


## INFORMATIONAL MEMORANDUM

### Tukwila Metropolitan Park District

TO: Tukwila Pool MPD Board

FROM: Rick Still, Parks and Recreation Director 

DATE: August 14, 2013

SUBJECT: 2014 Preliminary Budget and 20-year plans

---

#### ISSUE

A preliminary review of the 2014 budget and 20-year financial plans.

#### DISCUSSION

The MPD Board must adopt the 2014 budget by December 31, 2013. The proposed budget for 2014 will be delivered to the Board on October 1, 2013 and is scheduled to be discussed at the October 21, 2013 MPD Meeting; and reviewed by the Tukwila Pool Advisory Committee at their October and November meetings. The budget timeline, including public hearings in October and final adoption in November, was approved by the Board at their June 17<sup>th</sup> meeting.

The preliminary 2014 budget (Attachment A) includes revenues and expenditures for similar operations as 2013 but for twelve months of operation, i.e. no major closures for capital improvements. Additional assumptions included in the budget are as follows:

- Program revenues in 2014 are forecasted at 1% over 2013 plus additional revenue from resale items. The increased participation, new program development and full operations for twelve months should allow these revenues.
- Tax Levy revenue collection began in 2013 for an estimated \$680,186 with a planned 2% increase for 2014, 1% allowed increase and 1% new construction.
- City Loan repayment used to fund operations during the formation of the MPD began in June 2013 initial payment of \$80,132 and then \$121,458 annually through May 2023.
- Pool capital improvement bond repayment began in 2013 with annual payments of \$113,130 over a 10 year period ending in 2023.
- Reduction in City contracted services based upon the service cost for June, post capital project support.
- Increase in attorney services, as a place holder for the new attorney contract.
- Increase in insurance due to increased value of the facility after the capital project was completed.
- FT salaries are reduced due to the Community Transformation Grant which reimburses salaries while staff is developing policy to reduce barriers to pool use.
- PT salaries are increased above the 4% to accommodate the TSD PE program.

#### **20-year Financial Plans**

The proposed 2014 budget and 20-year Financial Plans are the direct result of 2013 forecasted results with the goal of increasing pool participation while being fiscally responsible. There are

two different 20-year Financial Plans: Attachment B includes projections without an Executive Director and Attachment C includes \$40,000 for contracted Executive Director Services.

The 2014-2033, 20-year projections are based on the following assumptions:

- Programs fees increase at 1%.
- Tax revenues increase at 2%.
- Operating expenditures increase at 4%.
- Required reserve balance of 15% achieved.

### **Videotaping of meetings**

The Board requested information regarding the potential cost to have the MPD Board meetings videotaped. The range of videotaping cost would be from \$100 per meeting to \$2,000 per meeting depending on the date and location of the meeting and are not included in the preliminary 2014 budget. The range of videotaping cost is as follows:

- If the MPD Board meeting follows a City Council meeting in the Council Chambers, the cost would be approximately \$100 per meeting.
- If the MPD Board meeting does not follow a City Council meeting but occurs in the Council Chambers, the cost would be approximately \$200 per meeting.
- If the MPD Board meeting occurs at another location, the cost varies depending upon the availability of streaming bandwidth or 4G wireless, the number of cameras desired and the image size desired to be broadcasted. The range of “off-site” videotaping is from \$350 per meeting to \$2,000 per meeting depending on the availability of equipment and internet capabilities.

### **RECOMMENDATION**

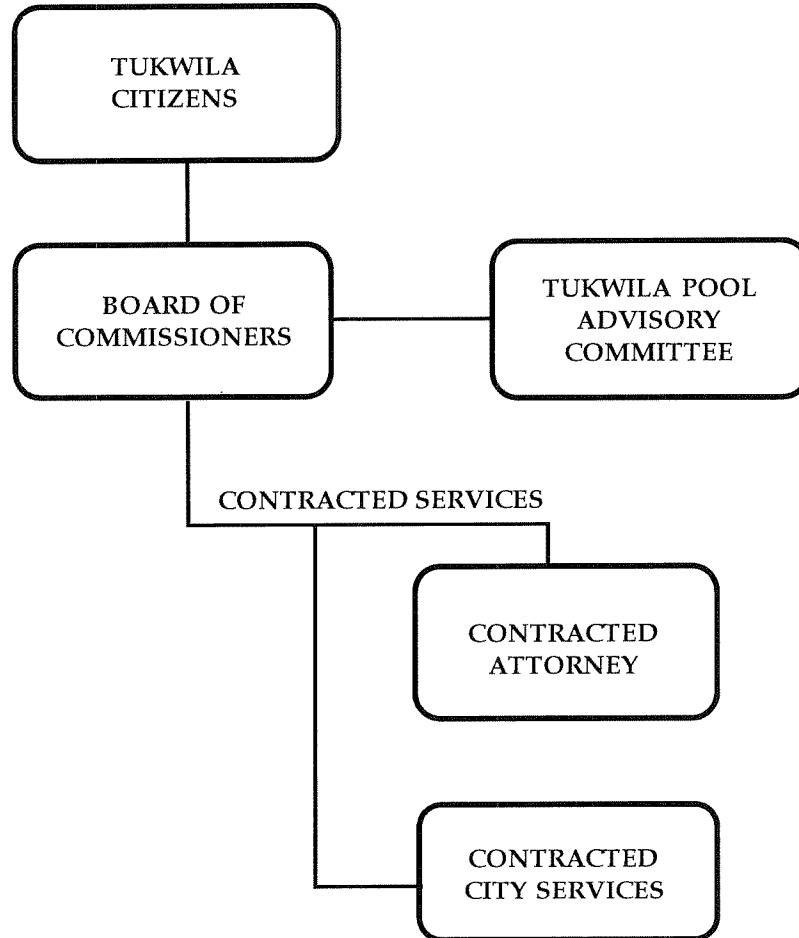
The Board is being asked to provide direction on the 2014 Metropolitan Park District budget no later than the September 16, 2013 MPD Board Meeting, prior to preparation of the 2014 Budget which is due to the Board on October 1, 2013.

### **ATTACHMENTS**

- A. Preliminary 2014 Budget
- B. 20-Year Projection (no Executive Director)
- C. 20-Year Projection (including Executive Director)

# 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 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 CSC.
- 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 programing.
- 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 M 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 created 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*

*Tukwila Metropolitan Park District*

Description	2012 BUDGET	2012 ACTUALS	2013 BUDGET	2014 BUDGET
Beginning Fund Balance	\$ -	\$ 59,264	\$ 197,605	\$ 371,646
<b>REVENUE</b>				
Tax Levy	-	-	680,186	693,790
Program Fees	128,570	170,961	180,000	181,800
Rentals	29,000	36,851	31,000	31,310
Donations	-	-	-	-
Sale of Merchandise	-	2,286	-	2,000
State Grant	-	-	416,666	
Tax Exempt Lease Program - Loan	-	-	1,000,000	
General Fund Loan	870,640	658,706	38,066	-
<b>REVENUE TOTAL</b>	<b>1,028,210</b>	<b>868,804</b>	<b>2,345,918</b>	<b>908,900</b>
Beginning Fund Balance + Revenues	1,028,210	928,068	2,543,523	1,280,546
<b>EXPENDITURE</b>				
10 Salaries & Wages	246,568	239,584	259,684	248,848
20 Personnel Benefits	78,807	71,661	81,775	73,903
30 Supplies	15,047	25,633	15,179	18,875
40 Other Services & Charges	273,674	244,657	257,122	309,525
60 Capital	-	-	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>871,943</b>	<b>2,234,276</b>	<b>915,739</b>
Ending Fund Balance	134,114	56,125	309,247	364,807
Ending Fund Balance + Expenses	\$ 1,028,210	\$ 928,068	\$ 2,543,523	\$ 1,280,546
Required Reserve - Fund Balance (15% of Expenditures)		130,791	122,642	137,361

## Salaries and Benefits

Salaries are based on actual costs for existing positions and include a cost of living adjustment per contract agreements. 2014 Salaries are lower for Aquatics Program Specialist due to performing grant work for the City of Tukwila.

PERSONNEL	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	33,528	13,790
Extra Labor		118,000	23,177		125,000	24,518
Overtime		-	-		5,000	-
Department Total	2	\$ 259,684	\$ 81,775	2	\$ 248,848	\$ 73,903

## 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	2014
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	107,245
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		40,000
630.00.576.220.45.00	School Lease	10,950	10,950
630.00.576.220.49.00	Contract Legal services	6,240	25,000
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	\$ 309,525

## 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

This page intentionally left blank.







