

**MONTEREY PENINSULA REGIONAL PARK DISTRICT
RESOLUTION #2016-08
May 2, 2016**

**A RESOLUTION ADOPTING THE BUDGET OF THE MONTEREY PENINSULA
REGIONAL PARK DISTRICT FOR FY2016-17**

WHEREAS, the proposed budget of the MONTEREY PENINSULA REGIONAL PARK DISTRICT for the FY2016-17 was prepared by the General Manager and reviewed by the Board's Finance Committee; and

WHEREAS, the proposed budget was subsequently submitted to the Board of Directors at its meeting of May 2, 2016; and

WHEREAS, the Board of Directors reviewed the proposed budget and thereafter caused a public hearing to be held concerning said budget;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE MONTEREY PENINSULA REGIONAL PARK DISTRICT that the Proposed Budget for FY2016-17 is hereby approved as the adopted budget of the MONTEREY PENINSULA REGIONAL PARK DISTRICT in the amount of \$6,180,700 for revenues and \$6,839,705 for expenditures (or as amended by the Board). A copy of said budget is on file at the District's Administrative Offices at 60 Garden Court, Suite 325, Monterey, California, 93940 and is hereby referred to for further information.

BE IT FURTHER RESOLVED THAT monies may be transferred from one expenditure account to another with the approval of the District General Manager, except that monies may not be transferred from fund balance or other reserve accounts without approval of the Board of Directors.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the MONTEREY PENINSULA REGIONAL PARK DISTRICT at Del Rey Oaks, California, this 2nd day of May 2016, by the following vote:

AYES: Directors

NOES: Directors

ATTEST:

Kelly Sorenson, President

Shane Anderson, Secretary/Treasurer

MONTEREY PENINSULA REGIONAL PARK DISTRICT



***PROPOSED BUDGET
FISCAL YEAR 2016-17***

**MONTEREY PENINSULA
REGIONAL PARK DISTRICT**

**PROPOSED BUDGET
FY 2016-17**

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**MONTEREY PENINSULA
REGIONAL PARK DISTRICT**

***Board of Directors & Staff Roster
As of July 1, 2016***

Board of Directors

*Kelly Sorenson, President
Katie Pofahl, Vice President
Shane Anderson, Secretary/Treasurer
John Dalessio, Board Member
Kathleen Lee, Board Member*

Regular Staff

*Rafael Payan, General Manager
Caine Camarillo, Supervising Ranger
Tim Jensen, Planning & Conservation Manager
Kelly McCullough, Finance Manager
Joseph Narvaez, Ranger
Jackie Nelson, Environmental Education Supervisor
Jeffrey Niewenhuis, Ranger
John Palaniuk, Ranger
Shuran Parker, Administrative Services Manager
Jacob Sanderson, Ranger
Ray Trabucco, Ranger
Debbie Wyatt, Environmental Education Coordinator*

**MONTEREY PENINSULA
REGIONAL PARK DISTRICT**

GOALS FOR YEARS 2016 – 2020

- 1. STEWARDSHIP OF PARKS AND OPEN SPACE THROUGH
LAND USE AND CONSERVATION PLANNING***
- 2. ENGAGING PEOPLE WITH NATURE***
- 3. ENHANCE MPRPD'S RELEVANCE TO OUR COMMUNITY
DISTRICT-WIDE***
- 4. COLLABORATIVE PARTNERSHIPS***
- 5. INVEST IN HUMAN CAPITAL***
- 6. MAINTAIN FISCAL SUSTAINABILITY***
- 7. REVIEW ITEMS CONSIDERED DURING STRATEGIC PLAN
PROCESS BUT MAY NOT BE COMPLETED IN NEXT FIVE
YEARS***



To: Honorable President and Members of the Board of Directors

From: Rafael Payan, PhD - General Manager

Date: May 2, 2016

Subject: Proposed Budget for FY2016-17

Budget Overview

Attached for your review is the Monterey Peninsula Regional Park District's proposed budget for FY2016-17. The proposed budget is a continued recognition of the slowly recovering economy affecting everyone in our District, the state and nation. As in prior fiscal years, the primary goals of staff in the development of this proposed budget is to fulfill the key services delivered by the District. Key responsibilities include the preservation of the District's natural resources while providing for the public's enjoyment of parks and open space. The budget presented to you is ostensibly status quo.

The total revenue projected for FY2016-17 is \$6,180,700. This represents a decrease of \$152,943 (2.4 percent) compared to FY2015-16 revenue forecasted at mid-year-\$6,333,643. The difference is in large part due to grant revenues received in FY2015-16 but not anticipated in FY2016-17.

The Parks, Open Space and Coastal Preservation Assessment District revenue is estimated to be \$1,207,200 in FY2016-17 as indicated in SCI Consulting Groups' Draft Engineer's Report. This reflects an increase of \$43,414 more than FY2015-16's budgeted year end estimate of \$1,163,786, taking into consideration the 3% CPI increase.

The General Fund expenditures proposed for FY2016-17 are \$5,386,705. This represents a \$418,481 increase (8.4percent) above FY2015-16 year-end budget estimate of \$4,968,224 and \$413,205 more than estimated revenues. The increase is attributed to expenditures for the potential Board seat(s) and community facilities district elections. Staff proposes to cover these excess expenses by using funds from the District's reserves.

The District's proposed FY2016-17 Parks, Open Space and Coastal Preservation Assessment District Fund expenditures total \$1,453,000, which is \$245,800 more than anticipated revenues for the same year. This sum includes \$1,128,000 in new expenditures for FY2016-17, in addition to funds carried over from FY 2015-16 representing \$460,000 for Garland Ranch Regional Park and Joyce Stevens Monterey Pine Forest Preserve Improvements and Land Acquisitions and improvements. Staff also proposes to cover these excess expenditures by using funds from District reserves.

Reserve Funds

As of March, 31, 2016, the balance in the Seawall Mitigation Fee account was \$2,323,427. Funds in this account are restricted for purchasing coastal dune property in the southern Monterey Bay area. These funds must be used within 10 years (by March 2021).

At the March 10, 2014 MPRPD Board of Directors Meeting, the Board unanimously approved the General Fund Reserve (Unassigned) Fund Balance Policy (Reserve Policy). The target goal of this policy is to secure six months of operating expenses, adjusted annually according to the projected annual expenditures – estimated to be \$3,419,853 for FY2016-17; 100 percent of accumulated depreciation – \$1,009,213 as of June 30, 2015; and \$1 million for unanticipated expenses. In accordance with this policy, the District would need to maintain at least \$5,429,066 unassigned for this 2016-17 fiscal year.

Also approved during discussions about the Reserve Policy and corresponding resolution, was for the District to maintain (Assigned) an amount equal to the annual amount required to satisfy the acquisition of the Sherar property. The amount assigned for this purpose at June 30, 2016 will be \$900,000.

Combined, the District's Restricted, Unassigned and Assigned reserves total, \$8,652,493.

Additionally, and as discussed above, staff proposes to cover the expenditure overages for FY2016-17, totaling \$659,005 by using funds from the District's reserves.

Revenue Summary

The proposed total revenue for FY2016-17 is \$6,180,700, representing a \$152,943 decrease (2.4 percent) compared to the FY2015-16 year-end budget estimate of \$6,333,643. The largest contributing factor to this revenue decrease is attributable to decreased grant revenues. The table below is a summary of budgeted and/or estimated revenue sources for FY2015-16 and FY2016-17.

Revenue Source	FY2015-16 Amended Budget	FY2015-16 Mid-Year Estimate	FY2016-17 Proposed
Property Tax	3,277,200	3,277,200	3,375,500
Interest Income	40,000	40,000	50,000
Environ. Ed. Fees	10,000	4,500	5,000
Rental Income	38,000	33,000	33,000
Other Revenue	10,000	265,200	10,000
Grants Revenue	1,549,957	1,549,957	1,500,000
Assessment District	1,163,786	1,163,786	1,207,200
Total	6,088,943	6,333,643	6,180,700

Property Tax revenue is projected to increase by \$98,300 (3 percent) between the FY2015-16 estimate and the proposed FY2016-17 budget. Economic growth is forecasted to be slow but positive, reflecting this range.

Interest income for FY2016-17 is anticipated to be moderately improved from the prior year and year-end earnings showed a slight uptick.

The total grant revenue for FY2016-17 is projected to be \$1,500,000, which is used for the annual note for the Joyce Stevens Monterey Pine Forest Preserve acquisition.

Environmental Education program fees are expected to continue their downward trend, primarily due to the provision of “no-cost” programming and the elimination of District-offered science camps. Rental income is expected to be unchanged from the prior year-end estimate. Projected revenues derived from these two sources total \$5,000 and \$33,000 respectively for FY2016-17. Other revenue includes administrative fees, refunds, donations, and other miscellaneous sources.

The Assessment District revenue includes the property assessments collected from the Parks, Open Space and Coastal Preservation Assessment District. The projected assessment revenue totals \$1,207,200 for FY2016-17, an increase of \$43,414 (3.7 percent) above FY2015-16’s budgeted year end estimate of \$1,163,786.

Expenditure Summary

The proposed expenditures for FY2016-17 are \$6,839,705, translating to a projected increase in overall expenditures of \$601,481 (9.6 percent) when compared to the FY2015-16 mid-year estimate. **The primary factor leading to the proposed imbalance is necessary expenditures for the potential Board seats (2) and community facilities district elections to be held in November 2016,** along with carrying over of items from the AD not completed in the prior fiscal year. Staff proposes to cover the expenditures overage (\$659,005) by using funds from the District’s reserves.

Following is a summary of expenditures for the current year and proposed for FY2016-17:

Expenditure Division/Account	FY2015-16 Amended Budget	FY2015-16 Mid-Year Estimate	FY2016-17 Proposed
Administration	1,157,672	1,370,872	1,759,405
Operations & Maintenance	1,047,285	1,028,085	1,156,850
Environ. Ed. / Community Outreach	511,898	476,598	440,300
Capital Projects	0	0	0
Planning & Conservation	2,299,569	2,092,669	2,030,150
Assessment District	1,555,000	1,270,000	1,453,000
Total	6,571,424	6,238,224	6,839,705

The proposed FY2016-17 **Administration** budget of \$1,759,405 is an increase of \$388,533 over the FY2015-16 year-end budgeted amount of \$1,370,872, primarily attributed to the required funding for potential elections for two Director seats and the community facilities district. The Administration budget, along with all other divisions, also includes a 3.2% Cost of Living Adjustment (COLA) for District staff based on the 2015 San Francisco Area Consumer Price Index.

The proposed **Operations & Maintenance** program budget for FY2016-17 budget is \$1,156,850, an increase of \$128,765 over the prior year's year-end budgeted amount of \$1,028,085. This increase is attributed to the redistribution of the General Manager's salary and benefits to include the O&M division, where previously budgeted in the other 3 divisions.

The **Environmental Education/Community Outreach** programs' proposed budget for FY2016-17 is \$440,300, a reduction of \$36,298 when compared to the prior fiscal year's year-end budget amount of \$476,598. The reduction is attributed to the decrease in funding for seasonal/contract services.

The proposed **Planning & Conservation** budget for FY2016-17 is \$2,030,150, \$62,519 less than the \$2,092,669 year-end budget for FY2015-16. The decrease is primarily due to reduced funding for various division projects.

The **Capital Projects** budget for FY2016-17 is not funded. As previously noted, we continue to budget annually for vehicle depreciation and in the reserve fund, monies are set aside for accumulated depreciation. Additionally, some capital projects are recommended for funding through the assessment district budget.

The table below summarizes the proposed FY2016-17 expenditures for the **Parks, Open Space and Coastal Preservation Assessment District**. The proposed total amount is \$1,453,000. This sum includes \$1,128,000 in new expenditures for FY2016-17, in addition to funds carried over from FY 2015-16 representing \$460,000 for Garland Ranch and Joyce Stevens Monterey Pine Forest Preserve Improvements and Land Acquisitions and improvements. This aggregated amount represents an increase of \$183,000 as compared with the prior year's \$1,270,000 year-end estimate.

The proposed expenditures were reviewed by the Assessment District Citizens Oversight Committee (ADCOC) in April 2016 and found to be consistent with the established guidelines of the Assessment District. NOTE: The Vehicle Acquisition item budgeted in FY2016-17 was initially reported to the ADCOC as an anticipated expenditure for FY2015-16 (as approved by the Board at mid-year) but due to a timing issue, the amount was changed (from \$175,000 to \$135,000, based on bids) and re-budgeted for the coming FY, subsequent to said meeting. The ADCOC did, however, find that this anticipated expenditure as presented for FY2015-16 was an appropriate use of funds.

Assess. District Project	Scope	FY2016-17 Proposed
Seasonal/Contract Services	Gabilan/Labor Ready/ACE	30,000
Professional Services	Assess. Dist. Engineering Svcs.	25,000
Garland Park Improvements	RS/Mtg. Rm. Improve., KR Storage	25,000
Mill Creek Improvements	Structural & Water Improvements	65,000
Equipment/Capital Outlay	ATV, Fork Attachment for CAT	15,000
Vehicle Acquisitions	Pickup Trucks (4)	135,000
Palo Corona Improvements	Hay Barn, Corona Cabin, SBB, etc.	120,000
Community/Neighborhood Parks	Community Grants, Bus. Transport.	155,000
Cachagua Community Center	Playground, Water System	13,000
Trail Construction/Rehabilitation	Trail Construction/Repair	20,000
Land Acquisition/Improvements	Acquisitions & Improvements	460,000
Sherar Property Payment	Annual Lease-Option Payment	60,000
Parks Security Systems	Security Enhancements	5,000
Sub-Total (FY2016-17 Funds)		1,128,000
Garland Park Imp. (FY15-16)	VC Interpretive Panels	50,000
Joyce Stevens Imp. (FY15-16)	Infrastructure Improvements	35,000
Land Acquis./ Imp. (FY 15-16)	Acquisitions & Improvements	240,000
Total (FY2015-16 and FY2016-17)		1,453,000

**MONTEREY PENINSULA REGIONAL PARK DISTRICT
RESOLUTION #2016-08
May 2, 2016**

**A RESOLUTION ADOPTING THE BUDGET OF THE MONTEREY PENINSULA
REGIONAL PARK DISTRICT FOR FY2016-17**

WHEREAS, the proposed budget of the MONTEREY PENINSULA REGIONAL PARK DISTRICT for the FY2016-17 was prepared by the General Manager and reviewed by the Board's Finance Committee; and

WHEREAS, the proposed budget was subsequently submitted to the Board of Directors at its meeting of May 2, 2016; and

WHEREAS, the Board of Directors reviewed the proposed budget and thereafter caused a public hearing to be held concerning said budget;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE MONTEREY PENINSULA REGIONAL PARK DISTRICT that the Proposed Budget for FY2016-17 is hereby approved as the adopted budget of the MONTEREY PENINSULA REGIONAL PARK DISTRICT in the amount of \$6,180,700 for revenues and \$6,839,705 for expenditures (or as amended by the Board). A copy of said budget is on file at the District's Administrative Offices at 60 Garden Court, Suite 325, Monterey, California, 93940 and is hereby referred to for further information.

BE IT FURTHER RESOLVED THAT monies may be transferred from one expenditure account to another with the approval of the District General Manager, except that monies may not be transferred from fund balance or other reserve accounts without approval of the Board of Directors.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the MONTEREY PENINSULA REGIONAL PARK DISTRICT at Del Rey Oaks, California, this 2nd day of May 2016, by the following vote:

AYES: Directors

NOES: Directors

ATTEST:

Kelly Sorenson, President

Shane Anderson, Secretary/Treasurer

**Monterey Peninsula
Regional Park District**

Revenues, Expenditures & Fund Balance

Fund Balance 07/01/15	\$11,525,214
 <u>FY 2015-16</u>	
Estimated Revenues	6,333,643
Estimated Expenditures	<u>6,238,224</u>
 Estimated Fund Balance 6/30/16	 11,620,633
 <u>FY 2016-17</u>	
Projected Revenues	6,180,700
Projected Expenditures	6,839,705
 Projected Fund Balance 6/30/17¹	 <u><u>\$10,961,628</u></u>

This schedule includes the General Fund and Assessment District with combined projected revenues of \$6,180,700 and \$6,839,705 in expenditures.

¹Per the March 2014 Reserve Policy, the Ocean Harbor House seawall mitigation fee - approximately \$2.3M is set aside in a Restricted fund for the acquisition of coastal dune property and must be used by March 2021.

In addition to the Restricted fund, the Reserve Policy calls for maintaining an Unassigned fund balance target goal of: 50% of annual operating budget (\$3,419,853 for FY2016-17); 100% of accumulated depreciation (\$1,009,213 as of 6/30/15) and \$1,000,000 for emergencies or unanticipated expenses, plus funds Assigned for the Sherar property acquisition (\$900,000 as of 6/30/16).

Per the Reserve Policy, the amount that should remain in reserves for FY2016-17 is \$6,329,066. Restricted funds - \$2.3M must also be available.

**Monterey Peninsula
Regional Park District**

**Revenue Summary
FY2013-14 thru FY2016-17**

Description	2013-14 Actual	2014-15 Actual	2015-16 Budget	2015-16 Estimate	2016-17 Proposed
<u>General Fund</u>					
Property Tax	3,197,620	3,253,592	3,277,200	3,277,200	3,375,500
Interest Income	83,355	45,615	40,000	40,000	50,000
Rental Income	38,869	31,508	38,000	33,000	33,000
Environ. Ed. Program Fees	32,955	13,518	10,000	4,500	5,000
Other Revenue	91,939	74,405	10,000	265,200	10,000
General Fund Totals	3,444,738	3,418,639	3,375,200	3,619,900	3,473,500
Grants:					
Proposition 117	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000
Other Grants	14,705	550,000	49,957	49,957	0
Grant Totals	1,514,705	2,050,000	1,549,957	1,549,957	1,500,000
Total General Fund & Grants	4,959,443	5,468,639	4,925,157	5,169,857	4,973,500
Assessment District	1,095,396	1,130,794	1,163,786	1,163,786	1,207,200
TOTAL REVENUE	6,054,839	6,599,433	6,088,943	6,333,643	6,180,700

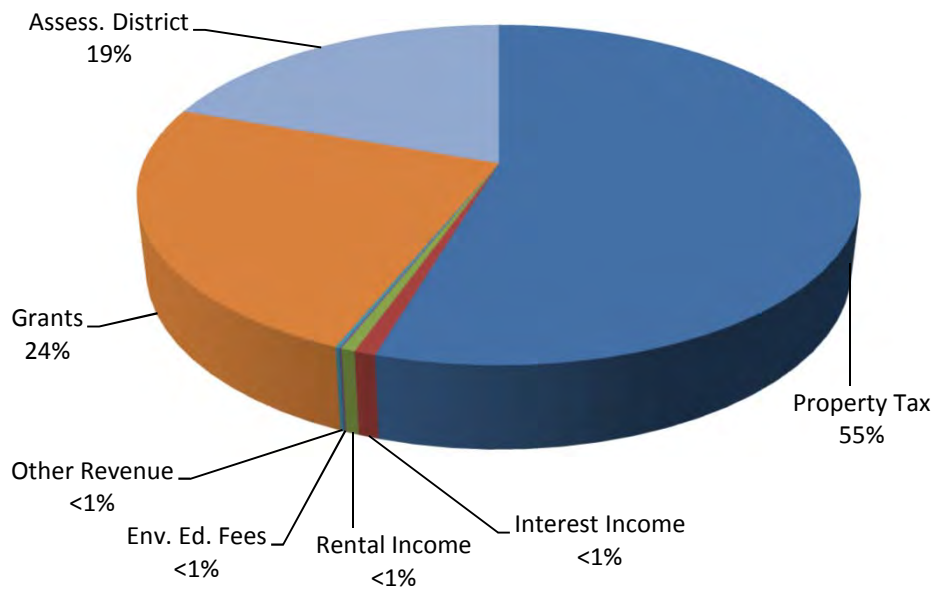
Property tax revenue in FY2015-16 is estimated to meet the adjusted budgeted amount. For FY2016-17, we are projecting a 3% increase in property tax revenue. Interest income is projected to remain low but slightly increase to \$50,000.

Prop. 117 Grant funds (\$1,500,000) will continue to fund the Joyce Stevens Monterey Pine Forest Preserve acquisition.

The FY2016-17 projected Assessment District revenues are slightly above the FY2015-16 adjusted estimate.

Monterey Peninsula Regional Park District

Summary of Revenues FY2016-17



Total FY2016-17 Revenues: \$6,180,700

Property Tax	3,375,500
Interest Income	50,000
Rental Income	33,000
Env. Ed. Fees	5,000
Other Revenue	10,000
Grants	1,500,000
Assess. District	1,207,200
Total	6,180,700

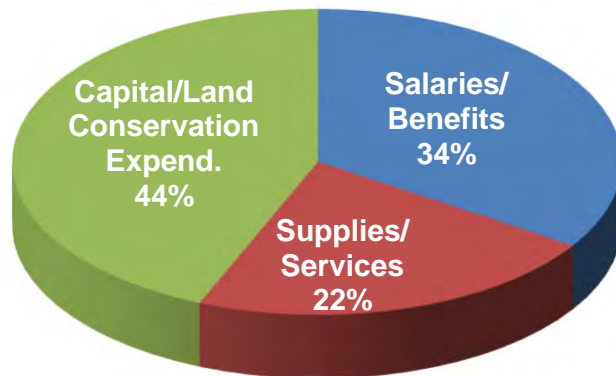
**Monterey Peninsula
Regional Park District**

**Summary of Expenditures by Type
FY2016-17**

	Personnel Expend.	Services/ Supplies	Capital Expend.	TOTALS
Administration	755,800	1,003,500	105	1,759,405
Operation & Maintenance	921,200	157,450	78,200	1,156,850
Env. Education/Comm. Outreach	331,900	101,900	6,500	440,300
Planning & Conservation	301,900	223,550	1,504,700	2,030,150
Capital Projects	0	0	0	0
General Fund Totals	2,310,800	1,486,400	1,589,505	5,386,705
Assessment District	30,000	25,000	1,398,000	1,453,000
TOTALS	2,340,800	1,511,400	2,987,505	6,839,705

**Monterey Peninsula
Regional Park District**

**Summary of Expenditures
by Type
FY2016-17**

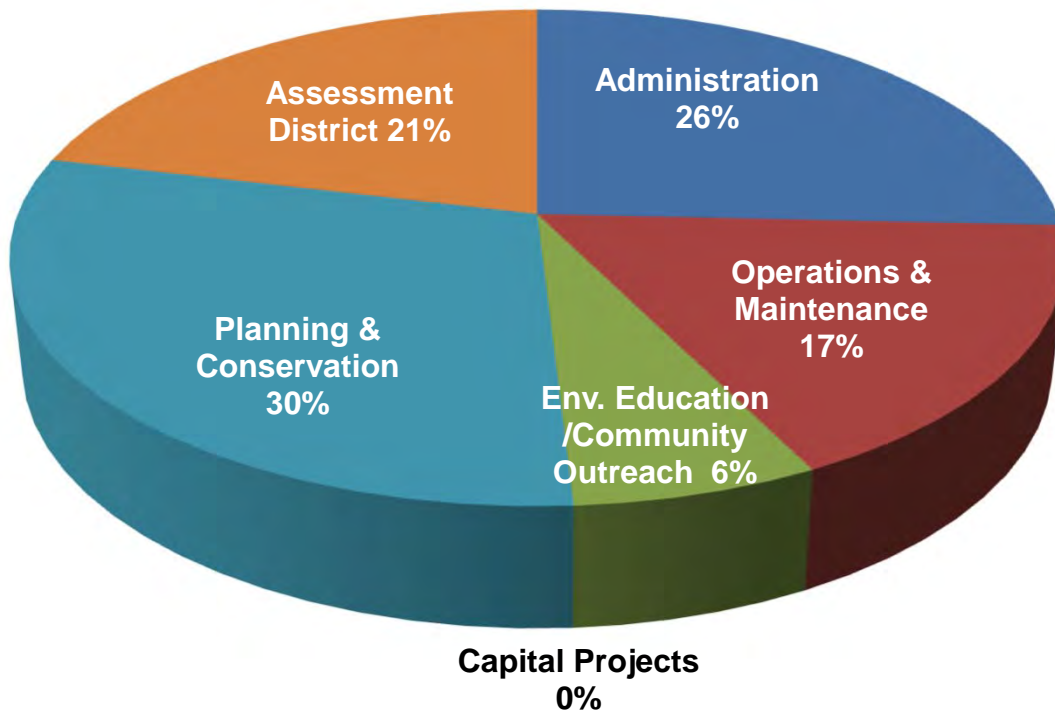


Total FY2016-17 Expenditures: \$6,839,705

Salaries/Benefits	2,340,800
Supplies/Services	1,511,400
Capital/Land Conservation	2,987,505
Total	6,839,705

Monterey Peninsula Regional Park District

Summary of Expenditures by Program FY2016-17



Total FY2016-17 Expenditures: \$6,839,705

Administration	1,759,405
Operations & Maintenance	1,156,850
Env. Ed./Community Outreach	440,300
Capital Projects	0
Planning & Conservation	2,030,150
Assessment District	1,453,000
Total	6,839,705

Monterey Peninsula Regional Park District

Expenditure Summary FY2013-14 thru FY2016-17

	2013-14 Actual	2014-15 Actual	2015-16 Budget	2015-16 Estimate	2016-17 Proposed
Administration	878,540	1,201,392	1,157,672	1,370,872	1,759,405
Operations & Maintenance	924,291	858,776	1,047,285	1,028,085	1,156,850
Environmental Ed./ Comm. Outreach	609,113	522,924	511,898	476,598	440,300
Capital Projects	91,000	0	0	0	0
Planning & Conservation	490,366	2,354,948	2,299,569	2,092,669	2,030,150
General Fund Total	2,993,309	4,938,039	5,016,424	4,968,224	5,386,705
Assessment District	1,055,553	517,120	1,555,000	1,270,000	1,453,000
District Totals	4,048,863	5,455,159	6,571,424	6,238,224	6,839,705

Proposed General Fund (GF) expenditures for FY2016-17 are \$418,481 more than the FY2015-16 year-end estimate, primarily due to the potential upcoming Board seats (2) and community facilities district elections. No new major projects are planned in the GF but the figures do include a 3.2% COLA for employees. No capital projects are included in the budget, although funding for annual depreciation continues to be allocated by Division.

Proposed Assessment District (AD) expenditures for FY2016-17 are \$183,000 more than the FY2015-16 year-end estimate and include carryover of \$325,000 for unfinished projects and improvements. No new major projects are planned in this budget year but the AD figures do include significant funding (\$700,000) for potential land acquisitions/improvements.

Monterey Peninsula Regional Park District

Staffing Summary

Full-time Equivalents

	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Proposed
Administration:				
General Manager	0.50	0.50	0.50	0.25
Finance Manager	1.00	1.00	1.00	1.00
Administrative Services Manager	1.00	1.00	1.00	1.00
Administrative Assistant (2 P/T Contract)	0.00	0.50	1.00	1.00
Group Totals	2.50	3.00	3.50	3.25
Operation & Maintenance:				
General Manager	0.00	0.00	0.00	0.25
Supervising Ranger	0.00	1.00	1.00	1.00
Ranger	7.00	6.00	5.00	5.00
Ranger (Contract)	0.00	0.00	1.00	1.00
Group Totals	7.00	7.00	7.00	7.25
Environmental Education/Community Outreach				
General Manager	0.25	0.25	0.25	0.25
Environmental Education Supervisor	1.00	1.00	1.00	1.00
Env. Education Coordinator (Programs)	1.00	1.00	0.00	0.00
Env. Education Coordinator (Volunteers)	1.00	1.00	1.00	1.00
Environmental Ed. Specialist	0.50	0.00	0.00	0.00
Group Totals	3.75	3.25	2.25	2.25
Planning & Conservation				
General Manager	0.25	0.25	0.25	0.25
Planning & Conservation Manager	1.00	1.00	1.00	1.00
Group Totals	1.25	1.25	1.25	1.25
District Totals	14.50	14.50	14.00	14.00

**Monterey Peninsula
Regional Park District**

**Long Term Debt Summary
FY2016-17**

	2016-17 Payment	Principal Balance at 6/30/16
Joyce Stevens MPFP Acquisition	1,500,000	3,950,000
Totals	1,500,000	3,950,000

ADMINISTRATION

PROGRAM DESCRIPTION

This program is responsible for a variety of administrative functions including personnel, risk management, safety, finance, payroll, investments, purchasing, contract management, special projects, media and government relations, budgeting, information technology, public records and management, Board of Directors liaison and support, elections, public reception and review and processing of documents, correspondence and reports.

FISCAL YEAR 2015-16 ACCOMPLISHMENTS

1. Continued “Best Management Practice” efforts by utilizing contract services for staff training, special projects, legal services, surveys and appraisals (ongoing)
2. Engaged collaboratively on programs of mutual interest and public benefit with key partners including Lobos Corona Parklands Project coalition, Ventana Wildlife Society, Cities of Monterey, Del Rey Oaks, Marina and Seaside; Cal State University-Monterey Bay, Big Sur Land Trust, County of Monterey and other organizations (ongoing)
3. Worked collaboratively with the Assessment District Citizens Oversight Committee to review Assessment District-funded projects from previous year, provide status update on current year programs, review and recommended recipients of current year community grants program, and reviewed and recommended the FY 2016-17 Assessment District proposed budget to the MPRPD Board of Directors (April 2016)
4. Successfully completed the annual independent financial audit of the District (January 2016)
5. Monitored permit operations for all District parks requiring limited public access (ongoing)
6. Continued to monitor pilot multiday permit program for residents adjacent to limited access parks (ongoing)
7. Coordinated District’s Human Resources programs including employee recruitment and staff training (ongoing)
8. Revised and/or created various Board, personnel and financial policies, per strategic plan (ongoing)
9. Continued process to replace benefit assessment with community facilities district funding (ongoing)
10. Completed District Strategic Plan (December 2015)
11. Maintained Other Postemployment Benefit (OPEB) prefunding levels at 100 percent (ongoing)

FISCAL YEAR 2016-17 GOALS

1. Complete requirements for Special District Leadership Foundation Transparency Certificate (September 2016)
2. Continue best management practices by utilizing contract services and community volunteers for special projects and programs as needed (ongoing)
3. Issue and monitor permits for public access to Palo Corona Regional Park, Kahn Ranch, and Mill Creek Redwood Preserve (ongoing)

ADMINISTRATION

4. Continue to work collaboratively with the Assessment District Citizens Oversight Committee to administer assessment district community grant program (ongoing)
5. Continue increasing outreach efforts to agencies and organizations for the community grant program (ongoing)
6. Continue efforts to establish community facilities district (November 2016)
7. Continue to expand partnerships and meaningful collaboration with all other park and open space districts in California (ongoing)
8. Continue revising and/or creating various Board, personnel and financial policies (ongoing)
9. Complete general development plan for Palo Corona Regional Park (June 2017)
10. Continue efforts toward improved public access to Palo Corona Regional Park (ongoing)
11. Continue to explore efforts for joint management of other public properties (ongoing)
12. Maintain participation in the Lobos-Corona Parklands Project coalition (ongoing)
13. Continue to pursue property or building for Administrative office space (ongoing)
14. Explore opportunities for enhanced revenue stream (June 2017)
15. Develop personnel succession plan (June 2017)

ADMINISTRATION
FY2013-14 thru FY2016-17
EXPENDITURES

	ACCT CODE	2013-14 ACTUAL	2014-15 ACTUAL	2015-16 BUDGET	2015-16 ESTIMATE	2016-17 PROPOSED
PERSONNEL:						
Board Compensation	6100	6,100	6,700	7,000	7,000	7,000
Salaries - Full-time	6102	298,340	306,723	330,200	330,200	310,500
Salaries - Part-time	6103	0	20,477	22,000	16,000	38,300
Seasonal/Contract Services	6104	42,855	29,986	30,000	30,000	0
Job Training & Education	6106	2,740	4,614	5,000	5,000	5,000
Employee Benefits	6107	154,688	129,982	355,867	355,867	370,000
Payroll Tax/Personnel	6109	16,594	18,381	25,000	25,000	25,000
TOTAL PERSONNEL		521,317	516,862	775,067	769,067	755,800
SERVICES & SUPPLIES:						
Insurance	6112	102,035	342,913	111,400	111,400	101,000
Postage	6113	1,051	1,387	5,000	8,500	15,000
Office Supplies	6114	4,868	6,003	6,500	6,500	7,000
Printing	6120	25	3	5,000	18,300	20,000
Legal Notice	6122	4,001	4,156	6,000	6,000	8,000
Publications and Memberships	6124	9,838	10,595	12,000	12,000	13,000
Advertising	6126	0	0	0	31,800	10,000
Travel, Conference & Meetings	6130	5,754	2,213	10,000	10,000	10,000
Computer Maintenance/Supplies	6134	8,722	7,479	8,700	12,000	15,600
Equipment Maintenance	6136	139	90	500	500	500
Equipment Rental/Leases	6137	5,472	6,966	5,500	5,500	7,900
Vehicle Maintenance & Fuel	6138	720	573	1,000	1,000	1,200
Office Lease	6140	59,695	62,083	74,500	74,500	78,300
Bank Service Charges	6141	123	270	300	300	300
Utilities	6142	17,759	18,352	18,000	18,000	18,000
Elections	6147	0	32,595	0	0	500,000
Taxes/assessments	6148	2,063	(1,278)	2,000	3,400	4,000
Professional/Spec. Serv./Permits	6149	119,835	187,631	116,100	282,000	193,700
TOTAL SERVICE/SUPPLY		342,099	682,030	382,500	601,700	1,003,500
CAPITAL OUTLAY:						
Equipment	6160	15,124	0	0	0	0
Depreciation Expense	6161	0	2,500	105	105	105
TOTAL CAPITAL OUTLAY		15,124	2,500	105	105	105
PROGRAM TOTAL		878,540	1,201,392	1,157,672	1,370,872	1,759,405

**ADMINISTRATION
FY2016-17
LINE ITEM DETAIL**

ACCT. #	DESCRIPTION	APPLICATION	BASIS	PROPOSED
6100	Board Compensation	12 months Regular & Special Board/Committee meetings	B	\$7,000
6102	Salaries/Full-Time	General Manager (25%) Finance Manager Administrative Services Manager	A	\$310,500
6103	Salaries/Part-Time	Admin. Asst. (2)	A	\$38,300
6106	Job Training & Education	Board/Admin. training, All-Staff Team building, National training	A	\$5,000
6107	Employee Benefits	Retirement (Division & Lump Sum), Health, Disability, Vision, Dental, Medicare, Retiree Medical	A	\$370,000
6109	Payroll Tax/Personnel	Federal, State payroll taxes	A	\$25,000
6112	Insurance	Workers Compensation General Liability, Property, Crime	B, C	\$101,000
6113	Postage	Individual, Large mailings and Misc. mail	B	\$15,000
6114	Supplies	General office and Administrative supplies	B	\$7,000
6120	Printing	Copies, Brochures, Maps, Enlargements	A	\$20,000
6122	Legal Notice	Newspaper and Legal notices	B	\$8,000
6124	Publications & Memberships	Special District, Parks & Rec., Chamber memberships, Govt., HR Acctg./Finance publications	A	\$13,000
6126	Advertising	Misc. Advertising	A	\$10,000
6130	Conference & Travel	CSMFO, CJPIA LCW, etc. conferences	A	\$10,000

6134	Computer Maint. & Supply	IT Services., Offsite backup Website Maintenance Timekeeping, Printer, Ink, etc.	B	\$15,600
6136	Equipment Maintenance	Copier, Fax, Typewriter, Misc. Office equip.	B	\$500
6137	Equipment Rental	Copier machine, Postage machine, Security equipment	C	\$7,900
6138	Vehicle Maintenance/fuel	Vehicle Maintenance/Fuel costs (1)	B	\$1,200
6140	Office Lease	Administrative office lease	C	\$78,300
6141	Bank Service Charges	Banking fees	A	\$300
6142	Utilities	Share of Office Utility Expenses	B	\$18,000
6147	Elections	Potential Board and CFD Elections	A	\$500,000
6148	Taxes/assessments	Property assessments & fees	A	\$4,000
6149	Professional/Special Serv./ Permits	Legal Counsel, Audit, LAFCO fees, CPA, Salary/Benefits Survey, Other	B, C	\$193,700
6161	Depreciation Expense	Annual Replacement Fund	A	\$105
TOTAL				\$1,759,405

BASIS FOR ESTIMATES:

- A - Based on known & estimated costs
- B - Based on prior experience
- C - Based on formula, schedule, or agreement

OPERATIONS & MAINTENANCE

PROGRAM DESCRIPTION

The Operations and Maintenance (O&M) program is responsible for the maintenance and operational aspects of all public facilities including all parks, open spaces, trails and buildings. This program is also responsible for Americans with Disabilities Act (ADA) assessment and implementation plans.

FISCAL YEAR 2015-2016 ACCOMPLISHMENTS

Cachagua Community Park

1. Provided direction and assistance to Cachagua Board as needed (ongoing)
2. Continued structural assessment and repairs (ongoing)

Frog Pond Wetland Preserve

1. Reconstructed interlocking staircase (February 2016)
2. Maintained public access and resource management projects, including drainage canal clearing and weed abatement (November 2015)

Garland Ranch Regional Park

1. Reconstructed Siesta Point Trail rock/wood retaining steps (December 2015)
2. Completed Visitor Center User Manual and Emergency placard (March 2016)
3. Completed Ranger Station interior and electrical improvements (October 2015)
4. Ranger Station Parking area and Packing Shed improvements (May 2016)
5. De Dampierre ball field structure improvements (March 2016)
6. Completed general facility maintenance and improvements as needed (ongoing)
7. Assisted with Visitor Center Garden/Arboretum maintenance (ongoing)
8. Completed trail rehabilitation projects (ongoing)
9. Continued standardized sign program (ongoing)
10. Monitored Kahn Ranch access permits (ongoing)
11. Applied best resource management practices (ongoing)

Eolian Dunes Preserve, Marina Dunes Preserve, and Roberts' Lake

1. Maintained public access; assisted in dunes restoration and dunes planting projects (ongoing)

Mill Creek Redwood Preserve

1. Maintained public access (ongoing)
2. Monitor access permits (ongoing)

Palo Corona Regional Park

1. Completed Vegetative Screen at Fish Residence (November 2015)
2. Continued support of the Cattle Grazing Program (ongoing)
3. Continued fallen tree removal and trail/road assessment and repairs (ongoing)
4. Monitored vehicle and access permits (ongoing)

OPERATIONS & MAINTENANCE

FISCAL YEAR 2016-2017 GOALS

Cachagua Community Park

1. Continue structural assessment and repairs (ongoing)
2. Provide direction and assistance to Board as needed (ongoing)

Frog Pond Wetland Preserve

1. Resurface elevated segment of trail (May 2017)
2. Maintain public access and resource management projects, including drainage canal clearing and weed abatement (November 2016)

Garland Ranch Regional Park

1. General facility maintenance and improvements as needed (ongoing)
2. Continue standardized sign program (ongoing)
3. Complete improvements to Ranger Station/Meeting Room parking (October 2016)
4. Continue Ranger Station ADA improvements (June 2017)
5. Complete trail construction/rehabilitation projects (ongoing)
6. Assist with Visitor Center Garden/Arboretum maintenance (ongoing)
7. Develop O&M volunteer program (June 2017)
8. Construct Kahn Ranch storage shed (May 2017)
9. Monitor Kahn Ranch access permits (ongoing)
10. Apply best resource management practices (ongoing)

Joyce Stevens Monterey Pine Forest Preserve

1. Inventory and assess existing trail system, buildings, and infrastructure (June 2017)

Eolian Dunes and Marina Dunes Preserve

1. Maintain public access (ongoing)
2. Assist in entrance improvements, dunes restoration and dunes planting projects (ongoing)

Mill Creek Redwood Preserve

1. Complete trail rehabilitation projects (ongoing)
2. Maintain public access (ongoing)
3. Monitor access permits (ongoing)

Palo Corona Regional Park

1. Continue fallen tree removal and trail/road assessment and repairs (ongoing)
2. Monitor vehicle and access permits (ongoing)
3. Parking lot and entrance road improvements (September 2017)

**OPERATIONS & MAINTENANCE
FY2013-14 thru FY2016-17
EXPENDITURES**

	ACCT CODE	2013-14 ACTUAL	2014-15 ACTUAL	2015-16 BUDGET	2015-16 ESTIMATE	2016-17 PROPOSED
PERSONNEL:						
Salaries - Full-time	6202	477,404	393,550	504,000	504,000	571,800
Salaries - Part-time	6203	0	0	13,900	0	0
Seasonal/Contract Services	6204	19,332	12,735	10,000	10,000	10,000
Job Training & Education	6206	2,889	5,162	8,000	8,000	7,000
Employee Benefits	6207	298,776	240,840	291,300	285,000	328,900
Uniforms	6208	3,500	3,200	3,000	3,000	3,500
TOTAL PERSONNEL		801,901	655,487	830,200	810,000	921,200
SERVICES & SUPPLIES:						
Postage	6213	26	0	150	150	100
Supplies	6214	14,137	15,240	16,500	16,500	16,000
Tools	6216	4,466	1,289	1,500	3,000	3,000
Printing	6220	32	3,334	2,500	2,500	2,500
Publications and Memberships	6224	311	170	350	350	350
Advertising	6226	0	0	3,000	1,500	0
Conference & Travel	6230	0	1,891	3,000	3,000	5,000
Mileage Reimbursement	6232	0	49	0	0	0
Computer Maintenance/Supplies	6234	8,936	8,113	10,000	10,000	10,000
Equipment Maintenance	6236	6,458	6,032	12,000	12,000	10,000
Equipment Rental	6237	107	738	1,000	2,000	2,000
Vehicle Maintenance & Fuel	6238	18,148	13,262	18,500	18,500	20,000
Janitorial Supplies	6241	6,948	7,083	11,500	11,500	12,000
Utilities	6242	37,674	40,221	45,000	45,000	50,000
Building Repairs	6243	13,792	27,725	20,000	17,500	20,000
Natural Resource Maintenance	6245	1,794	0	2,500	5,000	4,500
Trail Maintenance	6247	405	131	2,000	2,000	2,000
Professional Services	6249	685	0	500	500	0
TOTAL SERVICE/SUPPLY		113,921	125,277	150,000	151,000	157,450
CAPITAL OUTLAY:						
Equipment	6260	1,237	2,288	2,000	2,000	2,000
Depreciation Expense	6262	0	69,000	57,585	57,585	66,700
Park Signs	6263	1,534	1,542	2,500	2,500	2,000
Parking Areas/Access Roads	6264	5,697	5,182	5,000	5,000	7,500
TOTAL CAPITAL OUTLAY		8,469	78,012	67,085	67,085	78,200
PROGRAM TOTAL		924,291	858,776	1,047,285	1,028,085	1,156,850

OPERATIONS & MAINTENANCE
FY2016-17
LINE ITEM DETAIL

ACCT. #	ACCOUNT	APPLICATION	BASIS	PROPOSED
6202	Salaries/Full-Time	General Manager (25%) Supervising Ranger Rangers (6)	A A	\$571,800
6204	Seasonal/Contract Staff	Trail Monitor - Mill Creek	A	\$10,000
6206	Job Training & Education	Ranger workshops/classes	A, C	\$7,000
6207	Employee Benefits	Retirement, Health, Disability, Vision, Dental, Medicare Retiree Medical	A	\$328,900
6208	Uniforms	Staff uniform allowance	C	\$3,500
6213	Postage	Misc. mailings	A	\$100
6214	Supplies	Misc. Hardware, Lumber, Office supplies, Safety equipment	A	\$16,000
6216	Tools	Chainsaw replacement, Power tools	A	\$3,000
6220	Printing	Park maps, misc.	A	\$2,500
6224	Publications & Memberships	Trade periodicals	A	\$350
6230	Conference & Travel	Professional conferences, training	A	\$5,000
6234	Computer Maint & Supplies	IT Services, Paper, Ink	A	\$10,000
6236	Equipment Maintenance	Pick-up trucks, Trailers, Off-road, etc.	A, B	\$10,000
6237	Equipment Rental	Roller, Log splitter, etc.	A	\$2,000
6238	Vehicle Maintenance/fuel	Pick-up trucks/Trailers, Off-road, etc. Service, Repairs, Fuel	A, B	\$20,000
6241	Janitorial Supplies	Cleaning, Paper supplies, MuttMitts	A	\$12,000
6242	Utilities	PG&E, Water, Telephones, Internet, Propane, Dumpster Portable toilet pumping	A, B	\$50,000
6243	Building/Facility Repairs	Misc. repairs Rental Property repairs	A A	\$20,000

6245	Natural Resource Maintenance	Erosion control, habitat restoration	A	\$4,500
6247	Trail Maintenance	General maint, seasonal repairs	A	\$2,000
6260	Equipment	Band saw, Nail gun	A	\$2,000
6262	Depreciation Expense	Annual Depreciation Fund	C	\$66,700
6263	Park Signs	District-wide standard signage	A	\$2,000
6264	Parking areas/access roads	Seasonal road & Parking lot repairs	A, B	\$7,500
		Corona Road annual fee	A	
		Special maintenance	A	
		Corona Road annual fee	A	
		Special maintenance	A	
TOTAL				\$1,156,850

BASIS FOR ESTIMATES

- A - Based on known & estimated costs
- B - Based on prior experience
- C - Based on formula, schedule, or agreement

ENVIRONMENTAL EDUCATION & COMMUNITY OUTREACH

PROGRAM DESCRIPTION

The Environmental Education and Community Outreach (EECO) Division is responsible for environmental education, natural and cultural resource interpretation, volunteer services, community events and public outreach. Environmental education focuses on partnerships and collaborative outdoor recreation activities, science-based programming, and weekday and weekend ecologically-based events. Park interpretation provides park visitors with self-guided and interactive, experiential-learning opportunities through visitor center experiences, interpretive panels, trail guides, brochures, exhibits, guided hikes and *Let's Go Outdoors!* activities. Volunteer Services offers interpretive program-trained Volunteer Naturalists. Operations and Habitat Maintenance Volunteers support the preservation, restoration, monitoring and protection of parks, open spaces and their resources. Community outreach and events cultivate positive relations with the public, community groups, civic organizations, local media and businesses.

FY 2015-16 ACCOMPLISHMENTS

EECO enhanced the quality of life in our community by supporting the Monterey Peninsula Regional Park District vision and mission and its strategic plan and goals.

1. MPRPD Volunteer Naturalists contributed over 5,000 hours as ambassadors, staffing the Garland Ranch Regional Park Visitor Center, leading *Let's Go Outdoors!* hikes and programs for diverse audiences of all ages, including seniors, hosting stewardship, restoration and garden work projects, assisting ranger staff on maintenance activities and as trail monitors, and educating students about conservation and resource management (March 2016).
2. Designed, fabricated and installed five interpretive signs at the Garland Ranch Regional Park native plant garden and arboretum (June 2016).
3. Received the 2015 NOAA California Bay Watershed Education and Training (B-WET) National grant to develop in-field programs that engage students in meaningful watershed experiences and provides teachers with professional development opportunities (August 2015).
4. Developed Watershed Explorers curriculum and hosted eight (8) school groups for a total of 218 students and 50 adults through the "Connecting Students to Their Local Watershed" education program for students grades K-8, and professional development opportunities for teachers in partnership with the Pacific Grove Museum of Natural History (April 2016).
5. Instituted an online intranet volunteer management database for MPRPD volunteers to provide enhanced communications, electronic access to scheduling, reporting and management (June 2016).
6. Enhanced the District's social media outreach by creating a post that reached over 10,000 people (January 2016).
7. Released two (2) *Let's Go Outdoors!* guides that included a new practice of offering all free programs. In-house staff designed and formatted the Spring/Summer 2016 *Let's Go Outdoors!* guide (May 2016).

ENVIRONMENTAL EDUCATION & COMMUNITY OUTREACH

8. Initiated a “Get Out, Get Healthy” component in the Spring/Summer 2016 *Let’s Go Outdoors!* guide that partners with the health services and medical community to use parks and open spaces as an integral part of a healthy lifestyle campaign (May 2016).
9. Developed two (2) new partnerships through the listing of programs in the *Community Happenings* section of the *Let’s Go Outdoors!* guide (June 2016).
10. Conducted 136 *Let’s Go Outdoors!* activities: seven (7) new programs; more than 50 school and public hikes; 12 senior programs; and, 12 restoration/planting days (May 2016).
11. Installed a seven-foot steelhead lifecycle diorama interpretive exhibit, fabricated by a local artist using leather as his medium, at the Garland Ranch Regional Park District Visitor Center (May 2016).
12. Presented “The San Clemente Dam Removal and Carmel River Reroute project: An Artist’s documentation” art exhibit by Paola Berthoin in the Garland Ranch Regional Park Visitor Center (December 2015).
13. Conducted workshops, meetings and field excursions for the subsequent development of the Palo Corona Regional Park (PCRP) Interpretive Master Plan in support of the PCRP General Development Plan (June 2016).
14. Received a National Park Service (NPS) Rivers, Trails, and Conservation Assistance Program grant for planning and technical consultation assistance for the development of the Palo Corona Regional Park (PCRP) Interpretive Master Plan (November 2015).
15. Received funding support from Monterey Peninsula Water Management District’s “Local Water Project Grant Program” to obtain and install two (2) rainwater harvesting tanks to provide an environmentally–friendly, high-quality water irrigation system for the native plant demonstration garden during the summer months and educational purposes focusing on water and resource conservation at the Garland Ranch Regional Park Visitor Center (June 2016).
16. Updated the MPRPD Education and Outreach “Activities and Hike” webpage to highlight both monthly hikes and events, and self-guided hikes with several of the more popular Garland Ranch Regional Park hikes. The self-guided hikes webpage include distance, approximate hiking time and elevation gain for each hike, as well as providing step-by-step directions, a map and important reminders (March 2016).

FY 2016-17 GOALS

1. Reach and serve underrepresented populations by working with a minimum of one (1) new collaborator, having a positive record of reaching underrepresented populations, and inviting them to expand their programs on MPRPD properties (June 2017).
2. Enhance K-12 student access to programs and open space by providing transportation grants to schools within MPRPD boundaries (April 2017).
3. Increase visitation to MPRPD properties, and increase number and variety of programs offered by providing access and use of MPRPD properties to a minimum of one new collaborator, allowing them to provide their activities, programs and events on District properties (June 2017).

ENVIRONMENTAL EDUCATION & COMMUNITY OUTREACH

4. Implement pilot District-wide inter-Divisional volunteer program by recruiting a minimum of ten (10) volunteers with skills in education and interpretation, maintenance, trades and construction, graphic art, information technology, marketing, communications, etc., to enhance public use of existing and new properties (June 2017).
5. Develop Interpretive Master Plan for Palo Corona Regional Park based on the stakeholder and public forums, meetings and findings of the Palo Corona Regional Park General Development Plan (Fall 2016).
6. Design and construct a minimum of two (2) permanent, multi-sensory exhibits at the Garland Ranch Regional Park Visitor Center (Summer 2017).
7. Provide access to MPRPD's properties, programs and activities to a diverse audience. Determine user preference and demand, and the most effective means to reach a diverse audience by soliciting public input and, based on findings, improving properties as appropriate for MPRPD (Summer 2017).
8. Maintain and enhance organization's communication between staff and volunteers through a minimum of six (6) volunteer scheduled meetings/enrichments, a minimum of four (4) volunteer newsletter updates and one (1) annual volunteer recognition event (June 2017).
9. Obtain a second year of funding from the NOAA California Bay Watershed Education and Training (B-WET) National grant to continue and expand the development of in-field programs that engage students in meaningful watershed experiences and provides teachers with professional development opportunities in partnership with the Pacific Grove Museum of Natural History (June 2017).

ENVIRONMENTAL EDUCATION / COMMUNITY OUTREACH
FY2013-14 thru FY2016-17
EXPENDITURES

	ACCT CODE	2013-14 ACTUAL	2014-15 ACTUAL	2015-16 BUDGET	2015-16 ESTIMATE	2016-17 PROPOSED
PERSONNEL:						
Salaries - Full-time	6302	265,853	271,594	213,000	213,000	220,500
Salaries - Part-time	6303	4,535	0	0	0	0
Seasonal/Contract Services	6304	41,804	31,630	40,000	14,000	4,500
Job Training & Education	6306	1,543	912	1,500	1,500	2,000
Employee Benefits	6307	140,514	133,767	99,100	89,200	104,300
Uniforms	6308	600	600	300	300	600
TOTAL PERSONNEL		454,849	438,502	353,900	318,000	331,900
SERVICES & SUPPLIES:						
Insurance	6312	367	1,132	1,600	1,000	1,500
Postage	6313	20,570	20,795	21,500	21,500	21,500
Supplies	6314	1,926	1,608	1,200	1,200	1,200
Publications and Memberships	6316	169	30	400	400	400
Printing	6320	28,736	15,183	22,000	22,000	22,000
Advertising	6326	2,656	2,705	4,000	4,000	3,000
Travel, Conference & Meetings	6330	381	355	1,500	1,500	1,500
Mileage Reimbursement	6332	40	0	0	0	0
Computer Maintenance/Supplies	6334	4,579	4,678	5,500	5,500	5,500
Equipment Rental/Leases	6337	2,092	990	1,000	1,000	0
Vehicle Maintenance & Fuel	6338	1,434	2,315	2,000	2,000	2,000
Utilities	6342	5,210	5,251	8,800	10,000	8,800
Professional Services	6349	12,517	11,178	12,000	12,000	8,500
Interpretive Programs (Parks)	6350	6,332	2,029	9,000	9,000	15,000
Environ. Education (Schools)	6352	8,794	4,725	3,000	3,000	3,000
Special Events (Outreach)	6354	872	794	1,000	1,000	1,000
Docent/Volunteer Program	6356	4,064	3,962	5,500	5,500	7,000
BWET Grant	6363	0	0	49,957	49,957	0
TOTAL SERVICE/SUPPLY		100,739	77,731	149,957	150,557	101,900
CAPITAL OUTLAY:						
Depreciation Expense	6359	0	5,800	6,541	6,541	4,500
Equipment	6360	9,465	890	1,500	1,500	2,000
VC Garden/Arboretum	6362	44,061	0	0	0	0
TOTAL CAPITAL OUTLAY		53,525	6,690	8,041	8,041	6,500
PROGRAM TOTAL		609,113	522,924	511,898	476,598	440,300

**ENVIRONMENTAL EDUCATION / COMMUNITY OUTREACH
FY2016-17
LINE ITEM DETAIL**

ACCT. #	DESCRIPTION	APPLICATION	BASIS	PROPOSED
6302	Salaries/Full-Time	General Manager (25%) Environ. Education Supervisor Environ. Education Coordinator	A	\$220,500
6304	Contract Staff	Let's Go Outdoors (LGO) Instructors	A	\$4,500
6306	Job Training & Education	Training, workshops and classes	A	\$2,000
6307	Employee Benefits	Retirement, Health, Disability, Vision, Dental, Medicare Retiree Medical	A	\$104,300
6308	Uniforms	Staff Uniform Allowance	A	\$600
6312	Insurance	LGO Program and Special Events	A	\$1,500
6313	Postage	LGO Fall/Winter and Spring/Summer	B	\$21,500
6314	Environmental Supplies	Office Supplies	A	\$1,200
6316	Pub. & Memberships	CA Park & Rec. Society (CPRS), Nat. Assoc. of Interpreters (NAI), Park Rangers Assoc. of CA (PRAC)	A	\$400
6320	Printing	LGO Fall/Winter, Spring/Summer	A	\$22,000
6326	Advertising	LGO, Wildflower Show Educational Programs Volunteer Recruitment	A	\$3,000
6330	Conference & Travel	NAI, CPRS	A	\$1,500
6334	Computer Maint. / Supplies	Ink Cartridges, IT Services, Software	A, B	\$5,500
6338	Vehicle Maintenance/Fuel	Vehicle Maintenance/Fuel costs (3)	B	\$2,000
6342	Utilities	Share of Office Utility Expenses	A	\$8,800
6349	Professional Services	Rec1 Online Registration System Retriever/NPC, Authorize.net Volunteer Background Checks Instructor Background Checks GRRP-VC Indoor Exhibit Designer	A A	\$8,500
6350	Interpretive Program	Interpretive Exhibits-Repairs & Improvements GRRP-VC Exhibits/Indoor Panels PCRP Topo Map	A B B A	\$15,000

6352	Educational Program	Educational Supplies and Resources	B	\$3,000
6354	Special Events/Outreach	Supplies	B	\$1,000
		Community Events & Outreach	B	
		Service Clubs/Community	B	
		Group Meetings		
6356	Docent/Volunteer Program	Recognition Awards	B	\$7,000
		Annual Recognition Dinner, Supplies	B	
		Volunteer Naturalist Training	A	
		Intra-Divisional Volunteer	A	
		Program Supplies		
6359	Depreciation Expense	Annual Replacement Fund	A	\$4,500
6360	Equipment	Educational Equipment	A	\$2,000
		Binoculars		

TOTAL **\$440,300**

BASIS FOR ESTIMATES

- A - Based on known & estimated costs
- B - Based on prior experience
- C - Based on formula, schedule, or agreement

PLANNING & CONSERVATION MANAGEMENT

PROGRAM DESCRIPTION

Planning and conservation projects are designated annually to support the Park District's primary mission of protecting and preserving open space. In addition to direct land acquisition and conservation costs, this program budget includes the necessary expenses related to ongoing planning, permitting, real property negotiations and transactions, CEQA compliance, and partnership building. Conservation activities include field research, mapping, restoration, monitoring, species and habitat management, and environmental protections using best management practices and science-based strategies to long-term stewardship of the District's open space lands.

FISCAL YEAR 2015-16 ACCOMPLISHMENTS

1. Completed PCRCP Parking Project (April 2016)
2. Continued Ongoing Interim PCRCP Weed Treatments (April 2016)
3. Continued Ongoing Marina Dunes Preserve Restoration Project (April 2016)
4. Acquired Los Compadres Property (June 2016)
5. Resolved Water System Issues at Cachagua Community Park (June 2016)
6. Initiated PCRCP General Development Plan Process (February 2016)
7. Obtained \$1,500,000 Prop. 117 Grant for JSMPFP Property Debt Service Payment (January 2016)
8. Administered PCRCP Grazing Lease (ongoing)
9. Continue Ongoing PCRCP SHA Monitoring (ongoing)
10. Completed Corona Cabin Site Clean-up (May 2016)

FISCAL YEAR 2016-17 GOALS

1. Continue Ongoing PCRCP SHA Monitoring (June 2017)
2. Continue Ongoing MDP Restoration Project (June 2017)
3. Continue Ongoing PCRCP Weed Treatments (June 2017)
4. Continue PCRCP Grassland Plan Monitoring (June 2017)
5. Continue Long-Term Repair and Replacement of PCRCP Fencing (June 2017)
6. Complete Smith's Blue Butterfly Assessment at GRRP (June 2017)
7. Obtain PCRCP General Development Plan and County Permit (June 2017)
8. Obtain \$1.5M Prop. 117 Grant for Aguajito Property Debt Payment (December 2016)
9. Administer PCRCP Grazing Lease (June 2017)
10. Complete GRRP Mesa Pond Endangered Species Restoration (November 2016)
11. Complete PCRCP SHA Pond Enhancement Project (November 2016)
12. Complete Corona Cabin Rehabilitation (December 2016)
13. Obtain Contract for Cooper Barn Restoration (June 2017)
14. Complete PCRCP Flint Cabin Demolition (June 2017)

**PLANNING & CONSERVATION
FY2013-14 thru FY2016-17
EXPENDITURES**

	ACCT CODE	2013-14 ACTUAL	2014-15 ACTUAL	2015-16 BUDGET	2015-16 ESTIMATE	2016-17 PROPOSED
PERSONNEL:						
Salaries - Full-time	6502	169,710	176,919	182,700	182,700	189,300
Seasonal/Contract Services	6504	11,770	6,029	35,000	35,000	35,000
Job Training & Education	6506	250	1,272	2,000	2,000	2,000
Employee Benefits	6507	76,529	74,678	71,700	66,900	75,600
TOTAL PERSONNEL		258,259	258,898	291,400	286,600	301,900
SERVICES & SUPPLIES:						
Supplies	6514	859	650	1,500	1,500	2,000
Conference & Travel	6530	381	78	1,000	1,000	0
Computer Maint./Supplies	6534	1,506	1,654	2,000	2,400	1,500
Equipment Rental/Lease	6537	471	0	0	0	0
Vehicle Maintenance/fuel	6538	2,585	3,798	3,000	3,000	3,800
Utilities	6542	564	690	1,000	3,500	3,750
Resource Management - PCRCP	6545.1	126,960	0	125,000	125,000	80,000
Resource Mgmt. - Marina Dunes	6545.4	19,788	48,719	180,000	80,000	22,500
Resource Mgmt. - Frog Pond	6545.5	0	0	5,000	0	0
Resource Mgmt.-GRRP	6545.6	4,254	0	35,000	35,000	45,000
Professional Services	6549	74,579	23,216	150,000	50,000	65,000
TOTAL SERVICE/SUPPLY		231,947	78,805	503,500	301,400	223,550
CAPITAL OUTLAY:						
Land Acquisition	6550	160	2,012,545	1,500,000	1,500,000	1,500,000
Depreciation Expense	6561	0	4,700	4,669	4,669	4,700
TOTAL CAPITAL OUTLAY		160	2,017,245	1,504,669	1,504,669	1,504,700
PROGRAM TOTAL		490,366	2,354,948	2,299,569	2,092,669	2,030,150

PLANNING & CONSERVATION MANAGEMENT				
FY2016-17				
LINE ITEM DETAIL				

ACCT. #	DESCRIPTION	APPLICATION	BASIS	PROPOSED
6502	Salaries	General Manager (25%) Planning and Conservation Manager	A A	\$189,300
6504	Seasonal/Contract Staff	ACE: MDP Dune Restoration GCC: PCRPs fuels/demolition/brush redux Univ. Interns: PCRPs SHA Monitoring	B B B	\$35,000
6506	Job Training & Education	UC Davis Extension Land Use & Env. QAL License Herbicide Application Elkhorn Slough Coastal Training Prog	B B B	\$2,000
6507	Employee Benefits	Retirement, Health, Disability, Vision, Dental, Medicare Retiree Medical	A A A	\$75,600
6514	Supplies	Personal Protective Gear, Project Power & Hand Tools, Monitoring Equipment	B B	\$2,000
6534	Computer Maint./Supplies	IT Services, Ink, Paper, Repairs, Software	B	\$1,500
6538	Vehicle Maintenance/Fuel	Maintenance/Serviceing Fuel , Repairs, Cleaning/Washing	B B	\$3,800
6542	Utilities	Cell Phone, Shaw & Corona Rd. Assoc. Fees PCRPs River Field Well PGE	A A	\$3,750
6541.1	Res. Mgmt. - PCRPs	Grassland Plan Implementation Safe Harbor Agreement Implementation Weed Management Plan Implementation	B B B	\$80,000
6545.4	Res. Mgmt. - Marina Dunes	Habitat Restoration & Weed Trmt. (Grant funded) Fencing and Signage Maintenance	C C	\$22,500
6545.6	Res. Mgmt. - GRRP	Smith's Blue Butterfly and SHA Baseline Surveys assessments Mesa Pond Restoration	B B B	\$45,000
6549	Professional Services	GIS Services, Surveying, Appraisals	C, B	\$65,000
6550	Land Acquisition	JSMPFP Property Debt Pymt (Prop 117)	C	\$1,500,000
6561	Depreciation Expense	Annual Replacement Fund	C	\$4,700
TOTAL				\$2,030,150

BASIS FOR ESTIMATES

A - Based on known & estimated costs
 B - Based on prior experience
 C - Based on formula, schedule, or agreement

CAPITAL PROJECTS
FY2013-14 thru FY2016-17
EXPENDITURES

	ACCT CODE	2013-14 ACTUAL	2014-15 ACTUAL	2015-16 BUDGET	2015-6 ESTIMATE	2016-17 PROPOSED
PROJECT						
Kahn Ranch	475	0	0	0	0	0
Depreciation Expense	999	91,000	0	0	0	0
PROGRAM TOTAL		91,000	0	0	0	0

CAPITAL PROJECTS FY2016-17 LINE ITEM DETAIL
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ACCT. #	ACCOUNT	APPLICATION	BASIS	PROPOSED
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	TOTAL			\$0
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BASIS FOR ESTIMATES:

- A - Based on known & estimated costs
- B - Based on prior experience
- C - Based on formula, schedule, or agreement

PARKS, OPEN SPACE AND COASTAL PRESERVATION ASSESSMENT DISTRICT

PROGRAM DESCRIPTION

The Parks, Open Space and Coastal Preservation Assessment District was approved by property owners in August 2004. It is funded by an annual property tax assessment of approximately \$25 per single family equivalent residential unit. The mission of the Assessment District is to provide funding for the maintenance and acquisition of parks, open space and coastal preservation within the Monterey Peninsula Regional Park District area.

FY 2015-16 ACCOMPLISHMENTS

1. Purchased materials to reconstruct trail features and make repairs to damaged areas (January 2016)
2. Utilized seasonal maintenance staff and volunteers to assist with operation and maintenance of all parks (August 2015)
3. Purchased new RTV and Dump Trailer for Operations & Maintenance (April 2016)
4. Completed Annual Weed Management and Control Treatments at Palo Corona Regional Park (June 2016)
5. Completed Construction of parking area at Palo Corona Regional Park (April 2016)
6. Began General Development Plan Process for Palo Corona Regional Park (December 2015)

FY 2016-17 GOALS

1. Construct ATV storage shed at Kahn Ranch (June 2017)
2. Purchase new ATV for Operations & Maintenance (July 2016)
3. Continue utilizing seasonal maintenance staff and volunteers to assist with operation and maintenance of all parks (January 2017)
4. Expand and surface Ranger Station parking lot (June 2017)
5. Complete Cooper Barn Re-Purposing Design Plans and Specifications (July 2017)
6. Complete Cachagua CP Water System Improvements and County Permit (July 2017)
7. Complete PCRCP Resource Protective Fencing Projects (July 2017)
8. Complete General Development Plan for Palo Corona Regional Park (June 2017)

**PARKS, OPEN SPACE & COASTAL PRESERVATION
ASSESSMENT DISTRICT
FY2013-14 thru FY2016-17
EXPENDITURES**

	ACCT CODE	2013-14 ACTUAL	2014-15 ACTUAL	2015-16 BUDGET	2015-16 ESTIMATE	2016-17 PROPOSED
PROJECT						
Seasonal/Contract Services	6904	27,714	10,216	30,000	30,000	30,000
Professional Services	6949	20,902	22,487	300,000	200,000	25,000
Garland Park Improvements	6950	9,220	11,725	150,000	100,000	75,000
Mill Creek Improvements	6951	0	0	0	0	65,000
Joyce Stevens Improvements	6952	0	0	35,000	0	35,000
Equipment/Capital Outlay	6960	11,345	40,588	45,000	45,000	15,000
Vehicle Acquisition	6961	31,879	209,932	0	175,000	135,000
Palo Corona Improvements	6966	65,871	39,858	385,000	385,000	120,000
Locke-Paddon Improvements	6972	0	0	35,000	0	0
Community/Neighborhood Parks	6974	161,543	109,491	150,000	150,000	155,000
Cachagua Community Center	6975	0	0	5,000	5,000	13,000
Trail Construction/Rehabilitation	6976	2,020	3,619	20,000	20,000	20,000
GRRP Visitor Center Plan/Design	6978	559,815	0	0	0	0
Land Acquisition	6980	0	0	300,000	60,000	700,000
Isakson Property Acquisition	6985	70,872	0	0	0	0
Sherar Property Lease/Option Pmt.	6987	60,000	60,000	60,000	60,000	60,000
Invasive Weed Management	6990	33,946	0	35,000	35,000	0
Parks Security Systems	6991	427	9,205	5,000	5,000	5,000
PROGRAM TOTAL		1,055,553	517,120	1,555,000	1,270,000	1,453,000

PARKS, OPEN SPACE & COASTAL PRESERVATION ASSESSMENT DISTRICT
FY2016-17
LINE ITEM DETAIL

ACCT. #	ACCOUNT	APPLICATION	BASIS	PROPOSED
6904	Seasonal/Contract Services	Gabilan/Labor Ready/ACE	A	\$30,000
6949	Professional/Special Services	Engineer's Report/Services	A	\$25,000
6950	Garland Park Improvements	Ranger Station/Meeting Room Parking Kahn Ranch Storage Shed	A	\$25,000
6951	Mill Creek Improvements	Structural & Water Improvements	A	\$65,000
6960	Equipment/Capital Outlay	ATV, Fork attachment for CAT	A	\$15,000
6961	Vehicle Acquisition	Pickup Trucks (4)	A	\$135,000
6966	Palo Corona Improvements	Hay Barn, Corona Cabin Rebuild Ponds, SBB Study Plots, San Jose Mgt Unit Replacement	B B	\$120,000
6974	Community/Neighborhood Parks	MPRPD Community Grant program Transportation Grants	A	\$155,000
6975	Cachagua Community Center	Playground Inspection Water System	A B	\$13,000
6976	Trail Construction/Rehabilitation	Trail construction & Repairs	A	\$20,000
6980	Land Acquisitions/Improvements	Land Acquisitions/Improvements	A	\$460,000
6987	Sherar Land Lease	Annual Lease-Option	C	\$60,000
6991	Parks Security System	Security Enhancements	A	\$5,000
TOTAL				\$1,128,000
Re-budget items (Funds remaining from FY2015-16):				
6950	Garland Park Improvements	Visitor Center Interpretive Panels	C	\$50,000
6952	Joyce Stevens Improvements	Infrastructure Improvements	C	\$35,000
6980	Land Acquisitions/Improvements	Land Acquisition/Improvements	C	\$240,000
TOTAL WITH RE-BUDGET				\$1,453,000

BASIS FOR ESTIMATES:

- A - Based on known & estimated costs
- B - Based on prior experience
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