

**INFORMATIONAL MEMORANDUM**  
**Tukwila Metropolitan Park District**

ITEM NO
4.D.

TO: Tukwila Pool MPD Board

FROM: Rick Still, Parks and Recreation Director 

DATE: August 19, 2014

SUBJECT: Operations Report

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**ISSUE**

Staff update on pool operations

**FINANCIAL IMPACT**

No financial impact

**BACKGROUND**

This memo is intended to provide the Board and Community with an update on activities, operations and issues that have occurred at the Tukwila Pool.

**DISCUSSION**

**Program Revenues:** July 2014 revenues were \$24,354.34. Year to date revenues total \$139,187.04 and 55.82% of the annual revenue goal of \$249,310.

**Swimming Education Programs:** 318 registrations were received for swimming lessons held in July. Those registrations translated to over 2,393 lessons taught in the month of July. As expected, registrations are down in July due to the re-opening of the Rainer Beach Pool earlier this year.

**Pass Purchases:** Pass sales totaled \$2,758.11 with 72 passes sold. Membership Pass visits totaled 1,198 for July. July pass sales have been disappointing due to hardware and software issues that kept the pass scanner out of order for most of June and July. Pass sales are expected to rebound in September.

**Partnerships:** Seattle Children's Hospital and Seattle/King County Health Department continue to work closely with staff on Community Transformation Grant work.

**Special Events: Tukwila Tiger Sharks League Meet – Saturday, August 16<sup>th</sup> 8:15 am**  
The Tukwila Pool hosted the championship meet for our summer league on Saturday, August 16<sup>th</sup>. Teams from Auburn YMCA, Auburn Pool, Federal Way Community Center and Sumner Pool came to Tukwila to compete. 13 Tiger Sharks competed in the meet and had a great time.

**Last Splash of Summer Floating Movie Night- Friday, August 29<sup>th</sup> 8 pm**  
Tukwila Pool will be showing Frozen at 8 pm for this FREE family friendly end of summer event.

**Staffing:** The summer has seen a few unexpected staff departures as well as anticipated staff departures as students prepare to return to school. Staff is working to cover shifts and cover shifts as appropriate.

**Suggestion Box Follow Up Items:** Shower curtains have been replaced and installed in the Men's Privacy Changing areas.

**Support Services Transition:** City staff is committed to facilitating a professional and efficient transition of support services. Furthermore, it is the City's goal to provide a seamless and gracious transition to ensure minimal impact to pool patrons. Staff have initiated the development of a transition plan to facilitate the transition and conclusion of support services. Staff will be meeting regularly with the MPD Executive Director to coordinate transition items.

**Maintenance:** During the planning stages of the 2012-2013 CIP project it was determined that some items could not be completed during the project. When the master scope was developed a list of those items not included in the CIP was developed and prioritized. That list was turned over to staff to complete utilizing the Repairs and Maintenance line item within the annual operating budget. In 2014 a total of three projects have been completed. Two projects were planned by staff and the third was prompted by the Department of Health.

1. Interior Doors Replacement = \$8,500
2. Domestic Boiler System Expansion Tank = \$2,550
3. Slide Pump Modification and Relocation = \$8,350

In addition to the one-time repair projects listed above, the Repairs and Maintenance budget is utilized for maintenance contracts that provide services for equipment and systems. Maintenance contracts account for approximately 50% of the \$20,000 annual line item budget. It is expected that the Repairs and Maintenance line item will be over budget (barring any large unexpected emergency repairs) by approximately \$9,000. A large portion of that can be attributed to the pool slide pump modification driven by the Department of Health.

A detailed expenditure plan for the 2015 Repairs and Maintenance budget line item will be included and given to the MPD in the Support Services Transition Plan.

#### **Response to Life Cycle Replacement and Grant Questions**

The CIP & Life Cycle Replacement line item is included in the Capital & Debt Service section of the monthly financial report. The dollar amounts in the Total Capital & Debt Service section does include the \$50,000 for CIP & Life Cycle Replacement, it simply was not displayed. It typically displays between the Bond Payment and CIP Reserve lines, however, it was accidentally grouped with other lines that are used for calculation purposes only. The calculation lines are grouped so that they do not display on the face of the report. The CIP & Life Cycle Replacement line has been ungrouped from the calculation lines and will display on future reports.

The City of Tukwila was awarded a grant from Seattle Children's Hospital and is passing the award to the MPD. The grant award is for \$48,000 and is for work that is to be completed no later than September 29, 2014. Seattle Children's Hospital is billed on a quarterly basis. Funds received to date are for work done in 2013 and the 1<sup>st</sup> quarter of 2014. As soon as funds are received by the City, they are passed through to the MPD and reflected in the financial reports. Additional revenue will not be reflected in the monthly financial report until after the 2<sup>nd</sup> quarter has been completed.

#### **ATTACHMENTS**

None