

Town of Palm Beach Program Operations - Proforma

Staff Compensation and Benefits	Year 1	BAFO 11/20/2019	Comments
Program Manager (1 FTE)	\$45,000.00	\$45,000.00	Assumes annual salary alone; 3% merit increase factored in Year 2 and Year 3
Health Fitness Professional (1 FTE)	\$34,000.00	\$34,000.00	Assumes annual salary alone; 3% merit increase factored in Year 2 and Year 3
Full-Time Staff Benefits	\$23,700.00	\$23,700.00	Assumes benefit package calculated at 30% of salaries
Health Fitness Specialist (.67 FTE)	\$20,100.00	\$20,100.00	Assumes annual wages alone for part-time staff; 3% merit increase factored in Year 2 and Year 3
Part-Time Benefits	\$4,020.00	\$4,020.00	Assumes payroll and administration costs calculated at 20% of wages
Staff Compensation and Benefits Total	\$126,820.00	\$126,820.00	
Account Management	Year 1		Comments
Overhead G&A	\$20,700.00	\$20,700.00	Overhead cost includes account management, access to HealthFitness programming resources (e.g., Health Management Plan, operational procedures manuals, program resource library, marketing resources, normative database, Quality Assurance Program). G&A costs include accounting, finance, and payroll processing.
Management Fee	\$31,100.00	\$24,900.00	Assumes cost for annual HealthFitness fixed management Fee (Profit).
Liability Insurance	\$5,359.00	\$5,173.00	Assumes annual cost for insurance including liability and property/casualty insurance coverage at 3% of all staff compensation and benefits, overhead/G&A, and HealthFitness management fee.
Member Management System (Technology)	\$0.00	\$0.00	Assumes the Town will be providing member management systems to operate and administrate fitness center usage, tracking and reporting
Projected Equipment Replace or Upgrade	\$4,000.00	\$4,000.00	Fitness/Group Exercise Supplies cost assumes expense for minor replacement supplies (e.g., mats). Will only pass through actual expense. If \$100 is spent annually from this line item, that is all that will be passed through
Account Management Total	\$61,159.00	\$54,773.00	
Total Annual HealthFitness Fee	\$187,979.00	\$181,593.00	Includes Staff compensation, wages and benefits as well as Account Management Fees. Assumes Equipment Replacement at \$4,000, but this is a variable cost; i.e., do not exceed projected expense. If actual annual replace or upgrade cost amounts to \$1,500, then \$1,500 will be the cost passed through to the Town. Actual Only Not Projected.
Monthly Fixed Fee	\$15,664.92	\$15,132.75	

Footnotes:

Projected revenue coming back to the town could include revenue generated from personal training, health education seminars, challenges, etc. HealthFitness will work with the Town during implementation to develop comprehensive business plan and program schedule that will outline projected revenue generated from agreed upon programming.

BAFO Footnotes:

Management Fee reduction of \$6,200.00 annually or approximately 20% reduction

Liability Ins. decreased slightly due to Management Fee reduction (Liability Ins calculated as a percentage of HealthFitness Fees as noted in Liability Ins. Comments section)

Outlines fees reduced as part of BAFO