



Legislation Text

File #: 17-237, **Version:** 1

Adopt City Council Resolution Amending the FY 2016-17 C.V. Starr Community Center Budget to Appropriate a Net Total of \$6,000 from the C.V. Starr Enterprise Fund (Budget Amendment No. 2017-23); Not To Exceed \$6,000; Fund 810 to Account No. 810-4812-0319; Professional Services)

The Mendocino Coast Recreation and Park District (MCRPD) operates the C.V. Starr Community Center (CVSCC) under an Operating Agreement with the City of Fort Bragg. The MCRPD has had management staff transitions in the past year (new District Administrator, new Business Manager). The MCRPD Board has identified the need for staff training and long-term financial planning services and is seeking to enter into a contract with Ginny Feth-Michel for consulting services and training at the C. V. Starr Center in the areas of finance and human resources. Ms. Feth-Michel is uniquely qualified to perform these services as she was a key player in the re-opening of the C.V. Starr Center under City leadership in 2013.

The proposed scope of work is as follows:

1. General review of CVSCC financial and administrative systems with staff training and recommendations, as appropriate;
2. Review current CVSCC fee structure including polling similar facilities in order to identify possible modifications to overall fee schedule in order to increase program revenue;
3. Prepare framework for multi-year capital improvement plan, facility maintenance and repair plan, and equipment replacement plan for CVSCC;
4. Set up Excel worksheets for five year budget forecasts for CVSCC;
5. Review MCRPD/CVSCC cost allocation methodology and make recommendations as needed;
6. Assist with preparation of draft fiscal management and budget policies for CVSCC.

The proposed scope of work includes up to 100 hours of consulting time at \$85.00 per hour starting May 10th for a period of up to 90 days in an amount not to exceed \$8,500. The current professional services line item in the C.V Starr Center budget contains \$2,500 which can be utilized for this work. A budget amendment is recommended to allocate an additional \$6,000 to fully fund the scope of work.