

MONTEREY PENINSULA REGIONAL PARK DISTRICT



ADOPTED BUDGET FISCAL YEAR 2021-22



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PROPOSED BUDGET FISCAL YEAR 2021-22

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**Board of Directors and Staff
As of July 1, 2021**

Board of Directors

Kelly Sorenson – Director	Ward 1: Marina, northern Ft. Ord
Shane Anderson – Director	Ward 2: Seaside, northern Sand City, southern Ft. Ord
Kevin Raskoff – Secretary/Treasurer	Ward 3: Monterey, Del Rey Oaks, southwest Seaside, southern Sand City
Kathleen Lee – Vice President	Ward 4: Pacific Grove, New Monterey, northern Pebble Beach
Monta Potter – President	Ward 5: Carmel, Carmel Valley, Big Sur, southern Pebble Beach

Management Team

Rafael Payan, PhD – General Manager
Kelly McCullough – Finance Manager
Shuran Parker – Administrative Services Manager

Regular Staff

Caine Camarillo – Supervising Ranger
Nicholas de Paolo – Ranger
Joseph Narvaez – Ranger
Jacqueline Nelson – Environmental Education Supervisor
Jeffrey Niewenhuis – Ranger
John Palaniuk – Ranger
Jacob Sanderson – Ranger
Deborah Wyatt – Environmental Education Coordinator – Volunteers

Contract Staff

Savannah Peña – Environmental Education Coordinator – Programs
Hatton Vandervort Vega – Ranger
Deborah Warcken – Administrative Assistant

Goals for Years 2021 – 2025

- 1. *Adapting to a Changing World***
- 2. *Stewarding through Land Use and Conservation Planning***
- 3. *Increasing Social Equity and Engaging People with Nature and History***
- 4. *Enhancing MPRPD's Relevance to our Community District-wide***
- 5. *Building Coalitions***
- 6. *Investing in Human Capital***
- 7. *Maintaining Financial Stability***
- 8. *Revisiting Other Items as Conditions Change***

Mission Statement:

The mission of Monterey Peninsula Regional Park District is to acquire and maintain open space in the District for preservation and use, working with partners and the community, for public benefit and enjoyment, and environmental protection.

**To: Honorable President and Members of the Board of Directors
Monterey Peninsula Regional Park District**

From: Rafael Payan, PhD - General Manager

Date: June 02, 2021

Subject: Proposed Budget for FY2021-22

BUDGET OVERVIEW

INTRODUCTION

The last eighteen months have established a global contact zone, in geological terms, marking where the world's societies abruptly changed their daily rituals, replaced by a new reality. Whether this reality is permanent or temporal, and to what degree, time will tell. The root cause – SARS-CoV-2, more commonly known as COVID-19.

To date, this virus has infected an estimated 162,000,000 people globally, resulting in 3,360,000 deaths, and still climbing. Of these, an estimated 33 million infections and 585,000 deaths have occurred in the United States.

This 18-month time-period has presented significant challenges to this nation's parks, recreation, and resource conservation industries. California's Central Coast was not spared these challenges, and, in fact, tough times were made tougher as the continued drought exacerbated the wildfire season. Thousands of acres of California's open spaces went up in flames.

In response to the pandemic, many local, regional, state, and federal park agencies across the United States hurriedly shuttered their properties and facilities. Even so, much of MPRPD's parks and open space remained open. The District's decision to remain open, where safe and possible, was based on medical science. At the inception of the pandemic's spread in the United States, MPRPD closely, carefully, and critically followed scientific/medical research, findings, and trends. Early research indicated that the virus was most likely transmitted person to person as an airborne pathogen thus, our discovery and visitor centers were closed. Staff, including our highly valued volunteers, promptly took measures to minimize their potential exposure to the airborne transmission. Our aim was to protect the public, Board members, consultants and contractors, vendors, volunteers, and staff. A critical factor in implementing MPRPD's response was that researchers were also indicating that, as a means of enhancing physical, mental, and emotional health, people should consider going outdoors.

The District received overwhelming public praise for keeping MPRPD's trails and open spaces open, giving the public a safe place to recreate, exercise, and be in nature. Visitation at MPRPD parks swelled. This increased visitation, while appreciated by many

users, was not welcomed by all. Some patrons and residents living close to MPRPD's parks shared their concerns and even anger that their bucolic parks were now overrun by swarms of people. Some locals voiced concerns that included an adverse change or even a diminished quality of outdoor experience. A few adjacent property owners and long-time park users went so far as to articulate their fear and frustration by stating that "some visitors [were] coming from 'other communities' -- possibly endangering the health of local residents." A few other MPRPD patrons stated that the new visitors plainly did not align with a given park's traditional users and use, adding, "those outsiders should recreate near their own parks." This was not always possible because many outlying communities and land management jurisdictions had closed their parks and open spaces.

This presented an opportunity to educate our valued patrons – all of them – that PUBLIC PARKS ARE FOR EVERYONE! In alignment with MPRPD's 2021-25 Strategic Plan (Strategic Plan), this presented an opportunity to enhance MPRPD's ability to reach more visitors, attempting to create a more environmentally literate, socially inclusive society.

Because of MPRPD early stance, the District was quickly favorably recognized in the parks, recreation, and resource conservation industries. MPRPD advised several agencies on measure that would enhance public safety yet keep properties open. Several organizations soon followed MPRPD's processes, allowing those organizations to re-open many of their open spaces and trails. To a degree, this helped reduce the public's overwhelming use of MPRPD's properties. That said, while the number of visitors has dropped since other jurisdictions re-opened their sites, it appears MPRPD has a new following of folks who discovered the District during the pandemic. This greatly enhances MPRPD's relevance within the region.

MPRPD continues to be a recognized innovative leader in our industry, nationally. MPRPD has been invited to present its Strategic Plan to various local groups, co-authored articles in NRPA Magazine, and is an active participant in wildfire management (proposed regional incident command center), scientific research (phenological, invasive species, grazing management, and cultural restoration), and several important partnerships (communities, cities, Indigenous Tribes, institutes of higher learning, NGOs, and other jurisdictions).

Additionally, MPRPD's nascent capital improvement program will soon provide much needed facilities including alternatives that may help greatly reduce traffic congestion on State Route 1. Further, in MPRPD's pursuit to create the "5-Garlands" to provide meaningful sites and experiences within the District, Frog Pond Wetland Preserve has recently been expanded and will soon include an important segment of the regional FORTAG multi-modal trail system. Other candidate projects are also being explored.

MPRPD must continue to be strategic in its fiscal planning, carefully watching for a potential downturn in property taxes due to COVID-19, though this does not yet appear to be the case. We must protect our hard-earned funds that were made possible through the public's strong support and passage of Measure E in 2016. These funds replace those funds that were lost due to the Assessment District's sunseting and are vital to MPRPD

continuing its existing service level and even expanding it in the northern and central parts of the District.

MPRPD must continue be forward thinking, positioning the District in a manner that continues to build on the Board's momentum and previously approved initiatives, such as the ambitious capital improvement projects at Palo Corona Regional Park's Rancho Canada Unit. The District must be ready to take advantage of stimulus and grant funds if and as they become available. And we must also continue to be an advocate and lead supporter of the *ParkIT!* initiative to reduce vehicular traffic congestion on Highway 1 while also creating opportunities that enhance access to the peninsula's magnificent open spaces. The Rancho Canada Unit's Projects A and B are critical to the *ParkIT!* initiative's success.

Strategic fiscal measures recommended for Fiscal Year 2021-22 include the following:

- **To provide MPRPD greater flexibility in how it readies itself for its rebound from COVID-19's impacts. MPRPD must continue to carefully monitor the pandemic to determine:**
 - Impacts and trends on federal, state, and local sales tax revenues. Although MPRPD does not rely on sales taxes as a direct means of revenue generation, these could impact MPRPD. A reduction in sales tax-generated receipts could result in MPRPD again seeing a great increase in visitors at our District parks and open spaces as other parks departments reduce services in response to reduced sales tax revenues;
 - Impacts and trends on property taxes;
 - Federal stimulus fund availability for capital improvement projects;
 - Best management practices as they pertain to MPRPD:
 - Developing and implementing Return-to-Work policies and procedures for District staff and volunteers;
 - Protocols for hosting or participating in public gatherings;
 - Re-opening discovery and visitor centers, and other facilities;
 - Reinstating face-to-face educational and interpretive programs;
 - Opening new properties – especially those that require coordination with adjacent jurisdictions;
 - MPRPD coordinating award of transportation grants to schools and NGOs;
 - Coordination of research projects with colleges and universities; and,
 - Other factors.
- **Protect MPRPD's funds, including reserve funds:** In alignment with the 2021-25 Strategic Plan, MPRPD will continue to improve its relevance, social equity, coalition-building, and fiscal responsibility. Provision of necessary fiscal resources and nimbleness in how unanticipated emergencies, capital improvement projects, real property acquisitions (including creation of "the Five Garlands") must continue. Funds will continue to be necessary for scientific research and contributing to our

partners' multi-jurisdictional projects. Service delivery expansion by way of enhanced educational programming and exhibits, and the purchase of equipment and supplies is vital. The design and construction of much-needed facilities that enhance visitors' experiences, community safety, ensure OSHA compliance for our staff – especially our Rangers, while also increasing protection of our region's natural and cultural resources' is critical.

It is noteworthy to mention that although MPRPD received some residual funding in FY2019-20 from the Parks, Open Space and Coastal Preservation Assessment District (AD) which "sunsetted" in June 2019, MPRPD has not received any additional funding from that source. The then-impending loss of the AD would pose a substantial financial strain on MPRPD thus, it was determined that a funding measure would be placed on the ballot in 2016. By going out early, if Measure E failed to pass, MPRPD would still have time to pursue yet another ballot measure.

The consulting firm of TBWB was hired to assist the District with the ballot initiative which soon became known as "Measure E." During the summer and fall of 2016, staff held numerous public meetings at various venues throughout the District's boundaries to provide information regarding this initiative. Measure E proved to be a very popular ballot measure. In November 2016, more than 71% of voters soundly approved Measure E, thereby establishing the District's Parks, Open Space and Coastal Preservation Community Facilities District (CFD). These hard-earned CFD funds would offset the sunseting AD. These funds are a vital funding source, especially as MPRPD pursues creation of "the Five Garlands."

In summary: Voters first approved a Benefit Assessment District in 2004 to provide funding for maintaining, improving, and protecting parks, trails, and open spaces areas within the District. The 2004 assessment had a 15-year term and expired June 30, 2019. MPRPD has been expending the remaining AD funds on qualifying projects. Creation of the CFD authorized the new Special Tax to continue to provide funding for these essential services. Unlike the AD, the CFD does not have a sunset provision. In its last year, the expired AD was \$26.80 per year for a single-family property. Starting in July 2019, the Special Tax would be \$25.26 per year for a single-family property, with an annual adjustment of no more than 3%.

- **Positioning MPRPD to take advantage of funding opportunities:** MPRPD shall seek grant opportunities and position itself for potential stimulus funds that may become available.

MPRPDs Board and staff have wisely advanced the design of several important capital improvement projects. During the last major economic downturn, stimulus funds were available, but many organizations were not ready to take advantage of those moneys. Having plans and specifications ready for bid makes our projects "shovel-ready." Of course, plans and specifications can reasonably await funding and can easily be updated as codes change, if need be.

Along with several grants, MPRPD is presently exploring the potential of securing low-interest loans offered to governmental agencies, for the District's capital improvement projects. In the event grants are not awarded to MPRPD, or grant awards are insufficient to underwrite construction costs, low interest loans may allow MPRPD to complete several large, costly capital improvement projects that were previously authorized by the Board.

The benefit to advancing and completing projects through either grants or low-interest loans, and possibly including some internal funds, or some combination thereof, is that the previously authorized capital improvement projects will enhance public experiences, improve MPRPD's efficient and effective operational functions, help advance the *ParkIT!* initiative, protect the region in the event of natural or human-caused disasters, and better protect, conserve, preserve and restore or region's natural and cultural treasures.

Please Note: Construction costs have recently increased rather substantially. Overall, this is not an anomaly because construction costs tend to increase annually. Thus, the longer a project's construction is deferred, typically the more costly its construction. Increased construction costs often far exceed the cost of a low-interest loan that allows a project to be completed and be useable by the public sooner rather than later.

- **Meeting increased visitation needs and resource protection:** The 2021-25 Strategic Plan includes investing in human capital. As previously noted, visitation to the District's parks and open spaces greatly increased in the last 18-months as folks sought various means to participate in healthy outdoor activities. This resulted in many of the region's residents and visitors discovering MPRPD's properties. Usership has greatly increased. Rangers report that weekday activity sometimes mirrors that of prior years' weekend use, and weekend use often reflects prior years' holiday season visitation. Thus, measures to increase "boots on the ground" and to better monitor our properties are being pursued.

Accordingly, MPRPD is methodically undertaking a wage/benefits/organizational structure analysis to determine if the District is aligned with other similar parks, recreation, resource conservation, and service delivery organizations in California. Existing positions will be evaluated to determine if they are appropriately classified with respect to the tasks being undertaken. In response to demands that will be placed on MPRPD as we begin the habitat restoration plans and efforts at Palo Corona Regional Park's Rancho Canada Unit, Frog Pond Wetland Preserve, Marina Dunes Preserve, and at other properties presently owned by MPRPD but operated by other jurisdictions, the hire of a qualified environmental expert is required. Administrative tasks also continue to increase. To ensure we have staff thoroughly versed in the complex array of MPRPD's budget and finance offices, and as a matter of succession planning, an account tech or similar position is also needed.

Within the next few months, findings and recommendations will be presented to the Board for review, discussion, recommendation, and action. This will help us refine our understanding of the organization's needs as we subsequently plan the succeeding Fiscal Year 2022-23 Budget. Once accepted by the Board, the report may help MPRPD to continue attracting and retaining high-quality candidates and personnel; align the District with wage and benefit structures offered by similar organization; and identify and provide recommendations in MPRPD's current staffing model and forecast the District's potential needs in the event additional significant parks and open spaces are added. These forecasts will enable MPRPD to also plan for equipment, supply, utility, and other related costs.

REPORT

The proposed budget for FY2021-22 is based on projected revenue estimated at \$7,143,200. This represents a decrease in revenue of \$170,900 when compared to the FY2020-21 year-end revenue estimate of \$7,314,100. Expenditures for FY 2021-22 are projected at \$9,729,259. In response to the uncertainty COVID-19 presented, staff was not awarded a cost-of-living adjustment (COLA) in Fiscal Year 2020-21 year. A COLA is included in the Fiscal Year 2021-22 budget request. Please see the following report and ATTACHMENTS for details.

Attached for your review is MPRPD's proposed budget for FY2021-22. As in prior fiscal years, Staff's primary goal in the development of this proposed budget is to fulfill the key services delivered by MPRPD. Vital responsibilities include the preservation, conservation, and restoration of MPRPD's natural and cultural resources, while providing for the public's enjoyment of parks and open space through passive recreation and multi-generational environmental education opportunities.

**MONTEREY PENINSULA REGIONAL PARK
DISTRICT RESOLUTION #2021-08
June 2, 2021**

**A RESOLUTION ADOPTING THE BUDGET OF THE MONTEREY PENINSULA
REGIONAL PARK DISTRICT FOR FY2021-22**

WHEREAS, the proposed budget of the MONTEREY PENINSULA REGIONAL PARK DISTRICT for the FY2021-22 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 June 2, 2021; 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 FY2021-22 is hereby approved as the adopted budget of the MONTEREY PENINSULA REGIONAL PARK DISTRICT in the amount of \$7,143,200 for revenues and \$9,979,259 for expenditures (or as amended by the Board). A copy of said budget is on file at the District's Administrative Offices at 4860 Carmel Valley Road, Carmel, California, 93923 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, this 2nd day of June 2021, by the following vote:

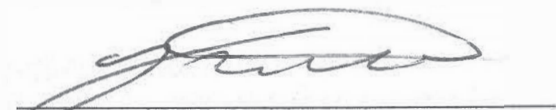
AYES: Directors Anderson, Lee, Potter, Raskoff, and Sorenson

NOES: Directors none

ATTEST:



Monta Potter, President



Kevin Raskoff, Secretary/Treasurer

Revenues, Expenditures and Fund Balance

Fund Balance 6/30/20	\$19,986,224
<u>FY2020-21</u>¹	
Estimated Revenues	\$7,314,100
Estimated Expenditures	<u>\$7,941,021</u>
Estimated Fund Balance 6/30/21 ^{2,3}	<u>\$19,359,303</u>
<u>FY2021-22</u>	
Projected Revenues	\$7,143,200
Projected Expenditures	\$9,979,259
Projected Fund Balance 6/30/22	<u>\$16,523,244</u>

¹ Based on March 2021 Budget Review estimates

² Approximately \$2,518,200 of this estimated balance is Restricted for the purchase of beachfront/dune property.

³ In addition to the Restricted amount, per the General Fund Reserve Fund Balance Policy, \$12,680,309 shall be Unassigned for: 100% of annual operating budget (\$9,979,259 for FY2021-22); 100% of accumulated depreciation (\$1,701,050 as of 6/30/20); and unanticipated expenditure requirements (\$1,000,000).

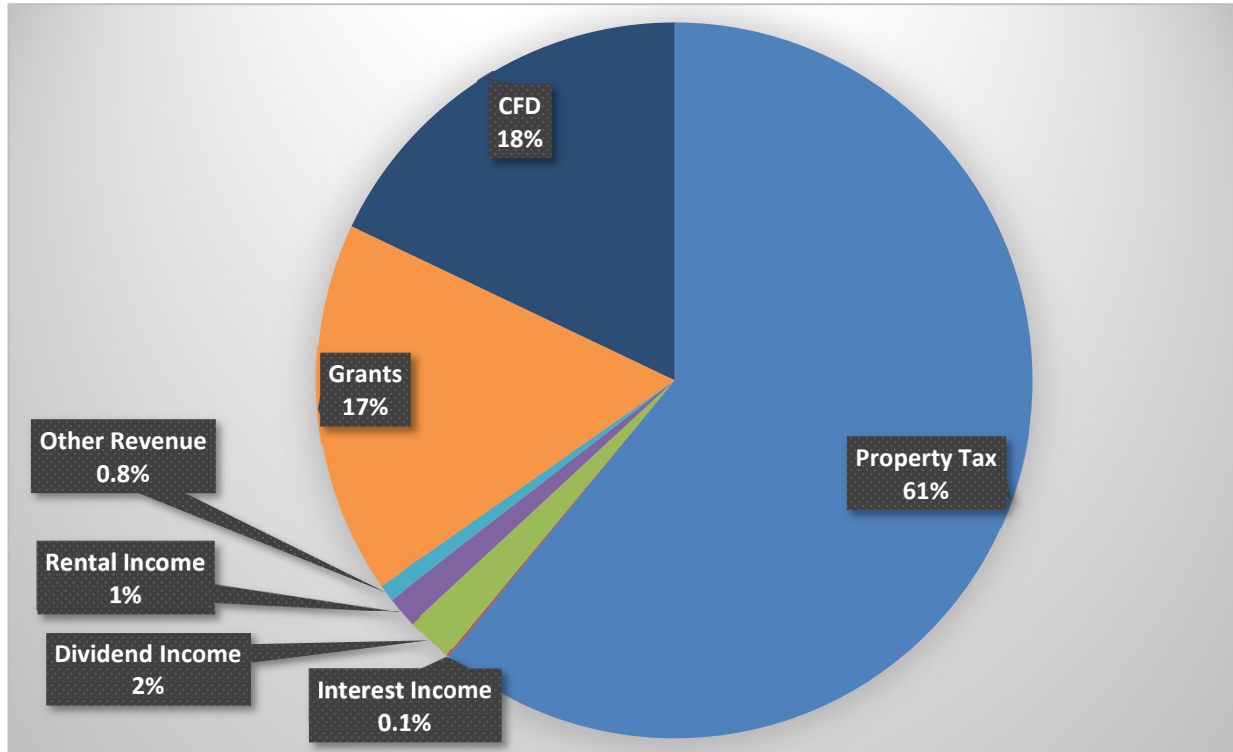
Summary of Revenues
FY2018-19 thru FY2021-22

	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Estimate	2021-22 Adopted
GENERAL FUND:					
Property Tax	4,165,633	4,476,657	4,061,700	4,264,800	4,350,100
Interest Income	13,542	16,288	7,500	7,500	7,500
Dividend Income	350,298	284,786	200,000	150,000	150,000
Rental Income	109,145	133,998	100,000	95,000	100,000
Environ. Ed. Program Fees	0	615	0	0	0
Other Revenue	1,420,081	97,761	35,000	47,000	55,000
TOTAL GENERAL FUND	6,058,700	5,010,105	4,404,200	4,564,300	4,662,600
GRANTS:					
Habitat Conservation (Prop 117)	1,500,000	950,000	1,500,000	1,500,000	549,800
Per Capita	0	0	0	0	400,000
Recreational Infrastructure (Prop 68)	0	0	0	0	250,000
Other Grants	616,856	0	0	0	0
TOTAL GRANTS	2,116,856	950,000	1,500,000	1,500,000	1,199,800
TOTAL GENERAL FUND/GRANTS	8,175,556	5,960,105	5,904,200	6,064,300	5,862,400
ASSESSMENT DISTRICT:					
Assessment District Fund	1,304,840	20,820	0	3,000	0
TOTAL ASSESSMENT DISTRICT	1,304,840	20,820	0	3,000	0
COMMUNITY FACILITIES DISTRICT:					
CFD - Services (70%)	0	832,005	872,760	872,760	896,600
CFD - Facilities (30%)	0	356,574	374,040	374,040	384,200
TOTAL CFD	0	1,188,579	1,246,800	1,246,800	1,280,800
REVENUE TOTAL	9,480,396	7,169,503	7,151,000	7,314,100	7,143,200

Despite uncertainties caused by the COVID-19 pandemic, the proposed budget includes a 2% increase in Property Tax revenue above the prior year estimate, which was 5% more than the approved budget. Other General Fund revenue is estimated to be mostly flat compared to FY2020-21.

While we received some residual funding in FY2020-21 from the Parks, Open Space and Coastal Preservation Assessment District (AD) which "sunsetted" in June 2019, we do not anticipate receiving any additional funding. The Board-approved revenue anticipated from the Community Facilities District (CFD) has been included in this year's proposed plan.

**Summary of Revenues by Type
FY2021-22**



Total FY2021-22 Revenues: \$7,143,200

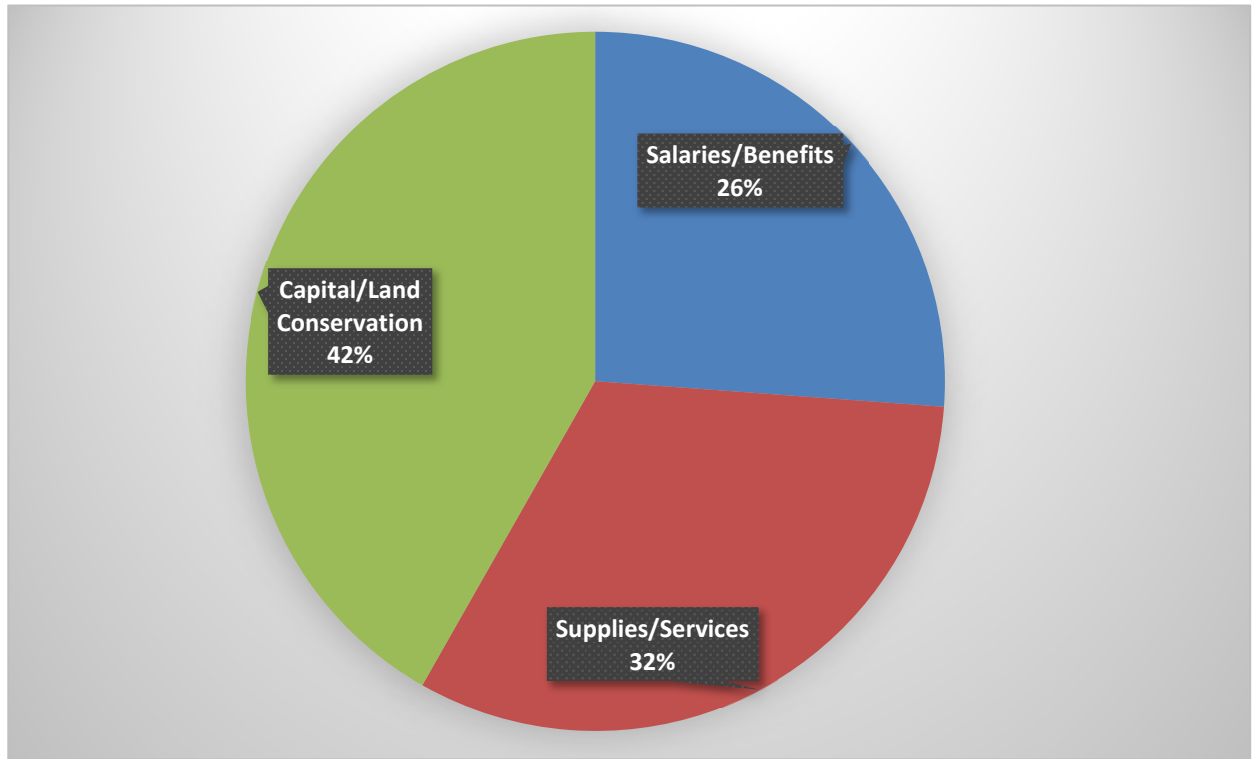
Property Tax	4,350,100
Interest Income	7,500
Dividend Income	150,000
Rental Income	100,000
Other Revenue	55,000
Grants	1,199,800
CFD	1,280,800
TOTAL	7,143,200

Summary of Expenditures by Type

FY2021-22

	Personnel	Services/ Supplies	Capital	TOTAL
GENERAL FUND:				
Administration	740,200	611,700	85,100	1,437,000
Operation & Maintenance	1,154,900	184,800	296,500	1,636,200
Environmental Ed./Comm. Outreach	492,400	179,200	6,200	677,800
Planning & Conservation	223,500	1,244,500	550,000	2,018,000
Capital Projects	0	0	0	0
TOTAL GENERAL FUND	2,611,000	2,220,200	937,800	5,769,000
ASSESSMENT DISTRICT:				
Assessment District	0	200,000	2,390,259	2,590,259
TOTAL ASSESSMENT DISTRICT	0	200,000	2,390,259	2,590,259
COMMUNITY FACILITIES DISTRICT:				
CFD - Services (70%)	0	780,000	180,000	960,000
CFD - Facilities (30%)	0	0	660,000	660,000
TOTAL CFD	0	780,000	840,000	1,620,000
EXPENDITURES TOTAL	2,611,000	3,200,200	4,168,059	9,979,259

Summary of Expenditures by Type
FY2021-22

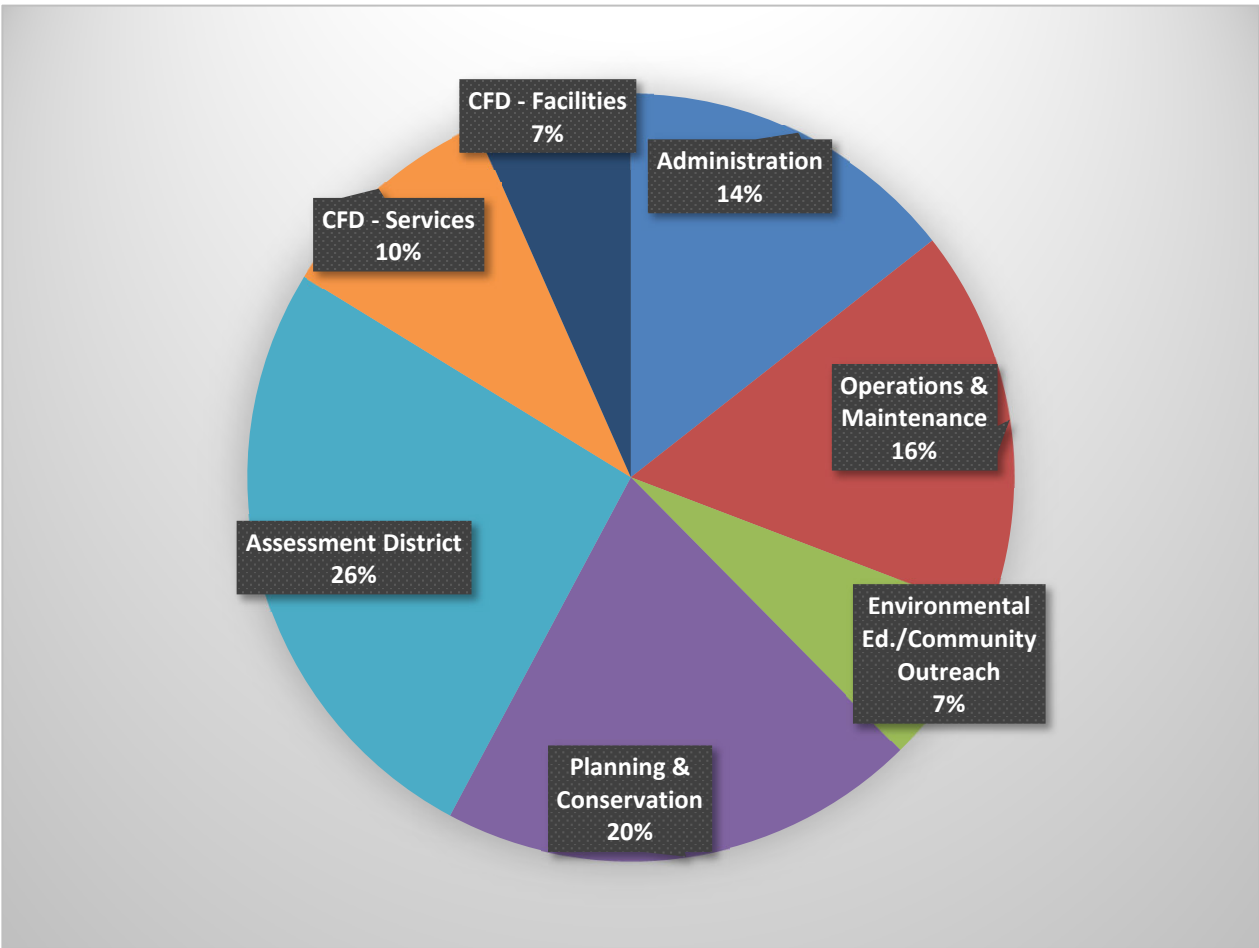


Total FY2021-22 Expenditures: \$9,979,259

Salaries/Benefits	2,611,000
Supplies/Services	3,200,200
Capital/Land Conservation	4,168,059
TOTAL	9,979,259

Summary of Expenditures by Program

FY2021-22



Total FY2021-2 Expenditures: \$9,979,259

Administration	1,437,000
Operations & Maintenance	1,636,200
Environmental Ed./Community Outreach	677,800
Planning & Conservation	2,018,000
Assessment District	2,590,259
CFD - Services	960,000
CFD - Facilities	660,000
TOTAL	9,979,259

Summary of Expenditures

FY2018-19 thru FY2021-22

	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Estimate	2021-22 Adopted
GENERAL FUND:					
Administration	1,601,315	1,740,286	2,150,805	1,779,305	1,437,000
Operations & Maintenance	1,633,392	1,386,380	1,402,550	1,620,450	1,636,200
Environmental Ed./ Comm. Outreach	493,625	495,475	779,500	643,800	677,800
Planning & Conservation	1,683,194	1,246,082	1,460,900	1,554,466	2,018,000
Capital Projects	18,995	47,135	0	0	0
TOTAL GENERAL FUND	5,430,521	4,915,358	5,793,755	5,598,021	5,769,000
ASSESSMENT DISTRICT:					
Assessment District	910,828	828,638	1,667,100	1,667,100	2,590,259
TOTAL ASSESSMENT DISTRICT	910,828	828,638	1,667,100	1,667,100	2,590,259
COMMUNITY FACILITIES DISTRICT:					
CFD - Services (70%)	0	191,231	970,800	458,900	960,000
CFD - Facilities (30%)	0	235,096	367,000	217,000	660,000
TOTAL CFD	0	426,326	1,337,800	675,900	1,620,000
EXPENDITURES TOTAL	6,341,068	6,170,323	8,798,655	7,941,021	9,979,259

Proposed General Fund expenditures for FY2021-22 are roughly \$171,000 more than the FY2021-22 year-end estimate, largely because of additional or elevated staffing levels needed for recent acquisition and project demands. While a Cost of Living Adjustment (COLA) was not included last year due to the unknown impacts of COVID-19, with anticipated increased revenue, a 2% COLA for staff has been included in this year's plan.

In line with recent changes, we have allocated capital items to the divisions and Community Facilities District (CFD) Facilities accounts instead of Capital Projects line items.

This FY, the District expects to expend all remaining Assessment District funds on Palo Corona improvement projects and finally close out this funding source.

In FY2021-22 we will use some carryover funding from the CFD Facilities account for new and continued projects.

Staffing Summary, Full-time Equivalents

FY2018-19 thru FY2021-22

	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Adopted
Administration:				
General Manager	0.25	0.25	0.25	0.25
Finance Manager	1.00	1.00	1.00	1.00
Administrative Services Manager	1.00	1.00	1.00	1.00
Accounting Coordinator*	0.00	0.00	0.00	1.00
Administrative Assistant	1.00	1.50	1.50	1.00
DIVISION TOTAL	3.25	3.75	3.75	4.25
Operation & Maintenance:				
General Manager	0.25	0.25	0.25	0.25
Supervising Ranger	1.00	1.00	1.00	1.00
Ranger	6.00	6.00	6.00	8.00
DIVISION TOTAL	7.25	7.25	7.25	9.25
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 Coord. - Programs	0.00	0.50	0.25	1.00
Env. Education Coord. - Volunteers	1.00	1.00	1.00	1.00
Env. Education Specialist	0.00	1.00	0.75	1.00
DIVISION TOTAL	2.25	3.75	3.25	4.25
Planning & Conservation:				
General Manager	0.25	0.25	0.25	0.25
Planning & Conservation Supervisor*	0.00	0.00	0.00	1.00
DIVISION TOTAL	0.25	0.25	0.25	1.25
STAFFING TOTAL	13.00	15.00	14.50	19.00

* Denotes new proposed staffing positions

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, review and processing of documents, correspondence, and reports.

FISCAL YEAR 2020-21 ACCOMPLISHMENTS

1. Maintained meaningful partnerships and collaborations on programs of mutual interest and public benefit with key partners including, but not limited to: Lobos-Corona Parklands Project coalition consisting of Big Sur Land Trust, California State Parks, Point Lobos Foundation, and MPRPD; not-for-profit organizations including: Ventana Wildlife Society, Santa Lucia Conservancy, Trout Unlimited, Carmel River Watershed Conservancy, The Trust for Public Land, The Nature Conservancy, Point Blue, and MEarth; governmental organizations, including: Carmel Unified School District; various State of California departments including CAL FIRE, State Land Commission, Coastal Commission, Coastal Conservancy, Wildlife Board, Department of Natural Resources, and Assembly members; various County of Monterey agencies including the County Attorney's Office, Office of Emergency Management, Resource Management Agency, Regional Fire, Water, and Waste Water management districts, and the Board of Supervisors; the cities of Carmel, Del Rey Oaks, Marina, Monterey, and Seaside; and, the *PARK IT!* initiative (ongoing)
2. Issued and monitored permits for public access to Palo Corona Regional Park and Kahn Ranch and increased walk-ins from Rancho Canada Unit and South Bank Trail (ongoing)
3. Continued revising and/or creating various Board, personnel, operations, and financial policies (ongoing)
4. Continued to explore efforts for joint management of other public properties (ongoing)
5. Continue to explore efforts to transfer appropriate properties to other governmental agencies (ongoing)
6. Successfully completed the annual independent financial audit of the District with no significant findings (January 2021)
7. Continued "Best Management Practices" by utilizing contract services and community volunteers for special projects and programs as needed (ongoing)
8. Finalized and received Board approval of Mitigated Negative Declaration and Initial Study for Palo Corona Regional Park general development plan (March 2021)
9. Completed review of and revisions to Strategic Plan (December 2020)
10. Continued successful navigation of COVID-19 crisis, transitioning much of workforce to telecommuting status, while continue service delivery to the public (ongoing)
11. Paid pension Unfunded Accrued Liability as of June 2019 valuation (April 2021)
12. Increased unassigned reserve funding level (April 2021)

FISCAL YEAR 2021-22 GOALS

1. Finalize Return-to-Work plan in accordance with CDC and CDPH guidelines (August 2021)

ADMINISTRATION

2. Continue efforts toward enhanced general public access to Palo Corona Regional Park on a non-permit basis (June 2021)
3. Complete design development phase of "Project A" improvements to Palo Corona Regional Park (June 2022)
4. Complete design development phase of "Project B" improvements to Palo Corona Regional Park (June 2022)
5. Recruit staff to fill new Board-authorized vacancies (September 2021)
6. Complete staff classification and compensation analysis and implement staffing model and other recommended changes as authorized by the Board (December 2021)
7. Continue to explore and develop enhanced revenue generating opportunities (ongoing)
8. Maintain "Best Management Practice" efforts by utilizing contract services for staff training, special projects, legal services, surveys and appraisals (ongoing)
9. Develop staff succession plan (June 2022)
10. Explore additional opportunities for continued cooperative management agreements and purchasing with other local government agencies (ongoing)
11. Maintain collaborations on programs of mutual interest and public benefit with key partners and organizations (ongoing)
12. Issue and monitor permits for public access to Palo Corona Regional Park and Kahn Ranch (ongoing)
13. Continue revising and/or creating various Board, personnel, operations, and financial policies (ongoing)
14. Continue to explore efforts for joint management of other public properties (ongoing)
15. Continue to explore efforts to transfer appropriate properties to other governmental agencies (ongoing)

ADMINISTRATION
Expenditures
FY2018-19 thru FY2021-22

	Acct Code	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Estimate	2021-22 Adopted
PERSONNEL:						
Board Compensation	6100	4,800	6,400	7,000	7,000	7,000
Salaries - Full-time	6102	357,432	373,530	373,500	373,500	381,000
Salaries - Part-time	6103	46,953	22,289	25,100	25,100	0
Seasonal/Contract Services	6104	0	49,802	50,200	50,200	116,300
Job Training & Education	6106	1,644	2,402	10,000	3,000	5,000
Employee Benefits	6107	764,627	876,316	805,400	805,400	205,900
Payroll Tax/Personnel	6109	22,987	27,049	25,000	25,000	25,000
TOTAL PERSONNEL		1,198,443	1,357,788	1,296,200	1,289,200	740,200
SERVICES & SUPPLIES:						
Insurance	6112	107,270	110,207	130,000	130,000	130,000
Postage	6113	1,151	1,070	3,000	3,000	3,000
Supplies	6114	4,720	8,930	25,000	6,000	25,000
Printing	6120	1,470	1,397	5,000	1,000	15,000
Legal Notice	6122	3,863	3,749	8,000	8,000	8,000
Publications and Memberships	6124	14,577	13,470	20,000	20,000	20,000
Advertising	6126	981	0	5,000	2,500	5,000
Travel, Conference & Meetings	6130	7,377	5,505	10,000	3,000	5,000
Mileage Reimbursement	6132	345	57	1,000	0	1,000
Computer Maintenance/Supplies	6134	13,922	13,809	25,000	25,000	30,000
Equipment Maintenance	6136	0	0	500	500	500
Equipment Rental/Leases	6137	3,778	3,135	5,000	5,000	5,000
Vehicle Maintenance & Fuel	6138	1,913	696	2,000	1,000	2,000
Utilities	6142	86,259	77,879	85,000	65,000	85,000
Elections	6147	0	0	250,000	0	0
Taxes/assessments	6148	16,052	25,818	30,000	20,000	30,000
Professional/Spec. Serv./Permits	6149	138,441	116,026	250,000	200,000	227,200
District Anniversary	6150	0	0	0	0	20,000
TOTAL SERVICES/SUPPLIES		402,121	381,747	854,500	490,000	611,700
CAPITAL OUTLAY:						
Depreciation Expense	6161	751	751	105	105	85,100
TOTAL CAPITAL OUTLAY		751	751	105	105	85,100
PROGRAM TOTAL		1,601,315	1,740,286	2,150,805	1,779,305	1,437,000

ADMINISTRATION
Line Item Detail
FY2021-22

ACCT. #	DESCRIPTION	APPLICATION	BASIS	ADOPTED
6100	Board Compensation	Board meetings	B	\$7,000
6102	Salaries/Full-Time	General Manager (25%) Finance Manager Administrative Services Manager	A	\$381,000
6104	Contract Staff/Full-Time	Administrative Assistant Accounting Coordinator	A	\$116,300
6106	Job Training & Education	Training, Workshops, Classes	A	\$5,000
6107	Employee Benefits	Retirement, Medical, Dental, Vision Disability, Retiree Medical	A	\$205,900
6109	Payroll Tax/Personnel	Federal, State payroll taxes	A	\$25,000
6112	Insurance	Workers Compensation General Liability, Property Crime	B, C	\$130,000
6113	Postage	Individual, Large mailings and Misc. mail	B	\$3,000
6114	Supplies	General office and Administrative supplies	B	\$25,000
6120	Printing	Copies, Brochures, Stationary	A	\$15,000
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	\$20,000
6126	Advertising	Misc. Advertising	A	\$5,000
6130	Conference & Travel	CSMFO, GMFOA, CSDA, NRPA CJPIA, LCW, etc. conferences	A	\$5,000
6132	Mileage Reimbursement	Mileage Reimbursement	A	\$1,000
6134	Computer Maint. & Supply	IT Services., Offsite backup Website Maintenance, Software Timekeeping, Printer, Ink, etc.	A	\$30,000

ADMINISTRATION**Line Item Detail****FY2021-22**

ACCT. #	DESCRIPTION	APPLICATION	BASIS	ADOPTED
6136	Equipment Maintenance	Copier, Fax, Typewriter, Misc. office equip.	B	\$500
6137	Equipment Rental	Copier machine, Postage machine, Security equipment	C	\$5,000
6138	Vehicle Maintenance/fuel	Vehicle Maintenance/Fuel costs	B	\$2,000
6142	Utilities	Share of Office Utility Expenses	B	\$85,000
6148	Taxes/assessments	Property Assessments & Fees	A	\$30,000
6149	Professional/Special Serv./ Permits	Legal Counsel, Audit, LAFCO fees, CPA, Salary/Benefits Survey, Janitorial, Fee Study, etc.	A, B, C	\$227,200
6160	District Anniversary	50 Year Anniversary	A	\$20,000
6161	Depreciation Expense	Annual Replacement Fund	C	\$85,100
	TOTAL			\$1,437,000

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 Division (O&M) is responsible for the maintenance and operation of facilities and lands administered by MPRPD, including all District parks, open spaces, trails and buildings. This program is also responsible for Americans with Disabilities Act (ADA) assessment and implementation plans.

FISCAL YEAR 2020-2021 ACCOMPLISHMENTS

Cachagua Community Park

1. Completed access road repairs and drainage improvements (December 2020)
2. Assisted with master planning and perimeter fence construction (July 2020)
3. Coordinated water system improvements in cooperation with CUSD (March 2021)
4. Provided direction and assistance to Board as needed (ongoing)
5. Continued playground equipment inspection program (ongoing)

Frog Pond Wetland Preserve

1. Maintained public access and natural resource management projects, including weed abatement, memorial bench installation, and site surveys (August 2020)

Garland Ranch Regional Park

1. Implemented COVID-19 safety measures including limited staffing schedule, sanitary facilities, additional signage, and trail modifications (ongoing)
2. Managed significant increase in visitation due to COVID-19 Pandemic (ongoing)
3. Replaced decking and handrails on all Fern Falls footbridges (July 2020)
4. Purchased stump grinder attachment for CAT 259 skid steer (February 2021)
5. Completed general facility maintenance and improvements as needed (ongoing)
6. Completed trail rehabilitation projects (ongoing)
7. Continued standardized sign program (ongoing)
8. Monitored Kahn Ranch access permits (ongoing)

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

1. Maintained public access (ongoing)
2. Implemented Western Snowy Plover protection measures (ongoing)
3. Monitored trespassing activity across property boundaries (October 2020)

Mill Creek Redwood Preserve

1. Maintained closure and monitored for illegal trespassing (ongoing)

Palo Corona Regional Park

1. Implemented COVID-19 safety measures including limited staffing schedule, sanitary facilities, additional signage, and trail modifications (ongoing)
2. Managed significant increase in visitation due to COVID-19 Pandemic (ongoing)
3. Provided project management services for capital improvement projects (ongoing)
4. Completed clubhouse building maintenance and improvements as needed (ongoing)
5. Continued cattle grazing program (ongoing)
6. Monitored vehicle and access permits (ongoing)

OPERATIONS & MAINTENANCE

7. Began Phase 2 for Project A, which consists of schematic design, design development, and construction of MPRPD's and Palo Corona's joint-operations complex, incident command center, dog park, and other site and facility improvements (ongoing)

FISCAL YEAR 2021-2022 GOALS

Cachagua Community Park

1. Continue playground equipment inspection program (ongoing)
2. Provide information and assistance to Board as needed (ongoing)
3. Monitor areas impacted by Carmel Fire and coordinate reconstruction of burned fences/gates with FEMA (ongoing)

Frog Pond Wetland Preserve

1. Maintain public access and resource management projects, including drainage canal clearing and weed abatement (November 2021)

Garland Ranch Regional Park

1. Continue implementing COVID-19 safety protocols and practices (ongoing)
2. General facility maintenance and improvements as needed (ongoing)
3. Monitor areas impacted by Carmel Fire suppression efforts (ongoing)
4. Continue standardized sign program (ongoing)
5. Complete trail construction/rehabilitation projects (ongoing)
6. Purchase new ATV trailer, flail mower, and trail rake (June 2022)
7. Complete GRRP Visitor Center restroom improvements (May 2022)
8. Monitor Kahn Ranch access permits (ongoing)
9. Apply best resource management practices (ongoing)

Eolian Dunes and Marina Dunes Preserve

1. Continue rehabilitation projects (ongoing)
2. Maintain public access (ongoing)

Mill Creek Redwood Preserve

1. Continue closure and monitor for illegal trespassing (ongoing)

Palo Corona Regional Park

1. Complete Project A improvements including Ranger offices and Maintenance Shop structural improvements (June 2022)
2. Replace boundary fence along Carmel Valley Road at Rancho Canada Unit (May 2022)
3. Replace boundary fences at Palo Corona Regional Park's Backcountry units (October 2021)
4. Continue providing project management services for capital improvement projects (ongoing)
5. Continue clubhouse building maintenance and improvements as needed (ongoing)
6. Continue to monitor backcountry for trespassing, erosion, and downed trees (ongoing)

OPERATIONS & MAINTENANCE

Expenditures

FY2018-19 thru FY2021-22

	Acct Code	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Estimate	2021-22 Adopted
PERSONNEL:						
Salaries - Full-time	6202	579,396	568,909	573,400	573,400	588,500
Salaries - Part-time	6203	0	0	33,000	0	0
Seasonal/Contract Services	6204	10,771	29,942	67,000	67,000	193,300
Job Training & Education	6206	494	707	3,000	3,000	3,500
Employee Benefits	6207	319,665	277,449	369,200	369,200	366,600
Uniforms	6208	3,000	3,000	3,000	3,000	3,000
TOTAL PERSONNEL		913,326	880,006	1,048,600	1,015,600	1,154,900
SERVICES & SUPPLIES:						
Postage	6213	18	36	100	100	100
Supplies	6214	23,829	22,697	22,500	22,500	24,500
Tools	6216	6,758	478	2,500	2,500	2,000
Printing	6220	3,114	2,890	5,000	5,000	5,000
Publications and Memberships	6224	0	0	250	250	100
Conference & Travel	6230	796	1,899	3,500	0	3,500
Mileage Reimbursement	6232	0	0	100	0	100
Computer Maintenance/Supplies	6234	10,542	11,387	12,500	12,500	21,000
Equipment Maintenance	6236	19,236	17,049	16,000	18,000	16,500
Equipment Rental	6237	1,004	559	2,000	1,000	1,500
Vehicle Maintenance & Fuel	6238	21,150	25,003	16,500	22,500	18,000
Janitorial Supplies	6241	13,172	10,278	15,000	12,000	14,500
Utilities	6242	60,879	64,044	60,000	60,000	60,000
Building Repairs	6243	26,816	10,771	12,000	9,000	18,000
TOTAL SERVICES/SUPPLIES		189,244	167,090	167,950	165,350	184,800
CAPITAL OUTLAY:						
Equipment	6260	7,165	162	9,000	10,500	17,300
Depreciation Expense	6262	246,242	268,176	80,000	80,000	188,200
Park Signs	6263	1,390	8,844	7,000	5,000	6,000
Parking Areas/Access Roads	6264	17,286	16,092	15,000	19,000	15,000
Soberanes Fire	6265	138,794	0	0	0	0
Winter Storms	6266	119,944	0	0	0	0
COVID-19 Response	6267	0	46,010	75,000	75,000	10,000
Carmel Fire	6268	0	0	0	250,000	60,000
TOTAL CAPITAL OUTLAY		530,822	339,284	186,000	439,500	296,500
PROGRAM TOTAL		1,633,392	1,386,380	1,402,550	1,620,450	1,636,200

OPERATIONS & MAINTENANCE**Line Item Detail****FY2021-22**

ACCT. #	ACCOUNT	APPLICATION	BASIS	ADOPTED
6202	Salaries/Full-Time	General Manager (25%) Supervising Ranger Rangers (5)	A A A	\$588,500
6204	Contract Staff/Full-Time	Seasonal Rangers (5 - 3FTE)	A	\$193,300
6206	Job Training & Education	Training, Workshops, Classes	A, C	\$3,500
6207	Employee Benefits	Retirement, Medical, Dental, Vision Disability, Retiree Medical	A	\$366,600
6208	Uniforms	Staff uniform allowance	C	\$3,000
6213	Postage	Misc. mailings	A	\$100
6214	Supplies	Misc. Hardware, Lumber, Office supplies, Safety equipment	A	\$24,500
6216	Tools	Chainsaw replacement, Power tools	A	\$2,000
6220	Printing	Park maps, misc.	A	\$5,000
6224	Publications & Memberships	Trade periodicals	A	\$100
6230	Conference & Travel	Professional conferences, Training	A	\$3,500
6232	Mileage Reimbursement	Mileage Reimbursement	A	\$100
6234	Computer Maint & Supplies	IT Services, Paper, Ink	A	\$21,000
6236	Equipment Maintenance	Tractors, Trailers, Off-road, etc.	A, B	\$16,500
6237	Equipment Rental	Log splitter, etc.	A	\$1,500
6238	Vehicle Maintenance/fuel	Pick-up trucks/Trailers, Off-road, etc. Service, Repairs, Fuel	A, B	\$18,000
6241	Janitorial Supplies	Cleaning, Paper supplies, MuttMitts	A	\$14,500
6242	Utilities	PG&E, Water, Telephones, Internet, Propane, Dumpster Portable toilet pumping	A, B	\$60,000
6243	Building/Facility Repairs	Misc. repairs	A	\$18,000
6260	Equipment	ATV trailer, Flail mower, Trail rake	A	\$17,300

OPERATIONS & MAINTENANCE

Line Item Detail

FY2021-22

ACCT. #	ACCOUNT	APPLICATION	BASIS	ADOPTED
6262	Depreciation Expense	Annual Depreciation Fund	C	\$188,200
6263	Park Signs	District-wide standard signage	A	\$6,000
6264	Parking areas/access roads	Seasonal road & Parking lot repairs	A, B	\$15,000
		Corona Road annual fee	A	
		Special maintenance	A	
6267	COVID-19 Response	Portable toilets, Disinfecting/cleaning Personal Protective Equipment	A	\$10,000
6268	Carmel Fire	Fencing Repairs	A	\$60,000
	TOTAL			\$1,636,200

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 Division (EECO) is responsible for environmental education, natural and cultural resource interpretation, volunteer programming, visitor services, community events, and public outreach.

Environmental education focuses on science-based partnerships and collaborative passive outdoor recreation activities, school programming, and weekday and weekend events. Cultural and natural resource interpretation provides our park visitors guided and self-guided interactive, experiential-learning opportunities through visitor and discovery center experiences, interpretive panels, brochures, exhibits, *Let's Go Outdoors! (LGO!)* activities, virtual platforms, and other venues. Volunteer Services connect the community to parks and open spaces through meaningful educational and recreational endeavors that support the preservation, restoration, monitoring, and protection of MPRPD's parks, open spaces, and their resources. Volunteers include interpretive program-trained Volunteer Naturalists, Operations and Habitat Maintenance Volunteers, and "one-time event volunteers." Community outreach and events cultivate relations with the public, community groups, civic organizations, local media and businesses, and serve as an opportunity to market MPRPD and the many beneficial programs and activities we offer to the public.

FISCAL YEAR 2020-21 ACCOMPLISHMENTS

1. Assisted in the illustration, review and editing of the Board Adopted MPRPD Strategic Plan 2021-2025 (December 2020)
2. Assisted with the design development of "Project A" improvements to Palo Corona Regional Park (ongoing)
3. Co-founded the Monterey Regional Monarch Alliance to conserve the monarch butterfly by collaborating to enhance, create, and protect monarch habitat and develop locally-relevant messaging for public outreach and education (November 2020)
4. Collaborated with the Pacific Grove Museum of Natural History to enhance volunteer enrichment programs through co-sponsored events (February 2021)
5. Designed and initiated fabrication of cultural exhibits (March 2021)
6. Developed and hosted two virtual events annual MPRPD Wildflower Show, and CA Wildlife Day (June 2021)
7. Engaged and enhanced communications with volunteers during remote working environment (ongoing)
8. Enhanced social media outlets and communications (ongoing)
9. Established a memorandum of understanding (MOU) with MEarth, local non-profit, to provide access for students and restoration activities (November 2020)
10. Hired Environmental Education Coordinator-Programs to refine the 3-Year Education Plan (March 2021)
11. Installed a "Hummingbird of Monterey" exhibit; on permanent loan from the Pacific Grove Museum of Natural History (January 2021)
12. Networked with the Blue Zone Project to create a healthier community and workforce (February 2021)

ENVIRONMENTAL EDUCATION & COMMUNITY OUTREACH

13. Obtained copyright for the “Trees of the Monterey Peninsula Regional Park District Parks – A Field Guide” (August 2020)
14. Published a *Let’s Go Outdoors!* Newsletter distributed to all District residents (November 2020)
15. Researched best service-delivery methods for interpretive and environmental education programming, passive open space recreation, and facilities including, interpretive and educational exhibits, signage, trails, restrooms, and re-opening of facilities following closures due the COVID-19 pandemic (ongoing)
16. Signage, working inter-divisionally, staff designed, fabricated and installed signage at parks in response to COVID-19 communications, Cachagua Community Park Enhancement Project, and interpretive signage (ongoing)
17. Strengthened community connections working with area organizations, volunteers, and CSUMB-Service Learners (April 2021)

FISCAL YEAR 2021-22 GOALS

1. Conclude and implement the comprehensive Palo Corona Regional Park’s Interpretive Master Plan (March 2022)
2. Create and foster relationships and partnerships with education, civic, Tribal members, non-profit, and government organizations (June 2022)
3. Design and install permanent user-friendly, multi-media exhibits at park centers (April 2022)
4. Enhance MPRPD maps developing user-friendly, multi-media accessible maps and apps (January 2022)
5. Evaluate and refine educational goals and directions for all MPRPD sites (ongoing)
6. Expand K-12 student access to programs and open space by developing a transportation grants program for schools located within MPRPD’s jurisdictional boundaries (May 2022)
7. Implement the Environmental Education Plan to align programs to meet the needs of partners, educational institutions, and students (May 2022)
8. Overcome barriers that limit or prohibit public access and enjoyment of MPRPD’s facilities, parks, open spaces, and programs (ongoing)
9. Provide professional development and training for staff and volunteers (ongoing)
10. Release a minimum of one (1) *Let’s Go Outdoors!* Guide offering free programs and enhancing participants’ experiences outdoors (April 2022)
11. Utilize technology to develop electronic programs to connect students and the general public to parks and open spaces through virtual tours, storybooks, and live streaming (ongoing)
12. Work inter-divisionally, and with volunteers, to create the interpretive elements of the park master plans as identified in the 2021-2025 Strategic Plan (June 2022)

ENVIRONMENTAL EDUCATION & COMMUNITY OUTREACH
Expenditures
FY2018-19 thru 2021-22

	Acct Code	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Estimate	2021-22 Adopted
PERSONNEL:						
Salaries - Full-time	6302	236,472	247,122	247,100	247,100	252,100
Salaries - Part-time	6303.1	0	21,460	41,300	36,000	38,600
Seasonal/Contract Services	6304	13,608	36,759	92,300	45,000	79,100
Job Training & Education	6306	65	122	3,200	1,500	4,000
Employee Benefits	6307	100,680	94,739	132,200	132,200	118,000
Uniforms	6308	600	600	600	600	600
TOTAL PERSONNEL		351,425	400,802	516,700	462,400	492,400
SERVICES & SUPPLIES:						
Insurance	6312	306	0	1,500	400	1,000
Postage	6313	11,147	12,035	25,000	11,500	24,000
Supplies	6314	4,545	3,123	5,600	1,500	5,700
Publications and Memberships	6316	150	75	1,000	1,000	1,000
Printing	6320	14,159	22,698	32,000	13,000	32,000
Advertising	6326	6,573	4,473	7,000	7,000	7,000
Travel, Conference & Meetings	6330	0	(79)	2,000	1,000	5,000
Computer Maintenance/Supplies	6334	7,081	9,958	11,000	11,000	22,300
Equipment Rental/Leases	6337	3,202	0	6,200	0	6,200
Vehicle Maintenance & Fuel	6338	1,528	4,830	3,500	500	2,000
Utilities	6342	11,308	10,113	15,000	9,000	15,000
Professional Services	6349	15,122	6,313	15,000	10,000	15,000
Interpretive Programs (Parks)	6350	33,422	10,770	110,000	90,000	20,000
Environ. Education (Schools)	6352	935	669	3,000	3,000	8,000
Special Events (Outreach)	6354	1,232	45	3,000	3,000	3,000
Docent/Volunteer Program	6356	5,124	1,822	7,000	7,000	7,000
VC Garden/Arboretum	6362	0	0	5,000	2,500	5,000
BWET Grant	6363	19,508	0	0	0	0
TOTAL SERVICES/SUPPLIES		135,343	86,846	252,800	171,400	179,200
CAPITAL OUTLAY:						
Depreciation Expense	6359	4,992	5,629	10,000	10,000	6,200
Equipment	6360	1,865	2,198	0	0	0
TOTAL CAPITAL OUTLAY		6,857	7,827	10,000	10,000	6,200
PROGRAM TOTAL		493,625	495,475	779,500	643,800	677,800

ENVIRONMENTAL EDUCATION & COMMUNITY OUTREACH

Line Item Detail

FY2021-22

ACCT. #	DESCRIPTION	APPLICATION	BASIS	ADOPTED
6302	Full-Time Staff	General Manager (25%) Environ. Ed. Supervisor Environ. Ed. Coordinator-Volunteers	A	\$252,100
6303.1	Contract Staff/Part-Time	Environ. Education Specialist (2)	A	\$38,600
6304	Contract Staff/Full-Time	Environ. Ed. Coordinator-Programs Let's Go Outdoors (LGO) Instructors Intern Program	A	\$79,100
6306	Job Training & Education	Training, Workshops, Classes	A	\$4,000
6307	Employee Benefits	Retirement, Medical, Dental, Vision Disability, Retiree Medical	A	\$118,000
6308	Uniforms	Staff uniform allowance	A	\$600
6312	Insurance	LGO Program and Special Events	A	\$1,000
6313	Postage	LGO Fall/Winter and Spring/Summer	B	\$24,000
6314	Environmental Supplies	Office, Environ. Ed. Supplies	A	\$5,700
6316	Pub. & Memberships	CA Park & Rec. Society (CPRS), Nat. Assoc. of Interpreters (NAI), Ranger Rick	A	\$1,000
6320	Printing	LGO Fall/Winter, Spring/Summer, Maps	A	\$32,000
6326	Advertising	LGO, Wildflower Show, CWD Ed. Programs, Volunteer Recruitment	A	\$7,000
6330	Conference & Travel	NAI, CPRS	A	\$5,000
6334	Computer Maint. / Supplies	Ink Cartridges, IT Services, Software	A, B	\$22,300
6337	Equipment Rental	Van Programming, Special Events	A	\$6,200
6338	Vehicle Maintenance/Fuel	Vehicle Maintenance/Fuel costs (2)	B	\$2,000
6342	Utilities	Share of Office Utility Expenses	A	\$15,000
6349	Professional Services	Online Registration System Payment System/Gateway Volunteer/Instructor Background check Social Media, Exhibits, Permits	A A	\$15,000

ENVIRONMENTAL EDUCATION & COMMUNITY OUTREACH
Line Item Detail
FY2021-22

ACCT. #	DESCRIPTION	APPLICATION	BASIS	ADOPTED
6350	Interpretive Program	Interpretive Exhibits-Repairs & Improvements	A B	\$20,000
		PCRP/GRRP-Exhibits	B	
		PCRP Topo Map	A	
6352	Educational Program	Educational Resources	B	\$8,000
6354	Special Events/Outreach	Event Supplies	B	\$3,000
		Community Events & Outreach	B	
		Service Clubs/Community Group Mtgs. CA Wildlife Day	B	
6356	Volunteer Program	Recognition Awards	B	\$7,000
		Annual Recognition Dinner, Supplies	B	
		Volunteer Naturalist Training		
		Intra-Divisional Volunteer Program Supplies	A	
6359	Depreciation Expense	Annual Replacement Fund	A	\$6,200
6362	VC Garden/Arboretum	Arboretum/ Native Plants Fencing	A	\$5,000
	TOTAL			\$677,800

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, preserving, and restoring open space. In addition to direct land acquisition, and habitat conservation and restoration 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, monitoring, floral and faunal species reintroduction, habitat restoration and management, and environmental protection using best management practices and science-based strategies for the District's long-term stewardship of open space.

FISCAL YEAR 2020-21 ACCOMPLISHMENTS

1. Completed Annual Administration of PCRCP Grazing Lease (June 2021)
2. Completed Animas Pond restoration project (December 2020)
3. Completed development of the Marina Dunes Preserve 3-Year Implementation Plan (April 2021)
4. Implemented "best management practices" of restoration at Marina Dunes Preserve including invasive species treatment, erosion control, and native plantings (ongoing)
5. Researched best practices for GIS management (ongoing)

FISCAL YEAR 2021-22 GOALS

1. Coordinate decennial redistricting project following release of 2020 census data (December 2021)
2. Continue Annual PCRCP Grassland RDM Monitoring (October 2021)
3. Continue ongoing PCRCP Mowing & Weed Treatment (June 2022)
4. Administer PCRCP Grazing Lease (ongoing)
5. Complete Entrance Pond restoration project (December 2021)
6. Conduct species of special concern survey at Marina Dunes Preserve to establish presence or absence Smith's blue butterfly and develop species recovery actions specific to the property (July 2021)
7. Establish a Fire Succession Monitoring Study at sites impacted by the Carmel Fire of 2020 (August 2021)

PLANNING & CONSERVATION MANAGEMENT

Expenditures

FY2018-19 thru FY 2021-22

	Acct Code	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Estimate	2021-22 Adopted
PERSONNEL:						
Salaries - Full-time	6502	48,960	51,162	51,200	51,200	153,100
Seasonal/Contract Services	6504	3,538	0	0	0	0
Job Training & Education	6506	0	0	0	0	2,000
Employee Benefits	6507	30,015	28,161	37,900	37,900	68,400
TOTAL PERSONNEL		82,513	79,323	89,100	89,100	223,500
SERVICES & SUPPLIES:						
Supplies	6514	236	0	0	0	2,000
Conference & Travel	6530	0	0	0	0	2,000
Computer Maint./Supplies	6534	88	0	0	0	4,000
Vehicle Maintenance/fuel	6538	0	0	0	0	1,000
Utilities	6542	600	0	0	0	0
Resource Management - PCRP	6545.1	27,716	37,529	35,000	50,000	232,500
Resource Mgmt. - Eolian Dunes	6545.3	0	0	0	0	10,000
Resource Mgmt. - Marina Dunes	6545.4	0	0	45,000	80,000	315,000
Resource Mgmt. - Frog Pond	6545.5	0	0	0	0	250,000
Resource Mgmt.-GRRP	6545.6	0	0	0	0	10,000
TPL Grant	6546	0	0	150,000	150,000	0
Water Grant	6547	0	0	435,800	467,611	0
Professional Services	6549	72,042	179,030	76,000	116,000	418,000
TOTAL SERVICES/SUPPLIES		100,681	216,559	741,800	863,611	1,244,500
CAPITAL OUTLAY:						
Land Acquisition	6550	1,500,000	950,200	630,000	601,755	550,000
TOTAL CAPITAL OUTLAY		1,500,000	950,200	630,000	601,755	550,000
PROGRAM TOTAL						
		1,683,194	1,246,082	1,460,900	1,554,466	2,018,000

PLANNING & CONSERVATION MANAGEMENT

Line Item Detail

FY2021-22

ACCT. #	DESCRIPTION	APPLICATION	BASIS	ADOPTED
6502	Salaries	General Manager (25%) P & C Supervisor	A	\$153,100
6506	Job Training & Education	Training, Workshops, Classes	B	\$2,000
6507	Employee Benefits	Retirement, Medical, Dental, Vision Disability, Retiree Medical	A	\$68,400
6514	Supplies	Personal Protective Gear, Hand Tools, etc.	B	\$2,000
6530	Conference & Travel	Conferences	B	\$2,000
6534	Computer Maint./Supplies	IT Services, Ink, Repairs, Software	B	\$4,000
6538	Vehicle Maintenance/Fuel	Vehicle Maintenance/Fuel costs	B	\$1,000
6545.1	Res. Mgmt. - PCRP	Grassland Weed SHA Plans Implementation Restoration Project	B B	\$232,500
6545.3	Res. Mgmt.-Eolian Dunes	Landfill Site Permit Fee	A	\$10,000
6545.4	Res. Mgmt. - Marina Dunes	Site Improvements Resource Monitoring Signage	C	\$315,000
6545.5	Res. Mgmt. - Frog Pond	Habitat Management Plan	A	\$250,000
6545.6	Res. Mgmt.-GRRP	Resource Management	A	\$10,000
6549	Professional Services	GIS Services and Software Fire Succession Study - Drone Imagery Water Documentation, Recordation & Reporting Amphibian Monitoring Redistricting Grant Administration & Writing	A, B A, B	\$418,000
6550	Land Acquisition	Land Acquisition (Prop 117)	C	\$550,000
	TOTAL			\$2,018,000

BASIS FOR ESTIMATES

A - Based on known & estimated costs

B - Based on prior experience

C - Based on formula, schedule, or agreement

CAPITAL PROJECTS
Expenditures
FY2018-19 thru FY2021-22

	Acct Code	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Estimate	2021-22 Adopted
PROJECT						
River House	6474	16,557	0	0	0	0
Kahn Ranch	6475	0	16,631	0	0	0
Palo Corona-Rancho Canada unit	6487	2,438	0	0	0	0
GRRP - de Dampierre Park	6494.8	0	30,504	0	0	0
Depreciation Expense	999	0	0	0	0	0
PROGRAM TOTAL		18,995	47,135	0	0	0

PARKS, OPEN SPACE AND COASTAL PRESERVATION COMMUNITY FACILITIES DISTRICT

PROGRAM DESCRIPTION

The Parks, Open Space and Coastal Preservation Community Facilities District (CFD) ballot measure was approved by the electorate in November 2016. It is funded by an annual property tax assessment of approximately \$25 per single family equivalent residential unit.

The types of services and facilities to be financed by the CFD ("Services and Facilities") shall include acquisition, maintenance, improvement, lighting and security of land and open space, parks, parkways, trails, basins, drainage corridors, landscape corridors, wetlands and open space areas; any incidental expenses authorized by the Act; and, any other miscellaneous or incidental services identified by the District necessary to provide the described Services and Facilities, including without limitation the collection and accumulation of funds to pay for anticipated Services and Facilities cost shortfalls and reserves for deferred maintenance.

The District will use the revenue from the CFD to finance Services and Facilities to continue protection and restoration of local open space, coastal lands, beaches, creeks, rivers, and wildlife habitat; maintain and improve neighborhood parks, trails, and playgrounds; and, increase recreational access to natural areas and environmental education-based programs and venues.

70% of the annual special tax revenue generated within the CFD shall be allocated to costs of Services for maintenance and operational items, while 30% shall be allocated to costs of Facilities for acquisition, construction, and facility and site improvement projects.

FISCAL YEAR 2020-21 ACCOMPLISHMENTS

Services

1. Administered contract to replace Cachagua Community Park water system (May 2021)
2. Continued Schematic Design-Design Development for Project A (June 2021)
3. Completed annual mowing of RCU Unit (June 2021)
4. Replaced Ford F-350 Dump Truck (November 2020)
5. Purchased UTV for MCRFD medical emergency response at GRRP (August 2020)
6. Performed trail maintenance at District parks (ongoing)
7. Removed 40+ dead trees at Rancho Canada Unit (October 2020)
8. Completed Animas Pond dredging and rehabilitation project (December 2020)
9. Completed improvements at District staff housing (June 2021)
10. Utilized Gabilan inmate crews and temporary labor services for projects as needed (ongoing)
11. Designed new outdoor classroom for Garland Ranch Regional Park (June 2021)

Facilities

1. Continued improving trail accessibility and sustainability (ongoing)

PARKS, OPEN SPACE AND COASTAL PRESERVATION COMMUNITY FACILITIES DISTRICT

2. Made improvements to surveillance cameras and security gates at RCU and Garland Ranch (ongoing)
3. Replaced all Fern Falls trail bridges at Kahn Ranch (July 2020)
4. Completed installation of JSMPP monument sign (November 2020)
5. Initiated exhibit construction at the Discovery Center (June 2021)
6. Enhanced Discovery Center exhibits (ongoing)

FISCAL YEAR 2021-22 GOALS

Services

1. Continue improving trail accessibility and sustainability (ongoing)
2. Purchase/replace (2) ATVs, (1) UTV, and small utility tractor at Garland Ranch Regional Park (May 2022)
3. Continue utilizing temporary labor services and inmate crews to accomplish seasonal maintenance (ongoing)
4. Complete Project A capital improvements at Palo Corona RCU (June 2022)
5. Maintain GRRP parking lot and heavy equipment access routes (May 2022)
6. Continue annual mowing of RCU unit (ongoing)
7. Design interpretive exhibits at Discovery Center (June 2022)
8. Obtain Berta Ranch farming equipment for use in historical exhibits (December 2021)
9. Design interpretive panels for Joyce Stevens Monterey Pine Preserve and Jacks Peak Park (June 2022)

Facilities

1. Continue improving trail accessibility and sustainability (ongoing)
2. Maintain and improve security measures including surveillance cameras and security gates at RCU and GRRP (ongoing)
3. Replace additional fencing along PCRCP property boundaries (June 2022)
4. Initiate PCRCP Barn roof replacement (June 2022)
5. Install and upgrade doors at Palo Corona Regional Park Discovery Center (April 2022)
6. Install ramada/shade structure at Garland Ranch Regional Park Visitor Center (June 2022)

COMMUNITY FACILITIES DISTRICT (SERVICES)**Expenditures****FY2018-19 thru FY2021-22**

	Acct Code	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Estimate	2021-22 Adopted
SERVICES & SUPPLIES:						
Palo Corona Maintenance/Services	6710	0	26,538	565,400	20,000	300,000
Eolian Dunes Maintenance/Services	6715	0	0	0	20,000	0
Joyce Stevens Maintenance/Services	6720	0	1,003	5,000	0	30,000
Garland Ranch Maintenance/Services	6730	0	0	10,000	3,500	0
Cachagua Maintenance/Services	6740	0	789	0	0	0
Trail Maintenance	6790	0	14,331	5,000	5,000	65,000
Grant Program	6791	0	475	0	0	40,000
Professional/Contract Services	6794	0	59,627	325,400	325,400	345,000
TOTAL SERVICES/SUPPLIES		0	102,763	910,800	373,900	780,000
CAPITAL OUTLAY:						
Equipment	6792	0	51,384	60,000	85,000	180,000
Vehicle Acquisition	6793	0	37,084	0	0	0
TOTAL CAPITAL OUTLAY		0	88,468	60,000	85,000	180,000
PROGRAM TOTAL		0	191,231	970,800	458,900	960,000

COMMUNITY FACILITIES DISTRICT (SERVICES)
Line Item Detail
FY2021-22

ACCT. #	ACCOUNT	APPLICATION	BASIS	ADOPTED
6710	Palo Corona Maint./Services	Project A, Phase 3 (grant match)	A	\$300,000
6720	Joyce Stevens Maint./Services	Interpretive Panels and Design	C	\$30,000
6790	Trail Maintenance	Trail Repairs - all parks Laguna Grande	A	\$65,000
6791	Grant Program	Pilot Transportation grant program	C	\$40,000
6792	Equipment	ATVs (2), UTV, Tractor	A, B	\$180,000
		Table saw	A	
		Display Screens (6)	A	
		Cameras (wildlife, virtual trips, streaming)	A	
		Computer and Server replacements	A	
6794	Professional/Contract Services	Gabilan, Staffing & Tree Services	C	\$345,000
		Construction Management	A	
		CFD Administration Services	C	
		Fire Management Plan	A	
		TOTAL		\$960,000

BASIS FOR ESTIMATES:

A - Based on known & estimated costs

B - Based on prior experience

C - Based on formula, schedule, or agreement

COMMUNITY FACILITIES DISTRICT (FACILITIES)**Expenditures****FY2018-19 thru FY2021-22**

	Acct Code	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Estimate	2021-22 Adopted
PROJECTS:						
Palo Corona Improvements	6810	0	53,230	262,000	112,000	375,000
Joyce Stevens Improvements	6820	0	0	10,000	10,000	0
Garland Improvements	6830	0	0	75,000	75,000	160,000
Cachagua Improvements	6840	0	0	0	0	120,000
Trail Construction	6890	0	51,752	10,000	10,000	5,000
Park Security	6891	0	10,114	10,000	10,000	0
Sherar Acquisition	6892	0	120,000	0	0	0
PROGRAM TOTAL		0	235,096	367,000	217,000	660,000

COMMUNITY FACILITIES DISTRICT (FACILITIES)

Line Item Detail

FY2021-22

ACCT. #	ACCOUNT	APPLICATION	BASIS	ADOPTED
6810	Palo Corona Improvements	PCRP Barn Roof Repairs	A	\$375,000
		Boundary fencing	A	
		DC Doors	A	
		Exhibits, Construction, Relocation	A	
6830	Garland Ranch Improvements	Parking lot; Access road improvements	C	\$160,000
		Ramada/Shade Structure	A	
6840	Cachagua Improvements	Park Management Plan & Improvements	A	\$120,000
6890	Trail Construction/Improvements	Trail construction	C	\$5,000
		TOTAL		\$660,000

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 (Assessment District) ballot measure was approved by the electorate in August 2004. It was funded by an annual property tax assessment of approximately \$27 per single family equivalent residential unit that expired June 2019. The mission of the Assessment District was to provide funding for the improvement and acquisition of parks, open space, and coastal preservation within the Monterey Peninsula Regional Park District's jurisdictional boundaries.

While the Assessment District funding ended in June 2019, the District continues to expend unused funds, until all have been exhausted.

FISCAL YEAR 2020-21 ACCOMPLISHMENTS

1. Continued progress on Project B design development at Palo Corona Regional Park (ongoing)
2. Initiated Roof and HVAC assessment project at Palo Corona Regional Park headquarters (ongoing)
3. Conducted biological and aerial assessment of Palo Corona Regional Park (ongoing)

FISCAL YEAR 2021-22 GOALS

1. Complete Project B design development at Palo Corona Regional Park (June 2022)
2. Continue improvements to Palo Corona Regional Park (June 2022)

PARKS, OPEN SPACE & COASTAL PRESERVATION ASSESSMENT DISTRICT
Expenditures
FY2018-19 thru 2021-22

	Acct Code	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Estimate	2021-22 Adopted
PROJECT						
Seasonal/Contract Services	6904	31,535	0	0	0	0
Professional Services	6949	104,071	194,402	327,100	327,100	200,000
Equipment/Capital Outlay	6960	23,371	0	0	0	0
Vehicle Acquisition	6961	108,251	0	0	0	0
Palo Corona Improvements	6966	357,006	178,559	1,340,000	1,340,000	2,390,259
Community/Neighborhood Parks	6974	89,859	0	0	0	0
Cachagua Community Center	6975	108,987	455,678	0	0	0
Trail Construction/Rehabilitation	6976	19,877	0	0	0	0
Sherar Property Lease/Option Pmt.	6987	60,000	0	0	0	0
Parks Security Systems	6991	7,872	0	0	0	0
PROGRAM TOTAL		910,828	828,638	1,667,100	1,667,100	2,590,259

PARKS, OPEN SPACE & COASTAL PRESERVATION ASSESSMENT DISTRICT
Line Item Detail
FY2021-22

ACCT. #	ACCOUNT	APPLICATION	BASIS	ADOPTED
6949	Professional/Special Services	PCRP Project B Mgmt.	C	\$200,000
6966	Palo Corona Improvements	Project B Constr. (Restroom, Shade Structure, Bus Drop Off)	A	\$2,390,259
TOTAL				\$2,590,259

BASIS FOR ESTIMATES:

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

Assessment District Revenues, Expenditures and Fund Balance

Beginning Fund Balance	\$2,987,259
<u>FY2020-21:</u>	Estimated Revenues \$3,000
	Estimated Expenditures \$400,000
	Estimated Fund Balance 6/30/21 \$2,590,259¹
<u>FY2021-22</u>	Projected Revenues \$0
	Projected Expenditures \$2,590,259
	Projected Fund Balance 6/30/22 \$0

¹Based on YTD Activity as of 4/30/21



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