

# MENDOCINO COAST HOSPITALITY CENTER



RECEIVED

JUL 26 2016

CITY OF FORT BRAGG  
COMMUNITY DEVELOPMENT DEPT

101 N. Franklin Street, P.O. Box 2168, Fort Bragg, CA 95437 [707] 961 0172

Jennifer Owen  
Housing & Economic Development Coordinator  
City of Fort Bragg  
416 N. Franklin Street  
Fort Bragg, CA 95437

July 13<sup>th</sup> 2016

Jennifer,

JUNE 2016 invoice for Giving Garden Program

APPROVAL	
Initiated:	<i>[Signature]</i>
Approved:	<i>[Signature]</i>
Date:	7-26-2016
Amount:	\$1,359.80
Acct/PO#:	12279
Project #:	CDG-05017

Line item	Detail	Sub total	Line item totals
Vocational Services Coordinator	33.4 hours @ \$13.00 per hour = \$434.20 + \$162.13 fringe	\$596.33 ✓	\$1,075.03 ✓
Executive Director	10 hours @ \$33.14 per hour = \$331.40 + \$97.33 fringe	\$428.73 ✓	
Assistant Site Manager	4 hours @ \$10.50 per hour = \$42.00 + \$7.97 fringe	\$49.97 ✓	
Vocational Training Stipends	\$45.00		\$1,081.93 ✓
Tools/Supplies	\$135.57		
Garden Construction	\$278.76		
Refreshments	\$0.00		
Internet	\$247.41		
Travel	\$0.00		
Utilities	\$375.19		
MCHC June expenses TOTAL		\$2,156.96	\$2,156.96 ✓
MCHC Adjustment 7/1/15 – 6/30/16			(\$3,907.51) ✓
Noyo Food Forest	Labor	\$3,003.60	\$3,110.35 ✓
	Plants	\$106.75	
<u>GRAND TOTAL</u>			<u>\$1,359.80</u> ✓

*attached*  
*attached*

FN 7-27-16

Please remit a check payable to Mendocino Coast Hospitality Center for the total amount of \$1,359.80. Thanking you in advance.  
Yours sincerely,

A handwritten signature in cursive script, appearing to read 'A. Shaw'.

Anna Shaw, Executive Director

Subrecipient Program Operator: Mendocino Coast Hospitality Center  
PO #12279 Proj Mgmt #CDG-05017, GL #315-5017-0630  
Subrecipient Agreement total: \$186,047.00

	Date	Amount	Completion Date
Original issue Reso.3781-2015	2/9/2015	\$ 186,047	10/31/2017

	Inv #	Date	Amount	Initial Garden Installation	Garden Maint.	NFF Billings to MCHC	Property Costs	Labor/ Overhead
<b>Budget</b>			\$ 186,047.00	\$ 8,950.00	\$ 9,600.00		\$ 18,000.00	\$ 149,497.00

Charges against contract:

July 2015	20150812	8/12/2015	\$ 1,413.61					\$ 1,413.61
Aug 2015	20150914	9/14/2015	\$ 2,267.09					\$ 2,267.09
Sep 2015	20151009	10/9/2015	\$ 2,935.79	\$ 253.91				\$ 2,681.88
Oct 2015	20151110	11/10/2015	\$ 4,368.33	\$ 433.22				\$ 3,935.11
Nov 2015	20151208	12/8/2015	\$ 6,486.08	\$ 1,840.11				\$ 4,645.97
Dec2015	20160112	1/12/2016	\$ 11,550.22					\$ 11,550.22
Jan 2016	20160205	2/8/2016	\$ 6,094.83	\$ 218.46				\$ 5,876.37
Feb 2016	20160307	3/7/2016	\$ 4,960.26	\$ 622.60				\$ 4,337.66
March 2016	20160411	4/11/2016	\$ 7,485.99	\$ 1,968.44				\$ 5,517.55
April 2016	20160509	5/11/2016	\$ 4,384.29	\$ 885.85				\$ 3,498.44
May 2016			\$ 2,399.82		\$ 220.86			\$ 2,178.96
May correction: payroll audit Aug-Feb			\$ (1,910.21)					\$ (1,910.21)
May 2016 Total	20160607	6/7/2016	\$ 489.61	\$ -	\$ 220.86		\$ -	\$ 268.75
June 2016			\$ 5,267.31	\$ 278.76	\$ 135.57			\$ 1,742.63
Jun 2016 adj to Utilities Jul-Jun2016			\$ (3,907.51)					\$ (3,907.51)
	June net invoice		\$ 1,359.80	\$ 278.76	\$ 356.43	\$ 3,110.35	\$ -	\$ 2,011.38
Totals to date			\$ 53,795.90	\$ 6,501.35	\$ 356.43	\$ 3,110.35	\$ -	\$ 43,827.77
Unexpended contract balance			\$ 132,251.10	\$ 2,448.65	\$ 9,243.57	\$ (3,110.35)	\$ 18,000.00	\$ 105,669.23
Months remaining to term. 10/31/17								
Average monthly balance remaining			\$ 8,265.69	\$ 153.04	\$ 577.72		\$ 1,125.00	\$ 6,604.33
Avg mo bal tasks excluding rent			\$ 7,140.69					

Giving Garden Cost Summary-Invoices 7/27/2016

## MENDOCINO COAST HOSPITALITY CENTER



P.O. Box 2168, 101 N. Franklin Street, Fort Bragg, CA 95437. Tel: (707) 961 0172

July 15<sup>th</sup> 2016

Jennifer Owen Special Projects Manager  
City of Fort Bragg  
416 N. Franklin Street  
Fort Bragg, CA 95437

Jennifer,

### Giving Garden Invoice Adjustment

Utilities charges for were based on budget; the charges looked high, so MCHC reviewed the charges and here are the actuals.

7/1/15 – 6/30/16	7/1/15 – 6/30/16
Telephone	\$0
Internet	\$2,052.44
Electric	\$650.91
Gas	\$0
Water	\$2,494.92
Disposal	\$0
Storage rent	\$0
Alarm system	\$0

MCHC owes a repayment of \$3,907.51. Once you've reviewed these details, please let me know whether you would like a check for that amount, or an adjustment to future invoices.

Between 7/1/15 – 6/30/16, the Giving Garden vocational project was approximately 5% of MCHC revenue and paid approximately around 5 % of MCHC utilities excluding water, and approximately 10% of MCHC utilities including water.

Thank you for your attention.



Anna Shaw, Executive Director

Adj. to  
June  
invoice  
FY 15-16  
AS

Noyo Food Forest

June 30, 2016

**GIVING GARDEN BILLING SUMMARY**

Aug 2015 \$174.00 [LABOR]

Sept 2015 \$134.40 [LABOR]

Oct 2015 \$103.20 [LABOR]

Nov 2015 \$ 96.00 [LABOR]

Dec 2015 no time recorded in Dec

Total 2015 \$507.60 [LABOR]

Jan 2016 no time recorded in Jan

Feb 2016 \$ 96.00 [LABOR]

Mar 2016 \$240.00 [LABOR]

Apr 2016 \$632.50  
[\$600.00 LABOR + \$32.50 PLANTS]

May 2016 \$734.50  
[\$720.00 LABOR + \$14.50 PLANTS]

Jun 2016 \$899.75  
[\$840.00 LABOR + \$59.75 PLANTS]

TOTAL \$3,110.35

TOTAL LABOR \$3,003.60

TOTAL PLANTS \$ 106.75

**Noyo Food Forest**

**P.O. Box 974 \* 300A Dana Street \* Fort Bragg CA 95437**

Anna Shaw  
Executive Director  
Mendocino Coast Hospitality Center  
PO Box 2168  
Fort Bragg, CA 95437

June 30, 2016

Anna,

For meetings, site planning, and administration

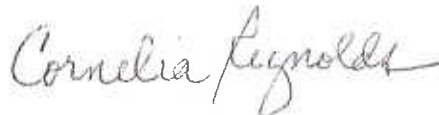
**AUGUST 2015 invoice for Giving Garden Program**

Line item	Detail	Sub total	Line item totals
Garden Assistant	5 hours @ \$13.00 per hour = \$65+ \$13.00 fringe	\$78.00 ✓	\$78.00 ✓
Giving Garden Manager	4 hours @ \$20.00 per hour = \$80.00 = \$16.00 fringe	\$96.00	\$96.00
GRAND TOTAL			\$174.00 ✓

Please remit a check payable to Noyo Food Forest for the total amount of \$174.00.

Thanking you in advance.

Yours sincerely,



Cornelia Reynolds  
Executive Director

**Noyo Food Forest**

**P.O. Box 974 \* 300A Dana Street \* Fort Bragg CA 95437**

Anna Shaw  
Executive Director  
Mendocino Coast Hospitality Center  
PO Box 2168  
Fort Bragg, CA 95437

June 30, 2016

Anna,

For garden design and planning

**September 2015 invoice for Giving Garden Program**

Line item	Detail	Sub total	Line item totals
Garden Assistant	4.0 hours @ \$13.00 per hour = \$52.00 + \$10.40 fringe	\$62.40 ✓	\$62.40 ✓
Giving Garden Manager	3.0 hours @ \$20.00 = \$60.00 + \$12.00 fringe	\$72.00 ✓	\$72.00 ✓
GRAND TOTAL			\$134.40 ✓

Please remit a check payable to Noyo Food Forest for the total amount of \$134.40.  
Thanking you in advance.

Yours sincerely,



Cornelia Reynolds  
Executive Director

**Noyo Food Forest**

**P.O. Box 974 \* 300A Dana Street \* Fort Bragg CA 95437**

Anna Shaw  
Executive Director  
Mendocino Coast Hospitality Center  
PO Box 2168  
Fort Bragg, CA 95437

June 30<sup>th</sup> 2016

Anna,

For garden planning and site review

**October 2015 invoice for Giving Garden Program**

Line item	Detail	Sub total	Line item totals
Garden Assistant	2 hours @ \$13.00 per hour = \$26.00 + \$5.20 fringe	\$31.20 ✓✓	\$31.20 ✓
Giving Garden Manager	3 hours @ \$20.00 per hour = \$60.00 + \$12.00 fringe	\$72.00 ✓	\$72.00 ✓
GRAND TOTAL			\$103.20 ✓✓

Please remit a check payable to Noyo Food Forest for the total amount of \$103.20.

Thanking you in advance.

Yours sincerely,



Cornelia Reynolds  
Executive Director



**Noyo Food Forest**

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Anna Shaw  
Executive Director  
Mendocino Coast Hospitality Center  
PO Box 2168  
Fort Bragg, CA 95437

JUNE 30, 2016

Anna,

For garden planning and site review

**NOVEMBER 2015 invoice for Giving Garden Program**

Line item	Detail	Sub total	Line item totals
Giving Garden Manager	4 hours @ \$20.00 per hour = \$80.00 + \$16.00 fringe	\$96.00 ✓	\$96.00 ✓
GRAND TOTAL			\$96.00 ✓

Please remit a check payable to Noyo Food Forest for the total amount of \$96.00.  
Thanking you in advance.

Yours sincerely,



Cornelia Reynolds  
Executive Director

**Noyo Food Forest**

**P.O. Box 974 \* 300A Dana Street \* Fort Bragg CA 95437**

Anna Shaw  
Executive Director  
Mendocino Coast Hospitality Center  
PO Box 2168  
Fort Bragg, CA 95437

JUNE 30, 2016

Anna,

For garden planning and site review

**February 2016 invoice for Giving Garden Program**

Line item	Detail	Sub total	Line item totals
Giving Garden Manager	4 hours @ \$20.00 per hour = \$80.00 + \$16.00 fringe	\$96.00 ✓	\$96.00 ✓
GRAND TOTAL			\$96.00 ✓

Please remit a check payable to Noyo Food Forest for the total amount of \$96.00.

Thanking you in advance.

Yours sincerely,



Cornelia Reynolds  
Executive Director

**Noyo Food Forest**

**P.O. Box 974 \* 300A Dana Street \* Fort Bragg CA 95437**

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Anna Shaw  
Executive Director  
Mendocino Coast Hospitality Center  
PO Box 2168  
Fort Bragg, CA 95437

June 30, 2016

Anna,

For garden development and curriculum development

**MARCH 2016 invoice for Giving Garden Program**

Line item	Detail	Sub total	Line item totals
Giving Garden Manager	10 hours @ \$20.00 per hour = \$200.00 + \$40.00 fringe	\$240.00 ✓	\$240.00 ✓
GRAND TOTAL			\$240.00 ✓

Please remit a check payable to Noyo Food Forest for the total amount of \$240.00.  
Thanking you in advance.

Yours sincerely,



Cornelia Reynolds  
Executive Director

## Noyo Food Forest

P.O. Box 974 \* 300A Dana Street \* Fort Bragg CA 95437

Anna Shaw  
Executive Director  
Mendocino Coast Hospitality Center  
PO Box 2168  
Fort Bragg, CA 95437

June 30, 2016

Anna,

For garden development, teaching and administration

Plant materials as specified

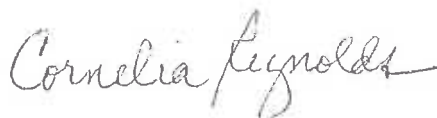
### April 2016 invoice for Giving Garden Program

Line item	Detail	Sub total	Line item totals
Giving Garden Manager	25 hours @ \$20.00 per hour = \$500.00 + \$100.00 fringe	\$600.00 ✓	\$600.00 ✓
Garden plants 6-4" specialty crops 2-6 packs specialty crops 2 Seed packs Plant amendments	6 @ \$2.50 = \$15.00 ✓ 2 @ \$2.25 = \$4.50 ✓ 2 @ \$2. = \$4.00 ✓ 1 @ 9.00 = \$9.00 ✓	\$32.50 ✓	\$32.50 ✓
GRAND TOTAL			\$632.50 ✓

Please remit a check payable to Noyo Food Forest for the total amount of \$632.50.

Thanking you in advance.

Yours sincerely,



Cornelia Reynolds  
Executive Director

## Noyo Food Forest

P.O. Box 974 \* 300A Dana Street \* Fort Bragg CA 95437

Anna Shaw  
Executive Director  
Mendocino Coast Hospitality Center  
PO Box 2168  
Fort Bragg, CA 95437

June 30, 2016

Anna,

For garden development and teaching

Plant materials as specified

### MAY 2016 invoice for Giving Garden Program

Line item	Detail	Sub total	Line item totals
Giving Garden Manager	30 hours @ \$20.00 per hour = \$600.00 + \$120.00 fringe	\$720.00 ✓	\$720.00 ✓
Garden plants 4-4" specialty crops 2-6 packs specialty crops	4 @ \$2.50 = \$10.00 ✓ 2 @ \$2.25 = \$4.50 ✓	\$14.50 ✓	\$ 14.50 ✓
GRAND TOTAL			\$734.50 ✓

Please remit a check payable to Noyo Food Forest for the total amount of \$734.50.  
Thanking you in advance.

Yours sincerely,



Cornelia Reynolds  
Executive Director

## Noyo Food Forest

P.O. Box 974 \* 300A Dana Street \* Fort Bragg CA 95437

Anna Shaw  
Executive Director  
Mendocino Coast Hospitality Center  
PO Box 2168  
Fort Bragg, CA 95437

June 28, 2016

Anna,  
For garden development, teaching, and administration

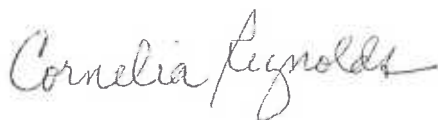
Plant materials as specified

### June 2016 invoice for Giving Garden Program

Line item	Detail	Sub total	Line item totals
Giving Garden Manager	35 hours @ \$20.00 per hour = \$700.00 + \$140.00 fringe	\$840.00 ✓	\$840.00 ✓
Garden plants		\$59.75 ✓ RND	\$ 59.75 ✓ RND
8-4" specialty crops	8 @ \$2.50 = \$20.00 ✓		
8-4" perennial specialty crops	8 @ \$3.00 = 24.00 ✓		
7-6 packs specialty crops	6 @ \$2.25 = \$15.75 RND		
GRAND TOTAL	2.75		\$899.75 ✓ RND

Please remit a check payable to Noyo Food Forest for the total amount of \$899.75.  
Thanking you in advance.

Yours sincerely,



Cornelia Reynolds  
Executive Director