

MONTEREY PENINSULA REGIONAL PARK DISTRICT



**ADOPTED BUDGET
FISCAL YEAR 2015-16**

**MONTEREY PENINSULA
REGIONAL PARK DISTRICT**

**ADOPTED BUDGET
FY 2015-16**

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**MONTEREY PENINSULA
REGIONAL PARK DISTRICT**

***Board of Directors & Staff Roster
As of July 1, 2015***

Board of Directors

*Kelly Sorenson, President
Christine Dresslar Moss, Vice President
Katie Pofahl, Secretary/Treasurer
John Dalessio, Board Member
Kathleen Lee, Board Member*

Staff

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

**MONTEREY PENINSULA
REGIONAL PARK DISTRICT**

GOALS FOR ENVIRONMENTAL PRESERVATION

- ◆ ***TO ACQUIRE/COMPLETE AND MAINTAIN OPEN SPACE INTERCONNECTEDNESS AND RECREATIONAL/URBAN PARKS***
- ◆ ***TO MAINTAIN FINANCIAL SECURITY***
- ◆ ***TO CONDUCT AND MANAGE/ADMINISTER THE DISTRICT WITH DISTINCTION***
- ◆ ***TO PROVIDE/MAINTAIN RECREATIONAL OPPORTUNITIES/PROGRAMS***
- ◆ ***TO MAINTAIN AND PROMOTE EFFECTIVE COMMUNICATION THAT REACHES DIVERSE AUDIENCES***
- ◆ ***TO CONNECT THE PUBLIC, LOCAL AND TOURISTS, WITH PARKS AND OPEN SPACE***
- ◆ ***TO PRESERVE BIODIVERSITY***
- ◆ ***TO ESTABLISH/STRENGTHEN RELATIONSHIPS WITH CURRENT PARTNERS AND EXPLORE NEW PARTNERSHIPS***
- ◆ ***TO REVIEW/UPDATE/REVISE THE DISTRICT MASTER PLAN***



To: Honorable President and Members of the Board of Directors

From: Rafael Payan, PhD - General Manager

Date: June 1, 2015

Subject: Proposed Budget for FY2015-16

Budget Overview

Attached for your review is the Monterey Peninsula Regional Park District's proposed budget for FY2015-16. The proposed budget is a continued recognition of the slowly recovering economy affecting everyone in our District, the state and nation. As in the prior fiscal year, the primary goals of staff in the development of this proposed budget is to fulfill the key services delivered by the District. Key responsibilities include the preservation of the District's natural resources while providing for the public's enjoyment of parks and open space. The budget presented to you is ostensibly status quo.

The total revenue projected for FY2015-16 is \$6,038,986. This represents a decrease of \$619,346 (9.3 percent) compared to FY2014-15 forecasted year end revenue of \$6,658,332. The difference is in large part due to grant revenues we received in FY2014-15.

The Parks, Open Space and Coastal Preservation Assessment District revenue is estimated to be \$1,163,786 in FY2015-16 as indicated in SCI Consulting Groups' Engineer's Report. This reflects a decrease of \$16,846 below FY2014-15's budgeted year end estimate of \$1,180,632.

The General Fund expenditures proposed for FY2015-16 are \$4,792,400. This represents a \$667,065 decrease (12.2 percent) below FY2014-15 year end budget estimate of 5,459,465. The decrease is primarily attributed to the District's retirement of debt associated with the purchase of the Whisler-Wilson property, and a reduction in a reduced employee cost index due to the recent retirement of two full-time, permanent rangers whose positions will be filled by seasonal employees. Additional savings will be realized because funding allocated for last year's election will not be required in FY2015-16.

The General Fund expenditures for FY2015-16, projected at \$4,792,400 are less than the projected \$4,875,200 in combined General Fund and Grants revenues by \$82,800.

The District's proposed FY2015-16 Parks, Open Space and Coastal Preservation Assessment District Fund expenditures total \$1,555,000. This sum includes \$1,205,000 from FY2015-16, in addition to funds carried over from FY 2014-15 representing \$150,000 for Garland Ranch [Barn] Improvements and \$200,000 for Palo Corona [Parking] Improvements.

Reserve Funds

At the March 10, 2014 MPRPD Board of Directors Meeting, the Board, during regular session, unanimously moved the approval of the General Fund Reserve (unassigned) Fund Balance Policy. The target goal of this policy is to secure six months of operating expenses, estimated to be \$3,173,700 for FY2015-16 and adjusted annually according to the projected annual expenditures; 100 percent of accumulated depreciation; and \$1 million for unanticipated expenses.

Revenue Summary

The proposed total revenue for FY2015-16 is \$6,038,986, representing a \$619,346 decrease (9.3 percent) compared to the FY2014-15 year end budget estimate of \$6,658,332. The largest contributing factor to this revenue decrease is attributable to decreased grant revenues. The table below is a summary of budgeted and/or estimated revenue sources for FY2014-15 and FY2015-16.

Revenue Source	FY2014-15 Budget	FY2014-15 Estimate	FY2015-16 Proposed
Property Tax	3,150,000	3,213,000	3,277,200
Interest Income	75,000	35,000	40,000
Environ. Ed. Fees	25,000	17,000	10,000
Rental Income	38,000	33,000	38,000
Other Revenue	10,000	129,700	10,000
Grants Revenue	2,050,000	2,050,000	1,500,000
Assessment District	1,124,411	1,180,632	1,163,786
Total	6,472,411	6,658,332	6,038,986

Property Tax revenue is projected to increase by \$64,200 (2 percent) between the FY2014-15 estimate and the proposed FY2015-16 budget. Economic growth is forecasted to be slow but positive, reflecting this range.

Interest income for FY2015-16 is anticipated to be status quo at best, to as much as 50% off the previous pace.

The total grant revenue for FY2015-16 is projected to be \$1,500,000. The \$550,000 reduction in grant revenue is attributed to the retirement of the Whisler-Wilson property acquisition debt in FY 2014-15 and receipt of the final \$50,000 in dune restoration grant funds from the City of Marina.

Environmental Education program fees are expected to continue their downward trend, primarily due to the provision of "no-cost" programming and the elimination of District-offered science camps. Rental income is expected to be flat, primarily due to few substantive repairs or upgrades taking place. Projected revenues derived from these two sources total \$10,000 and \$38,000 respectively for FY2015-16. Other revenue includes administrative fees, refunds, donations, and other miscellaneous sources.

The Assessment District revenue includes the property assessments collected from the Parks, Open Space and Coastal Preservation Assessment District. The projected assessment revenue totals \$1,163,786 for FY2015-16, a decrease of \$16,846 (1.4 percent) below FY2014-15's budgeted year end estimate of 1,180,652.

Expenditure Summary

The proposed expenditures for FY2015-16 are \$6,347,400, translating to a projected increase in overall expenditures by \$483,525 (8.25 percent) when compared to the prior fiscal year end budget. The primary factors contributing to this increase in expenditures include a carry-over in Assessment District spending of funds for projects unable to be completed in FY2014-15.

Following is a summary of expenditures for the current year and proposed for FY2015-16:

Expenditure Account	FY2014-15 Budget	FY2014-15 Estimate	FY2015-16 Proposed
Administration	1,187,600	1,327,882	983,605
Operations & Maintenance	1,063,350	937,611	1,047,285
Environ. Education / Community Outreach	578,800	522,902	461,941
Capital Projects	0	0	0
Planning & Conservation	2,510,300	2,336,480	2,299,569
Assessment District	1,119,000	739,000	1,555,000
Total	6,459,050	5,863,875	6,347,400

The proposed FY2015-16 **Administration** budget of \$983,605 is a decrease of \$344,277 (25.9 percent) over the FY2014-15 year end budgeted amount of \$1,327,882, primarily attributed to not funding for elections for three Board member seats as was the case last fiscal year.

The proposed **Operations & Maintenance** program budget for FY2015-16 budget is \$1,047,285, an increase of \$109,674 (11.7 percent) over the prior year's year end budgeted amount of \$937,611. This increase is primarily attributed to the budgeting of depreciation costs, a practice recently used.

The **Environmental Education/Community Outreach** programs' proposed budget for FY2015-16 is \$461,941, a reduction of \$60,961 (11.6 percent) when compared to the prior fiscal year's year end budget amount of \$522,902. The reduction is primarily attributed to the transfer of one FTE to the Operations & Maintenance division, staff not incurring direct costs for the implementation of science camps as these camps will now be undertaken by other organizations, not hiring a part-time specialist as has been the practice in the past, and continued reduction in LGO and other collateral information's printing costs.

The proposed **Planning & Conservation** budget for FY2015-16 is \$2,299,569, \$36,911 (1.5 percent) less than the \$2,336,480 year end budget for FY2014-15. No significant programmatic changes are anticipated in this division for the upcoming year.

The **Capital Projects** budget for FY2015-16 is not funded. As previously noted, we continue to budget annually for vehicle depreciation and in the reserve fund, monies are set aside for accumulated depreciation.

The table below summaries the proposed FY2015-16 expense budget for the **Parks, Open Space and Coastal Preservation Assessment District**. The proposed total amount is \$1,555,000. This sum includes \$1,205,000 for FY2015-16, in addition to funds carried over from FY 2014-15 in the amounts of \$150,000 for Garland Ranch [Barn] Improvements and \$200,000 for Palo Corona [Parking] Improvements. This aggregated amount represents an increase of \$816,000 (110 percent) as compared with the prior year's \$739,000 year end.

The proposed expenditures were reviewed by the Assessment District Citizens Oversight Committee in March 2015, and found to be consistent with the established guidelines of the Assessment District.

PROJECT	SCOPE	FY2015-16 Proposed
Seasonal/Contract Services	Gabilan/Labor Ready/ACE	30,000
Professional Services	Assess. Dist./PCRP General Plan	300,000
Joyce Stevens Improvements	Infrastructure Improvements	35,000
Equipment/Capital Outlay	Dump Trailer/ RTV (2)	45,000
Palo Corona Improvements	Parking/Homestead/Flint Cabin	185,000
Locke-Paddon Improvements	Tree Maintenance	35,000
Community/Neighborhood Parks	Community Grant Program	150,000
Cachagua Community Center	Water System/Facility Repair	5,000
Trail Construction/Rehabilitation	Trail Construction/Repair	20,000
Land Acquisition - Potential	Office/Maintenance Complex	300,000
Sherar Property Payment	Annual Lease-Option Payment	60,000
Invasive Weed Management	GRRP Weed Management Plan	35,000
Parks Security Systems	GRRP/PCRP Security Enhance.	5,000
Semi-Total (FY2015-16 Funds)		1,205,000
Garland Park Imp. (FY14-15 Funds)	Cooper Barn/VC Interp. Panels	150,000
Palo Corona Imp. (FY 14-15 Funds)	Parking Design/Permits/Const.	200,000
Total (FY2014-15 and FY2015-16)		1,555,000

**MONTEREY PENINSULA REGIONAL PARK DISTRICT
RESOLUTION #2015-10
June 1, 2015**

**A RESOLUTION ADOPTING THE BUDGET OF THE MONTEREY PENINSULA
REGIONAL PARK DISTRICT FOR FY2015-16**

WHEREAS, the proposed budget of the MONTEREY PENINSULA REGIONAL PARK DISTRICT for the FY2015-16 was prepared by the General Manager and reviewed by the Board's Finance Committee; and

WHEREAS, the proposed budget was subsequently submitted to the Board of Directors at its meeting of May 4, 2015; 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 FY2015-16 is hereby approved as the adopted budget of the MONTEREY PENINSULA REGIONAL PARK DISTRICT in the amount of \$6,038,986 for revenues and \$6,347,400 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 Del Rey Oaks, California, this 1st day of June 2015, by the following vote:

AYES: Directors Dalessio; Dresslar Moss; Lee; Pofahl and Sorenson

NOES: Directors none

ATTEST:



Kelly Sorenson, President



Katherine Pofahl, Secretary/Treasurer

**Monterey Peninsula
Regional Park District**

Revenues, Expenditures & Fund Balance

Fund Balance 07/01/14¹	\$10,185,018
 <u>FY 2014-15</u>	
Estimated Revenues	6,658,332
Estimated Expenditures	<u>5,863,875</u>
 Estimated Fund Balance 6/30/15	 10,979,475
 <u>FY 2015-16</u>	
Projected Revenues	6,038,986
Projected Expenditures	6,347,400
 Projected Fund Balance 6/30/16	 <u><u>\$10,671,061</u></u>

This schedule includes the General Fund and Assessment District with combined projected revenues of \$6,038,986 and \$6,347,400 in expenditures.

¹Of the 7/1/14 fund balance, \$2,306,896 is set aside in a Restricted fund account for the Ocean Harbor House seawall mitigation fee received, which is dedicated solely for the acquisition of coastal property.

In addition to the Restricted fund, the Reserve Policy calls for maintaining an Unassigned fund balance target goal of: 50% of annual operating budget (\$3,173,700 for FY2015-16); 100% of accumulated depreciation (\$938,877 as of 7/1/14) and \$1,000,000 for emergencies or unanticipated expenses, plus funds Assigned for the Sherar property acquisition (currently \$1,020,000).

Per the Reserve Policy, the amount that should remain in reserves for FY2015-16 is \$5,355,077.

**Monterey Peninsula
Regional Park District**

**Revenue Summary
FY2012-13 thru FY2015-16**

Description	2012-13 Actual	2013-14 Actual	2014-15 Budget	2014-15 Estimate	2015-16 Adopted
<u>General Fund</u>					
Property Tax	3,002,469	3,197,620	3,150,000	3,213,000	3,277,200
Interest Income	90,000	83,355	75,000	35,000	40,000
Environ. Ed. Program Fees	60,000	32,955	25,000	17,000	10,000
Rental Income	36,000	38,869	38,000	33,000	38,000
Other Revenue	10,000	91,939	10,000	129,700	10,000
General Fund Totals	3,198,469	3,444,738	3,298,000	3,427,700	3,375,200
Grants:					
Proposition 117	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000
Other Grants	410,000	14,705	550,000	550,000	0
Grant Totals	1,910,000	1,514,705	2,050,000	2,050,000	1,500,000
Total General Fund & Grants	5,108,469	4,959,443	5,348,000	5,477,700	4,875,200
Assessment District	1,016,617	1,095,396	1,124,411	1,180,632	1,163,786
TOTAL REVENUE	6,125,086	6,054,839	6,472,411	6,658,332	6,038,986

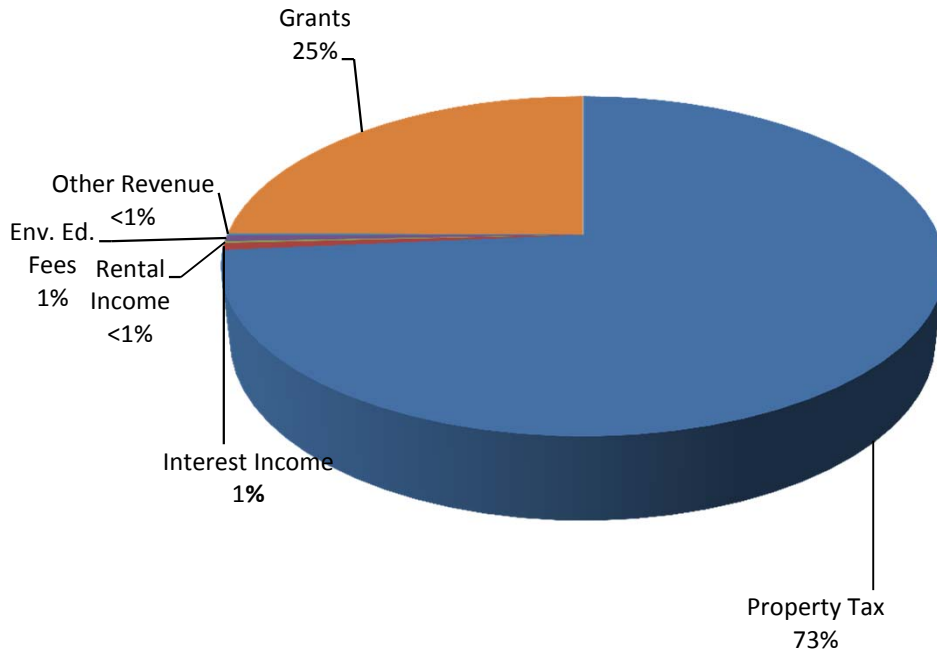
Property tax revenue in FY2014-15 is estimated to meet the adjusted budgeted amount. For FY2015-16, we are projecting a nominal 2% increase in property tax revenue. Interest income is projected to remain low, at an estimated \$40,000.

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

The FY2015-16 projected Assessment District revenues are slightly below the FY2014-15 adjusted estimate.

Monterey Peninsula Regional Park District

Summary of Revenues FY2015-16



Total FY2015-16 Revenues: \$6,038,986

Property Tax	4,440,986
Interest Income	40,000
Env. Ed. Fees	10,000
Rental Income	38,000
Other Revenue	10,000
Grants	1,500,000
Total	6,038,986

**Monterey Peninsula
Regional Park District**

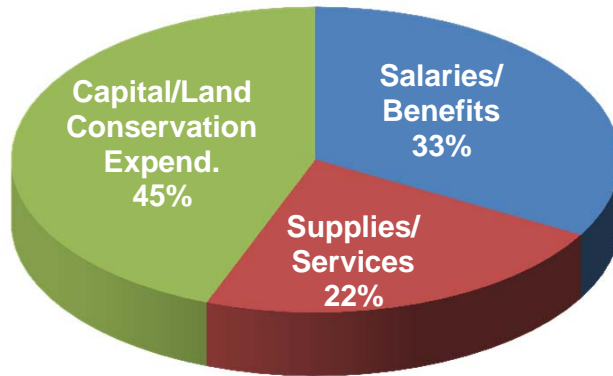
**Summary of Expenditures by Type
FY2015-16**

	Personnel Expend.	Services/ Supplies	Capital Expend.	TOTALS
Administration	601,000	382,500	105	983,605
Operation & Maintenance	830,200	150,000	67,085	1,047,285
Env. Education/Comm. Outreach	353,900	100,000	8,041	461,941
Planning & Conservation	291,400	503,500	1,504,669	2,299,569
Capital Projects	0	0	0	0
General Fund Totals	2,076,500	1,136,000	1,579,900	4,792,400
Assessment District	30,000	300,000	1,225,000	1,555,000
TOTALS	2,106,500	1,436,000	2,804,900	6,347,400

General Fund expenditures for FY2015-16 are \$623,250 more than the FY2014-15 budget, due to potential land acquisition which may be possible if opportunities are identified through grant funding. If, however, a land acquisition project is not identified, the \$500,000 budgeted for this purpose will not be expended. Additionally, funds for Board elections, which were not needed the prior year, have been included in this proposed budget document.

**Monterey Peninsula
Regional Park District**

**Summary of Expenditures
by Type
FY2015-16**

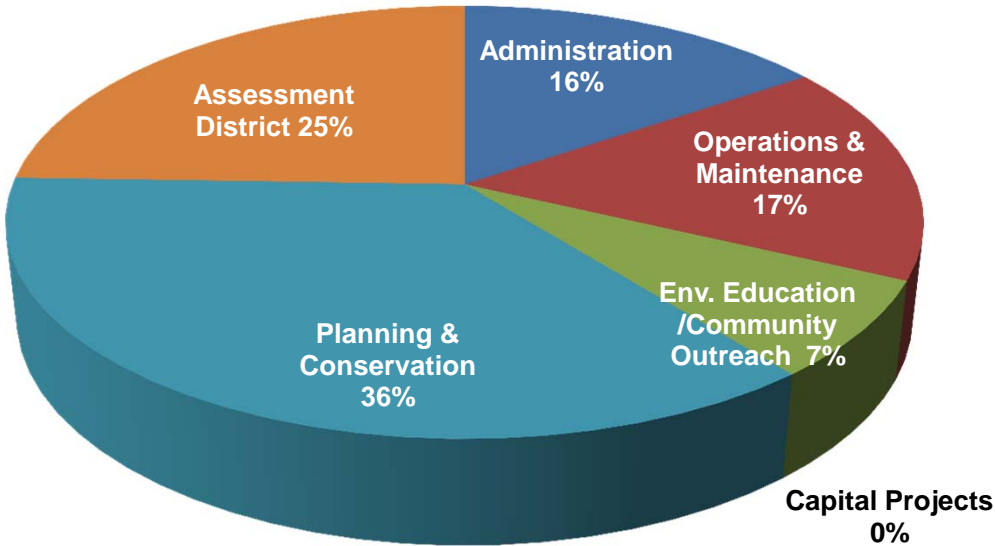


Total FY2015-16 Expenditures: \$6,347,400

Salaries/Benefits	2,106,500
Supplies/Services	1,436,000
Capital/Land Conservation	2,804,900
Total	6,347,400

**Monterey Peninsula
Regional Park District**

**Summary of Expenditures
by Program
FY2015-16**



Total FY2015-16 Expenditures: \$6,347,400

Administration	983,605
Operations & Maintenance	1,047,285
Env. Ed./Community Outreach	461,941
Capital Projects	0
Planning & Conservation	2,299,569
Assessment District	1,555,000
Total	6,347,400

**Monterey Peninsula
Regional Park District**

**Expenditure Summary
FY2012-13 thru FY2015-16**

	2012-13 Actual	2013-14 Actual	2014-15 Budget	2014-15 Estimate	2015-16 Adopted
Administration	911,994	878,540	1,187,600	1,327,882	983,605
Operations & Maintenance	917,210	924,291	1,063,350	937,611	1,047,285
Environmental Ed./ Comm. Outreach	566,533	609,113	578,800	522,902	461,941
Capital Projects	91,574	91,000	0	0	0
Planning & Conservation	649,907	490,366	2,510,300	2,336,480	2,299,569
General Fund Total	3,137,218	2,993,309	5,340,050	5,124,875	4,792,400
Assessment District	489,683	1,055,553	1,119,000	739,000	1,555,000
District Totals	3,626,900	4,048,863	6,459,050	5,863,875	6,347,400

Proposed General Fund expenditures for FY2015-16 are \$116,859 less than the FY2014-15 budget, due to change in staffing models and it not being a Board election year. No new major projects are planned in this budget year but the figures do include a 2.7% COLA for employees. No capital projects are included in the budget, although funding for annual depreciation continues to be allocated by Division.

Proposed Assessment District expenditures for FY2015-16 are \$436,000 more than the prior year budget but include carryover of \$350,000 from FY2014-15 for unfinished projects.

Monterey Peninsula Regional Park District

Staffing Summary

Full-time Equivalents

	2012-13 Actual	2013-14 Actual	2014-15 Estimate	2015-16 Adopted
Administration:				
General Manager	0.50	0.50	0.50	0.50
Finance Manager	1.00	1.00	1.00	1.00
Administrative Services Manager	1.00	1.00	1.00	1.00
Administrative Assistant	0.00	0.00	0.50	0.50
Group Totals	2.50	2.50	3.00	3.00
Operation & Maintenance:				
Supervising Ranger	0.00	0.00	1.00	1.00
Ranger	7.00	7.00	6.00	5.00
Seasonal Ranger	0.00	0.00	0.00	1.00
Park Maintenance Aide	0.00	0.00	0.00	0.50
Group Totals	7.00	7.00	7.00	7.50
Environmental Education/Community Outreach				
General Manager	0.25	0.25	0.25	0.25
Environmental Education Supervisor	1.00	1.00	1.00	1.00
Env. Education Coordinator (Programs)	1.00	1.00	1.00	0.00
Env. Education Coordinator (Volunteers)	1.00	1.00	1.00	1.00
Environmental Ed. Specialist	0.50	0.50	0.00	0.00
Env. Education Specialist-Camp Pgms.	0.25	0.00	0.00	0.00
Env. Education Aide-Camp Pgms.	0.25	0.00	0.00	0.00
Group Totals	4.25	3.75	3.25	2.25
Planning & Conservation				
General Manager	0.25	0.25	0.25	0.25
Planning & Conservation Manager	1.00	1.00	1.00	1.00
Group Totals	1.25	1.25	1.25	1.25
District Totals	15.00	14.50	14.50	14.00

**Monterey Peninsula
Regional Park District**

**Long Term Debt Summary
FY2015-16**

	2015-16 Payment	Principal Balance at 6/30/15
Joyce Stevens MPFP Acquisition	1,500,000	5,450,000
Totals	1,500,000	5,450,000

ADMINISTRATION

PROGRAM DESCRIPTION

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

FISCAL YEAR 2014-15 ACCOMPLISHMENTS

1. Continued “Best Management Practice” efforts by utilizing contract services for staff training, special projects, legal services, surveys and appraisals (ongoing)
2. Engaged collaboratively on programs of mutual interest and public benefit with key partners including Lobos Corona Parklands partners, Ventana Wildlife Society, Cities of Monterey, Del Rey Oaks, Marina, Seaside, Cal State University-Monterey Bay, Big Sur Land Trust, County of Monterey and other organizations (ongoing)
3. Worked collaboratively with the Assessment District Citizens Oversight Committee to review Assessment District-funded projects from previous year, provide status update on current year programs, review and recommended recipients of current year community grants program, and reviewed and recommended the FY 2015-16 Assessment District proposed budget to the MPRPD Board of Directors (March 2015)
4. Successfully completed the annual independent financial audit of the District (December 2014)
5. Monitored permit operations for limited public access to all identified District parks (ongoing)
6. Continued to monitor pilot multiday permit program for residents adjacent to limited access parks (ongoing)
7. Coordinated District Human Resources programs including employee recruitment and staff trainings (ongoing)
8. Revised and/or created various Board, personnel and financial policies, per strategic plan (ongoing)
9. Continued restructuring of agency staffing (April 2015)
10. Completed acquisition of Joyce Stevens Monterey Pine Forest Preserve (January 2015)
11. Explored and initiated process to replace benefit assessment funding (April 2015)
12. Began Strategic Planning Process (April 2015)

ADMINISTRATION

FISCAL YEAR 2015-16 GOALS

1. Complete requirements for CSDA Transparency Certificate (December 2015)
2. Continue best management practices by utilizing contract services and community volunteers for special projects and programs as needed (June 2015)
3. Issue and monitor permits for public access to Palo Corona Regional Park, Kahn Ranch, and Mill Creek Redwood Preserve (ongoing)
4. Continue to work collaboratively with the Assessment District Citizens Oversight Committee to administer assessment district community grant program (ongoing).
5. Continue increasing outreach efforts to agencies and organizations for the community grant program (ongoing)
6. Continue efforts to replace benefit assessment funding (June 2016)
7. Continue to expand partnerships and meaningful collaboration with all other park and open space districts in California (ongoing)
8. Continue revising and/or creating various Board, personnel and financial policies (ongoing)

ADMINISTRATION
FY2012-13 thru FY2015-16
EXPENDITURES

	ACCT CODE	2012-13 ACTUAL	2013-14 ACTUAL	2014-15 BUDGET	2014-15 ESTIMATE	2015-16 ADOPTED
PERSONNEL:						
Board Compensation	6100	7,500	6,100	7,000	7,000	7,000
Salaries - Full-time	6102	244,214	298,340	304,300	304,300	330,200
Salaries - Part-time	6103	0	0	20,800	20,800	22,000
Seasonal/Contract Services	6104	19,585	42,855	31,800	31,800	30,000
Job Training & Education	6106	4,537	2,740	3,500	4,000	5,000
Employee Benefits	6107	248,651	154,688	201,400	195,761	181,800
Payroll Tax/Personnel	6109	18,766	16,594	25,000	22,500	25,000
TOTAL PERSONNEL		543,252	521,317	593,800	586,161	601,000
SERVICES & SUPPLIES:						
Insurance	6112	86,845	102,035	163,900	330,021	111,400
Postage	6113	1,060	1,051	1,400	1,400	5,000
Office Supplies	6114	5,633	4,868	5,000	6,500	6,500
Printing	6120	10	25	1,000	500	5,000
Legal Notice	6122	3,929	4,001	4,500	4,500	6,000
Publications and Memberships	6124	9,301	9,838	9,000	10,500	12,000
Travel, Conference & Meetings	6130	4,804	5,754	0	4,000	10,000
Computer Maintenance/Supplies	6134	6,892	8,722	8,200	8,200	8,700
Equipment Maintenance	6136	384	139	500	500	500
Equipment Rental/Leases	6137	5,152	5,472	5,000	5,500	5,500
Vehicle Maintenance & Fuel	6138	689	720	1,000	1,000	1,000
Office Lease	6140	57,399	59,695	61,300	61,300	74,500
Bank Service Charges	6141	291	123	300	300	300
Utilities	6142	15,950	17,759	18,000	18,000	18,000
Elections	6147	42,166	0	210,200	90,000	0
Taxes/assessments	6148	384	2,063	2,000	2,000	2,000
Professional/Spec. Serv./Permits	6149	127,853	119,835	100,000	195,000	116,100
TOTAL SERVICE/SUPPLY		368,742	342,099	591,300	739,221	382,500
CAPITAL OUTLAY:						
Equipment	6160	0	15,124	0	0	0
Depreciation Expense	6161	0	0	2,500	2,500	105
TOTAL CAPITAL OUTLAY		0	15,124	2,500	2,500	105
PROGRAM TOTAL		911,994	878,540	1,187,600	1,327,882	983,605

**ADMINISTRATION
FY2015-16
LINE ITEM DETAIL**

ACCT. #	DESCRIPTION	APPLICATION	BASIS	ADOPTED
6100	Board Compensation	12 months Regular & Special Board/Committee meetings	B	\$7,000
6102	Salaries/Full-Time	General Manager (50%) Finance Manager Administrative Services Manager	A	\$330,200
6103	Salaries/Part-Time	Admin. Asst.	A	\$22,000
6104	Contract Staff	Universal Staffing	A	\$30,000
6106	Job Training & Education	Board/Admin. training, All-Staff Team building, National training	A	\$5,000
6107	Employee Benefits	Retirement, Health, Disability, Vision, Dental, Medicare Retiree Medical	A	\$181,800
6109	Payroll Tax/Personnel	Federal, State payroll taxes	A	\$25,000
6112	Insurance	Workers Compensation General Liability, Property Crime	B, C	\$111,400
6113	Postage	Individual, Large mailings and Misc. mail	B	\$5,000
6114	Supplies	General office and Administrative supplies	B	\$6,500
6120	Printing	Copies, Brochures, Maps, Enlargements,	A	\$5,000
6122	Legal Notice	Newspaper and Legal notices	B	\$6,000
6124	Publications & Memberships	Special District, Parks & Rec., Chamber memberships, Govt., HR Acctg./Finance publications	A	\$12,000
6130	Conference & Travel	CSMFO, CALPELRA CJPIA conferences	A	\$10,000

6134	Computer Maint. & Supply	IT Services., Offsite backup Timekeeping, Printer, Ink, etc.	B	\$8,700
6136	Equipment Maintenance	Copier, Fax, Typewriter, Misc. Office equip.	B	\$500
6137	Equipment Rental	Copier machine, Postage machine, Security equipment	C	\$5,500
6138	Vehicle Maintenance/fuel	Vehicle Maintenance/Fuel costs (1)	B	\$1,000
6140	Office Lease	Administrative office lease	C	\$74,500
6141	Bank Service Charges	Banking fees	A	\$300
6142	Utilities	Share of Office Utility Expenses	B	\$18,000
6148	Taxes/assessments	Property assessments & fees	A	\$2,000
6149	Professional/Special Serv./ Permits	Legal Counsel, Audit, LAFCO fees, CPA, Other Services	B, C	\$116,100
6161	Depreciation Expense	Annual Replacement Fund	A	\$105
TOTAL				\$983,605

BASIS FOR ESTIMATES:

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

OPERATIONS & MAINTENANCE

PROGRAM DESCRIPTION

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

FISCAL YEAR 2014-2015 ACCOMPLISHMENTS

Cachagua Community Park

1. Provided direction and assistance to Board as needed (ongoing)

Frog Pond Wetland Preserve

1. Completed 300' of trail resurfacing (June 2015)
2. Maintained public access and resource management projects, including drainage canal clearing and weed abatement (November 2014)

Garland Ranch Regional Park

1. Replaced Cougar Ridge Trail and Hill House bridge decking (September 2014)
2. Completed Museum transition to Meeting Room (May 2015)
3. Completed Meeting Room interior and electrical improvements (April 2015)
4. Installed Visitor Center surveillance camera system (June 2015)
5. Completed Garza's Canyon Trail elevated alignment (March 2015)
6. Completed general facility maintenance and improvements as needed (ongoing)
7. Assisted with Visitor Center Garden/Arboretum maintenance (ongoing)
8. Completed trail rehabilitation projects (ongoing)
9. Continued standardized sign program (ongoing)
10. Monitored Kahn Ranch access permits (ongoing)
11. Applied best resource management practices (ongoing)

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

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

Mill Creek Redwood Preserve

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

Palo Corona Regional Park

1. Continued support of the Cattle Grazing Program (ongoing)
2. Continued weed management and control treatments (ongoing)
3. Monitored vehicle and access permits (ongoing)

OPERATIONS & MAINTENANCE

FISCAL YEAR 2015-2016 GOALS

Cachagua Community Park

1. Complete water system improvements (December 2015)
2. Provide direction and assistance to Board as needed (ongoing)

Frog Pond Wetland Preserve

1. Construct ADA accessible trail (May 2016)
2. Maintain public access and resource management projects, including drainage canal clearing and weed abatement (November 2015)

Garland Ranch Regional Park

1. General facility maintenance and improvements as needed (ongoing)
2. Continue standardized sign program (ongoing)
3. Complete improvements to trailer parking (October 2015)
4. Continue Ranger Station ADA improvements (June 2016)
5. Complete trail construction/rehabilitation projects (ongoing)
6. Assist with Visitor Center Garden/Arboretum maintenance (ongoing)
7. Replace Kahn Ranch spring line (May 2016)
8. Monitor Kahn Ranch access permits (ongoing)
9. Apply best resource management practices (ongoing)

Joyce Stevens

1. Inventory and assess existing trail system, buildings, and infrastructure (July 2015)
2. Construct and install entrance signage and gates (August 2015)

Eolian Dunes and Marina Dunes Preserve

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

Mill Creek Redwood Preserve

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

Palo Corona Regional Park

1. Continue weed management and control treatments (ongoing)
2. Monitor vehicle and access permits (ongoing)

**OPERATIONS & MAINTENANCE
FY2012-13 thru FY2015-16
EXPENDITURES**

	ACCT CODE	2012-13 ACTUAL	2013-14 ACTUAL	2014-15 BUDGET	2014-15 ESTIMATE	2015-16 ADOPTED
PERSONNEL:						
Salaries - Full-time	6202	456,861	477,404	498,900	411,000	504,000
Salaries - Part-time	6203	0	0	0	4,000	13,900
Seasonal/Contract Services	6204	14,113	19,332	5,000	23,500	10,000
Job Training & Education	6206	4,097	2,889	2,600	6,500	8,000
Employee Benefits	6207	296,475	298,776	360,200	259,111	291,300
Uniforms	6208	3,500	3,500	3,500	4,250	3,000
TOTAL PERSONNEL		775,046	801,901	870,200	708,361	830,200
SERVICES & SUPPLIES:						
Postage	6213	124	26	150	150	150
Supplies	6214	18,712	14,137	12,000	12,000	16,500
Tools	6216	2,698	4,466	1,000	1,000	1,500
Printing	6220	4,514	32	0	1,500	2,500
Publications and Memberships	6224	375	311	500	500	350
Advertising	6226	0	0	0	0	3,000
Conference & Travel	6230	2,081	0	0	1,500	3,000
Mileage Reimbursement	6232	0	0	0	100	0
Computer Maintenance/Supplies	6234	7,390	8,936	10,000	10,000	10,000
Equipment Maintenance	6236	7,452	6,458	10,000	10,000	12,000
Equipment Rental	6237	230	107	4,500	2,500	1,000
Vehicle Maintenance & Fuel	6238	24,893	18,148	16,000	16,000	18,500
Janitorial Supplies	6241	7,010	6,948	9,500	9,500	11,500
Utilities	6242	36,446	37,674	40,000	40,000	45,000
Building Repairs	6243	9,538	13,792	10,000	35,000	20,000
Natural Resource Maintenance	6245	2,868	1,794	0	0	2,500
Trail Maintenance	6247	4,729	405	0	10,000	2,000
Professional Services	6249	0	685	0	0	500
TOTAL SERVICE/SUPPLY		129,058	113,921	113,650	149,750	150,000
CAPITAL OUTLAY:						
Equipment	6260	838	1,237	3,000	3,000	2,000
Depreciation Expense	6262	0	0	69,000	69,000	57,585
Park Signs	6263	3,623	1,534	2,500	2,500	2,500
Parking Areas/Access Roads	6264	8,645	5,697	5,000	5,000	5,000
TOTAL CAPITAL OUTLAY		13,106	8,469	79,500	79,500	67,085
PROGRAM TOTAL		917,210	924,291	1,063,350	937,611	1,047,285

OPERATIONS & MAINTENANCE
FY2015-16
LINE ITEM DETAIL

ACCT. #	ACCOUNT	APPLICATION	BASIS	ADOPTED
6202	Salary/Full-Time	Supervising Ranger Rangers (5) Seasonal Rangers (2)	A A A	\$504,000
6203	Salaries/Part-Time	Part Maintenance Aide	A	\$13,900
6204	Seasonal/Contract Staff	Trail Monitor - Mill Creek	A	\$10,000
6206	Job Training & Education	Ranger workshops/Classes	A, C	\$8,000
6207	Employee Benefits	Retirement, Health, Disability, Vision, Dental, Medicare Retiree Medical	A	\$291,300
6208	Uniforms	Staff uniform allowance	C	\$3,000
6213	Postage	Misc. mailings	A	\$150
6214	Supplies	Misc. Hardware, Lumber, Office supplies; Safety equipment	A	\$16,500
6216	Tools	Chainsaw replacement, Power tools	A	\$1,500
6220	Printing	Park maps, misc.	A	\$2,500
6224	Publications & Memberships	Trade periodicals	A	\$350
6226	Advertising	Recruitment ads	A	\$3,000
6230	Conference & Travel	Professional conferences, training	A	\$3,000
6234	Computer Maint & Supplies	IT Services; Paper; Ink	A	\$10,000
6236	Equipment Maintenance	Pick-up trucks, Trailers, Off-road, etc.	A, B	\$12,000
6237	Equipment Rental	Roller, Log splitter, etc.	A	\$1,000
6238	Vehicle Maintenance/fuel	Pick-up trucks/Trailers, Off-road, etc. Service, Repairs, Fuel	A, B	\$18,500
6241	Janitorial Supplies	Cleaning, Paper supplies, MuttMitts	A	\$11,500
6242	Utilities	PG&E, Water, Telephones, Internet, Propane, Dumpster Portable toilet pumping	A, B	\$45,000

6243	Building/Facility Repairs	Misc. repairs	A	\$20,000
		Rental Property repairs	A	
6245	Natural Resource Maintenance	Erosion control, habitat restoration	A	\$2,500
6247	Trail Maintenance	General maint, seasonal repairs	A	\$2,000
6249	Professional Services	Employment screening	A, B	\$500
6260	Equipment	Portable table saw, Drill press	A	\$2,000
6262	Depreciation Expense	Annual Depreciation Fund	C	\$57,585
6263	Park Signs	District-wide standard signage	A	\$2,500
6264	Parking areas/access roads	Seasonal road & Parking lot repairs	A, B	\$5,000
		Corona Road annual fee	A	
		Special maintenance	A	
TOTAL				\$1,047,285

BASIS FOR ESTIMATES

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

ENVIRONMENTAL EDUCATION & COMMUNITY OUTREACH

PROGRAM DESCRIPTION

The Environmental Education and Community Outreach (EECO) Division is responsible for environmental education, park interpretation, volunteer services, community events and public outreach. Environmental education focuses on collaborative outdoor recreation activities and programming, and weekday and weekend ecologically-based programs. Park interpretation provides park visitors with self-guided and interactive, experiential-learning opportunities through visitor center experiences, interpretive panels, trail guides, brochures, exhibits, guided hikes and *Let's Go Outdoors* activities. Volunteer services focus on interpretively-trained Volunteer Naturalists to assist with the coordination of community-based activities, as well as programs in MPRPD parks and visitor centers. Community outreach and events cultivate positive relations with the public, community groups, civic organizations, local media and businesses.

FISCAL YEAR 2014-15 ACCOMPLISHMENTS

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

1. Fostered a partnership with Pacific Grove Museum of Natural History (PGMNH) to offer environmental education programs for school age youth on MPRPD lands. Co-wrote a National Oceanic and Atmospheric Administration (NOAA) "California Bay Watershed Education and Training" (BWET) grant (November 2014).
2. Presented the "Wonders of the Carmel River" art exhibition in the Garland Ranch Regional Park Visitor Center (January 2015).
3. Fostered partnerships with Chuck Haugen Conservation Fund and Citizens for Sustainable Marina and Marina community members. Co-wrote a Community Foundation of Monterey "Neighborhood Grants Program" grant for interpretive signage at Locke-Paddon Park (February 2015).
4. Piloted an online intranet volunteer management database to provide enhanced communications, electronic access to volunteer scheduling, reporting and management (February 2015).
5. Increased outreach efforts to serve a broader, more diverse audience by restructuring the *Let's Go Outdoors* guide through:
 - a. Offering all MPRPD provided programs free of charge;
 - b. Expanding "partner" listings in the Camp and Community Happening sections (March 2015).
6. Enhanced our partnership with Carmel Middle School by hosting more than 180 students during the Monterey Bay Outdoor Education week at Garland Ranch Regional Park (March 2015).
7. Produced and distributed two (2) seasons of *Let's Go Outdoors* activities guides, 110,000 copies total (April 2015).
8. Conducted California Parks and Recreation Society (CPRS) District 6 (Santa Cruz, Monterey and San Benito counties) parks directors and staff "Meet and Greet" and a

ENVIRONMENTAL EDUCATION & COMMUNITY OUTREACH

- “TOTAL Guard” Aquatic Training for senior aquatic staff (May 2015).
9. Enhanced and maintained the Native Plant Demonstration Garden and Arboretum by offering on-site community stewardship projects in the garden (June 2015).
 10. Sponsored and participated in outreach events in each of the five (5) District wards (June 2015).
 11. Recruited eight (8) new Volunteer Naturalists. MPRPD Volunteers contributed more than 6,300 hours in support of the MPRPD mission leading hikes, staffing the GRRP-VC, facilitating activities and classes, and staffing outreach events (June 2015).

FISCAL YEAR 2015-16 GOALS

1. Design, fabricate and install interpretive signage at the Garland Ranch Regional Park native plant garden and arboretum and other MPRPD parks (September 2015).
2. Develop “Connecting Students to Their Local Watershed,” a watershed education program for students grades K-8, and professional development opportunities for teachers in partnership with the Pacific Grove Museum of Natural History (Subject to receipt of the NOAA-BWET Grant–October 2015).
3. Explore and develop a *Healthy Lifestyle-Hike Your Parks* campaign in partnership with Community Hospital of the Monterey Peninsula (November 2015).
4. Institute an online intranet volunteer management database for MPRPD volunteers to provide enhanced communications, electronic access to scheduling, reporting and management (November 2015).
5. Determine the format, production and costs of creating the *Let’s Go Outdoors* catalog going forward (April 2016).
6. Expand educational opportunities at MPRPD parklands with a minimum of ten (10) total organized *Let’s Go Outdoors* programs, school group field trips, outreach events and public planting days (May 2016).
7. Design and install a minimum of one (1) permanent interpretive exhibit in the Garland Ranch Regional Park District Visitor Center and one (1) rotating art exhibition (May 2016).
8. Develop and distribute a District-wide Long Range Interpretive Master Plan (June 2016).
9. Develop a minimum of two (2) new partnerships that facilitates access to MPRPD lands and which increases utilization of MPRPD parklands as a local resource and prime location for engaging local students, under-served and/or non-English speaking populations, to learn about their local watershed environments (June 2016).
10. Explore fundraising opportunities through grants, partnerships and advertisements (ongoing).

ENVIRONMENTAL EDUCATION / COMMUNITY OUTREACH
FY2012-13 thru FY2015-16
EXPENDITURES

	ACCT CODE	2012-13 ACTUAL	2013-14 ACTUAL	2014-15 BUDGET	2014-15 ESTIMATE	2015-16 ADOPTED
PERSONNEL:						
Salaries - Full-time	6302	248,729	265,853	274,800	258,000	213,000
Salaries - Part-time	6303	25,225	4,535	0	0	0
Seasonal/Contract Services	6304	29,650	41,804	40,000	40,000	40,000
Job Training & Education	6306	428	1,543	1,500	912	1,500
Employee Benefits	6307	142,440	140,514	166,700	125,590	99,100
Uniforms	6308	600	600	600	600	300
TOTAL PERSONNEL		447,072	454,849	483,600	425,102	353,900
SERVICES & SUPPLIES:						
Insurance	6312	2,157	367	1,000	1,600	1,600
Postage	6313	20,005	20,570	15,000	21,500	21,500
Supplies	6314	1,067	1,926	1,200	1,200	1,200
Publications and Memberships	6316	169	169	400	400	400
Printing	6320	26,361	28,736	22,000	16,000	22,000
Advertising	6326	1,971	2,656	4,000	4,000	4,000
Travel, Conference & Meetings	6330	733	381	0	1,500	1,500
Mileage Reimbursement	6332	0	40	0	0	0
Computer Maintenance/Supplies	6334	3,488	4,579	5,500	5,500	5,500
Equipment Rental/Leases	6337	5,468	2,092	0	1,000	1,000
Vehicle Maintenance & Fuel	6338	7,293	1,434	1,500	2,000	2,000
Utilities	6342	1,563	5,210	8,800	8,800	8,800
Professional Services	6349	11,836	12,517	10,000	12,000	12,000
Interpretive Programs (Parks)	6350	18,119	6,332	5,000	3,000	9,000
Environ. Education (Schools)	6352	11,122	8,794	5,000	5,000	3,000
Special Events (Outreach)	6354	2,676	872	1,000	1,000	1,000
Docent/Volunteer Program	6356	5,223	4,064	5,500	5,500	5,500
TOTAL SERVICE/SUPPLY		119,252	100,739	85,900	90,000	100,000
CAPITAL OUTLAY:						
Depreciation Expense	6359	0	0	5,800	5,800	6,541
Equipment	6360	209	9,465	3,500	2,000	1,500
VC Garden/Arboretum	6362	0	44,061	0	0	0
TOTAL CAPITAL OUTLAY		209	53,525	9,300	7,800	8,041
PROGRAM TOTAL		566,533	609,113	578,800	522,902	461,941

ENVIRONMENTAL EDUCATION / COMMUNITY OUTREACH
FY2015-16
LINE ITEM DETAIL

ACCT. #	DESCRIPTION	APPLICATION	BASIS	ADOPTED
6302	Full-Time Staff	General Manager (25%) Environ. Education Supervisor Environ. Education Coordinator	A	\$213,000
6304	Contract Staff	Let's Go Outdoors (LGO) Instructors Seasonal Temp Help	A	\$40,000
6306	Job Training & Education	Training, workshops and classes	A	\$1,500
6307	Employee Benefits	Retirement, Health, Disability, Vision, Dental, Medicare Retiree Medical	A	\$99,100
6308	Uniforms	Staff uniform allowance	A	\$300
6312	Insurance	LGO Program and special events	A	\$1,600
6313	Postage	LGO Fall/Winter and Spring/Summer Misc	B	\$21,500
6314	Environmental Supplies	Office Supplies	A	\$1,200
6316	Pub. & Memberships	CA Park & Rec. Society (CPRS), Nat. Assoc. of Interpreters (NAI), Park Rangers Assoc. of CA (PRAC)	A	\$400
6320	Printing	LGO Fall/Winter, Annual Newsletter, Spring/Summer	A	\$22,000
6326	Advertising	LGO, Earth Day, Wildflower Show Educational Programs Volunteer Recruitment	A	\$4,000
6330	Conference & Travel	CPRS	A	\$1,500
6334	Computer Maint. / Supplies	Ink Cartridges, IT Services, Software	A, B	\$5,500
6337	Equipment Rental/Leases	Equipment Rentals	A	\$1,000
6338	Vehicle Maintenance/Fuel	Vehicle Maintenance/Fuel costs (3)	B	\$2,000
6342	Utilities	Share of Office Utility Expenses	A	\$8,800
6349	Professional Services	LGO Guide Design (2) Rec1 Online Registration System Newsletter Design Retriever/NPC, Authorize.net	B B A	\$12,000

6350	Interpretive Program	Interpretive Exhibits-Repairs & Improvements VC Exhibits	A	\$9,000
6352	Educational Program	Educational Supplies and Resources	B	\$3,000
6354	Special Events/Outreach	Supplies Community Events & Outreach Service Clubs/Community Group Meetings	B B B	\$1,000
6356	Docent/Volunteer Program	Recognition Awards Annual Recognition Dinner, supplies Volunteer Naturalist training	B B	\$5,500
6359	Depreciation Expense	Annual Replacement Fund	A	\$6,541
6360	Equipment	Educational Equipment	A	\$1,500
TOTAL				\$461,941

BASIS FOR ESTIMATES

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

PLANNING & CONSERVATION MANAGEMENT

PROGRAM DESCRIPTION

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

FISCAL YEAR 2014-15 ACCOMPLISHMENTS

1. Obtained Board Approval of Palo Corona Regional Park Weed Management Plan (July 2014)
2. Administered Palo Corona Regional Park Grazing Lease (July-June 2014-15)
3. Continued Ongoing Palo Corona Regional Park Safe Harbor Agreement Monitoring (July-June 2014-15)
4. Obtained Prop 117 Memorandum of Understanding with State Parks for additional \$3M for Aguajito Acquisition (November 2014)
5. Obtained \$1,500,000 Prop 117 Grant Funds and \$500,000 Coastal Conservancy Grant Funds for Whisler-Wilson Property and Aguajito Property (Joyce Stevens Monterey Pine Forest Preserve) Acquisitions (November 2014)
6. Completed Whisler Wilson Ranch Acquisition addition to Palo Corona Regional Park (December 2014)
7. Completed Aguajito Property (Joyce Stevens Monterey Pine Forest Preserve) Acquisition (January 2015)
8. Obtained Board Approval of Cooper Barn Renovation Request for Qualifications (January 2015)
9. Obtained Riparian Water Rights Report for Cachagua Community Park (January 2015)
10. Obtained \$55,000 State Grant Funds for San Jose Creek Watershed Report (February 2015)
11. Contracted with California State University at Monterey Bay for 3000 Native Plantings at Marina Dunes Preserve (February-March 2015)
12. Obtained Howe Property Appraisal and Drafted Purchase and Sale Agreement Offer (February-April 2015)
13. Obtained Monterey County Coastal Development Permit for Palo Corona Regional Park Parking Project (March 2015)
14. Obtained Board Approval for Palo Corona Regional Park Safe Harbor Agreement Pond Enhancement Request for Proposals (March 2015)
15. Implemented Interim Weed Management Treatments at Palo Corona Regional Park (March-May 2015)
16. Obtained City of Marina Coastal Development Permit for Marina Dunes Preserve Restoration Project (April 2015)
17. Contracted with American Conservation Experience for Restoration Infrastructure at Marina Dunes Preserve (April 2015)

PLANNING & CONSERVATION MANAGEMENT

18. Obtained Los Compadres Appraisal (April 2015)
19. Obtained Board Approval for Palo Corona Regional Park General Development Plan Request for Qualifications (April 2015)
20. Resolved River Trail Encroachment (April 2015)
21. Obtained \$50,000 Habitat Conservation Fund Grant from City of Marina for Marina Dunes Preserve Restoration Project (June 2015)
22. Obtained water connection at Locke-Paddon Wetlands Community Park for Landscape Irrigation (June 2015)

FISCAL YEAR 2015-16 GOALS

1. Complete Palo Corona Regional Park Parking Project
2. Continue Ongoing Interim Palo Corona Regional Park Weed Treatments
3. Continue Ongoing Marina Dunes Preserve Restoration Project
4. Acquire Los Compadres Property
5. Obtain Contract for Cooper Barn Restoration
6. Resolve Water System Issues at Cachagua Community Park
7. Complete 1st Phase of Palo Corona Regional Park Safe Harbor Agreement Pond Enhancement Project
8. Complete Palo Corona Regional Park General Development Plan and County Coastal Development Permit Application
9. Obtain \$1,500,000 Prop. 117 Grant for Joyce Stevens Monterey Pine Forest Preserve Payment
10. Administer Palo Corona Regional Park Grazing Lease
11. Continue Ongoing Palo Corona Regional Park Safe Harbor Agreement and Grasslands Monitoring

**PLANNING & CONSERVATION
FY2012-13 thru FY2015-16
EXPENDITURES**

	ACCT CODE	2012-13 ACTUAL	2013-14 ACTUAL	2014-15 BUDGET	2014-15 ESTIMATE	2015-16 ADOPTED
PERSONNEL:						
Salaries - Full-time	6502	154,825	169,710	176,300	176,300	182,700
Seasonal/Contract Services	6504	0	11,770	10,000	10,000	35,000
Job Training & Education	6506	380	250	1,000	2,000	2,000
Employee Benefits	6507	77,791	76,529	90,300	75,480	71,700
TOTAL PERSONNEL		232,996	258,259	277,600	263,780	291,400
SERVICES & SUPPLIES:						
Supplies	6514	979	859	2,000	1,000	1,500
Conference & Travel	6530	443	381	0	0	1,000
Computer Maint./Supplies	6534	2,360	1,506	2,000	2,000	2,000
Equipment Rental/Lease	6537	59	471	1,000	0	0
Vehicle Maintenance/fuel	6538	2,039	2,585	3,000	4,000	3,000
Utilities	6542	1,106	564	1,000	1,000	1,000
Resource Management - PCRPP	6545.1	111,701	126,960	0	0	125,000
Resource Mgmt - Eolian Dunes	6545.3	10,174	0	0	0	0
Resource Mgmt. - Marina Dunes	6545.4	11,220	19,788	154,000	25,000	180,000
Resource Mgmt. - Frog Pond	6545.5	11,872	0	0	0	5,000
Resource Mgmt.-GRRP	6545.6	3,243	4,254	0	0	35,000
Professional Services	6549	86,923	74,579	65,000	35,000	150,000
TOTAL SERVICE/SUPPLY		242,119	231,947	228,000	68,000	503,500
CAPITAL OUTLAY:						
Land Acquisition	6550	161,186	160	2,000,000	2,000,000	1,500,000
Depreciation Expense	6561	0	0	4,700	4,700	4,669
Palo Corona Ranch	6583	0	0	0	0	0
Flavin Acquisition	6587	13,606	0	0	0	0
TOTAL CAPITAL OUTLAY		174,793	160	2,004,700	2,004,700	1,504,669
PROGRAM TOTAL		649,907	490,366	2,510,300	2,336,480	2,299,569

PLANNING & CONSERVATION MANAGEMENT
FY2015-16
LINE ITEM DETAIL

ACCT. #	DESCRIPTION	APPLICATION	BASIS	ADOPTED
6502	Salaries	General Manager (25%) Planning and Conservation Manager	A	\$182,700
6504	Seasonal/Contract Staff	ACE and Gabilan Camp Crews Intern	A	\$35,000
6506	Job Training & Education	ESRI, GIS, Ecological	A	\$2,000
6507	Employee Benefits	Retirement, Health, Disability, Vision, Dental, Medicare Retiree Medical	A	\$71,700
6514	Supplies	Office Supplies, Project Tools/Equipment	A	\$1,500
6530	Conference & Travel	Conservation, GIS Training	A	\$1,000
6534	Computer Maint./Supplies	IT Services, Ink, Paper, Repairs, Software		\$2,000
6538	Vehicle Maintenance/Fuel	Vehicle Maintenance/Fuel costs (1)	A	\$3,000
6542	Utilities	Share of Office Utility Expenses	A	\$1,000
6541.1	Res. Mgmt. - PCRCP	Grassland Plan Implementation Safe Harbor Implementation Weed Management Plan Implementation		\$125,000
6545.4	Res. Mgmt. - Marina Dunes	Conservation Stewardship, Species Habitat, Weeds, ADA Access and Studies (Grant funded)	C	\$180,000
6545.5	Res. Mgmt. - Frog Pond	Weed Control		\$5,000
6545.6	Res. Mgmt. - GRRP	Smith's Blue Butterfly and CA Red-Legged Frog Assessments for Safe Harbor Agrmt. Baseline		\$35,000
6549	Professional Services	Turf Image (GIS) Surveying, Appraisals Capital Asset Study and Plan	B	\$150,000
6550	Land Acquisition	Joyce Stevens MPFP (Prop 117 funded)	A	\$1,500,000
6561	Depreciation Expense	Annual Replacement Fund	C	\$4,669
TOTAL				\$2,299,569

BASIS FOR ESTIMATES

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

CAPITAL PROJECTS
FY2012-13 thru FY2015-16
EXPENDITURES

	ACCT CODE	2012-13 ACTUAL	2013-14 ACTUAL	2014-15 BUDGET	2014-15 ESTIMATE	2015-16 ADOPTED
PROJECT						
Kahn Ranch	475	9,388	0	0	0	0
Depreciation Expense	999	82,186	91,000	0	0	0
PROGRAM TOTAL		91,574	91,000	0	0	0

CAPITAL PROJECTS FY2015-16 LINE ITEM DETAIL
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ACCT. #	ACCOUNT	APPLICATION	BASIS	ADOPTED
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	TOTAL			\$0
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BASIS FOR ESTIMATES:

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

PARKS, OPEN SPACE AND COASTAL PRESERVATION ASSESSMENT DISTRICT

PROGRAM DESCRIPTION

The Parks, Open Space and Coastal Preservation Assessment District was approved by property owners in August 2004. It is funded by an annual property tax assessment of approximately \$24 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 2014-15 ACCOMPLISHMENTS

1. Completed Annual Weed Management and Control Treatments at Palo Corona Regional Park (June 2015)
2. Continued Cooper Barn historic preservation (June 2015)
3. Purchased new Compact Track Loader and Wood Chipper for Operations & Maintenance (April 2015)
4. Began utilizing seasonal maintenance staff to assist with operation and maintenance of all parks (May 2015)
5. Began the Process for Implementing Safe Harbor Agreement Pond Habitat Improvements at PCR (March 2015)

FY 2015-16 GOALS

1. Continue Cooper Barn historic preservation (July 2015)
2. Purchase new vehicles (2), utility vehicles (2), and dump trailer for Operations & Maintenance (July 2015)
3. Continue utilizing seasonal maintenance staff to assist with operation and maintenance of all parks (January 2016)
4. Begin assessment and improvements at Joyce Stephens Monterey Pine Forest Preserve (July 2015)

**PARKS, OPEN SPACE & COASTAL PRESERVATION
ASSESSMENT DISTRICT
FY2012-13 thru FY2015-16
EXPENDITURES**

	ACCT CODE	2012-13 ACTUAL	2013-14 ACTUAL	2014-15 BUDGET	2014-15 ESTIMATE	2015-16 ADOPTED
PROJECT						
Seasonal/Contract Services	6904	25,850	27,714	30,000	25,000	30,000
Professional Services	6949	20,989	20,902	25,000	25,000	300,000
Garland Park Improvements	6950	0	9,220	218,000	68,000	150,000
Joyce Stevens Improvements	6952	0	0	0	0	35,000
Equipment/Capital Outlay	6960	3,971	11,345	60,000	60,000	45,000
Vehicle Acquisition	6961	28,489	31,879	200,000	200,000	0
Palo Corona Improvements	6966	34,762	65,871	326,000	126,000	385,000
Mill Creek Water System	6968	10,615	0	0	0	0
Well Replacement	6969	8,900	0	10,000	0	0
PCR Barn/Workshop	6971	4,081	0	0	0	0
Locke-Paddon Improvements	6972	5,940	0	0	0	35,000
Community/Neighborhood Parks	6974	18,583	161,543	150,000	135,000	150,000
Cachagua Community Center	6975	0	0	0	0	5,000
Trail Construction/Rehabilitation	6976	13,427	2,020	20,000	20,000	20,000
GRRP Visitor Center Plan/Design	6978	70,613	559,815	0	0	0
Land Acquisition	6980	41,390	0	0	0	300,000
Isakson Property Acquisition	6985	85,046	70,872	0	0	0
Sherar Property Lease/Option Pmt.	6987	60,000	60,000	60,000	60,000	60,000
Invasive Weed Management	6990	46,617	33,946	0	0	35,000
Parks Security Systems	6991	10,410	427	20,000	20,000	5,000
PROGRAM TOTAL		489,683	1,055,553	1,119,000	739,000	1,555,000

PARKS, OPEN SPACE & COASTAL PRESERVATION ASSESSMENT DISTRICT FY2015-16 LINE ITEM DETAIL
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ACCT. #	ACCOUNT	APPLICATION	BASIS	ADOPTED
6904	Seasonal/Contract Services	Gabilan/LaborReady/ACE	A	\$30,000
6949	Professional/Special Services	Engineer's Report/Services General Development Plan	A	\$300,000
6952	Joyce Stevens Improvements	Infrastructure Improvements	A	\$35,000
6960	Equipment/Capital Outlay	Dump Trailer, RTV (2)	A	\$45,000
6966	Palo Corona Improvements	Parking Area/Corona Homestead Restoration and Improvements Flint Cabin Demolition	A	\$185,000
6972	Locke-Paddon Improvements	Tree Maintenance	A	\$35,000
6974	Community/Neighborhood Parks	MPPRD Community Grant program	A	\$150,000
6975	Cachagua Community Center	Water System and Facilities Repair	A	\$5,000
6976	Trail Construction/Rehabilitation	Trail construction & Repairs	A	\$20,000
6980	Land Acquisition	Potential Acquisition	A	\$300,000
6987	Sherar Land Lease	Annual Lease-Option	C	\$60,000
6990	Invasive Weed Management	GRRP Weed Management Plan	A	\$35,000
6991	Parks Security System	GRRP/PCRP Security Enhancements	A	\$5,000
TOTAL				\$1,205,000
Re-budget items (Funds remaining from FY2014-15):				
6950	Garland Park Improvements	Cooper Barn restoration Visitor Center Interpretive Panels	A	\$150,000
6966	Palo Corona Improvements	Parking Design, Permitting and Construction	A	\$200,000
TOTAL WITH RE-BUDGET				\$1,555,000

BASIS FOR ESTIMATES:

- A - Based on known & estimated costs
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