


**INFORMATIONAL
MEMORANDUM**
Tukwila Metropolitan Park District

TO: **Tukwila Pool MPD Board**

FROM: **Rick Still, Parks and Recreation Director** 

DATE: **October 15, 2014**

SUBJECT: **Operations Report**

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

Revenues: September 2014 revenues were \$33,097. Bringing the Y-T-D revenues to \$190,431.30 which is 76% of the annual revenue goal of \$249,310. September 2014 Revenues are the best September revenues on record and place September 2014 as the 3rd best revenue month on record after July 2012 and July 2013. September 2014 revenues bring the total number of best months for revenues in that month to 9 in the last 18 months.

September 2014 revenues were strongly positively impacted by rental payments received for rentals that occurred in spring 2014.

Swimming Education Programs: In September, there were 98 registrations received for swimming lessons, totaling \$3,130.75. Registrations are down overall for September compared with the previous 10 year average of 112 for the same month registrations. The decrease in the revenue side can be attributed to a substantially larger share of registrations by Tukwila Residents compared with non-residents, with Tukwila residents accounting for nearly two thirds of registrations. (Tukwila Residents pay \$1 less per lesson than non-residents or \$8 less per session.)

Pass Purchases: Pass sales totaled \$2,887 with 40 passes sold. The Family Pass Special for the 3-month Family Pass at 50% off during the month of September resulted in just one 3-month Family Pass being purchased despite advertisement in the Facility, on Facebook and on flier sent home with all Tukwila School District Elementary school students.

Partnerships: Seattle Children’s Hospital and Seattle/King County Health Department granted a no cost extension for Community Transformation Grant work. The extension, until December 31st, will allow staff to continue to do outreach work related to the grant and ensure a long term positive impact for the Tukwila Community. Staff is finding challenges when working with partnering organizations as staff can only develop offerings through the end of 2014 and partnering organizations have a much longer time horizon for planning of programing and offerings.

Staffing: At the September 24, 2014 MPD Board meeting the Board expressed deep care for the part-time staff and desire that they have the opportunity for employment with the MPD in 2015. This message was relayed to the part-time staff on Friday evening, September 26, 2014. City Administrator, David Cline, along with MPD Board President, De’Sean Quinn, shared with the part-time staff the details of the support services transition from the City to the MPD and answered any questions staff had about this. MPD Board members Verna Seal, and Kate Kruller were present as well. The MPD Executive Director provided contact information to the staff and encouraged them to contact her about future employment with the MPD in 2015.

Maintenance: New pool filter grid covers have been ordered and will be delivered in the next couple of weeks. These will be changed out by staff during the closure at the end of the year. Staff are coordinating the annual fire alarm system testing of the facility as well. The locker room showers have been having some issues in regards to the length of time the water runs with a single push of the button. Staff are aware of it and making adjustments. The pool is scheduled to be closed at 1:00pm on December 24, 2014 and will be re-opened by the TPMPD in 2015. This is needed logistically to facilitate all the tasks that need to happen for the transition from City operations to MPD.

Support Services Transition: A joint letter sent from both the City and MPD was sent out on October 3, 2014 to vendors, contractors, and partners that the City has worked with over the years for the pool operations. A couple of these companies have already reached out to the MPD ED for the future. City staff are working closely with each of the vendors and contractors as well to assist in the information exchange and getting contracts and contact info transferred over to the MPD.

An email was distributed on Wednesday, October 15, 2014 to patrons on the Tukwila Pool – Poolinfo email distribution list informing them of the transition. An email to all City Staff was also sent out the same day.

City Staff continue to meet with the MPD ED weekly to touch base on the matrix task list. Good progress is being made on the City’s task list as each department is working on items pertaining to their involvement with the MPD. A brief summary of the weekly meetings is outlined below:

- *September 23, 2014:* The DRAFT Joint Letter of Transition was reviewed, discussion and brainstorming happened in regards to the Part-Time Staff In-Service scheduled this Friday, 9/26/14 @ 5:00PM at the pool, and the City’s DRAFT Communications Plan was shared.
- *September 30, 2014:* Stephanie and Robert extended an offer to attend committee meetings, to be a resource with a focus to answer questions and provide efficiencies.

An overview of current programming and the staffing requirements to meet program needs and brief discussion regarding the recreation guide occurred. Information was shared via a thumb drive to Jennafer that contained many operational documents (per request) and additional information and documents as well. An assets inventory and accounts payable reports were compiled and given to the MPD ED by October 3, 2014.

- *October 7, 2014:* The City Clerk attended this meeting and the focus was on the Document Transfer Process as well as answering any questions to the “Future Considerations” from the Clerk’s matrix list. Robert shared some responses to an email that Kim McCoy had sent from the MPD IT Committee and Resolution #3 was reviewed.
- *October 14, 2014:* IT items were discussed (DES contracting process, POS/CLASS, and question of sharing the City’s fiber optics which will not work out. Several vendors have reached out to the MPD ED since the joint vendor letter was mailed out. And Bank Account and PCard/Credit Card issues were discussed and confirmed the MPD will be opening their own bank account with US Bank and getting a credit card to that account. The City’s Finance Dept. completed leg work and passed the paperwork on to the MPD ED in regards to a PCard. Brochure submission deadline of November 3rd to the printer was verified with the MPD ED also.

Due to the new meeting dates for the November and December MPD Board meetings, the normal financial reports will not be ready for those meetings.

ATTACHMENTS

N/A