation and Parks Commission Meeting the decision of the commission was to proceed with a request for interest process for both youth centers at the conclusion of the current lessees' contracts. After reviewing this decision, and evaluating the lack of notice given to the youth centers, and the inability of the centers to operate during the COVID-19 pandemic, staff is requesting that the Parks & Recreation Commission reconsider its previous recommendation, and consider a recommendation to extend the current leases to June of 2021 and begin the request for interest process for both centers in March 2021. New leases would then begin in the new fiscal year, July 2021. This would allow for appropriate notices to be provided to current leases and allow for current services to continue within the community through the end of the fiscal year. With this change, all leases for youth centers would be on the same annual time frame.



# CITY OF MERCED

Merced Civic Center  
678 W. 18th Street  
Merced, CA 95340

## ADMINISTRATIVE REPORT

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**File #:** 20-666

**Meeting Date:** 10/26/2020

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*Report Prepared by: Jennifer Arellano, Recreation Supervisor, Parks and Recreation*

**SUBJECT:** Update from the Participatory Budgeting Ad Hoc Committee and Make Recommendation to the City Council on the Budget Process

### REPORT IN BRIEF

Update from the last meeting of the Participatory Budgeting Ad Hoc Committee

### RECOMMENDATION

**Recreation and Parks Commission-** Adopt a motion making a recommendation to City Council.

### ALTERNATIVES

1. Approve, as recommended by staff; or,
2. Deny; or,
3. Continue to a future meeting (date and time to be specified in the motion).

### DISCUSSION

The participatory budgeting ad hoc committee met on October 20, 2020 from 6PM to 7PM. Present were: Vice Chair Douglas Piuser and Member Norma Cardona; Member Yesenia Curiel was unable to attend.



# CITY OF MERCED

Merced Civic Center  
678 W. 18th Street  
Merced, CA 95340

## ADMINISTRATIVE REPORT

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**File #:** 20-606

**Meeting Date:** 10/26/2020

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*Report Prepared by: Jennifer Arellano, Recreation Supervisor, Parks and Recreation*

**SUBJECT:** Discussion Regarding Recommendations in the Parks and Open Space Master Plan and Mini-Parks

### REPORT IN BRIEF

Discussion on Mini-Parks

### RECOMMENDATION

Information only-no action needed

### DISCUSSION

Commissioner Cardona requested an item to discuss the mini-parks in regards to the recommendations in the Parks and Open Space Master Plan.

### ATTACHMENTS

1. Parks and Open Space Master Plan Mini Parks

## Mini Parks

*Mini-parks, tot lots and children's playgrounds are all small, single purpose play lots designed primarily for small children usage. Due to their size, the facilities are usually limited to a small open grass area, a children's playground and a small picnic area.*

### Assessment:

1. **Existing Conditions:** Currently, there are 10 mini-parks in the Merced planning area. These are located in South Merced and most offer limited recreation opportunities.
2. **Service Areas:** The service area for a typical mini-park is considered to be a 1/4-mile radius.
3. **Needs Assessment:** Due to their size, maintenance costs, and limited recreational value, additional parks of this type are not recommended. In addition, the City should consider reducing its current inventory of this park type by donating or selling some sites.

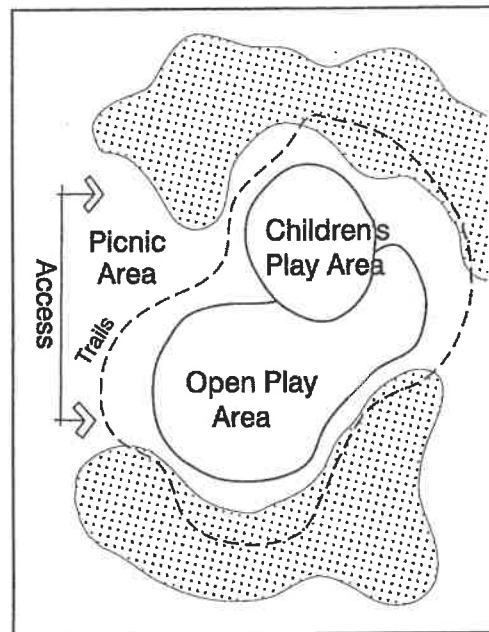
### Design and Development Policies:

1. **General Land Use Guidelines:**
  - a. Due to their size and limited recreational value, public parks of this type should be **discouraged**. Mini-parks should only be considered when there is not a sufficient population base to support a neighborhood park or no other option is available to provide park service.
  - b. The development of this park type should be encouraged as part of large private multi-family developments under private ownership. Within single-family subdivisions, if these parks are provided, they should be owned and maintained by a homeowners association.
2. **Site Selection Criteria:**
  - a. While there is no size requirement for mini-parks, the minimum size should be at least 20,000 square feet in size.
  - b. The site should be central to the area it serves.
  - c. The site should be flat and usable and have the ability to support active uses.
  - d. If possible, walking distance should not exceed one-quarter mile, and not require crossing of busy streets or other barriers.
3. **Design and Development Standards:**
  - a. Appropriate facilities include:
    - Children's playground facilities
    - Open grass play area
    - Picnic areas

- Pathways, preferably looping
- Site amenities (picnic tables, benches, bike racks, drinking fountains, trash receptacles, etc.)

- b. The site should be visible from adjoining streets and have at least 100-150 feet of street frontage.

#### 4. Schematic Diagram



#### Recommendations

##### 1. Summary of Recommendations:

**Table 6.3**  
Summary of Mini-Park Recommendations  
Merced Planning Area

Park Number	Site	Existing Acres/ Proposed Acres	Action
MP-1	8 <sup>th</sup> and V Mini-Park	0.89	Consider disposal
MP-2	11 <sup>th</sup> and H Mini-Park	0.17	Consider disposal
MP-3	12 <sup>th</sup> and G Mini-Park	0.19	Consider disposal
MP-4	Dennis Chavez Park	0.28	Consider disposal
MP-5	William Lloyd Garrison Park	1.02	Upgrade
MP-6	Diego Rivera Park	0.25	Consider disposal
MP-7	Love Veasley Family Park	0.17	Consider disposal
MP-8	Harriet Tubman Park	0.45	Consider disposal
MP-9	Charles Richard Drew Park	0.52	Upgrade
MP-10	Circle Drive Park	0.26	Upgrade
<b>Total</b>		<b>4.20</b>	

## 2. Specific Improvements:

### 8<sup>th</sup> and V Mini-Park

MP-1

The 8<sup>th</sup> & V mini-park is fairly large compared to the other mini-parks in Merced, but it is located very near Stephen Leonard Park. The service area for this park overlaps the service area for Stephen Leonard Park. It has very few facilities, and does not appear to get much use.

Since it has limited recreation value and overlapping service area, the City should consider disposing of this mini-park. Prior to making a final decision, the City should consult the immediate neighbors. At this meeting, City representatives should share a cost-benefit analysis, including the maintenance cost of this park; the projected cost for upgrades; the availability of funding for upgrades; options for disposal (donation of park or donation/sale of the land); the estimated proceeds if the park were sold; and the service areas of nearby parks. The four options that should be explored with neighbors are: 1. Disposing of the park by selling it or donating the land (such as to Habitat for Humanity) and dedicating any funds generated to park improvements at nearby parks; 2. Keeping the park as is and continuing to maintain it at its current level (not recommended); 3. Upgrading it and continuing to maintain it as a City park; or 4. Forming a local maintenance district to pay for upgrades and maintenance. Turning the park over to neighborhood volunteers is not usually a workable solution, because the City remains ultimately responsible for the park and often has to resume maintenance once the initial volunteers have phased out. Due to the limited City funds currently available for upgrades, it will be important to discuss the realistic potential of various funding sources (City, neighbors, other groups). Option 2 is not recommended because of the current limited recreation value of the park. Option 3 is also not recommended, unless neighbors can provide a strong argument in favor, a private group steps in to take over ownership, or neighbors propose a realistic financing plan for upgrades.

### 11<sup>th</sup> and H Mini-Park

MP-2

This is one of the smaller sites (about 7,500 s.f.), and does not appear to get much use. It does contain some trees and a small play area. Since it is across the street from the flea market grounds, there are very few eyes on this site, which make it less welcoming for users. Gilbert Macias Park, which has much nicer play equipment, is located on the south side of the flea market grounds.

Due to its limited recreation value and overlapping service area, the City should consider disposing of this mini-park. It is the size of a residential lot, and is located among single family residences. Prior to making a final decision about the park's future, the City

should consult the immediate neighbors. See the discussion under 8<sup>th</sup> and V mini-park, site MP-2, for additional details.

**12<sup>th</sup> and G Mini-Park****MP-3**

This park is the size of a single family lot. The play structure is very small, and there are no trees or landscaping on the site. The site does not appear to get much use, although it is in the midst of a residential neighborhood with many multi-family developments.

Although this park is fairly close to both McNamara Park and Gilbert Macias Park and is quite small, it has some potential to provide recreation value to surrounding neighbors, who are mainly residing in apartments with limited outdoor space. However, in its current state, this park is providing very limited recreation value and requires significant upgrades.

Prior to making a final decision about the future of this park, the City should hold a meeting with surrounding neighbors (those within a quarter mile of the park) to determine the recreational value of this site to neighbors and gain input on its future. There are four general options for this site:

- If the site is providing recreational value to surrounding neighbors, the City could upgrade and maintain it.
- If the site is providing recreational value to surrounding neighbors, the City could upgrade it and a neighboring property owner or a private group could pay for maintenance.
- If there is marginal recreational value, neighbors or other groups could pay for upgrades and maintenance. If there isn't interest, the City should sell or donate the site.
- The site could be sold or donated and any proceeds used to upgrade a nearby park.

This site may be a good candidate to turn over to a neighboring property owner (if they are willing), who would then be responsible for maintenance and possibly for upgrades. If it is determined that the City should retain this park and upgrade it, the park should be designed using a process that involves the surrounding neighbors. This will ensure that the resulting park reflects the needs and desires of neighbors, and that there is a sense of "ownership" of the park among neighbors which can increase use of the park and help reduce vandalism.

**Dennis Chavez Park****MP-4**

This is one of the larger of the mini-park sites and has good visibility because it is located on a corner. It has a nicer character than many of the other mini-parks because of the path system and shade trees. Other than the play area and the pathway, there is very little in terms of amenities. It does not appear to get much use by the surrounding neighborhood. However, this



park does offer potential service to a small area outside the ½ mile service area of Stephen Leonard Park.

Because of its limited recreation value and overlapping service area, the City should consider disposing of this mini-park. It is about the size of a residential lot, and is located among single family residences. Prior to making a final decision about the future of this park, the City should consult the immediate neighbors. See the discussion under 8<sup>th</sup> and V mini-park, site MP-2, for additional details.

#### **William Lloyd Garrison Park**

MP-5

William Lloyd Garrison Park is the largest of the mini-parks, and has some potential for expansion. Currently, it barely qualifies as a developed park because it is essentially an uneven grass area, with the exception of a small play area and a bench located in one corner. If upgraded, this park would provide service to an area not served by other neighborhood parks.

It is recommended that this mini-park be upgraded so that it meets local recreation needs. Recommended upgrades include:

- Prepare a master plan for the site, taking into account in the design any potential land acquisitions to expand the park.
- Provide a larger play area with more interesting equipment; including installation of safety surfacing and curbing.
- Provide a path system within the park.
- Install paved court for basketball, etc.
- Upgrade irrigation system.
- Provide additional trees.
- Provide site amenities: signage, bike racks, waste receptacles, benches and picnic tables.
- If the park size is increased to at least 2 acres, reclassify as a neighborhood park.

#### **Diego Rivera Park**

MP-6

This is one of the smaller sites (about 10,800 s.f.), and does not appear to get much use. It contains very few amenities, and the play equipment is quite small. There does appear to be undeveloped land at the rear of the park. The site is located midway between McNamara and Stephen Leonard Parks, and a few blocks from Charles Richard Drew Park (MP-9).

Because of its limited recreation value and overlapping service area, the City should consider disposing of this mini-park. It is the size of a residential lot, and is located among single family residences. Prior to making a final decision about the future of this park, the City should consult the immediate neighbors. See the discussion under 8<sup>th</sup> and V mini-park, site MP-2, for additional details.

**Loye Veasley Family Park****MP-7**

This park is the size of a single family home site (about 7,500 s.f.). The play structure is very small, and there are no other facilities or landscaping at the park. This site is within walking distance of Gilbert Macias Park, McNamara Park, and Harriet Tubman Park, all of which have nicer and more interesting play equipment.

Because of its limited recreation value and overlapping service area, the City should consider disposing of this mini-park. It is the size of a residential lot, and is located among single family residences. Prior to making a final decision about the future of this park, the City should consult the immediate neighbors. See the discussion under 8<sup>th</sup> and V mini-park, site MP-2, for additional details.

**Harriet Tubman Park****MP-8**

This park is located adjacent to the Golden Valley Health Center and appears to get some use, unlike many of the other mini-parks. The main users are children who are visiting the Health Center. Tenaya Middle School and Charles Richard Drew Park are a few blocks away. The park is almost a half acre in size, and has a basketball backboard in addition to play equipment. Although it isn't a full half-court, the backboard seems to attract use.

Prior to making a final decision about the future of this park, the City should hold a meeting with surrounding neighbors (those within a ¼ mile of the park), and specifically with Golden Valley Health Center, to determine the recreational value of this site to neighbors and gain input on its future. There are four general options for this site:

- If the site is providing recreational value to surrounding neighbors, the City could upgrade and maintain it.
- If the site is providing recreational value to surrounding neighbors, the City could upgrade it and a neighboring property owner (such as the Health Center) or a private group could take over or pay for maintenance.
- If there is marginal recreational value, neighbors or other groups could pay for upgrades and maintenance. If there isn't interest, the City should sell the site.
- The site could be donated or sold and any proceeds used to upgrade a nearby park.

As an additional alternative, this site may be a good candidate to turn over to Golden Valley Health Center, if they are willing, since the park is essentially part of the Health Center site and appears to be mostly used by Health Center clients. The Health Center would then be responsible for maintenance and possibly for upgrades.

**Charles Richard Drew Park****MP-9**

Charles Richard Drew Park is one of the larger mini-parks, and contains just over a half acre. The park contains few amenities, but the play structure is larger than in most other mini-parks. This park is located diagonally across the street from Tenaya Middle School, which does not have a play area, and has good visibility because of its corner location.

It is recommended that this mini-park be upgraded so that it meets local recreation needs. Recommended upgrades include:

- Prepare a master plan for the site.
- Upgrade the play equipment, including installation of safety surfacing and curbing. If possible, provide two play areas for different age groups, including tots.
- Provide a path system within the park.
- Upgrade irrigation system.
- Provide additional trees and landscaping.
- Provide site amenities: signage, bike racks, waste receptacles, benches and picnic tables.

**Circle Drive Park****MP-10**

Circle Drive Park is one of the most attractive and welcoming mini-parks. It is very visible from E. 23<sup>rd</sup> Street, and is surrounded by Circle Drive. Shade trees provide a canopy over the park. There are no other parks nearby.

It is recommended that this mini-park be upgraded so that it better meets local recreation needs. Recommended upgrades include:

- Prepare a master plan for the site.
- Upgrade the play equipment, including installation of safety surfacing and curbing. If possible, provide two play areas for different age groups, including tots.
- Provide a path system within the park.
- If space permits, provide a paved court area for basketball.
- Upgrade irrigation system.
- Provide additional trees and landscaping.
- Provide site amenities: signage, bike racks, waste receptacles, benches and picnic tables.

## Neighborhood Parks/ School Parks

*Neighborhood parks are a combination playground and park, designed primarily for non-supervised, non-organized recreation activities. They are generally small in size (about 5 acres) and serve an area of approximately one-half mile radius. Typically, facilities found in a neighborhood park include a children's playground, picnic areas, trails, open grass areas for passive use, outdoor basketball courts and multi-use sport fields for soccer, and Little League baseball. Optimum size is between 3 and 7 acres.*

*School parks are parks provided adjacent to school sites. These parks provide the same function as neighborhood parks. In Merced, the school park model is one that the City and the Merced City School District intend to pursue in the future.*

### *Assessment:*

1. **Existing Conditions:** Currently, there are five neighborhood parks and one school park consisting of 26.88 acres in the Merced city limits. Merced owns all five neighborhood parks, and 5 acres of the school park site. The remainder of the school park site is owned by MCSD, and a portion of MCSD's acreage contains the school buildings.
2. **Service Areas:** The service radius for a neighborhood park is considered to be a 1/2-mile radius. Please refer to the Neighborhood Park Service Area Map in Appendix E to see the underserved areas.
3. **Needs Assessment:** Based on the service area analysis, 8 additional neighborhood park sites are needed to serve the current city limits, and an additional 13 are needed to serve the planning area at build-out. However, 9 sites are already available or dedicated to park use.

### *Design and Development Policies:*

1. **General Land Use Guidelines:**
  - a. The acquisition of neighborhood parkland should occur far in advance of its need.
  - b. The construction of a neighborhood park should occur when the area it will serve reaches about 75% developed (measured by either acreage developed, or population accommodated).
  - c. Wherever feasible, neighborhood park acquisition should occur adjacent to elementary schools sites.
2. **Site Selection Criteria:**
  - a. Under most conditions, neighborhood parks should be no smaller than about three acres in size, with optimum size being 5 acres. If located next to a school site, optimum park size may be reduced to 2 - 3 acres, depending upon the school facilities provided. If flood control basin facilities are included in a neighborhood park site, at least 2 contiguous



# CITY OF MERCED

Merced Civic Center  
678 W. 18th Street  
Merced, CA 95340

## ADMINISTRATIVE REPORT

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**File #:** 20-604

**Meeting Date:** 10/26/2020

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*Report Prepared by: Jennifer Arellano, Recreation Supervisor, Parks and Recreation*

**SUBJECT:** Discussion Regarding Parks Without Names Including the Parks Located at 11<sup>th</sup> and H Street and 12<sup>th</sup> and G Street, and Parks Without Formal Names Including Hansen and Circle Drive Park

### REPORT IN BRIEF

Discussion on Parks Without Names

### RECOMMENDATION

Information only-no action needed.

### DISCUSSION

Commissioner Cardona requested an item to discuss the parks without names. There are currently 2 mini-parks without names, located at: 11<sup>th</sup> and H. Street, and 12<sup>th</sup> and G. Street. Additionally, there are 2 mini-parks without formal names that are named by their location: Hansen Park and Circle Drive Park.

### ATTACHMENTS

1. Parks Naming Policy

TIME RECEIVED  
October 16, 2017 10:34:24 AM PDT

REMOTE CSID

DURATION  
168

PAGES  
8

STATUS  
Received

A-20

## **ADMINISTRATIVE POLICIES AND PROCEDURES**

### **SUBJECT: PROCEDURES FOR NAMING CITY PARKS, RECREATION AREAS, AND FACILITIES AND REDEVELOPMENT AGENCY FACILITIES**

**EFFECTIVE :** July 7, 2003

**Supersedes:** Policy for Naming Parks 2/96

#### **Purpose:**

The purpose of this policy is to provide uniform guidelines for the determination of names for parks and public facilities acquired, built, established, or installed by the City of Merced and/or the Merced Redevelopment Agency.

#### **Objectives:**

1. Ensure that parks, recreational areas, and facilities and Redevelopment Agency facilities are easily identified and located.
2. Ensure that names designated for parks, recreational areas and facilities and Redevelopment Agency facilities are consistent with the values and character of the area or neighborhood served.
3. Encourage public participation in the naming, renaming and dedication of parks, recreation areas and facilities and Redevelopment Agency facilities.
4. Encourages the dedication of lands, facilities, or donations by individuals and/or groups.

#### **Definition:**

Parks, recreation areas, and facilities and Redevelopment Agency facilities includes all property assets under the City's ownership and control; including buildings, structures, open spaces, public parks, natural areas, wetlands, environmental habitat and land.

### **Criteria:**

The policy of the City of Merced is to name parks, recreation areas, and facilities and Redevelopment Agency facilities through an adopted process utilizing established criteria emphasizing community values and character, local history, geography, environment, civics and service unique to the community of Merced. The following criteria shall be used in determining the appropriateness of the naming designation:

1. Geographic location (neighborhood, significant areas, etc.).
2. Natural features.
3. A person (living or deceased) with historical or cultural significance.
4. A person/ group (living or deceased), with feature particularly identified with the land or facility.

### **Standards**

1. The process to name parks, recreation areas, and facilities and Redevelopment Agency facilities shall not begin until after the City has acquired title to the land and/or formally accepted the dedication.
2. Conditions of property donation as agreed upon by the donor and the City shall be honored regarding the naming of the parks, recreation areas, and facilities and Redevelopment Agency facilities subject to these adopted policies.
3. Names that are similar to existing parks, properties or facilities in the City system (or other systems in the metro area) should not be considered in order to minimize confusion.
4. The City reserves the right to change the name of any City/Redevelopment Agency facility to maintain consistency with these policies.

### **Procedure:**

Naming of City parks, recreation areas, and facilities and Redevelopment Agency facilities:

1. A request for naming of a park, recreational area, or facility and Redevelopment Agency facility shall be submitted in writing. Voice mail and emails will not be accepted.
2. Those submitting a naming request should show how the proposed name is consistent with the criteria stated in this policy.



3. When naming after a person or persons, the application will describe the contributions to the City of Merced. Written documentation of approval by next of kin of person to be honored (if available/possible) is required as part of the proposal.
4. A request for naming of parks, recreation areas, and facilities and Redevelopment Agency facilities shall be submitted in writing to the Director of Parks and Community Services. The Recreation and Park Commission and two appointed City Council members shall review all written requests for naming of parks, recreation areas or facilities or Redevelopment Agency facilities as the Selection Committee.
5. A request for naming other City/Redevelopment Agency Facilities shall be submitted to Department Head of the lead City department involved with the project. Two City Council members, the City Manager, and a maximum of three (3) other members shall form the Selection Committee to review all requests for naming all other City/Redevelopment Agency facilities.
6. City staff shall review the written proposal for adherence to the stated criteria and authentication of statements relative to contributions in the case of an individual before forwarding the request to the Recreation and Parks Commission and/or the Selection Committee of City Council members, City Manager, and other members. If the request is incomplete, staff will contact the applicant, in writing, and provide them with the opportunity to resubmit a revised request.
7. The Recreation and Parks Commission/Selection Committee (s) will offer the opportunity for public input on the proposed naming at a published public hearing.
8. The Recreation and Parks Commission/Selection Committee (s) shall forward their recommendation (s) to the City Council for the final decision.
9. The Recreation and Parks Commission/Selection Committee can initiate the naming process without a public request and whenever deemed necessary and/or in the best interest of the City of Merced; following the established criteria.

**Standards for Renaming of City Parks, Recreation Areas and Facilities or Redevelopment Agency Facilities**

1. Renaming of parks, recreation areas, and facilities and Redevelopment Agency facilities carries with it a much greater burden of process compared to the initial naming. Tradition and continuity of name and community

identification are important community values. Each application must meet the criteria in this policy, but meeting all criteria does not ensure renaming.

2. A request for renaming of a park, recreational area, or facility or Redevelopment Agency facility shall be submitted in writing to the Parks and Community Services Department or the specific Department Head of the lead City department involved with the project.
3. The request shall include the proposed name change, the purpose of the change, and how the proposed name change is consistent with the criteria established. When renaming after a person or persons, the application will describe the contributions to the City. A written documentation approval by the next of kin of the person to be honored (if available/possible) is required as part of the proposal.
4. City staff will review the proposal for adherence to the stated criteria and authentication of statements relative to contributions in the case of an individual before forwarding to the Recreation and Parks Commission/Selection Committee(s). If the request is incomplete, staff will contact the applicant, in writing, and provide them with the opportunity to resubmit a revised request.
5. The recognized Neighborhood Association will be notified of the proposal when the Recreation and Parks Department and/or other City Departments receive a complete application.
6. The Recreation and Parks Commission/Selection Committee(s) will offer the opportunity for public input on the proposed naming at a published public hearing.
7. The Recreation and Parks Commission/Selection Committee(s) shall forward their recommendation(s) to City Council for final decision.
8. Upon adoption of this policy, all naming proposals previously submitted and recommended for reconsideration by the City Council, shall be resubmitted on the new approved form. City staff will contact the applicant, in writing, and provide them with the opportunity to resubmit a revised request.

Reviewed and Approved:



James G. Marshall, City Manager

## **APPLICATION FOR PARKS, RECREATION AREAS AND FACILITIES AND REDEVELOPMENT AGENCY FACILITY NAMING**

As a policy, parks, recreation areas, and facilities and Redevelopment Agency facilities shall be named in accordance with geographical, historical or ecological features indigenous to the park site or to the immediate vicinity of the site. Parks, recreation areas, and facilities and Redevelopment Agency facilities may be named for an individual (s) under the following conditions:

- 1. Where the individual has made a significant gift of land to the City of Merced and/or the Redevelopment Agency, or**
- 2. In memoriam for an individual who has made a significant contribution to the City of Merced/Redevelopment Agency.**

Recreational facilities or resource management areas within a park may be named for a corporation or an individual, living or deceased, who:

- 1. Has made a significant contribution to the protection of natural, cultural, or horticultural resources of the City of Merced, or**
- 2. Has made substantial contributions to the advancement of commensurate types of recreational opportunities within the City of Merced, or**
- 3. Has made significant contributions to the betterment of a specific park, consistent with the established criteria and standards for the designated facility.**

In support of this policy, nominations for naming parks, recreational areas, and facilities and Redevelopment Agency facilities, shall be evaluated on the basis of the above criteria and upon appropriate documentation.

**Person making nomination:(required)** \_\_\_\_\_

**Address:(required)** \_\_\_\_\_

**Contact Phone Number:(required)** \_\_\_\_\_

**E-mail:(not required)** \_\_\_\_\_

**Suggested Name:(required)** \_\_\_\_\_

**Biographical Information: (Explain)**

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**Civic Involvement: (Explain)**

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**Connection to Facility: (Please explain in depth)**

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**Reason for Nomination: (Required)**

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**Additional Comments: (required)**

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**Date received By City staff:** \_\_\_\_\_

**Reviewed by:** \_\_\_\_\_

**Approved by: (Department Head)** \_\_\_\_\_

**Submit to City Council for Direction:** \_\_\_\_\_

**Date scheduled for review by Selection Committee:** \_\_\_\_\_

**Date person submitting nomination notified:** \_\_\_\_\_

**ADDITIONAL INFORMATION  
MAY BE ATTACHED**

## EVALUATION SHEET

Name of City Facility: \_\_\_\_\_

Suggested Name: \_\_\_\_\_

City Department/Selection Committee: \_\_\_\_\_

Date of Review: \_\_\_\_\_

1. Rate significant gift of land to the City (✓)

Significant	Moderate	Minor	No Gift
( )	( )	( )	( )

2. Rate significant contribution to the City (✓)

Significant	Moderate	Minor	No Contribution
( )	( )	( )	( )

3. Rate significant contribution to protect natural cultural, or horticultural resources of the City of Merced (✓)

Significant	Moderate	Minor	No Contribution
( )	( )	( )	( )

4. Rate substantial contribution to the advancement of appropriate types of recreational opportunities within the City of Merced (✓)

Significant	Moderate	Minor	No Contribution
( )	( )	( )	( )

5. Rate significant contribution to the betterment of a specific park or City facility consistent with the established criteria and standards for the designated facility classification (✓)

Significant	Moderate	Minor	No Contribution
( )	( )	( )	( )

In support of this policy, nominations for naming City and Redevelopment Facilities or resource management areas shall be evaluated on the basis of the above criteria and upon appropriate documentation.



# CITY OF MERCED

Merced Civic Center  
678 W. 18th Street  
Merced, CA 95340

## ADMINISTRATIVE REPORT

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**File #:** 20-625

**Meeting Date:** 10/26/2020

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*Report Prepared by: Jennifer Arellano, Recreation Supervisor, Parks and Recreation*

**SUBJECT:** Discussion on Setting Goals and Priorities for the Recreation and Parks Commission

### REPORT IN BRIEF

Discussion to set goals and priorities for the Recreation and Parks Commission.

### RECOMMENDATION

**Recreation and Parks Commission-** Adopt a motion setting goals and priorities for the Recreation and Parks Commission.

### ALTERNATIVES

1. Approve, as recommended by staff; or,
2. Deny; or,
3. Continue to a future meeting (date and time to be specified in the motion).

### DISCUSSION

Commissioner Cardona requested an item to discuss setting goals and priorities for the Commission. The item was discussed at the September 28<sup>th</sup> meeting, and Commissioners asked for the item to be continued at the next meeting.

### ATTACHMENTS

Council Goals Priorities FY 20-21





# COUNCIL GOALS & PRIORITIES

FISCAL YEAR 2020 - 2021

## 1. Staffing (General Fund)

- \* Measure C Transition – Sunsets in 2026
- \* Public Safety – Code Enforcement / Dispatchers / Police Officers
- \* Parks Maintenance Workers
- \* Employee Compensation

## 2. Youth Programs (General Fund)

- \* Youth / Recreation Programs
- \* Community Outreach – Mobilize Volunteers
- \* Additional Programs with Partnerships / Voucher Program (new)
- \* 27<sup>th</sup> & K for Youth Services
- \* Support for the Zoo
- \* Fahrens Park Bike Project
- CP 42 – Soccer Fields
- Block Party Trailer

## 3. City Beautification (One-Time/General Fund)

- \* Parks Maintenance & Playground Equipment
- \* Public Art / Establish Arts and Cultural District
- \* Substandard Properties / Refuse Collection
- \* Welcome Signs / Entry Points
- \* Public Spaces
- Neighborhood Specific Improvements

## 4. Local Streets (Measure V / STP / Local Transportation)

- \* Overall Streets, Sidewalks, and Street Lights
- \* Safe Routes to School – Childs Avenue
- \* Parsons Avenue
- \* Regional Projects – Hwy 59 Widening
- \* Traffic / Pedestrian Safety

## 5. Future Planning

- \* Police Station/Fire Station/Public Works Yard/Park Restrooms
- \* Future Annexations/Growth of City/Sewer Master Plan
- \* Quiet Zones/Rail Safety
- \* Growing General Fund Reserves
- \* Infill Development
- \* City Outskirts Services/County Islands
- Rebranding Merced Neighborhoods
- Sign Code Update
- Public Facilities Fee Program Update

## 6. Economic Development

- \* Industrial Development
- \* Yosemite Travel
- \* Enhanced Infrastructure Financing District (EIFD)
- Airport Development
- Economic Opportunity Zones - Prospects

## 7. Downtown

- \* Substandard Properties / Store Fronts
- \* Housing
- \* Bob Hart Square Extension
- \* Consistent foot patrols Parking Solutions / Trolley
- Parking Solutions / Trolley
- Property Based Improvement District (PBID)

## 8. Regional Transportation

- \* High Speed Rail
- \* ACE Train
- \* Amtrak
- \* Campus Parkway / Merced Loop System
- Bus Routes / Bus Stop Coordination

## 9. Sustainability

- \* SGMA / IRWM Implementation
- \* Flood Prevention
- \* Groundwater Recharge
- \* Surface Water Projects
- Climate Action Plan

## 10. Housing / Homelessness

- \* Childs & B Street Project (119 units)
- \* Gateway Terrace II Apartments (50)
- \* Single-Family / Tri-Plex Opportunities
- \* First-Time Home Buyer Education Program
- SB 2 Implementation Plan

## 11. Community Wellness

- \* 16<sup>th</sup> Street / Motel Drive Issues
- \* Neighborhood Watch
- \* Expanded Citizen's Police Academy

## 12. Agency Partnerships

- \* County – Navigation Center, Homeless Court, Drug Prevention, Public Health, Job Training, Youth Programs
- \* UC Merced – Internships
- \* Merced College – Job Training
- \* Schools – Youth Programs, Activate Recreational Space

\* Charter Review – Cash Basis Fund to be completed at FY 2020/21 Budget

\* *Multi-Year Priority*



## ADMINISTRATIVE REPORT

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**File #:** 20-622

**Meeting Date:** 10/26/2020

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*Report Prepared by: Jennifer Arellano, Recreation Supervisor, Parks and Recreation*

**SUBJECT:** Needs Assessment Survey for Parks and Recreation Programming

### REPORT IN BRIEF

Discussion on a potential process to evaluate Parks and Recreation programming.

### RECOMMENDATION

Information only-no action needed.

### DISCUSSION

Commissioner Curiel requested this item to discuss a potential process to determine what is working well and what needs improvement in Parks and Recreation programming in light of the 2003 Park and Open Space Master Plan.

### ATTACHMENTS

1. 2003 Park and Open Space Master Plan Executive Summary

# City of Merced

## *Park and Open Space Master Plan Final Draft*



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December 2003

2003



# PARK AND OPEN SPACE MASTER PLAN

## Executive Summary

### INTRODUCTION

As the largest city in Merced County, Merced is a regional provider of park and recreation services. However, the current service level is lower than that of most California communities of similar size. One of the main questions addressed in this master planning effort was whether the City should attempt to improve the quality of life in Merced by providing a larger and more comprehensive park and recreation program.

The City has been fortunate in that its inventory of parks is good, and most existing neighborhoods are served by parks. The City also wisely pursued the development of an off-street bicycle trail system that is now widely viewed as a local treasure. However, in the absence of a plan for park acquisition and development, many of the newer parks are poorly designed, poorly located, or underdeveloped. The result is a park system that is underutilized in many cases. In addition, with the increase in new development, more parks are coming on-line, increasing the maintenance needs of the park system. In addition, the level of recreation programming (both public and private) in Merced is very low, and there are limited options available for residents.

This plan addresses community needs and charts a new direction for the City to take in the future. The City has the basis for an excellent park system, and the potential to develop comprehensive recreation programming. However, to provide a higher level of service to residents, the existing system needs improvement, as well as expansion to meet the expected population growth. In addition, an increased level of programming is needed to meet community recreation needs. With the current level of development in Merced, it is now time to expand the basics and go to the next level of park and recreation services.

### EXISTING RESOURCES

The Merced park system consists of both active and passive recreational areas, including a variety of park types, as well as an extensive off-street bicycle path system. The City of Merced has approximately 187 acres of active parkland, more than 120 acres of linear parkland encompassing the stream corridors where the bike paths are located, and more than 29 acres of undeveloped parkland.

The bike trail system is contained in 4 creek corridors, and currently total 13.11 miles. Expansions to this system are planned, and funding is in place for some of them.

In Merced, the inventory of recreation facilities such as sports fields used by the public is relatively low, and the City itself provides only a few facilities. There are no gymnasiums owned by the City, except the McCombs Youth Center which is operated by the Boys and Girls Club. The City relies heavily on the local school districts for athletic fields and gymnasiums. The following facilities are available for public use in Merced:

- 23 youth softball/baseball fields (3 lighted);
- 5 adult softball fields (all lighted);
- 13 soccer fields (does not include open turf areas);
- 6 tennis courts; and
- 5,450 s.f. of pool space.

Other recreational sites in the planning area owned by public agencies include the Merced County Fairgrounds (owned by the State of California), Courthouse Park, and Flanagan Park, (both owned by Merced County). Lake Yosemite, also owned by Merced County, is located to the northeast of the planning area and is adjacent to the U.C. Merced campus.

## COMMUNITY INPUT

The Park and Open Space Master Planning process incorporated community input in several ways.

These include:

- A public workshop
- A youth workshop
- Stakeholder interviews

A public workshop was held on the evening of June 10, 2003 in the Sam Pipes Room at the Merced Civic Center. Key findings are summarized below.

- The top three priorities identified by participants were:
  - City-wide trail system expansions
  - Outdoor sport field complex
  - More aquatic facilities (Pools and water playgrounds)
- Participants seemed to value the parks in the City and see them as an important component of quality of life. The trail system was cited as a major success by many.
- Generally, there appeared to be interest in the City's providing additional recreation programs and developing more partnerships, especially with the school districts.
- There was support for a mix of park facilities, with neighborhood parks within walking distance of most citizens.

On June 10, 2003, a noontime workshop for youth was held at McCombs Youth Center. Approximately twenty youth ranging from ages 7 to 18 were in attendance, with the majority of the group ages 10 and 11.

Participants identified swimming and waterslides; very active amusements such as skate parks; and concessions in parks their top activities and facilities to include in parks. Other input received through the youth workshop included a need to provide park facilities that accommodate people with disabilities.

In May, 2003, telephone interviews were conducted with stakeholders identified by the City of Merced Park and Open Space Master Plan project team. Key findings were:

- There is a perception of crime in the parks, and on the bike paths. The City needs to address

this, such as through increased policing or volunteer foot patrols.

- There is a lack of indoor recreation space. There is a need for gyms, classrooms, indoor meeting places, community rooms, and similar indoor spaces.
- The bike trail system is wonderful and should be expanded, especially toward U.C. Merced and Lake Yosemite.
- There should be parks within walking distance of most neighborhoods.
- There is a need for more programming, especially for youth.

## PARK LAND AND FACILITY NEEDS

- It is recommended the City consider reducing its inventory of mini-parks because of the low use of these parks and the overlapping service areas.
- Based on the recommended service level, 8 additional neighborhood park sites are needed to serve the current city limits, and an additional 13 are needed to serve the planning area at build-out. However, 9 sites are already available or dedicated to park use.
- The majority of the current Merced city limits are served by the existing community and large urban parks. To provide community park service to the entire planning area, 4 additional community or large urban parks will be needed.
- In addition to other park land needs, land is needed for the following special use facilities: 2 youth centers, 2 recreation centers, and additional athletic complexes.
- There are opportunities to develop trails along linear corridors such as the Cottonwood Creek corridor and the northern portion of the Fahrens Creek corridor. In order to build out the City of Merced's off-street bikeway network as planned, approximately 65 acres of linear park land containing approximately 10.8 miles of trail are needed.
- Based on the recommended demand standard, 1 additional adult softball field is needed to serve current demand and a total of 6 additional fields would be required at build-out.
- It is recommended the city maintain about the current level of service for youth baseball and

softball fields. The supply and demand analysis showed that current needs can be served by the existing field inventory. A total of 17 additional fields will be needed to serve the City at build-out.

- Based on the recommended demand standard, there is a shortage of 3 soccer fields at this time. This will be reduced to a shortage of 2 fields once the new field at Joe Herb Park is complete. At build-out, a total of 17 additional soccer fields will be needed.
- Based on the supply and demand analysis, there is a need for additional gymnasium space. The recommended demand standard indicates a current need for 2 courts, with a need for the equivalent of a total of 11 courts at build-out.
- There is a need for additional pool space.

## **FACILITY PLAN**

The Master Plan includes a facility plan that sets forth recommendations for existing parks, proposed new parks, and new facilities. Key points of the facility plan are summarized below:

- Due to their size, maintenance costs, and limited recreational value, additional mini-parks are not recommended. In addition, the City should consider reducing its current inventory of this park type by either selling some sites or acquiring additional land to make them into neighborhood parks.
- Improvements are proposed to most of the City's neighborhood parks, with major improvements proposed for Burbank Park.
- Land is available for eight new neighborhood parks, but the parks need to be designed and developed.
- Thirteen new neighborhood parks will require land acquisition, as well as planning and park development.
- Upgrades are proposed to the City's existing community and large urban parks, including McNamara, Joe Herb, and Applegate. Development of Fahrens Park as per the master plan is proposed.
- Four new community parks are proposed, including a 40 acre site in south Merced and three 20 acre sites in north Merced. These sites are intended to serve new growth in the community.

- Two new indoor recreation centers and two new youth centers are proposed.
- A second adult softball complex is proposed, preferably to be located in north Merced.
- A soccer complex is proposed for inclusion in the new community park in south Merced, site CP-42. This site should be about 20 acres in size, and should include lights on at least a portion of the fields.

## **OTHER RECOMMENDATIONS**

- The City should work with local leagues and any new leagues that may form to establish a Sports Council that will develop policies for field scheduling and other field sports-related topics. This group should include representatives from all field sports, and should meet regularly (at least quarterly).
- The City should consider moving the Zoo from Applegate Park to another site in the long term.
- Improve park security. In addition to park design improvements, this can be accomplished by regular patrol of bike paths and parks by police bike patrols, volunteer, Explorers, or paid park rangers.
- Increase recreation programs and classes. Target areas include more programs for adults, fitness programs, youth at-risk programs, arts and crafts, special one day events, cultural events, day camps, sports instructional programs, indoor instruction and special interest classes. Another potential program area is additional recreational sports, especially for youth.
- Implement a computerized program registration program, preferably one that allows registration via the internet, to increase the level of customer service.
- Establish cost recovery goals for each program area. Track revenues and expenditures for each program area so that cost recovery can be evaluated routinely.
- Improve the level of park design.
- Adopt specific restroom policies about when and where restrooms will be provided, and what type they will be. The policies will help reduce vandalism and improve safety in park restrooms.

## CAPITAL IMPROVEMENT OPTIONS

This plan is intended to be a twenty to twenty-five year document. A short-term six year capital improvement plan is proposed for initial implementation of the plan. It is anticipated that work on the park system would continue beyond the initial 6 year strategy, and that successive CIPs would continue to be prepared and updated.

Two approaches to financing the Plan are presented: a pay-as-you-go approach based on availability of grants and local funding and a more aggressive approach based on a voter-supported tax measure paying for selected improvements. There are numerous other options and combination of options to accomplish the Plan.

### Option 1 (Pay As You Go Approach):

Due to the current economic climate and the limited available resources, Option 1 will continue on as in the past and proceed based on a pay-as-you-go approach. Using this approach, the City will only fund smaller capital projects. Large capital projects, such as a recreation center or acquisition of land for the South Merced Community Park, will be deferred until funds are appropriated to develop multimillion dollar projects. This is the recommended approach for the near future. The table below lists the capital projects proposed under Option 1.

Project Name	Opinion of Probable Cost	Comment
Charles Richard Drew Park	\$147,000	Upgrade
Santa Fe Strip N'hood Park	\$601,500	Development
Flanagan Park	\$300,000	Upgrade
Alfarata Ranch	\$316,845	Partial Development
New Neighborhood Park	\$800,000	Partial development
New Neighborhood Park	\$800,000	Partial development
New Neighborhood Park	\$800,000	Partial development
Ada Givens Park	\$270,000	Upgrade
McNamara Park	\$340,000	Upgrade
Fahrens Park	\$940,000	Development
New Community Park	\$5,290,000	Acquisition/Dev.
Bikeway development and improvements	\$543,630	Development
<b>Total Expenditures</b>	<b>\$11,148,975</b>	

### Option 2 (More Aggressive Tax-Supported Approach):

The second approach is more ambitious and assumes that certain key projects, such as acquisition of Site CP-42, the South Merced Community Park, would occur in the first six-year period. This approach will require a voter-supported tax measure to implement, and a citywide Landscaping & Lighting District is the proposed financing mechanism. The cost of an L&L district to raise \$6 million in capital project funds is projected to be approximately \$22 per household annually. Due to the current economic climate, it is not recommended that the City pursue tax-supported financing at the present time, but that this be reevaluated in a few years if the economy improves.

Option 2 includes two major projects: acquisition of 40 acres for the South Merced Community Park and development of the North Recreation Center. It is important to secure the property for the South Merced Community Park while the land is still available and reasonably priced. The North Recreation Center is also proposed as part of this CIP to meet the community's pressing indoor recreation needs and to provide park service in an underserved area.

The table below lists the capital projects proposed under Option 2.

Project Name	Opinion of Probable Cost	Comment
Charles Richard Drew Park	\$147,000	Upgrade
Santa Fe Strip N'hood Park	\$281,500	Partial development
Flanagan Park	\$300,000	Upgrade
Alfarata Ranch	\$316,845	Partial Development
New Neighborhood Park	\$800,000	Partial development
New Neighborhood Park	\$800,000	Partial development
New Neighborhood Park	\$800,000	Partial development
Ada Givens Park	\$270,000	Upgrade
McNamara Park	\$340,000	Upgrade
Fahrens Park	\$940,000	Development
S. Merced Community Park	\$2,000,000	Land acquisition
New Community Park	\$5,290,000	Acquisition/dev.
North Recreation Center	\$4,500,000	Acquisition/dev.
Bikeway Development/improvements	\$543,630	Development
<b>Total Expenditures</b>	<b>\$17,328,975</b>	



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## ***Preface***

This report is a long-range guide for park and recreation services in Merced. Once adopted, it will give the City direction and policies for acquiring and developing parks, open space, trails, and other recreational facilities.

As the largest city in Merced County, Merced is a regional provider of park and recreation services. However, the current service level is lower than that of most California communities of similar size. One of the main questions addressed in this master planning effort was whether the City should attempt to improve the quality of life in Merced by providing a larger and more comprehensive park and recreation program. The City has been fortunate in that its inventory of parks is good, and most existing neighborhoods are served by parks. The City also wisely pursued the development of an off-street bicycle trail system that is now widely viewed as a local treasure. However, in the absence of a plan for park acquisition and development, many of the newer parks are poorly designed, poorly located, or underdeveloped. The result is a park system that is underutilized in many cases. In addition, with the increase in new development, more parks are coming on-line, increasing the maintenance needs of the park system. In addition, the level of recreation programming in Merced is very low, and there are limited options available for residents.

As with the rest of California and the United States in general, Merced has experienced general budget constraints within recent years. In addition, the average income in Merced is lower than in Merced County and much lower than in the State of California, which means that the population has a need for affordable recreation and less disposable income to pay for it. Compounding the budgetary challenge is several years of instability in the organization of park and recreation services in Merced. The result is a disconnect between parks and recreation, a lack of recreation programming, and a park system that is underdeveloped. With the exception of several that are highly used, many of the parks require renovation and or substantial upgrades to improve their quality and usability.

This plan addresses community needs and charts a new direction for the City to take in the future. The City has the basis for an excellent park system, and the potential to develop comprehensive recreation programming. However, to provide a higher level of service to residents, the existing system needs improvement, as well as expansion to meet the expected population growth. In addition, an increased level of programming is needed to meet community recreation needs. With the current level of development in Merced, it is now time to expand the basics and go to the next level of park and recreation services.

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# CITY OF MERCED

Merced Civic Center  
678 W. 18th Street  
Merced, CA 95340

## ADMINISTRATIVE REPORT

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**File #:** 20-624

**Meeting Date:** 10/26/2020

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*Report Prepared by: Jennifer Arellano, Recreation Supervisor, Parks and Recreation*

**SUBJECT:** Discussion and Recommendation to the City Council on Ways of Making Parks More Youth Friendly

### REPORT IN BRIEF

Discussion on making parks more youth friendly.

### RECOMMENDATION

**Recreation and Parks Commission-** Adopt a motion recommending to city council specific changes to make parks more youth friendly.

### ALTERNATIVES

1. Approve, as recommended by staff; or,
2. Deny; or,
3. Continue to a future meeting (date and time to be specified in the motion).

### DISCUSSION

Commissioner Cardona requested an item to discuss making parks more youth friendly, and to make a recommendation to City Council.

### ATTACHMENTS

1. Parks for Teens Article

# Parks for Teens: 10 Features Teens Want to See

Published on 02-12-2015 at 10:08

<https://www.childinthecity.org/2015/12/02/parks-for-teens-10-features-teens-want-to-see/>

**In many parts of the world, park designers have turned to nature play as a way to foster connections to nature, increase social and cooperative play, and facilitate more physical activity. In many instances, these parks are designed for pre-teen children.**

Like more traditional playgrounds, these spaces often exclude teenagers through their design. Yet in a variety of projects facilitated by [Growing Up Boulder](#) – a child-friendly city initiative in Boulder, Colorado, USA – teens have requested parks where they feel welcome and that have design features that can integrate them into a broader public sphere. For example, in a participatory process with Junior Rangers involved in Boulder’s open space planning, teens found a city playground at the edge of open space land. Designed for much younger ages, teens found creative means to play with toddler swings and other equipment. In discussion, one of the teens said, “We want parks for teens, too. I am so tired of having moms yell at us.”



## **10 teen-friendly features:**

The City of Boulder’s Parks and Recreation department and Youth Opportunities Advisory Board asked teens what features they would want to see in city parks. This list is also consistent with Growing Up Boulder’s participatory work with teens for public space planning and neighborhood design. Ten of the most consistent features teens in Boulder have requested for public space include:

1. **WiFi** – Teens repeatedly have said they would like a study space with shelter from rain and tables to work in groups. WiFi is a critical aspect of this, as well as for accessing music and other media with phones.
2. **Movie Nights** – Teens like the idea of a central performance space that can show a wide range of movies for all ages and interests.

3. **Food Trucks and Cafés** – From tacos to coffee, teens want access to affordable and diverse food options, representing a variety of cultures and food interests.
4. **Interactive Lighting and Art** – Teens are drawn to interactive spaces, whether they be interactive lights (as found in the New York City's Pulse Park), or interactive sculptures that allow climbing or play. In response to a solar-powered giraffe sculpture, one teen suggested providing a whole field of African animals that were interactive, such as hippo that spits water or a crocodile to climb on. Importantly, teens not only wanted interactive art pieces (that light or are otherwise playful), but they also wanted places where the public could create the art, such as a graffiti wall, mural wall, or inspirational chalk board with questions such as "What do you love about Boulder?" or "What are your goals?" (Growing Up Boulder 2015).
5. **Play Spaces for both Children and Adults** – Many teens want to play, but do not feel free to do so in playgrounds designed with structured equipment for specific ages. Parks that mix play types are more effective at enabling teen play. For example, at Lizard Log Park, designed by Fionna Robbe in Western Sydney Parklands, Australia, large swings that require cooperation also facilitate more teen play. Other types of play spaces that teens request include fields for pick-up games of soccer or ping-pong tables. Younger teens consistently ask for more active forms of play, such as zip lines or parkour courses that allow risk taking (Growing Up Boulder 2015).
6. **Study Space** – As mentioned for WiFi in parks, teens repeatedly request places where they can hang out and complete school work together outside. These spaces could be simple picnic tables that have some shelter from the elements, a grove of trees with tables and benches, or a tree house for teens. In a public space planning project in Boulder, elementary students wanted a treehouse from which they could read, watch the creek, and listen to birds. At the end of the process, teens also said such a place was important for them, stating: "treehouses are for teens, too!" (Growing Up Boulder 2015).
7. **Trees, Flowers, Nature** – Teens also consistently say that they enjoy being in nature while spending time with their friends. In this case, nature often serves as a backdrop for other experiences, but is appreciated for its aesthetic and restorative qualities, nonetheless. Teens envisioned a study space in a grove of trees, which is part of the City of Boulder's new Civic Area plan. Like many of the features in this list, teens wanted to see natural features integrated with other functions, such as studying. Some other examples include a koi pond or a pond with colored lights.
8. **Music Events** – In a small neighborhood park designed for and by teens in Malmö, Sweden, music was an integral feature. The park allows teens to hook up their own phone to a musical system with speakers, lights, and interactive benches, which allow teens to select music, hang out, and dance. There are time and volume limits on these features to respect the neighborhood's needs for quiet and darkness at night. At times, we have heard from teens that they don't go to parks because they are "for little kids." When we showed them the park from Malmö, they said, "can we have one of those here, too?"
9. **Lighting and safety features** – Teen girls in particular, request lighting and emergency call boxes for safety. This can extend the length of time teens have access to the park and can also provide an enjoyable walk through public spaces instead of going around it during dusk or darkness.
10. **Water features** – Teens repeatedly request features for water play with younger siblings and friends as well as water fountains for sound and visual interest. This can be highly designed fountains, such as the Crown Fountain in Millennium Park, Chicago or simple creek play, with boulders to hop across. Many teens with roots in Latin America particularly like fountain features, which bring a cultural consistency from many Latin American plazas.

Fortunately, many of these features are part of contemporary public space designs. As an example, the City of Boulder's recent master plan also incorporates many of these features. A challenge is thinking about how to integrate these features into other public spaces and small parks throughout a city so that teens feel welcome wherever they go.



### **Why parks are important for teens**

As the world's cities become increasingly dense, concerns have emerged at decreasing allocation, types of social interactions, and inclusivity of public space (Day and Wagner 2010, Madanipour 2010). Young people, in particular, are less tolerated in public spaces (Day and Wagner 2010) and can be marginalized in public processes for these spaces (Vivoni 2013). Teen girls, in particular, are isolated from public space (Loukaitou-Sideris and Sideris 2010).

Many people assume that teens want to be separated from the rest of society, but child-friendly research has not found this to be true: teens want to be integrated into public spaces, and they want to see public spaces designed for everyone (Bourke 2015, Breitbart 2014, Derr and Kovács in press). This is particularly significant in the context of adolescent development. When we isolate teenagers from other age groups and parts of society, we increase teen alienation, indifference, dysfunction, and antagonism in the younger generation (Bronfenbrenner and Condry 1970). And it goes against what teens consistently request, which is a place for all ages.

**Author: Victoria Derr**

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#### **Photo Credits:**

Teens on Toddler Equipment (Victoria Derr); A Place for all Ages (Stephen Cardinale);

Main photo by Sharon Mollerus ([/www.flickr.com/photos/clairity/149217672/](https://www.flickr.com/photos/clairity/149217672/))



# CITY OF MERCED

Merced Civic Center  
678 W. 18th Street  
Merced, CA 95340

## ADMINISTRATIVE REPORT

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**File #:** 20-627

**Meeting Date:** 10/26/2020

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**SUBJECT:** Request to Add Item to Future Agenda

### REPORT IN BRIEF

Provides members of the Boards/Commissions to request that an item be placed on a future Boards/Commissions agenda for initial consideration by the Boards/Commissions.



# CITY OF MERCED

Merced Civic Center  
678 W. 18th Street  
Merced, CA 95340

## ADMINISTRATIVE REPORT

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**File #:** 20-628

**Meeting Date:** 10/26/2020

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**SUBJECT:** Commission Comments

### REPORT IN BRIEF

Provides an opportunity for the Chair and/or Member(s) to make a brief announcement on any activity(ies) she/he has attended on behalf of the Commssion and to make a brief announcement on future community events and/or activities. The Brown Act does not allow discussion or action by the legislative body under this section.