



CITY OF O'FALLON
Park & Environment Committee
AGENDA
May 11, 2015
5:30 p.m.
Public Safety Community Room

- I. CALL TO ORDER
- II. ATTENDANCE
- III. APPROVAL OF MINUTES
- IV. ITEM: Feasibility Study: "Centre"
- V. STAFF REPORTS

CITY OF O'FALLON

Park & Environment Committee

March 9, 2015

6:00 P.M

Public Safety Building

Minutes of a regular meeting of the Parks & Environment Committee of the City of O'Fallon, held in the Public Safety Building Community Room,
285 S. Seven Hills Rd, O'Fallon, Illinois February 9, 2015

- I. Attendance:** MEMBERS
- | | |
|---|--------------------------------|
| X | Holden, Chair (2) |
| X | Harlan Gerrish, Vice Chair (7) |
| X | Albrecht (2) |
| X | Hagarty (3) |
| X | Meile (1) |
| X | Mouser (3) |
| X | Smallheer (4) |

- II. Council:** Albrecht; Bennett; Drolet; McCoskey; Roach; Gerrish
Park: Kasten
Guests: Pitts; Malare; Larkowski(s); Hook
Staff: Denton; Funk; Hutchison; Dallner; Evans
 Meeting called to order at 6:10 p.m.

- III. Minutes: February 9, 2015**
Motion Meile motion to approve the minutes February 9, 2015 Meeting
Second: Mouser
Approved: All

IV. Budget FY16: Highlights
Cemetery

- Perpetual Trust Fund balance is \$669,793 (market value as of 3/6/15)
- Grave openings generated \$14,000
- Street ADA brick paver paths to and pad around statuary in center of cemetery

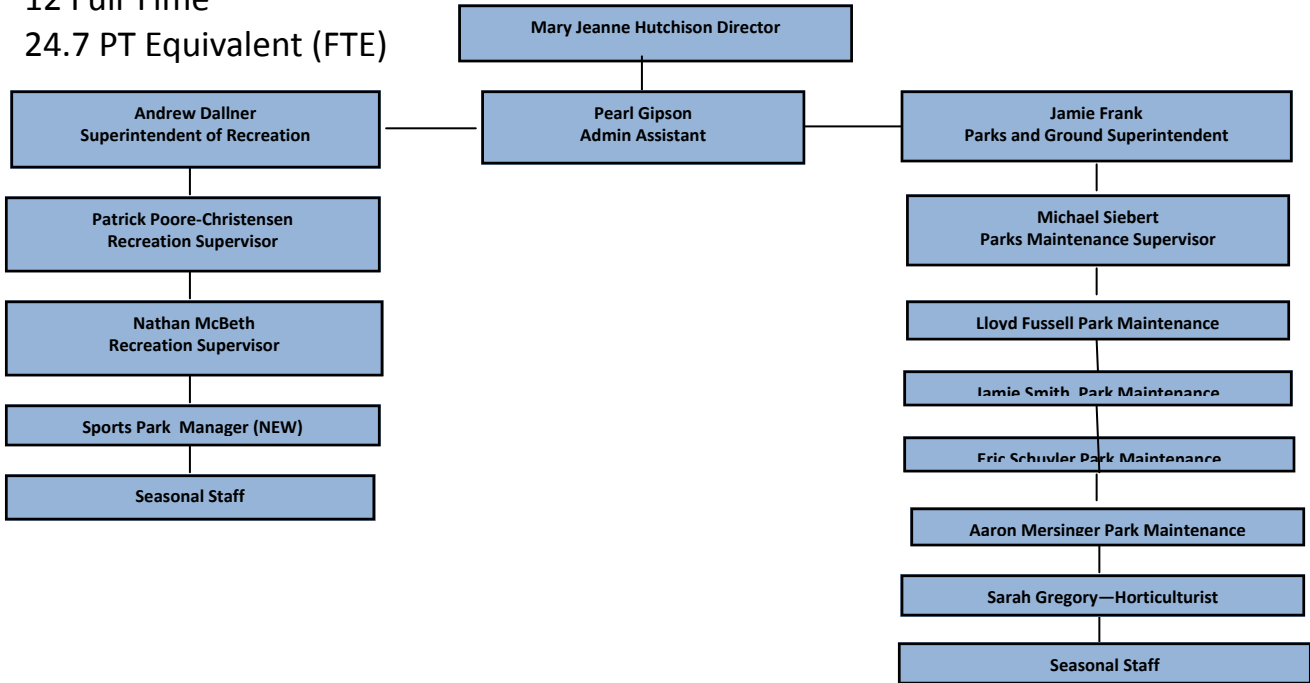
| Revenues | Actual Revenue | | Budget | Projecte | Recommended |
|------------------|----------------|----------------|----------------|----------------|----------------|
| | FY2014 | FY2015 | FY2015 | FY2015 | FY2016 |
| 02.00 Parks | \$2,480,194.32 | \$2,574,147.67 | \$2,355,135.0 | \$1,747,977.29 | \$2,756,045.0 |
| 02.03 | \$107,882.29 | \$100,679.94 | \$112,750.00 | \$96,846.84 | \$109,350.00 |
| 02.07 Sport Park | \$1,147,317.35 | \$943,458.94 | \$994,850.00 | \$651,683.72 | \$1,018,150.00 |
| Total: | | | | | \$3,883,545.00 |
| Expense | Actual Revenue | | Budget | Projecte | Recommended |
| | FY2013 | FY2014 | FY2015 | FY2015 | FY2016 |
| 02.01 Parks | \$2,246,662.25 | \$2,047,835.83 | \$2,068,523.00 | \$1,476,848.3 | \$2,292,275.0 |
| 02.03 | \$141,152.1 | \$122,004.33 | \$144,095.0 | \$114,064.1 | \$144,480.0 |
| 02.07 Sport Park | \$1,372,073.7 | \$1,276,403.27 | \$1,250,117.00 | \$742,165.49 | \$1,446,790.0 |
| | | | | | \$3,883,545.00 |

| Revenue (other) Opportunities | Recommended | | | | |
|-------------------------------------|----------------|---------|---------|-----------|---------|
| | Actual Revenue | | Budget | Projected | |
| | FY2013 | FY2014 | FY2015 | FY2015 | FY2016 |
| 02.00 Property Tax | \$ 585,983 | 574,282 | 577,735 | 575,612 | 578,170 |
| 02.00 Utility Tax | \$ 841,102 | 901,553 | 792,500 | 780,000 | 945,840 |
| 02.07 Tele Tax | \$ 831,516 | 626,587 | 680,000 | 680,000 | 680,000 |
| 02.00 Grants | \$ 35,000 | 144,000 | 50,000 | 25,000 | 50,000 |

| Projects | |
|-------------------------------------|---|
| FY2015 | FY2016 |
| CIP-Maintenance Complex-1.2 M | Hesse- Field 7 & 8 Lighting; Phase 2 Parking Lot; ADA Sidewalk; Field #10 Roof Replacement - \$272K |
| GEN SUV- \$28K Superintendent | CEM-ADA Brick Pathway Street Central Area \$25K |
| GEN-Water Trailer - \$7K | CP- South Restroom \$85K |
| CEM-Standing Mower - \$7.5K | GEN- Dump Trailer \$6K |
| CP - Basketball Court - \$35K | RS-ADA Sidewalk & Fire pit Improvement - \$5K |
| SP - Pond Landscape - \$5K | GEN- I-Ton Dump-truck (replace 10 Yr old) -\$45K |
| SP-F350 Snowplow/Sp-\$39,000 | GEN-Rec Vehicle \$20K |
| SP-Zero Turn \$12K | GEN- Impact / Fest Study \$30K |
| SP-Bleachers/Red Quad \$33K | GEN- Zero Turn Mower \$12K |
| GEN-Toolcat Utility Vehicle - \$59K | POOL- Vac \$5K |
| | SP-Sport Park Recreation Supervisor |
| | SP-Non-Cap Equipment –Warmer; Freezers(\$10,000 concession); AED 2; Site Furnishings (\$5K) ;Trash Can: Field Tools \$38K |
| | SP-Laser Grader \$20K |
| | SP-JD Gator \$7.5K |
| | SP-Standing Mower \$6K |
| | SP-Soccer Field Irrigation \$150K |
| | SP- Shade Structure \$30K |

Parks & Recreation Organization

12 Full Time
24.7 PT Equivalent (FTE)



Report Review: Park Maintenance & Recreation Report

ADJOURN Motion: Mouser

Second: Miele

Approved: All

PREPARED BY: MJ Hutchison Next Meeting: May 11, 2015 5:30 PM

O'Fallon, IL

Community Recreation Center Feasibility Study

**Proposal
January 16, 2015**



BALLARD* KING
& ASSOCIATES LTD

Ballard*King & Associates
2743 E. Ravenhill Circle Dr.
Highland Ranch, CO 80126

303-470-8661 (office)
303-470-8642 (fax)

www.ballardking.com
bka@ballardking.com



BALLARD* KING
& ASSOCIATES LTD
Recreation Facility Planning and Operation Consultants

January 16, 2015

Mary Jeanne Hutchison, Parks & Recreation Director
City of O'Fallon
308 East 5th Street
O'Fallon, IL 62269

Dear Mary,

Thank you for contacting Ballard*King & Associates (B*K) about the opportunity to work with the City of O'Fallon on the development of a feasibility study for a community recreation center.

B*K was founded in 1992 by Ken Ballard and Jeff King in the response to a need for market based independent financial analysis for recreation facility planning. B*K has completed over 600 studies in 48 states during our 22 years of operation, which have resulted in the construction of approximately 150 facilities. In short we are a proven entity. In addition to being a national firm we also have extensive knowledge of the greater St. Louis area.

Practical experience as recreation professionals combined with our consulting experience is at the core of B*K and will be the basis for which we make recommendations to the City of O'Fallon about an indoor facility. Another important piece of information is that B*K is not affiliated with any one architectural firm. We have worked on a number of projects with JACOBS and enjoy a very positive relationship with their firm. However, by not being affiliated with a firm we are able to provide completely unbiased commentary and recommendations on your project.

Ballard*King & Associates is the firm that can provide a completely unbiased feasibility study to the City of O'Fallon and your interest in a recreation facility. We look forward to visiting with you further about this exciting project and working together to move you forward!

Respectfully,

Darin Barr, Senior Associate
Cell Phone: 573-673-6597
E-Mail: darin@ballardking.com

*Ballard*King and Associates is committed to comprehensive planning and operations consulting services, providing for the effective and efficient use of available resources to develop and operate sports, recreation and wellness facilities.*



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BALLARDKING***
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Recreation Facility Planning and Operation Consultants

THE B*K ADVANTAGE

B*K is prepared to assist the City of O'Fallon in conducting a feasibility study to develop an indoor community recreation center. We have the experience and knowledge to assist you with the tasks that are needed for this type of study in a timely and efficient manner and that will provide you with the vital information that is needed to make an informed decision about this important project.

B*K offers the flexibility and organization to adjust our scope of work to the changing demands of our clients as well as limited time constraints. We recognize that each project is unique and our approach to evaluation and analysis is customized to target the client's individual needs. This approach, coupled with our attention to detail and vast experience as facility operators will ensure that your best interests are being fully represented.

We believe strongly that analysis and evaluation such as this provides the foundation for future decisions about a project. The final written report will be presented in a concise, easy to read, understandable manner that meets your outlined goals and expectations.

Ballard*King & Associates will bring to this project:

- * Our vast planning, managerial and operational experience with recreation facilities, from conception through operation.
- * Our direct experience as facility managers and subsequent programs and services to the public.
- * Our knowledge and understanding of national aquatic and recreation trends and operation considerations.
- * Our experience in evaluating recreation facility business plans for banking institutions and capital investors.
- * The ability to project operations expenses and revenues for recreation centers and their associated amenities.
- * Our strong commitment to representing the client's best interests in all projects through proven, practical experience in providing independent third party financial analysis.
- * Our experience on concept design review in similar projects.
- * Our ability to be involved with a project from inception through opening and operation.



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FIRM PROFILE

Ballard*King & Associates, Ltd (B*K) was established in 1992 by Ken Ballard and Jeff King in response to the need for market-driven and reality-based recreation planning. B*K has achieved over 22 years of success by realizing that each client's needs are specific and unique. With over 50 combined years of facility management and planning experience in the collegiate, public, non-profit and private sector, our consulting firm has completed over 600 projects in 48 states and has working relationships with more than 100 architects coast-to-coast. B*K is also honored to be the recipient of five Athletic Business Facilities of Merit Awards.

B*K forms a consulting team that provides a variety of pre-and post-design services for clients who are considering the development of a sports, recreation, aquatic, park, or wellness facility. Our vast practical experience enables us to guide clients through the challenges of planning, constructing, opening and operating a park or recreation facility. From pinpointing specifics to broad visions, B*K provides services to ensure the long-term success of your project. B*K has built our reputation on telling clients what they need to hear in order to make sound decisions.

B*K offers a broad range of services that can be integrated into a design team or contracted independently. Our core services can be defined as feasibility studies, master plans, operational audits and short-term management solutions. A cornerstone of our practice is the completion of feasibility studies for facilities of all types with recreation centers and aquatic centers representative a significant portion of the projects we've worked on.

By bringing practical, proven experience to a project we can accurately represent the client's best interests. B*K has a keen awareness of the impact a park, sports, or recreational facility has on a community and subsequently the entity that operates it. Thanks to our extensive field experience we are able to provide assistance with practical tools, an uncommon ability to see the overlooked and view your project from a wealth of expertise and knowledge.

Teamwork is a core aspect of our firm. We work together ensuring all clients are receiving the wealth of knowledge our B*K team brings. The success of any project begins with an integrated, mutually valued approach to the individual needs and goals of each client. Thus, we team with you and for you. First and foremost to B*K is our reputation of being a company of strong ethical character. Our top concern is our client's best interests and our approach is always honest and down-to-earth. We aim to help each client see the full potential of their project by providing trustworthy services to achieve their goal.

Let us help you move forward!



QUALITY CONTROL

In a project of this nature there are certain quality controls that will be put in place to ensure that the project moves forward and meets the expectations of the client.

Timeline:

B*K will work with the City of O'Fallon to develop a timeline that meets the client's expectations while allowing adequate time to gather information and engage all necessary parties. If adjustments need to be made to the timeline those will be communicated from the Project Manager to the City via e-mail and phone.

Communication:

Darin Barr the Project Manager will be the main point of contact from B*K. All communication on the project from B*K will come through Darin, unless he is unavailable at which time communication will come through Jeff King or Ken Ballard. All communication to the City will be directed to the designee of the City's choosing. Methods of communication that B*K can employ but are not limited to:

- * Phone Calls
- * E-Mail
- * Conference Calls
- * On-Site Visits
- * Video Conferencing
- * Use of B*K Website for File Sending/Transfer

Product:

The documents and subsequent final report will be prepared in Microsoft Word and Excel with a final project in a PDF format. Presentations to City and the public at large will be developed in PowerPoint. Final report will be provided to the City in 3 printed copies along with an electronic copy and all associated files.

Billing:

Billing for the project will be handled by Jan Ballard, Office Manager for B*K. Bills will be issued in four installments through the course of the project. Bills will be itemized to illustrate the work that has been completed along with reimbursable expenses.

Work Capacity:

B*K has the capacity available to complete all of the associated tasks with this project.





BALLARD*KING
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Recreation Facility Planning and Operation Consultants

PRE-CONSULTING OPERATIONAL EXPERIENCE

A significant asset that B*K brings to every project is our years of operating venues on the municipal, private, collegiate and non-profit levels. Below is the operational experience of each of our consultants.

Darin Barr - Senior Associate

- * Aquatic Manager & Senior Associate Director, University of Missouri, Columbia, MO
- * Aquatic Supervisor, Roseland Waterpark, Canandigua, NY
- * Recreation Superintendent, St. Peters REC-PLEX, St. Peters, MO

Ken Ballard - Principal

- * Recreation Director, Englewood Recreation Center, Englewood, CO
- * Recreation Director, Thornton Recreation Center, Thornton, CO

Jeff King - Principal

- * Recreation Director, St. Peters REC-PLEX, St. Peters, MO
- * Facility Manager, Edora Pool Ice Center (EPIC), Fort Collins, CO
- * Ice & Aquatic Manager, Janesville, WI



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Darin Barr
Senior Associate

Darin began his work with Ballard*King & Associates in 2007 and brings 10 years of experience to the company.

Prior to B*K, Darin was the Senior Associate Director of the 300,000 square-foot Student Recreation Complex at the University of Missouri-Columbia. His main areas of responsibility were membership, dry-side facility operations, wet-side facility operations, maintenance and information technology. In addition to the Student Recreation Complex, Darin's responsibilities also spanned the adjacent sand volleyball courts, Stankowski Field, and 50-plus acres of green space. Previously he served as the Aquatic Manager for the Mizzou Aquatic Center and was responsible for opening that portion of the Student Recreation Complex in the summer of 2005.

His management experience includes economic impact studies, space planning and equipment specifications, request for proposal, grand opening celebrations, preventive maintenance programs, staffing, budgeting, marketing, risk management and programming.

Darin spent three years working for the Town of Pittsford, NY, Recreation Department as a Recreation Supervisor. During his tenure with Pittsford, Darin was responsible for the programming, budgeting, coordinating shared use facilities, and developing the Pittsford Triathlon. In addition, Darin spent a season working for a privately-owned water park as well as four years working as the Recreation Superintendent and Aquatics Coordinator at the Rec-Plex in St. Peters, MO.

The diversity of Darin's experiences have shaped his unique perspective on the delivery of recreation services, and the operation of recreation facilities. Darin's honest approach, attention to detail, and depth of knowledge give client's comprehensive insight to help guide them through their project.

Education

SUNY—Brockport Master in
Public Administration

University of Missouri
BS Parks Recreation &
Tourism

Certified Pool Operator

Professional Affiliations

National Intramural-
Recreational Sports
Association

New York State Parks &
Recreation Society

Missouri Park & Recreation
Association

University of Missouri—
Adjunct Faculty





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Jeff King

Principal

As a founding partner of Ballard*King & Associates, Jeff has over 30 years experience in recreation facility operation and planning. Ballard*King & Associates was established in 1992 by Ken Ballard and Jeff King in response to the need for market driven and reality based planning for recreation facilities. Jeff has provided consulting services to more than 200 communities who have benefited from his extensive background in recreation center planning and management. Jeff's expertise comes from a vast array of experience and projects.

Jeff's management and project experience includes facility planning and construction, facility renovation, grand opening celebrations, economic impact studies, energy conservation systems, preventative maintenance programs, staffing, budgeting, marketing, cost accounting and program-ming. In addition, he has performed park and recreation master plans as well as audits.

Jeff was one of the founders of the "Gateway to Success" recreation facility planning conference in St. Louis and served as the chairman in its first year. His previous experience in Colorado has led to an active involvement with the Colorado Parks and Recreation Association's Recreation Facility Design and Management School.

As the former Recreation Director for the City of St. Peters, MO, he was responsible for start-up and operations of Rec-Plex. Rec-Plex, a 140,000 square foot recreation center with a 50-meter competitive pool, ten-meter diving tower, leisure pool, gymnasium, track, rock climbing wall, weight room, aerobics room, ice skating rinks (2), skate board park and food service that opened in July 1994. Rec-Plex was the host site for all aquatic events for the 1994 Olympic Sports festival. Prior to this, he was the Facility Manager for the Edora Pool Ice Center (EPIC) in Fort Collins, CO, where he was responsible for its start-up, operations and administration for 7 years. EPIC received the 1987 "Facility of Merit" award from Athletic Business Magazine for design and operation excellence. He also served as the City of Fort Collins' Aquatic Director and team leader and facilitator for the City of Fort Collins Quality Improvement Program.

Education

Lindenwood University
BA Business Administration

Certified Pool Operator

Professional Affiliations

Ice Skating Institute of
America

National Recreation and Park
Association—Aquatic Section

Missouri Park & Recreation
Association

Colorado Park & Recreation
Association



BALLARDKING***
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Ken Ballard

Principal

As a founding partner of Ballard*King & Associates, Ken has over 30 years experience in recreation facility operation and planning. Ballard*King & Associates was established in 1992 by Ken Ballard and Jeff King in response to the need for market driven and reality based planning for recreation facilities. In his years of work with B*K, Ken has provided planning, feasibility and operations consulting to more than 250 recreation projects across the country. Ken is well known for his vast knowledge of recreation facility development and operations. His expertise has been developed over the years from a wide breadth of experiences within the recreational field.

Education

University of Colorado: BS
Recreation, BS History

Certified Parks & Recreation
Professional

Professional Affiliations

Athletic Business Magazine
Advisory Board

Colorado Parks & Recreation
Association

National Recreation & Park
Association

Metropolitan State College of
Denver - Former Adjunct
Faculty

Ken's project experience includes feasibility studies, facility construction and design process, space planning and equipment specifications, request for proposal, grand opening celebrations, preventive maintenance programs, staffing, budgeting, marketing, programming, parks and recreation master plans, as well as audits. Ken also has extensive program experience including adult and youth sports, fitness/wellness, special events and cultural arts.

Ken's diverse experience has led to his active involvement with the Colorado Parks and Recreation Association's Recreation Facilities Design and Management School. For the past 13 years Ken has been a faculty member at the Athletic Business Conferences, where he presented numerous sessions on recreation facility planning. In addition, he serves on the editorial advisory board and planning committee. He has also been a speaker at several National Park and Recreation Association Congresses and numerous state parks and recreation conferences. Ken's published work includes the feature articles "Climbing Toward Cost Recovery" and "Happy Together" both in Athletic Business Magazine.

Prior to co-founding B*K, he was the Recreation Manager for the City of Thornton, CO, and was a key member of the team responsible for the pre-design phase of their recreation center. For 12 years before joining them he was the Director of the Englewood, CO, Recreation Center, in charge of the operation and administration of the Englewood Recreation Center, which received the 1986 "Facility of Merit" award from Athletic Business Magazine for design and operations excellence.



BALLARDKING***
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City of O'Fallon

Community Recreation Center

Feasibility Study



SCOPE OF SERVICES

The following scope of services for completion of a feasibility study is based upon conversation with Mary Jeanne Hutchison. It is the understanding of B*K that this feasibility study should be holistic in nature and address all community recreation needs. B*K would welcome the opportunity to further refine this scope of services to meet City of O'Fallon's needs.

Phase I:

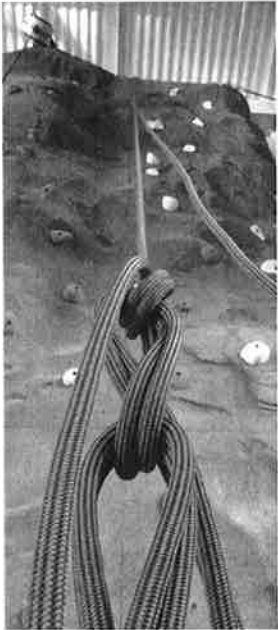
Review Existing Information:

A key component of the study will be to visit with the City of O'Fallon and review any and all information that has been developed to date. We will want to have a good understanding of what the primary drivers of the project are and which organization may be involved. B*K will want to review any market studies that have been conducted, conceptual designs and other information that has been gathered. In addition to reviewing this information, B*K will want to make sure they have a clear understanding of the City of O'Fallon's goals for the project. Finally it will be important to map-out communication and confirm overall timeline for the study.

Market Analysis:

A key component of the feasibility study will be to look at the demographic realities of the market that the facility will reside in. The demographic realities of the area will be important to determine program support in recreation and enrichment-like activities.

- * Establish service areas
 - Primary Service Area (City of O'Fallon)
 - Secondary Service Area (regional)
- * Demographic characteristics
 - Median Age
 - Median Income
 - Household Budget Expenditures
 - Recreation Expenditures
 - Population Distribution
 - Population Growth
 - Trends



City of O'Fallon

Community Recreation Center

Feasibility Study



SCOPE OF SERVICES

(Market Analysis continued)

- * Competitive market analysis
 - Alternative providers
 - Facilities and services offered
 - Admission rates/attendance numbers
 - Comparison with participation statistics and trends
 - National Sporting Goods Association participation statistics, both aquatic and non-aquatic.
 - National Endowment of the Arts
 - Potential participation levels

Phase II:

Public Input:

The success of many projects hinges on the support or lack of support that the general public has for the project. To that end B*K would recommend engaging the public and other interested parties in a series of stakeholder meetings over a 2-day period of time with an evening public meeting. Suggested meetings would be with, but not limited to the following groups:

- * Alternative Service Providers
- * Current Program Instructors
- * Full-Time Recreation Staff
- * Seniors
- * Youth
- * Elected Officials
- * Community Members
- * Youth Sports Groups
- * Renters of Current Facilities
- * Other Groups that the City deems appropriate

*Note: A typical component of a feasibility study is a survey of some variety. B*K has assisted clients with the development of an online survey tool and while these are effective and efficient they are not statistically valid. When clients have requested a statically valid survey B*K has used a sub-contractor to provide that information, ETC Institute. If the City of O'Fallon would like information on either of these services B*K would be happy to provide that information.*





SCOPE OF SERVICES



Program Validation:

It is the understanding of B*K that JACOBS has developed some initial program recommendations. In this portion of the report, B*K will take that document and layer the public input and statistical data to verify or recommend adjustments to the original document.

- * Project component verification/recommendation
- * Operating structure and parameters
- * Program offering recommendations
- * Potential facility schedule



Phase III:

Partnership Assessment:

It is the understanding of B*K that there may be a series of partners involved in this project. To that end B*K would recommend undertaking a partnership assessment that places prospective partners on a spectrum. That spectrum ranges from full-equity partners to supportive non-users of the proposed facility. These meetings could run concurrent with the 2-days of stakeholder meetings. Potential partnership meetings would include, but not be limited to:

- * YMCA
- * School District
- * Health Care Providers
- * Private Investors



Operations Recommendations:

Prior to developing a full operational analysis B*K will make recommendations in the following areas. The City will then verify that information, or adjust based upon management strategy.

- * Management Strategy
- * Full-Time & Part-Time Staffing Plan
- * Fee Structure
- * Hours of Operation
- * Cost Recovery Expectations



City of O'Fallon

Community Recreation Center

Feasibility Study



SCOPE OF SERVICES

Phase IV:

Operations Analysis:

A key discussion point in the development of any recreation or aquatic facility is the business plan. B*K has developed a time tested, 6-step process, for developing budgets for recreation and aquatic facilities called Operational Performance Indicator Analysis, or OPiA. As a final step in the feasibility study B*K would apply that process to the information gathered. The end result of this process will be a detailed line item budget (expenses, revenues, capital replacement) along with a 5-year projection. The steps in that process are as follows:

- * Attendance estimates
 - Daily
 - Annually
 - By facility and/or component
- * Fee structure
 - Drop-in
 - Multiple admissions/annual passes
 - Family, corporate, group
 - Rentals
- * Sources of income
 - Identification and verification of revenue sources
 - Annual/multiple admissions
 - Programs and services
 - Rentals
 - Other revenue sources
- * Operating cost projections
 - Develop a line item budget
 - Personnel by position
 - Contractual services
 - Commodities
 - Capital replacement
- * Revenue generation projections
 - Develop a line item accounting
 - Admissions
- * Revenue/expenditure comparisons
 - Cost recovery level
- * Project recommendations/profitability of components
 - Marketing strategy
 - Program/service considerations



City of O'Fallon
Community Recreation Center
Feasibility Study



SCOPE OF SERVICES

Final Report:

The final report will be developed as the project progresses and will be assembled in an easy to read easy to follow format. The report will contain the methodology used to arrive at the various findings contained in the report and will provide the overall feasibility for the development of a community recreation facility for the City of O'Fallon.

City of O'Fallon
Community Recreation Center
Feasibility Study



FEE PROPOSAL

| <i>Prescribed Services:</i> | <u>B*K Fees</u> |
|-------------------------------------|------------------------|
| Phase I: (4 weeks) | |
| Review Existing Information: | \$ 1,000 |
| Market Analysis: | \$ 4,000 |
| Phase II: (2 weeks) | |
| Public Input Plan (2 days on-site): | \$ 3,000 |
| Program Validation: | \$ 2,000 |
| Phase III: (2 weeks) | |
| Partnership Assessment: | \$ 2,000 |
| Operation Recommendations: | \$ 3,000 |
| Phase IV: (6 weeks) | |
| Operations Analysis: | \$ 4,500 |
| Final Report: | <u>\$ 1,000</u> |
| Scope of Services Sub-Total: | \$22,000 |

Reimbursable Expenses will be billed at direct costs plus 10%. The following outlines the reimbursable expenses for the project by Phase.

| | | |
|------------|----------------|---------------|
| Phase I: | 1 Day On-Site | \$ 750 |
| Phase II: | 2 Days On-Site | \$ 1,500 |
| Phase III: | 1 Day On-Site | \$ 750 |
| Phase IV: | 1 Day On-Site | <u>\$ 750</u> |

Reimbursable Expenses Sub-Total Not to Exceed: \$ 3,750

Total Project Fee Not to Exceed: \$25,750

*Ballard*King & Associates welcomes the opportunity to sit down and customize, prioritize, and/or phase a scope of professional services that will meet the goals and expectations necessary for this project.*

In developing a “phased” approach to the project B*K will develop subsequent Letters of Agreement for the project.

City of O'Fallon
Community Recreation Center
Feasibility Study



ILLINOIS PROJECTS

The following is a list of projects that B*K has completed in the State of Illinois.

Studies Resulting in Construction:

- * Bartlett Community Center; Bartlett, IL
- * Centralia Recreation Complex; Centralia, IL
- * The Salvation Army Territorial Headquarters Fitness Center; Chicago, IL
- * The Salvation Army Kroc Corps Community Center; Chicago, IL
- * The Salvation Army Kroc Corps Community Center; Quincy, IL
- * Ridgeland Common Recreation Center Study; Oak Park, IL
- * Lindenhurt Outdoor Aquatic Feasibility Study; Lindenhurst, IL

Project Studies:

- * Addison Park District Master Plan; Addison, IL
- * Bloomingdale Community Center; Bloomingdale, IL
- * Deerfield Park District Feasibility Study; Deerfield, IL
- * Glenview Ice Arena Assessment; Glenview, IL
- * Glenview Ice Arena Expansion; Glenview, IL
- * Gurnee Park District Market Assessment; Gurnee, IL
- * La Grange Community Center & Aquatic Facility; La Grange, IL
- * Oak Park Recreation Center Master Plan; Oak Park, IL
- * The Salvation Army Chicago Facilities Operations Audit; Chicago, IL
- * Tinley Park Fitness Center Market Analysis & Review; Tinley, IL
- * Community Center Operations Plan, St. Charles Park District, St. Charles, IL

*For a comprehensive list of projects that B*K has been involved with nation-wide or regionally visit www.ballardking.com.*

City of O'Fallon Community Recreation Center Feasibility Study



FEATURE PROJECTS

In 2004 Joan Kroc gave an endowment to The Salvation Army of \$1.5 billion. The funds have been used to construct and develop world-class recreation, education and ministry centers that provide abundant elevating opportunities to the people from all walks and all years of life. B*K has been a part of the process of assisting many communities with their bids for Ray & Joan Kroc Corps Community Center sites, two such sites were in Quincy and Chicago.

B*K provided the following services to the Quincy & Chicago Kroc Centers.

- * Facility program review
- * Conceptual plan review
- * Program and services review and recommendation
- * Operational analysis and ramp-up budget
- * Milestone schedules
- * Staffing plans
- * Assessment center for Director position

B*K continues to work closely with The Salvation Army to develop Key Performance Indicators for the facilities in the Central Territory so as to monitor their operational progress and determine if any operational efficiencies can be gained.



City of O'Fallon Community Recreation Center Feasibility Study



BUSINESS PLAN ASSESSMENT PROJECTS

Over the course of our 22 years of recreation consulting B*K has been retained by multiple clients to assess the business plan that they have assembled or third parties have submitted to them. B*K's focus during these assessment projects is to ensure that the proposed operating budgets and revenue projections are realistic, based upon the demographics of the area, the market for said facilities and the ability of facility components to generate appropriate amounts of revenue.

- * Vadnais Heights Sports Complex, Vadnais Heights, MN
- * Razor Sharp Fitness Center, Racine, WI
- * Boulder Ice Arena, Boulder, CO
- * International Swimming Hall of Fame Pool, Fort Lauderdale, FL
- * The Heights Aquatic Center, Billings, MT
- * Aquaport, Maryland Heights, MO
- * Midwest Ballistics, Union Grove, WI
- * Waukesha YMCA Aquatic Center, Waukesha, WI
- * Rink at The Rock, Castle Rock, CO



City of O'Fallon
Community Recreation Center
Feasibility Study



REFERENCES

Mary Vaughn
Recreation Director

City of Maryland Heights
2344 McKelvey Road
Maryland Heights, MO 63043

314-738-2599
mvaughan@marylandheights.com

Scope of Work: Ballard*King was contracted by the City to work in conjunction with an architectural firm to develop a feasibility study for a new community center in Maryland Heights. B*K's scope of services included the following; market analysis, public input, program recommendations and operations analysis. As Maryland Heights has moved into design B*K has subsequently updated the operations analysis.

Chad Rodgers
Operations Director

Salvation Army Kroc Center Quincy
405 Vermont St.
Quincy, IL 62301

217-222-5762
chad_rodgers@usc.salvationarmy.org

Scope of Work: Ballard*King was retained by the Central Territory to provide initial feasibility services for the Quincy Kroc location. Upon completing the feasibility process B*K was involved with developing; staffing plans, milestone schedules, ramp-up budgets, assessment center for Operations Director and operational audit.

Julia Thompson
Director of Parks & Recreation

City of Cape Girardeau
410 Kiwanis Drive
Cape Girardeau, MO 63701

573-339-6340
jthompson@cityofcapegirardeau.org

Scope of Work: Ballard*King working with a large project team completed a feasibility study for the City of Cape Girardeau. The feasibility study was geared towards 3 different facility types; aquatic center, indoor fieldhouse and ag-expo center. A key factor in determining which project the City would further explore was the positive economic impact upon the community.

Park Maintenance PERFORMANCE SUMMARY

GROUNDS MAINTENANCE

- The weekly custodial cycle in parks continued on off season schedule Litter, trash receptacles and bathrooms checked every other day or once per week. Open bathrooms cleaned and stocked once per week.
- Ongoing equipment maintenance
- Winter weather response - - - deicer applications and snow removal.
- Weekly mowing cycle started last week of March for the following locations: City Hall, Community Garden, Community Park, Hesse Park, Ogles Creek Park, Public Safety, Public Safety Facility, Rock Springs Park, Sports Park, Thoman Park and Veterans Monument

FACILITY MAINTENANCE

- Ongoing routine and preventative maintenance in all facilities.
- Started de-winterization of restrooms.

POOL AND SPLASH PAD

- Sites monitored but closed for season.

HORTICULTURAL / ARBORICULTURAL

- Spring Bed maintenance commenced.
- Bed evaluation and maintenance planning
- Landscape design work and planning.

SPORTS FIELD

- Baseball field maintenance on - tilling, grading
- Baseball field preparation on field 1-8 at sports park-dragging, chalking, base and mound setting
- Community park mighty ball soccer – 20 fields
- Soccer field setup at Three Springs Park and at the Sports Park
- Lacrosse field setup- 2 fields at Behrens Street
- Sports Park soccer and baseball tournament support started.

CEMETERY

- Performed 2 burials/grave openings.
- Backfill graves and overseed with grass.
- Cemetery cleanup day – March 1st (removal of old flowers and grave blankets)

OTHER

- 8 seasonal crew members hired.

Park Maintenance PERFORMANCE SUMMARY

GROUNDS MAINTENANCE

- Continuation of weekly mowing cycle for the following locations: Behrens Street Fields, City Hall, Community Garden, Community Park, Hartman Lane Trail, Hesse Park, Hesse Park Trail and Bridge, Ogles Creek Park, Public Safety, Public Safety Facility, Rock Springs Park, Savannah Hills Park, Sports Park, Thoman Park and Veterans Monument
- I64 Mowing and Trash Collection
- The weekly "in season" custodial cycle in parks was started April 1. Litter, trash receptacles and bathrooms checked daily. Bathrooms deep cleaned Monday and Friday. All pavilions pressure washed and cleaned at least once per week on Friday – tables and adjacent grills also cleaned. Community Park pavilions pressure washed and cleaned Monday and Friday.

FACILITY MAINTENANCE

- Ongoing routine and preventative maintenance in all facilities.
- All restrooms de-winterized as of 4/1.

POOL AND SPLASH PAD

- Pool de-winterized on April 22nd.

HORTICULTURAL / ARBORICULTURAL

- Arbor Day – April 25th at Community Garden
- Bed Maintenance and Spring Cleanup
- Landscape design work and planning.

SPORTS FIELD

- Baseball field maintenance on - tilling, grading and pulverizing
- Field Prep for games and practices on ball fields (23 fields)
- Baseball field preparation on field 1-8 at sports park-dragging, chalking, base and mound setting
- Community park mighty ball soccer – 20 fields
- Soccer field maintenance at Three Springs Park
- Laid out 6 fields for soccer tournament at Sports Park. Ongoing soccer field maintenance
- Lacrosse field setup- 2 fields at Behrens Street
- Sports Park soccer and baseball tournament support started.

CEMETERY

- Mowing cycle started
- 3 burials
- Backfill graves and seed graves
- Did initial spring cleaning (4/1) to prepare cemetery for Easter Weekend (4/5)

OTHER

- Savannah Hill Pavilion completed - - - site seeded and strawed, grill and tables installed
- New Fire Station – site seeded with grass and irrigation installed
- Seasonal staff hired

Recreation Report

April 2015

Baseball and Softball

- Made practice and game schedules
- Ordered supplies for baseball
- Had umpire training and scheduled umpires

Sports Park

- Scheduled personnel for contracted tournaments
- Coordinated concession stand operation
- Ordered inventory for concession stand
- Coordinated field maintenance for sports leagues
- Coordinated league for youth (2 leagues; SWIBL and SISBL)
- Developed adult softball league with 38 teams.
- Scheduled league umpires for all adult softball games.

Summer Camp

- Interviewed personnel for summer camp positions
- Hired Summer camp staff.

Recreation Programming

- Completed the quarterly brochure and sent to the printer

KiXX Soccer Club

- Coordinated Fall KiXX soccer camp.
- Set the fall tryout date for KiXX

STYX Lacrosse Club

- Created promotional material
- Created and lined fields

Might Ball Soccer

- Coordinated league for MB Soccer
- Created and schedules teams
- Ordered supplies
- Scheduled employees for weekly games
- Assigned players to teams and coordinated schedules, uniforms, and equipment, as well as recruited coaches for Mighty Ball soccer.

Other

- Issue press releases to local newspapers.
- Updated the marquee in Community Park.