

Kent, WA - Operational Pro-forma - 81,665 sq. ft. Building

Estimated expenses and projected revenues are based on a basic understanding of the conceptual project and the best information available regarding the market area and current practices of the City. There is no guarantee that the estimates and projections will be met as there are many variables that cannot be accurately determined during this conceptual planning stage, and/or are subject to change during the actual design and implementation process. The estimated number of participants is based on current program offerings or similar venues and does not guarantee the availability of participants to meet projected revenues.

| | | | | | | | | |
|---|--|--|------------------------|---|------------------------|----------------------|--|-------------------------|
| Assumptions: 7 Day/Wk Operations Schedule | | The program revenue estimates are based on how Kent Parks and Recreation Department and the Kent Meridian Pool currently budgets and their actual but averaged experience. The admission revenue is primarily reliant on the leisure pool, lap pool, gym and fitness components. | | | | | | |
| Opening date: | 2010 | | | | | | | |
| Adult Daily Resident Fee | \$6.00 | | | | | | | |
| Adult Resident Annual Pass | \$450 | | | | | | | |
| Cost recovery goal: | 60-80% | | | | | | | |
| | | Hours | | Low Estimate | Medium Estimate | High Estimate | | |
| Recreation Facility Hours of Operations - Weekdays: | M-F 5:30am to 10pm | 16.5 hrs/day x 5 days | 82.5 | 71% | 71% | 72% | w/o capital expenditures | |
| Recreation Facility Hours of Operations - Weekends: | Sat 8am-9pm; Sun 8am-5pm | 13 Sat, 9 Sun | 22 | 4% | 4% | 4% | w/o capital expenditures | |
| Child Care Hours of Operation: | peak hours only | | | 25% | 25% | 24% | w/o capital expenditures | |
| Recreation Weekly hours of operation | | | 104.5 | | | | w/o capital expenditures | |
| | | | | Plus Total Capital: | 3% | 3% | 3% | % of total expenditures |
| Expenditures: | | | | | | | | |
| Total square feet | | Notes | Wet square feet | Notes | Dry square feet | | | |
| Facility Size | 81,665 | Estimated gross square footages includes offices and support spaces | 34,752 | Wet sq. ft. doesn't include wet classrooms, does include locker rooms | 46,913 | | | |
| Description | 25 yd 25 meter lap pool (bather load 153), medium leisure pool 4600 sq. ft. (bather load 300), therapy pool 800 sq. ft. (bather load 15-18), wet classrooms/party rooms (2), medium classroom (seats 33), medium gymnasium (1-50'x84' or 2-42'x74' courts, 200 spectator), walk/jog track (12 laps to 1 mile), cardio/weight/fitness room 4300 sq. ft., small aerobics/dance studio 1680 sq. ft., child watch room | | | | | | | |
| Personnel Services | | Formula | | Low Estimate | Medium Estimate | High Estimate | Notes or Questions to be answered | |
| Full-time Rec salaries | | | | \$664,382 | \$701,160 | \$737,938 | | |
| Part-time salaries | | | | \$207,548 | \$221,994 | \$236,440 | | |
| Benefits | | | | \$484,182 | \$511,262 | \$538,341 | | |
| Subtotal Personnel Services | | | | \$1,356,113 | \$1,434,416 | \$1,512,719 | | |
| Materials and Supplies | | Formula | | Low Estimate | Medium Estimate | High Estimate | Notes or Questions to be answered | |
| Rec Center Operations Supplies (postage, office, computer, photo for IDs, tools, chemicals, pro-shop, uniforms, parks materials/supplies) | | | | \$54,098 | \$59,537 | \$64,977 | | |
| Aquatics Program Supplies | | | | \$26,188 | \$27,497 | \$28,807 | | |
| Subtotal Operational Materials and Supplies | | | | \$80,286 | \$87,035 | \$93,784 | | |
| Services | | Formula | | Low Estimate | Medium Estimate | High Estimate | Notes or Questions to be answered | |
| Fitness Contracted Classes | | | | \$32,655 | \$32,655 | \$32,655 | See Fitness Center Budget prepared by Kent staff | |
| Rec Contracted Services (bank card, printing, contracted services) | | | | \$45,620 | \$46,448 | \$47,277 | | |
| Rec General Expenses (advertising, dues, telephone, equipment rental) | | | | \$21,160 | \$24,160 | \$27,160 | | |
| Rec Facility Maintenance (trash, custodial supplies, building and ground maintenance) | | | | \$22,200 | \$25,150 | \$28,100 | | |
| Rec Equipment Maintenance (computer op & maintenance., parks, equipment, capital replacement) | | | | \$2,000 | \$3,000 | \$4,000 | | |
| Utilities - gas & electric water & sewer drainage | | \$3.20/sf - dry \$5.22/sf - wet | | \$331,527 | \$331,527 | \$331,527 | Federal Way and previous Kent Feasibility Study was budgeted at \$3.50/sq. ft. per year Kent Commons (dry only runs \$35,290 from 3/06-3/07 divided by 50,000 sq. ft. = \$0.71/sq. ft. dry area | |
| Building Security | | | | \$11,300 | \$13,150 | \$15,000 | | |
| Insurances = Property, General Liability | | \$0.23 - \$0.24/sq.ft. | | \$18,783 | \$19,191 | \$19,600 | | |
| Subtotal Services | | | | \$485,245 | \$495,282 | \$505,318 | | |

| Formula | | Low Estimate | Medium Estimate | High Estimate | Notes or Questions to be answered |
|---|---|--------------------|--------------------|--------------------|--|
| Capital | 3% total | | | | % of operating budget total |
| Buildings & Improvements | | \$38,433 | \$40,335 | \$42,236 | 2% infrastructure |
| Machinery & Equipment | | \$19,216 | \$20,167 | \$21,118 | 1% equipment replacement |
| Subtotal Capital | | \$57,649 | \$60,502 | \$63,355 | |
| GRAND TOTAL EXPENDITURES | | \$1,979,293 | \$2,077,234 | \$2,175,175 | |
| Operating cost per square foot | | \$24 | \$25 | \$27 | |
| Revenues: | | | | | |
| Formula | | Low Estimate | Medium Estimate | High Estimate | Notes or Questions to be answered |
| Drop-in Admission | | | | | refer to tab Admission |
| # Daily x fee | # punch cards x fee | | | | a conservative but realistic admission estimate; the marketing position assists in generating the full revenue forecast |
| Adult Resident/NR | \$30,000 \$76,740 \$229,860 | \$302,940 | \$319,770 | \$336,600 | |
| Child Resident/NR | \$4,875 \$0 \$0 | \$4,398 | \$4,631 | \$4,875 | |
| Youth Resident/NR | \$11,250 \$3,848 \$14,120 | \$26,296 | \$27,757 | \$29,218 | |
| Senior Resident/NR | \$2,438 \$20,781 \$44,208 | \$60,684 | \$64,065 | \$67,427 | |
| Disabled Resident/NR | \$1,750 \$2,075 \$14,592 | \$16,575 | \$17,496 | \$18,417 | |
| Family Resident/NR | \$4,140 n/a \$261,156 | \$238,766 | \$252,031 | \$265,296 | |
| Sub Total Revenue by type | \$54,453 \$103,443 \$563,936 | \$649,648 | \$685,740 | \$721,832 | total from admission page |
| Sub Total All Admission Revenue | \$721,832 | | | | |
| Formula | | Low Estimate | Medium Estimate | High Estimate | Notes or Questions to be answered |
| Facility Operations | | | | | |
| Admissions | | \$649,648 | \$685,740 | \$721,832 | from previous section |
| Additional admission revenue forecasted for PR position | | \$0 | \$0 | \$0 | No large rentals - (w/ community rooms and more class rooms was an additional 10% minimum; medium estimate included part time marketing position) |
| Concessions/Vending | | \$3,000 | \$4,000 | \$5,000 | budgeted as contract with % of net profit only (if in house forecasted to make 10% over \$96,000 exp. = \$36,000 wages, + 10% benefits, + \$50,000 supplies) |
| Commissions (lockers - n/a equipment rental, video and other games) | | \$1,500 | \$1,500 | \$1,500 | game commission |
| Aquatics Rentals | | \$37,425 | \$43,663 | \$49,900 | conservative planning |
| Aquatics Parties | | \$21,450 | \$24,075 | \$26,700 | |
| Child Care | \$2/child 15-20 children/day x 5 days/wk x 4 wks/mo x 11 mo | \$6,600 | \$7,700 | \$8,800 | loses money - lost leader |
| ID Sales | sub-total of all other revenues including parties (not admissions or programming), Low - Med - high | \$20,125 | \$20,125 | \$20,125 | refer to tab ID (nets roughly half this revenue) (may not actualize this revenue if already pass/ID holders with Kent Commons) |
| Pro-shop Sales | \$54,175 \$61,588 \$69,000 | \$1,500 | \$1,688 | \$1,875 | 25% mark up of projected exp. |
| Advertising/Sponsorship | | \$0 | \$2,500 | \$5,000 | Real function of the marketing position |
| Facility Rentals | sub-total of all rentals, Low - Med - High | \$17,120 | \$17,120 | \$17,120 | |
| Therapy Pool | \$63,545 \$72,783 \$82,020 | \$9,000 | \$12,000 | \$15,000 | (either capital contributor or leasee, but not both) \$15-25/sq.ft./year x 800 sq. ft. pool (natatorium is 2340 sq. ft.) @ 75% of the time so Kent can program too (25%). Additional lifeguards for rentals provided by rental agency; lifeguards for Kent 25% usage rotated with existing staff or covered with additional revenues |
| Formula | | Low Estimate | Medium Estimate | High Estimate | Notes or Questions to be answered |
| Programs | | | | | Averaged potential program revenue |
| Aquatics Lessons (most lessons in lap pool) | | \$157,450 | \$157,450 | \$157,450 | |
| Aquatics Water Exercise | | \$29,520 | \$29,520 | \$29,520 | |
| Fitness totals | | \$117,422 | \$117,422 | \$117,422 | See Fitness Center Budget prepared by Kent staff |
| General Recreation | | \$0 | \$0 | \$0 | Budgeted to break even or do better |
| Program revenue sub-total | | \$304,392 | \$304,392 | \$304,392 | sub total of averaged program revenue |
| GRAND TOTAL REVENUE | | \$1,071,760 | \$1,124,502 | \$1,177,244 | |
| Revenue generated/square foot | | \$13 | \$14 | \$14 | |
| | | Low Estimate | Medium Estimate | High Estimate | Notes or Questions to be answered |
| GRAND TOTAL SURPLUS/(DEFICIT) | facility tax subsidy amount | (\$907,533) | (\$952,732) | (\$997,932) | A conservative scenario |
| PROJECTED COST RECOVERY | total collected through fees, charges & alt. funds | 54% | 54% | 54% | |
| Park and Recreation Department's Cost Recovery is about 19% | | | | | |
| Kent Commons Cost Recovery is about 49-55%, General Fund subsidy was <\$797,545> in 2006 | | | | | |
| Kent Meridian Pool 2006 subsidy was <\$83,319> | | | | | |

| DESCRIPTION | Low | High |
|------------------------------|------------------|------------------|
| SALARIES -- FULL TIME | | |
| Administrative Support | \$0 | \$0 |
| Clerical | \$0 | \$0 |
| Maintenance | \$43,488 | \$86,976 |
| Custodial | \$104,496 | \$104,496 |
| Facility | \$141,564 | \$141,564 |
| Aquatics | \$326,336 | \$351,088 |
| Public Relations | \$0 | \$0 |
| Overtime | \$2,000 | \$2,500 |
| Training | \$3,000 | \$3,000 |
| COLA increases 2.3% 2006 | \$14,280 | \$15,861 |
| COLA increases 4.6% 2007 | \$29,218 | \$32,452 |
| FULL TIME WAGES TOTAL | \$664,382 | \$737,938 |
| SALARIES -- PART TIME | | |
| Custodial | \$0 | \$0 |
| Program Wages | \$10,668 | \$10,668 |
| Facility | \$111,012 | \$138,012 |
| Aquatics Instructors | \$72,280 | \$72,280 |
| Concession | \$0 | \$0 |
| COLA increases 2.3% 2006 | \$4,461 | \$5,082 |
| COLA increases 4.6% 2007 | \$9,127 | \$10,398 |
| PART TIME WAGES TOTAL | \$207,548 | \$236,440 |
| BENEFITS | | |
| FICA/Medicare | \$66,703 | \$74,540 |
| Workmen's Compensation | \$10,681 | \$11,936 |
| Unemployment | \$1,820 | \$2,022 |
| Health Insurance | \$322,918 | \$358,798 |
| Life Insurance | \$3,208 | \$3,564 |
| Retirement | \$55,210 | \$61,323 |
| LTD | \$18,212 | \$20,236 |
| Education | \$3,960 | \$4,400 |
| Aquatics Training | \$1,000 | \$1,000 |
| Longevity | \$0 | \$0 |
| Attendance | \$0 | \$0 |
| Background Checks | \$471 | \$523 |
| BENEFITS TOTAL | \$484,182 | \$538,341 |

See Fitness Center Budget prepared by Kent staff

| PERSONNEL | | | | | | |
|---|-------------------|-------------------|-----------------|------------------|------------------|--|
| POSITION | | | | | | |
| PERSONNEL -- FULL TIME | Low | High | AVERAGE | Low | High | |
| | FTE's | FTE's | PAY RATE | (Budget) | (Budget) | |
| -- Facility Supervisor | 1 | 1 | \$56,052 | \$56,052 | \$56,052 | |
| -- Aquatics Supervisor | 1 | 1 | \$56,052 | \$56,052 | \$56,052 | |
| -- Facility Coordinator | 1 | 1 | \$49,596 | \$49,596 | \$49,596 | |
| -- Aquatics Coordinator | 1 | 1 | \$49,596 | \$49,596 | \$49,596 | |
| -- Assistant Facility Coordinator | 1 | 1 | \$35,916 | \$35,916 | \$35,916 | |
| -- Public Relations/Market Coordinator | 0 | 0 | \$49,596 | \$0 | \$0 | |
| -- Maintenance 3 | 1 | 2 | \$43,488 | \$43,488 | \$86,976 | |
| -- Custodians | 3.5 | 3.5 | \$29,856 | \$104,496 | \$104,496 | |
| -- Head Lifeguards | 3.3 | 3.5 | \$24,960 | \$82,368 | \$87,360 | See Aquatics Budget |
| -- Lifeguards | 7 | 8 | \$19,760 | \$138,320 | \$158,080 | See Aquatics Budget |
| -- Overtime | | | | \$2,000 | \$2,500 | |
| -- Training | | | | \$3,000 | \$3,000 | |
| COLA increases 2.3% 2006 | | | | \$14,280 | \$15,861 | |
| COLA increases 4.6% 2007 | | | | \$29,218 | \$32,452 | |
| TOTAL | 19.8 | 22 | | \$664,382 | \$737,938 | |
| Non-Benifited/Non-Permenent PERSONNEL -- PART TIME | Low | High | AVERAGE | Low | High | |
| | #positions | #positions | Income/ | (Budget) | (Budget) | |
| -- MOD | 1 | 1 | \$12,012 | \$12,012 | \$12,012 | facility |
| -- Guest Services/Program Asst | 5.25 | 5.25 | \$12,000 | \$63,000 | \$63,000 | office |
| -- Gym Attendants | 1 | 1 | \$9,000 | \$9,000 | \$9,000 | facility |
| -- Weight Room Attendants | 2 | 3 | \$9,000 | \$18,000 | \$27,000 | facility |
| -- Custodians | 0 | 0 | \$10,764 | \$0 | \$0 | custodial 11.50/hr |
| -- Child Care Attendants | 1 | 3 | \$9,000 | \$9,000 | \$27,000 | facility |
| -- Teen Room Attendant | 0 | 0 | \$9,000 | \$0 | \$0 | facility |
| -- Water Safety Instructors | 4 | 4 | \$11,800 | \$47,200 | \$47,200 | Aqua Inst See Aquatics Budget |
| -- Water Exercise Instructors | 3 | 3 | \$8,360 | \$25,080 | \$25,080 | Aqua Inst See Aquatics Budget |
| -- Aerobic Instructors | 10 | 10 | varies | \$10,668 | \$10,668 | Program See Fitness Center Budget prepared by Kent staff |
| -- Basketball Supervisor/Ref. | 0 | 0 | \$6,270 | \$0 | \$0 | Program |
| -- Volleyball Supervisor/Ref. | 0 | 0 | \$3,710 | \$0 | \$0 | Program |
| -- Indoor Soccer Supervisor | 0 | 0 | \$330 | \$0 | \$0 | Program |
| -- Teen Activities | 0 | 0 | \$9,000 | \$0 | \$0 | Program |

| | | | | | | |
|-------------------------------|--------------|--------------|---------|------------------|------------------|------------|
| -- Arts and Crafts Instructor | 0 | 0 | \$1,200 | \$0 | \$0 | Program |
| -- Senior Programs | 0 | 0 | \$5,000 | \$0 | \$0 | Program |
| -- Dance Classes | 0 | 0 | \$1,600 | \$0 | \$0 | Program |
| -- Martial Arts Instructors | 0 | 0 | \$1,600 | \$0 | \$0 | Program |
| -- Concession Attendants | 0 | 0 | \$6,000 | \$0 | \$0 | concession |
| COLA increases 2.3% 2006 | | | | \$4,461 | \$5,082 | |
| COLA increases 4.6% 2007 | | | | \$9,127 | \$10,398 | |
| TOTAL | 27.25 | 30.25 | | \$207,548 | \$236,440 | |

| FULL TIME | Information/Notes | Low (Budget) | High (Budget) |
|---|---|---------------------|----------------------|
| FICA/Medicare | 7.65% | \$50,825 | \$56,452 |
| Workmen's Compensation | Highest rate is 1.225% (2008 rate) | \$8,139 | \$9,040 |
| Unemployment Insurance | self funded - \$3.83/pay period x 24 pp/yr x # of FT & PT staff | \$1,820 | \$2,022 |
| Health Insurance - FT/Perm employee | City Portion \$16,309 per person (family rate)/yr | \$322,918 | \$358,798 |
| Life Insurance - FT/Perm employee | \$13.50/mo x 12 mo/yr x # of eligible staff | \$3,208 | \$3,564 |
| Retirement/Pension - FT/Perm employee | Pers 8.31% (PERS 1,2,3) (7/1/08 - 6/30/09 rate) | \$55,210 | \$61,323 |
| Long Term Disability - FT/Perm employee | Take montly base x .73%/mo x 12 (Max = \$76.65/mo x 12 mo/yr x # of staff) Based on \$10,500 base | \$18,212 | \$20,236 |
| Education | Varies according to department budget - training of FT staff in all areas (\$200 each) | \$3,960 | \$4,400 |
| Aquatics Staff Orientation/Train | Orientation | \$1,000 | \$1,000 |
| Longevity | n/a | n/a | n/a |
| Attendance | n/a | n/a | n/a |
| Background checks | done through the courts at \$10 per employee | \$198 | \$220 |
| TOTAL | | \$465,490 | \$517,054 |

| PART TIME | Information/Notes | Low (Budget) | High (Budget) |
|------------------------|--|---------------------|----------------------|
| FICA/Medicare | 7.65% of wages | \$15,877 | \$18,088 |
| Workmen's Compensation | 1.225% of wages | \$2,542 | \$2,896 |
| Unemployment Insurance | | \$2,505 | \$2,781 |
| Background checks | done through the courts at \$10 per employee | \$273 | \$303 |
| TOTAL | | \$21,197 | \$24,067 |

| Supplies | Information/Notes | Low (Budget) | High (Budget) | |
|------------------------------------|---|-------------------------|--------------------------|--|
| Postage | Flyers, promotions, mailings | \$2,000 | \$2,200 | |
| Office Supplies | Printer ribbons, pads, pencils, pens, paper, etc. | \$4,000 | \$4,500 | |
| Computer Supplies | Diskettes, toner, cartridges | \$1,200 | \$1,200 | |
| Photographic | ID Cards(\$5.00 each) | \$9,565 | \$10,565 | |
| Publications | | \$0 | \$0 | |
| Tools & Safety Equipment | Hand tools, masks, gloves, coveralls, face shields, etc. | \$2,000 | \$3,000 | |
| Chemicals | Pool chemicals | \$15,000 | \$20,000 | |
| Aquatics Supplies | Birthday Party, Operating ,Program, Lifeguard training, CPR | \$11,188 | \$12,307 | See Aquatics Budget |
| Recreation Supplies | Fit balls, fitness equipment, mats, weight room supplies | \$5,000 | \$6,000 | See Aquatics Budget |
| Concession Supplies | Food, cooking utensils, paper products-\$50 K if not contracted | \$0 | \$0 | |
| Pro Shop Supplies | Non-clothing center related items | \$1,200 | \$1,500 | |
| Uniforms - full time | \$200 per person (less lifeguards/head guards) | \$1,900 | \$2,100 | |
| Uniforms - part time | staff (\$20/staff) | \$545 | \$605 | |
| Parks Materials/Supplies | Signs, keys, locks, first aid, ice melt, rags, floor tape | \$500 | \$1,000 | |
| TOTAL | | \$54,098 | \$64,977 | |
| Services | Information/Notes | Low (Budget) | High (Budget) | |
| Fitness Contracted Classes | Jazzercise, Yoga, Tai Chi - each at 70% of revenue; no benefits | \$32,655 | \$32,655 | See Fitness Center Budget prepared by Kent staff |
| Credit Card Fees | Percent of each sale by credit card | \$6,000 | \$7,000 | |
| Printing | Flyer - one page sheets etc. | \$1,400 | \$1,500 | |
| Contracted Services | HVAC, major maintenance problems | \$0 | \$0 | |
| Aquatics Services | first aid, oxygen, acid etching deck | \$5,565 | \$6,122 | |
| TOTAL | | \$45,620 | \$47,277 | See Aquatics Budget |
| Recreation General Expenses | Information/Notes | Low (Budget) | High (Budget) | |
| Advertising | Promotions, newspaper ads, radio ads, special events, | \$5,000 | \$8,000 | |
| Dues and Conferences | NRPA (manager), state membership (4), meetings | \$4,000 | \$4,000 | |
| Telephone | phones(\$4200/yr) , cell phones (4 - \$2400), pager (day | \$9,160 | \$11,160 | |
| Equipment Rental | | \$3,000 | \$4,000 | |
| TOTAL | | \$21,160 | \$27,160 | |

| Recreation Facility Maintenance | Information/Notes | Low (Budget) | High (Budget) |
|---|---|-------------------------|--------------------------|
| Electric | separate | | |
| Heating | separate | | |
| Water/Sewer/Drainage | separate | | |
| Trash Removal | Trash, recycling dumpsters -- \$100/month average | \$1,200 | \$1,400 |
| Custodial Supplies | Cleaning solutions, cleaning equipment, paper products, liners, Hardware, plumbing, carpentry, drywall, fasteners, pest control, etc. | \$15,000 | \$18,000 |
| Building Maintenance - Allocation | | \$5,000 | \$7,500 |
| Grounds Maintenance | Mulch, fertilizers, plantings, flowers, weed control | \$1,000 | \$1,200 |
| Administrative Facility Allocation | Warrantee covers first year; most items covered in line item | \$0 | \$0 |
| TOTAL | | \$22,200 | \$28,100 |
| | | | |
| Recreation Equipment Maintenance | Information/Notes | Low (Budget) | High (Budget) |
| Computer Operations/Maintenance | Repair and parts for computers, server, printers (included in | \$0 | \$0 |
| Parks Equipment Repair | Repair of recreation equipment, weight room | \$1,000 | \$2,000 |
| Minor Equipment Repair | Repair of office equipment | \$1,000 | \$2,000 |
| Capital Replacement Fund | Money set aside for future renovations and replacements | \$0 | \$0 |
| TOTAL | | \$2,000 | \$4,000 |
| | | | |
| GRAND TOTAL | | \$1,503,695 | \$1,687,013 |

| COMMUNITY CENTER BUDGET - DETAILS | | |
|---|---|---------------------------|
| DESCRIPTION | EXPLANATION OF EXPENDITURE | TOTAL COST |
| PERSONNEL -- FULL TIME | | |
| -- Facility/Program Manager | Salaried | \$56,052 |
| -- Aquatics Manager | Salaried | \$56,052 |
| -- Facility Coordinator | Salaried | \$49,596 |
| -- Aquatics Coordinator | Salaried | \$49,596 |
| -- Assistant Facility Coordinator | Salaried | \$35,916 |
| -- Marketing Coordinator/Public Relations | Salaried | \$49,596 |
| -- Maintenance 3 | Salaried | \$42,488 |
| -- Custodians | Salaried | \$29,856 |
| -- Head Lifeguards | Salaried -- Average pay \$12.00/hour | \$24,960 |
| -- Lifeguards | Salaried -- Average pay \$9.50/hour | \$22,880 |
| | | See Aquatics Budget |
| | | See Aquatics Budget |
| PERSONNEL -- PART TIME | | |
| -- MOD | Hourly -- Average pay \$12.00/hour | |
| -- Guest Services/Program Assistants | Hourly -- Average pay \$9.00/hour | |
| -- Gym Attendants | 9.00/hr x 20 hrs/wk x 50 weeks | \$9,000 |
| -- Weight Room Attendants | 9.00/hr x 20 hrs/wk x 50 weeks | \$9,000 |
| -- Custodians | Hourly -- Average pay \$10.00/hour | |
| -- Child Care Attendants | 9.00/hr x 20 x 50 | \$9,000 |
| -- Teen Room Attendant | 9.00/hr x 20 x 50 | \$9,000 |
| PERSONNEL -- INSTRUCTORS | | |
| -- Water Safety Instructors | Hourly -- Average pay \$10.00/hour | \$11,800 |
| -- Water Exercise Instructors | Hourly -- Average pay \$20.00/hour | \$8,360 |
| | | See Aquatics Budget |
| | | See Aquatics Budget |
| -- Aerobic Instructors | part time wages varies from \$7-28/hr by type of class; contracts at 70% of revenue; see Fitness Center Budget sheets | |
| -- Basketball | Referees (\$21/hr x 3 x 3 x 30), Supervisor (10.00/hr x 2 x 30) | \$6,270 |
| -- Volleyball | Referees (\$18.00 x 2 x 3 x 30), Supervisor (10.00/hr x 2 x 30) | \$3,710 |
| -- Indoor Soccer | Supervisor (10.00/hr x 2 x 15) | \$330 |
| -- Teen Activities | 9.00/hr x 20 x 50 | \$9,000 |
| -- Arts and Crafts | 15.00/hr x 2 hr x 40 wk | \$1,200 |
| -- Senior Activities | 10.00/hr x 10 x 50 | \$5,000 |
| -- Dance Classes | 20.00/hr x 2 x 40 | \$1,600 |
| -- Martial Arts | 20.00/hr x 2 x 40 | \$1,600 |
| -- Concession | 8.00/hr x 15 hours per week x50 | \$6,000 |
| | | See Fitness Center Budget |

Suggested Rental Rates

| | Hourly Rate | Per | Deposit | Sq. Ft. | seats/occupancy | hrs/rental | #/mo | mo/year | Total |
|--------------------------------------|------------------|----------------------|--------------------|---------|-------------------------------------|------------|--------------|---------|------------------------|
| Community Room (s) | \$65 | per-half | \$75 | 1,750 | 100-125 per half 220 banquet | 0 | 0 | 10 | \$0 |
| | \$100 | whole | \$100 | 3,500 | 250 meeting | 0 | 0 | 0 | \$0 |
| Classrooms (medium) | \$25 | | \$50 | 300 | 20 seated | 0 | 0 | 0 | \$0 |
| Classrooms (medium) | \$35 | | \$50 | 500 | 33 seated | 2 | 4 | 8 | \$2,240 |
| Classrooms (2 large) | \$55 | | \$50 | 1,200 | 75 per room | 0 | 0 | 0 | \$0 |
| Caterer's Kitchen | \$35 | | \$50 | 800 | | 0 | 0 | 10 | \$0 |
| Aerobics/Dance Room | \$55 | | \$75 | 1,680 | 30-35 (1) 50'x84' or (2) 42'x74" | 2 | 1 | 8 | \$880 |
| Gymnasium | \$50 | per court | \$100 | 8,944 | seats 200 full gym | 4 | 2 | 4 | \$1,600 |
| MAC Gym | \$100 | | \$100 | 6,864 | 66'x104' | 0 | 0 | 0 | \$0 |
| Racquetball Courts (2) | \$35 | | \$50 | 800 | | 0 | 0 | 0 | \$0 |
| Wet Classrooms* (2) | \$25 | | \$25 | 300 | 20 seated | 1 | 32 | 8 | \$6,400 |
| Full facility after hours | \$750 | | \$1,000 | | | 8 | 1 | 1 | \$6,000 |
| | | | | | | | Total | | <u>\$17,120</u> |

* Birthday Party revenues and expenses calculated in Aquatics Budget - these are other rentals
Pool and Lane rentals are also in the Aquatics Budget

Recreation/Aquatics Admission Revenue Worksheet

Activity: Weight Room/Cardiovascular and Aquatics

Program Name: Admission - Passes

This estimate places the emphasis on leisure pool

| Prior History | Pass Type | Fee Chg | # of Passes | Average use | Total annual | Fee | Revenue |
|---------------------------|---|-------------------------|---------------------------------|---|------------------|-----------|----------------------|
| | | yes/no | per year | of facility | visits per | | |
| | Res rates = drop-in fee X # of visits/yr + round | | | times per week | membership type | | |
| | NR rates = +25% Res rates + round | | Based on 75 visit per year cost | | | | |
| | Annual Child RES | | 0 | 0 | 0 | \$ 250.00 | \$ - |
| | Annual Child NR | | 0 | 0 | 0 | \$ 300.00 | \$ - |
| | Annual Youth RES | y | 20 | 3 | 2700 | \$ 350.00 | \$ 7,000.00 |
| | Annual Youth NR | new | 10 | 3 | 1350 | \$ 450.00 | \$ 4,500.00 |
| | Annual Adult RES | y | 360 | 3 | 48600 | \$ 450.00 | \$ 162,000.00 |
| | Annual Adult NR | new | 60 | 3 | 8100 | \$ 675.00 | \$ 40,500.00 |
| | Annual Senior RES | y | 120 | 3 | 16200 | \$ 250.00 | \$ 30,000.00 |
| | Annual Senior NR | new | 24 | 3 | 3240 | \$ 300.00 | \$ 7,200.00 |
| | Annual Disabled RES | | 24 | 3 | 3240 | \$ 275.00 | \$ 6,600.00 |
| | Annual Disabled NR | | 12 | 3 | 1620 | \$ 350.00 | \$ 4,200.00 |
| | Household RES | y | 240 | 3 | 81972 | \$ 700.00 | \$ 168,000.00 |
| | Household NR | new | 60 | 3 | 20493 | \$ 975.00 | \$ 58,500.00 |
| | | # annual passes | 930 | <i>Household size for Kent = 2.53 (2000 Census)</i> | | | |
| | Monthly Child RES | new | 0 | 8 | 0 | \$ 26.00 | \$ - |
| | Monthly Child NR | new | 0 | 8 | 0 | \$ 32.00 | \$ - |
| | Monthly Youth RES | new | 60 | 8 | 480 | \$ 36.00 | \$ 2,160.00 |
| | Monthly Youth NR | new | 10 | 8 | 80 | \$ 46.00 | \$ 460.00 |
| | Monthly Adult RES | new | 480 | 8 | 3840 | \$ 48.00 | \$ 23,040.00 |
| | Monthly Adult NR | new | 60 | 8 | 480 | \$ 72.00 | \$ 4,320.00 |
| | Monthly Senior RES | new | 240 | 8 | 1920 | \$ 26.00 | \$ 6,240.00 |
| | Monthly Senior NR | new | 24 | 8 | 192 | \$ 32.00 | \$ 768.00 |
| | Monthly Disabled RES | new | 120 | 8 | 960 | \$ 28.00 | \$ 3,360.00 |
| | Monthly Disabled NR | new | 12 | 8 | 96 | \$ 36.00 | \$ 432.00 |
| | Monthly Household RES | new | 360 | 8 | 7286.4 | \$ 92.00 | \$ 33,120.00 |
| | Monthly Household NR | new | 12 | 8 | 242.88 | \$ 128.00 | \$ 1,536.00 |
| | | # monthly passes | 1378 | | | | |
| | Total | | | | 203092.28 | | |
| Total Pass Revenue | | | | | | | \$ 563,936.00 |

Program Name: Admissions - Punch cards

Punch Cards expire 1 yr from date of purchase

| KM Pool | Type | Fee Chg | Number Sold | Punches | Total | | Revenue |
|---------------------------------|-------------------|----------------------|-------------|----------|-----------------------------------|-----------|----------------------|
| 2004 | | yes/no | per year | per pass | Visits | Fee | |
| | | | | | save approx. 1 free visit | | |
| | 10 - Child RES | new | 0 | 10 | 0 | \$ 29.25 | \$ - |
| | 10 - Child NR | new | 0 | 10 | 0 | \$ 36.00 | \$ - |
| | 10 - Youth RES | new | 24 | 10 | 240 | \$ 40.50 | \$ 972.00 |
| | 10 - Youth NR | new | 6 | 10 | 60 | \$ 51.75 | \$ 310.50 |
| 123 | 10 - Adult RES | y | 250 | 10 | 2500 | \$ 54.00 | \$ 13,500.00 |
| | 10 - Adult NR | new | 20 | 10 | 200 | \$ 84.00 | \$ 1,680.00 |
| 34 | 10 - Senior RES | y | 100 | 10 | 1000 | \$ 29.25 | \$ 2,925.00 |
| | 10 - Senior NR | new | 10 | 10 | 100 | \$ 36.00 | \$ 360.00 |
| | 10 - Disabled RES | new | 20 | 10 | 200 | \$ 31.50 | \$ 630.00 |
| | 10 - Disabled NR | new | 5 | 10 | 50 | \$ 40.50 | \$ 202.50 |
| | | | | | save approx. 2 free visits | | |
| | 20 - Child RES | new | 0 | 20 | 0 | \$ 58.50 | \$ - |
| | 20 - Child NR | new | 0 | 20 | 0 | \$ 72.00 | \$ - |
| | 20 - Youth RES | new | 24 | 20 | 480 | \$ 81.00 | \$ 1,944.00 |
| | 20 - Youth NR | new | 6 | 20 | 120 | \$ 103.50 | \$ 621.00 |
| | 20 - Adult RES | new | 480 | 20 | 9600 | \$ 108.00 | \$ 51,840.00 |
| | 20 - Adult NR | new | 60 | 20 | 1200 | \$ 162.00 | \$ 9,720.00 |
| | 20 - Senior RES | new | 240 | 20 | 4800 | \$ 58.50 | \$ 14,040.00 |
| | 20 - Senior NR | new | 48 | 20 | 960 | \$ 72.00 | \$ 3,456.00 |
| | 20 - Disabled RES | new | 12 | 20 | 240 | \$ 63.00 | \$ 756.00 |
| | 20 - Disabled NR | new | 6 | 20 | 120 | \$ 81.00 | \$ 486.00 |
| | Total | # punch cards | 1268 | | 21260 | | |
| Total Punch card Revenue | | | | | | | \$ 103,443.00 |

Program Name: Admissions - Drop In Daily Admission

| Prior History | Type | Fee Chg yes/no | Units | Fee | Revenue |
|------------------------------|---|---|--------------|-----------|---------------|
| | Current Kent Commons Fees regardless of residency | \$2 weight room \$12.50 monthly 50% off Seniors | | | |
| KM Pool 2004 | Current Kent Meridian Pool Fees regardless of residency | \$2.75 Seniors \$3.25 Swim \$4 Lap | | | |
| 3062 | Adult Resident | y | 5000 | \$ 6.00 | \$ 30,000 |
| | Adult Non-Resident | y | 360 | \$ 9.00 | \$ 3,240 |
| | Tot Resident (walking to 2 yrs) | new | | Free | |
| | Tot Non-Resident | new | 12 | \$ 2.00 | |
| | Child Resident (3-5 yrs) | new | 1500 | \$ 3.25 | \$ 4,875 |
| | Child Non-Resident | new | 100 | \$ 4.00 | \$ 400 |
| 3305 | Youth Resident (6 to under 18 yrs) | y | 2500 | \$ 4.50 | \$ 11,250 |
| | Youth Non-Resident | y | 200 | \$ 5.75 | \$ 1,150 |
| | Household Resident (1 adult/2 children save \$1) | new | 360 | \$ 11.50 | \$ 4,140 |
| | Household Non-Resident | new | 24 | \$ 16.00 | \$ 384 |
| 595 | Senior Resident (60+) | y | 750 | \$ 3.25 | \$ 2,438 |
| | Senior Non-Resident | y | 48 | \$ 4.00 | \$ 192 |
| 327 | Disabled Resident | y | 500 | \$ 3.50 | \$ 1,750 |
| | Disabled Non-Resident | y | 48 | \$ 4.50 | \$ 216 |
| | Special Group per child/youth | new | 600 | \$ 3.00 | \$ 1,800 |
| | Special Group per adult/supervisor | new | 60 | \$ 4.00 | \$ 240 |
| | SilverSneakers® Fitness Program - Projected revenue | options | 0 | \$ 3.50 | \$ - |
| Total | | | 12062 | | |
| Total Drop In Revenue | | | | \$ | 62,075 |

Total Admissions Revenue \$ 729,454

Total Visits 236,414

Average Daily Visitors 674

total visits/351 days (10 day shut down + 4 holidays)

typical building of this size see 800-1000 visitors per day including programs

| SAMPLE - Recreation Program Revenue/Expense Worksheet | | | | | |
|--|---------------------------|--|----------------------------|--------------------|---------------------|
| These are estimates because Kent doesn't currently use an ID system | | | | | |
| Activity: Center | | | | | |
| Program Name: Photo ID Cards | | | | | |
| ID Type | # cards per person | Notes | # of cards per year | ID Card Fee | Revenue |
| ID's expire every 2 | | | | | |
| Corporate - Adult | 1 | | 0 | \$ 5 | \$ - |
| | | | | | \$ - |
| NonRes - Adult | 1 | 18-59 years | 200 | \$ 5 | \$ 1,000.00 |
| NonRes - Senior | 1 | 60 years + | 50 | \$ 5 | \$ 250.00 |
| NonRes - Youth | 1 | 6 - under 18 years | 300 | \$ 5 | \$ 1,500.00 |
| NonRes - Child | n/a | 3-5 years | 0 | \$ - | \$ - |
| NonRes - Tot | n/a | walking - 2 years | 0 | \$ - | \$ - |
| NonRes - Disabled | | any age | 25 | \$ 5 | \$ 125.00 |
| Resident - Adult | 1 | 18-59 years | 1000 | \$ 5 | \$ 5,000.00 |
| Resident - Senior | 1 | 60 years + | 400 | \$ 5 | \$ 2,000.00 |
| Resident - Youth | 1 | 6 - under 18 years | 2000 | \$ 5 | \$ 10,000.00 |
| Resident - Child | n/a | 3-5 years | 0 | \$ - | \$ - |
| Resident - Tot | n/a | walking - 2 years | 0 | \$ - | \$ - |
| Resident - Disabled | | any age | 50 | \$ 5 | \$ 250.00 |
| Special Groups - Adult | 1 | n/a | 0 | \$ - | \$ - |
| Special Groups - Youth | 1 | n/a | 0 | \$ - | \$ - |
| Lost ID Cards | 1 | | 0 | \$ - | \$ - |
| City Council - Family Members only | 1 | Council Member's Term - No fee applied to members - Renewed Annually | 0 | \$ - | \$ - |
| City Employee Pass | 1 | Renewed Annually | 0 | \$ - | \$ - |
| City Employee Pass - Family | 1 | Renewed Annually | 0 | \$ - | \$ - |
| city Employee Pass - Youth/Child | 1 | Renewed Annually | 0 | \$ - | \$ - |
| Teen Activities Pass | | | 0 | \$ - | \$ - |
| | | Total ID | 4025 | | |
| | | | Total Revenue | | \$ 20,125.00 |

| Expenditures | | | | | | |
|---|---------------|--------------------------------------|---------------------------------------|---|--------------------|--|
| Materials and Supplies: | | | | | | |
| Item | Vendor | Cost/Unit | Number of Units | Notes | Amount | |
| ID card printer ribbons (full color, 5 panel overlay, #FG81733) use 1 per week; closed 2 weeks per year | ID Edge | \$ 75.00 | 50 | Cost of ribbon is \$75.00 each not \$88.00 as budgeted for in 2004. | \$ 3,750.00 | |
| ID Cleaning Cards (cleaning cards \$5.00 for a box of 10) | | \$ 5.00 | 3 | | \$ 15.00 | |
| (I.D. cards - blank 30 mil ultra card #FG81754) (1 box = 1000 cards = \$100.00) 1 boxes/month | ID Edge | \$ 400.00 | 12 | | \$ 4,800.00 | |
| | | \$ - | | | \$ - | |
| | | \$ - | | | \$ - | |
| | | | Total Materials & Supplies | Sub Total | \$ 8,565.00 | |
| Services and Charges: | | | | | | |
| Service | Vendor | Notes | | | Amount | |
| Printer maintenance/ Repairs - Increase of budget due to expensive maintenance repair costs. | | | | | \$ 1,000.00 | |
| | | | | | \$ - | |
| | | | | | \$ - | |
| | | | Total Services & Charges | Sub Total | \$ 1,000.00 | |
| | | Total Program Expenses | | | \$ 9,565.00 | |
| | | Net Program Revenue/(Expense) | | | \$10,560.00 | |
| Program expenses do not include indirect costs such as labor | | | | | | |