

**MONTEREY PENINSULA REGIONAL PARK DISTRICT
BOARD OF DIRECTORS MEETING**

DATE: February 7, 2018
TO: Board of Directors
FROM: Shuran Parker, Administrative Services Manager
REVIEWED BY: Rafael Payan, General Manager
SUBJECT: Fiscal Year 2017-18 Mid-Year Budget Report

RECOMMENDED ACTION

It is recommended that the Board receive this report on the status of the District's budget at mid-year (as of 12/31/2017).

FISCAL IMPACT:

There is no fiscal impact associated with receiving this report.

FUNDING SOURCE:

All general fund and assessment district accounts with current or anticipated activity this FY are represented in this budget report.

FUNDING BALANCE:

Total revenue at mid-year was \$3,072,132, while expenditures were \$1,685,534.

DISCUSSION:

The adopted budget includes \$6,429,500 in revenue and \$8,329,555 in expenditures. The District's combined revenue at mid-year totaled \$3,072,132, about 60% of the budgeted amount, while expenditures were \$1,685,534, approximately 20% of budget.

At close of the 2017-18 Fiscal Year (FY), total revenue for the District is projected to be \$6,584,500, \$155,000 more than was budgeted, primarily due to better than expected interest earnings and the B-WET grant, awarded after the budget adoption. Total expenditures are projected to be \$7,716,155, \$613,400 less than the approved budget, mostly because of savings in acquisition/improvements account when the relocation to the Rancho Canada/Palo Corona (Palo Corona) building was delayed.

The budget projections are further summarized below and listed by line-item account in the attached schedule entitled FY2017-18 Mid-Year Budget Review (**ATTACHMENT 1**).

Based on District's current full- and part-time staffing and additional funding included for contract staff support, the mid-year budget report indicates the continued stability of the District's financial condition.

Revenue Activity and Projections

Based on mid-year and anticipated performance, District revenues at year-end are projected to be slightly above (2%) the budgeted amount, as noted above with the

possibility for increased revenue from property tax and assessment district revenues which are trending above budget.

Expenditure Activity and Projections

Administration (Admin)

The Administration program expenditures at mid-year, \$689,084, were 52% of budget and we anticipate ending the year slightly over budget mostly because of unanticipated office lease expenditures that occurred when the move to (Palo Corona) was delayed.

Operations & Maintenance (O&M)

O&M expenses at mid-year, \$471,676, were about 18% of budget but are anticipated to be \$2,788,350 at year-end, or \$227,300 more than the approved budget due to the approved contract for Palo Corona fencing repairs (\$1,145,021), which was more than anticipated in the adopted budget. Staff anticipates recuperating some of the fencing and winter storm repair costs from our property insurance coverage. Salary and benefits savings from one unfilled position in this division will also offset some of the expenditure overage.

Environmental Education & Community Outreach (EECO)

The EECO program expenditures at mid-year, \$187,443, were about 42% of budget and we anticipate ending the year at \$531,000 which is \$84,000 more than budget. The variance in this division is due to the B-WET grant and the use of remaining funds from FYs 2015-16 and 2016-17, plus the new FY2017-18 grant which was awarded in August 2017, after budget adoption. Expenditures for this project will be offset by the grants and District in-kind contributions.

Capital Improvements (Capital)

As of mid-year, no expenditures were made against the Capital projects account but we anticipate spending \$23,000 of the \$33,000 budgeted by year-end.

Planning & Conservation Management (PCM)

PCM expenses at mid-year, \$155,877, were approximately 8% of budget but anticipated to be \$1,838,800 or \$140,000 less than the approved budget. The variance compared to budget is mostly due to timing of Prop. 117 funding, which covers the annual payment for the Whisler-Wilson acquisition. The State often releases the funding after mid-year and staff anticipates the transaction will occur before month-end. This FY, we also anticipate salary and some benefits savings at year-end with the retirement of the former Planning and Conservation Manager. Some of these savings will be offset with additional contract staff/services expenditures to fill some of the project gaps. As mentioned to the Board last month, staff continues to examine this position and will soon present a proposed staffing model to address current and future needs.

Assessment District (AD)

The AD expenditures at mid-year, \$181,454 were around 9% of budget and we anticipate ending the year at \$1,213,000, \$760,000 less than budget. We again point to delayed timing of the relocation to Palo Corona as a large contributing factor in the

variance, plus the placing on hold of the Garland Park Visitor Center improvement project.

ATTACHMENTS:

1. FY2017-18 Mid-Year Budget Review Schedule

**Monterey Peninsula Regional Park District
FY 2017-18 Mid-Year Budget Review**

	As of 12/31/2017	Budget	% of Budget	Year-End Projected	Variance	Comments re Variance
GENERAL FUND REVENUES						
4010-Property Tax	2,196,811	3,581,100	61.35%	3,581,100	0	
4015-Interest Earnings	96,877	50,000	193.76%	125,000	75,000	Better than anticipated earnings
4020-Rental Income	14,482	33,000	43.89%	33,000	0	
4040-Environ. Education Pgms.	5	4,000	0.13%	4,000	0	
4045-Other Revenue	10,255	10,000	102.55%	12,000	2,000	
4200-Grant Income						
Prop 117 Grant	0	1,500,000	0.0%	1,500,000	0	
BWET Grant	0	0	0.0%	78,000	78,000	FY2017-18 award, plus FY2016-17 unused
GENERAL FUND TOTAL REVENUE	2,318,430	5,178,100	44.77%	5,333,100	155,000	

ASSESSMENT DISTRICT REVENUES

4900-Assessment Revenue	753,703	1,251,400	60.23%	1,251,400	0	
ASSESS. DIST. TOTAL REVENUE	753,703	1,251,400	60.23%	1,251,400	0	

GRAND TOTAL REVENUE (All Funds)	3,072,133	6,429,500	47.78%	6,584,500	155,000	PROJECTED TOTAL MORE THAN BUDGET
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**Monterey Peninsula Regional Park District
FY 2017-18 Mid-Year Budget Review**

	As of 12/31/2017	Budget	% of Budget	Year-End Projected	Variance	Comments re Variance
ADMINISTRATION EXPENDITURES						
6101-Board Compensation	1,900	7,000	27.14%	7,000	0	
6102-Salaries/Admin	138,785	324,000	42.84%	324,000	0	
6103-Part-Time Salaries	17,653	42,200	41.83%	42,200	0	
6106-Job Training & Education	2,064	5,000	41.28%	5,000	0	
6107-Admin Employee Benefits						
Health Insurance	36,934	70,000	52.76%	70,000	0	
PERS	244,130	277,000	88.13%	277,000	0	
Dental Insurance	903	2,100	43.01%	2,100	0	
Vision Insurance	279	1,000	27.86%	1,000	0	
Life/ADD, STD, LTD & EAP	1,327	5,600	23.7%	5,600	0	
PARS Program	19,000	19,000	100.0%	19,000	0	
OPEB	0	11,000	0.0%	11,000	0	
Total - Admin Employee Benefits	302,572	385,700	78.45%	385,700	0	
6109-Payroll Tax/Personnel	10,642	25,000	42.57%	25,000	0	
6112-Insurance/Comp	54,421	150,000	36.28%	150,000	0	
6113-Postage	13	3,000	0.44%	3,000	0	
6114-Office Supplies	4,172	8,500	49.09%	8,500	0	
6120-Printing	493	5,000	9.87%	5,000	0	
6122-Legal Notice	2,002	8,000	25.02%	8,000	0	
6124-Publications & Membership	8,546.00	15,000	56.97%	15,000	0	
6126-Advertising	0	10,000	0.0%	10,000	0	
6130-Travel, Conferences/Mtgs.	5,616	15,000	37.44%	15,000	0	
6132-Mileage Reimbursement	291	500	58.21%	500	0	
6134-Computer Maintenance	7,820	20,000	39.1%	20,000	0	
6136-Equipment Maintenance	0	500	0.0%	500	0	
6137-Equipment Rental	1,307	10,000	13.07%	10,000	0	
6138-Vehicle Maintenance	688	1,500	45.86%	1,500	0	
6140-Office Lease	34,801	36,000	96.67%	64,000	28,000	Later move to PCRPP than anticipated
6142-Utilities	11,808	30,000	39.36%	30,000	0	
6148-Property taxes/assessments	1,768	25,000	7.07%	5,000	-20,000	Anticipated savings based on YTD expenditures
6149-Prof/Special Services	81,888	200,000	40.94%	200,000	0	
6161-Depreciation-Admin.	0	105	0.0%	105	0	
6121-Office Relocation	0	10,000	0.0%	10,000	0	
ADMINISTRATION TOTALS	689,084	1,337,005	51.54%	1,345,005	8,000	Projected Over Budget

**Monterey Peninsula Regional Park District
FY 2017-18 Mid-Year Budget Review**

	As of 12/31/2017	Budget	% of Budget	Year-End Projected	Variance	Comments re Variance
OPERATIONS & MAINTENANCE EXPENDITURES						
6202-Salaries/O&M	224,155	605,200	37.04%	500,000	-105,200	Anticipated savings based on staffing level
6204-Seasonal/Contract Staff	1,620	10,000	16.2%	10,000	0	
6206-Job Training & Education	365	10,000	3.65%	10,000	0	
6207-O&M Employee Benefits						
Health Insurance	56,592	158,000	35.82%	115,000	-43,000	Anticipated savings based on staffing level
PERS	44,362	115,000	38.58%	100,000	-15,000	Anticipated savings based on staffing level
Dental Insurance	2,653	8,000	33.16%	5,000	-3,000	
Vision Insurance	863	2,400	35.96%	2,000	-400	
Life/ADD, STD, LTD & EAP	2,774	8,000	34.67%	6,000	-2,000	
OPEB-O&M	0	34,000	0.0%	34,000	0	
Total - O&M Employee Benefits	107,244	325,400	32.96%	262,000	-63,400	
6208-Uniforms	3,000	3,000	100.0%	3,000	0	
6213-Postage	0	100	0.0%	100	0	
6214-Supplies	5,902	20,000	29.51%	15,000	-5,000	
6216-Tools	3,377	7,500	45.03%	5,000	-2,500	
6220-Printing	0	2,500	0.0%	2,500	0	
6224-Publications/Memberships	0	350	0.0%	350	0	
6230-Travel, Conferences/Mtgs.	0	7,000	0.0%	3,000	-4,000	
6232-Mileage Reimbursement	0	100	0.0%	100	0	
6234-Computer Maint/Supplies	5,183	11,000	47.12%	10,000	-1,000	
6236-Equipment Maintenance	2,460	15,000	16.4%	12,000	-3,000	
6237-Equipment Rental	383	3,000	12.76%	3,000	0	
6238-Vehicle Maint/Fuel	10,614	20,000	53.07%	25,000	5,000	
6241-Janitorial Supplies	5,258	10,000	52.58%	12,000	2,000	
6242-Utilities	22,757	50,000	45.51%	50,000	0	
6243-Building Repairs	10,019	20,000	50.09%	20,000	0	
6245-Resource Management	76	2,500	3.03%	2,500	0	
6247 Trail Maintenance	0	2,000	0.0%	2,000	0	
6260-Equipment	0	7,100	0.0%	5,000	-2,100	
6262-Depreciation-O&M	0	70,000	0.0%	70,000	0	
6263-Park Signs	3,852	2,500	154.1%	7,000	4,500	
6264-Parking lot	8,003	8,000	100.03%	10,000	2,000	
6265-Soberanes Fire Repairs	6,000	800,000	0.75%	1,200,000	400,000	Anticipated work to be completed in FY2017-18
6266-Winter Storm Repairs	51,408	548,800	9.37%	548,800	0	
OPERATIONS & MAINT. TOTALS	471,676	2,561,050	18.42%	2,788,350	227,300	Projected Over Budget

**Monterey Peninsula Regional Park District
FY 2017-18 Mid-Year Budget Review**

	As of 12/31/2017	Budget	% of Budget	Year-End Projected	Variance	Comments re Variance
ENVIRONMENTAL EDUCATION/COMMUNITY OUTREACH EXPENDITURES						
6302-Salaries	95,755	229,800	41.67%	229,800	0	
6304-Seasonal/Contract Staff	750	3,000	25.0%	9,000	6,000	LGO Guide Assistance
6306-Job Training & Education	1,425	2,500	57.0%	2,500	0	
6307-EE/CO Employee Benefits						
Health Insurance	15,937	43,000	37.06%	43,000	0	
PERS	16,960	42,000	40.38%	42,000	0	
Dental Insurance	903	2,700	33.45%	2,700	0	
Vision Insurance	279	1,000	27.86%	1,000	0	
Life/ADD, STD, LTD & EAP	1,091	3,000	36.36%	3,000	0	
OPEB-EE/CO	0	11,000	0.0%	11,000	0	
Total - EE/CO Employee Benefits	35,170	102,700	34.25%	102,700	0	
6308-Uniforms	600	600	100.0%	600	0	
6312-Insurance - EE/CO	0	1,500	0.0%	1,500	0	
6313-Postage	10,725	21,500	49.88%	21,500	0	
6314-Environmental supplies	541	1,200	45.07%	1,200	0	
6316-Publications/Memberships	75	400	18.75%	400	0	
6320-Printing	10,605	22,000	48.21%	22,000	0	
6326-Advertising	0	3,000	0.0%	3,000	0	
6330-Travel, Conferences/Mtgs.	0	1,000	0.0%	1,000	0	
6334-Computer maint/supplies	2,867	6,000	47.79%	6,000	0	
6338-Vehicle Maint/Fuel	530	3,000	17.67%	3,000	0	
6342-Utilities	3,790	8,800	43.07%	8,800	0	
6349-Professional Services	3,915	7,500	52.21%	7,500	0	
6350-Interpretive Programs/parks	3,205	15,000	21.37%	15,000	0	
6352-Environmental Education	0	3,000	0.0%	3,000	0	
6354-Special Events	84	1,000	8.38%	1,000	0	
6356-Docent/Friends Program	1,944	7,000	27.77%	7,000	0	
6359-Depreciation-EE/CO	0	4,500	0.0%	4,500	0	
6360-Equipment-EECO	0	2,000	0.0%	2,000	0	
6363-BWET Grant	15,461	0	100.0%	78,000	78,000	Expenditures tied to grant award
ENVIRONMENTAL ED. TOTALS	187,443	447,000	41.93%	531,000	84,000	Projected Over Budget
CAPITAL PROJECTS						
6474-River House	0	15,000	0.0%	15,000	0	
6475-Kahn Ranch	0	8,000	0.0%	8,000	0	
6481-ADA Facilities	0	5,000	0.0%	0	-5,000	
6493.6-Cooper House	0	5,000	0.0%	0	-5,000	
CAPITAL PROJECTS TOTALS	0	33,000	0.0%	23,000	-10,000	Projected Under Budget

**Monterey Peninsula Regional Park District
FY 2017-18 Mid-Year Budget Review**

	As of 12/31/2017	Budget	% of Budget	Year-End Projected	Variance	Comments re Variance
PLANNING & CONSERVATION EXPENDITURES						
6502-Salaries/P&C	82,280	197,500	41.66%	123,000	-74,500	Savings due to staff retirement
6504-Seasonal/Contract Staff	1,201	23,000	5.22%	23,000	0	
6506-Job Training & Education	0	1,000	0.0%	1,000	0	
6507-P&C Employee Benefits						
Health Insurance	11,385	31,000	36.73%	31,000	0	
PERS	14,006	36,000	38.91%	36,000	0	
Dental Insurance	768	2,000	38.38%	900	-1,100	
Vision Insurance	172	1,000	17.19%	300	-700	
Life/ADD, STD, LTD & EAP	735	2,000	36.77%	900	-1,100	
OPEB-P&C	0	6,000	0.0%	6,000	0	
Total - P&C Employee Benefits	27,066	78,000	34.7%	75,100	-2,900	
6514-Supplies	32	1,300	2.43%	1,000	-300	
6530-Travel, Conference, Mtgs.	300	1,000	30.0%	1,000	0	
6534-Computer Maint./Supplies	693	2,500	27.73%	2,500	0	
6538-Vehicle Maint/Fuel	737	2,500	29.47%	1,500	-1,000	
6542-Utilities	724	4,000	18.1%	1,000	-3,000	
6545.1-Resource Mgmt/PCRP	31,532	56,000	56.31%	35,000	-21,000	Project re-prioritization
6545.3-Resource Mgmt/Eolian Dunes	0	5,000	0.0%	0	-5,000	
6545.4-Resource Mgmt/Marina Dunes	7,712	20,000	38.56%	20,000	0	
6545.6-Resource Mgmt/GRRP	0	37,000	0.0%	5,000	-32,000	Project re-prioritization
6549-Professional Services-P&C	3,600	45,000	8.0%	45,000	0	
6550-Land Acquisition	0	1,500,000	0.0%	1,500,000	0	
6561-Depreciation-P&C	0	4,700	0.0%	4,700	0	
PLANNING & CONSERV. TOTALS	155,877	1,978,500	7.88%	1,838,800	-139,700	Projected Under Budget

GENERAL FUND TOTAL EXPENDITURES	1,504,080	6,356,555	23.66%	6,503,155	146,600	PROJECTED TOTAL OVER BUDGET
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**Monterey Peninsula Regional Park District
FY 2017-18 Mid-Year Budget Review**

	As of 12/31/2017	Budget	% of Budget	Year-End Projected	Variance	Comments re Variance
ASSESSMENT DISTRICT EXPENDITURES						
6904-Seasonal/Contract Staff	3,585	20,000	17.93%	15,000	-5,000	
6949-Professional Services	82,197	245,000	33.55%	245,000	0	
6950-GRRP Improvements	476	45,000	1.06%	25,000	-20,000	Project re-prioritization
6960-Equipment/Capital Outlay	0	65,000	0.0%	65,000	0	
6961-Vehicle Acquisition	0	130,000	0.0%	130,000	0	
6966-PCRIP Improvements	1,413	88,000	1.61%	58,000	-30,000	\$30k carryover for interpretive exhibits
6974-Comm./Neighborhood Parks	75,342	155,000	48.61%	155,000	0	
6975-Cachagua Improvements	4,605	40,000	11.51%	40,000	0	
6976-Trail Construction/Rehab.	142	15,000	0.95%	10,000	-5,000	
6978-Visitor Center Plan/Design	0	250,000	0.0%	0	-250,000	Project placed on hold
6980-Land Acquisition/Improve.	12,619	850,000	1.49%	400,000	-450,000	Anticipated savings due to late move
6987-Sherar Land Lease	0	60,000	0.0%	60,000	0	
6991-Parks Security Systems	1,074	10,000	10.74%	10,000	0	
A.D. TOTAL EXPENDITURES	181,454	1,973,000	9.2%	1,213,000	-760,000	Projected Under Budget

GRAND TOTAL EXPENDITURES (All Funds)	1,685,534	8,329,555	20.24%	7,716,155	-613,400	GRAND TOTAL PROJECTED UNDER BUDGET
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