



# CITY OF MERCED

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

## Meeting Agenda

### Recreation & Parks Commission

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Monday, April 26, 2021

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

Pursuant to Governor Newsom's Executive Order N-29-20, this meeting will be conducted by teleconference and there will be no in-person public access to the meeting location.

#### 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.

#### MODIFIED PUBLIC COMMENT:

Please submit your public comment to the Commission electronically no later than 1 PM on the day of the meeting. Comments received before the deadline will be sent to the Commission and will be part of the record and will be mentioned as part of the Public Comment portion of the agenda. Material may be emailed to [recreation@cityofmerced.org](mailto:recreation@cityofmerced.org) and should be limited to 300 words or less. Please specify which portion of the agenda you are commenting on, i.e. item # or Reports. Any correspondence received after the 1 PM deadline will be distributed to the Commission and retained for the official record.

You may provide telephonic comments via voicemail by calling 209-388-8950 by no later than 1 PM on the day of the meeting to be added to the public comment. Voicemails will be limited to a time limit of three (3) minutes. Please specify which portion of the agenda you are commenting on, for example, Public Comment, Item #, or Reports. Your comments will be played during the meeting to the Commission at the appropriate time.

#### 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 provide email or voicemail comments during this portion of the meeting and should follow the guidelines posted above in the MODIFIED PUBLIC COMMENT INSTRUCTIONS to do so.

**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.**     [21-350](#)     **SUBJECT:** Adoption and Filing of Recreation and Park Commission Meeting Minutes of January 25, 2021 and February 22, 2021

**REPORT IN BRIEF**

Recreation and Park Commission Meeting Minutes of January 25, 2021 and February 22, 2021.

**RECOMMENDATION**

**Recreation and Park Commission** - Adopt a motion approving and filing the Recreation and Park Commission Meeting Minutes of January 25, 2021 and February 22, 2021.

**F. REPORTS**

- F.1.**     [21-341](#)     **SUBJECT:** Recommendation to the Merced City Council to Change the Disbursement Time Frame of the Wahneta Hall Trust Fund from June to September Allowing Staff Time to True the Amount to be Awarded by June 30th.

**REPORT IN BRIEF**

The Commission will provide a recommendation to the Merced City Council to change the disbursement time frame of the Wahneta Hall Trust Funds from June, the end of the fiscal year, to September allowing staff time to determine the exact amount available to award by June 30th.

**RECOMMENDATION**

**Recreation and Parks Commission** - Adopt a motion:

A. Recommending Approval to the Merced City Council of change of

disbursement time from of the Wahneta Hall Trust Funds from June to September to the Merced City Council.

## **G. BUSINESS**

**G.1.**    [21-352](#)

**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.2.**    [21-353](#)

**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 #:** 21-350

**Meeting Date:** 4/26/2021

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*Report Prepared by: Michelle Reid, Recreation Supervisor, Parks and Recreation*

**SUBJECT:** Adoption and Filing of Recreation and Park Commission Meeting Minutes of January 25, 2021 and February 22, 2021

### REPORT IN BRIEF

Recreation and Park Commission Meeting Minutes of January 25, 2021 and February 22, 2021.

### RECOMMENDATION

**Recreation and Park Commission** - Adopt a motion approving and filing the Recreation and Park Commission Meeting Minutes of January 25, 2021 and February 22, 2021.

### ATTACHMENTS

1. January 25, 2021 Minutes
2. February 22, 2021 Minutes



# CITY OF MERCED

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

## Minutes Recreation & Parks Commission

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Monday, January 25, 2021

5:30 PM

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### A. CALL TO ORDER

Chair HUITRON called the Recreation and Parks Commission meeting to order at 5:31 PM.

### B. PLEDGE OF ALLEGIANCE

### C. ROLL CALL

**Clerk's Note:** Commissioner CURIEL arrived at 5:33 PM.

**Present:** 5 - Member Norma Cardona, Chairperson Valente Huitron, Member Yesenia Curiel, Member Justin Anderson, and Vice Chair Douglas Piuser

**Absent:** 1 - Member Eric Moore

### D. PUBLIC COMMENT

Clerk's Note: Comments were received via email for Oral Communication and Item F.1. and forwarded to the Commission prior to the meeting.

### E. CONSENT CALENDAR

#### E.1.

**SUBJECT:** Adoption and Filing of Recreation and Park Commission Meeting Minutes of November 23, 2020

#### REPORT IN BRIEF

Recreation and Park Commission Meeting Minutes of November 23, 2020.

#### RECOMMENDATION

**Recreation and Park Commission** - Adopt a motion approving and filing the Recreation and Park Commission Meeting Minutes of November 23, 2020.

A motion was made by Commissioner Cardona, seconded by Vice Chair Piuser, that this agenda item be approved. The motion carried by the following vote:

**Aye:** 4 - Member Cardona, Chairperson Huitron, Member Anderson, and Vice Chair Piuser

**No:** 0

**Absent:** 1 - Member Moore

**Abstain:** 1 - Member Curiel

## F. REPORTS

### F.1.

**SUBJECT:** Considers Four Applications Requesting to Name Three Parks Including the Park Located at 11th and H Street, Circle Drive Park located at Circle Drive and 23rd Street, and the Future Park Site Unofficially Called Fahren's Creek Park Site Located at Freemark Avenue and Heitz Way and Adopt a Recommendation to the City Council

#### REPORT IN BRIEF

Consider four park naming applications and select three names for three park sites and adopt a recommendation to the City Council.

#### RECOMMENDATION

**Recreation and Parks Commission-** Adopt a motion approving three park naming applications and make the recommendation to City Council.

Recreation Supervisor Jennifer ARELLANO gave a brief overview of the 4 park naming applications and the 3 available park sites.

Alejandro JURADO, Merced, representing the families that collaborated on the application, spoke in favor of naming the park at 11th and H Street Little Angels Park/Parque De Los Angelitos.

Chair HUITRON stated he would like to see separate motions to recommend a name for each park site.

Commissioner CARDONA stated that the Facebook feed did not have any sound.

**Clerk's Note: The Commission took a brief recess due to loss of sound.**

**A motion was made by Chairperson Huitron, seconded by Commissioner Curiel, to take a 5-minute recess while I.T. worked on restoring the meeting to Facebook Live. The motion carried by the following vote:**

**Aye:** 5 - Member Cardona, Chairperson Huitron, Member Curiel, Member Anderson, and Vice Chair Piuser

**No:** 0

**Absent:** 1 - Member Moore

Chair HUITRON asked that any voicemail correspondence be played before the first motion be made on the 11th and H Street site.

Recreation Supervisor Jennifer ARELLANO stated there were 8 emails and 12 voicemails regarding the park naming applications. The emails were emailed to commissioners and posted on the website. The 12 voicemails were played for Commissioners.

Gloria AGUIRRE, Merced, representing the families that collaborated on the application, spoke in favor of naming the park at 11th and H Street Little Angels Park/Parque De Los Angelitos.

**A motion was made by Chairperson Huitron, seconded by Commissioner Curiel, to recommend to the City Council naming of the park located at 11th and H Street to Little Angels Park/Parque De Los Angelitos. The motion carried by the following vote:**

**Aye:** 5 - Member Cardona, Chairperson Huitron, Member Curiel, Member Anderson, and Vice Chair Piuser

**No:** 0

**Absent:** 1 - Member Moore

Anita RICHARDS, Merced, applicant, spoke in favor of naming Circle Drive Park Staff Sergeant Frank Joseph Gasper Park.

**A motion was made by Chairperson Huitron, seconded by Commissioner Curiel, to recommend to the City Council naming of the park located on Circle Drive to Staff Sergeant Frank Joseph Gasper Park. The motion carried by the following vote:**

**Aye:** 5 - Member Cardona, Chairperson Huitron, Member Curiel, Member Anderson, and Vice Chair Piuser

**No:** 0

**Absent:** 1 - Member Moore

Moua TAO and Mike MURPHY, Merced, applicants, spoke in favor of naming the future park site at Freemark Avenue General Vang Pao Park.

Mark SCHELBY, Merced, applicant, spoke in favor of naming the future park site at Freemark Avenue Aletha June Park.

Commissioners and Director of Parks and Recreation Joey CHAVEZ, and

Mrs. ARELLANO discussed several options for naming the site.

**Clerk's Note:** A motion was made by Commissioner CURIEL to recommend to the City Council to name the future park site at Freemark Avenue and Heitz Way General Vang Pao Park. The motion failed for lack of a second.

**A motion was made by Chairperson Huitron, seconded by Vice Chair Piuser, to recommend to the City Council naming of the future park located at Freemark Avenue and Heitz Way to General Vang Pao Park, and the playground to Aletha June Playground. The motion carried by the following vote:**

**Aye:** 4 - Member Cardona, Chairperson Huitron, Member Anderson, and Vice Chair Piuser

**No:** 1 - Member Curiel

**Absent:** 1 - Member Moore

**F.2.**

**SUBJECT:** Staff Update on City Council Meeting Decision and Discussion Regarding Participatory Budgeting for Measure Y Revenue and Setting a Joint Study Session in March with the Merced City Council

**REPORT IN BRIEF**

Staff update regarding City Council's direction for budgeting Measure Y Revenue

**RECOMMENDATION**

Adopt a motion setting a date for a joint study session with City Council in March

Recreation Supervisor Jennifer ARELLANO gave a brief update on the January 18, 2021 City Council meeting discussion on the Recreation and Parks Commission recommendation for participatory budgeting of a portion of Measure Y funds.

Commissioner CARDONA discussed the City Council meeting on the 18th regarding participatory budgeting.

Commissioners discussed the dates for a joint study session with City Council.

**A motion was made by Chairperson Huitron, seconded by Commissioner Cardona, to accept the City Council's invitation to hold a joint study session with the City Council on March 15, 2021 at 5:00 PM. The motion carried by the following vote:**

**Aye:** 5 - Member Cardona, Chairperson Huitron, Member Curiel, Member Anderson, and Vice Chair Piuser



No: 0

Absent: 1 - Member Moore

**F.3.**

**SUBJECT:** Receive a Sub-Committee Update on the Status of the Development of an Athletic Field Use and Allocation Policy

**REPORT IN BRIEF**

Sub-committee update on the draft Athletic Field Use and Allocation policy

**RECOMMENDATION**

Information Only-No Action Needed

Chair HUITRON gave an update on the subcommittee's work on the draft field use policy.

Director of Parks and Recreation Joey CHAVEZ discussed the process and next steps for the policy.

Vice Chair PIUSER thanked everyone for their work on the policy.

**G. BUSINESS**

**G.1.**

**SUBJECT:** Discussion on Setting Recreation and Parks Commission Goals and Priorities including a Review of the Park and Open Space Master Plan Which May Include, but not be Limited to, Recommendations on Mini Parks in the South Side, Park Divestment, Conducting a Needs Assessment, and Ranking Park Quality

**REPORT IN BRIEF**

Discussion on Goals and Priorities, including multiple related items previously requested by Commissioners

**RECOMMENDATION**

**Recreation and Parks Commission** - Adopt a motion setting Goals and Priorities.

Recreation Supervisor Jennifer ARELLANO gave a brief overview of the Commission goals and priorities and asked for direction from the Commission.

Commissioners discussed reviewing the master plan in a separate study session, and asked to table the item until after the joint study session with the City Council on March 15, 2021.

**A motion was made by Commissioner Cardona, seconded by Commissioner**

Curiel, to hold a special study session to review the master plan, and to table this agenda item until after the March 15, 2021 meeting with City Council. The motion carried by the following vote:

**Aye:** 5 - Member Cardona, Chairperson Huitron, Member Curiel, Member Anderson, and Vice Chair Piuser

**No:** 0

**Absent:** 1 - Member Moore

**G.2.**

**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.

Commissioners discussed creating more youth friendly parks and how to involve the youth council to receive and promote their recommendations.

**A motion was made by Commissioner Cardona, seconded by Commissioner Curiel, to send Commissioner Cardona as a liaison to a Youth Council meeting to get their recommendations on how to make parks more youth friendly, and to bring back this item with their recommendation when available. The motion carried by the following vote:**

**Aye:** 5 - Member Cardona, Chairperson Huitron, Member Curiel, Member Anderson, and Vice Chair Piuser

**No:** 0

**Absent:** 1 - Member Moore

**G.3.**

**SUBJECT:** Review and Approve Draft Request for Interest for Lease of the McNamara Youth Center and the Stephen Leonard Youth Center

**REPORT IN BRIEF**

Review and approve draft Request for Interest for McNamara Youth Center and Stephen Leonard Youth Center contracts.

**RECOMMENDATION**

**Recreation and Parks Commission-** Adopt a motion approving the draft Request for Interest for McNamara Youth Center and Stephen Leonard Youth Centers

Recreation Supervisor Jennifer ARELLANO gave a brief overview of the item and presented the draft Request for Interest (RFI) for approval.

Commissioners discussed the draft with Director of Parks and Recreation Joey CHAVEZ and Mrs. ARELLANO, and offered suggestions for changes.

Chair HUITRON made a motion to accept the draft RFI, but to also add language that if a lessee exceeded \$7,500 for utilities annually they would be responsible for the overage, and that any non-profit leasing the building had to be in service for at least one year. The motion failed for lack of a second.

Commissioner CURIEL clarified the information she would like to see in the RFI, to include outcomes and deliverables.

**A motion was made by Chairperson Huitron, seconded by Commissioner Curiel, to accept the draft RFI, but to also add language that if a lessee exceeded \$7,500 for utilities annually they would be responsible for the overage, and that any non-profit leasing the building had to be in service for at least one year, and that the application include language on outcomes and deliverables. The motion carried by the following vote:**

**Aye:** 5 - Member Cardona, Chairperson Huitron, Member Curiel, Member Anderson, and Vice Chair Piuser

**No:** 0

**Absent:** 1 - Member Moore

#### **G.4.**

**SUBJECT: Information and Discussion Regarding the Grant Funding Awarded to the Boys and Girls Club, the Current Lease Agreements for the McCombs Youth Center, the Current Contract for Summer Camp Services, and Information Regarding the Process for Applying for Grant Funding Opportunities**

#### **REPORT IN BRIEF**

Discussion regarding the current contracts with the Boys and Girls Club

#### **RECOMMENDATION**

Information only-no action needed.

Recreation Supervisor Jennifer ARELLANO gave a brief overview of the item.

Chair HUITRON stated that this was his item and he was satisfied with the information given, and asked if the Boys and Girls Club Lease agreement would be automatically renewed.

Director of Parks and Recreation Joey CHAVEZ clarified that there are no plans to open up the McCombs Youth Center to an RFI process, but will

renew the lease agreement with the Boys and Girls Club in one-on-one negotiations.

Commissioners discussed the possibility of recommending to City Council to open up the McCombs Youth Center to an RFI process when the lease agreement expires on June 30, 2021.

**G.5.**

**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.

Chair HUITRON requested an item to recommend to the City Council to ensure that all City-owned leased youth centers be opened up to the Request For Interest process at the end of their lease terms beginning ASAP.

**G.6.**

**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.

Commissioner CARDONA thanked everyone who submitted a park naming application, especially those who lost loved ones, and thanked staff for all the hard work.

Chair HUITRON thanked everyone for their patience with items he is passionate about, and also asked about the Commission vacancy.

Director of Parks and Recreation Joey CHAVEZ stated he hoped within a month the commission position could be filled.

Commissioner CURIEL thanked the new City Council liaison, Jesse Ornelas for his participation.

Chair HUITRON addressed Council member Jesse Ornelas and stated he hoped the Commission's recommendations to the City Council would be taken seriously, as the last 3 recommendations were not accepted by the City Council.

Council member Jesse Ornelas thanked everyone for being on the Commission as a labor of love, and that he looked forward to collaboration.

## H. ADJOURNMENT

The Recreation and Parks Commission meeting was adjourned at 8:28 PM.

**A motion was made by Commissioner Cardona, seconded by Chairperson Huitron, that the Recreation and Parks Commission meeting be adjourned. The motion carried by the following vote:**

**Aye:** 5 - Member Cardona, Chairperson Huitron, Member Curiel, Member Anderson, and Vice Chair Piuser

**No:** 0

**Absent:** 1 - Member Moore



# CITY OF MERCED

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

## Minutes Recreation & Parks Commission

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Monday, February 22, 2021

5:30 PM

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### A. CALL TO ORDER

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

### B. PLEDGE OF ALLEGIANCE

### C. ROLL CALL

**Present:** 5 - Member Eric Moore, Member Norma Cardona, Chairperson Valente Huitron, Member Yesenia Curiel, and Member Justin Anderson

**Absent:** 1 - Vice Chair Douglas Piuser

### D. PUBLIC COMMENT

None.

### E. SPECIAL PRESENTATIONS

**E.1.** SUBJECT: Introduction of and General Remarks from Interim Parks and Recreation Director, Frank Quintero

#### REPORT IN BRIEF

Introduction of and General Remarks from Interim Parks and Recreation Director Frank Quintero

#### RECOMMENDATION

Information only-no action required

Interim Parks and Recreation Director, Frank QUINTERO introduced himself and gave brief remarks on his plans for future meetings.

Commissioner Yesenia CURIEL welcomed him and asked how long he had been with the city.

### F. REPORTS

**F.1.** SUBJECT: Parks Maintenance Overview from Public Works Director, Ken Elwin and Questions and Discussion Regarding Parks Maintenance

**REPORT IN BRIEF**

Public Works Director, Ken Elwin will give an overview on Parks Maintenance with an opportunity for Commissioners' questions and discussion.

**RECOMMENDATION**

Information only-no action required

Public Works Director, Ken ELWIN gave a presentation on park maintenance.

Commissioners asked questions and discussed how to best support the department.

Clerk's Note: This item was information only; no action was taken.

**F.2.**

**SUBJECT:** Update from Commissioner Cardona on Presentation to Youth Council on Ways of Making Parks More Youth Friendly

**REPORT IN BRIEF**

Update from Commissioner Cardona on her presentation to the Youth Council and their feedback on making parks more youth friendly.

**RECOMMENDATION**

Information only-no action required

Commissioner Norma CARDONA gave an update on her visit to the Youth Council meeting.

Commissioners discussed next steps for advocating for more youth friendly parks.

Clerk's Note: This item was information only; no official action was taken.

**F.3.**

**SUBJECT:** Mid-Year Budget Review for Fiscal Year 2020-2021 and Quarterly Revenue Update for First Quarter of the Fiscal Year Report From Finance Officer, Venus Rodriguez

**REPORT IN BRIEF**

Finance Officer, Venus Rodriguez, will present the Fiscal Year 2020-2021 Mid-Year Financial Report and provide a quarterly revenue update.

**RECOMMENDATION**

Information only-no action required

Finance Officer, Venus RODRIGUEZ gave a presentation on a mid year budget review and quarterly revenue update.

Commissioners asked clarifying questions.

Clerk's Note: This item was information only; no official action was taken.

## **G. BUSINESS**

### **G.1.**

**SUBJECT:** Discussion and Identification of the Topics for the Upcoming March 15 Joint Study Session with City Council

#### **REPORT IN BRIEF**

Discussion on the upcoming joint study session with City Council.

#### **RECOMMENDATION**

Direction to staff providing a courtesy list of discussion topics to the City Council for the March 15, 2021, Joint Study Session.

Interim Director, Frank QUINTERO asked Commissioners for their top 3 items to discuss at the upcoming joint study session with City Council.

Commissioners discussed possible topics and ranked them in order of preference. Final topics selected were:

1. Parks and Open Space Master Plan
2. Research Community Violence Prevention
3. Participatory Budgeting
4. Applegate Park Zoo
5. Soccer Fields

Clerk's Note: This item was information only, no official action was taken.

### **G.2.**

**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.

Chair Valente HUITRON requested an updated list of the parks without names and asked staff to do a second round of advertisements about those sites. He also requested an item to discuss the last 10 years of budgets for Parks and Recreation, especially what percentage of the general fund was allocated to Parks and Recreation, shown in a Pie Chart form. He also requested an item to discuss the full service contract at Ray



Flanagan Park, and an explanation of fiscal year 2019/2020 professional services spending.

Commissioner Eric MOORE requested an item to discuss the vendor contracts for concessions at Joe Herb and Sports Complex Parks.

Commissioner Yesnia CURIEL requested an update on the Zoo and updates on what the youth centers are doing currently in light of Covid-19.

Commissioner Norma CARDONA requested an item to discuss sending a regular representative to the youth council meetings.

**G.3.****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.

Chair Valente HUITRON mentioned that recently the Commission has sent 4 recommendations to the City Council, and that this time, one was approved without modification for the park naming applications, and there was a nice article in the Merced Sun Star about it.

Commissioner Eric MOORE wanted to thank everyone for the hard work they have been putting in on the sports park policy in the subcommittee.

Commissioner Yesenia CURIEL thanked staff for all their work and all the presenters for attending the meeting.

Recreation Supervisor Jennifer ARELLANO announced this would be her last meeting, as she was pursuing her dream to be a stay at home mom, and thanked everyone for their passion and work for parks and recreation.

Commissioner Norma CARDONA, Eric MOORE and Chair Valente HUITRON thanked Jennifer ARELLANO for her service and wished her luck.

**H. ADJOURNMENT**

The Recreation and Parks Commission meeting was adjourned at 8:25 PM.





## ADMINISTRATIVE REPORT

File #: 21-341

Meeting Date: 4/26/2021

*Report Prepared by: Michelle Reid, Recreation Supervisor, Parks and Recreation*

**SUBJECT:** Recommendation to the Merced City Council to Change the Disbursement Time Frame of the Wahneta Hall Trust Fund from June to September Allowing Staff Time to True the Amount to be Awarded by June 30<sup>th</sup>.

### REPORT IN BRIEF

The Commission will provide a recommendation to the Merced City Council to change the disbursement time frame of the Wahneta Hall Trust Funds from June, the end of the fiscal year, to September allowing staff time to determine the exact amount available to award by June 30<sup>th</sup>.

### RECOMMENDATION

**Recreation and Parks Commission** - Adopt a motion:

A. Recommending Approval to the Merced City Council of change of disbursement time from of the Wahneta Hall Trust Funds from June to September to the Merced City Council.

### ALTERNATIVES

1. Approve, as recommended by staff; or,
2. Approve, subject to other than recommended by staff (identify specific finding and/or conditions amended to be addressed in the motion); or,
3. Deny; or,
4. Refer to staff for reconsideration of specific items (specific items to be addressed in the motion).

### AUTHORITY

Charter of the City of Merced, Section 200.

### CITY COUNCIL PRIORITIES

As provided for in the 2020-21 Adopted Budget.

### DISCUSSION

In 1995, the City Council adopted a motion accepting the trust conditions of the Wahneta Hall 1991 Trust by establishing an endowment fund. Provisions of trust require that the City of Merced use a specific portion for the endowment fund with interest income being designated to establish and maintain a mini-train system and/or band concert program in Applegate Park.

Traditionally, the Parks and Recreation Department sends letters of invitation in late February or early March to recipients from previous years and other possible interested parties to apply for Wahneta

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Hall Trust funds. These have included: the Merced County Arts Council, the Kiwanis Club of Greater Merced, the Merced Symphony Association, the Hispanic Chamber of Commerce, the Merced College Concert Band, Merced Marching 100, Golden Valley High School Band, El Capitan High School Band, The UC Merced Bobcat Band, Tenaya Middle School Band, Hoover Middle School Band, Cruickshank Middle School Band, and Rivera Middle School Band. The department also sends a press release to the local media notifying the public of the pending trust distribution and advertises on the Department website and Facebook page.

By the time applications are received by staff and sent to the Recreation and Parks Commission for a recommendation to the City Council, the actual amount in the Trust Fund fluctuates by the end of the fiscal year.

Staff is asking the Recreation and Parks Commission to recommend to the City Council to formally change the application and disbursement timeline to allow the Finance Department to determine exactly how much is available so applicants can receive the maximum benefit of the Trust funds. The change would move awarding applicants from June, when the Trust is still collecting funds, to September, after the fiscal year has closed and an exact available amount has been determined.

The new timeline would see letters of invitation mailed to potential applicants, press releases sent out, and the application period move to July. The applications would be reviewed by the Recreation Parks Commission in August, with final recommendations for funding sent to the City Council in September. After Council action, a request for payment will be submitted to the Finance Department and payment potentially disbursed by the end of the month.

The amount set forth in the invitation letters for Fiscal Year 2021 was \$2,933. As of April 19, 2021, the new estimated distribution amount is \$4,588. Two organizations submitted applications by the current April 2<sup>nd</sup> deadline based on the amount listed in the invitation letter. The Kiwanis Club of Greater Merced requested the full amount of \$2,933 to be used to operate and maintain the train at Kiddieland in Applegate Park. The Merced Marching 100 requested \$1,500 to hold a concert at the Merced Open Air Theater in Applegate Park.

Staff has contacted both applicants to inform them of the potential change to the timeline.

## **IMPACT ON CITY RESOURCES**

Awarded amount will be paid out of Fund 795 Wahneta Hall Trust Fund.

## **ATTACHMENTS**

1. Wahneta Hall Trust Letter of Invitation
2. Wahneta Hall Trust Press Release



# CITY OF MERCED

March 1, 2021

Re: 2021 Wahneta Hall Trust Fund

To Whom It May Concern:

The City of Merced Recreation and Parks Commission cordially invites your organization to apply for 2021 Wahneta Hall Trust Funds. The funds are awarded on a competitive basis. The total fund allocation available this year is \$2,933. The trust provisions require that the City of Merced use a specific portion of the trust for an endowment fund, with income being used to establish and maintain a mini-train system and/or a band concert program in Applegate Park. To meet eligibility requirements applicants must have verifiable non-profit status.

The Recreation and Parks Commission requests that you submit your letter of request no later than Friday, April 2, 2021 and plan to make your presentation at the Monday, April 26, 2021 meeting. The meeting will either be virtual, or may be in the Council Chambers, located on the second floor of the Merced Civic Center, 678 W. 18<sup>th</sup> Street.

The request should include:

1. Amount requested
2. Purpose for the request
3. Statements why the request should be considered favorably
4. Statements why the request qualifies for consideration
5. Financial statement

Sincerely,

Michelle Reid, Recreation Supervisor  
Parks and Recreation Department, City of Merced  
678 West 18<sup>th</sup> Street  
Merced, CA 95340  
209-385-6895  
[reidm@cityofmerced.org](mailto:reidm@cityofmerced.org)

## **PRESS RELEASE**

City of Merced  
Parks and Recreation Department  
632 W. 18<sup>th</sup> Street  
Merced, CA 95340 (physical)

March 1, 2021

Contact person: Michelle Reid, 209-385-6895, [reidm@cityofmerced.org](mailto:reidm@cityofmerced.org)

### **WAHNETTA HALL TRUST FUND APPLICATIONS DUE**

The Wahnetta Hall Trust Fund was established in 1995. The Trust provisions require that the City of Merced use a specific portion of the trust for an endowment fund with income being used to establish and maintain a mini-train system and/or a band concert program in Applegate Park.

The Merced City Council annually disburses these funds to organizations that meet eligibility criteria and can perform the services as described in the Trust. This year there is \$ 2,933 available for distribution. Past recipients have included the Kiwanis Club of Greater Merced for the mini-train operation, as well as the Merced County Regional Arts Council, Merced Symphony Association, and Merced Community Band for band concerts at the Merced Open Air Theater in Applegate Park.

The application deadline for 2021 funding is Friday, April 2, 2021. Non-profit organizations interested in applying for funding should submit their letters of request to Michelle Reid, Recreation Supervisor, Office of Parks and Recreation, 678 W. 18<sup>th</sup> Street, Merced, CA 95340 (mailing). Please call 209-385-6895, or email [reidm@cityofmerced.org](mailto:reidm@cityofmerced.org) for additional information on eligibility criteria and application requirements.

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# CITY OF MERCED

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

## ADMINISTRATIVE REPORT

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**File #:** 21-352

**Meeting Date:** 4/26/2021

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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 #:** 21-353

**Meeting Date:** 4/26/2021

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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 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.