

# Tukwila Metropolitan Park District

## Notice of Public Hearing

NOTICE IS HEREBY GIVEN that the Tukwila Metropolitan Park District Board will hold a public hearing on Monday, October 21, 2013 beginning at 8:00 p.m. in the Council Chambers at Tukwila City Hall, 6200 Southcenter Blvd., Tukwila, WA, to consider the following:

### THE PROPOSED 2014 BUDGET

#### Budget Summary:

(subject to change prior to final Board approval)

**630 Metropolitan Park District Total = \$1,330,313**

The preliminary budget for this period has been filed with the City Clerk and a copy thereof will be made available to any taxpayer who will call at the Clerk's Office. **A copy of the preliminary budget is available following this notice.**

All interested persons are invited to be present to voice approval, disapproval, or opinions on this issue. For those unable to attend in person, you may submit written testimony to the City Clerk's office until 5:00 p.m. on the day of the meeting.

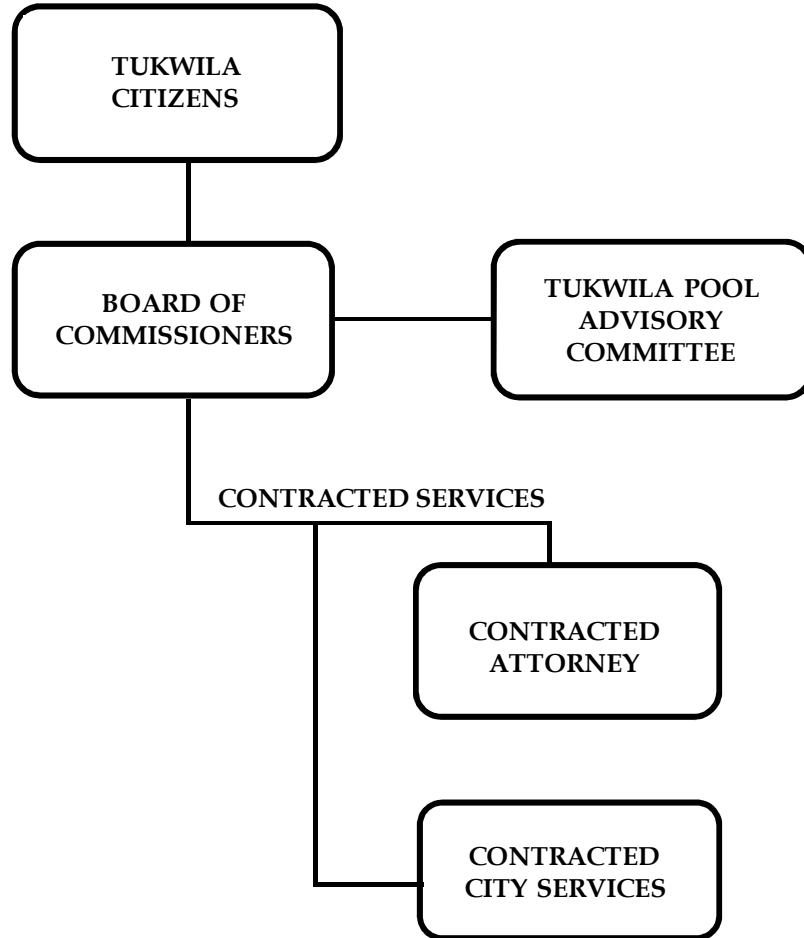
Tukwila City Hall is wheelchair accessible. The City strives to accommodate people with disabilities. Reasonable accommodations are available at the public hearing with advance notice. This notice is also available in alternate formats for individuals with disabilities. Please contact the City Clerk's Office at [TukwilaCityClerk@Tukwilawa.gov](mailto:TukwilaCityClerk@Tukwilawa.gov) for assistance.

Christy O'Flaherty, MMC, City Clerk

Published Seattle Times – October 7, 2013 and October 14, 2013

# 2014 PRELIMINARY BUDGET

Metropolitan Park District



## Goals & Accomplishments

**DEPARTMENT:** N/A

**FUND:** Agency

**RESPONSIBLE MANAGER:** Verna Seal

**DIVISION:** N/A

**FUND NUMBER:** 630

**POSITION:** Board President 2013

### Description

The mission of the Tukwila Pool Metropolitan Park District (TMPD) is to promote and provide social, cultural, physical and safe swimming activities, lessons, and events for participants of all ages and abilities during their leisure time.

The Tukwila Pool Metropolitan Park District will provide lessons and open swims year-round. The aquatic staff, which include both part and full-time employees, are contracted resources used to conduct these water and swimming services and programs for the community. Fees are collected in an effort to offset operational costs.

### 2013 Accomplishments

- Increased revenues for April –July of 2013 8.8% over the same period in 2012.
- Implemented a resident and non-resident fee structure for passes.
- Developed additional materials for the pool's Employee Manual including a more detailed emergency action plan and updated procedures for processes in the renovated facility.
- Coached the Tukwila Turtles Special Olympics Swim team to be one of the largest teams participating at state level. Turtles athletes brought home 34 ribbons and medals in 2013 from the Washington State Aquatics Meet.
- Developed and implemented a long term marketing plan for the Pool and programs.
- Piloted an afterschool swimming program for middle school students in partnership with Community Schools Collaboration.
- Developed a partnership with Global to Local to provide swimming instructions to Global to Local participants.
- Developed a partnership with Neighbor Care to provide low cost swimming lessons and participation in public programming.
- Applied for and received a \$48,000 Community Transformation Grant (CTG) from Seattle Children's Hospital, Seattle & King County Public Health, and Healthy King County Coalition, with funds from the Centers for Disease Control and Prevention.
- Successfully piloted a summer swim team program, the Tukwila Tiger Sharks.
- Successfully completed a \$1.7 million Capital Improvement Program.
- Successfully completed Grand Re-Opening Festivities for the Tukwila Community.

### 2014 Program Goals

- Encourage multiple visit participation and increase the number of passes sold by 5%.
- Complete work on the CTG Grant to address barriers to participation in aquatics activities and create opportunities for universal swimming.

- Build support for aquatics as part of school curriculum by delivering high quality instruction to Foster High School students enrolled in the aquatics P.E. classes.
- Implement an afternoon swim fitness program for youth 12-18 years of age during the school year.
- Encourage growth of the Tukwila Tiger Sharks summer swim team program both in participation and league size.
- Implement an event to raise funds for the Tukwila Pool Scholarship Fund.

*Tukwila Metropolitan Park District*

Description	2012 ADOPTED BUDGET	2012 ACTUALS	2013 ADOPTED BUDGET	2014 PROPOSED BUDGET
<b>Beginning Fund Balance</b>	\$ -	\$ 59,264	\$ 197,605	\$ 379,808
<b>REVENUE</b>				
Tax Levy	-	-	680,186	704,395
Program Fees	128,570	170,961	180,000	181,800
Rentals	29,000	36,851	31,000	31,310
Scholarship				10,000
Scholarship Used				(10,000)
Donations	-	-	-	1,000
Sale of Merchandise	-	2,286	-	2,000
State Grant	-	416,666	416,666	-
Tax Exempt Lease Program - Loan	-	-	1,000,000	-
Grant - Seattle Childrens				30,000
General Fund Loan	870,640	658,706	38,066	-
<b>REVENUE TOTAL</b>	<b>1,028,210</b>	<b>1,285,470</b>	<b>2,345,918</b>	<b>950,505</b>
<b>Beginning Fund Balance + Revenues</b>	<b>1,028,210</b>	<b>1,344,734</b>	<b>2,543,523</b>	<b>1,330,313</b>
<b>EXPENDITURE</b>				
10 Salaries & Wages	246,568	239,584	259,684	278,848
20 Personnel Benefits	78,807	71,661	81,775	86,242
30 Supplies	15,047	25,633	15,179	18,875
40 Other Services & Charges	273,674	244,657	257,122	303,280
60 Capital	-	662,120	1,416,666	
70 Debt Service	-	10,408	173,850	234,588
00 Other-Life Cycle Replacement	250,000	250,000	-	-
00 Other-CIP Reserve	30,000	30,000	30,000	30,000
<b>EXPENDITURE TOTAL</b>	<b>894,096</b>	<b>1,534,063</b>	<b>2,234,276</b>	<b>951,833</b>
<b>Ending Fund Balance</b>	<b>134,114</b>	<b>(189,329)</b>	<b>309,247</b>	<b>378,480</b>
<b>Ending Fund Balance + Expenditures</b>	<b>\$ 1,028,210</b>	<b>\$ 1,344,734</b>	<b>\$ 2,543,523</b>	<b>\$ 1,330,313</b>
<b>Required Reserve - Fund Balance (15% of Operating Expenditures)</b>		<b>130,791</b>	<b>122,642</b>	<b>142,775</b>

\* The 2012 negative fund balance is attributed to the accrual of invoices related to the Pool Project with subsequent funding from bond proceeds received in January 2013 from Cashmere Bank.

## Salaries and Benefits

Salaries are based on actual costs for existing positions and include a cost of living adjustment per contract agreements.

PERSONNEL	ADOPTED			PROPOSED		
	2013 FTE	2013 Budgeted		2014 FTE	2014 Budgeted	
		Salaries	Benefits		Salaries	Benefits
Aquatics Program Coordinator	1	\$ 82,872	\$ 34,097	1	\$ 85,320	\$ 35,595
Aquatics Program Specialist	1	58,812	24,501	1	63,528	26,129
Extra Labor		118,000	23,177		125,000	24,518
Overtime		-	-		5,000	-
Department Total	2	\$ 259,684	\$ 81,775	2	\$ 278,848	\$ 86,242

## Professional Services

Professional services and contracts for the Metropolitan Park District include communications, security and fire monitoring, operating lease, utilities, memberships, as well as contracted legal and City services.

Account Number	Purpose	2013 ADOPTED	2014 PROPOSED
630.00.576.210.41.00	Consultants	\$ 100	\$ -
630.00.576.210.42.00	Phone, security and fire monitoring	4,000	2,200
630.00.576.210.43.00	Mileage, meals, lodging, parking for WRPA conferences, training	-	-
630.00.576.210.44.00	Advertising banners, newspaper job listings	4,000	3,000
630.00.576.210.45.00	Rental of scissor lift for lights and ballasts	400	750
630.00.576.210.47.00	Gas, electricity, sewer, and water	103,120	100,000
630.00.576.210.48.00	Pest control, HVAC service, boiler repair and maintenance, misc.	20,000	20,800
630.00.576.210.49.00	Permit fees, memberships, education and training	5,000	5,200
630.00.576.210.49.08	Credit card charges	3,400	4,180
630.00.576.220.45.00	Executive Director		45,000
630.00.576.220.45.00	School Lease	10,950	10,950
630.00.576.220.49.00	Financial Audit	-	7,000
630.00.576.220.49.00	Contract Legal services	6,240	14,000
630.00.576.220.49.00	Contract City services	90,000	79,200
630.00.576.220.49.00	WCIA Insurance	9,912	11,000
	Total Professional Services	\$ 257,122	\$ 303,280

## Performance Measures

Parks & Recreation Aquatics Recreational Services	2010 Actual	2011 Actual	2012 Actual	2013 Projection	2014 Projection
Membership visits	14,585	13,527	11,607	15,000	15,300
Drop-in: lap, family & public swim	10,276	9,969	9,365	10,000	10,200
Swimming Lesson Registrants	2,150	2,146	2,175	2,300	2,346
One Time Rentals	2,063	2,067	1,400	2,000	2,040
Team & Special Interest Group Rentals	56,370	35,164	35,000	36,000	36,720

**MPD 5 YEAR OPERATIONAL FINANCIAL PLAN**

	ACTUAL	ADOPTED BUDGET	ACTUAL	ESTIMATE	1 PROPOSED BUDGET	2 ESTIMATE	3 ESTIMATE	4 ESTIMATE	5 ESTIMATE
	2012	2013	2013.6 YTD	2013	2014	2015	2016	2017	2018
<b>REVENUES</b>									
1 PROGRAMS (%growth)	\$ 170,961	180,000	76,769	172,958	\$ 181,800	\$ 183,618	\$ 185,454	\$ 187,309	\$ 189,182
2 SCHOLARSHIP									
2A PROGRAM REVENUE-SCHOLARSHIPS		9,500		10,542	10,000	10,000	10,000	10,000	10,000
2B SCHOLARSHIP USED		(9,500)		(10,542)	(10,000)	(10,000)	(10,000)	(10,000)	(10,000)
3 DONATIONS			162	1,204	1,000	1,000	1,000	1,000	1,000
4 RENTALS (%growth)	36,851	31,000	11,574	31,000	31,310	31,623	31,939	32,259	32,581
5 SALE OF MERCHANDISE (%growth)	2,286	-	534	1,000	2,000	2,020	2,040	2,061	2,081
6 GRANT				18,000	30,000	-	-	-	-
7 BRIDGE LOAN	658,706	38,066	250,000	250,000	-	-	-	-	-
8 TAX REVENUE (%growth & %new construction)	-	680,186	360,602	690,000	704,395	718,483	732,853	747,510	762,460
<b>TOTAL REVENUE</b>	<b>868,804</b>	<b>929,252</b>	<b>699,641</b>	<b>1,164,162</b>	<b>950,505</b>	<b>936,744</b>	<b>953,286</b>	<b>970,138</b>	<b>987,304</b>
<b>OVERHEAD &amp; CAPITAL</b>									
<b>ADMINISTRATION/OVERHEAD</b>									
9 EXECUTIVE DIRECTOR <sup>(1)</sup>	-	-	-	10,000	45,000	45,000	45,000	45,000	45,000
10 CITY CONTRACT	90,000	90,000	45,000	90,000	79,200	79,200	79,200	82,368	82,368
11 MPD ATTORNEY	8,182	6,240	1,076	3,500	14,000	14,560	15,142	15,748	16,378
12 INSURANCE (WCIA)	8,672	9,912	8,672	8,672	11,000	11,440	11,898	12,374	12,868
13 AUDIT					7,000	7,280	7,571	7,874	8,189
14 SCHOOL LEASE	10,950	10,950	-	10,950	10,950	10,950	11,498	11,498	11,498
<b>TOTAL ADMINISTRATION</b>	<b>117,804</b>	<b>117,102</b>	<b>54,748</b>	<b>123,122</b>	<b>167,150</b>	<b>168,430</b>	<b>170,309</b>	<b>174,862</b>	<b>176,301</b>
<b>CAPITAL &amp; DEBT SERVICE</b>									
15 BRIDGE LOAN	-	88,245	19,406	80,132	121,458	121,458	121,458	121,458	121,458
16 CIP & Life-Cycle Replacement	250,000	-	-	-	-	-	-	-	-
17 CIP RESERVE	30,000	30,000	-	30,000	30,000	30,000	30,000	30,000	30,000
18 BOND PAYMENT	10,408	85,605	56,565	113,130	113,130	113,130	113,130	113,130	113,130
<b>TOTAL CAPITAL &amp; DEBT SERVICE</b>	<b>290,408</b>	<b>203,850</b>	<b>75,971</b>	<b>223,262</b>	<b>264,588</b>	<b>264,588</b>	<b>264,588</b>	<b>264,588</b>	<b>264,588</b>
<b>OPERATIONS</b> (4% growth)									
<b>SALARIES &amp; WAGES</b>									
19 FT SALARIES	126,157	141,684	62,088	132,228	148,848	154,802	160,994	167,434	174,131
20 EXTRA LABOR	113,359	118,000	47,550	118,000	125,000	130,000	135,200	140,608	146,232
21 OVERTIME	68		-	1,000	5,000	1,000	1,040	1,082	1,125
<b>TOTAL SALARIES &amp; WAGES</b>	<b>239,584</b>	<b>259,684</b>	<b>109,638</b>	<b>251,228</b>	<b>278,848</b>	<b>285,802</b>	<b>297,234</b>	<b>309,123</b>	<b>321,488</b>
<b>PERSONNEL BENEFITS</b>									
22 FICA	18,240	19,773	8,348	19,484	20,895	23,562	24,504	25,484	26,504
23 PERS	11,002	15,106	4,802	12,235	16,379	19,583	20,367	21,181	22,028
24 IND. INSURANCE	11,897	14,694	6,762	15,024	16,640	17,853	18,567	19,309	20,082
25 MED/DENTAL/LIFE/VISION	1,187	1,263	574	1,174	1,391	1,743	1,812	1,885	1,960
26 SELF-INSURED MED. & DENTAL	29,335	30,938	13,764	29,232	30,937	37,842	39,355	40,929	42,567
<b>TOTAL PERSONNEL BENEFITS</b>	<b>71,661</b>	<b>81,775</b>	<b>34,250</b>	<b>77,149</b>	<b>86,242</b>	<b>100,582</b>	<b>104,605</b>	<b>108,789</b>	<b>113,141</b>
<b>SUPPLIES</b>									
27 OFFICE & OPER. SUPPLIES	20,428	8,679	5,491	10,000	10,000	10,400	10,816	11,249	11,699
28 CHEMICALS	5,205	6,500	1,726	6,500	7,375	7,670	7,977	8,296	8,628
29 RESALE SUPPLIES (%growth)			840	1,340	1,500	1,515	1,530	1,545	1,561
<b>TOTAL SUPPLIES</b>	<b>25,633</b>	<b>15,179</b>	<b>8,057</b>	<b>17,840</b>	<b>18,875</b>	<b>19,585</b>	<b>20,323</b>	<b>21,090</b>	<b>21,887</b>
<b>OTHER SERVICES &amp; CHARGES</b>									
30 PROFESSIONAL SERVICES	104	100	2,789	8,809	-	-	-	-	-
31 COMMUNICATION	2,183	4,000	1,104	1,704	2,200	2,288	2,380	2,475	2,574
32 TRAVEL	-	-	-	-	-	-	-	-	-
33 ADVERTISING	254	4,000	3,349	6,000	3,000	3,120	3,245	3,375	3,510
34 OPERATING RENTALS & LEASES	-	400	-	674	750	780	811	844	877
35 PUBLIC UTILITY SERVICES	98,976	103,120	31,125	100,091	100,000	104,000	108,160	112,486	116,986
36 REPAIRS & MAINTENANCE	15,129	20,000	3,266	22,000	20,800	21,632	22,497	23,397	24,333
37 MISCELLANEOUS	5,859	5,000	3,020	5,000	5,200	5,408	5,624	5,849	6,083
38 CREDIT CARD CHARGES	4,348	3,400	1,762	3,600	4,180	4,347	4,521	4,702	4,890
<b>TOTAL OTHER SERVICES &amp; CHARGES</b>	<b>126,853</b>	<b>140,020</b>	<b>46,415</b>	<b>147,878</b>	<b>136,130</b>	<b>141,575</b>	<b>147,238</b>	<b>153,128</b>	<b>159,253</b>
<b>TOTAL OPERATIONS</b>	<b>463,731</b>	<b>496,658</b>	<b>198,360</b>	<b>494,095</b>	<b>520,095</b>	<b>547,544</b>	<b>569,400</b>	<b>592,130</b>	<b>615,769</b>
<b>TOTAL EXPENDITURES</b>	<b>871,943</b>	<b>817,610</b>	<b>329,079</b>	<b>840,479</b>	<b>951,833</b>	<b>980,562</b>	<b>1,004,297</b>	<b>1,031,580</b>	<b>1,056,658</b>
CHANGE IN FUND BALANCE	\$ (3,139)	\$ 111,642	\$ 370,562	\$ 323,683	\$ (1,328)	\$ (43,818)	\$ (51,011)	\$ (61,442)	\$ (69,354)
BEGINNING FUND BALANCE	59,264	197,605	56,125	56,125	379,808	378,480	334,662	283,651	222,209
<b>ENDING FUND BALANCE</b>	<b>\$ 56,125</b>	<b>\$ 309,247</b>	<b>\$ 426,687</b>	<b>\$ 379,808</b>	<b>\$ 378,480</b>	<b>\$ 334,662</b>	<b>\$ 283,651</b>	<b>\$ 222,209</b>	<b>\$ 152,855</b>
<b>15% Fund Balance</b>	<b>\$ 130,791</b>	<b>\$ 122,641</b>	<b>\$ 49,362</b>	<b>\$ 126,072</b>	<b>\$ 142,775</b>	<b>\$ 147,084</b>	<b>\$ 150,645</b>	<b>\$ 154,737</b>	<b>\$ 158,499</b>

NOTES

(1) New Item: Executive Director \$45K/year

# INFORMATIONAL MEMORANDUM

## Tukwila Metropolitan Park District

TO: Tukwila Pool MPD Board

FROM: Rick Still, Parks and Recreation Director 

DATE: September 30, 2013

SUBJECT: Budget Policy Issues 2014

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### ISSUE

Policy issues that the Board has considered providing direction.

### FINANCIAL IMPACT

The Financial Impact varies from the direction provided by the Board.

### BACKGROUND

The Board has had the opportunity to provide comments and had good discussion regarding the 2014 Budget and the pool operational analysis. Staff has tried to identify the potential policy issues that have come from those discussions. One can review the budget and the policy issues at the same time to determine potential impacts of each policy decision.

### DISCUSSION

A Policy Issue 2014 sheet has been prepared for each item identified through the previous budget discussions: Fee Increase, Executive Director, Lifecycle Replacement, Full time Staff coverage, Part-time Staff model. Backup documents have been attached for several of the issues to provide additional detailed information.

The format for the policy sheet is set up to be a one page brief discussion with information consistently outlined with the following categories: the Policy Issue – in a question form, Budget Impact – representing a potential budget change, Discussion – a brief outline of the issue, Staff Recommendation – staff's recommendation regarding the issue, and Additional Information – a second page or two with support documents regarding the issue.

The "Budget Line" referenced on each policy sheet corresponds to the MPD 5 Year Operational Plan numbering next to the budget item description.

### ATTACHMENTS

Policy Issue 2014 sheets



**BUDGET SHEET**  
**Tukwila Metropolitan Park District**

**2014-A**

**Policy Issue 2014-A**

Should program and/or rental fees be increased? If so, which fees should be pursued resident and/or nonresident program or rental fees? [Budget Lines 1 & 4]

**Budget Impact:**

Increased fees could generate additional revenue. As shown on Attachment 2014-A Fee Study & Analysis there is potential to increase fees to bring them in-line with area pools, however it is important to consider Tukwila's demographics when comparing fees.

**Discussion:**

The current budget plan demonstrates an increase in revenue based upon expanding a number of programs offered and growing numbers of participants within those programs. A fee increase can potentially bring in additional revenues or it can deter participation in programs offered therefore potentially reducing the revenue.

**Staff Recommendation:**

Staff recommends maintaining the current fee structure through 2014 to allow staff adequate time to grow programs and program participation before adjusting fees.

**Additional Information:**

Attachment 2014-A Fee Study & Analysis

**Fee Study Comparing Tukwila Pool  
with Local Comparable Aquatics Facilities**

	Tukwila Resident	Tukwila Non-Res.	Evergreen	Mount Rainer (AMG)	Lindbergh	Seattle Parks - Southwest Pool	Kent Meridian (AMG)	King County Aquatic Center	Covington Resident	Covington - Non-Res.	Average	Tukwila Resident vs. Average	Tukwila Non-Res. vs. Average
Adult Drop-in	\$4.00	\$4.00	\$4.50	\$4.13	\$3.75	\$4.75	\$4.13	\$3.25	\$3.75	\$4.50	\$4.08	-1.86%	-1.86%
Youth/Sr Drop-in	\$3.00	\$3.00	\$3.50	\$3.58	\$4.25	\$3.25	\$4.13	\$3.25	\$3.75	\$4.50	\$3.62	-17.15%	-17.15%
Adult Lap Swim Drop-in	n/a	n/a	n/a	\$4.95	\$4.25	n/a	\$4.13	\$5.00	\$5.25	\$6.50	\$5.01	-20.21%	-20.21%
Youth Lap Swim Drop-in	n/a	n/a	n/a	\$4.95	\$4.25	n/a	n/a	\$5.00	\$5.25	\$6.50	\$5.19	-42.20%	-42.20%
Senior Lap Swim Drop-in	n/a	n/a	n/a	\$3.58	\$3.25	n/a	\$3.58	\$3.75	\$3.75	\$4.50	\$3.74	-19.68%	-19.68%
Adult H2OX Drop-in	\$6.00	\$6.00	n/a	\$7.15	\$6.25	\$6.00	\$7.15	\$6.25	\$7.00	\$8.50	\$6.70	-10.45%	-10.45%
Sr. H2OX Drop-in	\$5.00	\$5.00	n/a	\$5.50	\$4.25	\$3.50	\$5.50	\$4.75	\$5.25	\$6.50	\$5.03	-0.55%	-0.55%
Youth 10 Punch Public Swim	\$27.00	\$30.00	\$30.00	\$38.50	\$31.25	\$29.20	\$38.50	n/a	\$33.75	\$40.50	\$33.19	-18.65%	-9.61%
Adult 10 Punch Public Swim	\$36.00	\$40.00	\$40.00	\$38.50	\$35.42	\$42.70	\$38.50	n/a	\$33.75	\$40.50	\$38.37	-6.19%	4.24%
Senior 10 Punch Public Swim	\$27.00	\$30.00	\$30.00	\$33.00	\$27.08	\$29.20	\$33.00	n/a	\$33.75	\$40.50	\$31.50	-14.30%	-4.77%
Youth 10 Punch Lap	\$27.00	\$30.00	\$30.00	\$46.75	\$35.42	\$29.20	n/a	n/a	\$47.25	\$58.50	\$38.01	-28.97%	-21.08%
Adult 10 Punch Lap	\$36.00	\$40.00	\$40.00	\$46.75	\$35.42	\$42.70	\$46.75	n/a	\$47.25	\$58.50	\$43.71	-17.63%	-8.48%
Senior 10 Punch Lap	\$27.00	\$30.00	\$30.00	\$33.00	\$27.08	\$29.20	\$33.00	n/a	\$33.75	\$40.50	\$31.50	-14.30%	-4.77%
Youth 1 Month Pass	\$28.00	\$35.00	\$45.00	n/a	n/a	\$40.00	n/a	n/a	n/a	n/a	\$37.00	-24.32%	-5.41%
Adult 1 Month Pass	\$39.00	\$49.00	\$65.00	n/a	n/a	\$55.00	n/a	n/a	n/a	n/a	\$52.00	-25.00%	-5.77%
Sr. 1 Month Pass	\$28.00	\$35.00	\$45.00	n/a	n/a	\$40.00	n/a	n/a	n/a	n/a	\$37.00	-24.32%	-5.41%
Youth 3 Month Pass	\$66.00	\$83.00	\$105.00	\$110.00	\$170.00	n/a	\$100.00	\$107.50	\$93.75	\$112.50	\$105.31	-37.33%	-21.18%
Adult 3 Month Pass	\$105.00	\$132.00	\$155.00	\$137.50	\$170.00	n/a	\$137.50	\$156.75	\$131.25	\$162.50	\$143.06	-26.60%	-7.73%
Sr. 3 Month Pass	\$66.00	\$83.00	\$105.00	\$80.00	\$110.00	n/a	\$88.00	\$107.50	\$93.75	\$112.50	\$93.97	-29.77%	-11.68%
Family 3 Month Pass	n/a	n/a	\$275.00	\$275.00	n/a	n/a	n/a	\$275.00	\$225.00	\$275.00	\$265.00	n/a	n/a
Youth 12 Month Pass	\$187.00	\$236.00	n/a	\$300.00	\$480.00	n/a	\$330.00	\$312.00	\$187.50	\$225.00	\$282.19	-33.73%	-16.37%
Adult 12 Month Pass	\$308.00	\$388.00	n/a	\$473.00	\$480.00	n/a	\$473.00	\$456.00	\$262.50	\$325.00	\$395.69	-22.16%	-1.94%
Sr. 12 Month Pass	\$187.00	\$236.00	n/a	\$220.00	\$330.00	n/a	\$220.00	\$273.00	\$187.50	\$225.00	\$234.81	-20.36%	0.51%
Adult H2OX 10 visit	\$52.00	\$55.00	n/a	\$66.00	\$52.08	n/a	\$66.00	\$56.25	\$63.00	\$76.50	\$60.85	-14.55%	-9.62%
Sr. H2OX 10 visit	\$42.00	\$44.00	n/a	\$46.75	\$35.42	n/a	\$46.75	\$42.75	\$47.25	\$58.50	\$45.43	-7.54%	-3.14%
Swim Lesson (\$/class)	\$5.50	\$6.00	\$9.00	\$10.75	\$7.80	\$6.50	\$10.75	\$6.80	\$9.50	\$7.75	\$8.04	-31.55%	-25.33%
Private Lessons	\$25.00	\$25.00	\$20.00	\$42.90	\$28.00	\$34.00	\$42.90	\$22.00	\$29.00	\$35.00	\$30.38	-17.71%	-17.71%
Semi Private Lessons	\$30.00	\$30.00	\$30.00	\$30.25	\$40.00	\$44.00	n/a	\$32.00	\$18.00	\$22.00	\$30.69	-2.26%	-2.26%
Party Rental (1-25 ppl) /hr	\$110.00	\$110.00	\$115.00	\$99.00	\$120.00	\$206.00	\$99.00	\$115.00	\$125.00	\$150.00	\$124.90	-11.93%	-11.93%
Party Rental (26-60 ppl) /hr	\$135.00	\$135.00	\$150.00	\$132.00	\$145.00	\$231.00	\$132.00	\$145.00	\$160.00	\$165.00	\$153.00	-11.76%	-11.76%
Party Room 1/hr	\$0.00	\$0.00	n/a	\$49.50	\$40.00	\$35.00	\$42.99	\$37.00	\$35.00	\$45.00	\$31.61	-100.00%	-100.00%
Lane Rental/hr - Swim Team	\$12.00	\$12.00	\$13.00	\$10.50	\$15.00	\$27.00	\$10.50	\$12.50	\$12.25	\$12.25	\$13.70	-12.41%	-12.41%
Lane Rental/hr - Schools	\$13.00	\$13.00	\$10.00	\$10.50	\$15.00	\$27.00	\$10.50	\$14.50	\$12.00	\$12.00	\$13.75	-5.45%	-5.45%
Distance (miles) from Tukwila Pool			6.90	7.70	7.90	7.90	11.00	15.50	15.80	15.80	Average	-24.32%	-23.31%

# BUDGET SHEET

## Tukwila Metropolitan Park District

2014-B

### **Policy Issue 2014-B**

Should the MPD hire a contracted Executive Director? [Budget Line 9]

#### **Budget Impact:**

The previous discussion has included \$45,000 allotment for an Executive Director. Annual cost would be approximately \$45,000. It was proposed that this contract remain at this amount rather than increasing annually according to the budget assumptions of 4% increase in expenses per year.

#### **Discussion:**

At the March 31, 2013 Board Retreat, Board consensus was to move forward with researching options regarding hiring an Executive Director. In July, the Board advertised for a contracted Executive Director. Five applicants have been received. The MPD Executive Director Committee decided to delay the hiring process until a Consultant was hired and able to review the pool operations and the need for an Executive Director. KJ Design's presentation on September 16, 2013 recommended the Board study the Executive Director option further and allow the City operator to address other recommendations made in their presentation.

#### **Staff Recommendation:**

Staff recommends the MPD Board provides a "what is missing" or "needed" list to the City of Tukwila to determine if the City can address and meet those gaps rather than contracting for an Executive Director at this time.

#### **Additional Information:**

None

# BUDGET SHEET

## Tukwila Metropolitan Park District

2014-C

### **Policy Issue 2014-C**

Should the Lifecycle Replacement Program be funded annually to establish a CIP reserve to fund and implement the program? [Budget Line 16]

### **Budget Impact:**

The budget impact would have similar costs in the long term; however, on an annual basis it would be clear as to how much should be set aside to fund the program.

Impact would be approximately \$50,000 to \$93,000 depending upon the program chosen.

### **Discussion:**

The current budget plan for the Lifecycle Replacement Program is to have each project budgeted in the year the project is proposed to be replaced. This methodology allows for a larger annual fund balance. The annual allotment method is similar to a capital savings program that can be used when the project needs to be replaced.

There are two ways to fund the program on an annual basis: Annual Allotment and Average Allotment (See Attachment 2014-C). The annual allotment takes the proposed projects' cost divided by the life expectancy and divides it amongst each year. This program is heavily front-loaded. The average allotment uses the total of all the proposed projects' cost divided by the length of the project terms, either 17 years or 20 years.

There are four projects with a life expectancy that may be longer than what is proposed in the plan. A decision to fund these projects is a significant annual cost and something that may be considered at a later time. These projects are the Pool Circulation Pump and VFD, the Roof, the HVAC Controls and the Boiler.

### **Staff Recommendation:**

Staff recommends budgeting an average allotment for the Lifecycle Replacement Program, excluding the four projects with long life cycles.

### **Additional Information:**

Attachment 2014-C Lifecycle Replacement Program

MPD Life Cycle Replacement Program

20-Year Life Cycle Replacement Plan - Not Including Long Term Items												
Year	1	2	3	4	5	6	7	8	9	10	11	12
Item	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
Pool Liner**									\$54,743			
Pool Circ Pump/VFD												
Heat Exchanger (Pool water)												
Pool Covers *								\$12,501		\$16,451		
Painting (Int & Ext)												
Chemical Feeding System												
ADA Chair Lift												
Starting Blocks												
Diving Board												
Roof												
HVAC Controls												
Boiler												
Domestic Boiler												
Stall Partitions												
Locker Room Floor Resurfacing												
Pool Deck Floor Resurfacing												
Total	n/a	\$0	\$0	\$0	\$0	\$0	\$120,205	\$65,139	\$54,743	\$22,773	\$51,809	\$0
Annual Allotment	\$81,731	\$81,731	\$81,731	\$81,731	\$81,731	\$81,731	\$81,731	\$61,697	\$52,391	\$45,548	\$43,018	\$0
Average Allotment	\$49,733.94	\$49,734	\$49,734	\$49,734	\$49,734	\$49,734	\$49,734	\$49,734	\$49,734	\$49,734	\$49,734	\$49,734
Average Running Total	\$49,734	\$99,468	\$149,202	\$198,936	\$248,670	\$298,404	\$348,138	\$397,872	\$447,606	\$497,340	\$547,074	\$596,808

\* Pool Cover every 7yrs  
 \*\*Shallow end only in 8yrs due to heavy foot traffic use, entire liner in 16yrs

17-Year Plan \$845,477

20-Year Life Cycle Replacement Plan - Including Potential Long Term Items												
Year	1	2	3	4	5	6	7	8	9	10	11	12
Item	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
Pool Liner**									\$54,743			
Pool Circ Pump/VFD												
Heat Exchanger (Pool water)												
Pool Covers *								\$12,501		\$16,451		
Painting (Int & Ext)												
Chemical Feeding System												
ADA Chair Lift												
Starting Blocks												
Diving Board												
Roof												
HVAC Controls												
Boiler												
Domestic Boiler												
Stall Partitions												
Locker Room Floor Resurfacing												
Pool Deck Floor Resurfacing												
Total	n/a	\$0	\$0	\$0	\$0	\$0	\$120,205	\$65,139	\$54,743	\$22,773	\$51,809	\$0
Annual Allotment	\$133,953	\$133,953	\$133,953	\$133,953	\$133,953	\$133,953	\$133,953	\$113,919	\$104,614	\$97,771	\$95,240	\$0
Average Allotment	\$92,459.32	\$92,459	\$92,459	\$92,459	\$92,459	\$92,459	\$92,459	\$92,459	\$92,459	\$92,459	\$92,459	\$92,459
Average Running Total	\$92,459	\$184,919	\$277,378	\$369,837	\$462,297	\$554,756	\$647,215	\$739,674	\$832,133	\$924,593	\$1,017,052	\$1,109,511

\* Pool Cover every 7yrs  
 \*\*Shallow end only in 8yrs due to heavy foot traffic use, entire liner in 16yrs

20-Year Plan \$1,849,186

**BUDGET SHEET**  
**Tukwila Metropolitan Park District**

**2014-D**

**Policy Issue 2014-D**

Should there be full-time staff at the pool every hour the pool is open? [Budget Line 19]

**Budget Impact:**

Aquatic Program Assistant .075 FTE, starting at \$31,893, plus employment benefits.

**Discussion:**

Staff is scheduled to cover 92 hours of operations per week, sometimes more depending upon pool rentals. Two full time staff manages day to day program and mechanical operations of the Pool. Staff works primarily on weekdays with occasional weekends. Often schedules are adjusted to ensure proper coverage, training, and supervision several times throughout each month.

If full-time staff were to be at the pool for every hour the pool is open the ¾ time Aquatics Program Assistant position would need to be reinstated. Having the position reinstated would provide the appropriate amount of overlap between full-time staff while covering all hours of open operation.

**Staff Recommendation:**

Staff recommends utilizing Lead Lifeguards to assist with managing the facility when full-time staff is not at the facility. See policy sheet 2014-E.

**Additional Information:**

None

# BUDGET SHEET

## Tukwila Metropolitan Park District

2014-E

**Policy Issue 2014-E**

Should there be an increase in the wage structure for part-time staff to support pool operations?  
[Budget Line 20]

**Budget Impact:**

Approximately 3500 part-time hours are worked at the pool over the course of a year, 850 of those hours are lead/senior lifeguard hours. The impact to the budget, if wages are increased would be approximately \$8500 annually.

**Discussion:**

The issue of part time staff wages has been brought to the attention of the MPD Board throughout this past summer. KJ Design also presented the part-time wage issue and the concept of having lead lifeguards to help implement and oversee the pool operations. Staff have been utilizing the lead lifeguard model on weekends, utilizing this model on weekday evenings would benefit staff and users. Lead Lifeguards have been trained to guide and supervise lifeguard staff and assist customers with higher level customer service needs.

The following table demonstrates the wage ranges of surrounding pools.

	Lifeguard		Lead (Sr.) Lifeguard		Reason Compared
	Minimum	Maximum	Minimum	Maximum	
Evergreen	\$ 10.50	\$ 12.00	n/a	n/a	Nearest Forward Thrust Pool
Lindbergh	\$ 10.50	\$ 10.50	\$ 13.00	\$ 13.00	Local Forward Thrust Pool
Covington	\$ 12.02	\$ 14.35	\$ 12.75	\$ 15.21	Forward Thrust Pool
Seattle	\$ 14.69	\$ 17.77	\$ 17.13	\$ 19.24	Nearest Competitor for Staff
Mt. Rainer	\$ 9.50	\$ 14.00	n/a	n/a	Local Forward Thrust Pool
Kent Meridian	\$ 9.50	\$ 14.00	n/a	n/a	Local Forward Thrust Pool
King County Aquatics Center	\$ 10.82	\$ 12.47	\$ 10.82	\$ 12.47	Staff sometimes work there
Auburn	\$ 9.25	\$ 10.85	n/a	n/a	Local Forward Thrust Pool
City of Renton	\$ 10.00	\$ 13.00	\$ 13.50	\$ 13.50	Local Staffing competitor
Highline Athletic Club	\$ 9.50	\$ 9.50	n/a	n/a	Compete for PT staff
Tukwila	\$ 10.60	\$ 12.20	\$ 12.00	\$ 14.00	
<b>Average</b>	<b>\$ 10.63</b>	<b>\$ 12.79</b>	<b>\$ 13.20</b>	<b>\$ 14.57</b>	

**Staff Recommendation:**

Staff recommends increasing the lifeguard wage to \$13.00 – \$15.00 for regular lifeguards and \$16.00 - \$19.00 for lead/senior lifeguards.

**Additional Information:**

None