

RESOLUTION NO. 2018-06

A RESOLUTION OF THE MAYOR AND VILLAGE COUNCIL OF THE VILLAGE OF PALMETTO BAY, FLORIDA, REGARDING PARKS AND RECREATION; AUTHORIZING THE VILLAGE MANAGER TO ENTER INTO AGREEMENT WITH BALLARD KING & ASSOCIATES LTD, FOR THE PURPOSE OF CONDUCTING A FEASIBILITY STUDY REGARDING THE PROPOSED CONSTRUCTION OF A COMMUNITY CENTER ON THE 2-ACRE SITE APPROVED FOR PURCHASE FROM SHORES AT PALMETTO BAY LLC LOCATED AT SW 97 AVENUE AND SW 178 STREET; ALLOCATING FUNDING IN THE AMOUNT NOT TO EXCEED \$20,000 FROM THE FY 2017-2018 PARKS AND RECREATION PROFESSIONAL SERVICES BUDGET; AND PROVIDING AN EFFECTIVE DATE. (Sponsored by Administration)

WHEREAS, December 18, 2017, the Village of Palmetto Bay Council ratified the purchase of 2.0 acres of the 5.34 acre site located at SW 97th Avenue and SW 178 Street, as owned by Shores of Palmetto Bay LLC, at a total purchase price not to exceed \$3,000,000; and

WHEREAS, as a part of potential development of this site by the Village, possible construction of a community center has been under consideration; and

WHEREAS, in determining the highest and best use of this site which incorporates recreational opportunities for our citizenry, it is recommended that the Village Manager effectuate contractual arrangements with Ballard King & Associates LTD to conduct a feasibility study to justify/confirm an appropriate course of action.

NOW, THEREFORE, BE IT RESOLVED BY THE VILLAGE OF PALMETTO BAY, FLORIDA, THAT:

1 **Section 1.** The Village Manager is hereby authorized to enter
2 into agreement with Ballard King & Associates LTD for the purpose of
3 conducting a feasibility study regarding the proposed construction of a
4 community center on the 2-acre site approved for purchase from
5 Shores at Palmetto Bay LLC located at SW 97 Avenue and SW 178
6 Street; for a total fee not to exceed \$20,000.

7
8 **Section 2.** Funding in the amount not to exceed \$20,000 is
9 hereby approved and to be appropriated from the Parks and Recreation
10 Professional Services Budget; which current balance is \$25,000.

11
12 The overall purpose of this feasibility study is to assess the needs of
13 the community now and in the future, identifying existing programming,
14 and required programming, in examining the regional market place,
15 developing a program statement along with estimated capital and
16 operating costs and in creating a fee schedule for said services. This
17 process shall at a minimum have the following components:

18
19 *Information gathering:*

- 20 Pertinent information of the area
- 21 Broader trends regarding community facilities
- 22 An analysis of needs

23
24 *Consultation:*

- 25 Resident input
- 26 Park Department input
- 27 Council input

28
29 *Program Statement:*

- 30 Estimated amount of space required
- 31 Programming recommended
- 32 Estimated costs
- 33 Operating costs

34
35 *Public Review:*

- 36 Draft study presentation for comments and feedback

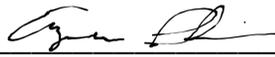
37
38 Final Presentation

1 **Section 3.** This Resolution shall take effect immediately upon its
2 adoption.

3
4 **PASSED** and **ADOPTED** this 8th day of January, 2018.

5
6 Attest:

7
8 DocuSigned by:
9 *Missy Arocha*
10 _____
11 Missy Arocha
12 Village Clerk

 DocuSigned by:
 

 Eugene Flinn
 Mayor

13
14 **APPROVED AS TO FORM AND LEGAL SUFFICIENCY FOR THE**
15 **USE AND RELIANCE OF THE VILLAGE OF PALMETTO BAY,**
16 **FLORIDA ONLY:**

17
18
19 DocuSigned by:
20 *Dexter W. Lehtinen*
21 _____
22 Dexter W. Lehtinen
23 Village Attorney

24
25
26 **FINAL VOTE AT ADOPTION:**

- 27
- 28 Council Member Karyn Cunningham YES
- 29
- 30 Council Member David Singer YES
- 31
- 32 Council Member Larissa Siegel Lara YES
- 33
- 34 Vice-Mayor John DuBois YES
- 35
- 36 Mayor Eugene Flinn YES



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

PROJECT PROPOSAL
Village of Palmetto Bay



**Village of Palmetto Bay
 Community Center
 Feasibility Study**

Scope of Services

Project Overview:

- * Project review and update
- * Identify constraints and parameters
 - Market
 - Site/location
 - Mission and goals
- * Meet with project team
 - Village staff

Market Review:

- * Service area identification
- * Demographic characteristics/community profile
 - Population/age range/income
 - Trends
- * Review of existing agency facilities/programs/services
 - Organizational structure/wage scales
 - Existing recreation program statistics
 - Demand for programs/services and facilities
- * Competitive market analysis
 - Alternative recreation service providers
 - Facilities and services offered
 - Admission rates/attendance numbers
- * Comparison with national, regional and local participation statistics/trends
 - NSGA/NEA standards
 - Potential participation levels

Community Input Plan:

- * Conduct community meetings (2-to be held in conjunction with the two site visits)
 - Identify priorities for future recreation services and facilities
 - Input and support for the project
 - Compile and interpret all information received

*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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Center Component Review:

- * Project component recommendation/prioritization
 - Validate or adjust any existing facility component program
 - Determine sizing and space allocation requirements
 - Component relationships and interaction
- * Development of program statement consensus

Operations Analysis:

- * Attendance estimates
 - Daily
 - Annually
- * Fee structure
 - Drop-in
 - Multiple admissions/annual passes
 - Family, corporate, group
 - Rentals
- * Sources of income
 - Identification and verification of 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
 - Annual/multiple admissions
 - Programs and services
 - Rentals
 - Other revenue sources
- * Revenue/expenditure comparisons
 - Cost recovery level (goal of 100% cost recovery)
- * Project recommendations/profitability of components
 - Marketing strategy
 - Program/service considerations

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Final Report:

- * Written final report
- * Presentation of report

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PROJECT PROPOSAL
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<u>Cost Summary</u>	<u>Fee</u>
1. Project Overview	\$1,000
2. Market Review	\$3,500
3. Community Input (2 community meetings)	\$1,000
4. Center Component Review	\$1,000
5. Operations Analysis	\$8,000
6. Final Report	<u>\$1,000</u>
Sub-Total	\$15,500
Reimbursables: Direct costs plus 10%. This scope of work will require 2 trips to Palmetto Bay @ \$1,700 per trip.	
Grand Total	\$18,900

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