

January 13, 2015



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**Madison's Central Business Improvement District (BID)**

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**Ad Hoc Downtown Public Restroom Committee**

**BID Staff Availability for Downtown Visitor Center  
30-Day Trial or Ongoing Additional Hours**

Madison's Central Business Improvement District (BID) provides Downtown Ambassador/visitor services staffing to the City Parks Visitor Center in Peace Park. The BID plans to provide 2,171+ annual staffing hours to the Visitor Center, averaging 41.75 hrs./wk., in 2015, funded by downtown business and property owners. BID provides staffing seven days/362 days a year, and the Visitor Center is closed only on Thanksgiving Day, Christmas Day, and New Year's Day.

If additional funding were provided to the BID for Ambassador staffing of the Visitor Center for public restroom access, below are:

- Hours that BID Ambassadors would be available to work
- Costs that would need to be covered

**Hours Available**

If additional funding was provided, BID Ambassadors would be available to staff the Visitor Center during these hours:

- Oct – April – 9am-7pm daily
- May-Sept – 9am-8pm daily

**Costs**

Costs that would need to be covered for BID to provide additional staffing hours would include wages, payroll taxes, and administrative overhead. To provide year-round additional hours as below, we estimate we would need to increase part-time staffing/hours by 75%.

**Annual Costs (by season):**

<b>Season/Current Hours</b>	<b>Current Hrs Total</b>	<b>Hours if 9am-7pm</b>	<b>Hours if 9am-8pm</b>	<b>Extra Hrs.</b>	<b>Annual Wage -Extra Hrs*</b>
Winter (January through April) (17 Weeks, 119 days) Mon-Wed 11:00am-2:00pm Thu-Sun 11:00am-5:00pm	561	1,190		629	\$6,416
Summer (May through September) (22 Weeks, 154 days) Mon-Thu 11:00am-5:00pm Fri 11:00am-6:00pm Sat 9:00am-6:00pm Sun 11:00am-5:00pm	1,012		1,694	682	\$6,956
Fall (October through December) (13 weeks, 91 days ) Sun-Thurs: 11:00am-5:00pm Friday: 11:00am-6:00pm Saturday: 9:00am-6:00pm	598	910		312	\$3,182
<b>SUBTOTAL</b>	<b>2,171</b>			<b>1,623</b>	<b>\$16,555</b>
<b>Payroll Taxes (11.83%)</b>					<b>\$1,959</b>
<b>Administrative Overhead (20%)**</b>					<b>\$3,703</b>
<b>TOTAL (Annual)</b>					<b>\$22,217</b>

\*Average hourly wage = \$10.20

\*\*Administrative overhead for:

- Employee hiring, training, scheduling, payroll processing costs
- Additional BID managerial staff hours: monitoring, stocking of the facility, on call hours

Costs for a 30 day trial or a season would be pro-rated per above.

Mary Carbine  
Executive Director  
Madison Central BID  
(608) 512-1341  
[mcarbine@visitdowntownmadison.com](mailto:mcarbine@visitdowntownmadison.com)

Tim Jenquin  
Programming Coordinator  
Madison Central BID  
(608) 512-1341  
[tjenquin@visitdowntownmadison.com](mailto:tjenquin@visitdowntownmadison.com)