

## **RESOLUTION NO. 3549-2012**

### **RESOLUTION OF THE FORT BRAGG CITY COUNCIL APPROVING THE FY 2012/13 BUDGET FOR THE C.V. STARR COMMUNITY CENTER**

**WHEREAS**, the City of Fort Bragg acquired the C.V. Starr Community Center to ensure that the facility remains accessible to residents and visitors of Fort Bragg and the Mendocino coast— an action that is consistent with the Council's goal of promoting healthy lifestyles through the provision of active recreational facilities; and

**WHEREAS**, a budget is needed to appropriate funds for operation, maintenance and capital improvements at the C.V. Starr Community Center ("CVSCC") and

**WHEREAS**, an ad hoc committee comprised of representatives of the City of Fort Bragg and the Mendocino Coast Recreation and Park District ("District") formulated a "Preliminary" FY 2012/13 Budget for the CVSCC; and

**WHEREAS**, the District Board reviewed the Preliminary FY 2012/13 Budget at meetings on April 24, 2012 and May 8, 2012; and

**WHEREAS**, the City Council reviewed a draft of the Preliminary FY 2012/13 Budget at a special meeting on April 25, 2012 and adopted Resolution No. 3541-2012 approving the final Preliminary FY 2012/13 Budget at a special meeting on May 9, 2012; and

**WHEREAS**, the Preliminary FY 2012/13 Budget has been updated to incorporate refined projections of revenues and expenditures based on work that has been performed over the past month and a "final" FY 2012/13 Budget for the CVSCC is presented for Council consideration; and

**WHEREAS**, based on all the evidence presented, the City Council finds as follows:

1. The FY 2012/13 Budget for the CVSCC, as presented, adequately appropriates funds for expenditures associated with the operation, maintenance and capital improvements at the CVSCC; and
2. The FY 2012/13 Budget was developed with conservative assumptions about CVSCC fee revenues and reasonable assumptions about expenditures.

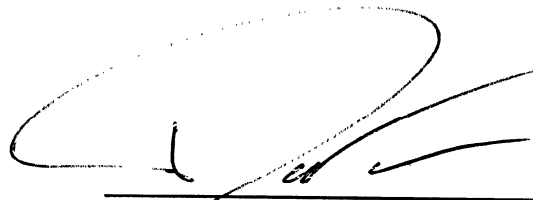
**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Fort Bragg does hereby adopt the FY 2012/13 Budget as submitted; and

**BE IT FURTHER RESOLVED** that copies of the FY 2012/13 Budget for the CVSCC will be on file in the offices of the City Clerk and City Finance Director/Treasurer and shall be considered a part of this Resolution.

**The above and foregoing Resolution was introduced by Councilmember Hammerstrom, seconded by Councilmember Courtney, and passed and adopted at a special meeting of the City Council of the City of Fort Bragg held on the 25<sup>th</sup> day of June, 2012, by the following vote:**

**AYES:** Councilmembers Courtney, Deitz, Gjerde, Hammerstrom, and Mayor Turner.

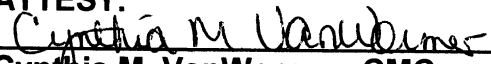
**NOES:       None.**  
**ABSENT:   None.**  
**ABSTAIN:   None.**



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**DAVE TURNER,**  
**Mayor**

**ATTEST:**

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**Cynthia M. VanWormer, CMC**  
**City Clerk**

# C.V. Starr Center FY 2012-13 Budget

July 1 - June 30, 2013

	Annual Budget	Assumptions
<b>Aquatics</b>		
Admissions	\$ 114,977 94	@ 85% of FY 11
Aquatics Lessons	27,655 76	@ 85% of FY 11
Refunds	(4,225 00)	
<b>Aquatic Revenues</b>	<b>\$ 138,408 70</b>	
<b>Other Facility Revenues</b>		
Facility Passes	187,057 47	@ 85% of FY 11
Retail Sales	6,382 90	@ 75% of FY 11
Concessions Non Tax	5,465 92	@ 75% of FY 11
Facility Rental Parties	54,034 36	@ 85% of FY 11
Special Events	10,000 00	Swim Teams - Estimate
Refunds		
<b>Other Facility Revenues</b>	<b>262,940 64</b>	
<b>Classes and Camps</b>		
Programs & Classes	19,000 50	@ 75% of FY 11
<b>Classes and Camps Revenues</b>	<b>19,000 50</b>	
<b>Other Revenues</b>		
Distinct Office Rentals	30,000 00	Estimate
Energy Rebates	206,119 35	FY 13 estimate \$458,043, from the County
Property Tax Share	16,000 00	Estimate
RDA Share	745,000 00	Estimate Based on Muni Services May 2012 report
Sales Tax Revenue		
<b>Other Revenues</b>	<b>997,119 35</b>	
<b>Total Revenues</b>	<b>1,417,469.19</b>	
<b>Wages and Benefits</b>		
Salaries and Wages - Lifeguards	215,488 00	0 107879938
Payroll Taxes-Lifeguards	23,248 83	
Wages - Reception Staff	80,560 00	Includes Guest Services Coordinator 0 100482125
Payroll tax-Reception Staff	8,094 84	
Wages - Maintenance/Custodial	97,412 00	Includes Maintenance Supervisor 0 101291607
Payroll tax -Maintenance/Custodial	9,867 02	
Salaries & Wages - Admin	197,705 00	Includes Director, A&P Coordinator and Admin Serv Coordinator 0 083829101
Payroll tax - Admin	16,573 43	
Salaries & Wages - Swm Instructors	21,840 00	0.164961538
Payroll Taxes - Swm Instructors	3,602 76	
Salaries & Wages - Fitness Instructors	93,600 00	0 117782051
Payroll Taxes - Fitness Instructors	11,024 40	
Group Health Insurance	29,500 00	
Worker's Comp Insurance	21,473 64	
<b>Total Wages and Benefits</b>	<b>829,987 93</b>	829,987 93 From Wages Spreadsheet
<b>Direct Program Expenses</b>		
Pool Supplies	58,792 00	Based on FY 2011
Cost of Goods	9,500 00	Based on FY 2011
Special Event	4,400 00	Based on FY 2011
Program & Classes	7,200 00	Based on FY 2011
<b>Other Direct Program Expenses</b>	<b>79,892 00</b>	
<b>Utilities/Overhead</b>		
Communication	12,950 00	Telephone and DSL
Fingerprints	2,200 00	Print all new employees
Supplies	14,756 00	Based on FY 2011
Maint of Bldgs & Grounds	6,000 00	Estimate @ \$500 per month
Maint. of Facility Equip	29,500 00	Estimate
Maint./Replacm't Of Exercise Equip	10,000 00	Estimate
Rent of Equipment	2,100 00	Based on FY 2011
Utilities	260,000 00	Based on FY 2011, includes Fire Alarm System
<b>Utilities/Overhead</b>	<b>337,506 00</b>	
<b>General &amp; Administrative Expense</b>		
Medical Supplies	1,200 00	\$100/mo
Pool Permits	2,060 00	Hazmat \$965; Leisure Pool \$450, Competition Pool \$450, Slide Fee \$365, Inspection Fee \$195
Office Exp.	10,501 00	Based on FY 11
Equipment Lease	2,880 00	Copier Lease
Returned Checks	750 00	Based on FY 2011
Small Tool Exp.	1,000 00	Estimate
Interest Expense	1,109 02	Loan from City of Fort Bragg FY 13 Interest Only, Future Annual Payments = \$78,500
Insurance	46,413 00	
Property	\$ 9,663 00	REMIF
Earthquake & Flood	26,000 00	REMIF
Liability (includes empl't)	10,750 00	CAPRI
Memberships and Dues	2,200 00	MCN \$151/mo, CPRSPCT \$300
Staff Training	5,000 00	Estimate
Professional Fees - Software Maint	5,520 00	Estimate
Professional Fees - Credit Card Processing	2,000 00	Estimate based on discussion with M Gordon
Professional Fees - Outside Accounting	6,800 00	Stand alone audit - Based on MID audit
Professional Fees - Legal	5,000 00	Estimate
Professional Fees- IT Assesst	3,840 00	\$40/ Hour @ 8 per month
Professional Fees- County Property Tax Admr	3,008 61	Based on May 2012 invoice
Publications/Advertising	20,000 00	Estimate
Transportation & Travel	1,320 00	Estimate-\$2 4k* 55
Outside Consult	5,000 00	Contract
Allocation of District Time	3,432 00	Estimate
Allocation of City Staff Time	38,858 25	Based on Estimated Staff Time
Maintenance Reserve	2,191 38	
Operating Reserve		
<b>Total General &amp; Administrative Expense</b>	<b>170,083 26</b>	
<b>Total Operating Expenses</b>	<b>1,417,469.19</b>	
<b>Net Operating Revenue (Loss)</b>	<b>0.00</b>	
<b>Total CV Starr Center Operations, Net</b>	<b>\$ 0.00</b>	