



# City of Fort Bragg

416 N Franklin Street  
Fort Bragg, CA 95437  
Phone: (707) 961-2823  
Fax: (707) 961-2802

## Meeting Agenda Special City Council

**THE FORT BRAGG CITY COUNCIL MEETS CONCURRENTLY  
AS THE FORT BRAGG MUNICIPAL IMPROVEMENT DISTRICT  
NO. 1 AND THE FORT BRAGG REDEVELOPMENT SUCCESSOR  
AGENCY**

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Wednesday, May 24, 2023

1:30 PM

Town Hall, 363 N Main Street and Via Video  
Conference

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### Special Joint City Council/MCRPD Meeting - CV Starr Budget Workshop

#### CALL TO ORDER

#### ROLL CALL

#### COUNCILMEMBERS PLEASE TAKE NOTICE

*Councilmembers are reminded that pursuant to the Council policy regarding use of electronic devices during public meetings adopted on November 28, 2022, all cell phones are to be turned off and there shall be no electronic communications during the meeting. All e-communications such as texts or emails from members of the public received during a meeting are to be forwarded to the City Clerk after the meeting is adjourned.*

#### ZOOM WEBINAR INVITATION

*This meeting is being presented in a hybrid format, both in person at Town Hall and via Zoom.*

*You are invited to a Zoom webinar.*

*When: May 24, 2023 01:30 PM Pacific Time (US and Canada)*

*Topic: Special Joint City Council/MCRPD Meeting - CV Starr Budget Workshop*

*Please click the link below to join the webinar:*

<https://us06web.zoom.us/j/82014076814>

*Or Telephone: +1 720 707 2699 or +1 253 215 8782 (\*6 mute/unmute; \*9 raise hand)*

*Webinar ID: 820 1407 6814*

*To speak during public comment portions of the agenda via zoom, please join the meeting and use the raise hand feature when the Mayor or Acting Mayor calls for public comment on the item you wish to address.*

#### **1. PUBLIC COMMENTS ON THIS SPECIAL MEETING AGENDA**

*Public comments may be made on the matters described in this Special Meeting Notice (Government Code Section 54954.3).*

#### **2. CONDUCT OF BUSINESS**

- 2A. [23-168](#) Conduct Joint City Council/Mendocino Coast Recreation and Park District Board Workshop Regarding the FY 2023/24 C.V. Starr Community Center Budget and Provide Direction to Staff

**Attachments:** [05242023 CV Starr Staff Report](#)  
[MCRPD CVSCC Budget FY 2023-24](#)

**ADJOURNMENT**

*The adjournment time for all Council meetings is no later than 10:00 p.m. If the Council is still in session at 10:00 p.m., the Council may continue the meeting upon majority vote.*

STATE OF CALIFORNIA        )  
   )ss.  
 COUNTY OF MENDOCINO    )

I declare, under penalty of perjury, that I am employed by the City of Fort Bragg and that I caused this agenda to be posted in the City Hall notice case on May 19, 2023.

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Cristal Munoz  
 Acting City Clerk

**NOTICE TO THE PUBLIC:**

**DISTRIBUTION OF ADDITIONAL INFORMATION FOLLOWING AGENDA PACKET DISTRIBUTION:**

- *Materials related to an item on this Agenda submitted to the Council/District/Agency after distribution of the agenda packet are available for public inspection upon making reasonable arrangements with the City Clerk for viewing same during normal business hours.*
- *Such documents are also available on the City of Fort Bragg’s website at <https://city.fortbragg.com> subject to staff’s ability to post the documents before the meeting.*

**ADA NOTICE AND HEARING IMPAIRED PROVISIONS:**

*It is the policy of the City of Fort Bragg to offer its public programs, services and meetings in a manner that is readily accessible to everyone, including those with disabilities. Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities.*

*If you need assistance to ensure your full participation, please contact the City Clerk at (707) 961-2823. Notification 48 hours in advance of any need for assistance will enable the City to make reasonable arrangements to ensure accessibility.*

*This notice is in compliance with the Americans with Disabilities Act (28 CFR, 35.102-35.104 ADA Title II).*



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## Text File

File Number: 23-168

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**Agenda Date:** 5/24/2023

**Version:** 1

**Status:** Business

**In Control:** Special City Council

**File Type:** Staff Report

**Agenda Number:** 2A.

Conduct Joint City Council/Mendocino Coast Recreation and Park District Board Workshop  
Regarding the FY 2023/24 C.V. Starr Community Center Budget and Provide Direction to Staff



AGENCY: City Council/MCRPD  
MEETING DATE: May 24, 2023  
DEPARTMENT: Finance  
PRESENTED BY: M. Wooden & I. Whippy  
EMAIL ADDRESS: iwhippy@fortbragg.com

## AGENDA ITEM SUMMARY REPORT

**TITLE:**

**Conduct Joint City Council/Mendocino Coast Recreation and Park District Board Workshop Regarding the FY 2023/24 C.V. Starr Community Center Budget and Provide Direction to Staff**

**ISSUE:**

The C.V. Starr Community Center (CVSCC) Operating Agreement provides that the Mendocino Coast Recreation and Park District (MCRPD) shall submit an annual budget for the CVSCC to the City Council for review and adoption. The CVSCC Budget serves as an operational plan for the CVSCC and provides the foundation for the City's budget for the CVSCC Enterprise Fund, which holds the special sales tax revenues and property tax revenues that were directed to the City as a result of the voter-approved Measure A. The CVSCC Budget Workshop is scheduled as a joint meeting of the MCRPD Board and the City Council.

**ANALYSIS:**

Please see the attached FY 2023/24 Proposed CVSCC Budget Report.

**RECOMMENDED ACTION:**

Receive report regarding the Proposed FY 2023/24 CVSCC Budget and provide direction to staff.

**ALTERNATIVE ACTION(S):**

No alternatives are needed. This is an informational item. Direction to staff may be provided as needed.

**FISCAL IMPACT:**

The annual budget is the fundamental financial management tool for the CVSCC. The budget provides detailed financial guidelines for the fiscal year's operations and capital improvement program.

**IMPLEMENTATION/TIMEFRAMES:**

Staff will update the Proposed FY 2023/24 CVSCC Budget to reflect MCRPD Board and City Council direction. The MCRPD Board will then review and consider approval of the budget in advance of its submittal to the City for City Council action at the June 12, 2023 City Council meeting.

**ATTACHMENTS**

1. Proposed FY 2023/24 CVSCC Budget Report

**NOTIFICATION:**

1 Moneque Wooden, Business Manager, Mendocino Coast Recreation and Park District





**CITY OF  
FORT BRAGG**

# Fiscal Year **2024** Proposed Budget



**CV STARR**

## C.V. STARR COMMUNITY CENTER

### OVERVIEW

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The C.V. Starr Community Center and Sigrid & Harry Spath Aquatic Facility (C.V. Starr Center) is a 43,000 square foot facility that includes an indoor water park, fitness, exercise and weight rooms and meeting rooms for community use. Its grounds include a dog park, a skateboard park, petanque courts and picnic and BBQ facilities. The City owns the facility and receives restricted sales tax and property tax revenues to help offset the costs of operation, maintenance and capital improvements at the C.V. Starr Center. These restricted sales and property tax funds are held in the C.V. Starr Enterprise Fund.

### SUMMARY OF SERVICES

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The City contracts with the Mendocino Coast Recreation and Parks District (MCRPD) for day-to-day operation and maintenance of the C.V. Starr Center.

### GOALS AND OBJECTIVES

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- Continue to coordinate with the MCRPD to ensure the efficient and effective operation of the C.V. Starr Center in accordance with the Operating Agreement between the City and the MCRPD.
- Continue to ensure that financial procedures and fiscal controls are effectively implemented to address accounting, cash handling, payroll processing, purchasing and procurement, inventory controls, record-keeping, auditing and reporting.
- Coordinate closely with the MCRPD District Administrator to ensure completion of necessary maintenance and repairs and implementation of capital improvement projects.

### FY 2022/23 TOP ACCOMPLISHMENTS

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- Successfully offered several lifeguard training classes, which allowed the C.V. Starr Center's pools to remain open at approximately 85% of pre-pandemic hours.
- Offered several fitness classes, both on land and in the water. Fitness classes create a large draw of memberships; 90% of our fitness classes have returned. We have also been able to add several youth dance classes. These classes are new to the center, with attendance near capacity at almost every single class.
- The center was finally able to hire two Spin Instructors, which has allowed live spin classes to resume. These classes are wildly popular.
- The C.V. Starr Center ran its first two-day Winter Workshop enrichment class. Both days were filled with children enjoying arts, crafts and of course swimming. We hope to continue to offer more and more enrichment classes as staffing permits.
- Considering the current staffing challenges, we were able to reach our goal of opening the C.V. Starr Center 7 days a week. We were not able to do this in FY2021/2022
- Both the leisure pool and the competition pools aging boilers were replaced



- New chemical/chlorine water balancing equipment was installed.
- We are on track to have the ultraviolet disinfecting equipment installed by the end of fiscal year.

## **FY 2023/24 Top Priorities**

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- Increase the number of trained lifeguards, thus allowing the C.V. Starr Center to extend its newly added Friday hours and obtain full pre-pandemic operational hours.
- Work towards adding new memberships to achieve pre-pandemic levels.
- Continue to work with both the City of Fort Bragg and Visit Fort Bragg to increase the visibility of the center and bring awareness of what the C.V. Starr Center has to offer to a larger demographic area. Become more creative with ways to increase memberships; add promotional offerings.
- Off-set the rising cost of day-to-day operations and minimum wage increases, by taking a realistic approach in raising the center's fees.
- Negotiate a higher reimbursement rate with Silver Sneakers.
- Supersede pre-pandemic daily fee passes.
- Complete several much-needed capital improvement projects, such as replacing the facility's flat roof, replacing the facility's air handling system, and resealing the parking lot.



## Budget Overview

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The CV Starr Proposed Operating Budget for FY 2023/24 is \$2.1 million, an increase of 17% from the prior year. Personnel costs are budgeted to increase by 31%, mainly from adding two senior lifeguard positions at an annual cost of \$60K/each and increasing the employer contribution for health insurance from \$800 to \$1,200. Hiring and retaining lifeguards have been challenging in recent years, which affects operations. The two new positions would allow the center to extend its newly added Friday hours, obtain full pre-pandemic operational hours relying less on part-time lifeguards, which has been a challenge in hiring and retaining

Additionally, worker's compensation insurance is rising by 5%.

Non-Personnel costs are also expected to increase by 6% due to Utility cost increases in propane and electricity, which have doubled in price in the last few years. Energy prices have continued rising across the nation over the past 18 months.

The Marketing Budget is proposed to increase by \$14K to help drive an increase in memberships by offering promotions and advertisement campaigns. Training and travel Budgets for Staff are also projected to increase as the center focuses on investing and developing Staff.

The City is actively seeking Grants to fund several of the needed Capital Improvement projects, which include replacing the Flat Roof and resealing the parking lot and the water slide staircase. The Proposed Budget includes \$1.3 million to fund the HVAC Air intake System, funded from the CV Starr Capital reserves. Overall, the fund's reserves are projected to be reduced from \$2.3 million to \$1.1 million by the end of the fiscal year.

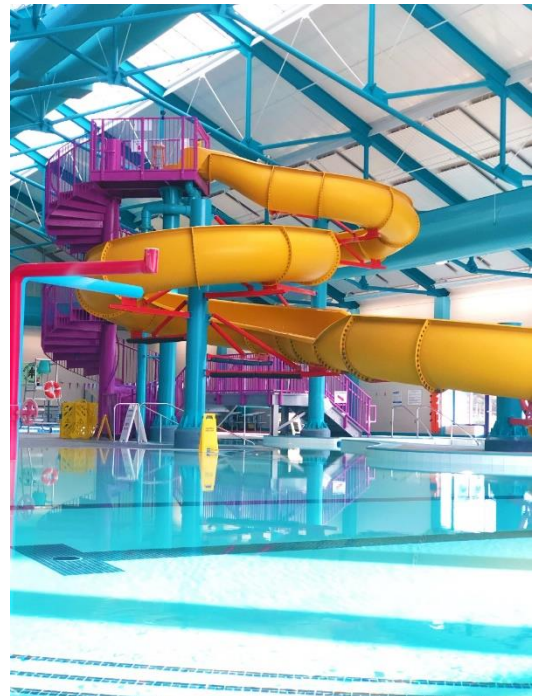
A newly proposed Recession reserve is being included in the Budget of \$216K, equivalent to 10% of operating expenditures, to stabilize the delivery of services during periods of severe operational budget deficits and mitigate the effects of significant unforeseen changes in revenues and expenses as typically experienced during times of recession.

The projected Fund balance for the fund in June, 30, 2024:

Recession Reserves: \$216,071

Operating Reserves: \$974,706

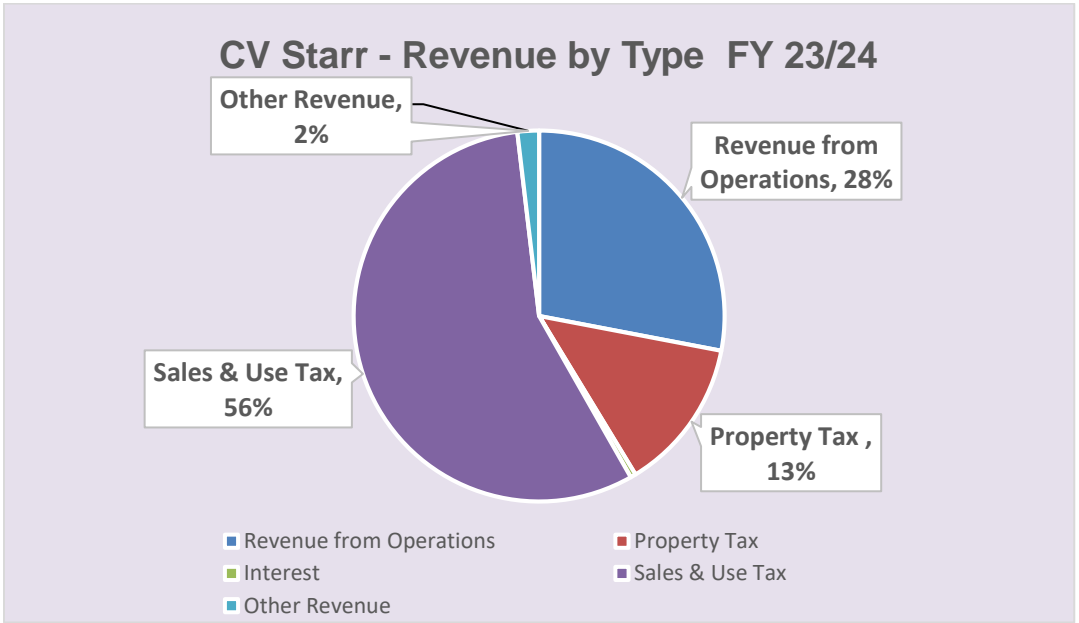
Capital Reserves: -





**CV STARR ENTERPRISE FUND - OPERATING BUDGET  
FUND 810  
DEPARTMENT: 4812, 4813, 4814, 4815**

Description	22/23 FYE Projected	FY 2023/24 Proposed Budget	% + /-
<b>Expenditure</b>			
Personnel Services	\$ 1,165,880	\$ 1,439,777	23%
Non-Personnel Services	639,696	680,938	6%
<b>Total Departmental Expenditure</b>	<b>1,805,575</b>	<b>2,120,714</b>	<b>17%</b>
<b>Revenue</b>			
Revenue from Operations	578,882	596,248	3%
Property Tax	280,324	283,127	1%
Interest	10,000	10,000	0%
Sales & Use Tax	1,193,693	1,199,769	1%
Other Revenue	40,000	40,000	0%
<b>Total Departmental Revenue</b>	<b>2,102,899</b>	<b>2,129,144</b>	<b>1%</b>
 Net Expenditure	 <u>297,323</u>	 <u>8,430</u>	 <b>-97%</b>



**BUDGET EXPENDITURE DETAIL:**

**Fund #810 CV Starr**

**Departments: 4812, 4813, 4814, 4815**

Object	Description	FY 2023/24		
		22/23 FYE Projected	Proposed Budget	% +/-
0100	Salaries & Wages	\$ 901,312	\$ 1,132,480	26%
0200	Emp Benefits-CV Starr	264,568	307,297	16%
	<b>Personnel Services</b>	<b>1,165,880</b>	<b>1,439,777</b>	<b>23%</b>
	<b>Administrative Expenditures</b>			
0319	Professional Services	17,980	-	-100%
0362	Telephone & Communications	12,000	12,000	0%
0372	Postage	600	600	0%
0373	License & Permits	11,550	5,000	-57%
0375	General Supplies	4,800	5,280	10%
0399	Admin Costs Allocation - CVSC	10,000	10,000	0%
0741	Machinery & Equipment	6,132	-	-100%
4111	IT Services	25,419	25,419	0%
4115	Insurance	24,166	30,208	25%
	<b>Total Administrative Expenditures</b>	<b>151,046</b>	<b>128,618</b>	<b>-15%</b>
	<b>Facilities/Maintenance</b>			
0101	Professional Services	1,000	1,000	0%
0343	Chemicals	32,896	25,000	-24%
0351	Equipment Repair & Maint	35,000	55,000	57%
0210	Travel & Training	2,000	4,000	100%
0312	General Supplies	40,864	35,000	-14%
0351	Uniforms	1,000	2,000	100%
0383	Small Tools & Equipment	1,000	2,000	100%
0319	Utilities	330,000	350,000	6%
	<b>Total Facilities/Maintenance</b>	<b>443,760</b>	<b>474,000</b>	<b>7%</b>

Continued on next page

**BUDGET EXPENDITURE DETAIL (CONTINUED):**

Fund #810 CV Starr

Departments: 4812, 4813, 4814, 4815

Object	Description	22/23 FYE Projected	FY 2023/24 Proposed Budget	% + /-
<b>Guest Services</b>				
0320	Dues & Membership	1,000	3,100	210%
0365	Copying and Printing	500	500	0%
0366	Travel & Training	-	3,000	100%
0375	General Supplies	500	1,800	260%
0378	Uniforms	700	700	0%
4114	Marketing and Promotions	1,000	15,000	1400%
	<b>Total Guest Services</b>	<b>6,700</b>	<b>29,100</b>	<b>334%</b>
<b>Recreation/Program Expense</b>				
0377	Pool Side Supplies	9,300	9,300	0%
0380	Gym Side Supplies	2,200	2,200	0%
0378	Uniforms	2,200	2,200	0%
0379	Honorarium Expenses	500	4,500	800%
	<b>Total Recreation/Program Expense</b>	<b>38,190</b>	<b>49,220</b>	<b>29%</b>
	<b>Non-Personnel Services</b>	<b>639,696</b>	<b>680,938</b>	<b>6%</b>
<b>Capital Improvements</b>				
0751	Capital Improvements	277,000	1,300,000	369%
	<b>Capital Improvements Total</b>	<b>277,000</b>	<b>1,300,000</b>	<b>369%</b>
	<b>Total CV Starr Enterprise</b>	<b>\$ 2,082,575</b>	<b>\$ 3,420,714</b>	