

CITY OF RIVERTON WYOMING RECREATION CENTER OPERATIONAL BUDGET

Assumptions

- Budget is calculated in 2008 figures
- Facility size: 45,000 square feet
- Facility Amenities: Administration, Aerobic/Fitness/Dance/Activities Room, Cardio/Weight/Fitness Center, Game Room, 2500 seat Field House, Lobby, Locker Rooms, Restrooms, Vending, Lounge Area, Walking Track, Storage / Mechanical /Support Areas.
- Hours of Operation

Monday -Friday	5:30am - 9:00pm
Saturday	8:00am - 5:00pm
Sunday	12:00pm - 5:00pm
- Budget is based on : 91.5 hours/week x 52 weeks – 5 Holidays (average 10 hours/day) = 4748 hours per year
- Daily operational hours do not reflect hours for rentals of meeting rooms, after hour activities, etc. These hours will be agreed upon time beyond hours open to the public.
- 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.
- Charter memberships will be offered through the Grand Opening date entitling annual pass holders to 15 months for the price of 12 months. This offer will be renewed every year as long as the charter membership has remained continuous and has not lapsed.
- Two front desk employees on duty during peak hours (3-10 pm Mon-Fri and weekends until 6 pm = 2652 hrs/yr) with one operating as building monitor.
- Personal Fitness Training Concession is contracted for 15% of the gross receipts.

- Concessions is assumed without a grill, walk-ins, etc. and with table top machines serving snack bar items such as hot dogs, nachos, popcorn, sodas, candy, etc. large enough for a minimum of 4 serving windows for the venue with 1600 seating capacity. The concessions and vending is contracted for 15% of the gross receipts.
- It is assumed that the college is responsible for operating all the programming in the building with the exception of the fitness and activities room utilized for fitness/aerobics/dance programs.
- The City will contract for the fitness equipment for \$2,600 per month including the replacement, rotation, and maintenance of all the fitness equipment.
- All fitness/dance program revenues are calculated at 100% recovery of direct costs at 60% capacity of prime time programmable space. As this figure might fluctuate, it will not impact the net cost recovery of the facility based on the direct cost of expenses equals the revenues due to the 100% cost recovery of direct costs. The direct costs include all the specific, identifiable expenses (fixed and variable) associated with operating a facility, providing a service or program. These expenses would not exist without the program or service and often increase exponentially. Direct costs include the following:
 - Hourly or part time salaries for front desk, reception, registration, instructors, custodians, leaders, aides, building supervisors, officials, coaches;
 - Consumable equipment and supplies like balls, paper, clay and glazes, kiln firing, art supplies provided by instructor or agency, chalk;
 - Uniforms, tee shirts, for participants;
 - Non-consumable equipment purchased only for the program that require periodic, continual replacement or are necessary for the start of the program like yoga mats, blocks, bouncy balls, low free weights;
 - Equipment rental or repair for programs or facilities;
 - Any other costs associated or attributed specifically with the program or service.
- In the future the City may consider negotiating Corporate Annual Passes that entitles employees of large corporations in Riverton a discounted annual membership. The corporation would pay the City a lump sum for a 12 month pass for those employees that want to take advantage of the corporate discount. The employees can either reimburse the company or the company can pay for those employees through an employee benefit package. A 20-25% discount is recommended for the number of employees that sign up for the program. A benchmark for ten or more employees in a corporation of 100 employees would be a \$3,500 per year corporate membership where as many employees that want to take advantage of the annual membership. Typically a maximum of 10% of the employees would use the fitness facility on an ongoing basis.

STAFFING PROJECTIONS									
								\$397,251	60.39%
Full Time Staff	Number	Unit Cost					\$257,000		
Facility Manager	1	\$ 55,000				\$55,000			
Assistant Facility Manager	1	\$ 42,000				\$42,000			
Fitness Supervisor	1	\$ 35,000				\$35,000			
Custodian	1	\$ 28,000				\$28,000			
Office Manager	1	\$ 30,000				\$30,000			
Benefits Percentage included in wages	30%					\$ 57,000			
Overtime						\$10,000			
Part Time Staff	Hours	Unit Cost					\$140,251		
Front Desk (2 during peak hours)	7400	\$11				\$81,400			
Janitors	1000	\$12				\$12,000			
Fitness Supervisor	2652	\$12				\$31,824			
Benefits Percentage	12%					\$ 15,027			
OPERATING EXPENSES									
Contractual Services	Multiplier	Unit Cost						\$202,340	30.76%
Utilities (Square Footage Cost)	45,000	\$3.20				\$144,000			
Instructors						\$16,800			
Fitness/Aerobics/Dance/Etc.	1120	\$15				\$ 16,800			
Telephone	5	\$200				\$1,000			
Fitness Equipment Maintenance & Replacement	12	\$2,600				\$31,200			
Security/Fire Alarm Service						\$5,340			
Office Equipment						\$4,000			
OPERATING EXPENSES continued									
Commodities								\$58,250	8.85%
Recreational Supplies						\$ 7,500			
Recreational Sports Supplies						\$ 5,000			
Fitness/Aerobics/Dance Supplies						\$ 2,000			
Game Room Supplies						\$ 500			
Custodial Supplies						\$8,000			
Building Maintenance Supplies						\$8,000			
Marketing/Advertising/Printing						\$15,000			
Office Supplies						\$2,000			
Education/Training						\$1,500			
Dues/Subscriptions						\$500			
Uniforms						\$750			
Capital Replacement Fund						\$10,000			
Insurance						\$5,000			
TOTAL EXPENSES									\$657,841

REVENUE						
Passes						\$237,855
<u>Annual Passes</u>	<u>Number</u>	<u>Price</u>			\$160,500	
Individual	200	\$425	\$85,000			
Individual Charter Membership Discount (+ 3 mo/yr)	50	-\$106	-\$5,300			
Senior	50	\$250	\$12,500			
Senior Charter Membership Discount (+ 3 mo/yr)	15	-\$62	-\$930			
Family	100	\$550	\$55,000			
Family Charter Membership Discount (+ 3 mo/yr)	25	-\$137	-\$3,425			
Student	40	\$200	\$8,000			
Student Charter Membership Discount (+ 3 mo/yr)	10	-\$49	-\$490			
TOTAL CHARTER MEMBERSHIP DISCOUNTS					-\$10,145	
<u>Monthly Fitness Passes (Average 5 months out of year)</u>	<u>Number</u>	<u>Price</u>			\$87,500	
Individual	250	\$40	\$40,000			
Senior	125	\$25	\$12,500			
Family	125	\$50	\$25,000			
Student	100	\$25	\$10,000			
Punch Passes						\$22,400
<u>10 Punch Passes</u>						
Individual	300	\$40	\$12,000			
Senior	100	\$32	\$3,200			
Student	300	\$24	\$7,200			
Daily Admissions						\$9,400
<u>Fitness Daily Admission</u>	<u>Number</u>	<u>Price</u>			\$9,400	
Individual	1000	\$5	\$5,000			
Senior	350	\$4	\$1,400			
Student	1000	\$3	\$3,000			
Rentals						\$78,000
<u>Activity Room</u>	<u>#/Year</u>	<u>Cost</u>	<u>Multiplier</u>			
Activity Room (\$25/hr x 6 hrs/wk avg x 30 wks.)	30	\$25	6	\$4,500		
<u>Fieldhouse</u>	<u>#/Year</u>	<u>Cost</u>	<u>Multiplier</u>			
Fieldhouse (\$200/hr x 15 hrs/wk avg x 24 wks.)	24	\$200	15	\$72,000		
<u>Full Facility After Hours</u>	<u>#/Year</u>	<u>Cost</u>	<u>Multiplier</u>			
Full Facility After Hours	2	\$750	1	\$1,500		
Recreation Programs						\$ 117,700
Aerobics, Dance & Fitness Programs (100% direct cost)				\$ 117,700		
Customer Services						\$16,620
<u>Concessions and Vending</u>	<u>Hours</u>	<u>Amount</u>	<u>Multiplier</u>			
Concessions and Vending		\$100,000	15%	\$ 15,000		
Fitness Training Concession		\$10,800	15%	\$ 1,620		
TOTAL REVENUE						\$481,975
TOTAL NET						-\$175,866
COST RECOVERY						73%

CITY OF RIVERTON, WYOMING

RECREATION CENTER

FIVE YEAR PRO-FORMA

	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>	<u>Year 5</u>
<u>EXPENSES</u>					
Staffing	\$ 397,251	\$ 409,169	\$ 421,444	\$ 434,087	\$ 447,110
Contractual Services	\$ 202,340	\$ 208,410	\$ 214,663	\$ 221,102	\$ 227,735
Commodities	\$ 58,250	\$ 59,998	\$ 61,797	\$ 63,651	\$ 65,561
TOTAL EXPENSES	\$ 657,841	\$ 677,576	\$ 697,904	\$ 718,841	\$ 740,406
<u>REVENUES</u>					
Passes	\$ 237,855	\$ 247,369	\$ 257,264	\$ 267,555	\$ 278,257
Punch Passes	\$ 22,400	\$ 23,296	\$ 24,228	\$ 25,197	\$ 26,205
Daily Admissions	\$ 9,400	\$ 9,682	\$ 10,069	\$ 10,472	\$ 10,891
Rentals	\$ 78,000	\$ 81,120	\$ 84,365	\$ 87,739	\$ 91,249
Recreation Programs	\$ 117,700	\$ 122,408	\$ 127,304	\$ 132,396	\$ 137,692
Customer Services	\$ 16,620	\$ 17,285	\$ 17,976	\$ 18,695	\$ 19,443
TOTAL REVENUE	\$ 481,975	\$ 501,160	\$ 521,206	\$ 542,055	\$ 563,737
NET	\$ (175,866)	\$ (176,416)	\$ (176,697)	\$ (176,786)	\$ (176,669)
COST RECOVERY	73%	74%	75%	75%	76%
Based on 2008 Figures					