


INFORMATIONAL MEMORANDUM

Tukwila Metropolitan Park District

TO: Tukwila Pool MPD Board

FROM: Rick Still, Parks and Recreation Director 

DATE: May 15, 2013

SUBJECT: Staff Report

ISSUE

Staff update on pool issues.

FINANCIAL IMPACT

No Financial Impact.

BACKGROUND

This Informational Memorandum is to update the Board on the Grand Re-opening, Capital Improvement Projects, Operational Issues and Short Term Agenda review.

DISCUSSION

Grand Re-Opening Celebration

The re-opening celebration of the Tukwila Pool was held on Saturday, April 20, 2013. Ribbon cutting festivities started at 10:00 am with approximately 90 people in attendance. Two-time Pan American gold medalist and two-time Olympic medalist, Kelly McCormick-Robertson, opened the ribbon cutting ceremony with inspiring words about how aquatics has been instrumental in her life and those that she has coached. Board President Seal and staff talked about pool history, the completion of the large capital project, and future programming. Diving and synchronized swimming demonstrations rounded out the celebration along with behind the scenes tours. Sustain the Tukwila Pool held a "Walk the Plank" fundraiser, which was a great success. Representation from Adam Smith's office, Zack Hudgins, Mayor Haggerton, and MPD Board Commissioners were all in attendance to show their support.

April Pools Day activities were held in two sessions, approximately 200 people attended between 1:00 pm and 5:00 pm. The free event featured 9 water safety education stations during the water carnival and an hour of open swim.

Capital Improvement Project

Bates Roofing completed the new roofing system, flashing and additional downspouts on time and on budget. The building department's roof permit inspection and the manufacturer's warranty inspection will be completed prior to the project closeout process being initiated.

The Energy Efficiency Capital Project closeout was scheduled for the May Board meeting, however McKinstry is still gathering data to complete the final closeout. Staff anticipates a June closeout. The project closeout item was removed from the May MPD agenda and no action is needed from the Board at this time.

Staff is finalizing paperwork to seek reimbursement from the Department of Commerce for the \$416,666 grant.

Progress continues with many in-house projects and several on-going maintenance items to continue improving the look and feel of the pool. Some of the items will continue to be completed throughout the year, including.

- Benches
 - o Installing benches in the dressing rooms in the locker rooms
 - o Refinishing Bleachers
- Door Repair/Replacement
 - o Exterior doors need work
 - o Interior doors need repair/replacement (looking into options for this, repair vs. replace, conducted a door inventory to prioritize the needs and condition of each door).
- Bulletin boards installation (touching this up and then waiting for install until stuff is ready to be posted on them).

Operations

Participation in Pool Programs continues to be strong. Pass sales in April increased by 45% compared to 2012 and April Swimming Lessons increased almost 20% compared to 2012. April 2013 was the second highest revenue for any April at the Tukwila Pool.

In response to patron requests, an additional hour of Family Swim and Lap Swim has been added to the Friday schedule, Friday evening swims is now open to the public at 6 pm. In partnership with Community Schools Collaboration, Showalter students have started swimming lessons at the Tukwila Pool on Monday afternoons. Teen Late Night at the Pool is being offered two nights in May in conjunction with Teen Late Night being at Foster High School. The first Friday had a fantastic response from Teens, with capacity being reached. Additional staff has been scheduled for the second Friday. The success of this program and others show the partnership between Pool staff and Youth and Teen Staff continues to result in responsive and innovative programming.

Staff is offering a lifeguard training course, registration has been strong with ten lifeguard candidates participating in the course. Three candidates are Foster High School Students. Hiring and training of new part-time staff in preparation for the summer season continues. Five new staff members completed training in April.

In April, Pool Staff received notification that the City of Tukwila was awarded a Community Transformation Grant in the amount of \$48,000 from Seattle Children's Hospital, Healthy King County Coalition and Seattle-King County Public Health with funds from the Centers for Disease Control and Prevention. The grant will be utilized to research, develop policies that support Pool Programs that address needs in our community for universal swimming opportunities and overcoming barriers to participation in aquatic recreation opportunities. Funding will support projects such as the 3rd grade swimming lesson program, youth Guard Start/Lifeguard Program, Single Gender Swims, and Translation Services for print materials.

The Tukwila Turtles Swim Team proved to be one of the strongest teams in the state with fourteen athletes advancing from the Regional Special Olympics of Washington Meet, April 20th, to the Special Olympic State meet. At the Regional event every Tukwila Turtle athlete took home at least one medal. Tukwila resident, Kenneth Nishino, led the team with four gold medals. The team took

home a total of thirty-one medals and seven ribbons. Coaches Malcolm and Amy looking forward to the State Meet June 1st, and continue to coach practices each Friday afternoon 3:30-5 pm.

With complete delivery of the pool covers system in April, staff has been trained on the use of the system and the covers are now being deployed nightly and removed each morning. Staff is adjusting to the new job duty and staff shifts have been lengthened to ensure that program offerings for the public are not negatively impacted by the use of the energy saving devices.

Staff continues to work with the Tukwila School District on multiple projects including, Scholarship program applications, Foster High School Fall swimming courses, Summer School Pool usage, among other projects. At this time, Physical Education swim lessons are proposed to be offered first period for a boys' class and sixth period for a girls' class both semesters of the 2013-2014 school year. Final details for this program are still being worked out but it looks like it will be successful. Summer school students will be provided information and encouraged to utilize the pool after they get out of school and in the evenings for lessons, family swims and open swims. Educating our children on water safety and the physical wellness benefits from swimming will be included in these communications.

Vida Verdier recently resigned from the Tukwila Pool Advisory Committee (TPAC), this creates the first vacancy for TPAC. The City of Tukwila's Commissions/Committees/Boards complete the following process to fill vacancies: 1) announcements of the open position are posted on the City web site, at City facilities, the Hazelnut and/or the newspaper, Facebook, etc., 2) the assigned staff liaison and the chair of the committee reviews the applications, complete interviews, and prepares a recommendation to the Mayor, 3) the Mayor makes his recommendation to the City Council. For TPAC, the Board may choose to a similar process for replacing this position.

The RFP for Legal Services is being advertised May 16th and 23rd in the Seattle Times and Daily Journal of Commerce. The responding proposals are due May 30th, interviews June 10-12, MPD Board consideration June 17th, and anticipated start July 1, 2013.

Short term Agenda review

May 20, 2013	Capital Project Update and Closeout, Policy Review (rental program, programs and budget process), Marketing Update
June 17, 2013	Capital Project Closeout, Legal Services Appointment, Executive Director Job Discussion, Marketing Update, Quarterly Report
July 15, 2013	Nothing scheduled at this time.
August 19, 2013	Executive Director Selection

Attachments

- A. 2013 First Quarter Contracted Services Summary
- B. 2013 First Quarter Reports – Programs and Financial Reports

Tukwila Metropolitan Park District
 Support Services Summary
 January 2013

PER TASK	1 (Multiple Items)
Dept Description	Values
City Administrator/City Clerk	Sum of HOURS
Finance	Sum of SALARIES & BENEFITS
Parks and Recreation	
Information Technology	
Grand Total	201.25
	28.50
	24.50
	148.00
	0.25
	1,405.87
	1,505.77
	6,373.30
	8.35
	\$9,293.29

Activity Date	(Multiple Items)
Sum of Hours	Total
Full Name	
ALMBERG-DIDEON, DANA	2
Copied & FedEx Bond information to Foster Pepper	0.5
MPD packet production & distribution	1.5
CARLSEN, VICTORIA	0.5
Capital Project Financing	0.5
CLINE, DAVID	4
Administrative Oversight	4
EATON, ROBERT	85
Burglar Alarm Callout for Intruder Alarm	4
FM: Working on in-house projects.	15
PM: Construction meetings, managing and coordinating details of the liner installation. FM: Working on in-house projects, painting.	9
PM: Construction meetings, site supervision and inspections, managing and coordinating details of the liner installation.	9
PM: Construction meetings, site supervision, answering technical question of the facility in regards to the pool, coordinating in-house projects.	7
PM: Lining up and coordinating scopes of work for in-house projects.	9
PM: Lobby social area project research, meeting and ordering. Received deliveries. FM: In-house projects, painting, construction clean-up.	5
PM: Managing and coordinating details of filling the pool. FM: Working on in-house projects, painting.	9
PM: Ordering janitorial products, coordinating in-house projects.	18
FRICKE, KAREN	2
Payroll	2
GARDNER, STEPHANIE	40
MPD Board Mtg. Prep, memo dev.	4
Policy and Procedure Manual	3
Policy Manual	4
Policy manual development/research	4
Policy Manual Research and Development	6
Policy Manual research and development / STP report reproduction	4
policy manual re-write	6

**Tukwila Metropolitan Park District
Support Services Summary
January 2013**

	PER	1
GARDNER, STEPHANIE	Pool Re-opening planning / TPAC support TPAC Follow Up & Prep (scholarship ?'s) TPAC Meeting, Policy Manual Re-write/format	3 1 5
HART, MELISSA	STP provided a CD of their pool comparison report. A request was made by a resident to have access to the report. I made a copy of the CD, used that material to re-create an electronic version of the entire report. This required breaking out the electronic items provided into specific folders, creating PDF 12 pdf files of the missing materials and creating a manageable document for inclusion into the Digital Records Center.	4.25 4.25
KING, JAMES	working at pool	9
LE, BAO-TRAN	Digitize complete comparison report Full electronic compilation of agenda packet materials, enhance images. Links to the Digital Records Center packets sent to staff and citizens who signed up to receive them. Scan and digitize draft agenda packet Scan and digitize revised draft agenda item Scan comparison spreadsheets; clean up and resize images	9 3.75 0.75 1 0.75 0.25 1
MARCUM, MICHAEL	11163001.0000.001- service	0.25 0.25
MCCARTHY, PEGGY	Capital Project Financing Meeting and capital project financing Meeting attendance MPD capital financing	16 8 4 2 2
O'FLAHERTY, CHRISTY	MPD: Begin minute composition for extensive meeting MPD: Compile, prepare, review MPD packet materials; correspondence with Board President and staff regarding items as needed MPD: Completion of minute composition for lengthy MPD Board meeting MPD: Conduct Agenda Review and revision of Info Memo after meeting MPD: Distribution of draft agenda with deadlines; correspondence with staff, Board President/Clerk, STP members regarding agenda item MPD: Follow-up email to Lisa Marshall regarding Info Memo and governance resolution; Research and compose minute taking guidelines and provide to Parks and Recreation for TPAC MPD: Response to TPAC Chair regarding STP Comparison Report MPD: Review final STP Pool Comparison entered into the Digital Records Center; compose email with link to documents; distribute to MPD Board Members, staff, etc. MPD: Staff support at 1/22/13 meeting; signing and distribution of minutes and voucher sheets PR: Continued follow-up with staff and Asst. City Attorney on Jorgensen request	13.5 2 2 2.5 0.75 1 1.5 0.25 0.75 2.25 0.5
SAXTON, BARBARA	Create agenda sheet for 1-22-13 MPD meeting. Proof/edit 1-22-13 MPD meeting minutes.	1 0.5 0.5
STILL, RICK	MPD Construction Meeting; Dr Matthes pool tour MPD Packet Prep Project mgt.	14 2 4 8
ZELLERHOFF, CRAIG		6

Tukwila Metropolitan Park District
 Support Services Summary
 January 2013

	PER	1
ZELLERHOFF, CRAIG	MPD JE's	3
	MPD Project Accounting JE's	1
	MPD Project Codes - Financial Review	2
Grand Total		201.25

Tukwila Metropolitan Park District
 Support Services Summary
 February 2013

PER TASK	2 (Multiple Items)
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Dept Description	DEPT	Values Sum of HOURS	Sum of SALARIES & BENEFITS
MPD	00	42.00	2,319.34
City Administrator/City Clerk	03	14.75	1,016.94
Human Resources	04	7.00	322.68
Finance	05	44.50	2,876.33
Parks and Recreation	07	179.50	11,357.68
Information Technology	12	12.00	533.31
Parks and Recreation	15	15.50	723.61
Grand Total		315.25	\$19,149.89

Activity Date	(Multiple Items)
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Sum of Hours Full Name	Activity Description	Total
CARLSEN, VICTORIA		0.5
	Reviewed legislative documents	0.5
CLINE, DAVID		4
	Administrative Oversight	2
	MPD - Regular Meeting	2
EATON, ROBERT		138
	Agenda Packet prep = 4hrs and network cable installation 5hrs	9
	Hung baffles	17
	Met with IT for Network, surveillance and computer coordination. Met with Valley View Sewer for rebate on pool filling water (not paying sewer costs on it?). Met with Carolyn (PW)and WCIA rep for pool tour per requested information.	9
	Network cable installation (office area)	7
	Network cable installation (reception area and downstairs to BECS).	9
	Painting Supply Room and general touch up in lobby, locker rooms, offices, etc.	9
	Painting Supply Room and general touch up in lobby, locker rooms, offices, etc. General Project Management coordination with McKinsiry Superintendent.	9
	Response to Fire Alarm at facility. Met Fire Dept there and remedied the situation. HVAC Controls operational problem caused high humidity on beam detector reflector plates. Had to manually override & disengage system to bypass and fix problem.	4

	Worked with Valley View on pool drain system (sewer vs. storm)	9
FRICKE, KAREN		56
	FM In-house projects (dispenser install, running CAT5, painting, hanging signs, construction clean-up. Project Management: on	2
	Payroll Processing	1
	Payroll processing.	1
GARDNER, STEPHANIE		22
	MPD Memo/Board Meeting Prep	2
	TPAC Meeting and Follow UP	4
	Scholarship Policy and Program Development	6
	Capital Project Invoice/Payments Coordination	3

**Tukwila Metropolitan Park District
Support Services Summary
February 2013**

	PER	2
GARDNER, STEPHANIE	TPAC: Marketing Team Meeting	1
	Capital Project: Re-Opening Planning	3
	MPD: Board Meeting Memo Prep	3
JUE, LILY		3
	Capital Asset Accounting	3
KINDELL, AMY		5
	Capitol Items Purchasing	1
	Meetings/Admin.	2
	Purchasing Capital Items	1
	Purchasing follow up/install planning	1
LAFLEUR, BRENDA		7
	Pool recruitment process	6
	Pool recruiting process	1
LE, BAO-TRAN		1.25
	Full electronic compilation of agenda packet materials, enhance images. Links to the Digital Records Center packets sent to staff and citizens who signed up to receive them	1
	DIGITIZE minutes, audio recording of meeting, 2 contract amendments	0.25
MARCUM, MICHAEL		12
	IT services- 11163001.0000.001	12
MCCARTHY, PEGGY		2
	meeting and meeting preparation	2
NEELY, MALCOLM		37
	Clearing off pool bleachers to prep for cleaning	2
	Running computer cable	5
	Moving pool equipment to pool from storage, Office equipment install, Brushing pool liner	5
	Liner brushing, lobby and office prep	5.5
	Running computer wire	1.5
	New ADA pool stair transport and build, prep for running of computer wire	5
	researching, ordering and picking up handicapped restroom signs	1
	Pool stair assembly, running computer cable	5
	Pool prep for opening	7
O'FLAHERTY, CHRISTY		9
	MPD: Communication with Board President, staff from Parks and Rec and Finance and City Administrator; transmit final draft of items; PR request Frangello - compose and transmit fulfillment letter	1.5
	MPD: Review, set timelines and distribute MPD PR request from Frangello-Anderson	0.25
	MPD: Transmitted draft agenda to staff and Board President; set deadlines	0.25
	MPD: Work with staff, Board President and City Administrator on agenda items for the packet	1
	MPD: Staff support at Board Meeting	1.5
	MPD: Composition of minutes from 2/19/13 Board Meeting	4
	MPD: Minute modifications and finalize draft; copy, and distribute to Board Members	0.5
SAXTON, BARBARA		0.5
	Create agenda sheet for 2-19-13 MPD meeting.	0.5
STILL, RICK		18.5
	MPD agenda - research and outlines	2
	MPD agenda capital, staff, support services, DR M.	2

**Tukwila Metropolitan Park District
Support Services Summary
February 2013**

	PER	2
STILL, RICK	MPD agenda plan	1
	MPD Construction Meeting, project punch prep	2
	MPD Construction MGT meeting	1.5
	MPD TPAC	0.5
	MPD ESPC Construction - Punch List	2
	MPD Board Meeting	2
	MPD Construction Meeting	2.5
	MPD Asbestos Consultant: VoIP system for pool	2
	MPD DES forms - invoice	1
ZELLERHOFF, CRAIG		36
	MPD 4th Qtr Financials	3
	MPD Accounting	12
	MPD Financials	8
	MPD Interlocal Agreement revision	1
	MPD Support Services Summary	3
	MPD Accounting/Info Memos Interlocal Agreement Amendment	6
	MPD Info Memos Interlocal Agreement Amendment	1.5
	MPD Support Services Activity Summary/Accounting	1.5
OWNER, BRETT		2
	move	2
JABER, SUSAN		1
	Claims Processing	1
CARPENTIER, TIMOTHY		11.5
	move	3
	Moving pool equipment.	5.5
	Pool cleanup.	3
EDESA, TESHOME		2
	move	2
AGMATA, STACEY		1
	transcribed MPD audio meeting minutes	1
Grand Total		315.25

**Tukwila Metropolitan Park District
Support Services Summary
March 2013**

PER TASK	3 (Multiple Items)
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Dept Description	DEPT	Values	Sum of SALARIES & BENEFITS
City Administrator/City Clerk	03	Sum of HOURS	
Human Resources	04	14.50	888.31
Finance	05	1.00	38.74
Parks and Recreation	07	24.75	1,450.60
Information Technology	12	218.75	13,069.68
Parks and Recreation	15	15.75	760.39
		9.50	397.93
Grand Total		284.25	\$16,605.65

Activity Date	(Multiple Items)	Activity Description	Total
		Sum of Hours	1.5
		Full Name	
		ALMBERG-DIDEON, DANA	
		Copy & distribute MPD agenda packet	1.5
		CARLSEN, VICTORIA	3.5
		Assisted with Gov't Wide simts and acctg for loan	1.5
		Accounting for loan to MPD	1
		Review MDP financial statements	1
		CLINE, DAVID	4
		TPAC Meeting	2
		MPD - Retreat and Agenda Planning	2
		EATON, ROBERT	131.75
		FM: vacuumed pool, water chemistry testing and balancing, making lane line extensions, cleaning and organizing supply room = 6hrs	6
		FM: In-house projects, working on items to aid in smoother operations, installing shelving, new janitorial products (meeting with vendor), water chemistry balancing, assigning work to maintenance staff = 9hrs	9
		FM: In-house projects, re-finishing lobby coffee table, cleaning shop area, water chemistry balancing, assigning and prepping work for maintenance staff = 9hrs	9
		FM: In-house projects, prepping for backwash and new pump settings post inlet adjustments = 4hrs	4
		FM: Installed new pool stairs, removed and discarded old stairs, refinishing lobby coffee table, prioritized staff punchlist of items, made keys for staff = 5hrs	5
		FM: Refinishing lobby coffee table, instal ADA chairlift battery charger and hooks and signs, adjusting air temps, door inventory taken, coordinating with other staff on work items = 9hrs	9
		Training - Controls system = 4hrs / FM: Assigning work for maintenance staff, pool project email correspondence with contractor = 3hrs	7
		FM: Working on in-house projects, hanging signs, refinishing benches, assigning work to maintenance worker, hanging mirrors. PM: Weekly Construction Meeting = 1hr	5
		Callback for low chlorine in pool	4
		Project Management (big push on final details before opening, thought we were opening on Monday, this was beofre the egress lighting issues held things up = 9hrs)	9
		Burg Alarm, site inspected, made corrections to chemicals while on site too.	4
		Project Management (big push on in-house projects in prep for opening and working with contractor for egress issues = 3 hrs)	3
		Project Management (big push on in-house projects, working with contractor on egress lighting issue, working on permit issue = 9hrs)	9
		Project Management (in-house projects, prepping for opening on Saturday, general site clean-up, installing dispensers and signs = 9hrs)	9
		Meeting (weekly construction meeting = 1hr) / Project Management (in-house projects prepping for opening on Saturday, alarm codes, pool tours, inspection prep = 8hrs)	9
		Project Management (in-house projects hanging signs and dispensers = 4hrs)	4



**Tukwila Metropolitan Park District
Support Services Summary
March 2013**

	PER	3
EATON, ROBERT	Project Management (moving stuff form storage = 1.5hrs / working on in-house projects, dealing with opening issues/fires = 3 hours) Agenda Prep = 2hrs / Project Management (contract management, working with contractor, providing info for Grand Opening , in-house project planning and work, dealing with opening issues/fires) = 7hrs	4.5 9
FRICKE, KAREN	Agenda Prep = 5hrs / Project Management (in-house projects) = 4hrs Backwash (FM = 2hrs) Meeting (weekly construction meeting) = 1hr Project management (working on in-house projects) = 1.75hrs	9 4.25 2
GARDNER, STEPHANIE	MPD Payroll Processing	2
	MPD: Re-Opening Event Planning, Coordination and/or implementation	30.5
	TPAC: Meeting Prep. Meeting Participation and/or Meeting Follow Up	4.5
	MPD Contract Management	2
	MPD Marketing Team Meeting	1
	TPAC: Meeting Prep. Meeting Participation and / or Meeting Follow Up	2
	MPD: Grand Opening Prep.	3
	MPD: Soft Opening Prep.	4
	MPD Agenda Memos	4
HART, MELISSA		10 2.5
	Staff MPD meeting	1.5
	Review March 18th meeting minutes from Lady of Letters	1
LAFLEUR, BRENDA		1
	Recruitment process	1
LE, BAO-TRAN		2
	DIGITIZE MPD and TPAC documents	0.5
	COMPLETE electronic compilation of agenda packet materials: enhance images; email agenda packet link to MPD committee	0.5
	DIGITIZE TPAC agendas and minutes	0.25
	DIGITIZE draft agenda	0.75
MARCUM, MICHAEL		9.5
	IT Administration	0.25
	IT Software	0.75
	IT Network	0.5
	5hrs- IT Hardware, .75hrs- IT Software, 1.5hrs- IT Printers, .75hrs- IT Database	8
MCCARTHY, PEGGY		3
	MPD meeting - attendance & prep	1
	Preparation for MPD meeting, and retreat, agenda review	2
O'FLAHERTY, CHRISTY		4
	MPD: Correspondence regarding Board Atty out sick for meeting; and communication to Board President and staff regarding language for possible motions at meeting	0.75
	MPD: Compose MPD Retreat Notice; distribute to newspaper; to staff with instructions; and to Parks Director for on-site posting	0.75
	MPD: Prepare draft agenda front sheet; receive/review/print all documents via email for the agenda and compile; contact Board President/staff regarding agenda review	1
	MPD: Compose letter to Board President regarding vendor for transcribing minutes; communication with vendor on issues associated with audio, formatting, etc.	1
SAXTON, BARBARA		0.5
	MPD: Review correspondence from staff/City Administrator; set meeting with staff regarding next MPD agenda / staff support	0.5
	Create agenda sheet for 3-18-13 MPD meeting.	0.5
STILL, RICK		32.5
	MPD Board Meeting	2
	MPD Construction Meeting	2
	MPD Retreat 8a-6p +/-	0
	MPD Construction substantial completion & punch list	1
	MPD Retreat prep	6

Tukwila Metropolitan Park District
Support Services Summary
March 2013

	PER		3
STILL, RICK	MPD Operations deposit & armored car		1
	MPD Operations - phone		1
	MPD Construction roof		1
	MPD Agenda Memos		11
	MPD Construction - lighting, pool steps, locker partitions		1
	MPD TPAC meeting		1.5
	MPD Agenda prep		1
	MPD pre-opening tours		1
	MPD Pool Opening 1hr		0
	MPD Retreat Plan		2
	MPD Opening reschedule & to do		1
ZELLERHOFF, CRAIG			12.75
	MPD Accounting		12.75
JABER, SUSAN			3
	MPD AP PROCESSING		1
	AP Processing		2
CARPENTIER, TIMOTHY			3
	Moving pool equipment.		3
AGMATA, STACEY			1
	CLASS database		1
EBERLE, TAMARA			5
	Working with the Sunbelt Controls Vendor to install the database that controls the HVAC/heating/boilers, database (WebControl). Providing access, IP information, Mail server settings , learning the configuration, communicating with others in IT and at the Pool to coordinate the implementation.		5
BROUGHTON, JOSEPH			0.5
	garbage		0.5
JAEGER, BRIAN			6
	Grounds maintenance/mowing,trimming,blowing		2
	grounds maintenance/landscaping		4
TAKECHI, RICHARD			0.5
	MPD meeting - attendance & prep		0.5
HALE, PAULA			10
	daily deposit		10
MAY, KIRSTIN			4
	flyers for pool & bulletin board		4
MCCONNAUGHEY, SHERYL			9
	assist with projects at Pool		4
	painting at the pool		5
COMPTON, ERIC			1.25
	IT Phones		1.25
Grand Total			284.25

TUKWILA POOL MPD
Revenues, Expenditures and Fund Balance
January 1, 2013 to March 31, 2013

Percent of year expired 25.00%

REVENUE	BUDGET	Actual Results			Q1 TOTAL	YTD TOTAL	% of BUDGET
		JAN	FEB	MAR			
TAX REVENUE	\$ 680,186	\$ -	\$ -	\$ 2,707	\$ 2,707	\$ 2,707	0.4%
PROGRAMS	180,000	851	550	15,171	16,573	16,573	9.2%
RENTALS	31,000	1,104	89	1,494	2,687	2,687	8.7%
SALE OF MERCHANDISE	-	-	-	73	73	73	0.0%
DONATIONS	-	-	2	3	5	5	0.0%
OPERATING LOAN	38,066	250,000	-	-	250,000	250,000	656.8%
TOTAL REVENUE	929,252	251,955	641	16,741	269,338	269,338	29.0%
EXPENDITURES							
ADMINISTRATION/OVERHEAD							
45 GROUND LEASE	10,950	-	-	-	-	-	0.0%
51 INTERLOCAL CITY FEES	90,000	7,500	7,500	7,500	22,500	22,500	25.0%
41 LEGAL FEES	6,240	-	726	-	726	726	11.6%
46 INSURANCE	9,912	8,672	-	-	8,672	8,672	87.5%
TOTAL ADMINISTRATION	117,102	16,172	8,226	7,500	31,898	31,898	27.2%
CAPITAL & DEBT SERVICE							
BRIDGE LOAN	88,245	-	-	-	-	-	0.0%
BOND PAYMENT	85,605	-	-	-	-	-	0.0%
CIP RESERVE	30,000	-	-	-	-	-	0.0%
TOTAL CAPITAL & DEBT SERVICE	203,850	-	-	-	-	-	0.0%
OPERATIONS							
11 SALARIES	141,684	11,156	11,690	11,690	34,536	34,536	24.4%
12 EXTRA LABOR	118,000	-	871	8,713	9,584	9,584	8.1%
13 OVERTIME	-	-	-	-	-	-	0.0%
SALARIES & WAGES	259,684	11,156	12,561	20,403	44,120	44,120	17.0%
21 FICA	19,773	846	953	1,553	3,352	3,352	17.0%
23 PERS	15,106	804	850	963	2,617	2,617	17.3%
24 INDUSTRIAL INSURANCE	14,694	242	355	1,020	1,617	1,617	11.0%
25 LIFE,OPTICAL	1,263	94	109	107	310	310	24.5%
25 MEDICAL,DENTAL,LIFE,OPTICAL	30,939	2,398	2,578	2,578	7,554	7,554	24.4%
PERSONNEL BENEFITS	81,775	4,384	4,845	6,222	15,451	15,451	18.9%
31 OFFICE & OPERATING SUPPLIES	8,679	7,029	6,566	2,281	15,876	15,876	182.9%
31 CHEMICALS	6,500	-	530	199	730	730	11.2%
31 CENTRAL SUPPLIES	-	-	-	-	-	-	0.0%
SUPPLIES	15,179	7,029	7,096	2,480	16,605	16,605	109.4%
41 PROFESSIONAL SERVICES	100	-	0	465	465	465	465.3%
42 COMMUNICATION	4,000	117	117	395	629	629	15.7%
43 TRAVEL	-	-	-	-	-	-	0.0%
44 ADVERTISING	4,000	-	353	154	507	507	12.7%
45 OPERATING RENTALS & LEASES	400	-	-	-	-	-	0.0%
47 PUBLIC UTILITY SERVICES	103,120	2,364	1,032	7,058	10,454	10,454	10.1%
48 REPAIRS & MAINTENANCE	20,000	-	147	-	147	147	0.7%
49 MISCELLANEOUS	5,000	545	235	312	1,092	1,092	21.8%
49 CREDIT CARD FEES	3,400	19	43	284	346	346	10.2%
53 EXCISE TAX	-	-	-	-	-	-	0.0%
OTHER SERVICES & CHARGES	140,020	3,045	1,927	8,667	13,640	13,640	9.7%
TOTAL OPERATIONS	496,658	25,613	26,430	37,772	89,815	89,815	18.1%
TOTAL EXPENDITURES	817,610	41,785	34,656	45,272	121,713	121,713	14.9%
CHANGE IN FUND BALANCE	\$ 111,642	\$ 210,170	\$ (34,014)	\$ (28,531)	\$ 147,625	\$ 147,625	132.2%
BEGINNING FUND BALANCE		23,084	233,254	199,240	23,084	23,084	0.0%
ENDING FUND BALANCE	\$ 111,642	\$ 233,254	\$ 199,240	\$ 170,709	\$ 170,709	\$ 170,709	152.9%

Tukwila Metropolitan Parks District

Tukwila Pool Fee Revenues

1st Quarter 2013

Row #	Program Fee Type	Resident		Non Resident		Total		2013 proposed revenue	% of 2013 proposed revenue	2012 actual	
		#	\$	#	\$	#	\$			#	\$
1	Adult Drop-in					258	\$1,032.00			761	\$3,044
2	Youth Drop-in					383	\$1,149.00			664	\$1,992
3	Sr Drop-in					110	\$330.00			468	\$1,404
4	Adult H2OX Drop-in					12	\$72.00			43	\$258
5	Sr. H2OX Drop-in					10	\$50.00			22	\$110
6	Misc. Drop-ins					23	\$27.00			14	\$35
7	Subtotal Drop-ins					796	\$2,660.00	\$5,100	52%	1972	\$6,843
8	Youth 1 Month Pass	2	46	4	\$124	6	\$170			6	\$174
9	Adult 1 Month Pass	7	\$238	1	\$36	8	\$274			12	\$492
10	Sr. 1 Month Pass	3	\$69	1	\$30	4	\$99			8	\$245
11	Youth 3 Month Pass	0	\$0	0	\$0	0	\$0			2	\$139
12	Adult 3 Month Pass	0	\$0	0	\$0	0	\$0			5	\$535
13	Sr. 3 Month Pass	5	\$305	2	\$156	7	\$461			8	\$570
14	Youth 6 Month Pass	0	\$0	0	\$0	0	\$0			0	\$0
15	Adult 6 Month Pass	1	\$182	0	\$0	1	\$182			1	\$206
16	Sr. 6 Month Pass	0	\$0	0	\$0	0	\$0			1	\$121
17	Youth 12 Month Pass	0	\$0	0	\$0	0	\$0			0	\$0
18	Adult 12 Month Pass	5	\$1,415	0	\$0	5	\$1,415			2	\$616
19	Sr. 12 Month Pass	5	\$810	4	\$864	9	\$1,674			7	\$1,399
20	Youth 10 Punch Pass	4	\$88	8	\$200	12	\$288			6	\$162
21	Adult 10 Punch Pass	9	\$279	6	\$210	15	\$489			40	\$1,440
22	Senior 10 Punch Pass	4	\$88	8	\$200	12	\$288			36	\$972
23	Youth 20 Punch Card	0	\$0	0	\$0	0	\$0			1	\$54
24	Adult 20 Punch Card	0	\$0	1	\$75	1	\$75			5	\$360
25	Senior 20 Punch Pass	0	\$0	3	\$165	3	\$165			13	\$702
26	Adult H2OX 10 visit	1	\$48	1	\$50	2	\$98			5	\$260
27	Sr. H2OX 10 visit	1	\$38	1	\$39	2	\$77			5	\$210
28	Adult H2OX 20 visit	0	\$0	0	\$0	0	\$0			1	\$104
29	Sr. H2OX 20 visit	1	\$79	0	\$0	1	\$79			1	\$84
30	Subtotal Pass Sales	48	\$3,685	40	\$2,149	88	\$5,834	\$6,000	97%	165	\$8,845
31	All Pass Scans	317		415		732				3448	
32	Swim Lessons	436	\$2,396	434	\$2,604	870	\$5,000			2,347	\$14,031
33	Private Lessons	4	\$100	2	\$60	6	\$160			3	\$75
34	Semi Private Lessons	0	\$0	0	\$0	0	\$0			0	\$0
35	Subtotal Lessons	440	\$2,496	436	\$2,664	876	\$5,160	\$12,900	40%	2349.95	\$14,106
36	Total Programs	Drop-ins, Pass Sales & Lessons				2,404	\$13,654.17	\$24,000	57%	7,770	\$29,794
37		#		#		Visits				Visits	
37	One Time Rentals	1	\$110	3	\$480	340	\$590.00			430	\$1,561
38	Rentals -Special Int. Grps	0	\$0	4	\$2,445	2,680	\$2,445.00			14956	\$10,466
40	Lockers					425	\$106.25			408	\$102
41	Subtotal Rentals	1	\$110	3	\$2,925	3,020	\$3,141	\$8,500	37%	15,794	\$12,129
42	Vending						\$74	\$400.00	1.22%		\$354
43	Donations						\$20.68	\$0.00	0.00%		\$13
44	Merchandise						\$46.00	\$0.00	0.00%		\$0
45	Subtotal Other						\$94.18	\$400.00	24%		\$366
46	Estimated Visits					5,424				23,564	
47	Total Revenue Earned					\$16,889.60		\$32,900	51%	\$42,289.40	