



Appendix



INDOOR AQUATICS O&M BUDGET



**MANHATTAN CITY PARK PHASE I INDOOR AQUATIC CENTER
ORDER OF MAGNITUDE ANNUAL OPERATIONS AND MAINTENANCE BUDGET**

Operating Budget Purpose

The operating budget is driven by the overall service philosophy, which should define the facility's purposes, including whom the facility is going to serve and at what level the service is going to be provided.

An operating budget developed in this preliminary stage serves several purposes:

- Assists in helping to establish goals and expectations with operations to match the desire to obtain the highest cost recovery possible.
- Provides a foundation for understanding what will be necessary to meet budget expectations and guides how marketing plans and strategies are developed and implemented.
- Offers a guide for future project decisions by providing a framework for understanding the impact of decisions about fees, operation systems, staffing levels, etc.
- Demonstrates potential overall impacts to the Department's budget.

Overall Budget

It is a goal to minimize the amount of tax subsidy necessary to operate the recreation and aquatic center. Normally it is extremely difficult for public recreation facilities to be run without subsidy and solely from the collection of fees and charges and alternative funding such as grants, philanthropic gifts or volunteers. With this mind the order of magnitude operational budget planning for this facility uses a conservative approach to estimating reasonable expenses and moderate approach to projecting revenues. Since recovering all of the operating expenses through revenues generated by the facility is not the norm and the envisioned outcome, revenues should view as "goals" as much as they are considered "projections."

There is no guarantee that the estimates and projections will be met, and there are many variables that cannot be accurately determined during this conceptual planning stage or may be subject to change during the actual design and implementation process.

Assumptions

- Budget is calculated in 2024 figures
- Facility Total Program Area: 79,983 square feet
- Hours of Operation
 - Monday -Friday 5:00am - 10:00pm
 - Saturday 8:00am - 10:00pm
 - Sunday 8:00am - 10:00pM

Expenditures

Generally, personnel costs make up the single highest expense for most multi-purpose recreation and aquatic facilities. For this initial operating budget, personnel costs are projected to be around 72%. For contractual services are estimated to be 22% and commodities will be 5% of the total expenditures.

The estimated utility costs for the volume of space within the facility accounts for a high percentage of the services budget and needs to be verified by the design team as the use of solar power or other energy saving construction practices may reduce utility expenses.

Other typical services include contracted instructional services, marketing and advertising, printing and publishing, travel and training, subscriptions and memberships, telephone, bank charges and administrative fees, miscellaneous service charges (permits, licenses, taxes, fees), building and equipment maintenance (contractual or rental services), other contracted services (custodial services, security and fire systems, elevator, garbage pick-up, etc.), utilities, property and liability insurance, building maintenance and repair.

Expenditure estimates are based on the type and size of the activity and support spaces in the facility and the anticipated hours of operation. When possible and wherever available, calculations are based on actual best practice or methodology. All other expenses are estimated based on our research and reported experience at similar facilities.

- Budget is based on 113 hours/week x 52 weeks – 1 week for deep cleaning/repairs plus 2 Holidays/Shutdown (Christmas and half-day thanksgiving) = 5,875 hours per year
- One front desk employee is on duty during all open hours with additional staff operating as building monitors.
- Janitorial staff will keep building clean and keep all equipment clean during the operational hours of the facility. A contractual janitorial service is included for deep cleaning of building on a bi-weekly basis.
- Utilities for the indoor aquatic center are calculated at \$2.33 per square foot based on other similar indoor aquatic centers in the region.

- A Repair and Replacement Fund for capital and equipment expenditures is included in the budget at approximately 6% of expense budget to purchase capital replacement items for the facility when necessary.
- A separate Repair and Replacement Fund budget amount is provided in the 50-Year Proforma for the major capital and equipment replacement items based on their life expectancy.

Indoor Aquatic Items
Ongoing Periodic Maintenance (Misc)
Mechanical and Filtration
Recirculation pumps/motor - repairs (replace seals and bearings)
Recirculation pumps - replace
Feature pumps/motor - repairs (replace seals and bearings)
Feature pumps/motor - replace
Sump pumps - replace
Chemical controller probes - clean and calibrate
Chemical controller probes - replace
Chemical system - replace feed pumps
Chemical system - replace feed piping
Chemical System - replace controllers
UV units - replace lamps
UV units - replace
Pool water heaters - repair
Pool water heaters - replace
Filter systems - sand/repairs
Filter systems - replace
Misc valve, hardware, supports, etc. replacement
Basin and Deck
Pool coating/painting and caulking
Pool tile - replace/re-grouting
Main drain covers (VGB) - replace
Deck equipment - repair ladders, guard chairs, buoy ropes, etc.
Gutter grating - replace
Overhead lights - partially replace lamps
Pool basin - repairs
Pool deck - repair and recaulk
Features
Play structure - repair
Play Structure - replace
Basketball goal - replace
Waterslide - waxing/painting
Waterslide - repair
Waterslide - replace
Diving board - resurfacing/repair
Diving board - replacement
Bulkhead - repair

Bulkhead - replace
Moveable floor - repair
Moveable floor - replace
Starting blocks - replace
Lane lines - replace
ADA lift - replace
Technology - replace timing sytem
Technology - repair (e.g., scoreboard, PA system)

- All computers, registrations system, software, etc. will be included in the Furniture, Fixtures, and Equipment (FFE) list and funded through the capital budget and is not included in the operational and maintenance budget.
- Staffing for Recreation and Aquatic Center:

<u>Full Time</u>	<u>FTE</u>	<u>Salary</u>	<u>Annual Cost</u>
Aquatics Supervisor	1	\$86,700.00	\$86,700
Head Lifeguards	2	\$35,360.00	\$70,720
Custodians	1	\$40,000.00	\$40,000
Maintenance Techs	1	\$52,000.00	\$52,000

<u>Part Time</u>	<u>Hours</u>	<u>Hourly Cost</u>	<u>Annual Cost</u>
Admin Front Desk	6240	\$12.00	\$74,880
Lifeguards	35340	\$15.00	\$530,100
Instructors	2310	\$16.00	\$36,960

- Benefits are added to full time salaries at 40% including payroll taxes, health insurance, retirement, and workers comp; and part time at 0%.

Revenues

Revenues are forecast based on anticipated drop-in fees, pass sales, and rentals around anticipated scheduled programming. The order of magnitude budget projects program revenue at 150% cost recovery for program direct costs. Revenue projections consider program and facility components, multiple admission and age discounts, and political and economic realities.

Revenue forecasts are based on the space components included in the facility, the demographics of the local service area, the status of alternative providers in the service area, and a comparison to other facilities with similar components in Manhattan. Actual figures will vary based on the final design of the facility and the activity spaces included, the market at the time of opening, the designated facility operating philosophy, the aggressiveness of fees and use policies adopted, and the type of marketing effort undertaken to attract potential users to the facility. The revenue forecast will require a developed marketing approach by staff to meet revenue goals.

- Pass holders can participate in self-directed activities and must pay additionally for the classes.
- There will be no contracts, initiation fees or registration fees associated with the passes.
- Automatic debits from checking accounts, savings accounts or credit cards will be an option and not mandatory for passes.
- Pass Rates - Admission includes aquatics

Aquatic Center	Daily	Monthly	Annual
Adult	\$10	\$50	\$540
Senior/Military/Youth	\$10	\$40	\$430
Family	\$10 per person	\$170	\$1730
Couple	\$10 per person	\$90	\$970

- Minimal merchandise resale items are to be sold at the front desk including swim caps, swim goggles, nose plugs, ear plugs, swim diapers, etc. Revenue is calculated at 200% of direct costs.
- Concession/Vending revenue is calculated at 200% of direct costs.
- All program revenues are calculated at 150% recovery of direct costs at approximately 60% capacity of prime-time programmable space. As this figure might fluctuate, it will have minimal impact the net cost recovery of the facility based on the direct cost of expenses equals the revenues due to the 150% cost recovery of direct costs.

Manhattan KS Phase I Indoor Aquatic Center Order of Magnitude O&M Budget Projections			
	Estimated Cost Recovery	32%	
STAFFING PROJECTIONS		\$991,128	68.29%
Full Time Staff	\$349,188		
Part Time Staff	\$641,940		
	-		
OPERATING EXPENSES			
Contractual Services		\$304,562	20.98%
Commodities		\$70,750	4.87%
Repair and Replacement Fund		\$85,000	5.86%
	TOTAL EXPENSES	\$1,451,440	
REVENUE			
Memberships/Passes		\$213,160	
Daily Admissions Annual Visits		\$104,910	
Program Revenue		\$70,440	
Rentals		\$49,725	
Customer Services		\$24,000	
	TOTAL REVENUE		\$462,235
	TOTAL NET		(\$989,205)
	COST RECOVERY		32%

Manhattan KS Phase I Indoor Aquatic Center O & M Budget Projections

Estimated Cost Recovery 32%

EXPENSES					Total	% of Expenses
STAFFING PROJECTIONS					\$991,128	68.29%
Full Time Staff	<u>Full Time</u>	<u>FTE</u>	<u>Salary</u>	<u>Annual Cost</u>	\$349,188	
	Aquatics Supervisor	1	\$86,700	\$86,700		
	Head Lifeguards	2	\$35,360	\$70,720		
	Custodians	1	\$40,000	\$40,000		
	Maintenance Techs	<u>1</u>	\$52,000	\$52,000		
		5				
	Benefit Percentage included in wages	40.00%		\$99,768		
Part Time Staff	<u>Part Time</u>	<u>Hours</u>	<u>Hourly Cost</u>	<u>Annual Cost</u>	\$641,940	
	Admin Front Desk	6240	\$12.00	\$74,880		
	Lifeguards	35340	\$15.00	\$530,100		
	Instructors	2310	\$16.00	\$36,960		
		43890				
	Benefit Percentage included in wages	0.00%		\$0		
OPERATING EXPENSES						
Contractual Services		<u>Multiplier</u>	<u>Unit Cost</u>		\$304,562	20.98%
	Aquatic Center Utilities (Electrical, Gas, Water, Sewer)	79,983	\$2.33	\$186,360		
	Trash Removal	12	\$104	\$1,248		
	Insurance			\$15,000		
	HVAC Maintenance			\$1,920.00		
	Pest Control	12	\$150	\$1,800		
	Bank Fees	2%	\$412,500	\$8,250		
	Telephone / Internet / Cable	10	\$300	\$3,000		
	Security/Fire Alarm Service	12	\$82	\$984		
	Recreation Software	10	\$600	\$6,000		
	Aquatic Chemicals	1	\$80,000	\$80,000		
Commodities					\$70,750	4.87%
	Promotional Materials			\$2,500		
	Recreational and Aquatic Program Supplies			\$10,000		
	Concession and Resale Supplies			\$12,000		
	First Aid Equipment			\$1,000		
	First Aid Supplies			\$600		
	Housekeeping Supplies			\$3,000		
	Building Maintenance Supplies			\$9,000		
	Printing			\$1,250		
	Office Supplies			\$2,500		
	Education/Training			\$1,500		
	Vending/Merchandise Supplies			\$2,400		
	Uniforms			\$3,000		
	Aquatic Supplies			\$22,000		
Repair and Replacement Fund					\$85,000	5.86%
	Capital Replacement			\$55,000		
	Equipment Replacement			\$30,000		
	TOTAL EXPENSES					\$1,451,440

REVENUE						Total Revenue	\$462,235
	Revenue Opportunities						
Memberships/Passes					Membership/Passes	\$213,160	
		Projected Head Count	Projected Passes Sold				
			Annually				
projected usage 3x a week for 50 weeks (average	<u>Annual Resident Passes</u>		<u>Number</u>	<u>Price</u>	<u>Revenue</u>	\$180,160	
	Adult (150 visits)	12,000	80	\$540	\$ 43,200		
	Senior/Military/Youth	27,000	180	\$430	\$ 77,400		
	Family	1,800	12	\$1,730	\$ 20,760		
	Couple	6,000	40	\$970	\$ 38,800		
	Total Annual Pass Visits	46,800					
projected usage 3x a week for 4 weeks (average 1	<u>Monthly Resident Passes</u>		<u>Number</u>	<u>Price</u>	<u>Revenue</u>	\$33,000	
	Adult (12 visits)	2,400	200	\$50	\$ 10,000		
	Senior/Military/Youth	3,600	300	\$40	\$ 12,000		
	Family	300	25	\$170	\$ 4,250		
	Couple	900	75	\$90	\$ 6,750		
	Total Monthly Pass Visits	7,200					
Daily Admissions Annual Visits		54,000			Admissions		\$104,910
Daily Admissions	<u>Daily Admission</u>		<u>Number</u>	<u>Price</u>	<u>Revenue</u>	\$104,910	
10 passes a day, open 363 days	Adult	2,541	2541	\$10	\$ 25,410		
5 passes a day, open 363 days	Senior/Military/Youth	6,350	6350	\$10	\$ 63,500		
20 passes a day, open 363 days	Family	600	600	\$10	\$ 6,000		
.5 passes a day, open 363 days	Couple	1,000	1000	\$10	\$ 10,000		
	Total Daily Resident Admissions Visits	10,491					
Daily Pass Annual Visits		10,491					
approximately pass/daily admissions per day							
based on being open 363 days	Total Visits	64,491					
average visits per day		178					
Program Revenue						\$70,440	15.24%
				Fee Collected	Direct Program Expenses	Multiplier	
Programs				<u>Direct Cost</u>	<u>Multiplier</u>	<u>Revenue</u>	
	Recreational and Aquatic Programs			\$46,960	150%	\$70,440	
	150% of program direct costs						
Rentals			#/Year	Rental Rate	Multiplier		
this would include 1 rentals per month	Entire Competitive Pool (per day)		12	\$1,800	75%	\$16,200	
this would include only 10 rentals per week	One Swim Lane (per hour)		2000	\$10	75%	\$15,000	
this would include 5 rentals per week	2 Multipurpose rooms (per hour)		520	\$20	75%	\$7,800	
this would include 5 rentals per week	Kitchen (per hour)		260	\$15	75%	\$2,925	
this would include 10 rentals per week	2 Party rooms (per hour)		1040	\$10	75%	\$7,800	
Customer Services			#	Amount	Multiplier	Revenue	
	Concession and Resale		1	\$ 12,000	200%	\$24,000	5.19%
	TOTAL REVENUE						\$462,235
	TOTAL NET						(\$989,205)
	COST RECOVERY						32%

**MANHATTAN CITY PARK PHASE II RECREATION CENTER
ORDER OF MAGNITUDE ANNUAL OPERATIONS AND MAINTENANCE BUDGET**

Operating Budget Purpose

The operating budget is driven by the overall service philosophy, which should define the facility’s purposes, including whom the facility is going to serve and at what level the service is going to be provided.

An operating budget developed in this preliminary stage serves several purposes:

- Assists in helping to establish goals and expectations with operations to match the desire to obtain the highest cost recovery possible.
- Provides a foundation for understanding what will be necessary to meet budget expectations and guides how marketing plans and strategies are developed and implemented.
- Offers a guide for future project decisions by providing a framework for understanding the impact of decisions about fees, operation systems, staffing levels, etc.
- Demonstrates potential overall impacts to the Department’s budget.

Overall Budget

It is a goal to minimize the amount of tax subsidy necessary to operate the recreation and aquatic center. Normally it is extremely difficult for public recreation facilities to be run without subsidy and solely from the collection of fees and charges and alternative funding such as grants, philanthropic gifts or volunteers. With this mind the order of magnitude operational budget planning for this facility uses a conservative approach to estimating reasonable expenses and moderate approach to projecting revenues. Since recovering all of the operating expenses through revenues generated by the facility is not the norm and the envisioned outcome, revenues should view as “goals” as much as they are considered “projections.”

There is no guarantee that the estimates and projections will be met, and there are many variables that cannot be accurately determined during this conceptual planning stage or may be subject to change during the actual design and implementation process.

Assumptions

- Budget is calculated in 2024 figures
- Facility Total Program Area: 90,045 square feet
- Hours of Operation
 - Monday -Friday 5:00am - 10:00pm
 - Saturday 8:00am - 10:00pm
 - Sunday 8:00am - 10:00pM

Expenditures

Generally, personnel costs make up the single highest expense for most multi-purpose recreation and aquatic facilities. For this initial operating budget, personnel costs are projected to be around 65%. For contractual services are estimated to be 25% and commodities will be 7% of the total expenditures.

The estimated utility costs for the volume of space within the facility accounts for a high percentage of the services budget and needs to be verified by the design team as the use of solar power or other energy saving construction practices may reduce utility expenses.

Other typical services include contracted instructional services, marketing and advertising, printing and publishing, travel and training, subscriptions and memberships, telephone, bank charges and administrative fees, miscellaneous service charges (permits, licenses, taxes, fees), building and equipment maintenance (contractual or rental services), other contracted services (custodial services, security and fire systems, elevator, garbage pick-up, etc.), utilities, property and liability insurance, building maintenance and repair.

Expenditure estimates are based on the type and size of the activity and support spaces in the facility and the anticipated hours of operation. When possible and wherever available, calculations are based on actual best practice or methodology. All other expenses are estimated based on our research and reported experience at similar facilities.

- Budget is based on 113 hours/week x 52 weeks – 1 week for deep cleaning/repairs plus 2 Holidays/Shutdown (Christmas and half-day thanksgiving) = 5,875 hours per year
- One front desk employee is on duty during all open hours with additional staff operating as building monitors.
- Janitorial staff will keep building clean and keep all equipment clean during the operational hours of the facility. A contractual janitorial service is included for deep cleaning of building on a bi-weekly basis.
- Utilities are calculated at \$1.31 per square foot based on the actual current costs at the existing recreation centers.
- A Repair and Replacement Fund for capital and equipment expenditures is included in the budget at approximately 5% of expense budget to purchase capital replacement items for the facility when necessary.
- A separate Repair and Replacement Fund budget amount is provided in the 40-Year Proforma for the major capital and equipment replacement items based on their life expectancy.

Recreation Center Items	
Ongoing Periodic Maintenance (Misc)	Gymnasium - Lighting Replacement
Gym Floor Hardwood Refinishing (Periodic)	Roof Replacement
Exterior Cladding Periodic Clean/Maintenance	Restroom Renovation
Gym Floor Hardwood Resurface/Refinish (Periodic)	Walk/Jog/Run Track (Replacement)
Technology Upgrades (10-yr Refresh/replace)	Exterior Cladding Repair/ Refresh
Aerobics/Group Ex Studio Hardwood Floor Resurface/Refinish	Overhead Gym Equipment (replacement)
Painting and Wallcoverings (Refresh/replace finishes)	Fitness Center Flooring (Replacement)
Building - HVAC/DOAS Units (Upgrade/replacement)	Tiling (Refresh/replace finishes)

- All computers, registrations system, software, etc. will be included in the Furniture, Fixtures, and Equipment (FFE) list and funded through the capital budget and is not included in the operational and maintenance budget.

- Staffing for Recreation and Aquatic Center:

<u>Full Time</u>	<u>FTE</u>	<u>Salary</u>	<u>Annual Cost</u>
Recreation Center Operations Supervisor	1	\$77,400.00	\$77,400
Custodians	1	\$40,000.00	\$40,000
Maintenance Techs	1	\$52,000.00	\$52,000

<u>Part Time</u>	<u>Hours</u>	<u>Hourly Cost</u>	<u>Annual Cost</u>
Recreation Program Supervisors	4425	\$12.00	\$53,100
Instructors	2310	\$16.00	\$36,960
Child Watch/Babysitters	<u>1560</u>	\$12.00	\$18,720

- Benefits are added to full time salaries at 40% including payroll taxes, health insurance, retirement, and workers comp; and part time at 0%.

Revenues

Revenues are forecast based on anticipated drop-in fees, pass sales, and rentals around anticipated scheduled programming. The order of magnitude budget projects program revenue at 150% cost recovery for program direct costs. Revenue projections consider program and facility components, multiple admission and age discounts, and political and economic realities.

Revenue forecasts are based on the space components included in the facility, the demographics of the local service area, the status of alternative providers in the service area, and a comparison to other facilities with similar components in Manhattan. Actual figures will vary based on the final design of the facility and the activity spaces included, the market at the time of opening, the designated facility operating philosophy, the aggressiveness of fees and use policies adopted, and the type of marketing effort undertaken to attract potential users to the facility. The revenue forecast will require a developed marketing approach by staff to meet revenue goals.

- Pass holders can participate in self-directed activities and must pay additionally for the classes.
- There will be no contracts, initiation fees or registration fees associated with the passes.
- Automatic debits from checking accounts, savings accounts or credit cards will be an option and not mandatory for passes.
- Pass Rates - Admission includes aquatics, fitness and gym

Recreation Center	Daily	Monthly	Annual
Adult	\$10	\$50	\$540
Senior/Military/Youth	\$10	\$40	\$430
Family	\$10 per person	\$170	\$1730
Couple	\$10 per person	\$90	\$970

- Drop-In child Watch/Babysitting for pass holders and program participants is based on 28 hours per week at \$4 per hour. A 50% discount is given for additional children. Revenue is calculated at 150% of direct costs.
- Minimal merchandise resale items are to be sold at the front desk including swim caps, swim goggles, nose plugs, ear plugs, swim diapers, etc. Revenue is calculated at 200% of direct costs.
- Concession/Vending revenue is calculated at 200% of direct costs.
- All program revenues are calculated at 150% recovery of direct costs at approximately 60% capacity of prime-time programmable space. As this figure might fluctuate, it will have minimal impact the net cost recovery of the facility based on the direct cost of expenses equals the revenues due to the 150% cost recovery of direct costs.

REVENUE						Total Revenue	\$742,750
Revenue Opportunities							
Memberships/Passes		Membership/Passes				\$305,490	
		Projected Head Count	Projected Passes Sold Annually	Price	Revenue		
projected usage 3x a week for 50 weeks (average : <u>Annual Resident Passes</u>)			<u>Number</u>			\$270,240	
	Adult (150 visits)	18,000	120	\$540	\$ 64,800		
	Senior/Military/Youth	40,500	270	\$430	\$ 116,100		
	Family	2,700	18	\$1,730	\$ 31,140		
	Couple	9,000	60	\$970	\$ 58,200		
	Total Annual Pass Visits	70,200					
projected usage 3x a week for 4 weeks (average 1: <u>Monthly Resident Passes</u>)			<u>Number</u>	<u>Price</u>	<u>Revenue</u>	\$35,250	
	Adult (12 visits)	2,400	200	\$50	\$ 10,000		
	Senior/Military/Youth	3,600	300	\$40	\$ 12,000		
	Family	300	25	\$170	\$ 4,250		
	Couple	1,200	100	\$90	\$ 9,000		
	Total Monthly Pass Visits	7,500					
Daily Admissions Annual Visits		77,700			Admissions	\$94,640	
Daily Admissions		<u>Daily Admission</u>	<u>Number</u>	<u>Price</u>	<u>Revenue</u>	\$94,640	
	10 passes a day, open 363 days Adult	1,089	1089	\$10	\$ 10,890		
	5 passes a day, open 363 days Senior/Military/Youth	7,625	7625	\$10	\$ 76,250		
	20 passes a day, open 363 days Family	250	250	\$10	\$ 2,500		
	.5 passes a day, open 363 days Couple	500	500	\$10	\$ 5,000		
	Total Daily Resident Admissions Visits	9,464					
Daily Pass Annual Visits		9,464					
approximately pass/daily admissions per day							
based on being open 363 days		Total Visits	87,164				
average visits per day			240				
Program Revenue						\$150,090	20.21%
Programs				Fee Collected	Direct Program Expenses	Multiplier	
Recreational and Aquatic Programs				<u>Direct Cost</u>	<u>Multiplier</u>	<u>Revenue</u>	
150% of program direct costs				\$100,060	150%	\$150,090	
Rec Center Rentals			#/Year	Rental Rate	Multiplier		\$148,450 19.99%
	Rec Center (4 hours)		2	\$2,500	90%	\$4,500	
	this would include .5 rentals per week Indoor Playground (2 hour min)		180	\$50	75%	\$6,750	
	this would include 1 rentals per month Entire Gym (two Courts) (per day)		12	\$1,500	75%	\$13,500	
	this would include 5 rentals per week Entire Gym (one Court) (per day)		150	\$750	75%	\$84,375	
	this would include only 10 rentals per week One Court (per hour)		260	\$40	75%	\$7,800	
	this would include 5 rentals per week 2 Multipurpose rooms (per hour)		520	\$20	50%	\$5,200	
	this would include 5 rentals per week Kitchen (per hour)		260	\$15	50%	\$1,950	
	this would include 10 rentals per week 2 Party/Arts rooms (per hour)		1040	\$10	50%	\$5,200	
	this would include 2.5 rentals per week Turf (per hour)		260	\$45	75%	\$8,775	
	this would include 10 rentals per week Batting Tunnel (per hour)		520	\$20	100%	\$10,400	
Customer Services			#	Amount	Multiplier	Revenue	\$44,080 5.93%
	Child Watch while in facility		0	\$18,720	150%	\$28,080	
	Concession and Resale		1	\$8,000	200%	\$16,000	
TOTAL REVENUE							\$742,750
TOTAL NET							\$194,671
COST RECOVERY							136%

Manhattan KS Phase II Recreation Center Order of Magnitude O&M Budget Projections			
	Estimated Cost Recovery	136%	
STAFFING PROJECTIONS		\$345,940	63.12%
Full Time Staff	\$237,160		
Part Time Staff	\$108,780		
	-		
OPERATING EXPENSES			
Contractual Services		\$135,289	24.68%
Commodities		\$36,850	6.72%
Repair and Replace Fund		\$30,000	5.47%
	TOTAL EXPENSES	\$548,079	
REVENUE			
Memberships/Passes		\$305,490	
Daily Admissions Annual Visits		\$94,640	
Program Revenue		\$150,090	
Rec Center Rentals		\$148,450	
Customer Services		\$44,080	
	TOTAL REVENUE		\$742,750
	TOTAL NET		\$194,671
	COST RECOVERY		136%

**MANHATTAN CITY PARK RECREATION AND AQUATIC CENTER
ORDER OF MAGNITUDE ANNUAL OPERATIONS AND MAINTENANCE BUDGET**

Operating Budget Purpose

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- Demonstrates potential overall impacts to the Department’s budget.

Overall Budget

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There is no guarantee that the estimates and projections will be met, and there are many variables that cannot be accurately determined during this conceptual planning stage or may be subject to change during the actual design and implementation process.

Assumptions

- Budget is calculated in 2024 figures
- Facility Total Program Area: 174,022 square feet
- Hours of Operation
 - Monday -Friday 5:00am - 10:00pm
 - Saturday 8:00am - 10:00pm
 - Sunday 8:00am - 10:00pM

Expenditures

Generally, personnel costs make up the single highest expense for most multi-purpose recreation and aquatic facilities. For this initial operating budget, personnel costs are projected to be around 71%. For contractual services are estimated to be 23% and commodities will be 6% of the total expenditures.

The estimated utility costs for the volume of space within the facility accounts for a high percentage of the services budget and needs to be verified by the design team as the use of solar power or other energy saving construction practices may reduce utility expenses.

Other typical services include contracted instructional services, marketing and advertising, printing and publishing, travel and training, subscriptions and memberships, telephone, bank charges and administrative fees, miscellaneous service charges (permits, licenses, taxes, fees), building and equipment maintenance (contractual or rental services), other contracted services (custodial services, security and fire systems, elevator, garbage pick-up, etc.), utilities, property and liability insurance, building maintenance and repair.

Expenditure estimates are based on the type and size of the activity and support spaces in the facility and the anticipated hours of operation. When possible and wherever available, calculations are based on actual best practice or methodology. All other expenses are estimated based on our research and reported experience at similar facilities.

- Budget is based on 113 hours/week x 52 weeks – 1 week for deep cleaning/repairs plus 2 Holidays/Shutdown (Christmas and half-day thanksgiving) = 5,875 hours per year
- One front desk employee is on duty during all open hours with additional staff operating as building monitors.
- Janitorial staff will keep building clean and keep all equipment clean during the operational hours of the facility. A contractual janitorial service is included for deep cleaning of building on a bi-weekly basis.
- Utilities are calculated at \$1.31 per square foot based on the actual current costs at other recreation centers. The utilities for the aquatic portion of the building (indoor only) are calculated at \$2.33 per square foot based on other similar indoor aquatic centers in the region.
- A Repair and Replacement Fund for capital and equipment expenditures is included in the budget at approximately 5% of expense budget to purchase capital replacement items for the facility when necessary.
- A separate Repair and Replacement Fund budget amount is provided in the 50-Year Proforma for the major capital and equipment replacement items based on their life expectancy.

Indoor Aquatic Items	
Ongoing Periodic Maintenance (Misc)	
Mechanical and Filtration	Features
Recirculation pumps/motor - repairs (replace seals and bearings)	Play structure - repair
Recirculation pumps - replace	Play Structure - replace
Feature pumps/motor - repairs (replace seals and bearings)	Basketball goal - replace
Feature pumps/motor - replace	Waterslide - waxing/painting
Sump pumps - replace	Waterslide - repair
Chemical controller probes - clean and calibrate	Waterslide - replace
Chemical controller probes - replace	Diving board - resurfacing/repair
Chemical system - replace feed pumps	Diving board - replacement
Chemical system - replace feed piping	Bulkhead - repair
Chemical System - replace controllers	Bulkhead - replace
UV units - replace lamps	Moveable floor - repair
UV units - replace	Moveable floor - replace
Pool water heaters - repair	Starting blocks - replace
Pool water heaters - replace	Lane lines - replace
Filter systems - sand/repairs	ADA lift - replace
Filter systems - replace	Technology - replace timing sytem
Misc valve, hardware, supports, etc. replacement	Technology - repair (e.g., scoreboard, PA system)
Basin and Deck	
Pool coating/painting and caulking	
Pool tile - replace/re-grouting	
Main drain covers (VGB) - replace	
Deck equipment - repair ladders, guard chairs, buoy ropes, etc.	
Gutter grating - replace	
Overhead lights - partially replace lamps	
Pool basin - repairs	
Pool deck - repair and recaulk	

Recreation Center Items	
Ongoing Periodic Maintenance (Misc)	Restroom Renovation
Gym Floor Hardwood Refinishing (Periodic)	Walk/Jog/Run Track (Replacement)
Exterior Cladding Periodic Clean/Maintenance	Overhead Gym Equipment (replacement)
Gym Floor Hardwood Resurface/Refinish (Periodic)	Exterior Cladding Repair/ Refresh
Technology Upgrades (10-yr Refresh/replace)	Tiling (Refresh/replace finishes)
Aerobics/Group Ex Studio Hardwood Floor Resurface/Refinish	Gymnasium - Lighting Replacement
Painting and Wallcoverings (Refresh/replace finishes)	Roof Replacement
Building - HVAC/DOAS Units (Upgrade/replacement)	Fitness Center Flooring (Replacement)

- All computers, registrations system, software, etc. will be included in the Furniture, Fixtures, and Equipment (FFE) list and funded through the capital budget and is not included in the operational and maintenance budget.
- Staffing for Recreation and Aquatic Center:

<u>Full Time</u>	<u>FTE</u>	<u>Salary</u>	<u>Annual Cost</u>
Recreation Center Operations Supervisor	1	\$77,400.00	\$77,400
Aquatics Supervisor	1	\$86,700.00	\$86,700
Head Lifeguards	2	\$35,360.00	\$70,720
Custodians	2	\$40,000.00	\$80,000
Maintenance Techs	2	\$52,000.00	\$104,000

<u>Part Time</u>	<u>Hours</u>	<u>Hourly Cost</u>	<u>Annual Cost</u>
Admin Front Desk	6240	\$12.00	\$74,880
Recreation Program Supervisors	4425	\$12.00	\$53,100
Lifeguards	35340	\$15.00	\$530,100
Instructors	4620	\$16.00	\$73,920
Child Watch/Babysitters	<u>1560</u>	\$12.00	\$18,720

- Benefits are added to full time salaries at 40% including payroll taxes, health insurance, retirement, and workers comp; and part time at 0%.

Revenues

Revenues are forecast based on anticipated drop-in fees, pass sales, and rentals around anticipated scheduled programming. The order of magnitude budget projects program revenue at 150% cost recovery for program direct costs. Revenue projections consider program and facility components, multiple admission and age discounts, and political and economic realities.

Revenue forecasts are based on the space components included in the facility, the demographics of the local service area, the status of alternative providers in the service area, and a comparison to other facilities with similar components in Manhattan. Actual figures will vary based on the final design of the facility and the activity spaces included, the market at the time of opening, the designated facility operating philosophy, the aggressiveness of fees and use policies adopted, and the type of marketing effort undertaken to attract potential users to the facility. The revenue forecast will require a developed marketing approach by staff to meet revenue goals.

- Pass holders can participate in self-directed activities and must pay additionally for the classes.
- There will be no contracts, initiation fees or registration fees associated with the passes.
- Automatic debits from checking accounts, savings accounts or credit cards will be an option and not mandatory for passes.

- Pass Rates - Admission includes aquatics, fitness and gym

Rec/Aquatic Center	Daily	Monthly	Annual
Adult	\$10	\$50	\$540
Senior/Military/Youth	\$10	\$40	\$430
Family	\$10 per person	\$170	\$1730
Couple	\$10 per person	\$90	\$970

- Drop-In child Watch/Babysitting for pass holders and program participants is based on 28 hours per week at \$4 per hour. A 50% discount is given for additional children. Revenue is calculated at 150% of direct costs.
- Minimal merchandise resale items are to be sold at the front desk including swim caps, swim goggles, nose plugs, ear plugs, swim diapers, etc. Revenue is calculated at 200% of direct costs.
- Concession/Vending revenue is calculated at 200% of direct costs.
- All program revenues are calculated at 150% recovery of direct costs at approximately 60% capacity of prime-time programmable space. As this figure might fluctuate, it will have minimal impact the net cost recovery of the facility based on the direct cost of expenses equals the revenues due to the 150% cost recovery of direct costs.

Manhattan KS Recreation and Aquatic Center O & M Budget Projections
Estimated Cost Recovery 59%

<u>EXPENSES</u>					Sub total	Total	% of Expenses
STAFFING PROJECTIONS						\$1,337,068	68.27%
Full Time Staff	<u>Full Time</u>	<u>FTE</u>	<u>Salary</u>	<u>Annual Cost</u>	\$586,348		
	Recreation Center Operations Supervisor	1	\$77,400	\$77,400			
	Aquatics Supervisor	1	\$86,700	\$86,700			
	Head Lifeguards	2	\$35,360	\$70,720			
	Custodians	2	\$40,000	\$80,000			
	Maintenance Techs	2	\$52,000	\$104,000			
		8					
	Benefit Percentage included in wages	40.00%		\$167,528			
Part Time Staff	<u>Part Time</u>	<u>Hours</u>	<u>Hourly Cost</u>	<u>Annual Cost</u>	\$750,720		
	Admin Front Desk	6240	\$12.00	\$74,880			
	Recreation Program Supervisors	4425	\$12.00	\$53,100			
	Lifeguards	35340	\$15.00	\$530,100			
	Instructors	4620	\$16.00	\$73,920			
	Child Watch/Babysitters	1560	\$12.00	\$18,720			
		52185					
	Benefit Percentage included in wages	0.00%		\$0			
OPERATING EXPENSES							
Contractual Services		<u>Multiplier</u>	<u>Unit Cost</u>			\$423,964	21.65%
	Recreation Center Utilities (Electrical, Gas, Water, Sewer)	114,744	\$1.31	\$150,315			
	Aquatic Center Utilities (Electrical, Gas, Water, Sewer)	59,278	\$2.33	\$138,118			
	Trash Removal	12	\$104	\$1,248			
	Insurance			\$15,000			
	HVAC Maintenance			\$3,200.00			
	Pest Control	12	\$150	\$1,800			
	Bank Fees	2%	\$825,000	\$16,500			
	Telephone / Internet / Cable	12	\$300	\$3,600			
	Security/Fire Alarm Service	12	\$82	\$984			
	Recreation Software	12	\$600	\$7,200			
	Fitness Equipment Maintenance	12	\$500	\$6,000			
	Aquatic Chemicals	1	\$80,000	\$80,000			
Commodities						\$107,600	5.49%
	Promotional Materials			\$5,000			
	Recreational and Aquatic Program Supplies			\$20,000			
	Concession and Resale Supplies			\$20,000			
	Drop-in Child Watch Supplies			\$2,000			
	First Aid Equipment			\$1,000			
	First Aid Supplies			\$600			
	Housekeeping Supplies			\$6,000			
	Building Maintenance Supplies			\$15,000			
	Printing			\$2,500			
	Office Supplies			\$3,000			
	Education/Training			\$2,500			
	Vending/Merchandise Supplies			\$4,000			
	Uniforms			\$4,000			
	Aquatic Supplies			\$22,000			
Repair and Replacement Fund						\$90,000	4.60%
	Capital Replacement			\$60,000			
	Equipment Replacement			\$30,000			
	TOTAL EXPENSES					\$1,958,632	

REVENUE						Total Revenue	\$1,156,985
Revenue Opportunities							
Memberships/Passes					Membership/Passes	\$483,000	
		Projected Head Count	Projected Passes Sold				
			Annually				
projected usage 3x a week for 50 weeks (average 1	<u>Annual Resident Passes</u>		<u>Number</u>	<u>Price</u>	<u>Revenue</u>	\$382,500	
	Adult (150 visits)	30,000	200	\$540	\$ 108,000		
	Senior/Military/Youth	67,500	450	\$430	\$ 193,500		
	Family	4,500	30	\$1,730	\$ 51,900		
	Couple	4,500	30	\$970	\$ 29,100		
	Total Annual Pass Visits	106,500					
projected usage 3x a week for 4 weeks (average 1	<u>Monthly Resident Passes</u>		<u>Number</u>	<u>Price</u>	<u>Revenue</u>	\$100,500	
	Adult (12 visits)	4,800	400	\$50	\$ 20,000		
	Senior/Military/Youth	2,400	200	\$40	\$ 8,000		
	Family	4,800	400	\$170	\$ 68,000		
	Couple	600	50	\$90	\$ 4,500		
	Total Monthly Pass Visits	12,600					
Daily Admissions Annual Visits		119,100					
Daily Admissions	<u>Daily Admission</u>		<u>Number</u>	<u>Price</u>	<u>Revenue</u>	\$199,550	\$199,550
10 passes a day, open 363 days	Adult	3,630	3630	\$10	\$ 36,300		
5 passes a day, open 363 days	Senior/Military/Youth	13,975	13975	\$10	\$ 139,750		
20 passes a day, open 363 days	Family	850	850	\$10	\$ 8,500		
.5 passes a day, open 363 days	Couple	1,500	1500	\$10	\$ 15,000		
	Total Daily Resident Admissions Visits	19,955					
Daily Pass Annual Visits		19,955					
approximately pass/daily admissions per day		139,055					
based on being open 363 days	Total Visits	139,055					
average visits per day		383					
Program Revenue						\$220,530	19.06%
Programs							
				Fee Collected	Direct Program Expenses	Multiplier	
				<u>Direct Cost</u>	<u>Multiplier</u>	<u>Revenue</u>	
	Recreational and Aquatic Programs			\$147,020	150%	\$220,530	
	150% of program direct costs						
Rentals			#/Year	Rental Rate	Multiplier		
	Rec Center (4 hours)		2	\$2,500	90%	\$4,500	
this would include 1 rentals per month	Entire Competitive Pool (per day)		12	\$1,800	75%	\$16,200	
this would include only 10 rentals per week	One Swim Lane (per hour)		2000	\$10	75%	\$15,000	
this would include .5 rentals per week	Indoor Playground (2 hour min)		180	\$50	75%	\$6,750	
this would include 1 rentals per month	Entire Gym (two Courts) (per day)		12	\$1,500	75%	\$13,500	
this would include 5 rentals per week	Entire Gym (one Court) (per day)		150	\$750	75%	\$84,375	
this would include only 10 rentals per week	One Court (per hour)		260	\$40	75%	\$7,800	
this would include 5 rentals per week	2 Multipurpose rooms (per hour)		520	\$20	75%	\$7,800	
this would include 5 rentals per week	Kitchen (per hour)		260	\$15	75%	\$2,925	
this would include 10 rentals per week	2 Party/Arts rooms (per hour)		1040	\$10	75%	\$7,800	
this would include 2.5 rentals per week	Turf (per hour)		260	\$45	75%	\$8,775	
this would include 10 rentals per week	Batting Tunnel (per hour)		520	\$20	100%	\$10,400	
Customer Services			#	Amount	Multiplier	Revenue	
	Child Watch while in facility		0	\$ 18,720	150%	\$28,080	\$68,080
	Concession and Resale		1	\$ 20,000	200%	\$40,000	5.88%
	TOTAL REVENUE						\$1,156,985
	TOTAL NET						(\$801,647)
	COST RECOVERY						59%

Manhattan KS Recreation and Aquatic Center Order of Magnitude O&M Budget Projections			
	Estimated Cost Recovery	59%	
STAFFING PROJECTIONS			
		\$1,337,068	68.27%
Full Time Staff	\$586,348		
Part Time Staff	\$750,720		
	-		
OPERATING EXPENSES			
Contractual Services		\$423,964	21.65%
Commodities		\$107,600	5.49%
Repair and Replacement Fund		\$90,000	4.60%
	TOTAL EXPENSES	\$1,958,632	
REVENUE			
Memberships/Passes		\$483,000	
Daily Admissions Annual Visits		\$199,550	
Program Revenue		\$220,530	
Rentals		\$185,825	
Customer Services		\$68,080	
	TOTAL REVENUE		\$1,156,985
	TOTAL NET		(\$801,647)
	COST RECOVERY		59%

