



MONTEREY PENINSULA REGIONAL PARK DISTRICT

**ADOPTED BUDGET
FISCAL YEAR 2011-12**



**MONTEREY PENINSULA
REGIONAL PARK DISTRICT**

**ADOPTED BUDGET
FY 2011-12**

TABLE OF CONTENTS

	<u>Page</u>
Board/Staff Roster	<i>ii</i>
Vision Statement	<i>iii</i>
General Manager Budget Message	1
Budget Resolution	6
Budget Summary Schedules and Graphics	
<i>Fund Balance Statement</i>	7
<i>Revenue Summary- FY2008-09 thru FY2011-12</i>	8
<i>Summary of Revenues FY2011-12 (graph)</i>	9
<i>Expenditure Summary FY2011-12</i>	10
<i>Summary of Expenditures by Type FY2011-12 (graph)</i>	11
<i>Summary of Expenditures by Program FY2011-12 (graph)</i>	12
<i>Expenditure Summary FY2008-09 thru FY2011-12</i>	13
<i>Staffing Summary FY2008-09 thru FY2011-12</i>	14
<i>Long Term Debt Summary FY2011-12</i>	15
Program Budget Detail	
<i>Administration Accomplishments and Goals</i>	16
<i>Administration Expenditures FY2008-09 thru FY2011-12</i>	18
<i>Administration Line Item Detail FY2011-12</i>	19
<i>Operations & Maintenance Accomplishments & Goals</i>	21
<i>Operations & Maintenance Expenditures FY2008-09 thru FY2011-12</i>	23
<i>Operations & Maintenance Line Item Detail FY2011-12</i>	24
<i>Environ. Education/Comm. Outreach Accomplishments & Goals</i>	26
<i>Environ. Education/Comm. Outreach Expenditures FY2008-09 thru FY2011-12</i>	28
<i>Environ. Education/Comm. Outreach Line Item Detail FY2011-12</i>	29
<i>Planning & Conservation Accomplishments and Goals</i>	31
<i>Planning & Conservation Expenditures FY2008-09 thru FY2011-12</i>	33
<i>Planning & Conservation Line Item Detail FY2011-12</i>	33
<i>Capital Projects Accomplishments and Goals</i>	35
<i>Capital Projects Expenditures FY2008-09 thru FY2011-12</i>	36
<i>Capital Projects Line Item Detail FY2011-12</i>	37
<i>Assessment District Accomplishments and Goals</i>	38
<i>Assessment District Expenditures FY2008-09 thru FY2011-12</i>	39
<i>Assessment District Line Item Detail FY2011-12</i>	40

*MONTEREY PENINSULA
REGIONAL PARK DISTRICT*

***Board of Directors & Staff Roster
As of July 1, 2011***

Board of Directors

*Jennifer Lagier Fellguth, President
John Dalessio, Vice President
Ben Post, Secretary/Treasurer
Michael Adamson, Board Member
Kathleen Lee, Board Member*

Staff

*James Sulentich, General Manager
Shuran Britton, Human Resources Director-Administrative Services Team
F. Caine Camarillo, Ranger
Robert Chapin, Ranger
Elizabeth Geisler, Environmental Education Specialist
Tim Jensen, Planning & Conservation Manager
Kelly McCullough, Finance Director-Administrative Services Team
Alan Miyamoto, Operations Manager
Joseph Narvaez, Environmental Education Coordinator (Programs)
Jackie Nelson, Environmental Education Supervisor
Jeffrey Niewenhuis, Ranger
John Palaniuk, Ranger
Chris Reed, Ranger
Jacob Sanderson, Ranger
Ray Trabucco, Ranger
Debbie Wyatt, Environmental Education Coordinator (Volunteers)*

MONTEREY PENINSULA REGIONAL PARK DISTRICT

A VISION FOR ENVIRONMENTAL PRESERVATION

- ◆ **INCREASE CONSERVATION EFFORTS TO PROTECT OPEN SPACE, ACCESS, PRESERVATION**
- ◆ **INCREASE FUNDING CAPABILITY**
- ◆ **DEVELOP THE MONTEREY PENINSULA REGIONAL PARK DISTRICT STAFF AND FACILITIES TO MEET PUBLIC NEED**
- ◆ **ESTABLISH AREAS FOR ENHANCED PUBLIC ACCESS, WHERE APPROPRIATE**
- ◆ **ESTABLISH ENVIRONMENTAL EDUCATION PROGRAMS TO EDUCATE THE PUBLIC, PARTICULARLY YOUTH, REGARDING BENEFITS OF PARKS & OPEN SPACE**
- ◆ **ENCOURAGE COOPERATION, COLLABORATION, & PROVIDE LEADERSHIP, WITH ALL LEVELS OF GOVERNMENT AND WITH THE COMMUNITY**
- ◆ **EMBRACE SUSTAINABILITY & PROMOTE “GREEN” PRACTICES THROUGH THE USE OF ENVIRONMENTALLY SENSITIVE PRODUCTS**



To: Honorable President and Members of the Board of Directors

From: James Sulentich, General Manager

Date: June 6, 2011

Subject: Proposed Budget for FY2011-12

Budget Overview

Attached for your review is the Monterey Peninsula Regional Park District's proposed budget for FY2011-12. The proposed budget is a recognition of the slowly recovering economy affecting everyone in our District, the state and nation. The primary goals of staff in the development of this proposed budget were to fulfill the key services delivered by the District and essential to public enjoyment of parks and open space for which we are responsible, and meet past and current benefit obligations to all employees.

The total revenue projected for FY2011-12 is \$5,748,187. This is a decrease of \$374,412 (6.1 percent) compared to FY2010-11 forecasted yearend revenue of \$6,122,599. The difference was unanticipated, due to decreased revenues we expect to receive in FY2010-11.

The Parks, Open Space and Coastal Preservation Assessment District revenue is estimated in the May, 2011, Engineer's Report conducted by SCI Consulting Group to be \$1,015,787 in FY2011-12. This is nearly 2.5 percent higher than estimated in FY2010-11.

The General Fund expenditures proposed for FY2011-12 are \$4,858,499. This represents a nearly 3.2 percent increase over FY2010-11. The increase is primarily attributable to the first-time set-aside of \$287,000 to meet the District's Other Postemployment Benefits (OPEB) future obligations. The proposed FY2011-12 budget does not include a COLA adjustment, or any other financial compensation or incentives for District staff.

The General Fund expenditures exceed the General Fund and Grants revenues by \$126,199 in FY2011-12. This is primarily due to the OPEB first year funding. Staff proposes to cover this excess expense by transferring funds from the District's General Fund reserves.

Including the new and unexpended Parks, Open Space and Coastal Preservation Assessment District Fund, the District's proposed FY2011-12 expenditures total \$1,298,528—an increase of nearly 7.4 percent over that which was budgeted in the previous fiscal year.

Reserve Funds

In FY 2010-11, a reserve fund was created to hold mitigation funding received from the California Coastal Commission for coastal acquisition. April, 2011, the final installment in the amount of \$430,011 was received by MPRPD. This payment brought the total value of the Reserve for Coastal Acquisition to \$2,225,241. As with all acquisitions, the funds restricted to this reserve may only be expended with the approval of the Board of Directors.

Revenue Summary

The total proposed revenue for FY2011-12 is \$5,748,187, representing a \$374,412 decrease (6.1 percent) compared to the FY2010-11 estimate of \$6,122,599. The largest contributing factor to this revenue decline is attributable to decreased revenues anticipated to be received in FY2010-11. The table below is a summary of budgeted and/or estimated revenue sources for FY2010-11 and FY2011-12.

Revenue Source	FY 2010-11 Budget	FY 2010-11 Estimate	FY 2011-12 Proposed
Property Tax	3,050,000	2,820,000	2,876,400
Interest Income	140,000	140,000	140,000
Rental Income	36,000	36,000	36,000
Other Revenue	466,000	455,000	30,000
Grant Revenue	1,630,000	1,621,599	1,590,000
Environ. Ed. Fees	50,000	60,000	60,000
Assessment District	990,000	990,000	1,015,787
Total	6,362,000	6,122,599	5,748,187

Property Tax revenue is projected to increase by two percent between the FY2010-11 estimate and FY2011-12 proposed. Economic growth is forecasted to be positive, slow and within this range.

Interest income for FY2011-12 is anticipated to be flat and proposed at \$140,000.

The grant revenue prediction in FY2011-12 is made up of \$1.5 million from the State of California (Prop. 117) for the ongoing debt service associated with Palo Corona Ranch, and an estimate of \$90,000 of state funding through the Carmel River Parkway grant program in support of Palo Corona Regional Park infrastructure.

Environmental Education program fees and rental income are expected to be flat and are proposed to be \$60,000 and \$36,000 respectively for FY2011-12. 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 proposed budget includes \$1,015,787 in assessment revenue for FY2011-12. This represents a 2.6 percent increase over the current year estimate of \$990,000.

Expenditure Summary

The proposed expenditure budget for FY2011-12 is \$6,157,027—0.9 percent less than budgeted in FY2010-11, and 11.1 percent more than estimated for the same year. There are many factors contributing to this conservative expense budget. A significant feature is that District staff will not be receiving a COLA increase in FY2011-12. This unanimous decision of the staff was made during the Meet & Confer process and reflects their knowledge of and sensitivity to the economic realities of the District they serve.

Following is a summary of expenditures for the budget year and current fiscal year:

Expenditure Account	FY 2010-11 Budget	FY 2010-11 Estimate	FY 2011-12 Proposed
Administration	979,412	962,105	1,102,371
Operations & Maintenance	1,057,029	1,045,419	1,096,984
Environ. Education / Community Outreach	657,892	634,510	611,464
Capital Projects	201,615	86,725	41,500
Planning & Conservation	2,106,317	1,976,650	2,006,179
Assessment District	1,209,600	938,600	1,298,528
Total	6,211,865	5,644,009	6,157,027

The proposed FY2011-12 **Administration** budget of \$1,102,371 is an increase of nearly 12.6 percent increase over the FY 2010-11 budgeted amount of \$979,412. The major contributing factor to this increase is the proposed establishment and first year funding of the District’s Other Postemployment Benefits (OPEB) trust account for employees. The OPEB contribution is based on advisor’s actuarial calculation and proposed at \$287,000. The OPEB contribution will be an ongoing expense charged to and reported in the Administration budget in future years. Also contributing to the FY2011-12 Administration proposed expenses are professional services associated with strategic planning and related District resident survey/focus groups (\$37,000), and the assignment of the public information contract (\$24,000) from Environmental Education / Community Outreach to Administration.

In the **Operations & Maintenance** program, the proposed FY2011-12 budget is \$1,096,984. This represents an increase of nearly 3.8 percent over the proposed FY2010-11 budget, and is attributable to the reclassification of an existing park maintenance aide position to ranger.

The **Environmental Education/Community Outreach** (EE/CO) proposed budget for FY2011-12 is \$611,464. This represents a nearly 7.6 percent decrease from the \$657,892 budgeted in FY2010-11. The majority of this decrease is attributable to the assignment of the public information contract from EE/CO to Administration budget described above, and a

reduction in proposed advertising for *Lets Go Outdoors!*, from \$14,000 in FY2010-11 to \$8,500 in FY2011-12.

The proposed **Planning & Conservation** budget for FY2011-121 is \$2,006,179, or nearly five percent less than that which was budgeted in FY2010-11. The majority of this budget (\$1,505,000) is committed to the debt service on Palo Corona Regional Park. The strategic planning outcomes established in FY2011-12 will focus planning and conservation efforts in the new year and establish the long-term planning and conservation implementation goals for the District.

The **Capital Projects** budget for FY2011-11 totals \$41,500. This is \$58,500 less than that which was proposed in the FY2010-11 budget. The following table itemizes the proposed Capital Projects budget:

Project	FY2011-12 Proposed
Frog Pond Improvements	7,000
GRRP ¹ River House – Leach Field System	9,000
GRRP Kahn Ranch Spring Line Replacement	4,000
GRRP Workshop Construction	4,500
GRRP Cooper Garage	5,000
MCP ² Davis/Turner Water System	12,000
Total	41,500

The Capital Projects budget is focused primarily on maintenance of existing capital improvements and addresses deferred maintenance.

The table below summarizes the proposed FY2011-12 expense budget for the **Parks, Open Space and Coastal Preservation Assessment District**. The proposed total amount is \$1,298,528—representing nearly a 7.4 percent increase over the proposed budget in FY2010-11. The FY2011-12 expense total will be offset by the estimated Assessment District revenue proposed for FY 2011-12 (\$1,015,787) and unexpended funds from FY2010-11 (\$271,000).

The proposed expenditures were reviewed by the Assessment District Citizens Oversight Committee in February 2011, and found to be consistent with the established guidelines of the Assessment District.

¹ Garland Ranch Regional Park

² Mill Creek Redwood Preserve

Project	FY 2011-12 Proposed
Seasonal/Contract Services	20,000
Professional Services	45,000
Vehicle Acquisition	80,000
Community/Neighborhood Grants	70,000
Cachagua Community Center	10,000
Trail Construction/Rehabilitation	25,000
Cooper Bridge Planning/Engineering	30,000
GRRP Visitor Center Planning/Design	216,428
Palo Corona Regional Park Fencing	50,000
PCR Land Acquisition (CCC)	400,000
Flavin Ranch Acquisition	107,000
Isakson Property Acquisition	85,100
Sherar Property Lease/Option Payment	60,000
GRRP Waterfall Bridge Replacement	20,000
River Trail Planning/Permitting	10,000
Invasive Weed Management	50,000
Parks Security Systems	20,000
Total	1,298,528

The seasonal/contract costs are allocated for resource conservation services. The Professional services account includes funding to pay Shilts Consultants, Inc. (SCI) for the engineering services associated with the assessment district, as well as partial funding for the printing costs for the *Lets Go Outdoors!* activities guide. Vehicle Acquisition funds are proposed for the lease/purchase annual payments for the front-end loader/tractor, a 1-ton flatbed dump truck, SUV, van, excavator, tractor/mower, and the FY2010-11 acquisition of a new pick-up truck to support the Planning & Conservation program.

The Community/Neighborhood Grants program is proposed at \$70,000—the same as in FY2010-11. A total of \$30,000 has been budgeted for the planning and engineering phase of Garland Ranch Regional Park’s Cooper Bridge—the essential link to the interior of the park. Funding in support of the planning and design of the Garland Ranch Regional Park Visitor Center renovation is proposed to be carried over from FY2010-11, and is a critical match to an anonymous grant made to the District restricted to this project. Included in the Assessment District proposed expense budget for FY2011-12 are four ongoing land acquisition projects (Palo Corona Ranch, Flavin, Isakson and Sherar). The total debt service on these properties is proposed to be \$652,100 in the new fiscal year. The Trail Construction/Rehabilitation line item was increased in FY2011-12 to \$25,000—an increase of \$3,500.

MONTEREY PENINSULA REGIONAL PARK DISTRICT

RESOLUTION #2011-09

June 6, 2011

A RESOLUTION ADOPTING THE BUDGET OF THE MONTEREY PENINSULA REGIONAL PARK DISTRICT FOR FY2011-12

WHEREAS, the proposed budget of the MONTEREY PENINSULA REGIONAL PARK DISTRICT for the FY2011-12 was prepared by the General Manager and reviewed by the District's Budget Sub-Committee; and

WHEREAS, the proposed budget was subsequently submitted to the Board of Directors at its meeting of June 6, 2011; 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 FY2011-12 is hereby approved as the adopted budget of the MONTEREY PENINSULA REGIONAL PARK DISTRICT in the amount of \$5,748,187 for revenues and \$6,157,027 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 particulars.

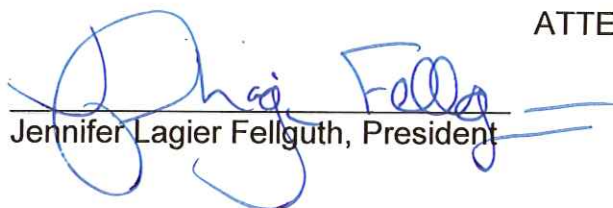
BE IT FURTHER RESOLVED THAT monies may be transferred from one expenditure account to another with the approval of the District General Manager, except that monies may not be transferred from fund balance or other reserve accounts without approval of the Board of Directors.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the MONTEREY PENINSULA REGIONAL PARK DISTRICT at Seaside, California, this 6th day of June 2011, by the following vote:

AYES: Directors Adamson; Post; Lee; Lagier Fellguth & Dalessio

NOES: Directors n/a

ATTEST:


Jennifer Lagier Fellguth, President


Ben Post, Secretary/Treasurer

**Monterey Peninsula
Regional Park District**

Revenues, Expenditures & Fund Balance

Fund Balance 07/01/10	\$10,144,525
<u>FY 2010-11</u>	
Estimated Revenues	6,122,599
Estimated Expenditures	<u>5,644,009</u>
Estimated Fund Balance 6/30/11	10,623,115
<u>FY 2011-12</u>	
Projected Revenues	5,748,187
Adopted Expenditures*	<u>6,157,027</u>
Reserve for Coastal Acquisition	2,225,241
Projected Fund Balance 6/30/12	<u><u>\$7,989,034</u></u>

This schedule includes the General Fund and Assessment District funds. It is noted that a Reserve for Coastal Acquisition has been set up to recognize the \$2.22 million from the Ocean Harbor House seawall mitigation fee, which is dedicated solely for acquisition of coastal property.

*Adopted expenditures include using \$287,000 from reserve funds to make the District's annual contribution toward the retiree medical benefits liability. Expenditures also include \$216,000 carried over from the FY2010-11 assessment district budget for the GRRP visitor center remodel project. \$97,500 of the \$216,000 represents a grant received from an Anonymous donor, earmarked for the remodel project, with another \$102,500 pledged, but not yet received.

**Monterey Peninsula
Regional Park District**

**Revenue Summary
FY2008-09 thru FY2011-12**

Description	2008-09 Actual	2009-10 Actual	2010-11 Budget	2010-11 Estimate	2011-12 Adopted
General Fund					
Property Tax	2,943,277	2,952,592	3,050,000	2,820,000	2,876,400
Interest Income	174,960	149,380	140,000	140,000	140,000
Environ. Ed. Program Fees	41,118	45,443	50,000	60,000	60,000
Rental Income	35,604	36,278	36,000	36,000	36,000
Other Revenue	133,730	1,805,871	466,000	455,000	30,000
General Fund Totals	3,328,690	4,989,565	3,742,000	3,511,000	3,142,400
Grants:					
Proposition 117	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000
Other Grants	138,915	108,449	130,000	121,599	90,000
Grant Totals	1,638,915	1,608,449	1,630,000	1,621,599	1,590,000
Total General Fund & Grants	4,967,605	6,598,013	5,372,000	5,132,599	4,732,400
Assessment District	925,885	973,138	990,000	990,000	1,015,787
TOTAL REVENUE	5,893,489	7,571,151	6,362,000	6,122,599	5,748,187

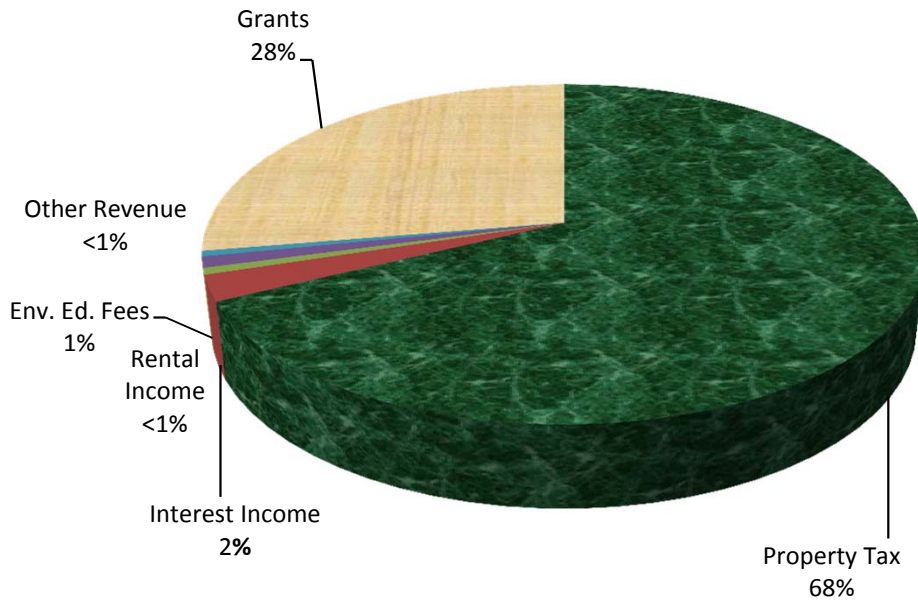
Property tax revenue in FY2010-11 is estimated to be about \$230,000 less than the budgeted amount. Due to the significant decrease in expected revenue, we are projecting a 2% increase in FY2011-12 revenue over the FY2010-11 year-end estimate. Additionally, decreased revenues necessitate using reserves to fund the OPEB liability. Interest income is projected to remain at the same level.

Other Revenue includes expense reimbursements, donations, administrative fees, grazing contract revenues, sale of property, and other miscellaneous revenues, including the Ocean Harbor House seawall mitigation fee (\$1,795,230 in FY2009-10 and \$430,011 in FY2010-11).

Prop. 117 Grant funds are allocated for Palo Corona Middle Ranch acquisition costs. Other Grants include GRRP visitor center grant funds, Carmel River Parkway project grant reimbursements, and miscellaneous resource conservation grants.

Monterey Peninsula Regional Park District

Summary of Revenues FY 2011-12



Total FY2011-12 Revenues: \$5,748,187

Property Tax	3,892,187
Interest Income	140,000
Rental Income	36,000
Env. Ed. Fees	60,000
Other Revenue	30,000
Grants	1,590,000
Total	5,748,187

**Monterey Peninsula
Regional Park District**

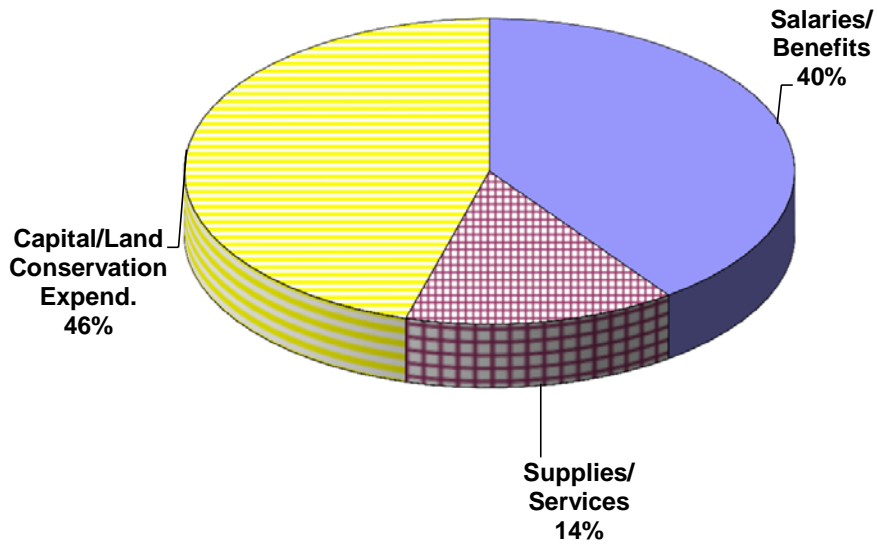
**Expenditure Summary
FY 2011-12**

	Personnel Expend.	Services/ Supplies	Capital Expend.	TOTALS
Administration	768,411	331,960	2,000	1,102,371
Operation & Maintenance	942,634	136,750	17,600	1,096,984
Env. Education/Comm. Outreach	465,364	138,600	7,500	611,464
Planning & Conservation	268,979	232,200	1,505,000	2,006,179
Capital Projects	0	0	41,500	41,500
General Fund Totals	2,445,389	839,510	1,573,600	4,858,499
Assessment District	20,000	45,000	1,233,528	1,298,528
TOTALS	2,465,389	884,510	2,807,128	6,157,027

The adopted General Fund expenditures for FY2011-12 are \$143,766 less than the FY2010-11 budget.

Monterey Peninsula Regional Park District

Summary of Expenditures by Type FY 2011-12

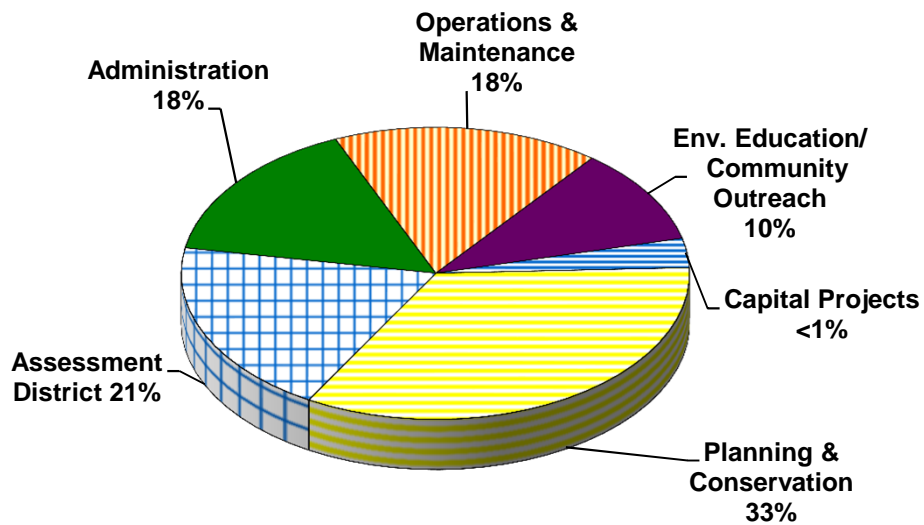


Total FY2011-12 Expenditures: \$6,157,027

Salaries/Benefits	2,465,389
Supplies/Services	884,510
Capital/Land Conservation	2,807,128
Total	6,157,027

Monterey Peninsula Regional Park District

Summary of Expenditures by Program FY 2011-12



Total FY2011-12 Expenditures: \$6,157,027

Administration	1,102,371
Operations & Maintenance	1,096,984
Env. Ed./Community Outreach	611,464
Capital Projects	41,500
Planning & Conservation	2,006,179
Assessment District	1,298,528
Total	6,157,027

**Monterey Peninsula
Regional Park District**

**Expenditure Summary
FY2008-09 thru FY2011-12**

	2008-09 Actual	2009-10 Actual	2010-11 Budget	2010-11 Estimate	2011-12 Adopted
Administration	919,400	877,091	979,412	962,105	1,102,371
Operations & Maintenance	1,036,235	950,068	1,057,029	1,045,419	1,096,984
Environmental Ed./ Comm. Outreach	654,800	594,628	657,892	634,510	611,464
Capital Projects	181,575	76,200	201,615	86,725	41,500
Planning & Conservation	2,222,005	2,007,136	2,106,317	1,976,650	2,006,179
General Fund Total	5,014,015	4,505,123	5,002,265	4,705,409	4,858,499
Assessment District	284,689	259,579	1,209,600	938,600	1,298,528
District Totals	5,298,704	4,764,702	6,211,865	5,644,009	6,157,027

The FY2011-12 General Fund adopted budget reflects a 2.9% decrease compared to the FY2010-11 budget. Savings reflected in FY2010-11 estimate were the result of the retirement of the former General Manager and Finance & Administrative Services Manager, along with restructuring existing staffing. In FY2011-12, decreased staffing expenditures in the Administration budget will help to fund the OPEB liability.

Including the Parks, Open Space and Coastal Preservation Assessment District, total budget expenditures in FY2011-12 equate to a 0.9% decrease from the FY2010-11 budget.

Monterey Peninsula Regional Park District

Staffing Summary

Full-time Equivalents

	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Adopted
Administration:				
General Manager	0.50	0.50	0.50	0.50
Finance/Admin. Services Manager	1.00	1.00	1.00	0.00
Administrative Services Coordinator	1.00	1.00	1.00	0.00
Human Resources Director	0.00	0.00	0.00	1.00
Finance Director	0.00	0.00	0.00	1.00
Administrative Assistant	0.75	0.60	0.60	0.50
Division Totals	3.25	3.10	3.10	3.00
Operation & Maintenance:				
Operations Manager	1.00	1.00	1.00	1.00
Ranger	6.00	6.00	6.00	7.00
Park Maintenance Aide	1.00	1.00	1.00	0.00
Administrative Assistant	0.00	0.15	0.15	0.15
Division Totals	8.00	8.15	8.15	8.15
Environmental Education/Community Outreach				
General Manager	0.25	0.25	0.25	0.25
Planning & Programs Manager	0.00	0.00	0.00	0.00
Environmental Education Supervisor	1.00	1.00	1.00	1.00
Env. Education Coordinator (Programs)	1.00	1.00	1.00	1.00
Env. Education Coordinator (Volunteers)	1.00	1.00	1.00	1.00
Environmental Ed. Specialist	0.50	0.50	0.50	0.50
Public Information Specialist (Contract)	0.25	0.25	0.25	0.00
Env. Education Specialist-Camp Pgms.	0.00	0.00	0.00	0.25
Env. Education Aide-Camp Pgms.	0.00	0.00	0.00	0.25
Division Totals	4.00	4.00	4.00	4.25
Planning & Conservation				
General Manager	0.25	0.25	0.25	0.25
Planning & Conservation Manager	1.00	1.00	1.00	1.00
Resource Conservation Specialist	0.50	0.00	0.00	0.00
Division Totals	1.75	1.25	1.25	1.25
District Totals	17.00	16.50	16.50	16.65

**Monterey Peninsula
Regional Park District**

**Long Term Debt Summary
FY2011-12**

	2011-12 Payment	Principal Balance at 6/30/12
Palo Corona Middle Ranch Acquisition	1,500,000	0
Palo Corona Front Ranch Acquisition	400,000	0
Flavin Ranch Acquisition	107,000	1,336,364
Isakson Property Acquisition	85,100	252,456
Totals	2,092,100	1,588,820

ADMINISTRATION

PROGRAM DESCRIPTION

This division is responsible for a variety of administrative functions including personnel, risk management, finance, payroll, investments, purchasing, contract management, special projects, park planning, media relations, budgeting, computer systems, public records and management, Board of Director liaison and support, elections, public reception and review and processing of documents, correspondence and reports.

FISCAL YEAR 2010-11 ACCOMPLISHMENTS

1. Continued “Best Management Practice” efforts by utilizing contract services for staff training, special projects, legal services, surveys and appraisals.
2. Facilitated district leadership and funding options through collaborative meetings with the Cal State University-Monterey Bay, Big Sur Multi-Agency, Monterey County Special District Assn., Trust for Public Land, Big Sur Land Trust and other organizations.
3. Coordinated cooperative efforts with the Assessment District Citizens Oversight Committee regarding the current approved annual program and potential future projects.
4. Pursued agency, capital improvement and land/resource conservation goals.
5. Administered the District’s, community-wide Env. Ed. Activities Program.
6. Coordinated staff, Board and Manager training programs.
7. Participated in quarterly meetings of Monterey County Special Districts Association and Special District General Managers group and inter-agency collaborative meetings with County, State and Federal agencies.
8. Coordinated the production of the District’s annual newsletter and agency audit.
9. Monitored permit operations for limited public access to all identified District parks.
10. Coordinated District Human Resources programs including employee recruitment, staff training, safety committee meetings and annual audit process.
11. Hired new General Manager.
12. Restructured Finance and Administrative Services.

ADMINISTRATION

FISCAL YEAR 2011-12 GOALS

1. Continue best management practices by utilizing contract services and community volunteers for special projects and programs as needed.
2. Issue and monitor permits for public access to Palo Corona Regional Park, Kahn Ranch, and Mill Creek Redwood Preserve (June 2012).
3. Continue to administer assessment district community grant program (May 2012).
4. Seek additional funding sources to pursue further resource conservation efforts (May 2012).
5. Facilitate cooperative efforts with Assessment District Citizens Oversight Committee to continue to monitor annual approved program and potential future projects (April 2012).
6. Upgrade District website including expanded Environmental Education content (June 2012).
7. Oversee the successful implementation of the District's Action Plan and its incorporation into the agency's culture to ensure strong public participation in its governance, transparency in all aspects of the organization, more participation of the District in the communities we serve, meaningful collaboration with partners, and strong community participation in and appreciation for the District's special places and programs (June 2012).
8. Initiate and complete strategic planning and update of the agency's mission, vision and values which engages District Board of Directors and staff, as well as key regional partners and District residents (September 2011).
9. Expand partnerships and meaningful collaboration with all other park and open space districts in California (June 2012).

**ADMINISTRATION
FY2008-09 thru FY2011-12
EXPENDITURES**

	ACCT CODE	2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	2010-11 ESTIMATE	2011-12 ADOPTED
PERSONNEL:						
Board Compensation	100	5,355	4,756	6,000	6,000	6,000
Salaries - Full-time	102	283,364	354,403	325,513	220,000	238,440
Salaries - Part-time	103	38,811	36,977	32,427	67,000	28,512
Job Training & Education	106	2,348	1,652	4,000	4,000	5,000
Employee Benefits	107	220,259	189,296	212,205	222,785	178,459
Other Postemployment Benefits	107.07	0	0	0	0	287,000
Payroll Tax/Personnel	109	16,032	19,741	25,000	29,000	25,000
TOTAL PERSONNEL		566,170	606,825	605,145	548,785	768,411
SERVICES & SUPPLIES:						
Insurance	112	65,809	39,921	74,767	77,000	79,000
Postage	113	2,065	2,393	3,000	3,000	3,000
Office Supplies	114	5,708	4,675	6,500	6,000	6,500
Printing	120	4,302	2,832	3,500	3,000	1,500
Legal Notice	122	3,863	2,945	3,500	3,500	3,500
Publications and Memberships	124	8,483	8,229	7,500	7,500	7,500
Advertising	126	1,674	0	2,000	2,000	1,000
Travel, Conference & Meetings	130	5,485	4,789	5,500	5,500	6,500
Mileage Reimbursement	132	139	0	200	200	200
Computer Maintenance/Supplies	134	6,539	7,033	5,000	7,500	5,000
Equipment Maintenance	136	0	0	500	500	500
Equipment Rental/Leases	137	3,401	3,147	5,000	5,000	5,000
Vehicle Maintenance & Fuel	138	725	1,535	1,500	1,500	1,500
Office Lease	140	50,468	46,781	55,000	55,000	53,275
Bank Service Charges	141	0	145	0	320	360
Utilities	142	20,089	17,385	21,000	21,000	22,000
Public Information Program	144	0	0	300	300	300
Elections	147	150	0	0	0	0
Taxes/assessments	148	1,594	1,147	2,500	2,500	2,500
Professional/Spec. Serv./Permits	149	136,705	127,309	175,000	210,000	132,825
TOTAL SERVICE/SUPPLY		317,199	270,266	372,267	411,320	331,960
CAPITAL OUTLAY:						
Equipment	160	6,361	0	2,000	2,000	2,000
TOTAL CAPITAL OUTLAY		6,361	0	2,000	2,000	2,000
PROGRAM TOTAL		889,730	877,091	979,412	962,105	1,102,371

**ADMINISTRATION
FY2011-12
LINE ITEM DETAIL**

ACCT. #	DESCRIPTION	APPLICATION	BASIS	ADOPTED
100	Board Compensation	12 months Regular & Special Board/Committee meetings	B	\$6,000
102	Salaries - Full-time	General Manager (50%) Human Resources Director Finance Director	A	\$238,440
103	Salaries - Part-time	Admin. Assistant	A	\$28,512
106	Job Training & Education	Board/Admin. training, all staff team building, national training	A	\$5,000
107	Employee Benefits	Retirement, Health, Disability, Vision, Dental, Work Comp. & Medicare	A	\$178,459
107.07	Other Postemployment Benefits (OPEB)	Retiree medical benefits-6 current and anticipated future retirees (all divisions)	A	\$287,000
109	Payroll Tax/Personnel	Federal, State payroll taxes	A	\$25,000
112	Insurance	Workers Compensation General Liability Property	B, C	\$79,000
113	Postage	Individual, large mailings and misc. mail	B	\$3,000
114	Supplies	General office and administrative supplies	B	\$6,500
120	Printing	Copies, brochures, maps, enlargements, Color trail maps	A	\$1,500
122	Legal Notice	Newspaper and legal notices	B	\$3,500
124	Publications & Memberships	Special Dist./ Parks & Rec. memberships Govt./Environmental/Planning publications	A	\$7,500
126	Advertising	Recruitment, employment ads	A	\$1,000
130	Travel, Conf. & Meetings	Board Member/Admin. staff CARPD, CPRS, CSDA, NRPA, CJPIA CALPELRA, Environ./Open Space Conf.	B	\$6,500
132	Mileage Reimbursement	Reimbursement for Administrative staff	B	\$200
134	Computer Maint. & Supply	Maint. services, printer ink, paper, etc.	B	\$5,000

136	Equipment Maintenance	Copier, fax, typewriter, misc. office equip.	B	\$500
137	Equipment Rental	Copier machine, Postage machine, security equipment	C	\$5,000
138	Vehicle Maintenance/fuel	Share of admin. vehicle maint./fuel costs	B	\$1,500
140	Office Lease	Annual administrative office lease	C	\$53,275
141	Bank Service Charges	Monthly bank ACH fees	A	\$360
142	Utilities	Admin. office elec., phones, water, waste Share of building operating costs	B	\$22,000
144	Public Information Program	Miscellaneous public info. brochures	A	\$300
148	Taxes/assessments	Property assessments & fees	A	\$2,500
149	Professional/Special Serv./ Permits	Legal Counsel, audit, LAFCO fees, special studies, website administration strategic planning	B, C	\$132,825
160	Equipment	Office, computer equipment	A	\$2,000
TOTAL				\$1,102,371

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) Division is responsible for the maintenance and operational aspects of all public facilities including all parks, open spaces, trails and buildings. This division is also responsible for Americans with Disabilities Act (ADA) assessment and implementation plans.

FISCAL YEAR 2010-2011 ACCOMPLISHMENTS

Cachagua Community Park

Completed repairs to park masonry walls and exterior walkway areas. Assisted/guided Board of Directors as necessary; Oversee general operations.

Frog Pond Wetland Preserve

Coordinated and supervised an Eagle Scout project to repair and upgrade pond observation deck; Routine patrol, trail maintenance and removal of excess vegetation; Cleared Del Rey Creek, pond floor and all channels.

Garland Ranch Regional Park

Completed new Garland Park Trail Map; Completed major rehabilitation and improvements on Hawk, Mesa, Snively's Ridge, Vaquero and other trails; Completed exterior painting of the Kahn Ranch Barn, Ranch House, Pizza House and Hill House; Completed re-roofing of Pizza House; Completed Cooper House and Visitor Center Electrical Upgrades and Security Alarm Systems; Completed renovation of the Hill House rental property and the DeDampierre Little League Baseball Field; Completed resurfacing the Equestrian Parking Areas and the Main Access Trail from the Vehicle Bridge to the Visitor Center; Assisted with LGO programs; Maintained/improved buildings & grounds as needed; Routine visitor services and patrol; Routine trail maintenance and repairs; Monitored Kahn Ranch access permits.

Eolian Dunes Preserve

Repaired and replaced signage; Assisted in dunes restoration and dunes planting projects.

Marina Dunes Preserve

Assisted in dunes restoration and dunes planting projects, Assisted in entrance area improvements; Regular patrol and maintenance; Repaired vandalism/signage as needed.

Mill Creek Redwood Preserve

Completed removal of diseased trees along trail corridor; Completed trail surface improvements; Monitored public access permits.

Palo Corona Regional Park

Completed construction of Palo Corona River Parkway Grant trail and road improvements, including 2.2 miles of improved or new roads, .25 miles of obsolete roads converted to grasslands and 4.2 miles of new trails of which approximately 3 miles are surfaced; Completed installation of drain lenses, puncheons, tables and benches; Completed Barn

OPERATIONS & MAINTENANCE

Security Alarm system; Facilitated resource inventory projects; Completed drainage and road improvements; General mowing/fence repair; Routine visitor services and patrol; Access permit monitoring.

Equipment Acquisition

Completed purchase of: Excavator and Tractor implements; replacement DR Trail Mower; 2ea All-Terrain Vehicles (ATV's) and Trail Assessment Cart.

FISCAL YEAR 2011-2012 GOALS

Cachagua Community Park

Complete repairs to buildings (May 2012); provide direction and assistance to Board as needed.

Frog Pond Wetland Preserve

Complete replacement of entrance staircase (March 2012); maintain public access and resource management projects, including trail maintenance and weed abatement.

Garland Ranch Regional Park

General facility maintenance and improvements as needed; Continue standardized sign program; Complete replacement of River House septic leach field system (November 2011); Complete Permitting and Phase 2 – Cooper Bridge Restoration (November 2011); Complete Cooper House Improvements and Kahn Workshop re-roof (December 2011); Complete Phase 1 – parking lot monitoring cameras (December 2011); Initiate engineering and permits for Ranger Station Equipment Storage Yard (April 2012); Complete Trail Rehabilitation projects (May 2012); Complete replacement of the Waterfall Bridge (June 2012); Complete replacement of Kahn Ranch spring box supply lines (April 2012); Complete Park Entrance Security Systems and Entrance Sign Improvements (June 2012); Monitor Kahn Ranch access permits; Apply best resource management practices.

Eolian Dunes Preserve and Marina Dunes Preserve

Maintain public access; Assist in entrance improvements, dunes restoration and dunes planting projects.

Mill Creek Redwood Preserve

Complete replacement of Turner Creek and Davis spring box supply lines (April 2012); maintain public access; Monitor access permits.

Palo Corona Regional Park

Complete new trail amenities and fence improvements (October 2011); Monitor vehicle and public access permits; Facilitate resource inventory and management projects (ongoing).

**OPERATIONS & MAINTENANCE
FY2008-09 thru FY2011-12
EXPENDITURES**

	ACCT CODE	2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	2010-11 ESTIMATE	2011-12 ADOPTED
PERSONNEL:						
Salaries - Full-time	202	437,577	481,836	535,292	520,000	560,779
Salaries - Part-time	203	0	9,414	8,107	6,000	8,107
Seasonal/Contract Services	204	29,230	25,673	30,350	30,350	30,350
Job Training & Education	206	3,106	379	4,200	4,200	5,200
Employee Benefits	207	278,297	266,474	331,330	323,469	334,699
Uniforms	208	3,445	3,519	3,500	3,500	3,500
TOTAL PERSONNEL		751,654	787,296	912,779	887,519	942,634
SERVICES & SUPPLIES:						
Postage	213	93	69	150	150	150
Supplies	214	15,799	17,746	17,300	17,300	17,300
Tools	216	3,838	3,815	3,800	3,800	3,800
Printing	220	464	6,086	4,300	4,300	4,300
Publications and Memberships	224	310	516	650	650	650
Advertising	226	0	0	500	500	500
Conference & Travel	230	2,954	334	3,000	3,000	3,000
Mileage Reimbursement	232	0	0	150	150	150
Computer Maintenance/Supplies	234	700	3,592	3,950	4,500	3,950
Equipment Maintenance	236	8,552	17,134	10,900	16,000	12,400
Equipment Rental	237	1,497	385	1,500	2,500	1,500
Vehicle Maintenance & Fuel	238	21,311	17,010	24,400	25,000	24,400
Janitorial Supplies	241	5,201	5,652	5,900	5,900	5,900
Utilities	242	22,349	23,517	25,150	25,150	25,150
Building Repairs	243	9,962	26,367	14,700	18,000	14,700
Facility/Infrastructure Assessment	244	0	0	0	0	10,000
Natural Resource Maintenance	245	5,006	4,504	4,400	4,400	4,400
Trail Maintenance	247	5,551	3,610	4,000	4,000	4,000
Volunteer Recognition	253	0	0	500	500	500
TOTAL SERVICE/SUPPLY		103,586	130,339	125,250	135,800	136,750
CAPITAL OUTLAY:						
Equipment	260	5,212	12,563	4,900	11,000	0
Park Signs	263	1,487	2,049	2,600	2,600	6,100
Parking Areas/Access Roads	264	15,026	17,821	11,500	8,500	11,500
TOTAL CAPITAL OUTLAY		21,725	32,433	19,000	22,100	17,600
PROGRAM TOTAL		876,966	950,068	1,057,029	1,045,419	1,096,984

**OPERATIONS & MAINTENANCE
FY2011-12
LINE ITEM DETAIL**

ACCT. #	ACCOUNT	APPLICATION	BASIS	ADOPTED
202	Salaries - Full-time	Operations Manager Rangers (7)	A	\$560,779
203	Salaries - Part-time	Administrative Assistant (20%)	A	\$8,107
204	Seasonal/Contract Services	Gabilan Camp Crews Contract Staff -Mill Creek Seasonal maintenance crew	A	\$30,350
206	Job Training & Education	Ranger workshops/classes	A, C	\$5,200
207	Employee Benefits	Retirement, Health, Disability, Vision, Dental, Medicare	A	\$334,699
208	Uniforms	Operations staff uniform allowance	C	\$3,500
213	Postage	Misc. mailings	A	\$150
214	Supplies	Misc. hardware, lumber, office supplies; safety equipment	A	\$17,300
216	Tools	Chainsaw replacement, power tools	A	\$3,800
220	Printing	Park maps; misc.	A	\$4,300
224	Publications & Memberships	Trade periodicals	A	\$650
226	Advertising	Banner ads; Calif. Trails Day	A	\$500
230	Conference & Travel	Professional Conferences, training	A	\$3,000
232	Mileage Reimbursement	Misc. travel	A	\$150
234	Computer Maint. & supplies	Computer services, paper, cartridges	A	\$3,950
236	Equipment Maintenance	Tractors (3); utility vehicles (2), ATV (4); wells; pumps	A, B	\$12,400
237	Equipment Rental	Compactor roller, wood splitter	A	\$1,500
238	Vehicle Maintenance/fuel	Pick-up trucks/trailers, service, repairs fuel costs-vehicles, off-road	A, B	\$24,400
241	Janitorial Supplies	Cleaning, paper supplies, MuttMitts	A	\$5,900
242	Utilities	PG&E, water, telephones, internet propane, dumpster portable toilet pumping	A, B	\$25,150

243	Building/Facility Repairs	Misc. repairs Rental Property repairs	A A	\$14,700
244	District Facility and Infrastructure Assessment	District-wide assessment of buildings/structures, roads/parking lots, water/sewer systems, etc. for long term repair and replacement.	A	\$10,000
245	Natural Resource Maint.	Habitat Maint/Weed abatement Tree removal Erosion control	A A A	\$4,400
247	Trails Maintenance	General maint. and seasonal repairs	A	\$4,000
253	Volunteer Recognition	Small recognition items	A	\$500
263	Park Signs	Replace monument sign with wood/stone structure District-wide standard signage	A	\$6,100
264	Parking areas/access roads	Seasonal Road & parking lot repairs Corona Road annual fee Mill Creek driveway patch Palo Corona and San Clemente special special maintenance	A, B A A A	\$11,500

TOTAL

\$1,096,984

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 EECO Division is responsible for environmental education, park interpretation, volunteer services, community events and public outreach. Environmental Education focuses on collaborative outdoor recreation enrichments and programming, nature camps, and weekday and weekend ecologically-based programs. Park Interpretation focuses on providing park visitors with self-guided and spontaneous learning opportunities through interpretive panels, trail guides, brochures, exhibits, and guided hikes and activities. Volunteer Services focuses on interpretively trained volunteer naturalists to assist in park programs and the coordination of community volunteers assisting with Inter-Divisional program implementation. Community Events and Outreach focuses on cultivating positive relations with businesses and civic organizations, local media, community groups and the public.

FISCAL YEAR 2010-11 ACCOMPLISHMENTS

Let's Go Outdoors!

1. Produced, distributed (70,000 copies/season) and implemented 2 Env. Ed. *Let's Go Outdoors!* (LGO!) Activities Guides and the annual MPRPD newsletter (April 2011).
2. Contracted with 21 new instructors for the Let's Go Outdoors! activity programs (April 2011).
3. Completed eight (8) Nature Camp weeks and added three new camps for the 2011 Summer Camp season (June 2011).

Volunteers

4. Received nearly 3,800 hours in volunteer services, up 100% from the previous year. Volunteers provide support in: interpretation, hikes, Visitor Center staffing, Trail Monitoring, Equestrian Trail Monitoring, LGO Facilitation, Camp Programs, Wildflower Show preparation and staffing, Outreach Booths and the creation of a new Wildflower Book of Garland Park (June 2011).
5. Sponsored and supported 14 *Community ALIVE!* and *Give-a-Green-Day* projects (June 2011).
6. Supported the community-sponsored 2011 Earth Day at Locke-Paddon Park event led by the "Citizens for a Sustainable Marina" (April 2011).
7. Presented and implemented enhanced comprehensive Volunteer Handbook (May 2011).
8. Recruited and trained six (6) new Volunteer Naturalists and two (2) LGO! Facilitators. Plus trained ten (10) Volunteer Naturalists who participated in a series on Wildflower identification to create and maintain a seasonal wildflower display at the Garland Park Visitor Center (March 2011).

Community Outreach

9. Assisted in planning process for the Garland Ranch Regional Park Visitor Center renovation (On-going).
10. Partnered with Pacific Grove Museum of Natural History during their Living with Mountain Lions Exhibit and opening ceremony (February-October 2011).

ENVIRONMENTAL EDUCATION & COMMUNITY OUTREACH

11. Provided MPRPD website content including: bi-monthly Naturalist News section; new and upcoming LGO activities (On-going).
12. Updated seasonal interpretive kiosk exhibits at Frog Pond Wetland Preserve and Garland Ranch Regional Park (June 2011).
13. Broadened advertising opportunities to include three (3) new multi-media/outreach venues including: Facebook (social media), Public radio announcements and electronic edition of the Let's Go Outdoors! guide on the MPRPD website (December 2011).
14. Assisted General Manager and Board of Directors in distributing press releases and media information to the public (On-going).

FISCAL YEAR 2011-12 GOALS

1. Develop six (6) new "Let's Go Outdoors!" programs and activities (June 2012).
2. Complete a minimum of seven (7) week-long Nature Camp Programs (June 2012).
3. Coordinate a minimum of ten (10) "Community ALIVE!" and Give-A-Green-Day projects in support of all MPRPD divisions (June 2012).
4. Increase participation in the "Let's Go Outdoors!" activity programs by 10% (June 2012).
5. Assist in the on-going development of the Garland Ranch Regional Park (GRRP) Visitor Center (June 2012).
6. Develop an Interpretive Plan Concept (IPC) (February 2012).
7. Host a Certified Interpretive Training Program, like the National Association for Interpretation, for EECO staff and volunteers (January 2012).
8. Research funding opportunities for the renovated interpretive Display and the GRRP Visitor Center (June 2012).
9. Increase media outlets and press releases by at least one (1) (March 2012).
10. Assist with the development and implementation of the MPRPD Strategic Plan for the Environmental Education and Community Outreach Division (June 2012).

ENVIRONMENTAL EDUCATION / COMMUNITY OUTREACH
FY2008-09 thru FY2011-12
EXPENDITURES

	ACCT CODE	2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	2010-11 ESTIMATE	2011-12 ADOPTED
PERSONNEL:						
Salaries - Full-time	302	228,138	262,689	274,104	252,804	255,384
Salaries - Part-time	303	0	0	0	32,500	46,080
Seasonal/Contract Services	304	63,360	70,431	93,000	60,500	22,000
Job Training & Education	306	585	659	2,200	2,200	2,500
Employee Benefits	307	144,330	132,515	136,988	133,706	138,200
Uniforms	308	500	142	1,200	1,200	1,200
TOTAL PERSONNEL		436,913	466,436	507,492	482,910	465,364
SERVICES & SUPPLIES:						
Insurance	312	1,734	1,509	2,500	2,000	2,500
Postage	313	22,193	20,034	22,000	22,000	22,000
Supplies	314	2,457	1,547	2,200	2,200	2,200
Publications and Memberships	316	395	530	1,000	1,000	1,000
Printing	320	55,923	49,137	50,500	50,500	50,500
Advertising	326	12,219	14,504	14,000	14,000	8,500
Travel, Conference & Meetings	330	1,023	754	2,700	2,700	3,000
Mileage Reimbursement	332	16	0	200	200	200
Computer Maintenance/Supplies	334	929	3,493	3,200	3,500	3,200
Equipment Rental/Leases	337	3,238	5,394	5,600	7,000	6,000
Vehicle Maintenance & Fuel	338	1,850	2,936	2,000	3,000	2,000
Utilities	342	1,674	1,100	1,500	1,500	1,500
Professional Services	349	8,687	7,002	10,500	13,000	11,000
Interpretive Programs (Parks)	350	0	978	2,000	2,000	2,000
Environ. Education (Schools)	352	19,752	10,479	13,500	10,000	13,500
Special Events (Outreach)	354	2,749	3,194	3,500	3,500	3,500
Docent/Volunteer Program	356	4,637	3,783	6,000	6,000	6,000
Public Information Program	358	384	60	0	0	0
TOTAL SERVICE/SUPPLY		139,859	126,435	142,900	144,100	138,600
CAPITAL OUTLAY:						
Equipment	360	1,233	1,757	2,500	2,500	2,500
Equipment/Vehicle Replacement	361	0	0	5,000	5,000	5,000
TOTAL CAPITAL OUTLAY		1,233	1,757	7,500	7,500	7,500
PROGRAM TOTAL		578,005	594,628	657,892	634,510	611,464

ENVIRONMENTAL EDUCATION / COMMUNITY OUTREACH
FY2011-12
LINE ITEM DETAIL

ACCT. #	DESCRIPTION	APPLICATION	BASIS	ADOPTED
302	Salaries - Full-time	General Manager (25%) Environ. Education Supervisor Environ. Education Coordinator (2)	A	\$255,384
303	Salaries - Part-time	Environ. Education Specialist Environ. Education -camp staff	A	\$46,080
304	Contract Staff	LGO Instructors	A	\$22,000
306	Job Training & Education	Supervisors Workshop Env. Ed. Training Interpretation Computer Software Training	A A B	\$2,500
307	Employee Benefits	General Manager (25%) Environ. Education Supervisor Environ. Education Coordinator (2)	A	\$138,200
308	Uniforms	Environ. Education Supervisor Environ. Education Coordinator (2) Contract Specialist	A	\$1,200
312	Insurance	Environ. Education Instructors	A	\$2,500
313	Postage	LGO Fall/Winter & Spring/Summer Misc.	B	\$22,000
314	Environmental Supplies	Office Supplies	A	\$2,200
316	Pub. & Memberships	CA Park & Rec. Society (CPRS) Nat. Assoc. of Interpreters (NAI) LERN	A	\$1,000
320	Printing	Let's Go Outdoors Fall/Winter Annual Newsletter Spring/Summer Brochures, Fliers, Banners	A A	\$50,500
326	Advertising	Let's Go Outdoors (LGO) Earth day, Wildflower Show, Camp Educ. Pgms. & Volunt. Recruit.	A	\$8,500
330	Conference & Travel	CPRS, CJPIA, NAI	A	\$3,000
332	Mileage Reimbursement	Staff Mileage Expense	B	\$200
334	Computer Maint. / Supplies	Printer Cartridges, Paper, Support Software	B	\$3,200

337	Equipment Rental/Lease	Storage Facility	A	\$6,000
		EE Program Field Excursions	B	
338	Vehicle Maintenance/Fuel	Vans, Prius Fuel & Maint.	B	\$2,000
342	Utilities	Share of Office Utility Expenses	A	\$1,500
349	Professional Services	Lets Go Outdoors Guide Design (2)	B	\$11,000
		Rec1 Online Registration System	B	
		Newsletter Design	A	
		Retriever/NPC/Authorize.net		
350	Interpretive Program	Interpretive Exhibits-Repairs and Improvements		\$2,000
352	Educational Program	Educational Supplies and Resources	B	\$13,500
		Camp Program Supplies	B	
		LGO and Promotional Items	B	
354	Special Events/Outreach	Supplies	B	\$3,500
		Community Events & Outreach	B	
		Service Clubs/Community Group Meetings	B	
356	Docent/Volunteer Program	Recognition Awards	B	\$6,000
		Annual Recognition Dinner supplies	B	
360	Equipment	A/V Media Equipment	B	\$2,500
		Portable Screen		
361	Equip/Vehicle Replacement	Van & Alternative Fuel Vehicle Lease Payment	B	\$5,000
TOTAL				\$611,464

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 assist the Park District in meeting its primary mission to protect and preserve open space. In addition to direct land acquisition and conservation costs, this program budget includes the necessary expenses related to ongoing planning related property negotiations and transactions, permits, CEQA compliance, and partnership building. Resource management activities like field research, mapping, restoration, and monitoring consist of applying best management practices to the stewardship of the District's open space natural resources.

FISCAL YEAR 2010-11 ACCOMPLISHMENTS

1. Completed successful Palo Corona Regional Park grazing program/contract administration.
2. Completed significant restoration progress at Marina Dunes Preserve.
3. Completed major invasive weed treatments and grazing infrastructure improvements at Palo Corona Regional Park.
4. Completed an Invasive Weed Control Field Survey of Garland Ranch Regional Park.
5. Successfully administered initial planning and regulatory process for Garland Park Visitor Center Remodel project.
6. Successfully negotiated the 3-party Moo Property Transfer Agreement.
7. Continued evaluation and research for potential parkland acquisition opportunities.
8. Obtained Department of Fish & Game permit for future Cooper Bridge repairs at Garland Park.
9. Successfully negotiated modifications to Palo Corona Regional Park CC&R for increased public accessibility.

PLANNING & CONSERVATION MANAGEMENT

FISCAL YEAR 2011-12 GOALS

Planning

1. Complete the Garland Ranch and Palo Corona regional parks Invasive Weed Control plans (December 2011).
2. Complete Garland Ranch Regional Park Visitor Center remodel and expansion planning and obtain County Building Permit (June 2012).
3. Complete a Draft Palo Corona Regional Park Master Plan; Complete the 2010 Decennial Census Redistricting of Wards (December 2011).
4. Complete draft 10-Year strategic plans for open space land acquisition and natural resources conservation programs (February 2012).
5. Obtain the Snively's Ridge Re-route Permit (March 2012).
6. Obtain CA Department of Fish & Game and CA Regional Water Quality Control Board approval of Cachagua Water System Upgrade (June 2012).
7. Continue to pursue grant opportunities to facilitate and support ongoing resource conservation and restoration, open space acquisition, and capital projects (June 2012).
8. Continue to grow the District's open space parklands with infill, borderland, and connectivity acquisition (June 2012).

Conservation

9. Continue to maintain and expand the established partnerships and resource conservation programs for Palo Corona Regional Park Natural Resources Conservation stewardship (June 2012).
10. Adopt the Palo Corona Regional Park Safe Harbors Agreement and draft a 30-year implementation plan (December 2011).
11. Continue to maintain, and move forward to completion, Marina Dunes and Eolian Dunes preserves restoration projects (December 2011).
12. Compile baseline surveys of natural resources of Garland Ranch Regional Park for draft USFWS Safe Harbor Agreement planning purposes (June 2012).
13. Sign an MOU/Contract with Monterey Peninsula Water Management District for Integrated Regional Water Management Program Grant funded San Jose Creek Watershed Assessment project and sub-contractor agreement for implementation (December 2011).
14. Complete plans to implement CA Department of Fish & Game Fisheries Restoration Grant Program funded San Jose and Seneca creeks Road Retirement and Bridge Project and obtain County permit for implementation (December 2011).
15. Update and expand the Resource Conservation webpage (June 2012).

**PLANNING & CONSERVATION
FY2008-09 thru FY2011-12
EXPENDITURES**

	ACCT CODE	2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	2010-11 ESTIMATE	2011-12 ADOPTED
PERSONNEL:						
Salaries - Full-time	502	154,348	189,158	192,508	165,000	167,515
Seasonal/Contract Services	504	30,812	640	20,000	10,000	25,000
Job Training & Education	506	900	522	700	700	2,000
Employee Benefits	507	107,587	85,333	74,959	75,000	74,464
TOTAL PERSONNEL		293,647	275,654	288,167	250,700	268,979
SERVICES & SUPPLIES:						
Supplies	514	2,278	1,373	2,000	3,000	5,000
Conference & Travel	530	365	950	1,200	1,000	1,000
Mileage Reimbursement	532	353	179	250	250	0
Computer Maint./Supplies	534	3,462	1,699	1,500	1,500	1,000
Equipment Rental/Lease	537	0	660	1,000	1,000	2,000
Vehicle Maintenance/fuel	538	0	0	1,000	2,000	2,000
Utilities	542	574	902	1,200	1,200	1,200
Resource Management - PCRP	545.1	82,475	79,697	135,000	110,000	135,000
Resource Mgmt - Roberts Lake	545.2	2	0	0	0	0
Resource Mgmt - Eolian Dunes	545.3	0	18	20,000	12,000	8,000
Resource Mgmt. - Marina Dunes	545.4	25,836	45,506	65,000	50,000	10,000
Resource Mgmt. - Frog Pond	545.5	370	85	35,000	10,000	25,000
Resource Mgmt.-GRRP	545.6	0	3,969	25,000	8,000	17,000
Professional Services	549	31,019	18,690	25,000	21,000	25,000
TOTAL SERVICE/SUPPLY		146,735	153,726	313,150	220,950	232,200
CAPITAL OUTLAY:						
Equipment	560	0	18	0	0	0
Sherar Property Acquisition	575.1	60,000	0	0	0	0
Carmel Hill Bikeway/Trail	578	41,784	75,016	0	0	0
Palo Corona Ranch	583	1,501,688	1,502,722	1,505,000	1,505,000	1,505,000
TOTAL CAPITAL OUTLAY		1,603,472	1,577,756	1,505,000	1,505,000	1,505,000
PROGRAM TOTAL		2,043,854	2,007,136	2,106,317	1,976,650	2,006,179

**PLANNING & CONSERVATION MANAGEMENT
FY2011-12
LINE ITEM DETAIL**

ACCT. #	DESCRIPTION	APPLICATION	BASIS	ADOPTED
502	Salaries - Full-time	General Manager (25%) Planning & Conservation Manager	C	\$167,515
504	Seasonal/Contract Staff	CSUMB, PMS Internship	C	\$25,000
506	Job Training & Education	GIS, Park Administration		\$2,000
507	Employee Benefits	General Manager (25%) Planning & Conservation Manager	C	\$74,464
514	Supplies	Office, program, and project supplies	A	\$5,000
530	Conference & Travel	Job Training/Education and Work-related	A	\$1,000
534	Computer Maint./Supplies	Ink, Paper, Tech. Support, Software, Hardware		\$1,000
537	Equipment Rental/Lease	Portalette, Project Equipment, Tools	A	\$2,000
538	Vehicle Maintenance/fuel	Fuel, parts/accessories, service, and repair	A	\$2,000
542	Utilities	PCRP PGE, Corona Road Assoc. Fee	A	\$1,200
545.1	Res. Mgmt. - Palo Corona	NRM/CMA projects (ie weeds, grasslands, herps)	A	\$135,000
545.3	Res. Mgmt. - Eolian Dunes	Restoration and Erosion Control	A	\$8,000
545.4	Res. Mgmt. - Marina Dunes	Restoration Plan Implementation - MTF	C	\$10,000
545.5	Res. Mgmt. - Frog Pond	Enhancement Plan - Co. Env. Imp. Fee Grant	C	\$25,000
545.6	Res. Mgmt. - Garland Park	NRM projects (weeds, amphibians, GIS)	A	\$17,000
549	Professional Services	Surveys, Appraisals, Conservation Studies, GIS	B	\$25,000
583	Palo Corona Ranch	Annual payment for Middle Ranch acquisition (Grant funded)	C	\$1,505,000
TOTAL				\$2,006,179

BASIS FOR ESTIMATES

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

CAPITAL PROJECTS

PROGRAM DESCRIPTION

Capital projects are significant expenditures designated annually to maintain, repair, renovate and/or construct District facilities or acquire heavy equipment and vehicles. Capital projects generally improve or expand the stock of District fixed assets.

FISCAL YEAR 2010-11 ACCOMPLISHMENTS

1. Completed improvements to Garland Ranch Regional Park – Cooper Ranch water tanks.
2. Completed Phase 2 Carmel River Parkway Grant improvements - trail and road projects at Palo Corona Regional Park, including: 2.2 miles of improved or new roads, .25 miles of obsolete roads converted to grasslands and 4.2 miles of new trails of which approximately 3 miles are surfaced with decomposed granite; Barn area parking, activity area and native plantings; installation of drain lenses, puncheons, tables and benches.
3. Completed purchase of: excavator and tractor implements; replacement of stolen all-terrain vehicles (2) and walk-behind mower.
4. Completed installation of security systems at Garland Ranch Regional Park and Palo Corona Regional Park.
5. Completed repair and improvement projects at Garland Ranch Regional Park – Cooper House.

FISCAL YEAR 2011-12 GOALS

1. Complete repair and improvement projects at Garland Ranch Regional Park – Cooper House and Kahn Workshop roof (December 2011).
2. Complete Phase I - camera monitoring system for visitor parking lot (December 2011).
3. Initiate design and engineering for the Garland Ranch Regional Park covered tractor storage area and equipment yard (April 2012).
4. Complete replacement of Garland Ranch Regional Park River House septic leach field system (October 2011).
5. Complete replacement of Frog Pond Wetland Preserve entrance staircase (March 2012).
6. Complete replacement of water supply lines at Garland Ranch Regional Park – Kahn Ranch spring box and Mill Creek Preserve - Davis and Turner Creek water systems.
7. Complete replacement/upgrade of Garland Ranch Regional Park entrance sign.

**CAPITAL PROJECTS
FY2008-09 thru FY2011-12
EXPENDITURES**

	ACCT CODE	2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	2010-11 ESTIMATE	2011-12 ADOPTED
PROJECT						
Frog Pond Improvements	462	0	0	0	0	7,000
River House	474	0	28	0	0	9,000
Kahn Ranch	475	0	0	0	0	4,000
Locke-Paddon Park	484	498	0	0	0	0
Equipment/Vehicle Acquisition	489	20,108	0	46,500	12,392	0
GRRP Workshop Construction	493	0	0	4,500	0	4,500
GRRP Water System	493.11	6,818	5,114	0	0	0
GRRP-Cooper House Access	493.2	14,451	0	0	0	0
GRRP Cooper House Repairs	493.6	0	4,885	20,115	20,000	0
GRRP - Repair Siding Kahn Bldgs.	494.3	0	0	4,000	4,000	0
GRRP- Cooper Garage	494.5	0	0	0	0	5,000
GRRP - Camera system	494.6	0	0	5,000	0	0
MCP Davis Rental House Siding	495	298	0	0	0	0
Carmel River Parkway - Moo Prop.	496.1	5,240	0	30,000	0	0
Carmel River Parkway - PCRP*	496.2	26,814	50,295	75,000	32,733	0
Palo Corona Water System	496.3	0	10,765	0	0	0
Mill Creek Water System	496.4	0	0	8,000	8,000	12,000
Kahn Hill House/Barn Workshop	496.6	0	5,000	0	0	0
Park Security Systems	496.7	0	0	8,500	9,600	0
PROGRAM TOTAL		74,227	76,200	201,615	86,725	41,500

**CAPITAL PROJECTS
FY2011-12
LINE ITEM DETAIL**

ACCT. #	ACCOUNT	APPLICATION	BASIS	ADOPTED
462	Frog Pond - Entrance Steps	Replace wood entrance steps and DG parking area	A	\$7,000
474	GRRP River House - Leach Field System	Replace failed pit system with new leach field	A	\$9,000
475	GRRP Kahn Ranch Spring Line	Replace water supply line to spring	A	\$4,000
494.5	GRRP - Cooper Equipment Storage	Design, Engineering and permits for Cooper Equipment Storage Building and Yard	A	\$5,000
496.4	Mill Creek Water System	Replace water supply line to springs at Davis Property and Turner Creek	A	\$4,000
				\$29,000
Re-budget items:				
493	GRRP Workshop Construction	Re-roof Kahn workshop building	A	\$4,500
494.6	GRRP Camera System	Surveillance cameras for parking lot	A	\$5,000
496.4	Mill Creek Water System	Replace water system/well	A	\$8,000
				\$41,500

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 \$22 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 2010-11 ACCOMPLISHMENTS

1. Purchased new pickup truck for Planning & Conservation program.
2. Awarded \$70,000 in new community and neighborhood grants.
3. Constructed major fencing at Palo Corona Regional Park.
4. Performed trail construction/rehabilitation at District parks and preserves.
5. Provided funding for debt service payments for Palo Corona, Flavin, Isakson and Sherar properties.

FY 2011-12 GOALS

1. Provide ongoing funding for Community and Neighborhood Grant program (November 2011).
2. Reinforce north abutment of the Garland Park Cooper Bridge (November 2011).
3. Perform trail construction and rehabilitation at District parks (May 2012).
4. Replace the Waterfall bridge at Garland Ranch Regional Park (June 2012).
5. Start the planning and permitting process for River Trail at Garland Ranch Regional Park (September 2012).
6. Implement invasive weed management plans at Garland Ranch, Palo Corona and other District parks (February 2012).
7. Install/upgrade security enhancements at Garland Ranch and Palo Corona Regional Park (June 2012).
8. Repair and replace fencing at Palo Corona Regional Park (June 2012).
9. Complete facility repairs at Cachagua Community Center (May 2012).
10. Continue ongoing funding of land acquisition costs, including Palo Corona Regional Park, Flavin Ranch, Isakson Property, and Sherar Property lease/option payment (June 2012).

**PARKS, OPEN SPACE & COASTAL PRESERVATION
ASSESSMENT DISTRICT
FY2008-09 thru FY2011-12
EXPENDITURES**

	ACCT CODE	2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	2010-11 ESTIMATE	2011-12 ADOPTED
PROJECT						
Seasonal/Contract Services	904	37,254	46	20,000	0	20,000
Professional Services	949	56,238	33,154	45,000	30,000	45,000
Vehicle Acquisition	961	52,324	42,532	72,000	55,000	80,000
PCR Barn/Workshop	971	0	0	0	0	0
Locke-Paddon Improvements	972	0	32,927	17,000	10,000	0
Mill Creek Trail Construction	973	0	0	0	0	0
Community/Neighborhood Parks	974	36,520	29,266	70,000	90,000	70,000
Cachagua Community Center	975	2,500	0	0	0	10,000
Trail Construction/Rehabilitation	976	15,903	4,342	21,500	21,500	25,000
Cooper Bridge Renovation	977	783	840	22,000	22,000	0
Cooper Bridge Planning/Engineering	977.1	0	0	0	0	30,000
GRRP Visitor Center Plan/Design	978	511	18,975	250,000	15,000	216,428
PCRP Fencing	979	0	681	20,000	23,000	50,000
PG Shoreline/Rec Trail Mgmt. Plan	982	0	0	0	0	0
PCR Land Acquisition (CCC)	983	400,000	400,000	400,000	400,000	400,000
Flavin Ranch Acquisition	984	106,925	106,925	107,000	107,000	107,000
Isakson Property Acquisition	985	85,046	85,046	85,100	85,100	85,100
Sherar Property Lease/Option Pmt.	987	60,000	60,000	60,000	60,000	60,000
GRRP Waterfall Bridge	988	0	0	20,000	20,000	20,000
River Trail Planning/Permitting	989	0	0	0	0	10,000
Invasive Weed Management	990	0	0	0	0	50,000
Parks Security Systems	991	0	0	0	0	20,000
Depreciation expense	999	82,658	79,348	0	0	0
PROGRAM TOTAL		936,661	894,082	1,209,600	938,600	1,298,528

PARKS, OPEN SPACE & COASTAL PRESERVATION ASSESSMENT DISTRICT
FY2011-12
LINE ITEM DETAIL

ACCT. #	ACCOUNT	APPLICATION	BASIS	ADOPTED
904	Seasonal/Contract Services	Resource Conservation services	A	\$20,000
949	Professional/Special Services	Engineer report Env. Ed. Program Guide	A A	\$45,000
961	Vehicle Acquisition	Payments for trucks, backhoe/loader, van, SUV, excavator	A	\$80,000
974	Community/Neighborhood Parks	MPPRPD Community Grant program	A	\$70,000
975	Cachagua Community Center	Facility repairs	A	\$10,000
976	Trail Construction/Rehabilitation	Trail construction & repairs	A	\$25,000
977.1	Cooper Bridge Planning &	North abutment reinforcement	A	\$30,000
979	PCRP Fencing	Repair and replace fencing	A	\$50,000
983	Palo Corona Land Acquisition	Palo Corona Front Ranch	C	\$400,000
984	Flavin Ranch Acquisition	Flavin property	C	\$107,000
985	Isakson Property Acquisition	Isakson property	C	\$85,100
987	Sherar Land Lease	Annual Lease-Option	C	\$60,000
989	River Trail Planning & Permitting	Between Moo Property & Lazy Oaks	A	\$10,000
990	Invasive Weed Management	Garland, Palo Corona, other parks	A	\$50,000
991	Parks Security System	Garland, Palo Corona security enhancements	A	\$20,000
				\$1,062,100
Re-budget items:				
978	Visitor Center Planning/Design	GRRP visitor center remodel	A	\$216,428
988	GRRP Waterfall Bridge	Replace bridge on Waterfall Trail	A	\$20,000
				\$1,298,528

BASIS FOR ESTIMATES:

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



MPRPD

***60 Garden Court Suite 325
Monterey, CA 93940***

Tel. 831-372-3196 Fax 831-372-3197

Website: www.mprpd.org

Email: info@mprpd.org