



# City of Fort Bragg

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## Meeting Minutes Special City Council

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Wednesday, April 15, 2015

1:45 PM

Town Hall, 363 N Main Street

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### Joint Meeting with MCRPD - CVSCC FY 2015/16 Budget

#### MEETING CALLED TO ORDER

Vice Mayor Peters called the meeting to order at 1:53 p.m.

#### ROLL CALL

Mendocino Coast Recreation and Park District Board Members Diana Wiedemann, Maryellen Sheppard, Bill Hayes, and Bob Bushansky. Staff Members Present: City Manager Linda Ruffing, Assistant City Manager Ginny Feth-Michel, City Clerk Cindy VanWormer, Executive Director Ethan Newton, and Business Manager Michelle Gordon. Mayor Turner arrived at 2:10 p.m.

Present: 5 - Vice Mayor Lindy Peters, Councilmember Michael Cimolino, Councilmember Scott Deitz, Councilmember Doug Hammerstrom and Mayor Dave Turner

#### 1. PUBLIC COMMENTS ON MATTERS ON THE SPECIAL MEETING AGENDA

#### 2. CONDUCT OF BUSINESS

##### 2A. Conduct Joint City Council/Mendocino Coast Recreation and Park District Board Workshop Regarding the FY 2015-2016 C.V. Starr Community Center Budget and Provide Direction to Staff

Executive Director Newton reviewed the budget report prepared for this item with the City Council and District Board. He noted that the Fiscal Year 2015-16 budget does not contemplate increased fees but does implement the cost allocation plan. The revenue forecast anticipates a two week maintenance closure.

- While attendance ebbs and flows the membership remains steady.
- The Staff Allocation Worksheet was reviewed. For FY 2015-16 the Executive Director and Administrative Assistant allocation is based on revenue but they will track the time spent working for each entity so that it can be allocated by time spent in the future. The 5% Maintenance Coordinator and Maintenance Staff allocations will be new expenses for the Mendocino Coast Recreation and Park District (MCRPD).
- The \$46,301 in Information Technologies is the amount discussed at mid-year; Newton confirmed that they have started the part of the project that was funded by the FY 14-15 Mid-Year Budget Adjustments and expect to complete the project in early May.
- C.V. Starr Community Center staff is looking at the possibility of doing in-house laundry service or using a different vendor.
- City Council and District Board Members discussed the best way to have the work done on the floor drains. Newton felt that it should be coordinated with other work requiring the facility to be closed. While the work doesn't necessary require closing the facility it would be much easier to do if it was closed.

- Mayor Turner suggested that the Facility Improvement and Expansion Reserve should grow as well as the other reserves.
- Maintenance staff is working on an analysis of the life of the equipment and when it will need to be replaced. The Capital Repair & Equipment Reserve is set up to cover those repairs.
- It is helpful to separate the non-recurring expenses from the operating budget.
- The Compensation & Classification Plan is included in the budget for this fiscal year.
- Newton recommended completing a Business Plan and/or Fee Study and/or Marketing Plan and noted that those can be done in-house.
- City Manager Ruffing suggested coming back at mid-year with a fee analysis and a proposal for increases for review by the Council/Board.
- Funds raised by the Friends of MCRPD go toward scholarships not maintenance.
- Staff will get bids and a timeline for installing the floor drains that will be reviewed by the Council/Board at a future meeting.

## ADJOURNMENT

Mayor Turner adjourned the meeting at 3:15 p.m.

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DAVE TURNER, MAYOR

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Cynthia M. VanWormer, MMC, City Clerk

IMAGED (\_\_\_\_\_)